

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, August 16, 2001 4:30 p.m.**  
**AGENDA**

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
  - A. Regular meeting of July 19, 2001
- III. Communication from the public
- IV. Division head's report--Karen Anderson, Head of Extension Division
- V. City Librarian's report
- VI. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. Meeting of August 2, 2001
  - B. Finance and Properties Committee
    - 1. Approval of bills for July 2001
    - 2. Meeting of August 7, 2001
  - C. Rolling Prairie Library System
    - 1. Report on August meeting
  - D. Friends of the Library
    - 1. Meeting of August 9, 2001
  - E. Foundation
    - 1. No meeting
- VII. Serving Our Public: Standards for Illinois Public Libraries
  - A. Chapter II, Governance and Administration
- VIII. Old business
- IX. New business
  - A. Supplemental report to state library
  - B. ILA trustees day, Saturday, October 20 from 9 a.m. - 5 p.m.
- X. Adjournment

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 19, 2001

## I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Mary Gladney, Patricia Greanias, Shirley Moore, and Phil Wise. Staff present: Lee Ann Fisher, Katie Gross, and Linda Humphreys. Others present: Pat McDaniel.

Mr. Gibson introduced new trustee Carol Craig. Ms. Humphreys administered the oath of office.

## II. APPROVAL OF MINUTES

The minutes of the regular meeting of June 21, 2001, were approved as mailed.

## III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

## IV. DIVISION HEAD'S REPORT

Katie Gross reported on the Children's Division.

## V. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported that she had accepted a resignation from Grace Veach. Ms. Veach's new employer has offered to fly her back to Decatur for the week of September 10 for the GEAC/DRA conversion. She requested a rental car from the library for that time. Mr. Wise made a motion to approve up to \$300 for a rental car for Ms. Veach. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

Ms. Fisher reported that the library received \$25,000 for the final payment on the construction grant, \$300 for underpayment on an old literacy grant, and \$131,252 to close out the Meyer trust fund.

## VI. REPORTS OF COMMITTEES

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

**Finance and Properties Committee:** Mr. Cocagne made a motion to approve the June bills.

The motion was seconded by Mr. Wise and unanimously carried on roll call vote.

The committee did not meet.

**Rolling Prairie Library System:** Mrs. Moore attended the meeting. She reported that the State Library has sent out material for the latest round of grant applications. The Gates initiative will also be available soon. A 10% poverty level is required for application.

**Friends of the Library:** The Friends met July 12, 2001. They are gearing up for the annual book sale on Labor Day weekend. The Friends will also be working with the Boy Scouts to rent out the library's parking spaces during the Decatur Celebration.

**Foundation:** The Foundation Board of Directors did not meet.

## VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter I, Core Standards, was reviewed. Ms. Fisher reported that ALA's ethics and other standards should be reviewed by the Board. These will be on the agenda for the next Personnel, Policy, and Public Relations Committee.

## VIII. OLD BUSINESS

Mr. Cocagne made a motion to approve a bid of \$22,570 from King-Lar to replace the roof on the east canopy. The motion was seconded by Mrs. Gladney and approved on roll call vote with seven yes votes and one abstention (Ms. Craig.)

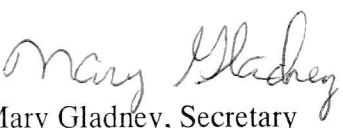
## IX. NEW BUSINESS

Mr. Gibson made committee appointments for 2001/02. The Personnel, Policy, and Public Relations Committee will be chaired by Mrs. Arnold with Ms. Craig, Mrs. Gladney, and Mrs. Moore. The Finance and Properties Committee will be chaired by Mr. Cocagne with Mrs. Greanias and Mr. Wise.

## X. ADJOURNMENT

Mr. Gibson adjourned the meeting at 5:28 p.m.

Respectfully submitted,

  
Mary Gladney, Secretary  
Decatur Public Library Board of Trustees



**CITY LIBRARIAN'S REPORT**  
**AUGUST 16, 2001**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**ADMINISTRATION:** We have survived the Celebration! Other than sticky sidewalks and dirty windows, there was no damage to the library. There were some parking lot issues and we worked them out as they came up. I have promised the Village Mall that we would meet with the Friends after the book sale and discuss their concerns for next year. I have attended Altrusa, Rotary, Friends and Chamber meetings. I have met with the Director and Assistant Director of Rolling Prairie and several other individuals about their organization and their relationship with the library. I have attended several workshops, programs or discussions as related to the job. I am working on meeting the staff one-on-one and listening to their points of view, starting with the Pages and learning about their jobs and how they do them. It has been a very busy month and I expect it to increase as I get more acclimated to the job.

**GATES FOUNDATION GRANT:** One of the workshops was on the Gates grant and how to fill out the application, the timeline and an explanation of all that is available. We have been selected to receive four computers and an optional content server. I plan to appeal this and try to get at least six pc's. There is also a computer lab that I would like to try for. I am hopeful that my past experience with the Gates Foundation will help us. Katie, Arthur and Junie also attended as the grant will affect their areas of service.

**DRA:** I was informed by Paul of RPLS that our DRA conversion was on hold. Our DRA project manager has been removed and we will be getting a new one soon. There will be a conference call next week between DPL, RPLS and DRA to get the project back on track and establish a new timeline. They are well aware of our "drop dead" date and assure me that they will have no problem meeting it.

**STAFF:** Bev Hackney has been appointed Head of the Technical Division starting September 10<sup>th</sup>. She brings nineteen years of service to DPL and her knowledge of the library and understanding of the DRA conversion process will be a great asset. Arthur Gross will continue to be the Interim Head of the Adult Division, while this position is updated and posted.

**ADULT DIVISION:** The department will be short two librarians as Bev assumes her new duties. The Young Adult position remains vacant and has been rewritten to appeal to a wider audience and will be reposted as soon as it is approved. Arthur has started an "Adult Division Dispatch" to keep staff aware of what is happening in adult services. Several of the staff have given programs, been interviewed in print and other media. We are adding Learnatest.com to provide practice tests to our patrons, as our copies of the GED, ASVAB and other tests are nearly impossible to keep on the shelves. We are dropping the Chicago Tribune online and a Facts on File product to replace it. The entire department visited Springfield to look at their DRA from a reference standpoint.

**BUILDING DIVISION:** All vehicles are in good running condition after some repairs. King Lar has started on the roof. Working on the grounds and picking up books for the Friends sale



August 16, 2001

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continue to be time-consuming.

CHILDREN'S DEPARTMENT: Summer Reading is over and 1540 children participated in some manner. Janice Harrington told stories to 278 people at four different programs. She was very interactive with the crowd and even had the adults involved. Also, 50 people attended the Iditarod program. This was in addition to our regular story times and Baby TALKS. So it was a very busy month for children's and circulation was finally up.

CIRCULATION DIVISION: We made the decision to keep the book drops open Celebration weekend after complaints last year. On Monday they were overflowing, but there were no unpleasant surprises awaiting us. The outlying book drops were full as well. Nearly all of the new pc's have been installed at the circulation desk, and DRA training has started and will continue with staff given time to practice off the desk.

EXTENSION: Karen has fractured her foot and will be in a cast 5-6 weeks. A new bookmobile schedule has been issued with a few changes and a tentative fall schedule is in the works. The department is getting ready for the back-to-school rush. In between times the staff has added new titles, weeded and worked with twenty-five volunteers.

SYSTEMS ADMINISTRATION: Nicole and Junie moved into the old assistant directors room to create a better work environment and to get them out of the public area in administration. They attended DRA systems operation training in St. Louis for two days. They have received and have nearly completely installed virus checkers on all pc's and corrected any problems. Nicole is still working on getting me connected with the City and a wireless connection has been suggested by the City to resolve some of the problems Linda and I are having with our dial-up connection. Nicole sent all of our GEAC tables to DRA for translation and is waiting to get them back to see what needs to be done next.

TECHNICAL DIVISION: Staff had a going away party for Grace on August 9<sup>th</sup> to wish her well in her new position. Her expertise will be missed. The Catalog department has been receiving extensive DRA training, as they have to be certified in order to be able to work in the database. They are still waiting on the Acquisitions Module, RP has to set up the policy file; we will probably be the first to use it once it is operational. Still short staffed, the junior cataloger position will remain unfilled till after the DRA conversion.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher  
City Librarian

DECATUR PUBLIC LIBRARY

Monthly Circulation Statistics

July 2001

Location	July 2001	July 2000	% Change
CENTRAL LIBRARY, PRINT			
Adult	22,354	21,434	4.3
Young Adult	1,329	1,132	17.4
Children's	17,533	17,350	1.1
TOTAL	41,216	39,916	3.3
EXTENSION PRINT			
Bookmobile 548	2,846	2,554	11.4
Bookmobile 549	1,641	1,995	-17.7
Outreach	630	576	9.4
TOTAL	5,117	5,125	-0.2
TOTAL PRINT	46,333	45,041	2.9
NON-PRINT			
Videocassettes	9,534	6,336	50.5
Audiocassettes	1,901	1,989	-4.4
Recordings	2,560	1,769	44.7
TOTAL	13,995	10,094	38.6
Extension Non-print	1,091	855	27.6
TOTAL NON-PRINT	15,086	10,949	37.8
Renewals	875	855	2.3
TOTAL CIRCULATION	62,294	56,845	9.6

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

July 2001

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	244,131	242,988	0.5
Young Adult	10,807	11,499	-6.0
Children's	152,484	160,056	-4.7
TOTAL	407,422	414,543	-1.7
EXTENSION PRINT			
Bookmobile 548	67,155	79,046	-15.0
Bookmobile 549	26,485	29,374	-9.8
Outreach	7,357	5,610	31.1
TOTAL	100,997	114,030	-11.4
TOTAL PRINT	508,419	528,573	-3.8
NON-PRINT			
Videocassettes	100,185	73,730	35.9
Audiocassettes	21,838	26,784	-18.5
Recordings	27,968	21,997	27.1
TOTAL	149,991	122,511	22.4
Extension Non-print	11,553	10,153	13.8
TOTAL NON-PRINT	161,544	132,664	21.8
Renewals	10,320	9,614	7.3
TOTAL CIRCULATION	680,283	670,851	1.4



# STATISTICAL REPORT

July 2001

## TECHNICAL SERVICES

New book volumes added:	1,110
New book titles added:	581
AV titles added:	121
Volumes withdrawn:	1,041
Books mended:	418

## PERSONNEL ACTIVITY:

7/18/01 Heather Richardson, Library Page (½ time), terminated

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

LIBRARY CARDS: 427 main + 7 extension = 434 NEW  
415 main + 3 extension = 418 re-registrations  
852 total library cards for month

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	74,596
	last 12 months to date:	75,978

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	314,537
	last 12 months to date:	314,595

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	19,921
	last 12 months to date:	20,251

VOLUNTEERS: 25 volunteers worked 275.5 hours

## COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1484 people, 2358 time slots  
Word processing usage: 247 people, 443 time slots

**Personnel, Policy & Public Relations Committee**  
**August 2, 2001**

Sherri Arnold called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Carol Craig, Mary Gladney and Shirley Moore. Absent: Mark Gibson. Staff present: Lee Ann Fisher and Linda Humphreys.

Job description for Head of Technical Division: Ms. Fisher said that she had revised the description so that she could proceed with advertising for the position. Mr. Gibson tentatively approved changes she suggested. She plans to finish interviewing two candidates next Tuesday. The consensus was to recommend the changes for approval as presented.

Job description for Information Specialist--Young Adult: Ms. Fisher reported that the library has been trying to fill that position for nearly a year. Some of the duties of the position as well as the job title were changed from Information Specialist--Adult Services to Information Specialist--Young Adult with no board approval. She recommended using Information Specialist--Adult Services and taking some of the emphasis off the young adult portion of the job to broaden the pool of perspective candidates. The committee agreed to recommend the changes for approval as presented.

Procedure for filling jobs: Ms. Fisher said that she recommended changing the procedure for filling bargaining unit positions to require interviews for all qualified candidates. Voluntary demotion requests will be considered at the same time as transfer requests. The rest of the procedure is outlined in the agreement with the bargaining unit and civil service rules. The committee agreed to recommend approval of the procedure as presented.

Richland Community College Distance Learning Room: Ms. Fisher expressed concern about Richland's interest in scheduling classes in the library at times when the library is not open to the public. The current schedule for classes is during regular library hours, so no action was taken.

Other business: Ms. Fisher said that the Library advertised but was not able to hire a Library Network Manager. After reviewing the job description and salary scale, she recommended that the description be changed to require a Master's degree in Library Science and also upgraded to pay grade 5. The consensus was to recommend approval of the revised job description.

Ms. Fisher said that the conversion from GEAC to DRA is delayed. The committee recommended reviewing the contract to determine accountability.

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

Respectfully submitted,

Lee Ann Fisher, City Librarian

**Head of Technical Division**

**Decatur Public Library**

**Nature of Work**

This is a highly specialized professional position involving supervision of all staff assigned to the Technical Division.

Work involves original cataloging and adaptation of Library of Congress cataloging in the cataloging, classifying and subject assignment of books and audiovisual materials, and scheduling and supervising of divisional staff.

**Supervision Received**

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodical conferences, reports prepared, observation, and regular conferences.

**Supervision Exercised**

Exercises supervision over personnel assigned to the Technical Division.

**Examples of Work (Typical work examples, but not limited to the following)**

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Catalogs, classifies, and assigns subject headings to library materials.

Coordinates the maintenance of public on-line catalogs, which includes revising and updating materials and may incorporate solutions to particular problems of library users.

Works with Rolling Prairie Library System staff to coordinate DPL cataloging on the DRA system.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Thorough knowledge of Dewey Decimal Classification, Library of Congress Subject Headings, and AACR 2.

Considerable knowledge of books, authors, book publications, and audiovisual materials.



**HEAD OF TECHNICAL DIVISION**

**DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

Knowledge of and experience with library automation systems.

Knowledge of and experience in DRA helpful, but not required.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

Considerable knowledge of principles of bibliographic organization and control.

Knowledge of the content and use of basic reference tools. Considerable familiarity with OCLC and CLSI.

Ability to deal with the public and employees in general and difficult work situations.

Knowledge of and experience in library administration.

**Desired Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. Some experience in cataloging using the Dewey Decimal Classification System, Library of Congress Subject Headings, and AACR 2. At least three years professional experience with increasing responsibility, preferably at a public library, is required.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5

**Information Specialist - Adult Services**

**Decatur Public Library**

**Nature of Work**

This is specialized professional library work involving the provision of information to individuals.

Work involves the supervising and physical maintaining of the library's young adult collection, the adult fiction and genre collection, and other collection areas as required. Supervising selection of materials for this collection, planning and promoting programs for young adults, and providing library users with requested information. Managing library operations when assigned librarian-in-charge.

**Supervision Received**

Work is performed with considerable independence under the guidance of the Head of the Adult Division. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

**Supervision Exercised**

Exercises supervision over personnel and volunteers assigned to duties within the young adult collection, the adult fiction and genre collections, and other collection areas as required.

**Examples of Work (typical work examples, but not limited to the following)**

Assists adult and young adult library users in locating and securing information and reading materials in print and non-print sources.

Instructs library users on the use of reference materials and other resources.

Reviews, selects, and maintains materials in all formats for the young adult collection, adult fiction and genre collections, and other collection areas as required.

Provides verification information on book titles, prices, authors, and related matters.

Develops displays for various public areas to promote library materials.

Plans and organizes assigned work and prepares appropriate work reports.

Represents the library to appropriate young adult community groups and agencies and at appropriate agency functions.

**INFORMATION SPECIALIST - ADULT SERVICES  
DECATUR PUBLIC LIBRARY**

**Job Description**

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Conducts tours through the library's adult division.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of principles and practices of library science.

Considerable knowledge of authors and materials in all formats.

Ability to deal with the public and employees in general and difficult work situations.

Ability to work independently under general supervision.

**Desired Training and Experience**

An earned Masters Degree in Library Science from an ALA-accredited university.  
Previous service in a public library preferred.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 3



## Procedure for Filling a Library Bargaining Unit Position

1. When a library bargaining unit position becomes vacant, it is first offered by memo as a transfer (lateral move) to all library employees in the same pay grade, as specified in the collective bargaining agreement. It must be posted for one week. The City Librarian or her designee and the respective library division head will interview all applicants who meet the minimum requirements for the job. All employees who request a transfer will be notified of whether or not their request is approved. The library is not required to approve any transfer request. If an approved transfer involves a change from one library division to another and there is substantial difference in duties, a six-month probationary period is required. An employee request for demotion will also be considered as a part of this step.
2. If the position is not filled through step one, a "request for personnel" is sent to the city Human Resources Division (HR). If there is an existing register for the position, HR contacts the next person on the register and offers the position. If the person turns down the offer or does not respond in five days, the position is offered to the next person, continuing down the list until someone accepts the offer or the register is exhausted.
3. If the position is still not filled, it is then advertised exclusively to library employees as a promotion, using the promotional chain that is a part of the collective bargaining agreement.

Applications are accepted by HR. If a written civil service test or a typing test is required, it is scheduled and given by HR. HR schedules interviews for all qualified candidates who pass all phases of testing. The interview panel includes someone from HR, the appropriate library division head(s), and usually someone from library administration. The interviews are graded, and a promotional register is established with the names of those passing all phases of the process. The register must then be certified by the Civil Service Commission.

The City Librarian is given a list of the first three names. She chooses one (usually the first name) to be promoted, indicates an effective date, and returns the list to HR. HR sends a letter of notification including the effective date, the salary, etc.

4. If the position is still not filled, it is opened to the public via an ad in the Sunday edition of the Herald & Review (handled by HR). Library staff can still/again apply at this step.

The second paragraph of step three is repeated to establish an eligible register. The position is then filled in accordance with civil service rule 6-3. Then HR sends the person who accepts the position papers for a physical including drug testing. After the physical is passed, a start date is scheduled.

## **Job Description**

### **Library Network Manager**

#### **Decatur Public Library**

#### **Nature of Work**

This is specialized microcomputer technical work to maintain and support the library's personal computer systems, including hardware, software, and peripheral equipment.

#### **Supervision Received**

Work is performed under the general supervision of the City Librarian. Work is reviewed through procedural checks, periodic conferences, and observation of results obtained.

#### **Supervision Exercised**

Exercises supervision over the Library Network Support Specialist.

#### **Examples of Work (Typical work examples, but not limited to the following):**

Serves as security point of contact for the library's internet service provider.

Attends training classes to retain operator's privileges for the library's automation vendor. Provide technical support and troubleshooting assistance for this system.

Provides training and assistance as needed for library staff on software and hardware applications.

Maintains and assigns Internet e-mail accounts and passwords for new and current library staff.

Works with hardware and software vendors on installation, upgrade, and problem resolution activities.

Moves, installs, and configures personal computers, terminals, mobile data computers, printers and related equipment, including preparing and installing specialized cable assemblies and coordinates all related activities.

Modifies and repairs personal computer hardware and peripherals, including replacement of internal components, following design or installation specifications.

Teaches introductory computer classes for the public.

Installs, maintains, configures, and monitors microcomputer programs, operating systems, and components to optimize performance, memory utilization, and reliability.

Installs and maintains the library's server and routers.

**LIBRARY NETWORK MANAGER  
DECATUR PUBLIC LIBRARY**

**Job Description**

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Determines the causes of personal computer hardware, operating system, and application software component failures, and develops and/or corrects these failures.

Informs the City Librarian of problems and activities within assigned area of responsibility; refers matters beyond limits of authority and expertise to the City Librarian for direction.

Represents the library at meetings within assigned area of responsibility.

Works with the Office Manager to ensure compliance with the Library's Software Policy.

**Required Knowledge, Abilities and Skills**

Considerable knowledge of personal computer hardware and operating system theory and practice.

Knowledge of standard personal computer applications used by the library. Knowledge of local area networks, theory and practice. Knowledge of Proxy5, routers, and firewall architecture, theory and practice.

Demonstrated ability to communicate effectively, both orally and in writing.

Demonstrated ability to reason deductively and to apply troubleshooting logic to isolate, identify, and correct microcomputer hardware and software problems.

Ability to maintain confidentiality of library records.

Ability to lift and carry equipment of considerable bulk, weighing up to 50 pounds.

Ability to install and maintain network wiring, including the ability to climb and work from a stepladder.

**Desired Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university as well as hours of credit directly related to personal computer and networking programming applications, design and analysis.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5



## **Finance and Properties Committee**

**August 7, 2001**

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, Phil Wise and Mark Gibson. Staff present: Lee Ann Fisher, Nicole Muhs and Linda Humphreys.

Wireless Connection: The committee reviewed a proposal for wireless access (rather than modem access) to the city payroll, accounting and email systems. The city estimated the cost at \$5,611.26, which could be added to their existing contract. This could be paid for through a savings of \$4,648 annual difference on a maintenance contract for the old router.

Wages and benefits for management staff: Comparisons between city management and library management wages and benefits were reviewed. The consensus was that Ms. Fisher should ask the new Deputy City Manager about funding to bring wages and benefits for library management staff more in line with the city management staff over a three year period. Ms. Fisher said that nothing could be done until next fiscal year because of budget constraints.

Contract with Cardwell Companies: Mr. Gibson reported that at least three years ago the library board signed a contract with Cardwell Companies to market the library's lease space. A meeting will be scheduled with Mr. Cocagne, Mr. Wise, Ms. Fisher and a representative from Cardwell & Associates to discuss options for the library's lease space.

Other business: The committee reviewed the bill list. Copies of the gas portion of the Illinois Power bill and the invoice for parking lot guards were requested.

Ms. Fisher reported that King Lar expects to begin the work on the library's east canopy roof on August 20, 2001.

There was no further business. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

# MEMO

To: Finance & Properties Committee  
From: Linda Humphreys & Nicole Muhs  
Subject: Wireless Connection  
Date: August 2, 2001

Attached is a quote for a wireless connection between the civic center and the library to allow instant access (rather than dial-up access) to the city payroll system, accounting data, and email.

The purchase of a new Cisco 2600 router is included. The router which was used for library internet access through Decaturnet is now available, however, it is old and may not connect without additional hardware. Most important, maintenance on the old router is more per month (\$420) than a new one would be per year (\$392), for \$4648 annual savings.

A wireless connection is up to 105 times faster than the current modem access.

Costs to connect to the City building using wireless technology

Part Number	Description	Qty	Price
AIR-BR34US	340 Series 11Mbps DSSS Bridge, 100mW with 128-bit WEP (US)	1	\$1,286.34
AIR-ANT-AKYAGI	Antenna Kit w/13.5 dBi Yagi Ant., 50ft cable, Light. Arrest	1	\$355.74
AIR-ACC3986-001	Slide mount kit for Bridges	1	\$52.14
AIR-ACC2662	Yagi Antenna Articulating Mount	1	\$45.54
CON-SNT-AIRBR340	8x5xNBD Svc, 340 Series 11 Mbps DSSS Bridge	1	\$190.00
S26AP-12102	Cisco 2600 Series IOS ENTERPRISE PLUS	1	\$806.00
MEM-2600-8U16FS	8 to 16 MB Flash Factory Upgrade for the Cisco 2600 Series	1	\$434.00
CON-SNT-26XX	SMARTnet 8x5xNBD for Cisco 26XX	1	\$392.00
	Antenna Installation (by BarBeck)		\$2,049.50
<b>TOTAL</b>			\$5,611.26
	Without Antenna Installation		\$3,561.76

Comprehensive Wage & Benefit Comparison  
Decatur Public Library/City of Decatur

	City Management	Library Management	Annual additional cost to provide
<b>WAGES</b>			
General across-the-board increases to the pay scale from 1995 to present	22.6%	17.5%	
Spread from entry level to top	55+%	42%	
Comparison at pay levels 1 to 5	9-19% higher at level 1 14-24% higher at level 2 17-32% higher at level 3 29-46% higher at level 4 35-52% higher at level 5		
Dependent health insurance	PPO plan - \$0 CMM plan - \$37.85 bi-wk.	PPO plan - \$72.00/bi-weekly CMM plan - \$113.54/bi-wk.	* \$7,488 to \$44,304
Dental insurance	Employee pays full cost	Employee pays full cost	
Life insurance	\$5,000 policy plus an amount equal to annual salary	\$5,000 policy	\$4,693
Service recognition	1-9 years service = \$5/yr. 10-14 years = \$10/yr. 15-19 years = \$20/yr. 20-24 years = \$30/yr. 25+ years = \$50/yr. (paid on anniversary date)	5+ years = \$5/year	\$6,615



tuition reimbursement	up to \$1000 per fiscal year	up to \$650 per fiscal year	no one now in school
vacation	1 year - 3 weeks 10 years - 4 weeks 20 years - 5 weeks	1 year - 4 weeks (librarians) 1 year - 2 weeks 9 years - 3 weeks 16 years - 4 weeks	+11 weeks
physicals	up to \$275 every 2 years for a physical exam	nothing	\$2,613 max.
sick time	10 days per year on hire; then 1 day per month	nothing on hire; 1 day per month	

\*Of the library's 19 management positions, six are single people with no dependents. One position is half-time and not eligible for insurance. Of the remaining 12 positions, four currently carry dependent coverage, five have not chosen dependent coverage but might if it was available at no cost to them, and three are vacant positions budgeted with dependent coverage. If the library paid 100% of the cost of dependent insurance for the four people who have it now, that additional cost would be \$7,488. If all five employees who have dependents were to add dependent coverage at no cost to them, that additional cost would be \$31,200. If the employees hired for the three vacant positions all choose dependent insurance at no cost to them, that additional cost would be \$5,616.

The city also pays up to \$7500 moving expenses for all management staff who relocate to Decatur. This includes house-hunting trips and temporary housing. They also provide up to five days of paid leave to move.

I also checked on flexible scheduling and comp time. I was told that those benefits may or may not be available to city management staff at the discretion of the department head.

In summary, benefits for library management staff have basically not changed in 30 years while the benefits for all other groups--city management, city unions, and the library union--have increased.

Linda Humphreys  
6/26/01

# DECATUR PUBLIC LIBRARY

## MANAGEMENT SALARY CLASSIFICATION SCHEDULE

Classification	Level	Beginning	1st quartile	2nd quartile	3rd quartile	4th quartile
City Librarian	N/A					
Assistant City Librarian	6	42,683	47,165	51,645	56,128	60,609
Division Head 1	5	35,255	38,957	42,658	46,360	50,062
Division Head 2	4	30,554	33,762	36,971	40,178	43,387
Information Specialist	3	28,204	31,165	34,126	37,088	40,051
Office Manager	2	24,561	27,141	29,718	32,298	34,877
Area Supervisor						
Administrative Secretary						
Administrative Aide	1	21,388	23,633	25,879	28,125	30,372

Approved 4/17/01

CITY OF DECATUR  
MANAGEMENT PAY PLAN  
ANNUAL SALARY RANGES  
EFFECTIVE: MAY 1, 2001

MANAGEMENT PAY SECTOR	MINIMUM SALARY	SALARY MIDPOINT	MAXIMUM SALARY
1	\$23,338	\$29,756	\$36,175
2	\$28,006	\$35,708	\$43,409
3	\$32,961	\$42,849	\$52,737
4	\$39,553	\$51,419	\$63,285
5	\$47,463	\$61,703	\$75,942
6	\$56,956	\$74,043	\$91,130
7	\$61,469	\$81,447	\$101,425



ILLINOIS POWER

Part of the DYNegy Performance Team

ACCOUNT NUMBER: 0000180012

CITY OF DECATUR

PAGE 49

GAS SERVICE

AIRPORT FIRE HOUSE

METER#:	Current Meter Reading, 04/27/01 (Actual)	65252
2TC76092	Previous Meter Reading, 03/28/01 (Actual)	- 65030
	Amount of Gas Used In 30 Days	therms 222
Rate 63	Cost of Gas Used for 30 Days Ending 04/27/01	
Space Heat	SERVICE BILLING SUBTOTAL	\$ 193.30
	Public Utility Tax	222 therms x \$.024000 \$ 5.33
	Regulatory Tax	\$ 193.30 x .001000 \$ .19
	TOTAL COST FOR GAS SERVICE	\$ 198.82

01-45147-232

Account #: 0072891180

Account Balance: 7,838.31

Account Status: Active

130 N FRANKLIN ST

DECATUR IL 62523

GAS SERVICE

LIBRARY

METER#:	Current Meter Reading, 04/27/01 (Estimate)	8422
1TC85382	Previous Meter Reading, 03/28/01 (Actual)	- 7381
	Difference	1041
	Meter Multiplier	x 10
	Amount of Gas Used In 30 Days	therms 10410
Rate 64	Cost of Gas Used for 30 Days Ending 04/27/01	
	SERVICE BILLING SUBTOTAL	\$ 7,473.77
	Public Utility Tax	10,410 therms x \$.024000 \$ 249.84
	Regulatory Tax	\$ 7,473.77 x .001000 \$ 7.47
	TOTAL COST FOR GAS SERVICE	\$ 7,731.08

20-40000-232



Remit To:

**Invoice**

**Cardwell Companies**  
**Real Estate Investors of Decatur**  
101 S. Main St.  
Suite 300  
Decatur, IL 62523

Date: 7/11/01

TO: Decatur Public Library  
130 North Franklin Street  
Decatur, IL 62523-1128

QUANTITY	DESCRIPTION	AMOUNT
.50	One-half of the cost of Decatur Public Library/Village Mall Parking Lot Security 4/01/01-6/01/01	\$1418.84

Copy of invoice enclosed

**Totals**

**\$1418.84**

**Expense Distribution**  
**444 - VILLAGE MALL**  
**Check Date: 04/21/01 - 07/11/01**

Trf#	Invoice Number	Invoice Date	Property	Payee	Name	Amount	Check Number	Check Date	Description
C/A - Security - Patrols									
8278	001514246	04/21/01	444	S1	SERVICE ONE	79.47	5382	05/30/01	SECURITY TELEPHONE
8640	4/12-4/30	04/30/01	444	S1	SERVICE ONE	742.65	5419	06/07/01	4/16-4/30 SERVICE ONE
8707	5/1-5/15	05/15/01	444	S1	SERVICE ONE	969.25	5613	06/26/01	5/1/01-5/15/01 SERVICE ONE
8851	151421462-	05/21/01	444	S1	SERVICE ONE	79.42	5626	07/03/01	REIMBURSEMENT FOR
8999	5/21-5/31	05/31/01	444	S1	SERVICE ONE	966.88	5626	07/03/01	5/21-5/31 SERVICE ONE
						2,837.67			
						2,837.67			

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2001

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/03/2001	TREAS-MEDICAL INSURANCE	15,619.48	E01082	07/03/2001	MEDICAL INSURANCE
07/03/2001	TREAS-GEN MEDICAL INS	43.35	E01083	07/03/2001	LIFE INSURANCE
07/03/2001	TREAS-GEN MEDICAL INS	1,222.04	E01084	07/03/2001	WORKERS COMPENSATION
07/03/2001	TREAS-IMRF	12,586.16	E01084	07/03/2001	RETIREMENT-IMRF
07/02/2001	COMMERCIAL MAIL SERVICES	99.12	143957	07/02/2001	POSTAGE
07/06/2001	EBSCO SUBSCRIPTION SERVICES	22.23	144014	07/09/2001	MAG/PAPERS-MAIN ADULT
07/06/2001	EBSCO SUBSCRIPTION SERVICES	6.34	144014	07/09/2001	MAG/PAPER-MAIN YOUTH
07/09/2001	TREAS-GENRAL FUND	190.00	144098	07/09/2001	TRANSFER TO GENERAL FUND
07/09/2001	TREAS-SELF INSURANCE FUND	274.92	144098	07/09/2001	MOTOR VEHICLE-INSURANCE
07/09/2001	TREAS-SELF INSURANCE FUND	175.92	144098	07/09/2001	BOILER INSURANCE
07/09/2001	TREAS-SELF INSURANCE FUND	1,016.42	144098	07/09/2001	PROPERTY INSURANCE
07/09/2001	TREAS-SELF INSURANCE FUND	609.58	144098	07/09/2001	GENERAL LIABILITY INSURANCE
07/09/2001	TREAS-MLS OPERATING	1,469.50	144099	07/09/2001	MIS SERVICES
07/10/2001	EMVURY LTD.	546.85	144118	07/10/2001	OFFICE SUPPLIES
07/10/2001	EDWARDS, ROBERT	186.00	144119	07/10/2001	TUITION REIMBURSEMENT
07/10/2001	F. Z. LAWN CARE	240.00	144120	07/10/2001	SERV-BUILDINGS
07/10/2001	GAYLORD BROS.	300.88	144123	07/10/2001	OFFICE SUPPLIES
07/10/2001	HOUGHEN BENDROPY LTD	511.40	144124	07/10/2001	PRINTING AND BINDING
07/10/2001	SUPERIOR SERVICES	250.00	144130	07/10/2001	SERV-BUILDINGS
07/10/2001	TEAMER'S SWEEPING SERVICE	90.00	144134	07/10/2001	SERV-BUILDINGS
07/11/2001	CABINET CORNER INC.	134.00	144138	07/11/2001	MAG/PAPERS-MAIN PROFESSIONAL
07/12/2001	EBSCO SUBSCRIPTION SERVICES	105.00	144167	07/12/2001	SERV-BUILDINGS
07/10/2001	QNYX WASTE SERVICES-DECATUR, IL	327.19	144178	07/13/2001	SERV-BUILDINGS
07/10/2001	BAKER & TAYLOR CO	2,280.92	144183	07/13/2001	BOOKS AND PERIODICALS
07/10/2001	BAKER & TAYLOR CO	1,661.20	144184	07/13/2001	BOOKS AND PERIODICALS
07/11/2001	BAKER & TAYLOR CO	1,009.78	144185	07/13/2001	BOOKS AND PERIODICALS
07/13/2001	BAKER & TAYLOR CO	3,336.42	144186	07/13/2001	BOOKS AND PERIODICALS
07/13/2001	BAKER & TAYLOR CO	197.75	144187	07/13/2001	BOOKS AND PERIODICALS
07/13/2001	BAKER & TAYLOR ENTERTAINMENT	250.68	144190	07/13/2001	BOOKS AND PERIODICALS
07/10/2001	AMERITECH	537.36	144224	07/13/2001	TELEPHONE
07/11/2001	ILLINOIS POWER COMPANY	9,852.97	144225	07/13/2001	ELECTRICITY
07/11/2001	ILLINOIS POWER COMPANY	7,731.08	144225	07/13/2001	GAS
07/10/2001	IBM	6,619.98	144227	07/13/2001	SERV-OFFICE EQUIP
07/10/2001	IBM	317.00	144270	07/13/2001	SERV-OFFICE EQUIP
07/16/2001	WATTS COPY SYSTEMS	180.00	144286	07/16/2001	OTHER PROFESSIONAL SERVICES
07/16/2001	MORRELL, DANNY P.	270.00	144287	07/16/2001	OTHER PROFESSIONAL SERVICES
07/16/2001	RIGSBY, PAUL	180.00	144291	07/16/2001	OTHER PROFESSIONAL SERVICES
07/16/2001	SLEETH, ALAN	90.00	144292	07/16/2001	OTHER PROFESSIONAL SERVICES
07/16/2001	TAYLOR, DELBERT	180.00	144293	07/16/2001	OTHER PROFESSIONAL SERVICES
07/17/2001	FLEET MAINTENANCE	280.96	144332	07/17/2001	GASOLINE
07/18/2001	AMERITECH	423.44	144340	07/18/2001	TELEPHONE
07/18/2001	MCLEOD USA	92.70	144344	07/18/2001	TELEPHONE
07/19/2001	BODINE ELECTRIC	2,067.75	144344	07/19/2001	SERV-AUTO EQUIPMENT
07/19/2001	GAYLORD BROS.	320.49	144355	07/19/2001	OFFICE SUPPLIES
07/19/2001	ILLINOIS LIBRARY ASSOCIATION	80.00	144370	07/19/2001	ADVERTISING
07/19/2001	JAN SAN SUPPLY INC.	153.06	144373	07/19/2001	JANITORIAL SUPPLIES
07/19/2001	NIMS ASSOCIATES INC.	5,412.00	144380	07/19/2001	OTHER PROFESSIONAL SERVICES
07/19/2001	SAM'S CLUB	75.00	144385	07/19/2001	PROFESSIONAL MEMBERSHIP FEES
07/19/2001	SAM'S CLUB	64.72	144385	07/19/2001	JANITORIAL SUPPLIES
07/19/2001	SUPERIOR FIRE PROTECTION SYST	250.00	144386	07/19/2001	SERV-BUILDINGS
07/19/2001	WIESE PLANNING & ENG INC.	400.00	144388	07/19/2001	SMALL CAPITAL ITEMS
07/20/2001	EBSCO SUBSCRIPTION SERVICES	29.64	144397	07/20/2001	MAG/PAPERS-MAIN ADULT
07/20/2001	WORKSAFE ILLINOIS	300.00	144408	07/20/2001	OTHER PROFESSIONAL SERVICES
07/24/2001	TREAS-PETTY CASH	3.00	144454	07/24/2001	SERV-AUTO EQUIPMENT
07/24/2001	TREAS-PETTY CASH	20.00	144454	07/24/2001	OTHER PROFESSIONAL SERVICES
07/24/2001	TREAS-PETTY CASH	7.73	144454	07/24/2001	MATERIAL-BLDGS
07/24/2001	TREAS-PETTY CASH	2.99	144454	07/24/2001	MATERIAL TO MAINT AUTO EQUIP
07/24/2001	TREAS-PETTY CASH	24.77	144454	07/24/2001	OFFICE SUPPLIES
07/24/2001	TREAS-PETTY CASH	15.00	144454	07/24/2001	BOOKS AND PERIODICALS
07/24/2001	TREAS-PETTY CASH	10.00	144454	07/24/2001	MAG/PAPER-MAIN ADULT
07/26/2001	BLACK & COMPANY	30.87	144482	07/26/2001	MATERIAL-BLDGS
07/26/2001	DEMCO INC	76.35	144485	07/26/2001	OFFICE SUPPLIES
07/26/2001	GAYLORD BROS.	32.79	144492	07/26/2001	OFFICE SUPPLIES
07/26/2001	HASTINGS, S. ANDREW	180.00	144495	07/26/2001	OTHER PROFESSIONAL SERVICES
07/26/2001	HOULT, DANNY R.	180.00	144496	07/26/2001	OTHER PROFESSIONAL SERVICES
07/26/2001	LONGBONS, JUNIE	164.41	144499	07/26/2001	TRAINING SCHOOL
07/26/2001	MENARDS	193.74	144500	07/26/2001	MATERIAL-BLDGS
07/26/2001	MORRELL, STERLING	180.00	144501	07/26/2001	OTHER PROFESSIONAL SERVICES



BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2001

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/26/2001	MOPS, MICOLI	147.34	144502	07/26/2001	TRAINING SCHOOL
07/26/2001	MICRO WAREHOUSE	1,740.99	144503	07/26/2001	COMPUTER SOFTWARE EXPENSE
07/26/2001	NCI BUSINESS SYSTEMS	85.81	144505	07/26/2001	SERV-OFFICE EQUIP
07/26/2001	NCI BUSINESS SYSTEMS	87.63	144505	07/26/2001	SERV-OFFICE EQUIP
07/26/2001	ORKIN EXTERMINATING	86.00	144505	07/26/2001	OFFICE SUPPLIES
07/26/2001	RESEARCH PRODUCTS/BLANKENSHIP	94.78	144513	07/26/2001	SERV-BUILD TO MAINT AUTO EQUIP
07/26/2001	RIGSBY, PAUL	90.00	144514	07/26/2001	MATERIAL TO MAINT AUTO EQUIP
07/26/2001	RISK MANAGEMENT ALTERNATIVES	67.09	144515	07/26/2001	OTHER PROFESSIONAL SERVICES
07/26/2001	SAM'S CLUB	47.92	144516	07/26/2001	OTHER PROFESSIONAL SERVICES
07/26/2001	WENDT, DAWN	293.75	144519	07/26/2001	MATERIAL-BLOGS
07/23/2001	VERIZON WIRELESS	93.80	144586	07/31/2001	OTHER PROFESSIONAL SERVICES
07/30/2001	BAKER & TAYLOR CO	5,715.09	144592	07/31/2001	TELEPHONE
07/30/2001	BAKER & TAYLOR CO	2,560.43	144592	07/31/2001	BOOKS AND PERIODICALS
07/30/2001	BAKER & TAYLOR CO	942.58	144594	07/31/2001	BOOKS AND PERIODICALS
07/17/2001	BOOKS ON TAP	100.80	144598	07/31/2001	BOOKS AND PERIODICALS
07/19/2001	BABY TALK INC. ENTERTAINMENT	663.54	144599	07/31/2001	BOOKS AND PERIODICALS
07/17/2001	THE BOOKSOURCE	275.00	144599	07/31/2001	BOOKS AND PERIODICALS
07/23/2001	CLASSIC PRINTING CO	134.76	144604	07/31/2001	OTHER PROFESSIONAL SERVICES
07/27/2001	CAPITAL CITY PAPER CO	310.00	144610	07/31/2001	BOOKS AND PERIODICALS
07/17/2001	HERALD & REVUEM	136.80	144617	07/31/2001	PRINTING AND BINDING
07/17/2001	HERALD & REVUEM	145.78	144633	07/31/2001	OFFICE SUPPLIES
07/17/2001	THE GALE GROUP	199.34	144633	07/31/2001	ADVERTISING
07/26/2001	AMERITECH	1,987.49	144657	07/31/2001	BOOKS AND PERIODICALS
07/26/2001	IL STATE LIBRARY SERVICES	1,252.57	144664	07/31/2001	BOOKS AND PERIODICALS
07/17/2001	INGRAM LIBRARY SERVICES	63.01	144673	07/31/2001	RENTAL-EQUIPMENT
07/17/2001	ILL STATE HISTORICAL LIBRARY	65.60	144678	07/31/2001	TELEPHONE
07/31/2001	LIBRARY VIDEO CO	489.36	144690	07/31/2001	BOOKS AND PERIODICALS
07/27/2001	MENARDS	46.79	144702	07/31/2001	BOOKS AND PERIODICALS
07/30/2001	NEWMAN ULLMAN	245.00	144714	07/31/2001	MATERIAL-BLOGS
07/19/2001	NORRELL SERVICES, INC.	2,956.17	144714	07/31/2001	MATERIAL-BLOGS
07/19/2001	REXX BATTERY	139.90	144731	07/31/2001	TEMP PERSONNEL SERVICES
07/17/2001	R.R. BOWKER	607.87	144731	07/31/2001	JANITORIAL SUPPLIES
07/17/2001	ROTH PUBLISHING INC	600.00	144739	07/31/2001	BOOKS AND PERIODICALS
07/17/2001	SATILEY'S, INC.	317.92	144740	07/31/2001	BOOKS AND PERIODICALS
07/23/2001	STRIGLOS/HAINES & ESSICK	253.68	144748	07/31/2001	OFFICE SUPPLIES
07/31/2001	TREAS-GENERAL FUND	831.59	144771	07/31/2001	OFFICE SUPPLIES
07/31/2001	TREAS-GENERAL FUND	249.34	144771	07/31/2001	POSTAGE SUPPLIES
07/17/2001	THOMSON LEARNING	22.65	144772	07/31/2001	OFFICE SUPPLIES
07/17/2001	WEST GROUP	2,409.25	144782	07/31/2001	BOOKS AND PERIODICALS
07/26/2001	W W GRATNGER, INC.	223.89	144782	07/31/2001	BOOKS AND PERIODICALS
			144783	07/31/2001	MATERIAL-HLDGS

TOTAL 102,904.39

TOTAL



BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2001

FUND DPL-DONATED FUNDS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/10/2001	BAKER & TAYLOR CO	14.01	144184	07/13/2001	BOOKS AND PERIODICALS
07/23/2001	BAKER & TAYLOR CO	139.91	144592	07/31/2001	BOOKS AND PERIODICALS
07/30/2001	BAKER & TAYLOR CO	9.19	144593	07/31/2001	BOOKS AND PERIODICALS
07/31/2001	BAKER & TAYLOR CO	21.72	144594	07/31/2001	BOOKS AND PERIODICALS
<b>TOTAL</b>					<b>184.83</b>

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2001

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/19/2001	CARDWELL COMPANIES	1,418.84	144361	07/19/2001	OTHER PROFESSIONAL SERVICES
07/26/2001	DYNEGY ENERGY SERVICES	464.44	144486	07/26/2001	ELECTRICITY
07/26/2001	INTERIOR SPECIALTY CONSTRUCTIO	2,598.00	144497	07/26/2001	SERV-BUILDINGS
<b>TOTAL</b>					<b>4,481.28</b>

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2001

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/10/2001	BAKER & TAYLOR CO	29.25	144183	07/13/2001	EXPENDITURES
07/13/2001	BAKER & TAYLOR CO	107.18	144186	07/13/2001	EXPENDITURES
07/23/2001	BAKER & TAYLOR CO	55.24	144592	07/31/2001	EXPENDITURES
<b>TOTAL</b>					<b>191.67</b>

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010731	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
DPL-DONATED FUNDS								
30001-000	BEGINNING FUND BALANCE		.00	396.00	4,194.41	1,584.00	2,610.41-	264
TOTAL			.00	396.00	4,194.41	1,584.00	2,610.41-	264
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST		15.14	25.00	34.14	100.00	65.86	34
TOTAL			15.14	25.00	34.14	100.00	65.86	34
OTHER INCOME								
30800-805	CONTRIBUTIONS AND DONATIONS		250.00	875.00	923.58	3,500.00	2,576.42	26
TOTAL			250.00	875.00	923.58	3,500.00	2,576.42	26
FUND TOTAL			265.14	1,296.00	5,152.13	5,184.00	31.87	99

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 19 DPL-DONATED FUNDS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	EXPENSES								07/31/2001
800	BOOKS AND PERIODICALS	5,184	184.83	390.94	1,296	4,793.06	.00	4,793.06	7.5
**	DIVISION TOTAL **	5,184	184.83	390.94	1,296	4,793.06	.00	4,793.06	7.5

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 20010731	Y-T-D ACTUAL	Y-T-D ESTIMATE	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE								
30001-000	BEGINNING FUND BALANCE	.00	64,742.25	224,944.76	224,944.76	258,969.00	34,024.24	86
TOTAL		.00	64,742.25	224,944.76	224,944.76	258,969.00	34,024.24	86
TAXES								
30100-107	PROPERTY TAX-LIBRARY	1,374,321.44	671,776.50	1,374,321.44	1,374,321.44	2,687,106.00	1,312,784.56	51
TOTAL		1,374,321.44	671,776.50	1,374,321.44	1,374,321.44	2,687,106.00	1,312,784.56	51
INTER GOVERNMENTAL REVENUE								
30200-104	REPLACEMENT TAX	42,162.44	62,500.00	73,106.70	73,106.70	250,000.00	176,893.30	29
30200-107	STATE GRANTS OR OTHER	.00	26,330.75	.00	.00	105,323.00	105,323.00	
TOTAL		42,162.44	88,830.75	73,106.70	73,106.70	355,323.00	282,216.30	20
FINES AND FEES								
30500-509	LIBRARY FINES AND FEES	4,686.78	17,500.00	14,344.12	14,344.12	70,000.00	55,655.88	20
30500-510	LIBRARY NON-RESIDENT FEES	.00	125.00	350.00	350.00	500.00	150.00	70
30500-511	LIBRARY LOST AND DAMAGED BOOKS	369.95	1,750.00	1,496.07	1,496.07	7,000.00	5,503.93	21
30500-514	COPIES & MISC.	1,214.26	750.00	3,423.03	3,423.03	3,000.00	423.03	114
30500-515	MEETING ROOM FEES	975.00	3,250.00	3,545.65	3,545.65	13,000.00	9,454.35	27
TOTAL		7,245.99	23,375.00	23,158.87	23,158.87	93,500.00	70,341.13	24
TRANSFERS FROM								
30600-726	TRANSFER FROM FD BLDG LEASE	.00	4,235.00	.00	.00	16,940.00	16,940.00	
30600-752	TRANS FR WALMART FF	6,000.00	1,500.00	6,000.00	6,000.00	6,000.00		100
TOTAL		6,000.00	5,735.00	6,000.00	6,000.00	22,940.00	16,940.00	26
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	2,698.75	11,250.00	3,088.50	3,088.50	45,000.00	41,911.50	6
TOTAL		2,698.75	11,250.00	3,088.50	3,088.50	45,000.00	41,911.50	6
OTHER INCOME								
30800-899	MISCELLANEOUS INCOME	3,723.70	3,250.00	6,857.98	6,857.98	13,000.00	6,142.02	52
TOTAL		3,723.70	3,250.00	6,857.98	6,857.98	13,000.00	6,142.02	52
FUND TOTAL		1,436,152.32	868,959.50	1,711,478.25	1,711,478.25	3,475,838.00	1,764,359.75	49



REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

07/31/2001

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,699,163	104,368.88	309,326.20	424,790	1,389,836.80	.00	1,389,836.80	18.2
092	HOLIDAYS	0	6,148.82	15,586.98	0	15,586.98	.00	15,586.98	-
094	OTHER LEAVE WITH PAY	0	11,35	11,35	0	11,35	.00	11,35	-
096	SICK TIME	0	1,753.67	5,621.27	0	5,621.27	.00	5,621.27	-
098	VACATION TIME	0	10,402.20	30,074.43	0	30,074.43	.00	30,074.43	-
<b>PERSONAL SERVICES</b>									
101	OVERTIME	10,000	144,836	641,16	2,725	10,258.84	.00	10,258.84	5.9
102	TEMPORARY SALARIES	31,081	2,448.60	8,696.20	7,770	22,384.80	.00	22,384.80	28.0
104	RETIREMENT-IMRF	176,415	12,586.16	37,109.58	44,103	139,305.42	.00	139,305.42	21.0
111	LIFE INSURANCE	580	43.35	128.52	145	451.48	.00	451.48	23.2
112	MEDICAL INSURANCE	253,545	15,619.68	46,468.60	63,386	207,096.40	.00	207,096.40	18.5
114	WORKERS COMPENSATION	17,864	1,222.94	3,857.20	4,466	14,206.80	.00	14,206.80	20.5
115	SERVICE RECOGNITION	13,065	1,040.32	3,494.58	3,266	10,019.42	.00	10,019.42	23.3
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING	250	225.78	645.48	62	395.48	.00	395.48	258.2
202	PRINTING AND BINDING	14,600	821.40	1,921.20	3,500	12,578.80	.00	11,869.95	13.0
210	SERV-BUILDINGS	52,900	1,097.19	4,673.24	13,225	48,226.76	3,264.00	44,962.76	19.7
211	SERV-IMPROVEMENTS	3,000	0.00	0.00	500	1,760.00	.00	1,240.00	12.0
212	SERV-AUTO EQUIPMENT	15,000	2,070.75	3,455.28	750	4,552.8	.00	4,552.8	115.2
213	SERV-OFFICE EQUIP	17,634	822.79	7,234.34	3,750	7,765.66	280.85	7,484.81	50.1
230	MIS SERVICES	116,940	1,469.50	4,408.50	4,408	13,225.50	.00	13,225.50	25.0
231	ELECTRICITY	18,000	9,852.97	26,346.56	29,235	90,593.44	.00	90,593.44	43.0
232	GAS	28,000	7,731.08	26,731.08	4,500	10,268.92	.00	10,268.92	43.0
233	TELEPHONE	3,000	4,134.87	8,556.35	7,000	19,443.65	.00	19,443.65	30.6
234	TRAINING SCHOOL	8,000	311.75	811.75	2,000	7,195.67	.00	2,195.67	26.8
241	CONFERENCES AND OTHER TRAVEL	15,000	930.71	2,111.96	1,750	7,688.25	.00	7,688.25	39.9
245	POSTAGE	10,000	1,640.99	4,052.73	3,750	10,947.27	286.00	10,661.27	28.9
247	COMPUTER SOFTWARE EXPENSE	50,000	2,956.17	7,349.21	2,500	8,359.01	.00	8,359.01	16.4
271	TRAVEL REIMBURSEMENT	3,000	106.00	382.00	750	42,650.79	.00	42,650.79	14.7
272	TUITION REIMBURSEMENT	1,000	0.00	0.00	250	2,618.00	.00	2,618.00	12.7
280	OTHER PROFESSIONAL SERVICES	47,750	7,897.84	27,402.30	11,937	20,447.70	4,566.00	15,881.70	66.7
284	PROFESSIONAL MEMBERSHIP FEES	25,000	75.00	75.00	650	2,525.00	.00	2,525.00	2.9
286	RENTAL-EQUIPMENT	26,800	1,252.57	5,439.50	6,250	12,584.38	1,575.00	12,009.38	49.7
289	RENTAL-EQUIPMENT	466,874	43,477.36	127,089.09	116,717	339,784.91	10,889.70	328,895.21	29.6
<b>COMMODITIES</b>									
310	GASOLINE	5,000	280.96	842.73	1,250	4,157.27	.00	4,157.27	16.9
312	JANITORIAL SUPPLIES	12,000	352.88	696.99	3,000	11,303.01	.00	11,303.01	19.8
320	MATERIAL-BLDGS	3,500	695.84	3,281.63	3,000	8,718.37	.00	8,718.37	27.3
337	MATERIAL TO MAINT AUTO EQUIP	35,000	97.77	242.89	975	3,257.11	.00	3,257.11	6.9
345	OFFICE SUPPLIES	200	0.00	6,148.06	8,750	28,851.94	412.41	28,439.53	18.7
357	EMPLOYEE RECOGNITION SUPPLIES	67,700	3,506.25	11,266.04	16,925	56,433.96	412.41	56,021.55	17.3
<b>OTHER CHARGES</b>									
415	TRANSFER TO GENERAL FUND	1,200	100.00	300.00	300	900.00	.00	900.00	25.0
418	MOTOR VEHICLE-INSURANCE	3,299	274.92	824.76	824	2,474.24	.00	2,474.24	25.0
420	BOILER INSURANCE	2,111	175.62	527.76	527	1,583.24	.00	1,583.24	25.0
421	PROPERTY INSURANCE	12,197	1,016.42	3,049.26	3,049	9,147.74	.00	9,147.74	25.0
423	GENERAL LIABILITY INSURANCE	17,315	609.58	1,828.74	1,828	5,486.26	.00	5,486.26	25.0
499	SMALL CAPITAL ITEMS	6,000	400.00	800.00	1,500	5,200.00	.00	5,200.00	13.3

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OR CD	DESCRIPTION	FUND 20 DECATUR PUBLIC LIBRARY		UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
		ANNUAL BUDGET	Y-T-D BUDGET				
	OTHER CHARGES	32,122	8,028	24,791.48	.00	24,791.48	22.8
	CAPITAL OUTLAY	62,310	15,577	48,196.89	435.00	47,761.89	23.3
515	OFFICE MACHINERY AND EQUIPMENT	62,310	15,577	48,196.89	435.00	47,761.89	23.3
800	BOOKS AND PERIODICALS	380,000	95,000	319,353.53	.00	319,353.53	16.0
830	AV-PHONODICS	0	0	47.00	.00	47.00	
841	MAG/PAPERS-MAIN ADULT	0	0	344.76	.00	344.76	
842	MAG/PAPERS-MAIN YOUTH	0	0	6.34	.00	6.34	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	0	105.00	.00	105.00	
847	MAG/PAPERS-EXTEN ADULT	0	0	49.92	.00	49.92	
		380,000	95,000	318,800.51	.00	318,800.51	16.1
**	DIVISION TOTAL **	3,211,619	802,898	2,530,273.68	11,737.11	2,518,536.57	21.6

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	22,752.25	86,226.54	91,009.00	4,782.46	94
TOTAL		.00	22,752.25	86,226.54	91,009.00	4,782.46	94
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	286.67	1,250.00	650.96	5,000.00	4,349.04	13
TOTAL		286.67	1,250.00	650.96	5,000.00	4,349.04	13
OTHER INCOME							
30800-870	DPL FOUNDATION CONTRIBUTION	.00	63,958.25	4,202.95	255,833.00	255,833.00	
30800-899	MISCELLANEOUS INCOME	.00	.00	4,202.95	.00	4,202.95-	
TOTAL		.00	63,958.25	4,202.95	255,833.00	251,630.05	1
FUND TOTAL		286.67	87,960.50	91,080.45	351,842.00	260,761.55	25

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 21 LIBRARY CAPITAL	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
LIBRARY CAPITAL EXPENDITURES									
CAPITAL OUTLAY									
502	BUILDINGS	133,333	.00	.00	33,333	133,333.00	.00	133,333.00	
515	OFFICE MACHINERY AND EQUIPMENT	214,500	.00	.00	53,625	214,500.00	.00	214,500.00	
		347,833	.00	.00	86,958	347,833.00	.00	347,833.00	
**	DIVISION TOTAL **	347,833	.00	.00	86,958	347,833.00	.00	347,833.00	

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010731		Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
		MONTHLY ACTUAL	Y-T-D ESTIMATE				
DPL-STATE GRANT FOR BLDG							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	.00	25,800.00-	.00	25,800.00	
TOTAL		.00	.00	25,800.00-	.00	25,800.00	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	.00	25,000.00	.00	25,000.00-	
TOTAL		.00	.00	25,000.00	.00	25,000.00-	
FUND TOTAL		.00	.00	800.00-	.00	800.00	



LIBRARY BUILDING LEASES PERIOD ENDING 2/01/0731

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	921.50	8,665.63	3,686.00	4,979.63	235
TOTAL		.00	921.50	8,665.63	3,686.00	4,979.63	235
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	47.19	625.00	94.48	2,500.00	2,405.52	3
TOTAL		47.19	625.00	94.48	2,500.00	2,405.52	3
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	5,000.03	22,610.00	11,666.69	90,440.00	78,773.31	12
TOTAL		5,000.03	22,610.00	11,666.69	90,440.00	78,773.31	12
FUND TOTAL		5,047.22	24,156.50	20,426.80	96,626.00	76,199.20	21

GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
4000	LIBRARY LEASES								07/31/2001
CONTRACTUAL SERVICES									
210	SERV-BUILDINGS	0	2,598.00	2,598.00	0	2,598.00	.00	2,598.00	-
231	ELECTRICITY	5,575	464.44	1,393.32	1,393	4,181.68	.00	4,181.68	25.0
280	OTHER PROFESSIONAL SERVICES	7,800	1,418.84	1,418.84	1,950	6,381.16	.00	6,381.16	18.2
TOTAL		13,175	4,481.28	5,410.16	3,343	7,969.84	.00	7,964.84	40.4
COMMODITIES									
320	MATERIAL-BLDGS	0	.00	58.76	0	58.76	.00	58.76	-
TOTAL		0	.00	58.76	0	58.76	.00	58.76	-
OTHER CHARGES									
409	PRINCIPAL PAYMENTS	21,875	.00	.00	5,468	21,875.00	.00	21,875.00	0.0
410	INTEREST EXPENSE	8,750	.00	.00	2,187	8,750.00	.00	8,750.00	0.0
486	TRANSFER TO LIBRARY	16,940	.00	.00	4,235	16,940.00	.00	16,940.00	0.0
TOTAL		47,565	.00	.00	11,890	47,565.00	.00	47,565.00	0.0
CAPITAL OUTLAY									
502	BUILDINGS	25,686	.00	.00	6,421	25,686.00	.00	25,686.00	0.0
TOTAL		25,686	.00	.00	6,421	25,686.00	.00	25,686.00	0.0
** DIVISION TOTAL **		86,626	4,481.28	5,468.92	21,654	81,157.08	.00	81,157.08	6.3

GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
4000	LIBRARY LEASES								07/31/2001
CONTRACTUAL SERVICES									
210	SERV-BUILDINGS	0	2,598.00	2,598.00	0	2,598.00	.00	2,598.00	-
231	ELECTRICITY	5,575	464.44	1,393.32	1,393	4,181.68	.00	4,181.68	25.0
280	OTHER PROFESSIONAL SERVICES	7,800	1,418.84	1,418.84	1,950	6,381.16	.00	6,381.16	18.2
TOTAL		13,175	4,481.28	5,410.16	3,343	7,969.84	.00	7,964.84	40.4
COMMODITIES									
320	MATERIAL-BLDGS	0	.00	58.76	0	58.76	.00	58.76	-
TOTAL		0	.00	58.76	0	58.76	.00	58.76	-
OTHER CHARGES									
409	PRINCIPAL PAYMENTS	21,875	.00	.00	5,468	21,875.00	.00	21,875.00	0.0
410	INTEREST EXPENSE	8,750	.00	.00	2,187	8,750.00	.00	8,750.00	0.0
486	TRANSFER TO LIBRARY	16,940	.00	.00	4,235	16,940.00	.00	16,940.00	0.0
TOTAL		47,565	.00	.00	11,890	47,565.00	.00	47,565.00	0.0
CAPITAL OUTLAY									
502	BUILDINGS	25,686	.00	.00	6,421	25,686.00	.00	25,686.00	0.0
TOTAL		25,686	.00	.00	6,421	25,686.00	.00	25,686.00	0.0
** DIVISION TOTAL **		86,626	4,481.28	5,468.92	21,654	81,157.08	.00	81,157.08	6.3

PUBLIC LIBRARY-TRUSTS		PERIOD ENDING 20010731		Y-T-D	ANNUAL	UNREALIZED	%
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	ACTUAL	BUDGET	BALANCE	REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	30,723.50	121,064.85	122,894.00	1,829.15	98
30001-922	BEG FUND BAL-MEYER	.00	31,800.00	129,514.31	127,200.00	2,314.31	101
30001-923	BEG FUND BAL-BRIDGES	.00	438.75	4,143.92	1,755.00	2,388.92	236
TOTAL		.00	62,962.25	254,723.08	251,849.00	2,874.08	101
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	381.23	1,625.00	888.15	6,500.00	5,611.85	13
30700-104	DPL INTEREST-MEYER	410.63	193.75	954.07	775.00	179.07	123
30700-105	DISTRIBUTION FR BRIDGES TRUST	420.23	3,125.00	978.92	12,500.00	11,521.08	127
TOTAL		1,212.09	4,943.75	2,821.14	19,775.00	16,953.86	14
TRANSFERS IN							
30900-810	TRUST DISTRIBUTION	131,252.00	28,250.00	131,252.00	113,000.00	18,252.00	116
TOTAL		131,252.00	28,250.00	131,252.00	113,000.00	18,252.00	116
FUND TOTAL		132,464.09	96,156.00	388,796.22	384,624.00	4,172.22	101

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	DPL-CANTONI TRUST EXPENDITURES	6,000	191.67	1,018.32	1,500	4,981.68	212.00	212.00	4,769.68	20.5
900	EXPENDITURES	6,000	191.67	1,018.32	1,500	4,981.68	212.00	212.00	4,769.68	20.5
**	DIVISION TOTAL **	6,000	191.67	1,018.32	1,500	4,981.68	212.00	212.00	4,769.68	20.5

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST EXPENDITURES	700	.00	1,662.84	175	962.84	.00	.00	962.84	237.5
900	EXPENDITURES	700	.00	1,662.84	175	962.84	.00	.00	962.84	237.5
**	DIVISION TOTAL **	700	.00	1,662.84	175	962.84	.00	.00	962.84	237.5

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
42000	DPL-MEYER TRUST EXPENDITURES	14,700	.00	.00	3,675	14,700.00	.00	.00	14,700.00	.00
900	EXPENDITURES	14,700	.00	.00	3,675	14,700.00	.00	.00	14,700.00	.00
**	DIVISION TOTAL **	14,700	.00	.00	3,675	14,700.00	.00	.00	14,700.00	.00

## Chapter II Governance and Administration

A well-governed and administered public library places the best interests of its patrons at the heart of every decision. 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 boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, district, township, commission form, etc.

Each library 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, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4 - 7.1 and 75 ILL. COMP. STAT. ANN. 16 30-55.15].
- Core 6.** The board of trustees adopts written bylaws 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 bylaws.)



- Core 7. The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4 -7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8. The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].
- Core 9. The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10. The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11. On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees takes action to increase the library's revenues.
- Core 12. The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 54-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2 for topics recommended for consideration in a policy that 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 *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17. The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18. The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)
- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20. The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21. The library provides access to ILLINET Online.
- Core 22. The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling member library 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 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25. The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books,

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audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

**Core 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 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. (See appendix 8.)
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 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 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 topics for new trustee orientation.)



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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**Humphreys, Linda**

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To: bevo@rpls.ws

Public Library

Supplemental Report

FY 2001

Library Name Decatur Public Library

Please return to RPLS by September 1.

1. What is the length of time that library cards are issued to residents of your library service area?

1 year \_\_\_\_\_ 2 years \_\_\_\_\_ 3 years  Other \_\_\_\_\_

2. Please list the officers and trustees of your library board as of July 1. If this information is the same as on your Annual Report indicate this. We are also asking for email address of board members. If a board member uses a work email address please confirm that they can receive non-work related email at their work address.

**President**

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Email Address MRMDGibson@aol.com

**Vice- President**

Name Sherri Arnold

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Email Address sarnold@webmart.net

**Secretary**

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Email Address kutnup4@surfbest.net

Treasurer N/A

Trustee

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Trustee

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Email Address [ccraig@1stdecatur.com](mailto:ccraig@1stdecatur.com) (please note that it's a one after the at sign, not an L)

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