

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, April 17, 2003 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of March 20, 2003
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of April 3, 2003
 - b. Finance and Properties Committee
 - i. Approval of bills for March 2003
 - ii. Meeting of April 1, 2003
 - c. Rolling Prairie Library System
 - i. Report on April 2003 meeting
 - d. Friends of the Library
 - i. Meeting of April 10, 2003
 - e. Foundation
 - i. No meeting (next meeting schedule April 21, 2003)
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter IX, Facilities
- VII. Old business
 - a. Lease space
 - b. Grievance
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 20, 2003

I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Ty Cocagne, Garry Davis, Patricia Greanias, Eugene King, Sally Krigbaum, and Phil Wise. Absent: Carol Craig and Linda Rowden. Staff present: Lee Ann Fisher and Linda Humphreys. Others present: Kathy Collett and Monica Skelley.

II. APPROVAL OF MINUTES

Mr. Wise made a motion to approve the minutes of February 20, 2003. The motion was seconded by Mrs. Greanias and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

There was no communication from the public.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mrs. Fisher reported that the library was chosen as one of forty sites in the United States to host the "Forever Free: Abraham Lincoln's Journey to Emancipation" exhibit sometime between September 2003 and February 2006. Sandi Trezzo was commended for her superb work on the grant application for this exhibit.

Ms. Fisher reported that long-time library user William Wierman recently passed away, with memorials to the library Foundation.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met March 6, 2003. Mr. Davis reported that the committee reviewed two job descriptions. Mrs. Krigbaum made a motion to approve the proposed job description for the Library Administrative Aide and change the pay level from 1 to 2. The motion was seconded by Mr. King and approved on roll call vote. Mr. Wise made a motion to approve the job description for Administrative Secretary as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

Finance and Properties Committee: Mr. Cocagne made a motion to approve the February 2003 bills. The motion was seconded by Mr. King and unanimously carried on roll call vote.

The committee met February 4, 2003.

Rolling Prairie Library System: Mrs. Greanias attended the meeting.

Friends of the Library: The Friends met March 12, 2003.

Foundation: The Foundation Board of Directors is scheduled to meet April 21, 2003. The Frankel trust should be liquidated and received within the next couple of months.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VIII, Public Relations and Marketing, was reviewed.

VII. OLD BUSINESS

Mrs. Greanias made a motion to adjourn to closed executive session to discuss lease space and pending litigation. The motion was seconded by Mrs. Krigbaum and unanimously approved on roll call vote. The Board went into executive session at 4:45 p.m. The meeting was reconvened at 5:30 p.m.

Mr. Cocagne made a motion to approve the proposal by Richland Community College to convert the current RCC work keys site on the second floor of the library to offices for Project Read. The motion was seconded by Mrs. Greanias and unanimously approved.

Mr. Cocagne made a motion to authorize the Finance Committee to negotiate a proposed lease with a perspective tenant for 10,000 to 15,000 square feet of the library's lease space. The motion was seconded by Mr. Wise and unanimously approved.

Mr. Davis made a motion to authorize the library's attorney to proceed as expeditiously as possible to resolve an employee grievance. He further moved that the president of the board of trustees and the chair of the personnel committee be authorized to settle, negotiate, or make decisions to proceed to arbitration with respect to the pending grievance of an employee. Such shall be reported to the Board at the earliest available time. The motion was seconded by Mrs. Greanias and unanimously approved.

VIII. NEW BUSINESS

There was no new business.

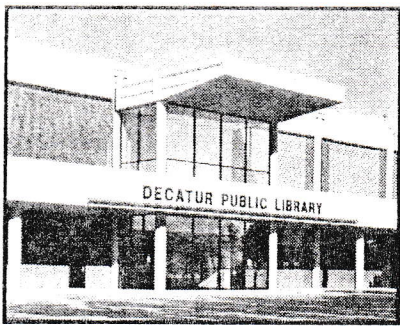
IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:35 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant



Decatur Public Library

www.decaturlib.il.us

Lee Ann Fisher • City Librarian

April 1, 2003

Sandra Trezzo
Head of the Adult Division
Decatur Public Library
130 N. Franklin St.
Decatur, IL 62523-1327

Dear Sandi:

On behalf of the Library Board of Trustees, I would like to formally commend you for the superb grant application submitted for the "Forever Free: Abraham Lincoln's Journey to Emancipation" exhibit. Lee Ann Fisher reported to the Board that it was the most impressive grant application she had ever seen. It is significant that our library was chosen as one of only forty libraries in the United States to host this exhibit.

Congratulations on a job well done!

Sincerely,

Sherri Arnold, President
Library Board of Trustees

cc: personnel file

SA:lh

CITY LIBRARIAN'S REPORT
April 11, 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: As a rule, March and April seem to be some of our busiest months. This is the time we do evaluations, state reports, close out the fiscal year, etc. This year is no exception. Our youth problem seems to have settled down only to be replaced by some enterprising individual who has been taking AV to the inside men's room, removing the tattle tape and escaping with a lot of our items. So we have now placed locks on those bathroom doors and you have to get a key from reference and leave your library card for security. In addition to my regular meetings, I met with a representative of Gallery 510, a sales representative from ICI Paints, attended a workshop on "Job Retention" put on by the IL Office of Rehabilitation Services, and attended breakfast at the Business Expo where the Mayor-Elect gave his first official address and was locked up for MDA which raised \$670.

GATES COMPUTER LAB: A total of 109 people attended the seven classes we are currently offering. In June we will be offering nine classes and the new schedule is set through August. A copy is enclosed for your viewing. We are considering offering shopping online (EBay anyone). Also when the new automation system is installed, we will spend an extensive amount of lab time training staff and patrons alike.

SIRSI: The RFP for the new automation systems was sent to six vendors. Four vendors returned proposals. The eleven task force committees are meeting to evaluate the four systems. Demos for the top two will be in May. My task force has met here once and plans to meet again next week.

RPLS: Held their "Best of the Best" here and at RPLS on April 2nd. It was their 3rd annual seminar and had nearly 150 attendees. I presented "An Inside Look at Decatur Public Library". Helped develop the job ad for the ILLSAP Trainer, which has now been posted. Applications will be taken through May 6th.

FRIENDS: Attended the Friends meeting, Antique Book Appraisal and Used Book Fair and met with the newsletter committee. They have several new members, including Ethel Hood, who retired from Circulation. Plans are being made for the Annual Book sale, August 31st and September 1st. After receiving a suggestion from the staff, the Friends have decided to start charging .25 for each bag and we will be using recycled plastic grocery bags for those who don't want to pay for a bag.

FOUNDATION: The Foundation currently has a balance of \$16,252.46 and will have a meeting later in April. Met with Marilyn to discuss the Foundation.

STAFF: Still several positions short and they are in the final stages of the hiring process. All Division Heads attended a presentation from The Library Channel.

ADMINISTRATION: The end of the year is in sight and we have received 94% of our general fund revenue and spent 89.3% of this fund. Response to the new office layout has been positive. The city will close the fiscal year on April 28th.

ADULT DIVISION: There were 165 applicants for the "Forever Free" exhibits. A copy of the 40 chosen libraries has been included in your packet. We still don't know when we will be hosting the event, but it will be sometime between October 03 and February 06. Sandi has two new programs in the works for May. A poster for "The American Folk Song" is in your packet, and if you can, please post it. Free tax assistance is still being offered. Three staff members were able to attend a conference in Springfield called "On the Front Lines." The Sanborn Map project has been completed and takes up 14 binders,

CITY LIBRARIAN'S REPORT

April 11, 2003

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which are now in TS being cataloged. Dayle's new book The Decatur Club, 120th Anniversary, will soon be going to press and will be "unveiled" at the Decatur Commemorative Ball on May 2nd. There were 131 recorded visitors to the Local History Room.

BUILDING DIVISION: Larry and his staff started cleaning up the winter trash around the building and parking lot. Our dumpster set on fire around midnight and the fire department was called to put it out. Sandi's office was painted. Carpets are being cleaned and shampooed. The gallery area is being prepped to have heavy-duty vinyl installed. There were several big auditorium set-ups. Tony is back to work full-time.

CHILDREN'S DIVISION: Reference statistics were up 55.7% over last year, which is unusual. Eighteen programs had 366 attendees. Sixteen groups visited the department bringing in 278 people. Katie is finalizing the Summer Reading Program plans and the supplies are here. The Friends are helping us out again this year. A staff member was able to attend a Children's Literature Conference in Kansas City. The department is still one short.

CIRCULATION DIVISION: After losing so much of our AV materials, Robyn is keeping a closer eye on policy abusers and has flagged their accounts so that everyone who checks out knows to keep watch. This is after one man checked out 107 AV items valued at \$2,561, failed to return them and then moved out of the city. We are pursuing him through legal means. The circ workspace has been reorganized for better flow. Staff is working to save patron account information (lost books, fines, etc.) before GEAC is no longer functional. We sent out 1068 items and received 746 from other libraries.

EXTENSION DIVISION: Scott is planning our first ever Volunteer Appreciation Luncheon on May 2nd. We have already had positive responses returned. The bookmobiles have experienced minor problems with their generators; hopefully this will be a forecast of future performance. Request for summer stops have been received and are being considered. The "Seniors" are responding positively to computer classes and want an intermediate internet class.

SYSTEMS ADMINISTRATION: Matt has added a new section to our website containing class information and schedules. The addition of two new network switches has eliminated our need for hubs. A scanner was purchased for networked staff to use. All computers are being upgraded to at least Windows 2000. We have purchased 10 new computers that will be distributed throughout the building. I plan to relocate those that are the oldest to be OPAC's in the stacks, so that patrons won't have to walk so far.

TECHNICAL DIVISION: Paperbacks from Fiction are being weeded or being re-cataloged to go into the Paperback collection. Short stories will be integrated into regular fiction. We are looking at ways to put biographies together. Karen and the junior catalogers attended training at the State on MARC21.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian
April 11, 2003

Women's Ride In Support of the Cure

What: A ride designed for beginning to experienced riders (Women Preferred) in support of Race For The Cure.

When: June 14, 2003

9:30 – 10:00 Sign in & Registration

10:00 – 1:00 Ride

1:00 Lunch

Where: Ride will start at Village Mall (we'll need to contact John Cardwell or Cindy Bachman for OK) parking lot with sign in and registration. Pink ribbons can be given out when registering for the ride and sign ups taken for the actual race on June 21st. Good time for a Photo Op.

Route: From Village Mall parking lot, up Prairie to 51 North, then circling Central Park, back to Rte. 51 North to Coziahr's. Stop at Coziahr's for socializing and added PR. (Another Photo Op?) This is where it gets fuzzy and the guy at Coziahr's figures out the route up to Clinton Lake on secondary highways and roads. Circle Clinton Lake and return, possibly to Taters for lunch. Kemper Willcut is a rider also and very supportive. Parking lot should be large enough for entire group.

Needs:

- 1) Contacting and getting consents and for all locations from business owners involved.
- 2) Contact list of riders from Coziahr's
- 3) Route info from same
- 4) Flyer formatted and copied
- 5) Flyers posted in area businesses
- 6) Area media contacted
 - a) Brian Byers – free radio
 - b) Tony Reid - H&R – human interest
 - c) Deanna Royer - WEJT The Party – free PSA

Personnel, Policy and Public Relations Committee

April 3, 2003

Carol Craig called the meeting to order at 4:32 p.m. Members present: Ms. Craig, Garry Davis, Sally Krigbaum, and Sherri Arnold. Absent: Linda Rowden. Staff present: Lee Ann Fisher and Linda Humphreys.

Update on grievances: The current grievance was discussed.

Updated job description for Head of the Children's Division: Ms. Fisher presented a revised job description for this position. After review, Mrs. Arnold made a motion to recommend the job description for approval as presented. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Updated job description for City Librarian: Ms. Fisher presented a revised job description for her own position. After discussion and some suggested changes, Mrs. Arnold made a motion to recommend the description for approval as amended. The motion was seconded by Mr. Davis and unanimously approved.

Ms. Fisher noted that all of the management job descriptions have been revised since she began work at the library.

The May committee meeting was rescheduled from May 1 to May 15, 2003.

Performance evaluation of City Librarian: Mrs. Arnold asked Ms. Humphreys to update the appropriate salary surveys before the next committee meeting.

There was no other business.

The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Executive Admin. Assistant

Head of Children's Division

Decatur Public Library

Nature of Work

This is specialized professional library work involving the supervision of staff engaged in providing main library public service for children.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining **children's** library materials, and providing reader's guidance. **Night and weekend work may be required.**

Supervision Received

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

Supervision Exercised

Exercises supervision over personnel assigned to the ~~Information Services--~~ Children's Division.

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

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

Reviews, selects, and maintains materials for the children's collection.

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

Develops public relations displays and news releases to promote library materials and programs relating to ~~area of supervision~~ **the Children's Division.**

Works with schools, **daycares**, and other community groups to promote and deliver library service for children.

Plans and conducts story hours, ~~film programs~~ and other **appropriate** children's programs; conducts storytelling sessions in local schools. Conducts a summer reading program.

Provides reference and reader's guidance.

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

Conducts group tours through the children's division.

**HEAD OF CHILDREN'S DIVISION
DECATUR PUBLIC LIBRARY
Job Description
Page 2**

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of children's books, authors, and book publications.

Knowledge of and experience in library administration.

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

Ability to tell stories to various age groups.

Ability to deal with the public and employees in general and difficult work situations. Knowledge of child development and ability to work with children.

Ability to work independently under general supervision.

Desired Training and Experience

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. **At least three years** ~~Some~~ experience in a public library children's department.

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

Pay Level 5
rev. 4/03

City Librarian

Decatur Public Library

Nature of Work

This is a **highly responsible** administrative and professional ~~work in~~ position. **The City Librarian manages** ~~directing~~ all activities of the ~~municipal~~ **Decatur Public Library**.

Work involves broad responsibility for planning, directing, coordinating, **evaluating** and controlling all activities and personnel of a medium-sized municipal public library. Duties include the administration of all phases of library management work including relations with the public, staff hiring, training and development, evaluation, labor negotiations, budgeting for services and operations, and long and short term planning.

Requires broad professional knowledge and work experience in most or all phases of library services. Work is carried out in accordance with policies established by ~~a municipal~~ **the Decatur Public Library Board of Trustees**.

Examples of Work

The delineated examples do not necessarily include all tasks that may be performed.

Plans, organizes, coordinates, and directs a balanced program of library services for the residents of the city.

Evaluates the effectiveness of library services in relation to the changing needs of the city.

Formulates and recommends policies to the library board; implements library policies and procedures.

Submits an annual budget to the library Board of Trustees; directs and supervises the expenditure of library funds.

Directs the maintenance of the library building and vehicles.

Provides programs for employee training and development.

Conducts orientation for new Board members and meets with the Board President on a regular basis.

Recommends and administers policies on the acquisition and processing of library materials.

Recommends and administers public relations programs.

**CITY LIBRARIAN
DECATUR PUBLIC LIBRARY**

Job Description

Page 2

Establishes and maintains effective working relationships with governmental agencies, civic and community groups, and the general public.

Serves as a resource person for the Friends of the Library.

Maintains memberships and participates as an active member in civic and community groups.

Represents the library and speaks before the community, civic organizations, and other groups regarding the library; **makes presentations.**

Attends professional **conferences** and other **public** meetings; **chairs various committees that impact the library.**

Performs related duties as required, or as assigned by the Board.

Desirable Knowledge, Abilities, and Skills

Comprehensive knowledge of the principles, methods, and practices of **professional** library science and administration.

Comprehensive knowledge of public management principles as they relate to library operations and administration.

Demonstrated administrative ability to plan, organize, **train** and direct a large staff of professional, paraprofessional and support staff.

Knowledgeable of budgeting, **fundraising, programming,** and automation **systems** principles and practices.

Ability to ~~speak and write~~ **communicate** effectively, **both orally and in writing.**

Desirable Training and Experience

~~Successful completion of graduate level course work in library science to the level of a master's degree from an accredited school, and extensive, progressively responsible experience in professional library management; or any equivalent combination of training and experience.~~

Graduation from an approved university with a master's degree in Library Science from an ALA-accredited university. At least five or more years of professional experience, preferably at a public library, is required. The City Librarian is on call 24 hours a day to respond to emergency situations.

Approved ~~3/21/91~~ **4/17/03** by Library Board of Trustees

Pay Level 7

DATE REQUEST	FUND	DECATUR PUBLIC LIBRARY	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/12/2003	03	TREAS--MEDICAL INSURANCE	MEDICAL INSURANCE	10,157.03	E02067	03/12/2003	MEDICAL INSURANCE
03/12/2003	03	TREAS--NON-MEDICAL INS	NON-MEDICAL INS	727.60	E02068	03/12/2003	INSURANCE COMPENSATION
03/12/2003	03	TREAS--IMRF	IMRF	6,253.24	E02069	03/12/2003	RETIREMENT INSURANCE
03/26/2003	03	TREAS--MEDICAL INSURANCE	MEDICAL INSURANCE	10,157.03	E02091	03/26/2003	MEDICAL INSURANCE
03/26/2003	03	TREAS--NON-MEDICAL INS	NON-MEDICAL INS	779.96	E02092	03/26/2003	WORKERS COMPENSATION
03/06/2003	03	TREAS--IMRF	IMRF	6,044.31	E02093	03/06/2003	RETIREMENT-IMRF
03/07/2003	03	TREAS--ILLINOIS-SPRINGFIELD	ILLINOIS-SPRINGFIELD	598.00	160114	03/07/2003	CONFERENCES AND OTHER TRAVEL
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	179.00	160115	03/07/2003	SMALL CAPITAL ITEMS
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	179.00	160115	03/07/2003	POSTAGING SCHOOL
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	280.00	160190	03/07/2003	WATERFER TO GENERAL FUND
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	248.75	160193	03/07/2003	MOBILE-INSURANCE
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,058.83	160193	03/07/2003	MOBILE-INSURANCE
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,609.58	160193	03/07/2003	PROPERTY LIABILITY INSURANCE
03/07/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,329.24	160194	03/07/2003	MIS. SERVICE PROFESSIONAL SERVICES
03/11/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,543.90	160227	03/11/2003	OTHER PROFESSIONAL SERVICES
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	387.44	160227	03/12/2003	PRINTING AND BINDING
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	2,737.00	160227	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	161.00	160272	03/12/2003	SERV-BUILDINGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	253.35	160275	03/12/2003	SERV-BUILDINGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	87.97	160276	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	785.00	160279	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	90.00	160281	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	272.30	160282	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	481.66	160284	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	208.40	160285	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	85.37	160285	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,023.89	160314	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,017.80	160315	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,437.42	160318	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	8,822.95	160320	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	57.50	160321	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	275.00	160328	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	271.21	160328	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	2,259.26	160352	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	320.00	160358	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	150.00	160360	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	836.18	160371	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	931.24	160384	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	327.00	160391	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	65.00	160392	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	330.00	160403	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	330.00	160403	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	57.00	160408	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	178.00	160452	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	3,100.00	160454	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	555.47	160458	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	122.20	160463	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	160.45	160465	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	160.49	160468	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	77.00	160497	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	1,000.00	160500	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	77.00	160500	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	5.00	160500	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	28.00	160500	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	28.97	160500	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	11.00	160500	03/12/2003	MATERIAL-BUDGS
03/12/2003	03	TREAS--COMMERCIAL SERVICES	COMMERCIAL SERVICES	10.57	160500	03/12/2003	MATERIAL-BUDGS

FUND	DECATUR PUBLIC LIBRARY	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/21/2003	ILLINOIS POWER COMPANY		03/21/2003	9,065.33	160599	03/21/2003	ELECTRICITY
03/21/2003	TEACHING CHROMOLIGHTS INC		03/21/2003	5,508.28	160623	03/21/2003	SERV- OFFICE EQUIP
03/21/2003	ILLINOIS STATE LIBRARY		03/21/2003	33.25	160626	03/21/2003	OFFICE SUPPLIES
03/21/2003	PREMISES-GENERAL FUND		03/21/2003	469.49	160632	03/21/2003	POSTAGE SUPPLIES
03/21/2003	TREASURER'S OFFICE		03/21/2003	944.34	160635	03/21/2003	POSTAGE SUPPLIES
03/21/2003	GENERAL FUND		03/21/2003	225.71	160636	03/21/2003	POSTAGE SUPPLIES
03/21/2003	DEPARTMENT OF JAMES R.		03/21/2003	1,000.00	160639	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	HOUSING		03/21/2003	300.00	160647	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	SLYBILOR, ALAN		03/21/2003	200.00	160647	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	SLYBILOR, DELBERT		03/21/2003	205.00	160649	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	SLYBILOR, DELBERT		03/21/2003	200.00	160652	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	TAX CONSULTANTS		03/21/2003	1,300.00	160652	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	ASSOCIATED OFFICE FURNISHINGS		03/21/2003	200.00	160657	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	ASSOCIATED OFFICE FURNISHINGS		03/21/2003	65.50	160657	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	MARK UNIFORM SERVICES, INC.		03/21/2003	200.00	160658	03/21/2003	PROFESSIONAL SERVICES
03/21/2003	VERIZON		03/21/2003	162.20	160658	03/21/2003	SMALL BUSINESS SUPPLIES
03/21/2003	BAKER & TAYLOR CO		03/21/2003	59.87	160665	03/21/2003	TELEPHONE BLDGS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	2,767.66	160669	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	1,665.39	160669	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	3,374.85	160670	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	1,171.05	160672	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	114.75	160672	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	107.78	160674	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BAKER & TAYLOR CO		03/21/2003	59.00	160676	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	928.00	160676	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	2,391.60	160685	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	2,040.20	160685	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	2,647.93	160706	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	747.85	160708	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,119.39	160713	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	278.44	160715	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	464.44	160730	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	429.11	160730	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,275.15	160738	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	36.95	160743	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	349.13	160746	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	179.50	160751	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	69.26	160751	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	538.47	160761	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,267.47	160769	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,131.52	160773	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	43.08	160789	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	100.75	160801	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	179.00	160809	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	43.51	160817	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	2,569.29	160821	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	67.85	160825	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	15.00	160836	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,189.31	160842	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,155.00	160849	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	540.47	160851	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	1,59.85	160859	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	3.00	160862	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	253.00	160881	03/21/2003	BOOKS AND PERIODICALS
03/21/2003	BOOKS & TAPES		03/21/2003	345.00	160885	03/21/2003	BOOKS AND PERIODICALS
				120,927.59			TOTAL

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/14/2003	BAKER & TAYLOR CO	28.59	150317	03/14/2003	BOOKS AND PERIODICALS
03/14/2003	BAKER & TAYLOR ENTERTAINMENT	12.92	150323	03/14/2003	BOOKS AND PERIODICALS
03/14/2003	THE GALE GROUP	63.12	150352	03/14/2003	BOOKS AND PERIODICALS
03/28/2003	BAKER & TAYLOR CO	16.22	150558	03/31/2003	BOOKS AND PERIODICALS
03/28/2003	BAKER & TAYLOR ENTERTAINMENT	369.22	150570	03/31/2003	BOOKS AND PERIODICALS
03/18/2003	BAKER & TAYLOR ENTERTAINMENT	89.12	150578	03/31/2003	BOOKS AND PERIODICALS
03/18/2003	FARM & HOME PUBLISHERS, LTD.	56.00	150743	03/31/2003	BOOKS AND PERIODICALS
03/23/2003	THE GALE GROUP	47.92	150753	03/31/2003	BOOKS AND PERIODICALS
03/23/2003	POLK DIRECTORIES	256.00	150836	03/31/2003	BOOKS AND PERIODICALS
TOTAL		906.46			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20030331

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	293,545.08	403,307.58	320,231.00	83,076.58-	125
TAXES		.00	293,545.08	403,307.58	320,231.00	83,076.58-	125
30100-107	PROPERTY TAX-LIBRARY	.00	2,537,081.25	2,622,506.74	2,767,725.00	145,218.26	94
TOTAL		.00	2,537,081.25	2,622,506.74	2,767,725.00	145,218.26	94
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	11,003.68	220,000.00	133,851.22	240,000.00	106,148.78	55
30200-107	STATE GRANTS OR OTHER	.00	37,912.00	104,125.00	95,904.00	8,221.00-	108
TOTAL		11,003.68	307,912.00	237,976.22	335,904.00	97,927.78	70
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,907.54	45,833.33	42,339.70	50,000.00	7,660.30	84
30500-510	LIBRARY NON-RESIDENT FEES	77.75	518.75	489.66	875.00	183.34	72
30500-511	LIBRARY LOST AND DAMAGED BOOKS	1,132.04	5,500.00	5,017.86	6,000.00	982.14	83
30500-512	COPIES & MISC	1,901.17	11,000.00	18,918.68	12,000.00	6,918.68-	157
30500-515	MEETING ROOM FEES	810.00	11,000.00	9,150.00	12,000.00	2,850.00	176
TOTAL		9,878.51	73,952.08	75,915.90	80,675.00	4,759.10	94
TRANSFERS FROM							
30600-752	TRANS FR WALMART IIF	.00	5,500.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	.00	.00	19,544.09	.00	19,544.09-	
TOTAL		.00	5,500.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	671.95	18,333.33	11,348.88	20,000.00	8,651.12	56
TOTAL		671.95	18,333.33	11,348.88	20,000.00	8,651.12	56
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	11,916.66	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	36,566.66	36,716.63	40,000.00	3,283.37	91
30800-899	MISCELLANEOUS INCOME	6,201.00	18,333.33	9,150.66	20,000.00	10,849.34	45
TOTAL		9,534.33	66,916.65	45,867.29	73,000.00	27,132.71	62
FUND TOTAL		31,088.47	3,303,240.39	3,416,466.70	3,603,535.00	187,068.30	94

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 03/31/2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCMT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,793,310	121,270.84	1,378,732.83	1,643,867	414,577.17	.00	414,577.17	76.9
092	HOLIDAY SALARIES	0	4,981.11	78,571.32	0	78,571.32	.00	78,571.32	
094	OTHER LEAVE WITH PAY	0	0	5,362.39	0	5,362.39	.00	5,362.39	
096	SICK TIME	0	5,362.82	40,164.10	0	40,164.10	.00	40,164.10	
098	VACATION TIME	0	1,136.57	97,688.64	0	97,688.64	.00	97,688.64	
PERSONAL SERVICES									
101	OVER-TIME SALARIES	15,775	2,144.07	12,003.07	14,460	3,771.93	.00	3,771.93	76.1
102	RETIREMENT - EMP	46,689	2,342.50	29,742.81	42,798	16,946.19	.00	16,946.19	63.7
104	LIFE INSURANCE	153,602	12,093.55	142,525.59	149,958	21,076.41	.00	21,076.41	87.1
111	MEDICAL INSURANCE	534	55.20	604.17	581	29.83	.00	29.83	95.3
1112	WORKERS COMPENSATION	271,418	20,314.06	235,363.72	248,799	36,054.28	.00	36,054.28	86.7
1115	SERVICE RECOGNITION	19,830	1,011.48	17,741.83	18,339	2,695.19	.00	2,695.19	97.2
		539,046	39,520.88	456,384.03	494,122	82,661.97	.00	82,661.97	84.7
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	500	.00	823.08	458	323.08	.00	323.08	164.6
202	PRINTING	5,000	1,465.41	9,433.94	4,583	4,433.94	.00	4,433.94	188.7
210	SERVICES - BUILDINGS	40,500	5,165.41	33,130.68	37,125	7,369.32	4,629.78	2,739.54	193.2
211	SERVICES - AUTO EQUIPMENT	0	331.00	2,119.17	2,750	3,800.17	.00	3,800.17	73.3
212	SERVICES - OFFICES	3,000	394.50	1,924.93	1,741.6	365.15	280.85	84.32	99.9
213	ELECTRICITY	17,634	1,469.50	16,164.50	16,164	1,469.50	.00	1,469.50	91.7
214	TELEPHONE	160,000	9,065.33	139,928.98	148,666	20,071.02	.00	20,071.02	91.7
215	MAIL	28,000	5,508.28	8,454.68	29,333	1,873.37	.00	1,873.37	26.4
223	TRAINING SERVICES	1,500	.00	2,555.58	3,666	1,344.42	.00	1,344.42	166.4
234	ADMITTING SERVICES	5,000	125.00	1,410.95	4,583	1,600.00	.00	1,600.00	28.2
240	CONFERENCES AND OTHER TRAVEL	7,500	151.34	1,458.76	4,875	3,589.05	.00	3,589.05	38.7
241	COMPUTER SOFTWARE EXPENSE	15,200	2,055.68	15,272.41	13,933	4,647.21	484.00	4,163.21	107.7
245	COLLECTION SERVICES	20,000	2,566.29	12,912.45	18,333	2,385.55	.00	2,385.55	111.8
271	EDUCATION EXPENSE FOR INTERVIEWS	3,000	.00	300.00	4,275	2,700.00	.00	2,700.00	10.0
273	TRAVEL EXPENSE FOR SERVICES	400	6,924.24	41,353.51	3,666	4,400.00	.00	4,400.00	86.8
280	OTHER PROFESSIONAL SERVICES	49,500	2,100.00	1,824.00	42,625	5,146.49	4,566.00	276.00	86.9
284	PROFESSIONAL MEMBERSHIP FEES	2,100	469.60	4,478.18	6,875	3,021.82	1,575.00	1,446.82	80.7
289	RENTAL-EQUIPMENT	7,500	.00	.00	.00	.00	.00	.00	.00
		463,434	38,452.13	387,165.62	424,808	76,268.38	11,535.63	64,732.75	86.0
COMMODITIES									
310	GASOLINE	4,000	481.66	3,546.08	3,666	453.92	.00	453.92	88.7
312	JANITORIAL SUPPLIES	20,000	1,311.04	5,350.53	11,000	5,649.47	.00	5,649.47	52.9
320	MATERIAL - FLOORS	20,000	1,259.89	19,571.72	18,333	428.28	.00	428.28	97.9
337	MATERIAL TO MAINT AUTO EQUIP	3,000	1,119.75	1,658.67	1,833	361.33	.00	361.33	82.9
345	OFFICE SUPPLIES	35,000	4,555.02	32,610.13	32,083	2,380.67	462.57	1,918.10	94.5
357	EMPLOYEE RECOGNITION SUPPLIES	260	.00	179.85	238	80.15	.00	80.15	69.2
		73,260	6,547.36	63,916.98	67,153	9,343.02	462.57	8,880.45	87.9
OTHER CHARGES									
418	TRANSFER TO GENERAL FUND	1,200	100.00	1,100.00	1,100	100.00	.00	100.00	91.7
420	AMOUNTS TO GENERAL FUND	2,987	143.62	3,938.12	2,738	248.89	.00	248.89	91.7
421	PROPERTY INSURANCE	12,670	1,438.33	11,814.12	1,614	1,055.87	.00	1,055.87	91.7
422	GENERAL LIABILITY INSURANCE	8,239	686.58	7,552.38	7,552	686.58	.00	686.58	91.7
429	SMALL CAPITAL ITEMS	5,000	1,553.19	68,871.08	5,500	62,871.08	.00	62,871.08	147.9

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000	DECATUR PUBLIC LIBRARY	FUND	20	DECATUR PUBLIC LIBRARY	03/31/2003
OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET
CD	OTHER CHARGES	35,245	3,990.27	95,678.96	32,307

			UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
			60,433.96	.00	60,433.96	271.5
800	BOOKS AND PERIODICALS	380,000	36,836.82	266,499.56	348,333	113,501.44
804	BOOKS-MAIN REFERENCE	0	.00	444.67	0	444.67
830	AV-PHONODICS	0	.00	66.01	0	66.01
841	MAG/PAPERS--MAIN ADULT	0	.00	24,551.32	0	24,551.32
342	MAG/PAPERS--MAIN YOUTH	0	.00	1,037.35	0	1,037.35
343	MAG/PAPERS--MAIN JUVENILE	0	.00	1,785.76	0	1,785.76
844	MAG/PAPERS--MAIN REFERENCE	0	.00	8,588.95	0	8,588.95
845	MAG/PAPERS--MAIN PROFESSIONAL	0	.00	1,674.89	0	1,674.89
347	MAG/PAPERS--EXTEN ADULT	0	.00	4,246.97	0	4,246.97
		380,000	36,814.89	308,894.45	348,333	71,105.55

EXPENDITURES

960	GRANT & INTEREST REPAYMENT	0	.00	5,793.39	0	5,793.39
**	DIVISION TOTAL **	3,264,295	262,076.07	2,919,352.71	3,010,590	364,942.29
					11,998.20	352,944.09
						89.3

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000	LEASE EXPENSES	FUND	20	DECATUR PUBLIC LIBRARY	03/31/2003
OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET
CD	CONTRACTUAL SERVICES	5,575	464.44	4,179.96	5,110

			UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
			1,395.04	.00	1,395.04	75.0
231	ELECTRICITY	25,000	.00	261.66	22,916	24,738.34
230	OTHER PROFESSIONAL SERVICES	30,575	464.44	4,441.52	28,026	26,133.38
						26,133.38
						14.5
409	PRINCIPAL PAYMENTS	21,875	.00	21,875.00	20,052	.00
410	INTEREST EXPENSE	7,656	.00	7,656.25	7,018	.25
		29,531	.00	29,531.25	27,070	.25
**	DIVISION TOTAL **	60,106	454.44	33,972.87	55,096	26,133.13
						26,133.13
						56.5

EXPENDITURES

**	DIVISION TOTAL **	3,244,401	262,540.51	2,953,325.58	3,065,686	391,075.42
						11,998.20
						379,077.22
						88.7

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20030331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL %
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	110,884.58	119,420.58	120,965.00	1,544.42	98
30001-922	BEG FUND BAL-MEYER	.00	239,734.91	270,334.15	261,529.00	8,805.15	103
30001-923	BEG FUND BAL-BRIDGES	.00	5,173.66	3,317.60	3,844.00	2,526.40	58
30001-924	BEG FUND BALANCE-DONATIONS	.00	4,211.16	.00	4,594.00	4,594.00	
	TOTAL	.00	360,004.31	393,072.63	392,732.00	340.63	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	91.66	1,593.23	100.00	1,401.57	53
30700-103	DPL INTEREST-CANTONI TRUST	111.08	2,750.00	3,627.00	3,000.00	2,873.00	55
30700-104	DPL INTEREST-MEYER	250.50	4,583.33	352.91	5,000.00	4,647.09	7
30700-105	DISTRIBUTION FR BRIDGES TRUST	1.75					
	TOTAL	363.33	13,383.32	5,573.14	14,600.00	9,026.86	38
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	405.00	3,208.33	6,047.44	3,500.00	2,547.44	172
	TOTAL	405.00	3,208.33	6,047.44	3,500.00	2,547.44	172
	FUND TOTAL	768.33	376,595.96	404,693.21	410,832.00	6,138.79	98

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

03/31/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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800 BOOKS AND PERIODICALS	3,000	.00	3,038.38	2,750	38.38-	.00	38.38-101.3	
EXPENDITURES	3,000	.00	3,038.38	2,750	38.38-	.00	38.38-101.3	

900 EXPENDITURES	0	.00	42.75	0	42.75-	212.00	254.75-	
	0	.00	42.75	0	42.75-	212.00	254.75-	

** DIVISION TOTAL ** 3,000 0.00 3,081.13 2,750 81.13- 212.00 293.13-109.8

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

03/31/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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499 SMALL CAPITAL ITEMS	0	.00	1,775.97	0	1,775.97-	.00	1,775.97-	
OTHER CHARGES	0	.00	1,775.97	0	1,775.97-	.00	1,775.97-	

800 BOOKS AND PERIODICALS	6,500	295.48	900.86	5,958	5,599.14	.00	5,599.14	13.9
	6,500	295.48	900.86	5,958	5,599.14	.00	5,599.14	13.9

** DIVISION TOTAL ** 6,500 295.48 2,676.83 5,958 3,823.17 41.2

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

03/31/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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800 BOOKS AND PERIODICALS	5,000	.00	1,778.78	4,583	3,221.22	.00	3,221.22	35.6
	5,000	.00	1,778.78	4,583	3,221.22	.00	3,221.22	35.6

** DIVISION TOTAL ** 5,000 .00 1,778.78 4,583 3,221.22 35.6

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

44000 DPL-DONATIONS FOR BOOKS

FUND 92 PUBLIC LIBRARY-TRUSTS

03/31/2003

08 CD DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBRANCE UNENCUMBERED BALANCE PRCNT COMM

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT	0	.00	7,700.00	0	7,700.00	.00	7,700.00
	0	.00	7,700.00	0	7,700.00	.00	7,700.00

500 BOOKS AND PERIODICALS

	1,000	610.98	23,712.88	916	22,712.88	.00	22,712.88-371.3
	1,000	610.98	23,712.88	916	22,712.88	.00	22,712.88-371.3
** DIVISION TOTAL **	1,000	610.98	31,412.88	916	30,412.88	.00	30,412.88-141.3

Finance and Properties Committee
April 1, 2003

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, Eugene King, Phil Wise and Sherri Arnold. Staff present: Linda Humphreys and Lee Ann Fisher. Others present: Ed Booth.

Bills and payroll for March 2003: The bill list did not arrive before the meeting.

Lease space: Mr. Cocagne made a motion to adjourn to closed executive session to discuss lease space. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The Board went into executive session at 4:32 p.m. The meeting was reconvened at 5:15 p.m.

There was no other business. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Administrative Assistant

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

Applicable Core Standards

- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.

- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

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

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

Supplemental Standards for New or Expanded Facilities

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

5. The facilities provide flexibility of design and furnishings.

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

Lighting is designed to allow extensive rearrangement of library furnishings.

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

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

6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket-type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate for the material being stored.
7. All construction complies with federal, state, and local codes and regulations including, but not limited to:

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

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

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

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

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

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

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

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

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

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

12. Provide space for deliveries and trash removal.

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