

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 16, 2003 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of September 18, 2003
- III. Communication from the public
- IV. City Librarian’s report
 - a. Introduction of division head
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. No meeting
 - b. Finance and Properties Committee
 - i. Approval of bills for September 2003
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on October 2003 meeting
 - d. Friends of the Library
 - i. Meeting of October 9, 2003
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter IV: Collection Management
- VII. Old business
- VIII. New business
 - a. Lease agreement
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

September 18, 2003

I CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Carol Craig, Garry Davis, Patricia Greanias, Eugene King, Sally Krigbaum, Shirley Moore, and Linda Rowden. Absent: Ty Cocagne. Staff present: Lee Ann Fisher, Robyn Hendricks, and Linda Humphreys.

II APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes of August 21, 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

Mrs. Hendricks reported on the activities of the circulation division.

The City Librarian's written report was previously mailed.

V REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met September 4, 2003. Mr. Davis reported that the committee reviewed a recommendation to implement a \$50.00 minimum fee on interlibrary loan items that are not returned after 30 days. He made a motion to approve the policy as presented effective October 1, 2003. The motion was seconded by Ms. Craig and unanimously approved.

Finance and Properties Committee: Mrs. Greanias made a motion to approve the August 2003 bills. The motion was seconded by Mr. King and unanimously carried on roll call vote. Ms. Humphreys will check on a \$200,000 payment to the city planning fund.

The committee did not meet.

Rolling Prairie Library System: Mrs. Greanias attended the meeting but there was nothing to report.

Friends of the Library: The Friends met September 11, 2003. Mrs. Krigbaum attended the meeting and reported that Friends had net sales of \$11,005.10 at the book sale on Labor Day

weekend. A spring sale is being planned, possibly for fiction only, in the lease space. The Friends also made the final \$10,000 payment on their pledge to the Foundation.

Foundation: The Foundation Board of Directors did not meet. Mrs. Greanias made a motion to appoint Mrs. Krigbaum to represent the Library Board of Trustees on the Foundation Board of Directors. The motion was seconded by Mrs. Rowden and unanimously approved. Mrs. Krigbaum will replace Mrs. Greanias on the Foundation Board.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter III, Personnel, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Ms. Fisher reported that the system approved a contract with Dynix, the library's next generation automation vendor. The target date for the new system to be live is April 22, 2004.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:05 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant

CITY LIBRARIAN'S REPORT
October 10, 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: The library was the kick-off site for "Operation Warm Winter," a coat drive for kids and featured on a live remote for WAND. VFW Post 99 has given us American and Illinois flags, currently located inside the gate. The quilting case has been attached to the South wall, close to the Local History room. All department heads have turned in their long-range plans. I attended a meeting of the RPLS Advisory Board, where we did a SWOT analysis for their board. I moved from Policy to the Finance Committee of the User's Group. In addition to my regular meetings, I met with Candace Baker of the H&R and talked to Kate Dobrovlny, Marketing Director of WILL (PBS) about participating in their Share A Story Day.

LINCOLN: Posters are being printed with the grant money. Kent Tucker was here to evaluate our collection and says it will take 2-4 weeks for him to research our items. He was very cautious about giving us a preliminary figure. Sandi has spoken to several groups about the exhibit.

PROJECT NEXT GENERATION: The equipment list for the State was approved and Matt is busy ordering. So far we have received digital cameras, scanners, laptops, digital video cameras and software, just to name a few of the items we are getting with the grant. We are still looking for a Head Mentor to coordinate the program.

SIRSI: The Users Group met October 1st in Springfield. Nancy Huntley is the new president. At this time of year the four committees (Policy, Finance, Technology & Database Standards) are reformed and we have someone on each committee. The "Go Live" date is **4-22-04**.

FOUNDATION: The Foundation has a balance of \$27,455.49 as of August 29th.

FRIENDS: The Friends helped us purchase a portable p.a. system for the library with donations from memorials for Al Powell.

STAFF: The vacant Building Custodian position is in the Civil Service process. Several staff attended a support staff conference in Springfield entitled "Reaching Forward South."

ADMINISTRATION: Joann, Linda and I have received training on the city's new Munis accounting software, which goes into operation November 1st. Circulation statistics were unavailable from RPLS on a positive note; the gate count was up 8.7% for the month and 9.4% for the year! Questions regarding early retirement are pouring in.

ADULT DIVISION: April Scull, a senior at Millikin University, joined the Adult Division as an unpaid intern. Sandi is working with Millikin to see if we can continue with this arrangement or create an internship like we have with Richland. \$500 in state LSTA grant money was used to order the ArcView 4.3 mapping software for installation on the government documents computer in the near future. The pages have begun shelf reading the non-fiction collection to ensure that items were placed in the correct order during "the big move."

BUILDING DIVISION: The four burning bushes have been removed for the Master Gardeners' herb garden. Painting is continuing in the upstairs area. The carpet is being cleaned during closed hours.

CITY LIBRARIAN'S REPORT

October 10, 2003

Page 2

CHILDREN'S DIVISION: We are working with Project Success on the October Family Reading Challenge. Julie manned a booth at the "Stick With Your Kids" rally and won a third place ribbon. Fourteen programs were attended by 357 people and eight groups visited the library bringing in 136 people.

CIRCULATION DIVISION: We are working on cleaning up patron records for the migration to DYNIX. RPLS has advised us to make no changes to our policy file until after the merge. We issued 315 new cards in August.

EXTENSION DIVISION: The Fall 2003 Bookmobile schedule is underway, and we were pleasantly surprised by a good turnout at several of our new stops. Both locations of the YWCA after school program, "SAC," have been quite popular. At the request of a teacher, Scott visited and read stories to the first grade class (29 children) at Harris Elementary School and was such a success that he returned to read to two Kindergarten classes (40+ children).

GATES COMPUTER LAB: We had 114 people attend classes this month. To meet continuing demand, additional Mousing and Computers 101 classes were added.

SYSTEMS ADMINISTRATION: A Pop-up Stopper was added to most staff computers. It is wonderful and free. Installed a new Gateway as our domain controller, jumping from 700mhz to 2400mhz. Needless to say, it is much faster and can handle more tasks. Added and updated pages to our web site, including a new Bestsellers Non-Fiction page, which allows you to place holds from that page.

TECHNICAL DIVISION: Nearly everyone in the department picked up part of someone else's work this month as illnesses and vacations created a staffing shortfall. There are 106 carts of books awaiting ordering.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

October 10, 2003

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 09/30/2003

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/16/2003	UPPERM ELECTRIC SUPPLY, INC	171.97	165349	09/30/2003	MATERIAL-BLDGS
09/16/2003	WYLSKY ENERGY SERVICES	694.44	165361	09/30/2003	ELECTRICITY
09/16/2003	EDUCATIONAL RECORD CENTER INC	1,319.58	165369	09/30/2003	BOOKS AND PERIODICALS
09/16/2003	WAVLORD BROS.	65.39	165377	09/30/2003	OFFICE SUPPLIES
09/16/2003	THE GALE GROUP	387.81	165381	09/30/2003	BOOKS AND PERIODICALS
09/16/2003	HASTINGS, SCOTT A.	200.00	165388	09/30/2003	OTHER PROFESSIONAL SERVICES
09/16/2003	HOULT, DANNY R.	200.00	165390	09/30/2003	TELEPHONE
09/16/2003	SBC	152.13	165392	09/30/2003	GAS
09/16/2003	ILLINOIS POWER COMPANY	107.20	165396	09/30/2003	MATERIAL-BLDGS
09/16/2003	ICI PAINTS	1,094.10	165397	09/30/2003	BOOKS AND PERIODICALS
09/16/2003	INGRAM LIBRARY SERVICES	301.30	165400	09/30/2003	JANITORIAL SUPPLIES
09/16/2003	JAN MASTER, INC	550.00	165402	09/30/2003	JANITORIAL SUPPLIES
09/16/2003	MILLER PRODUCTS COMPANY	632.73	165417	09/30/2003	OFFICE SUPPLIES
09/16/2003	MR. VIDEO CORPORATION	2,072.13	165421	09/30/2003	TEMP PERSONEL SERVICES
09/16/2003	SPHERION GRAPHICS, INC	300.44	165422	09/30/2003	BOOKS AND PERIODICALS
09/16/2003	ORIGIN EXTERMINATING	69.30	165427	09/30/2003	SERV-BUILDINGS
09/16/2003	PROQUEST	13,318.70	165437	09/30/2003	BOOKS AND PERIODICALS
09/16/2003	R D MCWILLAN CO	37.68	165460	09/30/2003	BOOKS AND PERIODICALS
09/29/2003	REGENCY BOOK CO	171.46	165465	09/30/2003	JANITORIAL SUPPLIES
09/30/2003	RIGSBY, PAUL	254.14	165476	09/30/2003	BOOKS AND PERIODICALS
09/30/2003	KRIGLOS/HAINES & ESSICK	200.00	165484	09/30/2003	OFFICE SUPPLIES
09/30/2003	SLEETH, ALAN	200.00	165488	09/30/2003	OTHER PROFESSIONAL SERVICES
09/30/2003	SMITH, EDWARD	390.08	165489	09/30/2003	SERV-BUILDINGS
09/16/2003	WARRANT, S RADIATOR SERVICE	200.00	165505	09/30/2003	OTHER PROFESSIONAL SERVICES
09/26/2003	TARRANT, S RADIATOR SERVICE	195.00	165505	09/30/2003	SERV-AUTO EQUIP
09/18/2003	WALLS COPY SYSTEMS	426.50	165510	09/30/2003	MATERIAL TO MAINT AUTO EQUIP
09/26/2003	WALLENDER-DEDMAN PRINTING	317.00	165511	09/30/2003	SERV-OFFICE EQUIP
09/26/2003					PRINTING AND BINDING
	TOTAL	112,379.07			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 09/30/2003

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/12/2003	BAKER & TAYLOR CO	39.20	165302	09/30/2003	BOOKS AND PERIODICALS
09/18/2003	BAKER & TAYLOR CO	34.12	165303	09/30/2003	BOOKS AND PERIODICALS
09/18/2003	BAKER & TAYLOR CO	129.97	165304	09/30/2003	BOOKS AND PERIODICALS
09/12/2003	BAKER & TAYLOR CO	24.19	165305	09/30/2003	BOOKS AND PERIODICALS
09/12/2003	BAKER & TAYLOR ENTERTAINMENT	28.79	165312	09/30/2003	BOOKS AND PERIODICALS
09/26/2003	BOOK WHOLESALERS, INC.	166.96	165325	09/30/2003	BOOKS AND PERIODICALS
	TOTAL	463.23			

LEGISLATIVE AGENCY

PERIOD ENDING 20030930

ACT. DESCRIPTION

MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL

UNREALIZED BALANCE % REAL

ANNUAL BUDGET

FUND BALANCE

30001-000 BEGINNING FUND BALANCE

0.00 174,889.17 378,948.27 419,734.00 40,785.73 90

TOTAL

0.00 174,889.17 378,948.27 419,734.00 40,785.73 90

TAXES

30100-107 PROPERTY TAX-LIBRARY

0.00 1,188,024.17 1,500,488.42 2,851,258.00 1,350,769.58 52

TOTAL

0.00 1,188,024.17 1,500,488.42 2,851,258.00 1,350,769.58 52

INTER GOVERNMENTAL REVENUE

30200-104 REPLACEMENT TAX STATE GRANTS OR OTHER

35.17 97,916.67 52,339.82 235,000.00 182,660.18 22

TOTAL

20,000.00 39,960.00 21,000.00 95,904.00 74,904.00 21

FINES AND FEES

30500-509 LIBRARY FINES AND FEES
 30500-510 LIBRARY NON-RESIDENT FEES
 30500-511 LIBRARY LOST AND DAMAGED BOOKS
 30500-514 COPIES & MISC
 30500-515 MEETING ROOM FEES

4,496.56 20,833.33 17,907.70 50,000.00 32,092.30 35
 160.22 208.33 344.01 200.00 155.99 68
 748.25 1,873.00 2,212.77 4,500.00 2,287.23 49
 1,939.83 9,333.33 5,921.08 20,000.00 14,078.92 29
 1,217.00 4,166.67 4,222.00 10,000.00 5,778.00 42

TOTAL

8,562.26 35,416.66 30,607.56 85,000.00 54,392.44 36

INVESTMENT INCOME

30700-101 INVESTMENT INTEREST

520.67 5,000.00 1,115.56 12,000.00 10,884.44 9

TOTAL

520.67 5,000.00 1,115.56 12,000.00 10,884.44 9

OTHER INCOME

30800-846 LEASE OF LIBRARY PROPERTY
 30800-899 MISCELLANEOUS INCOME

3,333.33 16,666.67 21,499.98 40,000.00 18,500.02 53
 .00 3,745.00 5,890.91 8,988.00 3,097.09 65

TOTAL

3,333.33 20,411.67 27,390.89 48,988.00 21,597.11 55

FUND TOTAL

32,451.43 1,561,618.34 2,011,890.52 3,747,884.00 1,735,993.48 53

CITY OF DECATUR

09/30/2003

FUND 20 DECATUR PUBLIC LIBRARY

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

40000 DECATUR PUBLIC LIBRARY

DB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES								
090 REGULAR SALARIES	1,870,518	119,476.62	671,558.25	779,382	1,198,959.75	.00	1,198,959.75	35.9
092 HOLIDAYS	0	7,357.43	34,411.90	0	34,411.90	.00	34,411.90	
094 OTHER LEAVE WITH PAY	0	.00	398.95	0	398.95	.00	398.95	
096 SICK TIME	0	8,489.24	26,392.07	0	26,392.07	.00	26,392.07	
098 VACATION TIME	0	7,894.40	50,680.88	0	50,680.88	.00	50,680.88	
	1,870,518	143,217.69	783,442.05	779,382	1,087,075.95	.00	1,087,075.95	41.9
PERSONAL SERVICES								
101 OVERTIME	15,000	.00	900.85	6,250	14,099.15	.00	14,099.15	6.0
102 TEMPORARY SALARIES	25,000	1,659.73	11,086.05	10,416	13,913.95	.00	13,913.95	41.0
104 RETIREMENT TIME	166,741	12,727.31	69,054.40	69,475	97,686.60	.00	97,686.60	41.8
110 LIFE INSURANCE	3,133	239.28	1,308.60	1,303	1,824.40	.00	1,824.40	38.3
111 MEDICAL INSURANCE	290,743	20,424.84	111,284.30	121,142	179,458.70	.00	179,458.70	40.4
112 WORKERS COMPENSATION	18,243	1,329.76	7,368.96	7,603	10,880.04	.00	10,880.04	56.9
115 SERVICE RECOGNITION	22,216	4,230.70	12,637.33	9,256	9,578.67	.00	9,578.67	39.5
	541,082	40,631.62	213,640.49	225,447	327,441.51	.00	327,441.51	
CONTRACTUAL SERVICES								
201 ADVERTISING AND BINDING	250	.00	18.62	104	231.37	.00	231.37	7.0
202 PRINTING	6,000	300.00	1,901.83	2,500	4,701.77	199.50	3,898.65	35.0
210 SERV-BUILDINGS	3,500	3,682.00	15,298.23	1,458	3,701.77	3,910.72	10,791.05	64.0
211 SERV-IMPROVEMENTS	2,500	245.00	1,146.98	8,333	1,373.02	.00	1,353.02	45.9
212 SERV-OFFICES/EQUIP	17,634	1,469.20	7,347.50	7,347	10,943.96	280.85	11,028.23	44.5
213 ELECTRICITY	150,000	20,050.83	58,056.04	62,500	91,785.96	.00	10,243.56	38.7
231 TELEPHONE	3,100	1,090.00	214.40	1,250	19,785.60	.00	19,785.60	18.8
232 WATER	3,000	14.00	11,478.13	1,291	2,621.87	.00	2,621.87	15.4
234 TRAINING SCHOOL	17,000	20.52	963.55	2,916	5,858.48	.00	2,036.45	32.0
241 CONFERENCES AND OTHER TRAVEL	20,000	1,104.21	8,032.05	8,083	8,967.95	484.00	5,858.48	16.0
245 POSTAGE	23,000	2,072.13	14,917.45	9,416	19,297.00	.00	8,483.95	50.3
247 COMPUTER SOFTWARE EXPENSE	1,000	.00	796.00	104	382.55	.00	382.55	33.6
2571 TEMP PERSONNEL SERVICE	1,250	.00	.00	108	250.00	.00	250.00	79.6
272 TUITON REIMBURSEMENT	4,340	4,560.38	18,194.42	19,508	28,145.58	5,116.00	23,029.58	50.3
280 TRAVEL PROFESSIONAL SERVICES	1,400	190.00	570.00	583	830.00	.00	830.00	40.7
284 OTHER PERSONAL SERVICE FEES	5,000	1,670.77	3,259.40	2,093	1,740.60	1,575.00	165.60	96.7
289 RENTAL-EQUIPMENT	406,974	38,431.99	153,004.93	169,566	253,969.07	11,566.07	242,403.00	40.4
COMMODITIES								
310 GASOLINE	3,700	377.07	1,423.46	1,541	2,276.54	.00	2,276.54	38.5
312 JANITORIAL SUPPLIES	8,000	888.98	2,555.79	3,333	8,242.48	.00	8,242.48	31.9
320 MATERIAL-BLOGS	1,900	1,426.50	869.64	625	650.36	.00	630.36	31.0
337 OFFICE SUPPLIES	30,000	3,870.89	19,838.61	12,500	10,161.39	491.85	9,669.54	67.8
357 EMPLOYEE RECOGNITION SUPPLIES	150	.00	.00	62	150.00	.00	150.00	
	61,350	7,533.10	34,445.02	25,561	26,904.98	491.85	26,413.13	56.9
OTHER CHARGES								
415 TRANSFER TO GENERAL FUND	1,200	100.00	500.00	500	700.00	.00	700.00	41.7
418 MOTOR VEHICLE-INSURANCE	5,313	423.58	1,974.24	2,213	3,338.91	.00	3,338.91	37.2
420 BOILER INSURANCE	1,873	156.09	966.09	780	906.91	.00	906.91	51.6
421 GENERAL LIABILITY INSURANCE	14,258	1,188.17	5,676.17	5,940	8,581.83	.00	8,581.83	39.8
423 GENERAL LIABILITY INSURANCE	17,854	1,654.50	3,336.66	3,272	4,517.34	.00	4,517.34	42.5
444 TRANS TO TRUST FUND	0	.00	25,433.31	7,259	25,433.31	.00	25,433.31	
449 SMALL CAPITAL ITEMS	17,423	.00	3,069.87	7,259	14,353.13	540.00	13,813.13	20.7

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
40000 DECATUR PUBLIC LIBRARY	47,921	2,526.34	40,956.34	19,964	6,964.66	540.00	6,424.66	86.6
OTHER CHARGES								
600 BOOKS AND PERIODICALS	397,500	29,897.35	149,067.23	165,625	248,432.77	.00	248,432.77	37.5
801 BOOKS-MAIN ADULT	0	.00	10.45	0	10.45	.00	10.45	
841 MAG/PAPERS-MAIN ADULT	0	.00	161.93	0	161.93	.00	161.93	
847 MAG/PAPERS-EXTEN ADULT	0	.00	49.96	0	49.96	.00	49.96	
** DIVISION TOTAL **	3,325,345	262,238.09	1,374,778.40	1,385,545	1,950,566.60	12,597.92	1,937,968.68	41.7

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

OB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
41000 LEASE EXPENSES	5,575	.00	.00	2,322	5,575.00	.00	5,575.00	
CONTRACTUAL SERVICES	5,575	.00	.00	2,322	5,575.00	.00	5,575.00	
231 ELECTRICITY								
OTHER CHARGES								
409 PRINCIPAL PAYMENTS	21,875	.00	.00	9,114	21,875.00	.00	21,875.00	
410 INTEREST EXPENSE	6,563	.00	.00	2,734	6,563.00	.00	6,563.00	
** DIVISION TOTAL **	28,438	.00	.00	11,848	28,438.00	.00	28,438.00	
** DIVISION TOTAL **	34,013	.00	.00	14,170	34,013.00	.00	34,013.00	

REVENUE REPORT FOR FY 2003-2004

FUND 92

PUBLIC LIBRARY-TRUSTS

DESCRIPTION

PERIOD ENDING #0030930

MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL

UNREALIZED BALANCE REAL

ANNUAL BUDGET

ACCT.	FUND BALANCE	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
30001-024	BEG FUND BAL-CANTONI	.00	42,190.00	118,034.69	118,056.00	21.31
30001-033	BEG FUND BAL-MEYER	.00	113,055.83	271,519.00	271,334.00	185.00-
30001-033	BEG FUND BAL-BRIDGES	.00	.42	1,893.99	1.00	1,892.69-
30001-024	BEG FUND BALANCE-DONATIONS	.00	9,449.17-	25,433.31-	22,678.00-	2,755.31
TOTAL		.00	152,797.08	366,014.07	366,713.00	698.93

TRANSFERS FROM

30600-709 TRANSFER FROM DPL

TOTAL

INVESTMENT INCOME

30700-103 DPL INTEREST-CANTONI TRUST
 30700-104 DPL INTEREST-MEYER TRUST
 30700-105 DISTRIBUTION FR BRIDGES TRUST
 30700-142 INTEREST-DONATIONS

TOTAL

OTHER INCOME

30800-805 CONTRIBUTIONS AND DONATIONS

TOTAL

FUND TOTAL

		.00	.00	25,433.31	.00	25,433.31-
		.00	.00	25,433.31	.00	25,433.31-
		80.44	520.83	366.68	1,250.00	883.32
		184.41	1,666.67	839.59	4,000.00	3,160.41
		.55	94.58	5.14	227.00	221.86
		.00	.00	.34	.00	.34-
		265.40	2,282.08	1,211.75	5,477.00	4,265.25
		159.00	2,500.00	1,621.53	6,000.00	4,378.47
		159.00	2,500.00	1,621.53	6,000.00	4,378.47
		424.40	157,579.16	394,280.66	378,190.00	16,090.66-
						104

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

FUND 92 PUBLIC LIBRARY-TRUSTS

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2003

UNENCUMBERED PRCNT
BALANCE

ENCUMBRANCE

UNEXPENDED
BALANCE

Y-T-D
BUDGET

YEAR-TO-DATE
EXPENDITURES

MONTHLY
EXPENDITURES

ANNUAL
BUDGET

DB DESCRIPTION

800 BOOKS AND PERIODICALS	35,000	463.23	1,332.40	14,583	33,667.60	.00	33,667.60	3.8
	35,000	463.23	1,332.40	14,583	33,667.60	.00	33,667.60	3.8

EXPENDITURES

900 EXPENDITURES	0	.00	.00	0	.00	212.00	212.00	
	0	.00	.00	0	.00	212.00	212.00	

** DIVISION TOTAL ** 35,000 463.23 1,332.40 14,583 33,667.60 212.00 33,455.60 4.4

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

FUND 92 PUBLIC LIBRARY-TRUSTS

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2003

UNENCUMBERED PRCNT
BALANCE

ENCUMBRANCE

UNEXPENDED
BALANCE

Y-T-D
BUDGET

YEAR-TO-DATE
EXPENDITURES

MONTHLY
EXPENDITURES

ANNUAL
BUDGET

DB DESCRIPTION

499 SMALL CAPITAL ITEMS	11,000	.00	.00	4,583	11,000.00	.00	11,000.00	
	11,000	.00	.00	4,583	11,000.00	.00	11,000.00	

800 BOOKS AND PERIODICALS	0	.00	2,926.80	0	2,926.80	.00	2,926.80	
	0	.00	2,926.80	0	2,926.80	.00	2,926.80	

** DIVISION TOTAL ** 11,000 .00 2,926.80 4,583 8,073.20 .00 8,073.20 26.6

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

FUND 92 PUBLIC LIBRARY-TRUSTS

FUND 92 PUBLIC LIBRARY-TRUSTS

09/30/2003

UNENCUMBERED PRCNT
BALANCE

ENCUMBRANCE

UNEXPENDED
BALANCE

Y-T-D
BUDGET

YEAR-TO-DATE
EXPENDITURES

MONTHLY
EXPENDITURES

ANNUAL
BUDGET

DB DESCRIPTION

800 BOOKS AND PERIODICALS	227	.00	1,100.00	94	873.00	.00	873.00	484.6
	227	.00	1,100.00	94	873.00	.00	873.00	484.6

** DIVISION TOTAL ** 227 .00 1,100.00 94 873.00 .00 873.00 484.6

REPORT OF EXPENDITURES TO BUDGET FY 2003=2004

44000 DPL-DONATIONS FOR BOOKS

FUND 92 PUBLIC LIBRARY-TRUSTS 09/30/2003

OB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT
800 BOOKS AND PERIODICALS	6,500	.00	1,667.38	2,708	4,832.62	.00	4,832.62	25.7
	6,500	.00	1,667.38	2,708	4,832.62	.00	4,832.62	25.7
** DIVISION TOTAL **	6,500	.00	1,667.38	2,708	4,832.62	.00	4,832.62	25.7

A library's service area may encompass many diverse groups. The needs, interests, and points of view of the community range over the broad spectrum of subjects that are of interest to contemporary society. Intellectual freedom and the right to read are the cornerstones upon which all library services should be based. *Planning for Excellence*, p. 41.

The public library provides a wide range of materials in a variety of formats and in sufficient quantity to meet the needs and interests of the community. The collection is timely, current, and responsive to the community it serves. The key to quality collection management is adequate funding and professionally trained collection managers.

Two integral elements of collection management are resource sharing and cooperative collection management. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. It is imperative that library staff are knowledgeable about methods of resource sharing, understand its immeasurable value, and actively promote and facilitate interlibrary loan and reciprocal borrowing.

Electronic delivery of information will increasingly affect the development of reference collections. Library planners need to be knowledgeable about electronic products and services and integrate them into library collections when appropriate.

Applicable Core Standards

- Core 12.** The library has a board-approved mission statement, 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 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 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21.** The library provides access to ILLINET Online.
- 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, 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.

Supplemental Standards

1. The library has a board-approved, written collection management policy based on professional standards, community needs and interests, and the diversity of American society. The policy is reviewed by the board biennially and is available to the public. (See appendix 4.1 for topics recommended for consideration in a collection management policy.)
2. Staff responsible for collection management are professionally trained in the general principles of selection and weeding as well as in their specific areas of responsibility. Staff select new materials and evaluate the collection for retention or withdrawal in conformance with the collection management policy. Such library staff regularly attend continuing education workshops on collection management.
3. Staff responsible for collection management have access to a variety of selection tools.
4. The library staff uses accepted professional techniques for collection management. Such techniques include quantitative measures (circulation-per-capita and turnaround rates), weeding (The CREW Method), user surveys and questionnaires.
5. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that may affect the size of the collection. Local history, genealogy, and a linguistically diverse population are some examples of these factors.
6. Existing and future use of electronic sources will affect the need to provide hard copy of some periodicals. (See appendix 4.2 and 4.3 for book and periodical collection tables.)
7. Nonprint collections play an increasingly important role in most public libraries. Building program consultants are typically recommending that the size of the AV collections be an amount equal to 10 percent of the book collection. Factors including a linguistically diverse population and the number of formats for each title will affect this percentage.
8. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are books on cassette; books in Braille; information in electronic formats; and closed captioned, described, or signed videos.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.

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Chapter IV - Collection Management- Electronic resources,workstations

Because of the evolving nature of electronic resources – method of delivery, content, ease of navigation – this particular format requires a higher degree of monitoring than those of the past (print, film, fiche, and CD-ROM). Today's reference librarians will need to engage in a continuous process of evaluation and refinement in the use of electronic resources within their communities. As is true for all collection management, the primary goal is to support the information needs of the community by providing accurate, useable, and timely information.

Applicable Core Standards

Core Standard 20 (Revised)

The library has a telephone, a telefaxsimile machine, photocopier, and computer with **an Internet connection**. 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 Standard 30 (New)

The library provides at least one computer exclusively for public access to electronic resources, including, but not limited to, the Internet.

Additional Supplemental Standards

1. At least one staff member is knowledgeable about and able to assist patrons with electronic resources.
2. The library supports ongoing training for staff in selectng and using electronic resources.

Chapter IV - Collection Management - AV Materials

Audiovisual materials account for an increasingly large percent of public library circulation. In some libraries, the figure is in excess of 35 percent. Typically, the larger and more relevant the AV collection, the higher the circulation.

During times when more than one format is known to be used by the public, librarians may need to purchase the same title in multiple formats. Short, focused surveys will reveal which formats your patrons prefer.

Appendix 4.4 Audiovisual Table

Audiovisual Materials Collection Table					
	Base	Minimum	Growing	Established Advanced	
		Equal to +/- 10% of book collection	Equal to +/- 15% of book collection	Equal to +/- 20% of book collection	Equal to +/- 25% of book collection
		Volumes per capita plus Base.	Volumes per capita plus Base.	Volumes per capita plus Base.	Volumes per capita plus Base.

Population	Base	Minimum	Growing	Established	Advanced
< 1,000	200	0.5	1.15	2.35	4.25
1,000 - 2,499	600	0.3	0.55	1.5	3.4
2,500 - 4,999	1000	0.175	0.45	1.1	2.5
5,000 - 9,999	2000	0.125	0.4	0.85	2.1
10,000 - 14,999	3500	0.06	0.35	0.6	1.75
15,000 - 24,999	5000	0.06	0.35	0.6	1.6
25,000 - 49,999	8500	0.05	0.35	0.6	1.4
50,000 - 74,999	12,750	0.05	0.35	0.55	1.05
75,000 - 99,999	15,500	0.04	0.3	0.5	1.25
> 100,000	22,000	0.04	0.3	0.45	1

Example

1. Library's jurisdictional population is 30,000.
2. Library wishes to achieve the "Growing" level.
3. To the "Base" add the product of the population multiplied by the number found in the cell where the Population Category (25,000 - 49,999) and the Level (Growing) meet. $8,500 + 10,500 (.35 \times 30,000) = 19,000$.

Note: The "base" is not a level. It is only a figure used as part of the calculation.