

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, December 18, 1997 4:30 p.m.  
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
  - A. Meeting of November 20, 1997
- III. Communication from the public
- IV. Presentation from perspective real estate firms
- V. Presentation of schematic design for Sears project
- VI. City Librarian's report
- VII. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    1. Meeting of December 4, 1997
  - B. Finance and Properties Committee
    1. Approval of bills for November 1997
    2. No meeting
  - C. Rolling Prairie Library System
    1. Report on December 1997 system board meeting
  - D. Friends of the Library
    1. No meeting
  - E. Foundation
    1. Update on fundraising activities
- VIII. Serving our Public: Standards for Illinois Public Libraries
  - A. Chapter VI: Access
- IX. Old business
- X. New business
  - A. Internet use policy
- XI. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**November 20, 1997**

**I. CALL TO ORDER**

The meeting was called to order at 4:55 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Mary Lee, Judi Moss, David Pritts, Russell Reimer, Ellen Spycher, and John Stengel. Absent: Mark Gibson. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Richard Lockmiller, Bob Yuhas, and Tim Crosby.

Mrs. Arnold was introduced, sworn in, and given her certificate of appointment.

**II. APPROVAL OF MINUTES**

The minutes of the meeting of October 30, 1997 were approved as mailed.

**III. COMMUNICATION FROM THE PUBLIC**

No one from the public addressed the Board.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's written report was previously mailed.

Mr. Moorman presented two framed pictures by world-renowned photographer Charles Wasson that were donated to the local history collection.

Mr. Moorman reported that both public and staff access to the Internet & InfoTrac have been down because of equipment failure at Millikin University.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The committee did not meet. Mrs. Moore appointed Mrs. Arnold to serve on this committee.

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

The committee did not meet.

**Rolling Prairie Library System:** Mr. Moorman was not able to attend the meeting.

**Friends of the Library:** The Friends Board met November 12, 1997. Mr. Moorman reported that the new banners are up. The Friends are sponsoring the printing of a book of picture comparisons of various Decatur sites in 1896 and 1996.

**Foundation:** Mr. Lockmiller reported on the progress of the fund drive.

## **VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter V, Services, was reviewed.

## **VII. OLD BUSINESS**

The schematic drawings for renovation of the Sears building were reviewed. Cost estimates should be ready for Board review in December.

Mr. Moorman has received proposals from two firms regarding the leasing of space at the new library and the sale of the current library building. The companies will be asked to make a brief presentation at the December board meeting.

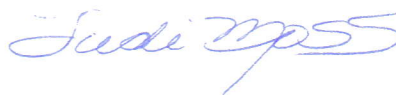
## **VIII. NEW BUSINESS**

Mr. Moorman reported that the city has a 1990 4 wheel drive pickup truck with a snow blade that it would be willing to sell to the library for \$2,500. The library could use the truck now for snow removal at the book stops. In the past, the library building staff have loaded the library snow blower into the van and gone to the various stops to remove snow. The library will be responsible for removing snow from the parking lot at the new library. Mr. Moorman said that contractual services are generally not cost effective. Mr. Reimer made a motion to approve the purchase of the truck for \$2,500 from the general fund equipment line item. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

## **IX. ADJOURNMENT**

Mrs. Moore adjourned the meeting at 5:55 p.m.

Respectfully submitted,



Judi Moss, Secretary  
Decatur Public Library Board of Trustees

**City Librarian's Report**  
**for the December 18, 1997 Meeting**

**of the**  
**Decatur Public Library Board of Trustees**

Each month I report to you the number of volunteers and the hours that they contribute to the library. Without their assistance, many basic tasks would not be accomplished in a timely manner or at all. We have had some recent additions to our volunteer corps that have made special contributions to library operations. Ann Healey an ISU student performed 18 hours of internship work for Katie Gross in the children's division. While there she compiled a bibliography and assisted in divisional work. She will be filling in as a Norrell substitute after she graduates from ISU in December. Brandy Pauley, a Millikin senior came to the library to volunteer to see if she might want to go on and get a graduate degree in library science. She has been assisting the adult division in developing an annotated list of African-American titles for Black History Month, created the January Illinois Power quiz on winter sports' safety and an annotated Christmas video list. Julie Puckett and her group of volunteers from the Decatur Mental Health Center have agreed to straighten shelves and do shelf reading as a volunteer project for the library. During November this group of volunteers worked with Karen Anderson on the Herald and Review negatives. A long time volunteer, Gary Reynolds set up equipment in the book selection room to preview side by side a feature film in letter-box and pan-and-scan formats. He also does the layout for "Connections" our monthly publication.

Library staff have been active in the past month in presenting, or participating in, programs to the community. Judy Ellison was a celebrity reader at Parsons school, George Roberts took part in an assembly at Durfee school, Grace Veach was a part of the honors head table at the annual community Thanksgiving Dinner, Dayle Irwin and Bev Hackney presented a program on local history to NWRAPS. Jerald Merrick gave a cowboy poetry talk to the Past Matrons/Patrons of Eastern Star of the Decatur Area, and Carolyn Jensen inaugurated a book discussion group which had a stimulating exchange of views on Sister Carrie by Theodore Dreiser on November 13. Katie Gross visited Parsons school during Children's Book Week and read to two fourth grade classes. Since the November board meeting I have given, or assisted in presenting, four talks on the library's Sears building renovation program and met with many individuals concerning the capital fund drive portion of the project.

A new book return drop has been placed at Brush College school. This was installed in response to library users requests for a drop box on the east side of Decatur. Karen Anderson reports that Durfee school's use of the bookmobile has increased substantially in the past month.

Technical services indicates that book ordering is catching up to normal schedule. Materials needed, due to staff vacancies in the adult division, is not being accomplished. The efforts of Julie McNamara in getting alternate access to the Internet using dial in modems was greatly appreciated by the division staff. For several days during November our regular Internet

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December 18, 1997

connection was down due to problems with DecaturNet's router at Millikin University. The subject authority control problem with GEAC remains uncorrected. I continue to work with them on this issue.

Bev Mackay completed the Biennial Survey of Depository Libraries. Our depository collection now contains over 60,000 items. Bev has also set the dates for the Storyteller's Story project. Meeting dates will be February 2 and 24, March 2 and 24, and April 7 and 21 of next year.

Cathy Ritchie is at work on a revision of our FRED flyer and has completed book lists on "African-American Non-fiction for Young Adults" and an update of adult "African-American Fiction" for Black History Month.

On December 11 two new Library Assistants will begin work. They are Sherry Mallory and Debbie Bantz. Carolyn Jensen has developed an orientation program for them as neither has any library background or reference experience. They will initially be working at the "Get Help Desk" on the main floor.

On the employment front, Darla Donaldson and Carolyn Jensen have interviewed applicants for the three open page positions and Beth Kent will be interviewing with Karen Anderson for open clerk positions on December 11 and 12. I am accepting applications for the Head of Building Services position.

December 12 will see the retirement of Leta Irons from the circulation division. She was employed by the library from March 4, 1971 until March 30, 1974 and since April 20, 1978. Leta has worked in several library divisions. She has been an important staff member and has exhibited a concern for quality public service throughout her almost twenty three years of library service. I wish her well in all future endeavors.

Carolyn Jensen graduated from the Decatur Leadership Institute on November 20. She indicates that the Institute was most beneficial and gave her a thought provoking introduction to Decatur, its attributes and its plans for the future.

Beth Kent attended a workshop on "Soaring to Excellence--Customer Care". She is looking forward to bringing some of the tips presented to her division's operation.

During the month the circulation division turned 20 new accounts over to the credit bureau. These accounts included \$2,499 in items and \$1,022 in fines. During November, three accounts were paid off in the amount of \$248.65.

The 3M self-check machine was used for 3% of the month's circulation. There was a problem

## City Librarian's Report

December 18, 1997

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with "tickering" when certain library cards were presented for use. It was discovered that one of the machine's sensors seemed to be able to read through the raspberry colored card. This problem is corrected when a label is placed on the card at a specific location. Library users have been notified of this problem and how it may be corrected. Staff are working with 3M to correct the problem.

Erilyn Hood of the circulation division has worked on a project streamlining our checking out of periodicals. During this project she has changed over 5,000 item labels.

During November 17 groups visited the children's division for storytimes and tours. Six were from Head Start, three from Central Christian church, two each from the YMCA, First United Methodist church, and Oak Grove school and a special education class from Harris school. There were eight lap-sit programs with 162 individuals in attendance and 25 Baby TALK contacts were made. Twenty-one individuals picked up their SPARK papers during November.

As of December 11, 1997 61% of the library's budget year had been completed. Financial expenditures and encumbrances stood at 56.6% of budget.

During the month of November 30 volunteers gave 207 hours of service to the library.

As 1997 ends, I wish to express appreciation to the Decatur City Council, City staff, members of the Board of Trustees and, specially, library staff members for making 1997 the successful year that it was. I deeply appreciate the assistance and cooperation of all of the above groups for together you enable the library to provide quality service to our user community.

Dear Mr. Newman,

I just wanted to let you know I enjoyed meeting with you. I am excited about some new possibilities.

Also I wanted to tell you I was very pleased with the site visit. Susan Tremming thought our program was very good. She will be sending a report of her visit in the Spring. I really felt good about her visit & comments. Denise Ruchins

DECATUR PUBLIC LIBRARY  
 Monthly Circulation Statistics  
 November 1997

Location	November 1997	November 1996	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	21,422	23,037	-7.0
Young Adult	1,166	1,207	-3.4
Children's	12,353	12,628	-2.2
TOTAL	34,941	36,872	-5.2
<b>EXTENSION PRINT</b>			
Bookmobile 548	8,577	7,478	14.7
Bookmobile 549	2,951	3,343	-11.7
Outreach	590	780	-24.4
TOTAL	12,118	11,601	4.5
<b>TOTAL PRINT</b>	<b>47,059</b>	<b>48,473</b>	<b>-2.9</b>
<b>NON-PRINT</b>			
Videocassettes	6,955	6,531	6.5
Audiocassettes	2,473	3,017	-18.0
Recordings	1,823	2,094	-12.9
TOTAL	11,251	11,642	-3.4
Extension Non-print	848	778	9.0
<b>TOTAL NON-PRINT</b>	<b>12,099</b>	<b>12,420</b>	<b>-2.6</b>
Renewals	807	1,134	-28.8
<b>TOTAL CIRCULATION</b>	<b>59,965</b>	<b>62,027</b>	<b>-3.3</b>



DECATUR PUBLIC LIBRARY  
 12 Month Circulation Statistics  
 November 1997

Location	Current Year	Last Year	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	279,605	290,464	-3.7
Young Adult	14,677	15,728	-6.7
Children's	158,499	161,839	-2.1
TOTAL	452,781	468,031	-3.3
<b>EXTENSION PRINT</b>			
Bookmobile 548	80,740	85,888	-6.0
Bookmobile 549	35,068	34,130	2.8
Outreach	10,202	12,313	-17.1
TOTAL	126,010	132,331	-4.8
<b>TOTAL PRINT</b>	<b>578,791</b>	<b>600,362</b>	<b>-3.6</b>
<b>NON-PRINT</b>			
Videocassettes	82,267	75,910	8.4
Audiocassettes	32,667	35,583	-8.2
Recordings	23,504	24,331	-3.4
TOTAL	138,438	135,824	1.9
Extension Non-print	10,893	10,423	4.5
<b>TOTAL NON-PRINT</b>	<b>149,331</b>	<b>146,247</b>	<b>2.1</b>
Renewals	9,056	10,943	-17.2
<b>TOTAL CIRCULATION</b>	<b>737,178</b>	<b>757,552</b>	<b>-2.7</b>

STATISTICAL REPORT  
November 1997

TECHNICAL SERVICES

New book volumes added: 1,323  
New book titles added: 640  
BV titles added: 97  
Volumes withdrawn: 1,029  
Books needed: 1,009

PERSONNEL ACTIVITY:

11/21/97 Rebecca Thomas, Library Telephone Page (1/2 time),  
resigned

CURRENT VACANCIES: Library Assistant (2 positions), Library Page  
(1/2 time) (3 positions), Library Clerk I (1/2 time), Library  
Telephone Page (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PERSONS REGISTERED: 381 main + 31 extension = 412 total

PROFESSIONAL ASSISTS: this 12 months to date: 80,323  
last 12 months to date: 69,412

PERSONS IN THE BUILDING: this 12 months to date: 360,126  
last 12 months to date: 361,700

BOOKS PURCHASED: this 12 months to date: 18,082  
last 12 months to date: 23,868

MEMBERS: 30 volunteers worked 207 hours

**Personnel, Policy, and Public Relations Committee**  
**December 4, 1997**

David Pritts called the meeting to order at 4:35 p.m. Members present: Mr. Pritts, Sherri Arnold, Judi Moss, and Shirley Moore. Absent: Ellen Spycher. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen.

Retirement of Head of Building Division: Mr. Moorman reported that Owen Richardson has announced his retirement effective January 30, 1998. The position will be advertised in the local newspaper next week. The pay for the position is level 4 (\$27,560 to \$39,135).

Library use by children age 7-12: Mr. Moorman expressed concern about young children being left in the library with no adult supervision. It was noted that the policy does not address the problem. There was also discussion about ways staff could handle the children to prevent disruption.

Job restructuring in Adult Division: Mrs. Jensen discussed some of her concerns regarding job structuring in the Adult Division.

Other business: Mr. Moorman presented a draft Technology Plan. Such a plan must be approved by the library board, library system, and state library to make the library eligible for reduced telecommunication costs. This plan will be presented at the December board meeting.

There was no further business. The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

DRAFT

# TECHNOLOGY PLAN: CERTIFICATION FORM/ COVER SHEET

Technology Plan Submitted by : Decatur Public Library  
Name of public library/library consortia

ADDRESS 247 East North  
Decatur, Illinois 62523  
\_\_\_\_\_  
\_\_\_\_\_

STAFF CONTACT PERSON: John A. Moorman  
Telephone number: 217-424-2900 extension 13  
E-mail address (if available): jmoorman@decaturnet.org

DATE December 18, 1997

## TECHNOLOGY PLAN REVIEW:

**Certification:** The technology plan has been reviewed, and the plan addresses the following areas: vision, community needs, library plans to address the needs, timetable budget, potential partners and anticipated outcomes.

### Library System:

\_\_\_\_\_  
Approved by the \_\_\_\_\_ library system.

SIGNATURE

\_\_\_\_\_  
[Type Name and Title] [Date]

### Illinois State Library:

\_\_\_\_\_  
Approved by the Illinois State Library

Signature

\_\_\_\_\_  
[Type Name and Title] [Date]

## Technology Plan

### Decatur Public Library

#### **ABSTRACT:**

At the Decatur Public Library technology is a tool to be employed in improving staff efficiency and knowledge and to enable library users to better access the information needed for educational, recreational and cultural pursuits. Technology is employed in all areas of the library including staff and public LANS, and in our on-line catalog and circulation systems. Our technology plan includes increasing the capability and size of internal LANS, updating our on-line catalog, increasing public access to the Internet, increased technology training for staff and the public and developing new media collections.

#### **VISION:**

The mission of the Decatur Public Library is to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community. Technology plays a vital part in fulfilling our mission. Improved access to electronic information sources is essential if library users are to locate up-to-date information. Our on-line catalog must be updated and new data bases made available if the library is to remain a viable community information resource. Library staff must have access to, and be knowledgeable about, current technology if they are to be efficient participants in the dissemination of information to our user community. The effective employment of technology is essential in increasing staff productivity.

#### **TECHNOLOGY NEEDS ASSESSMENT:**

If the Decatur Public Library is to continue to be a provider of reliable, current information to our user community the following steps need to be taken:

1. Increased and regular staff training in all aspects of technology
2. Enhancements to our staff, adult and childrens' local area networks
3. Increased access to commercial databases and resources
4. Development of local CD-ROM databases for specialized library collections
5. Connection of our bookmobiles to library collections and databases
6. Development of world wide web access to the library's collection
7. Increased software collection for public use
8. Increased public access to the Internet
9. Increased public training in the use of library technology
10. Improved printing and copying services for staff and public

#### **TECHNOLOGY INVENTORY:**

## Local Area Networks:

### 3 Novell networks (listed in detail below)

- 1- In the Technical Services Department (Cat5 10BaseT)
- 1- In the Children's Department (Cat5 10BaseT)
- 1- In the Business Information Center (COAX)

All 3 of the networks are connected using ethernet hubs and can communicate with each other.

### Technical Services Network

(Cat5 10BaseT)

Novell 3.12 (50 user)

- 1- Networked Laser Printer
- 1- Networked Wide Carriage Dot Matrix Printer
- HP AdvanceStack J2600A 12-port 10BaseT Hub

10 User workstations in the Technical Services Department

- 1 computer for transferring records from OCLC to our GEAC system
- 9 computers (all Pentiums) with WIN 95 with access to:
  - Baker & Taylor (on the network), Dewey (on the network),
  - OCLC (accessed through the internet),
  - our Geac Online Catalog System and Internet Access.

### Children's Network

(Cat5 10BaseT)

Novell 3.12 (10 user)

- 2 Ethernet 7-bay CD-ROM Towers (4X speed)
- 5 Windows95 User workstations (all Pentium 120 Mhz)
- HP AdvanceStack J2600A 12-port 10BaseT Hub
- 1- Networked Laser Printer
- 2- Stand Alone Color Deskjet Printers

### Business Information Center Network

(COAX cabling)

Novell 3.12 (25 user)

- 1 Ethernet 7-bay CD-ROM Tower (8X speed)
- 2- Networked Laser Printers

12 User workstations

(2- 386's, 4- 486's, 6 - Pentiums)

4 computers for InfoTrac use: (Connected to the Internet)

3 computers with access to:

Metro Mail, American Business Disk,  
Sirs Researcher & Sirs Government Reporter

2 computers with access to:

the INTERNET & WordPerfect 5.1 (DOS)

2 computers with access to:

WordPerfect 5.1 (DOS)

1 pc for Government Documents

It also is connected for Internet Access

\*SCSI 7-bay CD-ROM Tower for Government Document CDs

\* Stand Alone Laser Printer

## Internet Access:

Connected to Millikin University with a ISDN line.

Currently using an Ascend Pipeline Router to connect our Local Area Networks with our Internet Access.

## Miscellaneous Staff and Patron Workstations:

\*3M Self Check Machine for patron access (BOOKS Only) with a Dot Matrix Receipt Printer

4 - Computers (486's) at the Staff Reference Desks

5 - Computers for Administrative Staff use (3 - Pentiums, 1 - 486, 1 - 386)  
(4 stand alone laser printers)

Computers for other staff members include: 5 - Pentiums

1 - 386

2 - Laser printers

2 - Dot Matrix printers

1 - Color Deskjet printer

32 - Wyse 60 Terminals for Access to our Geac Online Catalog

1 - Technical Services for staff access

2 - Extension Department for staff access

2 - Circulation computer room (1 is actually the Main Console) for staff access

5 - Circulation Department (4 are used as checkout terminals) for staff access

4 - Children's Department (1 printer)

(3 - for patron access, 1 - for staff access)

7 - Main floor for patron access

(4 printers are connected to 4 of the wyse terminals)

6 - Basement for patron access

(3 printers are connected to 3 of the wyse terminals)

2 - Basement for Staff access

3 - Large Bookmobile

(2 - for staff access, 1 - for patron access)

### **Dial-up Access:**

4 - 9600 baud modems for School and patron access

1 - 9600 baud modem for Geac dial-up support

1 - Statistical Multiplexor with modem for Bookmobile access.

### **Training Room:**

(Cat5 10BaseT)

\* Connected to the Technical Services Network

1 - Networked Laser Printer

1 - Stand alone Color Deskjet Printer

Ethernet 10BaseT Hub

10 (Pentium) User workstations with access to:

Windows95

Internet Access using either Netscape or Internet Explorer

### **TECHNOLOGY ASSESSMENT:**

The Decatur Public Library has made tremendous strides in the past five years in the use of technology in public service and staff operations. However, for the library to continue to be a place where appropriate technology is employed in providing users with access to information and staff with the tools necessary to efficiently perform their work, additional hardware and software purchases need to be made. "Dumb" terminals on the on-line catalog need to be replaced with personal computers. Our GEAC system needs software upgrades to allow for personal computer access as well as additional data base storage and display. Increased Internet access for the public needs to be made available. Additional computers need to be added to public access local area networks throughout the library. The bookmobiles need increased technology. All library staff should receive regular training on technology employed in the library and library users should have training available on the use of library computer resources.

### **ADDRESSING OUR TECHNOLOGY NEEDS:**

The library is currently undergoing a two year plan to renovate the current Sears building in



downtown Decatur as the new main library facility. A vital part of this renovation is providing increased space for technology including a larger computer training room for staff and public use. It is the goal of the Decatur Public Library to provide applicable current technology for both public and staff use and to provide both staff and the public with the necessary training for its effective employment in the public library.

#### **TIMETABLE:**

- FY 98 - Increase public access Internet by adding terminals to the lower level local area network
- FY 98 - Increase software available on the childrens local area network
- FY 99 - Develop a staff training program for the Internet and library databases
- FY 99 - Develop public computer training programs for Internet use, FRED and selected library databases
- FY 99 - Add additional databases such as Illinet Online and OCLC First Search to all local area networks
- FY 00 - Replace all "dumb" FRED terminals with personal computers
- FY 00 - Upgrade GEAC software to enable other databases to be available through FRED terminals
- FY 00 - Provision of world wide web access to library collections
- FY 00 - Increase number of personal computers on library's local area networks
- FY 00 - Provide hookups in new main library for laptop computers to access library databases and the Internet

#### **BUDGET:**

The Decatur Public Library will use state grant funds and our own budget to meet the financial obligations of this plan. In the fiscal year beginning May 1, 1997 4% of the library's budget is to be spent on technology.

#### **TECHNOLOGY PARTNERS:**

This technology plan will result in a greater sharing of our resources to libraries throughout Illinois and the world. During the plan period the library will explore cooperative opportunities in resource development and dissemination and staff and user training with Millikin University, Richland Community College, Decatur School District #61 and the Rolling Prairie Library System.

#### **ANTICIPATED OUTCOMES:**

The Decatur Public Library anticipates the following outcomes as a direct result of this technology plan and its implementation process.

1. Increased Internet access for library users
2. Increased access to library collections from citizens of Illinois
3. A more productive and efficient staff
4. Improved access to online databases for both staff and library users
5. Better use of library information resources due to improved public knowledge of library technology

**Evaluation:**

The library's technology plan will be reviewed on an annual basis. This review process will include an examination of the library's technology needs, an updating of its technology inventory and a review of the timetable and its appropriateness to library service needs. The technology plan will be revised as needed.

\_\_\_\_\_ The Request for Services that are needed has been developed in preparation for submission to the Universal Service Fund administrator for bidding and will be signed by the person authorized to order telecommunications and other supported services.

CERTIFICATION:

  X   As part of the information to be submitted to the fund administrator, the library certifies that it qualifies for the following discount:   80   %

BACKGROUND INFORMATION:

Eligibility percentage based on school lunch program data   52   &  
Rural \_\_\_\_\_ Non-Rural   X  

  X   The library entity certifies that it is an eligible entity for discounted rates; a not-for-profit entity, eligible for assistance under the Library Services & Technology Act, and funded as an independent entity.

  X   The services will be used solely for educational purposes.

  X   The services will not be sold, resold or transferred for money or any other thing of value.

\_\_\_\_\_ (consortium only): The portions of the services being purchased by the eligible schools and libraries and the names of the other co-purchasers are identified in writing.

  X   The funding needed for expenditures during the current fiscal year is budgeted and has been approved to pay for the non-discounted costs.

  X   The library applies and will continue to comply with all applicable state and local procurement processes.

\_\_\_\_\_ The library/consortia has a technology plan that has been reviewed by the library system and certified by the Illinois State Library.

STATE FUND DECATUR PUBLIC LIBRARY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/97

DATE	VENOR	AMOUNT	NUMBER	DATE	DESCRIPTION
11/21/97	AMERICAN LIBRARY ASSOCIATION	85.00	108002	11/21/97	OTHER PROFESSIONAL SERVICES
11/21/97	TREAS-MEDICAL INSURANCE	35.88	108041	11/21/97	HOSPITAL AND MEDICAL INSURANCE
11/21/97	TREAS-NON MEDICAL INS	35.88	108042	11/21/97	GROUP LIFE INSURANCE
11/21/97	TREAS-NON MEDICAL INS	423.99	108043	11/21/97	UNEMPLOYMENT COMPENSATION
11/21/97	TREAS-CENTRAL GARAGE FD	180.84	108043	11/21/97	GASOLINE
11/21/97	TREAS-GENERAL FUND	813.15	108044	11/21/97	POSTAGE SUPPLIES
11/21/97	TREAS-GENERAL FUND	217.47	108044	11/21/97	OFFICE SUPPLIES
11/21/97	TREAS-GENERAL FUND	100.00	108044	11/21/97	TRANSFER TO GENERAL FUND
11/21/97	TREAS-IMRF	8,726.40	108046	11/21/97	RETIREMENT-IMRF
11/21/97	TREAS-SELF INSURANCE FUND	186.17	108047	11/21/97	MOTOR VEHICLE-INSURANCE
11/21/97	TREAS-SELF INSURANCE FUND	9.50	108047	11/21/97	BOILER INSURANCE
11/21/97	TREAS-SELF INSURANCE FUND	638.08	108047	11/21/97	PROPERTY INSURANCE
11/21/97	TREAS-SELF INSURANCE FUND	506.00	108047	11/21/97	GENERAL LIABILITY INSURANCE
11/21/97	TREAS-MIS OPERATING	1,878.67	108048	11/21/97	MIS SERVICES
11/21/97	ASSOCIATED OFFICE FURNISHINGS	54.48	108058	11/21/97	OFFICE SUPPLIES
11/21/97	ARAMARK SERVICES, INC.	16.00	108059	11/21/97	SERV-BUILDINGS
11/21/97	BAKER & TAYLOR CO	761.04	108074	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	2,219.34	108075	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	2,596.86	108076	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	2,042.56	108078	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	1,483.21	108079	11/21/97	BOOKS AND PERIODICALS
11/21/97	BOOKS ON TAPE	31.74	108085	11/21/97	BOOKS AND PERIODICALS
11/21/97	BABY TALK INC.	275.00	108086	11/21/97	OTHER PROFESSIONAL SERVICES
11/21/97	BILLINGSLEY AMDCO SERVICE	28.00	108087	11/21/97	MATERIAL TO MAINT AUTO EQUIP
11/21/97	AMERICAN LIBRARY ASSOCIATION	85.00	108002	11/21/97	OTHER PROFESSIONAL SERVICES
11/21/97	TREAS-MEDICAL INSURANCE	35.88	108041	11/21/97	HOSPITAL AND MEDICAL INSURANCE
11/21/97	TREAS-NON MEDICAL INS	35.88	108042	11/21/97	GROUP LIFE INSURANCE
11/21/97	TREAS-NON MEDICAL INS	423.99	108043	11/21/97	UNEMPLOYMENT COMPENSATION
11/21/97	TREAS-CENTRAL GARAGE FD	180.84	108043	11/21/97	GASOLINE
11/21/97	TREAS-GENERAL FUND	813.15	108044	11/21/97	POSTAGE SUPPLIES
11/21/97	TREAS-GENERAL FUND	217.47	108044	11/21/97	OFFICE SUPPLIES
11/21/97	TREAS-GENERAL FUND	100.00	108044	11/21/97	TRANSFER TO GENERAL FUND
11/21/97	TREAS-IMRF	8,726.40	108046	11/21/97	RETIREMENT-IMRF
11/21/97	TREAS-SELF INSURANCE FUND	186.17	108047	11/21/97	MOTOR VEHICLE-INSURANCE
11/21/97	TREAS-SELF INSURANCE FUND	9.50	108047	11/21/97	BOILER INSURANCE
11/21/97	TREAS-SELF INSURANCE FUND	638.08	108047	11/21/97	PROPERTY INSURANCE
11/21/97	TREAS-SELF INSURANCE FUND	506.00	108047	11/21/97	GENERAL LIABILITY INSURANCE
11/21/97	TREAS-MIS OPERATING	1,878.67	108048	11/21/97	MIS SERVICES
11/21/97	ASSOCIATED OFFICE FURNISHINGS	54.48	108058	11/21/97	OFFICE SUPPLIES
11/21/97	ARAMARK SERVICES, INC.	16.00	108059	11/21/97	SERV-BUILDINGS
11/21/97	BAKER & TAYLOR CO	761.04	108074	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	2,219.34	108075	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	2,596.86	108076	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	2,042.56	108078	11/21/97	BOOKS AND PERIODICALS
11/21/97	BAKER & TAYLOR CO	1,483.21	108079	11/21/97	BOOKS AND PERIODICALS
11/21/97	BOOKS ON TAPE	31.74	108085	11/21/97	BOOKS AND PERIODICALS
11/21/97	BABY TALK INC.	275.00	108086	11/21/97	OTHER PROFESSIONAL SERVICES
11/21/97	BILLINGSLEY AMDCO SERVICE	28.00	108087	11/21/97	MATERIAL TO MAINT AUTO EQUIP

FOR PERIOD ENDING 11/30/97

DATE	VENOR	AMOUNT	NUMBER	DATE	DESCRIPTION
11/11/97	ILLINOIS POWER COMPANY	1,126.10	108173	11/26/97	TELEPHONE
11/11/97	ILLINOIS POWER COMPANY	7,672.88	108174	11/26/97	ELECTRICITY
11/11/97	ILLINOIS POWER COMPANY	43.67	108174	11/26/97	GAS
11/11/97	ILLINOIS LIBRARY ASSOCIATION	182.03	108179	11/26/97	ADVERTISING
11/11/97	ILLINOIS LIBRARY ASSOCIATION	500.00	108179	11/26/97	PROFESSIONAL MEMBERSHIP FEES
11/11/97	ILLINOIS LIBRARY ASSOCIATION	58.30	108180	11/26/97	TELEPHONE
11/11/97	ILL STATE LIBRARY	37.74	108180	11/26/97	POSTAGE
11/11/97	ILL STATE LIBRARY	3,982.95	108180	11/26/97	RENTAL-EQUIPMENT
11/11/97	INGRAM LIBRARY SERVICES	83.36	108183	11/26/97	BOOKS AND PERIODICALS
11/11/97	INDY PRODUCTIONS	117.90	108184	11/26/97	BOOKS AND PERIODICALS
11/11/97	MULTICOM PUBLISHING, INC	146.85	108220	11/26/97	BOOKS AND PERIODICALS
11/11/97	NIMS ASSOCIATES, INC.	4,160.00	108228	11/26/97	OTHER PROFESSIONAL SERVICES
11/11/97	NORRELL SERVICES, INC.	3,851.08	108230	11/26/97	TEMP PERSONNEL SERVICES
11/11/97	OMNIGRAPHICS, INC	133.50	108233	11/26/97	BOOKS AND PERIODICALS
11/11/97	REGENT BOOK CO	13.18	108249	11/26/97	BOOKS AND PERIODICALS
11/11/97	SATTLEY, S, INC.	332.59	108252	11/26/97	OFFICE SUPPLIES
11/11/97	STRIGLOS/HAINES & ESSICK	116.78	108259	11/26/97	SMALL CAPITAL ITEMS
11/11/97	STRIGLOS/HAINES & ESSICK	106.85	108259	11/26/97	BOOKS AND PERIODICALS
11/11/97	SIMON & SCHUSTER	21.00	108275	11/26/97	BOOKS AND PERIODICALS
11/11/97	SIGN ENHANCERS, INC	57.95	108278	11/26/97	BOOKS AND PERIODICALS
11/11/97	TEACHING COMPANY	387.85	108285	11/26/97	BOOKS AND PERIODICALS
11/11/97	TRI STAR INDUSTRIAL	64.50	108289	11/26/97	MATERIAL-BLDGS
11/11/97	URBAN LIBRARIES COUNCIL	74.95	108298	11/26/97	BOOKS AND PERIODICALS
11/11/97	WEST PUBLISHING COMPANY	421.70	108305	11/26/97	BOOKS AND PERIODICALS
11/11/97	WEST PUBLISHING, INC.	113.86	108306	11/26/97	MATERIAL-BLDGS
11/11/97	W W GRAINGER, INC.	207.70	108307	11/26/97	SERV-OFFICE EQUIP
11/11/97	WATTS COPY SYSTEMS	35.39	108315	11/26/97	BOOKS AND PERIODICALS
11/11/97	WORLD ALMANAC EDUCATION				
TOTAL					89,349.46

BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/97

AMOUNT	BOOK#	DATE	DESCRIPTION
188.79		11/26/97	BOOKS AND PERIODICALS
133.79		11/26/97	BOOKS AND PERIODICALS
188.79		11/26/97	BOOKS AND PERIODICALS
133.79		11/26/97	BOOKS AND PERIODICALS

TOTAL 102.11

BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/97

AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
31.38	108074	11/26/97	EXPENDITURES
128.37	108076	11/26/97	EXPENDITURES
26.85	108079	11/26/97	EXPENDITURES

TOTAL 186.60

BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/97

AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2,722.79	108088	11/26/97	OTHER PROFESSIONAL SERVICES

TOTAL 2,722.79

AGY	DESCRIPTION	AMOUNT	ACTUAL	AMOUNT	UNENCUMBERED BALANCE	PRCT COMM
	FUND BALANCE					
0001-000	REVENUE FUND BALANCE	187,976.00	187,976.00	187,976.00	18,986.60	00
	TOTAL	187,976.00	187,976.00	187,976.00	18,986.60	00
0000-000	TRANSFERS FROM CAPITAL IMPROVEMENT FUND					
	TOTAL	0.00	0.00	0.00	0.00	00
30700-101	INVESTMENT INCOME	3,672.82	3,672.82	3,672.82	3,672.82	221
	TOTAL	3,672.82	3,672.82	3,672.82	3,672.82	221
30000-099	MISCELLANEOUS INCOME					
	TOTAL	0.00	0.00	0.00	0.00	00
	FUND TOTAL	121,515.05	121,515.05	121,515.05	12,390.60	90

CITY OF DECATUR  
 REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 19 - DPL-EQUIP-REPLACEMENT FUND 11/30/97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT COMM
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	20,000	0.00	0.00	11,666	20,000.00	0.00	20,000.00	
	OTHER CHARGES	20,000	0.00	0.00	11,666	20,000.00	0.00	20,000.00	
	CAPITAL OUTLAY								
	CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	0	278.44	1,129.74	0	1,129.74	0.00	1,129.74	
	** DIVISION TOTAL **	20,000	278.44	1,129.74	11,666	18,870.26	0.00	18,870.26	5.6

DECATUR PUBLIC LIBRARY

PERIOD ENDING 11/30/97

ASST: DESCRIPTION

REVENUE ESTIMATE

TOTAL

ANNUAL

UNRECORDED

FUND BALANCE

30001-000 RESTORING FUND BALANCE 100 392,970.00 361,659.77 330,082.00 3,963.77 101

TOTAL 100 392,970.00 361,659.77 330,082.00 3,963.77 101

FARES

30100-107 PROPERTY TAX-LIBRARY 100 1,323,910.16 2,173,019.11 2,269,574.00 95,754.09 95

TOTAL 100 1,323,910.16 2,173,019.11 2,269,574.00 95,754.09 95

INTER-GOVERNMENTAL-REVENUE

30200-107 30800-000 OTHER 100 96,250.00 111,933.79 165,000.00 53,066.21 67

TOTAL 100 96,250.00 111,933.79 165,000.00 53,066.21 67

FINES AND FEES

30500-009 LIBRARY FINES AND FEES 100 5,334.67 39,670.33 74,000.00 34,329.67 53

30500-010 LIBRARY NON-RESIDENT FEES 100 50.00 875.00 1,500.00 675.00 55

30500-011 LIBRARY COST AND DAMAGED BOOKS 100 496.00 3,694.15 4,000.00 305.85 92

30500-012 VOUCHERS 100 699.21 4,145.55 1,750.00 604.45 65

30500-013 RESERVATIONS 100 6,579.88 52,354.15 89,750.00 39,735.10 56

TOTAL 100 6,579.88 52,354.15 89,750.00 39,735.10 56

TRANSFERS FROM

30600-792 TRANS FROM WALMART TIF 100 .00 3,500.00 6,000.00 6,000.00 55

TOTAL 100 .00 3,500.00 6,000.00 6,000.00 55

INVESTMENT INCOME

30700-101 INVESTMENT INTEREST 100 6,178.40 19,250.00 27,027.71 5,972.29 81

TOTAL 100 6,178.40 19,250.00 27,027.71 5,972.29 81

OTHER INCOME

30800-005 CONTRIBUTIONS AND DONATIONS 100 .00 1,458.33 2,500.00 300.89 88

30800-009 MISCELLANEOUS INCOME 100 2,555.00 4,083.33 7,000.00 2,277.65 67

TOTAL 100 2,555.00 5,541.66 9,500.00 2,578.54 72

FUND TOTAL

15,635.23 1,764,050.63 2,742,435.08 3,014,906.00 272,470.92 91



20	DESCRIPTION	AMOUNT	BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
	SALARIES & WAGES				
090	REGULAR SALARIES	1,626,326	90,829.00	830,856	735,279.00
092	TEMPORARY SALARIES	0	0	0	0
094	OTHER LEAVE WITH PAY	0	0	0	0
096	SICK LEAVE	0	0	0	0
098	VACATION TIME	0	0	0	0
		1,626,326	90,829.00	830,856	735,279.00
			102,226.10	776,261.32	667,364.68
				830,856	667,364.68
					54.5

101	PERSONAL SERVICES				
101	OVERTIME SALARIES	8,900	2,399.69	5,191	6,550.31
104	RETIREMENT - PAMP	15,000	10,619.26	8,750	4,380.24
111	GROUP LIFE INSURANCE	262,933	131,760.67	141,710	111,172.33
112	HOSPITAL AND MEDICAL INSURANCE	819	520.54	477	298.46
113	EMPLOYMENT COMPENSATION	118,193	65,192.96	68,945	53,000.04
114	WORKERS COMPENSATION	28,704	15,460.80	7,043	5,614.20
115	SERVICE RECOGNITION	2,678	2,922.66	1,562	13,344.20
		429,302	235,187.08	250,422	194,114.92
					54.8

201	CONTRACTUAL SERVICES				
201	ADVERTISING AND MAILING	250	232.08	145	17.92
210	SERV-BUILDINGS	14,000	6,506.17	8,165	7,493.83
211	SERV-IMPROVEMENTS	10,000	1,994.70	5,833	8,005.30
212	SERV-AUTO EQUIPMENT	200	421.83	116	284.00
213	SERV-OFFICE EQUIP	1,500	1,784.00	875	1,052.12
214	MIS-SERVICES	10,000	11,052.12	5,833	9,255.91
215	ELECTRICITY	22,454	13,288.09	13,150	24,138.52
216	GAS	65,000	40,861.48	37,916	10,581.27
217	WATER	13,500	2,918.73	7,875	14,601.67
218	TELEPHONE	26,000	11,392.08	15,129	8,176.67
219	AUDITING SERVICES	1,250	432.33	726	1,900.00
220	TRAINING SCHOOL	1,500	270.00	875	2,471.29
221	CONFERENCE AND OTHER TRAVE	4,000	1,528.71	2,333	1,219.26
222	POSTAGE	6,000	323.70	3,500	2,797.38
223	COMPUTER SOFTWARE EXPENSE	12,500	2,518.27	7,291	3,380.84
224	TEMP PERSONNEL SERVICES	3,000	813.00	1,750	4,570.11
225	TUITION REIMBURSEMENT	25,000	3,851.08	14,583	2,221.50
226	TRAVEL EXPENSE FOR INTERVIEW	3,000	778.10	1,750	1,000.00
227	OTHER PROFESSIONAL SERVICES	1,000	56,986.88	57,156	40,998.12
228	PROFESSIONAL MEMBERSHIP FEE	2,600	500.00	1,516	10,669.34
229	RENTAL - P EQUIPMENT	20,000	4,707.00	11,666	17,029.52
230	RENTAL-EQUIPMENT	31,000	3,982.95	18,083	8,798.82
		371,827	367,655.52	216,890	146,788.85
					62.9

310	COMMODITIES				
310	GASOLINE	2,000	180.84	1,166	420.93
312	JANITORIAL SUPPLIES	3,500	2,381.62	2,061	1,118.38
320	MATERIAL-RODS	7,000	303.20	4,063	1,657.10
327	MATERIAL TO MAINT AUTO EQUI	3,500	1,842.90	2,041	13,861.58
345	OFFICE SUPPLIES	31,000	741.31	18,083	101.41
357	EMPLOYEE RECOGNITION SUPPLI	200	0.00	116	101.41
		47,200	1,318.67	27,530	16,717.23
					64.6

415	OTHER CHARGES				
415	TRANSFER TO GENERAL FUND	1,200	100.00	700	500.00
418	MOTOR VEHICLE-INSURANCE	2,234	186.17	1,303	930.81
					58.3



LIBRARY CAPITAL  
ACCT. DESCRIPTION

APPROVAL YEARLY AMOUNT

FUND BALANCE	APPROVAL	YEARLY	ACTUAL	AMOUNT	UNENCUMBERED BALANCE
30001-000 RESTORING FUND BALANCE	.00	229,819.33	900,000.00	393,976.00	6,026,000.00
TOTAL	.00	229,819.33	900,000.00	393,976.00	6,026,000.00
INVESTMENT INCOME	.00	5,833.33	8,812.63	10,000.00	1,107.37
30700-101 INVESTMENT INTEREST	.00	5,833.33	8,812.63	10,000.00	1,107.37
TOTAL	.00	5,833.33	8,812.63	10,000.00	1,107.37
FUND TOTAL	.00	235,652.66	908,812.63	403,976.00	4,836.63-101

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 21 LIBRARY CAPITAL

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE
CONTRACTUAL SERVICES	10,000	.00	.00	5,833	10,000.00	.00	10,000.00
547 COMPUTER SOFTWARE EXPENSE	190,600	.00	.00	116,833	190,000.00	.00	190,000.00
285 OTHER PROFESSIONAL SERVICES	200,000	.00	.00	116,666	200,000.00	.00	200,000.00
OTHER CHARGES							
404 TR TO EQUIP REPLACEMENT FD	3,976	.00	8,812.63	2,319	4,836.63	.00	4,836.63-221.6
CAPITAL OUTLAY	3,976	.00	8,812.63	2,319	4,836.63	.00	4,836.63-221.6
502 BUILDINGS	200,000	.00	400,000.00	116,666	200,000.00	.00	200,000.00-200.0
** DIVISION TOTAL **	403,976	.00	408,812.63	235,651	4,836.63	.00	4,836.63-101.2

DOMESTIC LIBRARY TRUSTS  
DESCRIPTION

PERIOD ENDING 11/30/97  
ACTUAL BUDGET

ACTUAL BUDGET

FUND BALANCE

38881=33A REG FUND BAL=6075874

119,272.89

TOTAL

116,174.20

INVESTMENT INCOME

38738=134 81% FIDUCIARY-CAPITAL TRUST  
81% FIDUCIARY PR DIVIDENDS TRUST

5,201.17

TOTAL

7,000.00

FUND TOTAL

123,379.00

ACTUAL	BUDGET	TOTAL	ACTUAL	BUDGET	TOTAL
532.17	122,457.99	119,957.83	123,379.00	3,421.17	97
532.17	4,542.99	3,783.63	7,800.00	4,016.37	48
532.17	4,084.33	3,231.65	7,000.00	3,246.35	53
532.17	4,666.66	29.98	800.00	770.02	3
532.17	4,542.99	3,783.63	7,800.00	4,016.37	48
532.17	122,457.99	119,957.83	123,379.00	3,421.17	97



DPL-CHILDCARE CONNECTION GRANT

PERIOD ENDING 11/30/97

APPROVAL DATE

NET

AMOUNT

UNRECORDED BALANCE

FUND BALANCE	APPROVAL DATE	NET	AMOUNT	UNRECORDED BALANCE
3000=000 RESTORING FUND BALANCE		.00	.00	0,126.34
TOTAL		.00	.00	0,126.34
INTER GOVERNMENTAL REVENUE		.00	7,789.25	13,353.00
3020=107 STATE GRANTS OR OTHER		.00	7,789.25	13,353.00
TOTAL		.00	7,789.25	13,353.00
FUND TOTAL			8,126.34	21,479.34

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 94 DPL-CHILDCARE CONNECTION -GRAN 11/30/97 PAGE 161

DD CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
090 REGULAR SALARIES	2,857	.00	.00	1,666	2,857.00	.00	2,857.00	
TOTAL	2,857	.00	.00	1,666	2,857.00	.00	2,857.00	
CONTRACTUAL SERVICES								
245 POSTAGE	0	.00	38.40	0	38.40	.00	38.40	
271 TEMP PERSONNEL SERVICES	2,857	.00	2,430.00	1,666	427.00	.00	427.00	85.1
TOTAL	2,857	.00	2,468.40	1,666	388.60	.00	388.60	86.4
COMMODITIES								
345 OFFICE SUPPLIES	24	.00	.00	14	24.00	.00	24.00	
TOTAL	24	.00	.00	14	24.00	.00	24.00	
OTHER CHARGES								
CAPITAL OUTLAY								
CAPITAL OUTLAY								
800 BOOKS AND PERIODICALS	7,615	24.85	635.51	4,442	6,979.49	.00	6,979.49	8.3
TOTAL	7,615	24.85	635.51	4,442	6,979.49	.00	6,979.49	8.3
** DIVISION TOTAL **	13,353	24.85	3,103.91	7,788	10,249.09	.00	10,249.09	23.2



## Chapter VI Access

### Introduction

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range planning keep current on products and services in order that informed decisions can be made if funding becomes available.

Standards that relate directly to the building or "fixed assets" like lighting and furniture are included in Chapter 8 - Facilities.

### Applicable Core Standards

**Core 1.** The library provides uniformly gracious and friendly service to all users.

**Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [ 71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].

**Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8] and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].

**Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.



- Core 16. The library adopts and adheres to the principles set forth in the **American Library Association's Bill of Rights** and other ALA intellectual freedom statements and interpretations. **See Appendices 2.4 - 2.6 for ALA 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 20. The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.
- Core 21. The library provides access to ILLINET Online.
- Core 24. The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (Total of 6 hours after 5:00 PM) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 27. The library informs its community about the collections and services available in and through the library.

### **Supplemental Standards**

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. **See Appendix 6.1 for Recommended hours of service by population.**
3. All basic services are available when the library is open. For the purpose of this document, basic services are Circulation and Reference and Reader's Advisory. If reference and reader's advisory is provided to children and adults from two service points then this is done during all hours when the library is open.
4. The collections are arranged and housed in a way that provides the greatest accessibility for all users.

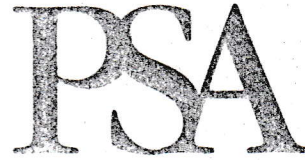
5. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
6. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, social or economic status of the patron.
7. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.
8. Lending regulations facilitate maximum use of library materials.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that insure that interlibrary loan is a simple and effective way for patrons to receive materials and information. (This standard is included in the Collection Management section.)
10. Accurate and easily understood bibliographic access is provided through a computerized or manual card catalog.
11. The library's bibliographic and holdings information are in machine readable form using the MARC format.
12. A current record of the library's holdings is available on ILLINET Online.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.
15. The library provides access to its collections and services for patrons unable to travel to the library. Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.
16. Telephone, text telephone, and telefax numbers are listed in both white and yellow pages. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

## **Bibliography**

*And access for all: ADA and your library.* (VHS) videotape. Towson (MD) ALA Video Library Network, 1993.

*The Internet initiative: libraries providing Internet services and how they plan, pay, and manage.* Edited by Edward J. Valauskas and Nancy R. John. Chicago: ALA, 1995.

Sloan, Bernard. *Linked systems for resource sharing.* Boston: G. K. Hall, 1990.



Phillips Swager Associates

December 4, 1997

Mr. John Mooreman, City Librarian  
Deane Public Library  
247 East North Street  
Deane, IL 62523-1128

Re: Sears Building Renovation Work  
PSA Project No. 3091.01

Dear John,

We have reviewed the information that you have provided concerning Industrial Hygiene Services' (IHS) report. As a follow-up to our review, we have spoken to Susan Nashart of IHS regarding any effects that the presence of lead paint may or may not have on the Project. Ms. Nashart reported to us that the contractor will have to monitor the air on the first day of demolition to be in compliance with OSHA regulations. However, due to the apparent low concentration level of lead paint found in their study, she felt that abatement is not at all likely. Therefore, we have not included monies in the budget for this occurrence.

Please contact me should you have any questions.

Sincerely,

PHILLIPS SWAGER ASSOCIATES

Randall E. Gibson, S.E., P.E.  
Vice President

REG:rl

cc: [redacted]

10 Shuman Boulevard, Suite 175  
Naperville, IL 60563-8105  
TEL: (630) 983-5115  
FAX: (630) 983-5108  
email: ps@a.com

Architects  
Engineers  
Planners

Offices in Peoria,  
Illinois & Dallas, Texas

## **Decatur Public Library Internet Access Guidelines & Policy**

Welcome to the Decatur Public Library's Internet Access. When you hear the term "information superhighway," many people think of the Internet. To maximize availability to this resource, and to insure fair accessibility for all, please follow these Internet Access Guidelines.

### **Internet Access Policy**

In response to advances in technology and the changing needs of the community, the Decatur Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Decatur's diverse, multicultural community. It is within this context that the Decatur Public Library offers access to the Internet.

The Decatur Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library users use it at their own risk. Users are hereby notified that they are responsible for the access points they reach. Parents and guardians of minor children must assume responsibility for their children's use of the Internet through the library's connection. The Decatur Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connection to Internet services.

All Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, not the Library or its staff, have primary responsibility for the Internet information selected and/or accessed by their children. Parents and guardians--and only parents and guardians--may restrict their children--and only their children--from access to Internet resources accessible through the Library. Parents are advised to supervise their children's Internet sessions.

While library users are free to access whatever Internet sites they wish, the library must also be mindful and respectful of the rights of other library users (particularly children) not to be inadvertently exposed to material and images they (or their parents or guardians) may find personally unsuitable.

Therefore, library staff members will request that a library user remove an image or text from an Internet workstation screen if, in the staff member's judgement, the image or text is displayed in such a way that other library users, particularly children, cannot avoid viewing it in the course of carrying out library business in the library.

Not all resources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

### **Staff Assistance**

For many Library staff, traveling the Internet is a new experience. Others have more experience. In all cases, we will be glad to assist you in accessing the Internet and, as our experience grows, attempt to assist you in getting to the right place on the "superhighway."

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be available.

Have fun exploring the Internet but please remember that many times you will find the specific information you need right here ... in our books, periodicals, CD-ROM databases, etc.

## Guidelines for Accessing the Internet at Decatur Public Library

1. You'll need a current Decatur Public Library card and a completed Decatur Public Library Internet User Responsibility Agreement card. We'll hold your library card while you use an Internet access computer. First-time users will receive a packet of Internet access information.
2. The Internet access computers are normally available, subject to periodic maintenance, at the following times:  
9:00 - 8:30 Monday - Friday  
9:00 - 5:00 Saturday  
1:00 - 4:30 Sunday
3. You may sign up for 1 one-hour appointment per day. If a workstation is available, walk-ins will be accommodated on a first-come, first-served basis.
4. You cannot send or receive e-mail (electronic mail) using the Library's Internet access computer.
5. You **may not** use your own software programs on the Internet access computer. This will help prevent computer viruses that are common on public computers.
6. You will need to ask a librarian if you wish to save files. Diskettes are available from librarians for a minimal charge. You **may not** use your own diskettes. (This is to minimize the potential for the introduction of a computer virus into the Internet access computer, which could then be spread to subsequent users of this computer.)
- Warning:** Although we use a virus checker on all library computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus checking software on your computer. The Decatur Public Library is not responsible for damage to a library user's diskette or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.
7. There is a five cent (\$5) charge per page for ALL pages printed from the Internet.
8. You may not be able to go to the places on the Internet you want to visit. There are many reasons, including:
  - \* there are too many Internet visitors and the host computer has closed or limited access from the "outside world."
  - \* the database or resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access.
  - \* the host computer has changed its address or has closed down.
  - \* the library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.
9. Misuse of the computers or Internet access will result in loss of your computer privileges. Misuse includes violation of any of the above guidelines and/or the Internet access policy statement.