

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, January 15, 2004 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of December 18, 2003
- III. Communication from the public
 - a. Daniel Weinberg
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. No meeting
 - b. Finance and Properties Committee
 - i. Approval of bills for December 2003
 - ii. Meeting of January 13, 2004
 - c. Rolling Prairie Library System
 - i. Report on January 2004 meeting
 - d. Friends of the Library
 - i. Meeting of January 8, 2004
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter VII: Access
- VII. Old business
- VIII. New business
 - a. Licensing proposal
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
December 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, and Sally Krigbaum. Absent: Ty Cocagne, Eugene King, Shirley Moore, and Linda Rowden. Staff present: Lee Ann Fisher, Matt Wilkerson, and Linda Humphreys.

II. APPROVAL OF MINUTES

Mrs. Greanias made a motion to approve the minutes of November 20, 2003. The motion was seconded by Ms. Craig and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

There was no communication from the public.

IV. CITY LIBRARIAN'S REPORT

Ms. Fisher introduced Matt Wilkerson, Systems Administrator. He spoke about the library's computer needs and the planned upgrade to DYNIX in April 2004.

The City Librarian's written report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet. Mr. Davis reported that he contacted Kim Bauer about the library's Lincoln collection. Ms. Craig met with a contact in Chicago about the Barnwell print and the glass plate positive regarding making and selling prints as a fundraiser.

Finance and Properties Committee: Mrs. Krigbaum made a motion to approve the November 2003 bills. The motion was seconded by Mr. Davis and unanimously carried on roll call vote.

The committee met December 9, 2003. Ms. Fisher reported that this is the third year of a three-year project to bring salaries and benefits for library management staff more in line with city management staff. After a review of the comparison between the two and discussion, the recommendation was to match the city's management pay scale at all levels except level 5, leave the library's contribution toward dependent insurance at 85%, increase vacation to three weeks earned after five years and four weeks earned after 10 years, and to increase the payment toward physical exams from \$100 per year to \$275 every two years, all effective May 1, 2004. Mrs. Greanias made a motion to approve the change as presented. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

Rolling Prairie Library System: Mrs. Greanias reported that the System Board did not meet in December.

Friends of the Library: The Friends Board did not meet.

Foundation: The Foundation Board of Directors did not meet. Ms. Fisher reported that the attorney for the Frankel trust expects to close the trust by December 31, 2003. Ms. Craig offered to review the paperwork with the other attorney. The attorney has advised that the Foundation will receive over \$50,000 to purchase books for the library.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VI, Programming, was reviewed.

VII. OLD BUSINESS

Mrs. Greanias made a motion to adjourn to closed executive session to discuss the lease of real property. The motion was seconded by Ms. Craig and unanimously approved on roll call vote. The Board went into executive session at 5:20 p.m. The meeting was reconvened at 5:45 p.m.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:50 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant

CITY LIBRARIAN'S REPORT
January 8, 2004
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Busy is the keyword for this month. The Holiday Open House was a big success and is already scheduled for next year. The library again had several positive pieces in the H & R, front page even, and TV coverage. In addition to my regular meetings, Sherri and I met with a prospective tenant and I had a phone call from another organization seeking space. We also met with the Mayor and City Manager concerning the lease space.

LINCOLN: WOW! The programs, attendance and publicity have been outstanding. At last count over 900 people have signed the guest register from more than 22 states and over 800 people attended our programs. We had over 80 people sign the guest register Wednesday, when the article came out in the paper. Sandi gave tours to 6 groups ushering 125 people through the exhibit. Sandi and I took turns introducing the programs, so as not to spread anyone too thin, and the response and comments I received have been very positive. We are already looking for the next big thing.

PROJECT NEXT GENERATION: Carol, Sandi and I are interviewing mentors and plan for the program to start in March.

DYNIX: The project is still on track. The test server will be installed and training begins in February.

RPLS: On January 28, RPLS will meet with Lincoln Trails, but merger talk in general has been put on the back burner as RPLS considers other options.

FOUNDATION: The Foundation will meet Monday, January 26, at 4:30. On the agenda will be the settlement of the Frankel estate. Carol Craig will be explaining the conditions of the trust to the board. The final distribution should be \$56,572.26. Balance in the premium money market as of 12/31/03 is \$16,434.21 and \$5,555.67 in checking account.

FRIENDS: Their next meeting will be Thursday, January 8th at 4. There was no December meeting. I was unable to attend the January meeting due to a finance committee meeting of the User's Group.

STAFF: Larry and I have started the interview process for his position. There will be a potluck for Larry on his last day Friday, January 23, from 11-2 in the staff lounge. Len Walter announced his retirement effective February 1, 2004; the position (civil service) is going through the process.

ADMINISTRATION: The Head Page arbitration is set for January 14. Hopefully, we will know the outcome soon, as this has dragged out for some time now. We are preparing for contract negotiations. Village Mall payments are current. We are getting financial reports sent to us from the city as Munis proves to be uncooperative in printing reports for us.

ADULT DIVISION: Tax time is upon us and we are already getting requests for forms. Once again Millikin students will be providing free tax assistance on Saturdays, in the Gates Lab, starting January 31. Bev Hackney taped two book talk sessions with Matt Metcalf of WCIA in Champaign and we will probably do more in the future. There were 2,824 professional assists for the month and 76 people visited the Local History Room.

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CITY LIBRARIAN'S REPORT

January 8, 2004

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BUILDING DIVISION: Three security cameras have been moved from the upstairs lease space to downstairs problem areas, and we will be putting an additional monitor at the reference desk to help keep an eye on things. Currently the monitor, and recorder are located in the computer room that is locked and no one is in there to view what is going on. All of our sprinkler, smoke and fire alarm systems have been inspected and tested. Matt's office was painted and various minor repairs to the building were made.

CHILDREN'S DIVISION: Katie is on vacation and there is no report. Nine groups visited the library, which brought in 159 people and 170 people attended 11 programs.

CIRCULATION DIVISION: We had several system failures this month from the DRA in, which in turn created some technical problems on our end. We are still working on clearing up database problems, many of them from our GEAC conversion. We issued 375 new cards in November.

EXTENSION DIVISION: The new schedules have been finalized and several new stops added, including Imboden Creek Gardens. Twenty-four volunteers donated 185.25 hours this month.

GATES COMPUTER LAB: We had 39 people attend one of the 6 classes we offered this month. These were makeup classes to clear up the waiting list, not our regular schedule. The computer class schedule for January/February has been set and published. We will hold off on spring classes, as we will be doing Dynix training for staff, patrons and other libraries.

SYSTEMS ADMINISTRATION: Matt is testing a Spam filter on our mail server. We are upgrading to Windows XP and Office XP to get ready for Dynix. Matt also attended Dynix Security training.

TECHNICAL DIVISION: More Dewey changes occurred this month. Serials continue to pose a problem at the system level. Hopefully this will be corrected with the migration and when a real serials module is operational. Forty-one purchase orders were sent and 106 carts await ordering.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian
January 8, 2004

**COPY OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 12/01/2003 TO 12/31/2003**

DATE: 01/02/2004
TIME: 11:18:09AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
895	12/16/2003	HASTINGS, SCOTT A.	300.00	SAL-SECURITY-POLICE-S HASTINGS	35593512 - 428000	PROFESSIONAL SERVICES
897	12/16/2003	HOULT, DANNY R.	200.00	SAL-SECURITY-POLICE-D HOULT	35593512 - 428000	PROFESSIONAL SERVICES
904	12/16/2003	RIGSBY, PAUL	300.00	SAL-SECURITY-POLICE-P RIGSBY	35593512 - 428000	PROFESSIONAL SERVICES
906	12/16/2003	SLEETH, ALAN	400.00	SAL-SECURITY-POLICE-A SLEETH	35593512 - 428000	PROFESSIONAL SERVICES
907	12/16/2003	SMITH, EDWARD	200.00	SAL-SECURITY-POLICE-E SMITH	35593512 - 428000	PROFESSIONAL SERVICES
952	12/18/2003	TREAS-FLEET MAINTENANCE	281.30	NOV 03-GASOLINE PURCHASE	35593512 - 431000	GASOLINE
961	12/19/2003	EDWARDS, ROBERT	198.00	TUI REIMB-FALL-2003	35593512 - 427200	TUITION REIMBURSEMENT
1071	12/26/2003	TREAS-PETTY CASH	7.00	REIMB PETTY CASH	35593512 - 424100	CONFERENCES & TRAVEL
1071	12/26/2003	TREAS-PETTY CASH	18.00		35593512 - 428000	PROFESSIONAL SERVICES
1071	12/26/2003	TREAS-PETTY CASH	6.52		35593512 - 432000	MATERIALS - BUILDINGS
1071	12/26/2003	TREAS-PETTY CASH	39.72		35593512 - 434500	OFFICE SUPPLIES
1071	12/26/2003	TREAS-PETTY CASH	37.00		35593515 - 458000	BOOKS & PERIODICALS
1082	12/30/2003	AMAZON.COM CREDIT	122.53	COMPUTER EQUIP HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
1084	12/30/2003	AZURADISC, INC	80.82	500 EA GUARDS-MATL-INV#14108	35593512 - 434500	OFFICE SUPPLIES
1088	12/30/2003	BODINE ELECTRIC	435.50	LABOR/MATL REPLACE STEP-BOOKM	35593512 - 421200	SERV - AUTO EQUIPMENT
1088	12/30/2003	BODINE ELECTRIC	62.28		35593512 - 433700	MATERIAL - AUTO EQUIP
1093	12/30/2003	DEMCO INC	529.92	ASSORTED OFFC SUPP	35593512 - 434500	OFFICE SUPPLIES
1095	12/30/2003	FORDHAM EQUIPMENT	1,328.75	ASSORTED BOOK COVERS	35593512 - 434500	OFFICE SUPPLIES
1096	12/30/2003	GAYLORD BROS.	100.97	OFFC SUPP	35593512 - 434500	OFFICE SUPPLIES
1097	12/30/2003	HOUCHEM BINDERY LTD	435.65	BINDERY CHARGES	35593512 - 420200	PRINTING AND BINDING
1099	12/30/2003	JAN MASTER, INC.	90.20	TAMPONS/RESTROOM CLEANER	35593512 - 431200	JANITORIAL SUPPLIES
1099	12/30/2003	JAN MASTER, INC.	157.68		35593512 - 431200	JANITORIAL SUPPLIES
1100	12/30/2003	MAROA PUBLIC LIBRARY	64.00	ILL CHARGES-LOST MATL/FINES	35593512 - 428000	PROFESSIONAL SERVICES
1101	12/30/2003	MENARDS	32.25	ASSORTED BLDG SUPPLIES	35593512 - 432000	MATERIALS - BUILDINGS
1101	12/30/2003	MENARDS	37.37		35593512 - 432000	MATERIALS - BUILDINGS
1103	12/30/2003	MICROTEK	65.75	TONER-INV#27146/27160	35593512 - 434500	OFFICE SUPPLIES
1103	12/30/2003	MICROTEK	90.00		35593512 - 434500	OFFICE SUPPLIES
1104	12/30/2003	NCI BUSINESS SYSTEMS	52.70	MO COST-COPY MAINT-DUPLICATOR	35593512 - 421300	SERV-OFFICE EQUIPMENT
1105	12/30/2003	OBS	232.40	POWER STEP-BOOKMOBILE	35593512 - 433700	MATERIAL - AUTO EQUIP
1106	12/30/2003	POLAND'S INC.	135.00	BRACKETS/NUTS/LABOR	35593512 - 421000	SERVICE TO MAINT BUILDING
1106	12/30/2003	POLAND'S INC.	24.00		35593512 - 432000	MATERIALS - BUILDINGS
1108	12/30/2003	RECORD SYSTEMS INC.	331.00	TONER CARTRIDGES	35593512 - 434500	OFFICE SUPPLIES
1109	12/30/2003	SPHERION CORPORATION	241.00	TEMP-587-88,640-41,685-86	35593512 - 427100	TEMP AGENCY SERVICES
1109	12/30/2003	SPHERION CORPORATION	439.17		35593512 - 427100	TEMP AGENCY SERVICES
1109	12/30/2003	SPHERION CORPORATION	546.09		35593512 - 427100	TEMP AGENCY SERVICES
1109	12/30/2003	SPHERION CORPORATION	680.66		35593512 - 427100	TEMP AGENCY SERVICES
5000062	12/04/2003	TREAS-IMRF	6,359.75		35593511 - 410400	RETIREMENT - IMRF
5000063	12/04/2003	TREAS-MEDICAL INSURANCE	11,021.34		35593511 - 411200	MEDICAL INSURANCE
5000064	12/04/2003	TREAS-NON MEDICAL INS	137.97		35593511 - 411100	LIFE INSURANCE
5000064	12/04/2003	TREAS-NON MEDICAL INS	665.76		35593511 - 411400	WORKERS' COMPENSATION
5000085	12/18/2003	TREAS-IMRF	6,409.42		35593511 - 410400	RETIREMENT - IMRF
5000086	12/18/2003	TREAS-MEDICAL INSURANCE	11,021.34		35593511 - 411200	MEDICAL INSURANCE

**COPIES OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 12/01/2003 TO 12/31/2003**

DATE: 01/02/2004
TIME: 11:18:09AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
653	12/03/2003	COMMERCIAL MAIL SERVICES	102.05	RENEWAL	35593512 - 424500	POSTAGE
714	12/05/2003	CHICAGO TRIBUNE	228.80	SUPPLIES	35593515 - 458841	MAG/PAPERS - MAIN ADULT CONFERENCES & TRAVEL
741	12/08/2003	TREAS-PETTY CASH	1.00		35593512 - 424100	MEMBERSHIP FEES
741	12/08/2003	TREAS-PETTY CASH	15.00		35593512 - 428400	MATERIALS - BUILDINGS
741	12/08/2003	TREAS-PETTY CASH	62.31		35593512 - 432000	OFFICE SUPPLIES
741	12/08/2003	TREAS-PETTY CASH	24.42		35593512 - 434500	PRINCIPAL PAYMENTS
741	12/08/2003	TREAS-PLANNING FUND	21,875.00		35593522 - 440900	INTEREST PAYMENTS
782	12/10/2003	TREAS-PLANNING FUND	6,562.50		35593522 - 441000	MEDICAL EXPENSES
782	12/10/2003	TREAS-PLANNING FUND	120.00		35593512 - 426500	TELEPHONE
787	12/11/2003	DMH CORP HEALTH SERVICES	35.93		35593512 - 423300	TELEPHONE
796	12/11/2003	SBC	112.77		35593512 - 423300	TELEPHONE
796	12/11/2003	SBC	1,036.83		35593512 - 423300	TELEPHONE
796	12/11/2003	SBC	148.64		35593512 - 421000	SERVICE TO MAINT BUILDING
803	12/12/2003	ARAMARK UNIFORM SERVICES, INC.	148.64		35593512 - 428000	PROFESSIONAL SERVICES
809	12/12/2003	EDWARD BOOTH	637.50		35593512 - 428000	SERVICE TO MAINT BUILDING
810	12/12/2003	EZ LAWN CARE	120.00		35593512 - 421000	CONFERENCES & TRAVEL
812	12/12/2003	FISHER, LEE ANN	32.80		35593512 - 424100	BOOKS & PERIODICALS
812	12/12/2003	FISHER, LEE ANN	39.90		35593515 - 458000	PROFESSIONAL SERVICES
813	12/12/2003	FORSYTH PUBLIC LIBRARY	69.44		35593512 - 428000	SERVICE TO MAINT BUILDING
814	12/12/2003	GENTRY'S CLEANING & RESTORATION	250.55		35593512 - 421000	PRINTING AND BINDING
815	12/12/2003	ID CARDS UNLIMITED	2,342.45		35593512 - 420200	RENTAL - EQUIPMENT
816	12/12/2003	ILLINOIS STATE LIBRARY	307.48		35593512 - 428900	MATERIALS - BUILDINGS
820	12/12/2003	MENARDS	47.76		35593512 - 432000	SERV-OFFICE EQUIPMENT
821	12/12/2003	RECORD SYSTEMS INC.	1,410.00		35593512 - 421300	SERVICE TO MAINT BUILDING
822	12/12/2003	SCHINDLER ELEVATOR CORP.	850.08		35593512 - 421000	SERV - AUTO EQUIPMENT
823	12/12/2003	SHOW SHOP	60.00		35593512 - 421200	TEMP AGENCY SERVICES
825	12/12/2003	SPHERION CORPORATION	2,317.49		35593512 - 421000	SERVICE TO MAINT BUILDING
826	12/12/2003	SUPERIOR FIRE PROTEC	771.50		35593512 - 432000	MATERIALS - BUILDINGS
826	12/12/2003	SUPERIOR FIRE PROTEC	51.00		35593512 - 427100	OFFICE SUPPLIES
827	12/12/2003	TECHNICAL SOLUTIONS SERVICES	703.25		35593512 - 434500	ELECTRICITY
828	12/12/2003	TOTAL PLASTICS, INC.	904.74		35593512 - 423100	NATURAL GAS
846	12/15/2003	ILLINOIS POWER COMPANY	13,551.40		35593512 - 423200	SERVICE TO MAINT BUILDING
846	12/15/2003	ILLINOIS POWER COMPANY	107.20		35593512 - 421000	TELEPHONE
857	12/15/2003	ONYX WASTE	332.64		35593512 - 423300	TELEPHONE
860	12/15/2003	SBC	45.21		35593512 - 423300	TELEPHONE
860	12/15/2003	SBC	674.94		35593515 - 458000	BOOKS & PERIODICALS
863	12/15/2003	STANDARD & POOR'S CORP	1,094.92		35593512 - 423400	WATER
873	12/15/2003	TREAS-WATER FUNDS	1,913.12		35593512 - 423300	TELEPHONE
881	12/15/2003	VERIZON WIRELESS	29.45		35593512 - 423300	TELEPHONE
881	12/15/2003	VERIZON WIRELESS	35.39		35593512 - 423300	TELEPHONE
881	12/15/2003	VERIZON WIRELESS	43.86		35593512 - 423300	TELEPHONE
881	12/15/2003	VERIZON WIRELESS	51.19		35593512 - 423300	TELEPHONE

DATE: 12/2/2004
 TIME: 11:18:09AM

Y O F D E C A T U R
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FOR INVOICES FROM 12/01/2003 TO 12/31/2003

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5000087	12/18/2003	TREAS-NON MEDICAL INS	137.97		35593511 - 411100	LIFE INSURANCE
5000087	12/18/2003	TREAS-NON MEDICAL INS	684.00		35593511 - 411400	WORKERS' COMPENSATION
35 LIBRARY FUND Total			103,861.29			
59 LIBRARY TRUST FUNDS						
0		BAKER & TAYLOR CO	19.18		59595912 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	20.37		59595912 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	39.95		59595912 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	14.16		59595922 - 458000	BOOK AND PERIODICALS
0		BAKER & TAYLOR CO	17.96		59595922 - 458000	BOOK AND PERIODICALS
0		BAKER & TAYLOR CO	10.46		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	13.45		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	21.95		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	22.50		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	25.16		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	38.35		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	41.66		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	50.32		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	52.20		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	58.28		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	66.82		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	129.31		59595942 - 458000	BOOKS & PERIODICALS
0		BAKER & TAYLOR CO	349.02		59595942 - 458000	BOOKS & PERIODICALS
0		BOOK WHOLESALERS, INC.	23.98	1644401	59595912 - 458000	BOOKS & PERIODICALS
0		BOOK WHOLESALERS, INC.	48.00		59595912 - 458000	BOOKS & PERIODICALS
0		ROCKFORD MAP PUBLISHERS, INC.	40.00		59595922 - 458000	BOOK AND PERIODICALS
0		THE GALE GROUP	23.16	12904207,12960812,12994355	59595942 - 458000	BOOKS & PERIODICALS
172	11/17/2003	BAKER & TAYLOR CO	16.10		59595912 - 458000	BOOKS & PERIODICALS
172	11/17/2003	BAKER & TAYLOR CO	16.46		59595912 - 458000	BOOKS & PERIODICALS
178	11/17/2003	BOOK WHOLESALERS, INC.	36.39	10/21 inv	59595942 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	11.65		59595912 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	14.73		59595912 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	15.34	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	18.95		59595912 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	21.79		59595912 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	185.60		59595912 - 458000	BOOKS & PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	29.25		59595922 - 458000	BOOK AND PERIODICALS
444	11/28/2003	BAKER & TAYLOR CO	659.05		59595942 - 458000	BOOKS & PERIODICALS
450	11/28/2003	BOOK WHOLESALERS, INC.	15.54	11/14	59595912 - 458000	BOOKS & PERIODICALS
450	11/28/2003	BOOK WHOLESALERS, INC.	22.98		59595912 - 458000	BOOKS & PERIODICALS
450	11/28/2003	BOOK WHOLESALERS, INC.	35.84		59595912 - 458000	BOOKS & PERIODICALS
450	11/28/2003	BOOK WHOLESALERS, INC.	55.65	10/29	59595942 - 458000	BOOKS & PERIODICALS
CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
59 LIBRARY TRUST FUNDS Total			2,281.56			

WARRANT TOTAL:

106,142.85

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ACCOUNTS FOR:
LIBRARY FUND

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
3559350 LIBRARY FUND						
300000 BEGINNING FUND BALANCE	419,734	419,734	378,948.27	.00	40,785.73	90.3%
301103 REAL ESTATE TAXES	2,851,258	2,851,258	2,694,994.70	.00	156,263.30	94.5%
302104 STATE REPLACEMENT TAX	235,000	235,000	103,122.57	23,123.67	131,877.43	43.9%
302107 STATE GRANTS OR OTHER	95,904	95,904	21,500.00	.00	74,404.00	22.4%
305509 FINES AND FEES	50,000	50,000	29,276.26	4,729.10	20,723.74	58.6%
305510 NON-RESIDENTIAL FEES	500	500	344.01	.00	155.99	68.8%
305511 LOST OR DAMAGED BOOKS	4,500	4,500	4,155.02	668.90	344.98	92.3%
305514 COPIES AND MISCELLANEOUS	20,000	20,000	9,795.16	1,380.33	10,204.84	49.0%
305515 MEETING ROOM FEES	10,000	10,000	6,162.00	940.00	3,838.00	61.6%
307101 INVESTMENT INCOME	12,000	12,000	3,400.44	.00	8,599.56	28.3%
307102 POOLED INTEREST	0	0	1,100.26	1,100.26	-1,100.26	0%
308846 LEASE OF LIBRARY PROPERTY	40,000	40,000	28,166.64	3,333.33	11,833.36	70.4%
308899 MISCELLANEOUS INCOME	8,988	8,988	5,910.91	20.00	3,077.09	65.8%
TOTAL LIBRARY FUND	3,747,884	3,747,884	3,286,876.24	35,295.59	461,007.76	87.7%
TOTAL LIBRARY FUND	3,747,884	3,747,884	3,286,876.24	35,295.59	461,007.76	87.7%

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LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35 LIBRARY FUND							
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	1,870,518	1,870,518	1,217,162.79	145,896.20	.00	653,355.21	65.1%
410100 OVERTIME	15,000	15,000	6,422.30	1,791.67	.00	8,577.70	42.8%
410200 TEMPORARY SALARIES	25,000	25,000	15,068.93	1,769.75	.00	9,931.07	60.3%
410400 RETIREMENT - IMRF	166,741	166,741	107,214.50	12,769.17	.00	59,526.50	64.3%
411100 LIFE INSURANCE	3,133	3,133	2,099.76	275.94	.00	1,033.24	67.0%
411200 MEDICAL INSURANCE	290,743	290,743	175,578.73	22,042.68	.00	115,164.27	60.4%
411400 WORKERS COMPENSATION	18,249	18,249	11,409.12	1,349.76	.00	6,839.88	62.5%
411500 SERVICE REC/LONGEVITY	22,216	22,216	16,331.36	1,032.63	.00	5,884.64	73.5%
TOTAL DPL - PERSONNEL SERVICES	2,411,600	2,411,600	1,551,287.49	185,927.80	.00	860,312.51	64.3%
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	250	250	18.62	.00	.00	231.38	7.4%
420200 PRINTING AND BINDING	6,000	6,000	9,178.95	2,778.10	.00	-3,178.95	153.0%
421000 SERVICE TO MAINT BUILDINGS	44,258	44,258	28,607.37	3,380.96	3,517.17	12,133.46	72.6%
421100 SERV TO MAINT IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%
421200 SERV - AUTO EQUIPMENT	2,500	2,500	1,765.11	495.50	.00	734.89	70.6%
421300 SERVICE-OFFICE EQUIP	20,000	20,000	15,362.32	1,784.46	.00	3,374.44	83.1%
423000 MIS SERVICES	17,634	17,634	10,286.50	.00	1,263.24	7,347.50	58.3%
423100 ELECTRICITY	150,000	150,000	112,833.31	14,480.28	1,857.76	35,308.93	76.5%
423200 NATURAL GAS	20,000	20,000	321.60	107.20	.00	19,678.40	1.6%
423300 TELEPHONE	30,000	30,000	19,669.31	3,397.35	.00	10,330.69	65.6%
423400 WATER	3,100	3,100	2,391.25	1,913.12	.00	708.75	77.1%
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	982.69	.00	.00	2,017.31	32.8%
424100 CONFERENCES & TRAVEL	7,000	7,000	1,365.05	40.80	.00	5,634.95	19.5%
424500 POSTAGE	17,000	17,000	11,597.81	102.05	.00	5,402.19	68.2%
424700 COMPUTER SOFTWARE	20,000	20,000	25,673.42	.00	.00	-5,673.42	128.4%
426500 MEDICAL EXPENSES	0	0	120.00	120.00	.00	-120.00	.0%
427100 TEMPORARY AGENCY FEES	23,000	23,000	28,230.06	4,706.41	.00	-5,230.06	122.7%
427200 TUITION REIMBURSEMENT	1,000	1,000	994.00	198.00	.00	6.00	99.4%
427300 TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	.0%
428000 PROFESSIONAL SERVICES	46,340	46,340	27,292.50	3,163.94	1,100.00	17,947.50	61.3%
428400 MEMBERSHIP FEES	1,400	1,400	1,360.00	15.00	.00	40.00	97.1%
428900 RENTAL- EQUIPMENT	5,000	5,000	4,288.81	307.48	.00	711.19	85.8%
431000 GASOLINE	3,700	3,700	2,450.79	281.30	.00	1,249.21	66.2%

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LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35							
431200 JANITORIAL SUPPLIES	8,000	8,000	5,009.04	247.88	.00	2,990.96	62.6%
432000 MATERIAL - BUILDINGS	18,000	18,000	12,904.90	261.21	.00	5,095.10	71.7%
433700 MATERIAL-AUTO EQUIP	1,500	1,500	1,278.28	294.68	.00	221.72	85.2%
434500 OFFICE SUPPLIES	30,000	30,000	29,112.18	3,996.25	433.50	454.32	98.5%
435700 EMPLOYEE RECOG SUPPLIES	150	150	.00	.00	.00	150.00	.0%
441500 TRANSFER TO GENERAL FD	1,200	1,200	700.00	.00	.00	500.00	58.3%
441800 MOTOR VEHICLE INSURANCE	5,313	5,313	2,829.40	.00	.00	2,483.60	53.3%
442000 BOILER INSURANCE	1,873	1,873	1,278.25	.00	.00	594.75	68.2%
442100 PROPERTY INSURANCE	0	0	1,188.17	.00	.00	-1,188.17	.0%
442300 GENERAL LIABILITY INSURANCE	7,854	7,854	4,645.66	.00	.00	3,208.34	59.2%
444400 TRANSFER TO TRUST FUND	0	0	25,433.31	.00	.00	-25,433.31	.0%
449900 SMALL CAPITAL ITEMS	17,423	17,423	16,684.85	122.53	.00	738.15	95.8%
TOTAL DPL - OPERATING EXPENSES	516,245	516,245	405,853.51	42,194.50	8,171.67	102,219.82	80.2%
35593515 DPL - OPERATING EXPENSES							
458000 BOOK AND PERIODICALS	397,500	397,500	248,941.29	26,545.67	.00	148,558.71	62.6%
458830 AV-PHONDISCS	0	0	479.06	.00	.00	-479.06	.0%
458841 MAG/PAPERS - MAIN ADULT	0	0	23,594.34	763.80	.00	-23,594.34	.0%
458842 MAG/PAPERS MAIN YOUTH	0	0	722.50	.00	.00	-722.50	.0%
458843 MAG/PAPERS MAIN JUVENILE	0	0	1,743.08	185.00	.00	-1,743.08	.0%
458844 MAG/PAPERS - MAIN REFERENCE	0	0	9,037.37	.00	.00	-9,037.37	.0%
458845 MAG/PAPERS - MAIN PROFESSIONAL	0	0	1,076.50	.00	.00	-1,076.50	.0%
458847 MAG/PAPERS - EXTENSION ADULT	0	0	2,971.37	.00	.00	-2,971.37	.0%
458848 MAG/PAPERS EXTENSION YOUTH	0	0	185.89	.00	.00	-185.89	.0%
458849 MAG/PAPERS-EXTENSION JUVENILE\	0	0	346.72	.00	.00	-346.72	.0%
TOTAL DPL - OPERATING EXPENSES	397,500	397,500	289,098.12	27,494.47	.00	108,401.88	72.7%
35593522 DPL LEASE- OP EXPENSES							
423100 ELECTRICITY	5,575	5,575	.00	.00	.00	5,575.00	.0%
440900 PRINCIPAL PAYMENTS	21,875	21,875	21,875.00	6,562.50	.00	.00	100.0%
441000 INTEREST PAYMENT	6,563	6,563	6,562.50	.00	.00	.50	100.0%
TOTAL DPL LEASE- OP EXPENSES	34,013	34,013	28,437.50	28,437.50	.00	5,575.50	83.6%
TOTAL LIBRARY FUND	3,359,358	3,359,358	2,274,676.62	284,054.27	8,171.67	1,076,509.71	68.0%
GRAND TOTAL	3,359,358	3,359,358	2,274,676.62	284,054.27	8,171.67	1,076,509.71	68.0%

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ACCOUNTS FOR:
59 LIBRARY TRUST FUNDS

5959590 DPL TRUST FUND REVENUES

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
300591 BEG FUND BAL- MEYERS	118,056	118,056	118,034.69	.00	21.31	100.0%
300592 BEG FUND BAL- BRIDGES	271,334	271,334	271,519.00	.00	-185.00	100.1%
300593 BEG FUND BAL - DONATIONS	-22,677	-22,677	-23,539.62	.00	862.62	103.8%
306709 TRANSFER FR LIBRARY	0	0	25,433.31	.00	-25,433.31	.0%
307103 INTEREST INC - CANTONI	1,250	1,250	535.49	.00	714.51	42.8%
307104 INTEREST INC - MEYERS	4,000	4,000	1,227.91	.00	2,772.09	30.7%
307105 INTEREST INC - BRIDGES	227	227	6.29	.00	220.71	2.8%
307142 INTEREST - DONATIONS	0	0	.34	.00	-.34	.0%
308805 CONTRIBUTIONS	6,000	6,000	4,013.18	2,236.65	1,986.82	66.9%
TOTAL DPL TRUST FUND REVENUES	378,190	378,190	397,230.59	2,236.65	-19,040.59	105.0%
TOTAL LIBRARY TRUST FUNDS	378,190	378,190	397,230.59	2,236.65	-19,040.59	105.0%

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59 LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59 LIBRARY TRUST FUNDS							
59595912 TRUST CANTONI EXPENSES							
458000 BOOK AND PERIODICALS	35,000	35,000	2,228.06	151.48	.00	32,771.94	6.4%
TOTAL TRUST CANTONI EXPENSES	35,000	35,000	2,228.06	151.48	.00	32,771.94	6.4%
59595922 TRUST MEYER EXPENSES							
428000 PROFESSIONAL SERVICES	0	0	532.14	.00	.00	-532.14	.0%
449900 SMALL CAPITAL ITEMS	11,000	11,000	.00	.00	.00	11,000.00	.0%
458000 BOOK AND PERIODICALS	0	0	3,078.12	72.12	.00	-3,078.12	.0%
TOTAL TRUST MEYER EXPENSES	11,000	11,000	3,610.26	72.12	.00	7,389.74	32.8%
59595932 TRUST BRIDGES EXPENSES							
458000 BOOK AND PERIODICALS	227	227	1,100.00	.00	.00	-873.00	484.6%
TOTAL TRUST BRIDGES EXPENSES	227	227	1,100.00	.00	.00	-873.00	484.6%
59595942 TRUST DONATION EXPENSES							
458000 BOOK AND PERIODICALS	6,500	6,500	3,501.50	944.30	.00	2,998.50	53.9%
TOTAL TRUST DONATION EXPENSES	6,500	6,500	3,501.50	944.30	.00	2,998.50	53.9%
TOTAL LIBRARY TRUST FUNDS	52,727	52,727	10,439.82	1,167.90	.00	42,287.18	19.8%
GRAND TOTAL	52,727	52,727	10,439.82	1,167.90	.00	42,287.18	19.8%

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 so that informed decisions can be made if funding becomes available.

Standards that relate directly to the building or "fixed assets" such as lighting and furniture are included in chapter VIII, 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* [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 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 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 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 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 are provided to children and adults from two separate points, then the library provides adequate staffing all both locations at all hours 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, or 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 ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
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.

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