

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 20, 2001 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
 - A. Regular meeting of November 15, 2001
- III. Communication from the public
- IV. City Librarian's report
 - A. Introduction of Matt Wilkerson, Systems Administrator, and Charlotte Davis, Head of Adult Division
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of December 6, 2001
 - B. Finance and Properties Committee
 - 1. Approval of bills for November 2001
 - 2. Meeting of December 4, 2001
 - C. Rolling Prairie Library System
 - 1. Report on December meeting
 - D. Friends of the Library
 - 1. Meeting of December 12, 2001
 - E. Foundation
 - 1. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter VI, Programming
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 15, 2001

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

The minutes of October 25, 2001 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

A letter was received from John Dunn regarding diesel fumes in the library from the bookmobile. Ms. Fisher said that the fumes were from the generator which had to run for staff working there to have heat, lights, and computers, and that the new bookmobile will be better with its new generator. Further, she reported that Mr. Harris said that the air quality in the library has been tested and meets OSHA standards. Ms. Fisher will respond to Mr. Dunn's letter.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported on the upgrade to DRA. Problems with the new system are slowly being worked out.

Mrs. Moore made a motion to change the order of the agenda and adjourn to closed executive session to discuss lease negotiations. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote. The Board went into executive session at 4:40 p.m. The meeting was reconvened at 5:10 p.m.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met November 1, 2001. Mrs. Arnold made a motion to close the library on Monday, December 24, 2001 and give the library staff each an extra holiday in recognition of all the hard work involved in the conversion to DRA. The motion was seconded by Mr. Wise and unanimously approved.

Finance and Properties Committee: Mrs. Arnold made a motion to approve the October bills. The motion was seconded by Mrs. Greanias and unanimously carried on roll call vote.

The committee met November 6, 2001. The payment to the city on the loan for the lease build-out expenses was discussed.

Rolling Prairie Library System: Mrs. Moore attended the meeting. She reported that Mrs. Creanias has agreed to represent the library beginning January 9, 2002. The library's cataloging and training concerns were discussed.

Friends of the Library: The Friends met November 14, 2001. They have nominated a new slate of officers for next year. They have worked very hard on the reception for Ms. Fisher on November 18, 2001.

Foundation: The Foundation Board of Directors met October 29. New officers are needed.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter V, Reference, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Health insurance rates increased 4.8%. A new company will review and pay claims, but the coverage has not changed. The city is still self-insured.

The purchase of a new wireless communication system for the library is on hold until technical problems are worked out between the city and the vendor.

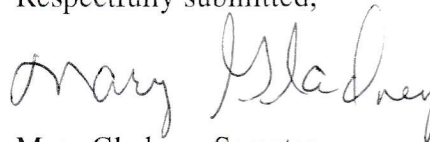
The trustees of the James Millikin Estate toured the new bookmobile. Ms. Anderson will be working with Mr. Jim Uhl on recognition of their generous gift to the library.

Ms. Fisher said that the specifications for the new large bookmobile which is being built did not include a lift for wheelchairs. She will find out what the cost would be to add the lift.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
December 17, 2001
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: Again, DRA and the lease space are the top contenders for my time. Shirley Moore, Ty Cocagne and I met with Assistant City Manager A.J. Krieger to discuss the possibility of working with the city on a project. Attended "Working with Boards and Budgets" at RPLS. Read the winning essay of the Writing Contest at Books-Between-Bites. Was at the head table for the Chamber Community Luncheon. In addition to the regular meetings, I had a meeting with Betty Ray and the union representatives. The pages and I rearranged the paperback shelving so that they can all be shelved upright, instead of on their sides. Worked in circulation the day after Thanksgiving to cover shortages and was even allowed to check in books. I will be out of the office and town December 22 till January 2.

GATES GRANT: I lost my appeal for two extra computers, so we will only receive four computers with our regular grant. We received two checks totaling \$46,725, for both grants. This amount does not include the technical support or training. Now I get the hard task of deciding who gets to go to Seattle in March.

WHINERY TRUST: We received \$33,000 from the Edward G. Whinnery Trust. \$2,000 of that will go for a wheelchair lift on the new bookmobile. \$25,000 will be used to purchase large print and av for seniors, which our other patrons will enjoy as well.

DRA: Is finally stable. Matt has been working on it since he arrived. The "send list" has been temporarily spread out over three different departments, until we can establish a position to handle it and the "holds list." We are currently working on the screens the patrons see and then we will need to start promoting it more. Three months ago Sirsi bought out DRA. They announced last week that they have decided to focus their development efforts on the Union server and not Taos, which was a DRA product and one of the reasons we chose to convert. The impact of this decision upon us is uncertain at this time. Whatever RPLS decides to do is what we will have to do as members of the consortium.

FRIENDS: The reception was a huge success and very well attended. It received a lot of media attention that focused on the library.

STAFF: Charlotte Davis started as Head of Adult Services, November 19th. Matt Wilkerson started as the Systems Administrator, November 29th. Carol Brewer has been hired as the YA Information Specialist and will be starting January 3rd.

ADULT DIVISION: Will be fully staffed for the first time in over a year, when Carol starts in January. This should help with staffing issues. Charlotte has been getting familiar with her staff, DPL and Decatur. We are already looking at the Collection Development Policy and Internet procedures.

CITY LIBRARIAN'S REPORT

December 17, 2001

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BUILDING DIVISION: The new bookmobile has been inspected, received its title and license plates and is fully operational, all other vehicles up and running as well. The parking lot painting is on hold till warmer weather. The canopy leaked and King-Lar repaired it. Two other leaks were found in the outside wall that Larry feels he can repair. Anthology has not turned on its meter. Larry is exploring the reason for the building air unbalance with the HVAC.

CHILDREN'S DEPARTMENT: Staff still learning how to use DRA. Cut back on class visits, but fourteen groups brought in 220 people, not counting Baby TALK. Worked on ~~reading~~. No orders placed this month.

CIRCULATION DIVISION: Still experiencing fallout from the OBC failure, we may never know exactly how many materials we lost. We can only hope the majority of it will return ~~soon~~. We continue to correct the numerous errors and inaccuracies created during the conversion process and are being very forgiving on fines. Now handling the "holds list" in addition to assisting with the "send list."

EXTENSION: Still experiencing problems with the OBC system. Matt is working on a solution. Started two new deposit collections. Karen attended an Extension/Outreach meeting. DPL will host the next meeting in April. Took the new bookmobile to the Millikin Trust meeting for viewing.

SYSTEMS ADMINISTRATION: Nicole had her baby early and was not here to help Matt get familiar with our system. The Winproxy server is stable and has been upgraded. We are now able to stay up more than 45 minutes at a time. Installed the server version of Norton Antivirus on the Winproxy server and is installing and updating it on all of the PC's in the building. Connected Circulation to DRA printer so we can print notices. He has created a new Web search page to help with the timing out problem. Worked on staff e-mail that went down when GEAC was taken off the server. Cleaning out the computer room of broken equipment and working on a computer inventory list.

TECHNICAL DIVISION: Still short one and a half positions. First full month cataloging on DRA, some things are getting easier, while new problems crop up. Getting caught up on backing materials. The vendor file conversion for the acquisitions module failed and with Nicole gone, Steve has been entering book vendors manually. Kay earned Level I certification on DRA. Monica was been temporarily assigned part of the send list.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

December 17, 2001

STATISTICAL REPORT

November 2001

TECHNICAL SERVICES

New book volumes added:	652
New book titles added:	272
AV titles added:	4
Volumes withdrawn:	569
Books needed:	318

PERSONNEL ACTIVITY:

III 19 Charlotte Davis hired for Head of Adult Division

III 29 Matthew Wilkerson hired for Systems Administrator

CURRENT VACANCIES: Information Specialist--Adult Services, Junior Cataloger, Library Page (part time) (2 positions)

LIBRARY CARDS: NOT AVAILABLE

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	76,805
	last 12 months to date:	71,421

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	320,697
	last 12 months to date:	324,566

<u>TITLES PURCHASED:</u>	this 12 months to date:	17,339
	last 12 months to date:	21,186

VOLUNTEERS: 28 volunteers worked 205 hours

COMPUTER USAGE BY LIBRARY PATRONS:

NOT AVAILABLE

Internet usage:	people,	time slots
Word processing usage:	people,	time slots

Personnel, Policy & Public Relations Committee
December 6, 2001

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

Travel policy: Ms. Fisher presented a draft policy. The consensus was to recommend the policy to the Board for approval with slight modifications.

Job description for Support Specialist (½ time): Ms. Fisher recommended that the description be changed to show that the person will now report to the Systems Administrator. A new title was also added to reflect the current department status. The consensus was to recommend the changes as presented.

Job description for Head of Circulation Division: Ms. Fisher reported that she noticed that all of the library division heads are pay grade 5 except the Head of the Circulation Division, which is a 4. The committee agreed with Ms. Fisher's recommendation to change the Head of the Circulation Division to pay grade 5.

New positions: Ms. Fisher presented a list of new positions she would like to see in the new budget. The committee agreed with the recommendation if funding is available.

License agreement with Anthology Booksellers: The current status of the situation was discussed at length.

Other business: The next committee meeting was rescheduled from January 3 to January 10, 2002.

Ms. Fisher said that the local history club would like permission to bring an unloaded flint lock rifle into the library for a program. The request was approved.

There was no other business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

DECATUR PUBLIC LIBRARY TRAVEL POLICY

In order to best use library resources, employees are expected to use sound judgment to minimize the costs of library travel. Employees will use the most economical means available when traveling at library expense and will document all expenses incurred.

Employees will complete Part I, "Travel Expense" and Part II, "Expense Report--Estimated" prior to any library travel and submit the form to the City Librarian for approval. The City Librarian will approve or deny the request and return the form to the employee. After returning from travel, the employee will complete Part II "Expense Report--Actual" and Part III, "Reimbursement Request" and resubmit the form with all bills and receipts to the City Librarian for approval and reimbursement.

Transportation: Employees are encouraged to use the library vehicle, if available, for travel within Illinois and when appropriate for travel outside of the state. If the library vehicle is used, actual expenses for gasoline, oil, and emergency repairs will be reimbursed. A spouse may accompany an employee traveling in the library vehicle, however, no other expenses will be paid for a spouse except as noted in "Lodging" below.

If the library vehicle is not available, a personal vehicle may be used and mileage to and from the meeting will be reimbursed at 34.5 cents per mile (or the current IRS mileage rate), up to a maximum of the cost of coach air fare for the same trip.

If library vehicle is available and the employee chooses to use a personal vehicle, the library will reimburse for gasoline only. (The employee will fill up before the trip at his or her own expense; then fill up as needed during the trip and upon returning to Decatur for reimbursement.)

Employees are not entitled to mileage reimbursement for personal mileage while on travel status or for travel between the employee's home, the library, or bookmobile stops.

The library will pay the actual cost of coach or regular fare for public transportation by air, train or bus, if appropriate.

Lodging: If the destination is more than 30 miles from the library, the library will reimburse up to \$100 a day for the actual cost of the most economical single room rate available in a reasonably convenient hotel or motel. The library will reimburse for the most economical double room rate available if the employee shares the room with his or her spouse, up to a maximum of \$100 per day. In very large cities, higher room rates may be reimbursed with prior approval of the City Librarian.

Meals: The library will reimburse up to a maximum of \$40 per day for meals consumed while traveling. If a meal is part of the conference or seminar, the library will reimburse for actual costs. Maximum tips per meal will be 15% and are included in the \$40 per day maximum. For partial days of travel, individual meals will be reimbursed at \$8 for breakfast, \$12 for lunch, and \$20 for dinner.

Fees: The library will pay for all charges pertaining to an approved conference, meeting, or seminar, including registration fees, dues, and other conference activities.

Other expenses: The library will reimburse for all actual charges for taxis, airport buses, tolls, parking fees, and business telephone calls.

**DECATUR PUBLIC LIBRARY
TRAVEL REQUEST & EXPENSE REPORT**

I. TRAVEL REQUEST

Date _____

Employee (s) _____ Department _____

Location _____

Reason for trip _____

Date of departure _____ Date of return _____ Days absent _____

Method of travel: Library vehicle Air Personal vehicle Other _____

Approved: _____

City Librarian

Date

II. EXPENSE REPORT

	Estimated	Actual
Transportation _____	\$ _____	\$ _____
No. of days lodging _____	\$ _____	\$ _____
Meals/Refreshments _____	\$ _____	\$ _____
Lunches _____		
Dinner _____		
Fees (registration, dues, etc.) _____	\$ _____	\$ _____
Specify _____		
Other (telephone, tolls, taxis, parking, etc.) _____	\$ _____	\$ _____
Specify _____		
Total	\$ _____	\$ _____

III. REIMBURSEMENT REQUEST

(Attach all bills and receipts)

Amount request \$ _____ for _____ person(s) None requested _____

I hereby certify that this is the actual expense incurred on authorized travel and that the information is correct.

Requested by _____

date

Approved by _____

City Librarian

date

SYSTEMS ADMINISTRATION SUPPORT SPECIALIST

Decatur Public Library

Job Description

Page 2

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

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

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

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

Desired Training and Experience

Associate's degree in Computer Science including hours of credit directly related to personal computer and networking programming application, design and analysis, or an equivalent combination of training and experience.

Pay Grade 15

Approved CSC - 7/18/00

FUND DECATUR PUBLIC LIBRARY

ACCOUNT	VENUE	AMOUNT	NUMBER	DATE	DESCRIPTION
11/26/2001	RESEARCH TECHNOLOGY	1,192.00	147924	11/29/2001	OTHER OFFICE EQUIP
11/26/2001	RESEARCH TECHNOLOGY	1,192.00	147924	11/29/2001	OTHER OFFICE EQUIP
11/26/2001	RESEARCH TECHNOLOGY	335.00	147925	11/29/2001	OTHER PROFESSIONAL SERVICES
11/26/2001	RESEARCH TECHNOLOGY	100.00	147928	11/29/2001	OTHER PROFESSIONAL SERVICES
11/26/2001	RESEARCH TECHNOLOGY	104.00	147930	11/29/2001	MATERIAL-BLDGS
11/26/2001	RESEARCH TECHNOLOGY	768.80	147931	11/29/2001	SERV-BUILDINGS
11/26/2001	RESEARCH TECHNOLOGY	543.88	147932	11/29/2001	SERV-BUILDINGS
11/26/2001	RESEARCH TECHNOLOGY	90.00	147934	11/29/2001	OTHER PROFESSIONAL SERVICES
11/26/2001	RESEARCH TECHNOLOGY	703.25	147935	11/29/2001	OTHER PROFESSIONAL SERVICES
11/26/2001	RESEARCH TECHNOLOGY	470.00	147938	11/29/2001	OTHER PROFESSIONAL SERVICES
11/26/2001	RESEARCH TECHNOLOGY	103.04	147955	11/30/2001	TELEPHONE
11/26/2001	RESEARCH TECHNOLOGY	1,005.32	147959	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	2,530.15	147960	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	432.93	147961	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	120.00	147963	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	5,025.00	147970	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	1,144.00	147971	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	120.80	147982	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	111.00	147986	11/30/2001	OFFICE SUPPLIES
11/26/2001	RESEARCH TECHNOLOGY	41.16	147993	11/30/2001	PRINTING AND BINDING
11/26/2001	RESEARCH TECHNOLOGY	167.54	147994	11/30/2001	ADVERTISING
11/26/2001	RESEARCH TECHNOLOGY	112.31	147994	11/30/2001	BOOKS AND PERIODICALS
11/26/2001	RESEARCH TECHNOLOGY	586.38	147996	11/30/2001	MATERIAL-BLDGS
11/26/2001	RESEARCH TECHNOLOGY	1,295.31	148025	11/30/2001	TELEPHONE EQUIPMENT
11/26/2001	RESEARCH TECHNOLOGY	715.45	148031	11/30/2001	RENTAL-EQUIPMENT
11/26/2001	RESEARCH TECHNOLOGY	49.97	148033	11/30/2001	TELEPHONE
11/26/2001	RESEARCH TECHNOLOGY	139.10	148046	11/30/2001	OFFICE SUPPLIES
11/26/2001	RESEARCH TECHNOLOGY	53.99	148063	11/30/2001	SERV-OFFICE EQUIP
11/26/2001	RESEARCH TECHNOLOGY	3,593.63	148066	11/30/2001	TEMP PERSONNEL SERVICES
11/26/2001	RESEARCH TECHNOLOGY	490.00	148082	11/30/2001	OFFICE MACHINERY AND EQUIPMENT
11/26/2001	RESEARCH TECHNOLOGY	210.20	148083	11/30/2001	OFFICE SUPPLIES
11/26/2001	RESEARCH TECHNOLOGY	23.45	148090	11/30/2001	OFFICE SUPPLIES
11/26/2001	RESEARCH TECHNOLOGY	317.00	148111	11/30/2001	SERV-OFFICE EQUIP

TOTAL 164,567.10

TOTAL

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2001

FUND DELEGATED FUNDS

NUMBER 11/30/2001

VENDOR AMOUNT

11/30/2001 11/30/2001

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TOTAL

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2001

FUND LIBRARY BUILDING LEASES

NUMBER 11/30/2001

VENDOR AMOUNT

11/30/2001 11/29/2001

11/30/2001 11/29/2001

11/30/2001 11/29/2001

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TOTAL

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/2001

FUND PUBLIC LIBRARY-TRUSTS

NUMBER 11/30/2001

VENDOR AMOUNT

11/30/2001 11/30/2001

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11/30/2001 11/30/2001

TOTAL



Account name Cardwell Companies Service One
 Account number 0015142462-9
 Statement date November 21, 2001
 Billing period October 21 - November 20, 2001

VILLAGEMALL (217) 519-0436 continued...

Text and Numeric Paging Charges
 Usage Charges 0.00
Total Text and Numeric Paging \$0.00

Total Nextel Charges for VILLAGEMALL \$55.99

Storage (217) Nextel Direct Connect Charges, Nextel Direct Connect - Member ID 188*100*14767
 Private call minutes:seconds 33:16
 Group call minutes:seconds 0:00
Total Nextel Direct Connect minutes:seconds 33:16

Telecommunications Services Call Detail (217) 519-0436

Month	Time	Call To	Number Called	See Footnote	Min:Sec	Usage	Long Distance	Total Usage and Long Distance
11	11:52 AM		INCOMING	PP/PU	1:00	0.00		0.00
22	11:52 AM	DECATUR, IL	217-433-6022	PP/PU	1:00	0.00		0.00
23	11:52 AM	DECATUR, IL	217-433-6022	PP/PU	1:00	0.00		0.00
4	11:52 AM	DECATUR, IL	217-433-6022	PP/PU	1:24	0.00		0.00
15	11:52 AM		INCOMING	PP/PU	1:00	0.00		0.00
16	11:52 AM		INCOMING	PP/PU	1:00	0.00		0.00
17	11:52 AM		INCOMING	PP/PU	1:10	0.00		0.00
18	11:52 AM		INCOMING	PP/PU	1:00	0.00		0.00
19	11:52 AM	DECATUR, IL	217-433-6022	PP/PU	3:24	0.00		0.00
20	11:52 AM	DECATUR, IL	217-433-6022	PP/PU	1:29	0.00		0.00
21	11:52 AM		INCOMING	PP/PU	1:00	0.00		0.00
22	11:52 AM		INCOMING	PP/PU	1:13	0.00		0.00
TOTAL					15:40	\$0.00	\$0.00	\$0.00

Features	Networks	Services	Time Period
CW-Call Waiting CF-Call Forwarding 3W-Three Way Call DS-Dialup Service	NN-National Network CN-Canadian Network WW-Nextel Worldwide	AL-Alternate Line PU-Plan/Promotional Usage PF-Partial Free PC-Partial Call	PP-Peak Period OP-Off Peak Period MP-Multiple Period

Nextel Plans

Rate Plan	Service
Voice Mail Service	Voice Mail
Natl Unltd Priv Call 200	Nextel Direct Connect
Natl Unl Private Call 200	Telecommunications Services
100 Message Plan	Text & Numeric Paging



Account name Cardwell Companies Service One
 Account number 0015142462-9
 Statement date November 21, 2001
 Billing period October 21 - November 20, 2001

GALERIA (217) 519-0435 continued...

Item #	Date	Time	Call To	Number Called	See Footnote	Min:Sec	Usage	Long Distance	Total Usage and Long Distance
40	Nov 20	10:13 AM	DECATUR, IL	217-875-7500	PP/PU	3:12	0.00		
41	Nov 20	10:21 AM	DECATUR, IL	INCOMING	PP/PU	5:59	0.00		0.00
42	Nov 20	10:27 AM	DECATUR, IL	217-875-7500	PP/PU	1:00	0.00		0.00

CTS V983-1 (09/01)

Access and Other Charges
 Natl Unl Private Call 200 for current billing period 49.99
 Natl Unl Prlv Call 200 for current billing period 0.00
 Voice Mail Service for current billing period 3.00
 100 Message Plan for current billing period 3.00
Total Access and Other Charges \$55.99

Telecommunications Service Charges (217) 519-0435
 Caller Id 3.00
 Call Forwarding 3.00
 Call Waiting 0.00
 Enhanced Services Value Package 0.00
 Usage and Long Distance Charges -3.00
Total Telecommunications Services 50.00

65.36
 +12375

GALERIA (217) 519-0435

Attn: De Ann

Tenant Ledger

ANTHOLOGY BOOKSELLERS INC
 130 N. FRANKLIN
 DECATUR, IL 62523

Date: 12/07/01
 Tenant Code: ANTHO
 Property: 130
 Unit: 130
 Status: Current
 Rent: 3,333.33
 Deposit: 0.00
 Move In Date: 09/01/00
 Move Out Date:
 Due Day: 1
 Tel# (O): (217) 233-0340
 Tel# (H):

Date	Description	Charges	Payments	Balance
	Balance Forward			0.00
05/01/01	RENT	1,666.67		1,666.67
05/01/01	MAY POWER & WATER	335.79		2,002.46
06/01/01	RENT	1,666.67		3,669.13
06/01/01	JUNE POWER & WATER	281.75		3,950.88
06/01/01	Common Area Maintenance	130.45		4,081.33
07/01/01	RENT	1,666.67		5,748.00
07/01/01	Utilities	627.75		6,375.75
07/01/01	Common Area Maintenance	164.87		6,540.62
08/01/01	RENT	3,333.33		9,873.95
08/01/01	Utilities	718.76		10,592.71
08/01/01	Common Area Maintenance	186.52		10,779.23
09/01/01	RENT	5,000.00		15,779.23
09/01/01	Common Area Maintenance	164.27		15,943.50
09/01/01	Utilities	589.69		16,533.19
10/01/01	RENT	5,000.00		21,533.19
10/01/01	Common Area Maintenance	323.84		21,857.03
10/01/01	Utilities	944.95		22,801.98
11/01/01	RENT	5,000.00		27,801.98
11/01/01	Common Area Maintenance	184.00		27,985.98
11/01/01	Utilities	596.00		28,581.98
11/15/01	Paid to Library	-2,750.00		25,831.98
11/15/01	Paid to Library	-1,250.00		24,581.98
11/15/01	Paid to Library	-1,250.00		23,331.98
12/01/01	RENT	5,000.00		28,331.98
12/01/01	Common Area Maintenance	184.00		28,515.98
12/01/01	Utilities	596.00		29,111.98
12/04/01	Paid to Library	-1,700.00		27,411.98

Current	30 Days	60 Days	90 Days	Amount Due
-1,770.00	5,750.00	6,268.79	16,533.19	27,411.98

DECATUR PUBLIC LIBRARY

Monthly Lease

Lessee pays
 a rent of \$9 per square foot for 6,000 square feet of \$54,000 annually (\$9.000.00 per month)
 a Common Area Charge
 a Electricity, gas & water

Common Area Charge
(pro-rata share of the common area maintenance charge)

Acct #	Description	Y.E. '01
210	Serv buildings	27,054.45
211	Serv improvements	2,629.78
231	Electricity	147,717.39
232	Gas	16,430.08
234	Water	3,563.94
312	Janitorial Supplies	11,441.24
420	Boiler Insurance	474.00
Total for the building		209,310.88

Common area

total bldg. common
 sq. ft. 140,000 4,000
 % 2.86%

Common area costs	5,980.31
Common area Janitorial	7,266.58
Total Common Area Costs	13,246.89
Lessee expense %:	14.28%
Lessee Common area expense	1,891.66

Electricity, Gas and Water Charges

Acct #	Description	Y.E. '01
231	Electricity	147,717.39
232	Gas	16,430.08
234	Water	3,563.94
Total for Building		167,711.41
Lessee expense %	3.57%	
Lessee Electricity, Gas & Water expense	5,987.30	

TOTAL ADDITIONAL RENT

467.26	412.20	792.62	982.19	753.97	1,268.79	970.68
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	May '01	June	July	August	September	October	November
1,205.00	2,371.05	1,097.19	1,024.79	2,210.49	30,188.19	6,725.67	
240.00	0.00	0.00	0.00	0.00	0.00	0.00	
9,405.97	7,087.62	9,852.97	12,431.04	15,352.69	24,637.13	19,763.44	
0.00	0.00	7,731.08	7,702.16	154.65	1,832.17	1,731.21	
0.00	804.53	0.00	2,154.67	1,010.69	0.00	0.00	
0.00	339.31	357.68	1,031.90	163.95	1,344.83	244.00	
175.92	175.92	175.92	175.92	175.92	175.92	175.92	
11,026.89	10,778.43	19,214.84	24,520.48	19,068.39	58,178.24	28,640.24	

315.05	307.96	549.00	700.59	544.81	1,662.24	818.29
605.55	605.55	605.55	605.55	605.55	605.55	605.55
920.60	913.50	1,154.54	1,306.13	1,150.36	2,267.78	1,423.84
131.46	130.45	164.87	186.52	164.27	323.84	203.32

Charge by 15th following month end and collectible in 30 days

May '01	June	July	August	September	October	November
9,405.97	7,087.62	9,852.97	12,431.04	15,352.69	24,637.13	19,763.44
0.00	0.00	7,731.08	7,702.16	154.65	1,832.17	1,731.21
0.00	804.53	0.00	2,154.67	1,010.69	0.00	0.00
9,405.97	7,892.15	17,584.05	22,287.87	16,518.03	26,469.30	21,494.65
335.79	281.75	627.75	795.68	589.69	944.95	767.36

ACCOUNT	DESCRIPTION	AMOUNT	YTD BALANCE	AMOUNT	UNENCUMBERED BALANCE	PERCENT COMM
30001-000	RESTRICTED FUND BALANCE	100	5,198.61	1,988.00	2,610.61	26.6
TOTAL		100	5,198.61	1,988.00	2,610.61	26.6
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	7.07	73.60	100.00	26.52	73
TOTAL		7.07	73.60	100.00	26.52	73
OTHER INCOME						
30800-809	CONTRIBUTIONS AND DONATIONS	.00	1,268.58	3,500.00	2,231.42	36
TOTAL		.00	1,268.58	3,500.00	2,231.42	36
FUND TOTAL		7.07	5,536.47	5,184.00	352.47	106

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

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 19 DPL-DONATED FUNDS		UNENCUMBERED BALANCE	PERCENT COMM
						UNEXPENDED BALANCE	ENCUMBRANCE		
800	BOOKS AND PERIODICALS	5,184	114.44	1,325.93	3,024	3,858.07	.00	3,858.07	25.6
**	DIVISION TOTAL **	5,184	114.44	1,325.93	3,024	3,858.07	.00	3,858.07	25.6

REPORT OF EXPENDITURES TO BUDGET BY FUND FOR DECATUR PUBLIC LIBRARY 11/30/2001

ACCOUNT	AMOUNT	UNENCUMBERED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	ENCUMBRANCE	PRCT COM
611000	10,374.71	223,107.82	.00	2,995.29	.00	50.1
611001	20,297.31	22,257.21	.00	13,179.41	.00	59.0
611002	0	0	.00	0	.00	
611003	0	0	.00	0	.00	
611004	0	0	.00	0	.00	
611005	0	0	.00	0	.00	
611006	0	0	.00	0	.00	
611007	0	0	.00	0	.00	
611008	0	0	.00	0	.00	
611009	0	0	.00	0	.00	
611010	0	0	.00	0	.00	
611011	0	0	.00	0	.00	
611012	0	0	.00	0	.00	
611013	0	0	.00	0	.00	
611014	0	0	.00	0	.00	
611015	0	0	.00	0	.00	
611016	0	0	.00	0	.00	
611017	0	0	.00	0	.00	
611018	0	0	.00	0	.00	
611019	0	0	.00	0	.00	
611020	0	0	.00	0	.00	
611021	0	0	.00	0	.00	
611022	0	0	.00	0	.00	
611023	0	0	.00	0	.00	
611024	0	0	.00	0	.00	
611025	0	0	.00	0	.00	
611026	0	0	.00	0	.00	
611027	0	0	.00	0	.00	
611028	0	0	.00	0	.00	
611029	0	0	.00	0	.00	
611030	0	0	.00	0	.00	
611031	0	0	.00	0	.00	
611032	0	0	.00	0	.00	
611033	0	0	.00	0	.00	
611034	0	0	.00	0	.00	
611035	0	0	.00	0	.00	
611036	0	0	.00	0	.00	
611037	0	0	.00	0	.00	
611038	0	0	.00	0	.00	
611039	0	0	.00	0	.00	
611040	0	0	.00	0	.00	
611041	0	0	.00	0	.00	
611042	0	0	.00	0	.00	
611043	0	0	.00	0	.00	
611044	0	0	.00	0	.00	
611045	0	0	.00	0	.00	
611046	0	0	.00	0	.00	
611047	0	0	.00	0	.00	
611048	0	0	.00	0	.00	
611049	0	0	.00	0	.00	
611050	0	0	.00	0	.00	
611051	0	0	.00	0	.00	
611052	0	0	.00	0	.00	
611053	0	0	.00	0	.00	
611054	0	0	.00	0	.00	
611055	0	0	.00	0	.00	
611056	0	0	.00	0	.00	
611057	0	0	.00	0	.00	
611058	0	0	.00	0	.00	
611059	0	0	.00	0	.00	
611060	0	0	.00	0	.00	
611061	0	0	.00	0	.00	
611062	0	0	.00	0	.00	
611063	0	0	.00	0	.00	
611064	0	0	.00	0	.00	
611065	0	0	.00	0	.00	
611066	0	0	.00	0	.00	
611067	0	0	.00	0	.00	
611068	0	0	.00	0	.00	
611069	0	0	.00	0	.00	
611070	0	0	.00	0	.00	
611071	0	0	.00	0	.00	
611072	0	0	.00	0	.00	
611073	0	0	.00	0	.00	
611074	0	0	.00	0	.00	
611075	0	0	.00	0	.00	
611076	0	0	.00	0	.00	
611077	0	0	.00	0	.00	
611078	0	0	.00	0	.00	
611079	0	0	.00	0	.00	
611080	0	0	.00	0	.00	
611081	0	0	.00	0	.00	
611082	0	0	.00	0	.00	
611083	0	0	.00	0	.00	
611084	0	0	.00	0	.00	
611085	0	0	.00	0	.00	
611086	0	0	.00	0	.00	
611087	0	0	.00	0	.00	
611088	0	0	.00	0	.00	
611089	0	0	.00	0	.00	
611090	0	0	.00	0	.00	
611091	0	0	.00	0	.00	
611092	0	0	.00	0	.00	
611093	0	0	.00	0	.00	
611094	0	0	.00	0	.00	
611095	0	0	.00	0	.00	
611096	0	0	.00	0	.00	
611097	0	0	.00	0	.00	
611098	0	0	.00	0	.00	
611099	0	0	.00	0	.00	
611100	0	0	.00	0	.00	
611101	0	0	.00	0	.00	
611102	0	0	.00	0	.00	
611103	0	0	.00	0	.00	
611104	0	0	.00	0	.00	
611105	0	0	.00	0	.00	
611106	0	0	.00	0	.00	
611107	0	0	.00	0	.00	
611108	0	0	.00	0	.00	
611109	0	0	.00	0	.00	
611110	0	0	.00	0	.00	
611111	0	0	.00	0	.00	
611112	0	0	.00	0	.00	
611113	0	0	.00	0	.00	
611114	0	0	.00	0	.00	
611115	0	0	.00	0	.00	
611116	0	0	.00	0	.00	
611117	0	0	.00	0	.00	
611118	0	0	.00	0	.00	
611119	0	0	.00	0	.00	
611120	0	0	.00	0	.00	
611121	0	0	.00	0	.00	
611122	0	0	.00	0	.00	
611123	0	0	.00	0	.00	
611124	0	0	.00	0	.00	
611125	0	0	.00	0	.00	
611126	0	0	.00	0	.00	
611127	0	0	.00	0	.00	
611128	0	0	.00	0	.00	
611129	0	0	.00	0	.00	
611130	0	0	.00	0	.00	
611131	0	0	.00	0	.00	
611132	0	0	.00	0	.00	
611133	0	0	.00	0	.00	
611134	0	0	.00	0	.00	
611135	0	0	.00	0	.00	
611136	0	0	.00	0	.00	
611137	0	0	.00	0	.00	
611138	0	0	.00	0	.00	
611139	0	0	.00	0	.00	
611140	0	0	.00	0	.00	
611141	0	0	.00	0	.00	
611142	0	0	.00	0	.00	
611143	0	0	.00	0	.00	
611144	0	0	.00	0	.00	
611145	0	0	.00	0	.00	
611146	0	0	.00	0	.00	
611147	0	0	.00	0	.00	
611148	0	0	.00	0	.00	
611149	0	0	.00	0	.00	
611150	0	0	.00	0	.00	
611151	0	0	.00	0	.00	
611152	0	0	.00	0	.00	
611153	0	0	.00	0	.00	
611154	0	0	.00	0	.00	
611155	0	0	.00	0	.00	
611156	0	0	.00	0	.00	
611157	0	0	.00	0	.00	
611158	0	0	.00	0	.00	
611159	0	0	.00	0	.00	
611160	0	0	.00	0	.00	
611161	0	0	.00	0	.00	
611162	0	0	.00	0	.00	
611163	0	0	.00	0	.00	
611164	0	0	.00	0	.00	
611165	0	0	.00	0	.00	
611166	0	0	.00	0	.00	
611167	0	0	.00	0	.00	
611168	0	0	.00	0	.00	
611169	0	0	.00	0	.00	
611170	0	0	.00	0	.00	
611171	0	0	.00	0	.00	
611172	0	0	.00	0	.00	
611173	0	0	.00	0	.00	
611174	0	0	.00	0	.00	
611175	0	0	.00	0	.00	
611176	0	0	.00	0	.00	
611177	0	0	.00	0	.00	
611178	0	0	.00	0	.00	
611179	0	0	.00	0	.00	
611180	0	0	.00	0	.00	
611181	0	0	.00	0	.00	
611182	0	0	.00	0	.00	
611183	0	0	.00	0	.00	
611184	0	0	.00	0	.00	
611185	0	0	.00	0	.00	
611186	0	0	.00	0	.00	
611187	0	0	.00	0	.00	
611188	0	0	.00	0	.00	
611189	0	0	.00	0	.00	
611190	0	0	.00	0	.00	
611191	0	0	.00	0	.00	
611192	0	0	.00	0	.00	
611193	0	0	.00	0	.00	
611194	0	0	.00	0	.00	
611195	0	0	.00	0	.00	
611196	0	0	.00	0	.00	
611197	0	0	.00	0	.00	
611198						

614130 FUND 31

601-STATE GRANT FOR BLDG

ASST DESCRIPTION

FUND BALANCE

3001=000 BEGINNING FUND BALANCE

TOTAL

INTER GOVERNMENTAL REVENUE

30200=107 STATE GRANTS OR OTHER

TOTAL

FUND TOTAL

REVENUE REGULATOR FY 2001=2002

PERIOD ENDING 20011231

REVENUE CATEGORY

ANNUAL

UNRECORDED REAC

100	100	25,800,000	000	25,800,000
100	100	25,800,000	000	25,800,000
800,000	000	25,800,000	000	25,800,000
800,000	000	25,800,000	000	25,800,000
800,000	000	25,800,000	000	25,800,000

CLASS	FUND	REVENUE RECONCILIATION FY 2001-2002	PERIOD ENDING 20011130	REVENUE	ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
40000	LIBRARY BUILDING LEASES							
400				0,665.63	3,686.00	4,979.63	235	
400				0,665.63	3,686.00	4,979.63	235	
30700	INVESTMENT INCOME							
30700				174.37	2,500.00	2,325.63	7	
30700				174.37	2,500.00	2,325.63	7	
30800	LEASE OF LIBRARY PROPERTY							
30800				30,250.01	90,440.00	60,189.99	33	
30800				30,250.01	90,440.00	60,189.99	33	
	FUND TOTAL			39,090.01	96,626.00	57,535.99	40	

CLASS	REPORT OF EXPENDITURES TO BUDGET FY 2001-2002	FUND	YEAR-TO-DATE EXPENDITURES	MONTHLY EXPENDITURES	YTD BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
40000	LIBRARY LEASES	35							11/30/2001
200	CONTRACTUAL SERVICES								
210	SERV. BUILDINGS		10,079.81	2,246.81	0	10,079.81	.00	10,079.81	
210	ELECTRICITY		3,251.08	928.88	3,252	2,323.92	.00	2,323.92	58.3
200	OTHER PROFESSIONAL SERVICES		23,917.84	5,137.00	4,550	16,117.84	.00	16,117.84	306.6
			37,248.73	8,312.69	7,802	23,873.73	.00	23,873.73	278.5
320	MATERIAL-BLDS								
			426.76	.00	0	426.76	.00	426.76	
			426.76	.00	0	426.76	.00	426.76	
	OTHER CHARGES								
400	PRINCIPAL PAYMENTS		.00	.00	12,760	21,875.00	.00	21,875.00	
410	INTEREST EXPENSE		.00	.00	5,104	8,750.00	.00	8,750.00	
486	TRANSFER TO LIBRARY		.00	.00	9,881	16,940.00	.00	16,940.00	
			.00	.00	27,745	47,565.00	.00	47,565.00	
502	BUILDINGS								
			.00	.00	14,983	25,686.00	.00	25,686.00	
			.00	.00	14,983	25,686.00	.00	25,686.00	
	** DIVISION TOTAL **		37,675.49	8,312.69	50,530	48,950.51	.00	48,950.51	43.5

PUBLIC LIBRARY TRUSTS
DESCRIPTION

PERIOD ENDING 06/30/02
REVENUE

STATE

UNRECORDED

FUND BALANCE

3881200 NEW YORK STATE LIBRARY

100 1180910

141923188

149192088

1997:15 192

TOTAL

156911.91

299723.00

251,069.00

2,076,000 101

INVESTMENT INCOME

30788100 NEW YORK STATE LIBRARY TRUST

100 3720.88

1,020.59

6,300.00

3,601.46 29

TOTAL

7,531.66

1,020.59

12,600.00

5,207.41 406

TRANSFERS IN

30900810 TRUST DISTRIBUTION

100 69,916.66

11,714.77

113,000.00

18,714.77 116

TOTAL

69,916.66

11,714.77

113,000.00

18,714.77 116

FUND TOTAL

1,022.31

194,700.85

384,624.00

10,076.85 102

CITY OF DECATUR

61300 DPL-CAUTION TRUST
 900 EXPENDITURES

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900 EXPENDITURES	14,700	.00	64.90	8,575	14,635.10	.00	14,635.10	.4
** DIVISION TOTAL **	14,700	.00	64.90	8,575	14,635.10	.00	14,635.10	.4

CITY OF DECATUR

61300 DPL-MYER TRUST
 900 EXPENDITURES

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900 EXPENDITURES	14,700	.00	64.90	8,575	14,635.10	.00	14,635.10	.4
** DIVISION TOTAL **	14,700	.00	64.90	8,575	14,635.10	.00	14,635.10	.4

CITY OF DECATUR

61300 DPL-BRIDGES TRUST
 900 EXPENDITURES

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900 EXPENDITURES	700	.00	1,662.84	408	962.84-	.00	962.84-237.5	.5
** DIVISION TOTAL **	700	.00	1,662.84	408	962.84-	.00	962.84-237.5	.5

Finance and Properties Committee
December 4, 2001

Mr. Cocagne called the meeting to order at 4:40 p.m. Members present: Mr. Cocagne, Pat Gremias, Eugene King, Phil Wise, and Mark Gibson. Staff present: Linda Humphreys and Lee Ann Fisher.

Lease agreement with Anthology Booksellers: The situation was discussed at length. Ms. Fisher will meet with Shawn Lahniars about any necessary action.

Payment to city on \$175,000: Ms. Fisher reported that the city is not expecting payment on the principal or the interest at this time.

Budget for 2002/03: Ms. Fisher reported on several positions she would like to add in the next fiscal year. The consensus was to approve the recommendation if funding is available. Ms. Fisher also presented a revised pay scale and benefit program. The consensus was to approve these changes if funding is available.

Bills and payroll for November 2001: The system charged the library \$17,000 to convert GEAC records of patrons and materials to DRA format. The committee reviewed the bill from Cardwell for security guard reimbursement and requested an itemized statement for the telephone bill portion of the Cardwell bill.

There was no other business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

New Positions

Library Assistant, Local History Room – Full time position to staff the local history room, supervises and organizes the volunteers. Responsible for collection development in this area and programming. Would have a reference desk shift and work nights and weekends. Classification 3105, Grade 18, \$ Can be paid for out of Meyer funds if necessary.

Library Pages – Half time to handle the increased shelving created by DRA and to assist with the reorganization on how materials are checked in. Classification 3015, Grade 3, \$

Library Clerk II – Full time position housed in circulation but under the direct supervision of the Head of Adult Services. Will be totally responsible for the DRA "want" list filling and infilling request. Also responsible for the "holds" list including notification of patrons. Will be M-F hours, as these list are not run on weekends. Classification 3106, Grade 11, \$

Library Clerk I – Full time position to staff the Information/ desk I would like to create under the staircase in order to assist patrons in finding out where to go. Would also take library card application and assist patrons in placing holds, plus other minor library duties. Classification 3025, Grade 9, \$

System Administration Support Specialist – Go from half time to full time (30 hours to 40 hours). Handle increased technology demands due to DRA and the Gates grant. Classification 3131, Grade 15, \$

Management Pay Plan

Minimum

Classification	Level	City	Library	Difference	Requested Change
Administrative Personnel	1	\$23,338	\$21,388	\$1,950	\$22,038
Office Manager	2	28,006	24,561	3,445	25,709
Information Specialist	3	32,961	28,204	4,757	29,789
Division Head 2	4	39,553	30,554	8,999	33,553
Division Head 1	5	47,463	35,255	12,208	39,324
Assistant CL	6	56,956	42,683	14,273	47,440
City Librarian	7	61,469	4,000*	+2,531	61,000

*Starting salary of current City Librarian

Maximum

Classification	Level	City	Library	Difference	Requested Change
Administrative Personnel	1	\$36,175	\$30,372	\$5,803	\$32,306
Office Manager	2	43,409	34,877	8,532	37,721
Information Specialist	3	52,737	40,051	12,686	44,279
Division Head 2	4	63,285	43,385	19,900	50,018
Division Head 1	5	75,942	50,062	25,888	58,691
Assistant CL	6	91,130	60,609	30,521	70,782
City Librarian	7	101,425			85,000

12/11

Changes to Management Benefits

BENEFIT	CURRENT	PROPOSED	CITY	INCREASE
Sick Time	1 day per month	5 days per year on hire	10 days per year on hire + 1 per month	5 days
Physicals	0	Up to \$100 per year	Up to \$275 every 2 years	\$100
Vacation	1 year = 2 weeks 9 = 3 16 = 4 Librarians = 4	8 years = 3 weeks 15 = 4 20 = 5 Librarians = 5	1 year = 3 weeks 10 = 4 20 = 5	1 week
Tuition Reimbursement	Up to \$650/year	Up to \$850/year	Up to \$1000/year	\$200
Service Recognition Paid on anniversary date	5+ years = \$5/year	3+years = \$5/year 10+= \$10 15+= \$20 20+= \$30 25+= \$40	1-9 years = \$5/year 10-14=\$10 15-19=\$20 20-24=\$30 25+= \$50	\$5935
Life insurance	\$5,000	0	\$5,000+amount = to annual salary	0
Dental Insurance	Employee pays full cost	0	Employee pays full cost	0
Dependent Health Insurance	Employee pays 30%	Employee pays 15%	PPO plan pays all CMM plan pays \$37.85	\$

12/01

A library can reach out to its entire community through programming. Programs publicize the library, introduce special groups to library materials and services, and provide information and recreation. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their parents to use the library and its resources. Programs for young adults identify resources that help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs can reintroduce the newly retired to a library that has grown during the years that they did not have time to use it.

If the library opens its meeting rooms, display cases, and other exhibit areas to nonlibrary-sponsored programs and nonlibrary-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. This policy as well as other library policies should be reviewed by the library's attorney.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- 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 2.1.
- 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.)

Supplemental Standards

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

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