

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 20, 2003 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of October 16, 2003
- III. Communication from the public
- IV. City Librarian’s report
 - a. Introduction of division head
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of November 6, 2003
 - b. Finance and Properties Committee
 - i. Approval of bills for October 2003
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on November 2003 meeting
 - d. Friends of the Library
 - i. Meeting of November 13, 2003
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter V: Reference, Reader’s Advisory, and Bibliographic Instruction
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
October 16, 2003

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mrs. Moore made a motion to approve the minutes of September 18, 2003. The motion was seconded by Mrs. Greanias and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher received written communication from Timothy Wright concerning handicapped parking spaces. Ms. Fisher will work with Mr. Harris to create more handicapped parking.

IV. CITY LIBRARIAN'S REPORT

Ms. Fisher introduced Scott Pointon, Head of the Extension Division. Mr. Pointon spoke about the activities of his division.

The City Librarian's written report was previously mailed.

Ms. Fisher reported that the union has issues with answering the telephones on Sundays.

An updated brochure for the Lincoln exhibit is being distributed.

Ms. Fisher said that 40-45 people attended the cooking demonstration on Saturday, October 11. A television crew also attended.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

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

The committee did not meet.

Rolling Prairie Library System: Mrs. Greanias had no report.

Friends of the Library: The Friends met October 9, 2003. Mrs. Krigbaum reported that the quilt is hung on the south wall on the main floor in its new case.

Foundation: The Foundation Board of Directors did not meet. The next meeting is scheduled for October 27, 2003.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IV, Collection Management, was reviewed. Ms. Fisher reported that the library's collection management policy is being rewritten.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Ms. Fisher reported that she showed the lease space to another group.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:25 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant

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

CITY LIBRARIAN: The library had several positive pieces in the H & R including an editorial. In addition to my regular meetings, I attended a meeting at the State Library with Karen on statewide cataloging standards, the Chamber Small Business breakfast and the Baby Talk awards dinner where the library received a "Friend of the Family Award." I met with Union, talked to two patrons about library issues and was interviewed by Dr. Guillory for an article he is writing on reading habits of the American public.

LINCOLN: Lincoln is here! He arrived on the Mayflower Friday. Larry will block off the gallery area and assemble the display this Friday. Plans are progressing for the Grand Opening on Monday. We have gotten many responses with our RSVP's, mostly no's. The positive outcome is that I have talked to nearly everyone in state government or their representative. The Kent Tucker appraisal was sent in your committee packet concerning library holdings. The promotional campaign has kicked into high gear. For a taste of what we are offering you can look at our Lincoln site <http://www.decaturlib.il.us/lincoln/foreverfree.htm>

PROJECT NEXT GENERATION: Carol, Sandi and I met with Bob Long of the Illinois State Library. He will be our PNG curriculum director. The PNG web page can be found at <http://findit.sos.state.il.us/nextgen/index.htm>

DYNIX: The department heads have installed the Computer-Based Training (CBT) CD's on their computers and are now looking at the new system. The train-the-Trainer program will begin in February. RPLS has allotted 2 spots for DPL. The fees for User's Group will go up slightly this year and again next year.

FOUNDATION: The Foundation met on October 27th and has a balance of \$37,361.85 as of that date. They also voted to put \$20,000 in a rising CD. Marilyn and I will get a get out a letter this week asking previous foundation donors to donate again with the focus on programming. The next meeting will be January 26th @ 4:30.

FRIENDS: The Friends have paid their final \$10,000 contribution to the Foundation. They also received a "Friend of the Family Award" at the Baby Talk dinner.

STAFF: We are waiting for notification that the candidate for the part-time custodian position has been approved by the city.

ADMINISTRATION: The gate count was up for the month 4.7% and for the year 9.4%. The administration hearing is set for January 14th. Administration staff is receiving training on the new Munis accounting system for the city.

ADULT DIVISION: The Arc View software that was purchased with an LSTA grant has been installed on the Government Documents computer. The pages have completed the shelf reading of the non-fiction collection and will start on reading on the fiction collection next. Len completed evaluating the Adult New Reader's collection. Sue served on the steering committee for the Writer's Fair. Carol served as a Judge for the teen writing contest. Dayle spoke to the Forsyth Historical Society. Nearly everyone has been involved in the Lincoln project in some way. There were 129 visitors to the Local History Room.

CITY LIBRARIAN'S REPORT

November 10, 2003

Page 2

BUILDING DIVISION: Larry found and plugged another uncapped vent pipe that was missed during construction. This involved cutting a hole in the drywall and trying to locate the pipe in Scott's office. Larry's first hole was 6 inches from where he needed to be. The garbage dumpster was set on fire again. We are now locking the gates every night. No major breakdowns of equipment or vehicles this month.

CHILDREN'S DIVISION: We participated with Project Success and McDonald's in the "Family Reading Challenge." Five story times on Thursday evenings in October were attended by 111 people. Ronald McDonald did a show in the story room. Sixteen programs were attended by 359 people and sixteen groups visited the library bringing in 296 people. Eight more groups used the library, but needed no special help from the staff.

CIRCULATION DIVISION: We have begun to schedule Microsoft classes with Junie for the circulation staff. We have loaded the program the city uses to determine if an address is within the city limits before we were calling the city engineers. This is much more convenient and Matt has already improved it for our use. There were 463 new cards issued in September.

EXTENSION DIVISION: A wireless doorbell was added to bookmobile 548 to let staff know if patrons need assistance with the door. Scott spoke at the Great American Bookmobile and Outreach Services Conference. Twenty-four volunteers donated 246 hours this month.

GATES COMPUTER LAB: We had 171 people attend one of the 9 different classes we offered this month.

SYSTEMS ADMINISTRATION: Windows XP Pro has been added to the circulation and technical division computers. We are busy installing the Dynix Client on all our computers in advance of the merge. The main floor has been set up to be wireless. Matt is chairing the email committee for RPLS.

TECHNICAL DIVISION: We are working on clearing up c-fly items belonging to us. There were approximately 700 items, mostly periodicals that needed to be cataloged. We have noticed cataloging records that have been incorrectly merged and records changed after we have entered them. This has been reported to the Governing Board and RPLS. There are 84 carts awaiting ordering. This department is finally fully staffed again, after several lengthy illnesses.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

November 10, 2003

Personnel, Policy & Public Relations Committee
November 6, 2003

Garry Davis called the meeting to order at 4:30 p.m. Members present: Mr. Davis, Carol Craig, Sally Krigbaum, and Linda Rowden. Absent: Sherri Arnold. Staff present: Lee Ann Fisher.

Appraisal of Lincoln items: Ms. Fisher went over the appraisal prepared by Kent Tucker and presented her thoughts on the matter. The committee then discussed various options and philosophies of what action would be best for the library. The committee decided to recommend to the Board that the Barnwell photograph be sold and the other items be kept by the library for the time being.

Union contract: Several issues were brought up for possible inclusion in the next contract. The Union and Management have tentatively agreed to come to the table in early December to start the talks.

Other business: The library staff holiday party will be held on Saturday, December 6th from 6:30- 8:30 at Ms. Fisher's home.

There was no other business. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher, City Librarian

W K Tucker Appraisals & Sales
1737 Gleason Drive
Rantoul, IL 61866
(217)893-0998(home and fax)
(217)893-1661(office)

TO: [Faded]

FROM: [Faded]

DATE: [Faded]

TO: Decatur Public Library

100 North Franklin Street

Decatur, Illinois 62523-1307

RE: [Faded]

I have completed the appraisal for selected items from the Decatur Public Library's collection.

The appraisal includes my opinion on the items which I examined at the library on September 26, 2003.

The values assigned to the items are the values if the items were offered for retail sale on the current date. The total Value of the selected items is \$373,975.00.

I thank you for the opportunity to examine these items, some of which are exceptionally important examples of [Faded]

If you have questions, please contact me.



W K Tucker
1737 Gleason Drive

Rantoul, Illinois 61866

(217)893-0998 (home and fax)

(217)893-1661 extension 224 (office)

APPRAISAL

1. ~~Image~~ 24" x 31". Currier and Ives image of Lincoln, captioned "Honorable Abraham Lincoln of Illinois National Republican Candidate for Sixteenth President of the United States", some defects.

\$300.00

2. ~~Stone Prototype~~ model for Boris Lovet - Lorski statue of Abraham Lincoln which stands in front of the Macon County Courthouse.

\$35,000.00

3. ~~Painting~~ D Morey painting of log courthouse, 20" x 14", oil, 1968.

\$175.00

4. ~~Painting~~ G. S. (George) Foster of second courthouse, 22 1/2" x 19 1/2".

\$175.00

5. ~~Abraham Lincoln~~ DS, Appointment of C. S. Emery to Assistant Quartermaster of Volunteers with rank of Captain, signed also by Secretary of War E. S. Stanton and ~~James Thomas~~, March 1, 1864, light ink.

\$3,250.00

6. ~~Mask~~ said to be used by Abraham Lincoln at New Salem, marked "Child, Pratt & Co.", 12 1/2" long including 4" wood handle, with stand.

\$2,500.00

7. ~~Book~~ Samuel. English Grammar in Familiar Lectures, Robert B. Collins; New York, stereotype edition.

\$75.00

8. ~~(Abraham Volk)~~ Life mask by Leonard Volk, 1860, later edition, 8" wide x 11" high x 3" deep, stained and chipped on chin, forehead, jaw and left cheek, plaster.

\$2,500.00

101 (Abraham Lincoln), photographic glass positive of negative of E. A. Barnwell
photograph, 5 1/2" x 4 1/2".

\$5,000.00

102 (Abraham Lincoln), E. A. Barnwell photograph of Abraham Lincoln 5" x 7" oval,
framed with oval image on rear of Barnwell's mother, 1860.

\$325,000.00

My opinion the values assigned to these items are values which can reasonably be
expected if the items were offered for retail sale in the current open market. Total value
of items is \$333,975.00.


William Kent Tucker


Date

1157 Gleason Drive

Shannon, Illinois 61866

(217) 895-1998 (home)

(217) 895-1998 (fax)

Board of Trustees

November 28, 1947

The regular meeting of the Board was called to order at 4:03 o'clock.

Members present: Mr. Knuth, presiding, Mrs. Evans and Mr. Nalefski.

The Minutes of the previous meeting were read and approved.

The Librarian's report for October was read and ordered filed.

Mr. Knuth read the resignation of Mr. Charles Imboden who has served the Library as Trustee since his appointment in 1941. The motion was regretfully made by Mrs. Evans and seconded by Mr. Nalefski that this resignation be accepted.

The Librarian reported that the Hamilton Electric Company said nothing could be done about our outside lights until after the holidays because of the extra load the City is carrying on its downtown Christmas lights. It is believed that these lights can eventually be installed and fed from I. P. C. lines for about \$1,000 although this would have to be checked with the Illinois Power Co. as the City lines are overloaded as it is.

She reported that the J. J. Swartz and Co. had agreed to be responsible for any damage to the concrete work by frost.

She also reported that she had talked with Mr. Merris, the City Attorney, on the 26th regarding the possible advantages of our Library being made a county library and asked him if it were true that citizens of a city could be taxed double if the Library were a county institution. He told her that he would make a study of the situation and report back.

She believes that the Dennis Company has at last sealed the leaks in the roof over the cataloging room.

It was unanimously agreed that the Library should be closed on the following holidays: January 1 - New Year's (Closed New Year's Eve at 5:00 p.m.) February 22 - Lincoln's Birthday; Good Friday (Three hours only, 12:00 to 3:00 p.m.) May 30 - Memorial Day; July 4th - Independence Day; September - Labor Day; November 11 - Armistice Day; November - Thanksgiving Day; December 25 - Christmas (Closed Christmas Eve at 5:00 p.m.)

A suggestion made by Miss Wolfe that a church choir be invited to sing carols from our balcony some evening during Christmas week was discussed, and the Librarian was instructed to ask Paul Swarm, Choir Director of the Baptist Church to bring the choir on the Tuesday evening before the Holiday. This would be the Library's contribution to the civic holiday celebration.

The Librarian told the Board that the City Electrical Department had agreed to give the Library enough greens to entwine the balcony columns if there were any left after the city light posts were decorated, and that the local Garden Club had agreed to decorate the building.

November 28, 1947

- 2 -

She also reported that on Monday, November 10th Miss Grace Barnwell, a retired schoolteacher of Lincoln, had presented the Library with a portrait of Abraham Lincoln which her father had taken in Decatur the day before the Republican convention endorsed him for the Presidency. The portrait had been sent to Jay Monaghan, Illinois State Historical Librarian, for identification. Mr. Monaghan has assured us that it is a new portrait and has asked us to give it to his Library for their permanent collection. The Librarian told him that the picture could not be given to any agency without the recorded permission of the Board of Trustees.

She asked the Board's permission to remove from the Library walls the dark steel engravings and to replace them by long term loans of colored oils which she hopes to secure from the Barn colony. The Board voted that she do with the pictures as she thinks best.

She mentioned that Mr. Chandler of the Park Department had gone over the grounds with her and the Head Janitor and had agreed to furnish shrubs including a redbud tree from the Park Commission's nursery. They also agreed to order a hard maple, a red leaf oak and a weeping willow, not to exceed eight dollars each, these to be transplanted after frost.

She reported that the Janitors had begun to paint all iron work and outer doors in an effort to preserve our property. Much of the grill work on the basement windows has rusted through it appears. She expressed concern about the condition of the basement walls at the Evans Branch where the creosote solution used by the Continental Exterminating Company in June, 1946 is staining the plaster walls. Efforts to contact the Company at their main office in this city have failed. The Decatur Credit Rating Bureau said that they had no record of the concern and that it was their opinion that it was a fly-by-night organization that moved into a city, obtained all possible sales and moved on. Efforts are being made to contact them at their Branch office in Carbondale.

Respectfully submitted,

Muriel E. Perry
Muriel E. Perry
Secretary

November 19, 2003

CHAIRMAN OF THE PERSONNEL AND POLICY COMMITTEE REPORT
WITH RESPECT TO ARTIFACTS

What began as a fairly routine audit, inventory, cataloging and discussion of preservation of Lincoln Artifacts as turned into a significant policy decision that the Board of Trustees must make.

The appraisal of WK Tucker of the Decatur Public Libraries artifacts with respect to Abraham Lincoln was presented to the Personnel Committee on November 6th.

It is the consensus of the Personnel Committee with respect to the artifacts (1) and (2) as follows:

1. Librarian Lee Ann Fisher advises that the Friends of the library are contributing a display case for the Lincoln Prototype statue. The statue will be displayed in the main part of the library. It is believed by the librarian and the committee that significant security would be available to continue to keep this statue. Further, the statue is of significant contact with Decatur, Macon County, Illinois and it is the recommendation of the committee that this statue be retained.
2. With respect to the remaining articles and artifacts with the exception of the Barnwell photograph and negative it is the recommendation and consensus of the committee that these artifacts be retained until future decisions can be made with respect to such artifacts as to their display, retention or sale.
3. The Barnwell photograph of Lincoln and the glass positive presents a significant concern to the Trustees. Its appraised value was a conservative value and it would be thought it to bring 30 to 40 percent more at auction. First, it is the Committee's recommendation that no decision be made with respect to this photograph until Carol Craig who has a Lincoln contact in Chicago can discuss the matter with him as to aspects of preservation, marketing, alternatives to marketing and alternative approaches to utilization of the photograph.

Many aspects come into play with respect to the photograph. There is the traditional aspect of the photograph and the relationship of the county of Macon to Lincoln. In addition there is the mission of a public library. Is a public library mercenary? The mission statement of our library "is to provide access to and promote the use of materials that serve the informational,

recreational, educational and cultural needs of the community". Does the retention and maintenance of the photograph fall within this mission statement? Would the patrons of our library be better served with the use of funds secured from the sale of the photograph towards library projects such as the history collection? Does the library have a duty to preserve a gift to it for the benefit of the citizens of Macon County. Can the photograph be sold at all and particularly at auction where a private collector might secure the same? The Committee presents the following options to the Board of Trustees for discussion. There may well be additional options:

- (a) Keep the photograph as it has been kept for a number of years.
- (b) Keep the photograph and periodically display the photograph and other Lincoln artifacts. If this option is selected the correct preservation of the photograph would need to be explored and in addition any public display security would have to be considered.
- (c) Donate the photograph to State of Illinois at the new Lincoln Library or State Historical Society. Or donate the photograph to the Macon County Historical Society. If the latter was to be entertained concerns would have to be addressed as to the Macon County Historical Society's ability to preserve, protect and display the photograph. As to a donation to the State of Illinois/Lincoln Library, I have heard mixed comments. There are those of Macon County who say that the State's Historical Society as in effect "looted" Macon County and other counties of their Lincoln Artifacts and no consideration should be given to such a donation. On the other hand, I have heard comments that the appropriate place for such an artifact of the significant value and singular rarity would be with the State of Illinois/Lincoln Library.
- (d) Hope to secure a benefactor to the State of Illinois who would finance the purchase of the photograph so that the photograph would remain with the State of Illinois/Lincoln Library
- (e) There apparently is a way to make copies of the photograph and market those copies. Apparently, the marketing of copies from a direct original photograph can provide significant income. Carol Craig will have to address what potentially might be generated by this approach.
- (f) Public auction of the photograph through a recognized auction facility. This approach would more than likely generate the most income from the photograph to be used for specific library projects but would not assure permanency to the photograph.

(g) Other options?

There does not appear to be any urgency in any decision making. We as library trustees must be fully cognizant of the mission of a public library to all of its patrons and also must be fully cognizant of obligation to the citizens of Decatur and Macon County.

Respectfully submitted

Personnel Committee,

DATE	NUMBER	AMOUNT	AVENUE	DESCRIPTION
10/08/2003	165983			MEDICAL INSURANCE
10/08/2003	165984			LIFE INSURANCE
10/08/2003	165985			WORKERS COMPENSATION
10/08/2003	165986			RETIREMENT-IMRF
10/08/2003	165987			MEDICAL INSURANCE
10/08/2003	165988			WORKERS COMPENSATION
10/08/2003	165989			RETIREMENT-IMRF
10/07/2003	165990	151.55		TELEPHONE
10/07/2003	165991	113.81		POSTAGE
10/07/2003	165992	1,820.00		TELEPHONE
10/07/2003	165993	300.00		MATERIAL-BLDGS
10/07/2003	165994	29.79		TELEPHONE
10/08/2003	165995	677.00		SMALL CAPITAL ITEMS
10/08/2003	165996	225.61		SERV-BUILDINGS
10/08/2003	165997	385.00		COMPUTER SOFTWARE EXPENSE
10/08/2003	165998	55.30		SERV-OFFICE EQUIP EXPENSE
10/08/2003	165999	20,850.00		COMPUTER SOFTWARE EXPENSE
10/08/2003	166000	441.50		SERV-BUILDINGS
10/08/2003	166001	17.50		MATERIAL-BLDGS
10/08/2003	166002	1,893.50		COMPUTER SOFTWARE EXPENSE
10/09/2003	166003	291.94		GASOLINE
10/06/2003	165999	330.02		OTHER PROFESSIONAL SERVICES
10/09/2003	166004	908.37		SERV-BUILDINGS
10/13/2003	166005	341.17		COMPUTER SOFTWARE EXPENSE
10/09/2003	166006	399.94		SMALL CAPITAL ITEMS
10/09/2003	166007	5,695.04		COMPUTER SOFTWARE EXPENSE
10/13/2003	166008	1,092.95		SMALL CAPITAL ITEMS
10/13/2003	166009			PRINTING AND BINDING
10/13/2003	166010			TELEPHONE
10/13/2003	166011	18,550.59		ELECTRICITY
10/13/2003	166012	333.61		BOOKS AND PERIODICALS
10/13/2003	166013	69.30		SERV-BUILDINGS
10/16/2003	166014	100.00		OTHER PROFESSIONAL SERVICES
10/16/2003	166015	2,000.00		OTHER PROFESSIONAL SERVICES
10/16/2003	166016	2,000.00		OTHER PROFESSIONAL SERVICES
10/17/2003	166017	330.20		MAG/PAGE
10/22/2003	166018	1,030.94		POSTAGE
10/28/2003	166019	195.92		PROFESSIONAL SUPPLIES
10/28/2003	166020	101.41		OFFICE SUPPLIES
10/28/2003	166021	370.00		OFFICE PROFESSIONAL SERVICES
10/28/2003	166022	292.00		JANITORIAL SUPPLIES
10/28/2003	166023	190.30		OFFICE SUPPLIES
10/28/2003	166024	5,433.47		SMALL CAPITAL ITEMS
10/28/2003	166025	420.00		MAG/PAGE
10/28/2003	166026	533.69		OTHER PROFESSIONAL SERVICES
10/28/2003	166027	42.48		COMPUTER SOFTWARE EXPENSE
10/28/2003	166028	28.49		CONFERENCES AND OTHER TRAVEL
10/28/2003	166029	210.89		OFFICE SUPPLIES
10/28/2003	166030	370.00		OFFICE SUPPLIES
10/29/2003	166031	292.00		JANITORIAL SUPPLIES
10/29/2003	166032	190.30		OFFICE SUPPLIES
10/29/2003	166033	29.25		OFFICE SUPPLIES
10/29/2003	166034	15.82		CONFERENCES AND OTHER TRAVEL
10/29/2003	166035	63.18		CONFERENCES AND OTHER TRAVEL
10/29/2003	166036	291.84		OFFICE SUPPLIES
10/29/2003	166037	63.37		OFFICE SUPPLIES
10/30/2003	166038	630.95		TELEPHONE
10/31/2003	166039	1,808.29		MATERIAL-BLDGS
10/01/2003	166040	1,808.29		BOOKS AND PERIODICALS
10/01/2003	166041	1,808.29		BOOKS AND PERIODICALS

30700-103 OPL INTEREST-CANTORH TRUST
 30700-104 OPL INTEREST-MEYER
 30700-105 OPL DISTRIBUTION FR BRIDGE 5 TRUST
 30700-142 INTEREST-DONATIONS

TOTAL 285.06 2,738.50 1,496.81 5,477.00 3,980.19 27
 OTHER INCOME
 30800-805 CONTRIBUTIONS AND DONATIONS 1,621.53 6,000.00 4,378.47 27
 TOTAL 1,621.53 6,000.00 4,378.47 27

FUND TOTAL 394,565.72 378,190.00 16,375.72- 104

TRANSFER FROM OPL 100 100 100 100 100 100
 TOTAL 100 100 100 100 100 100

STATE REVENUE BY 2003-2004
 COUNTY OF...
 COUNTY...
 COUNTY...

UNREALIZED BALANCE %
 REAL

ANNUAL BUDGET

ACTUAL

118,056.00 21.31 100
 271,331.00 185.00 100
 1,892.69 369
 22,678.00 112
 366,014.07 698.93 99

25,433.31
 25,433.31

1,250.00 796.96 36
 4,000.00 2,962.30 25
 227.00 221.27
 5,477.00 3,980.19 27

6,000.00 4,378.47 27
 6,000.00 4,378.47 27

378,190.00 16,375.72 104

114,034.69
 271,519.00
 1,893.69
 25,433.31

25,433.31
 25,433.31

453.04
 1,037.70
 5.73
 .34

1,621.53
 1,621.53

394,565.72

13,029.00
 13,446.50
 .50
 11,339.00

.00
 .00
 .00

625.00
 2,000.00
 113.50
 .00

3,000.00
 3,000.00

189,095.00

.00
 .00
 .00
 .00

.00
 .00

85.36
 198.11
 .59
 .00

.00
 .00

285.06

CONTRIBUTIONS AND DONATIONS

TOTAL

FUND TOTAL

INVESTMENT INCOME

TRUSTS
 TRUSTS
 TRUSTS
 TRUSTS

TOTAL

OTHER INCOME

TOTAL

10/31/2004

FUND 20 DECATUR PUBLIC LIBRARY

UNENCUMBERED PRCNT BALANCE

ENCUMBRANCE

215,148.23	215,148.23	0.00	215,148.23	0.00	9,077.64	9,077.64	118.9
10.45-	10.45-	.00	10.45-	.00			45.9
599.13-	599.13-	.00	599.13-	.00			
49.96-	49.96-	.00	49.96-	.00			
214,488.69	214,488.69	.00	214,488.69	.00			46.0
1,644,034.56	1,648,071.13	4,036.57	1,648,071.13	4,036.57			50.6

** DIVISION TOTAL **

06A010

C I T Y O F D E C A T U R

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

41000 LEASE EXPENSES

FUND 20 DECATUR PUBLIC LIBRARY

10/31/2003

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

CONTRACTUAL SERVICES

231 ELECTRICITY

5,575

.00

.00

2,787

5,575.00

.00

5,575.00

OTHER CHARGES

409 PRINCIPAL PAYMENTS

410 INTEREST EXPENSE

21,875

.00

.00

10,937

21,875.00

.00

21,875.00

** DIVISION TOTAL **

34,013

.00

.00

17,005

34,013.00

.00

34,013.00

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004
 FUND 92 PUBLIC LIBRARY-TRUSTS 10/31/2003
 UNENCUMBERED BALANCE COMM

ACCOUNT	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCENT COMM
900 BOOKS AND PERIODICALS	0	532.14	0	532.14	.00	532.14	
900 BOOKS AND PERIODICALS	0	532.14	0	532.14	.00	532.14	
900 BOOKS AND PERIODICALS	11,000	.00	5,500	11,000.00	.00	11,000.00	
900 BOOKS AND PERIODICALS	11,000	.00	5,500	11,000.00	.00	11,000.00	
900 BOOKS AND PERIODICALS	0	49.95	0	2,976.75	.00	2,976.75	
900 BOOKS AND PERIODICALS	0	49.95	0	2,976.75	.00	2,976.75	
** DIVISION TOTAL **	11,000	532.09	5,500	7,491.11	.00	7,491.11	31.9

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 2003-2004
 PAGE 111

ACCOUNT	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCENT COMM
43000 DPL-BRIDGES TRUST	227	1,100.00	113	873.00	.00	873.00	484.6
43000 DPL-BRIDGES TRUST	227	1,100.00	113	873.00	.00	873.00	484.6
43000 DPL-BRIDGES TRUST	227	1,100.00	113	873.00	.00	873.00	484.6
** DIVISION TOTAL **	227	1,100.00	113	873.00	.00	873.00	484.6

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 2003-2004
 PAGE 112

ACCOUNT	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCENT COMM
44000 DPL-DONATIONS FOR BOOKS	6,500	1,806.11	3,250	4,693.89	.00	4,693.89	27.8
44000 DPL-DONATIONS FOR BOOKS	6,500	1,806.11	3,250	4,693.89	.00	4,693.89	27.8
44000 DPL-DONATIONS FOR BOOKS	6,500	1,806.11	3,250	4,693.89	.00	4,693.89	27.8
** DIVISION TOTAL **	6,500	1,806.11	3,250	4,693.89	.00	4,693.89	27.8

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 2003-2004
 PAGE 113

Chapter V Reference, Reader's Advisory, and Bibliographic Instruction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

Reference service is the provision of information in response to a patron's question.

Reader's advisory service is guidance in selecting material appropriate to a specific patron's desires and needs.

Bibliographic instruction is service provided in response to a request by a patron either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document *professional reference service* refers to reference service provided by a person holding an MLS degree from an ALA-accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result, often lack the funding to hire a full-time qualified librarian, other approaches, such as the following, may be required.

mergers of several small libraries or library services

consortiums of several small libraries with one central reference library

system reference service with an 800 number

Illinois State Library reference service with an 800 number

contracts between small libraries and larger libraries for reference service

shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site

cooperative collection development in which the purchase of specific reference works is assigned to each library in the group

cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

Applicable Core Standards

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

Standard 2. 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 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See appendix 2.7 for *Code of Ethics*.)
- 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 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.

Supplemental Standards

1. 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 at both locations at all hours the library is open.
2. The library has a board-approved reference service policy developed by reference staff and administration. (See appendix 5.1 for a model reference service policy.)
3. The reference service policy is reviewed every three years.
4. The library participates in system-provided backup reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library provides easy access to an accurate and up-to-date community information resource file.

7. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
8. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
9. The library provides access to local and state maps.
10. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
11. The library provides voter information, including precinct boundaries and location of polling places.
12. The library provides information about local history and events.
13. The library has telephone books for the local calling area and any other frequently requested areas.
14. The library has all materials included in the list of basic reference materials. (See appendix 5.2.)
15. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. (See appendix 5.3 for evaluation methods.)

Bibliography

- ALA. *Guide to Information Access: A Complete Research Handbook and Directory*. New York: Random House, 1994.
- Balay, Robert, ed. *Guide to Reference Books*. 11th ed. Chicago: ALA, 1996.
- Bette, Mae. *Principles of Children's Services in Public Libraries*. Chicago: ALA, 1991.
- Connor, Jane Gardner. *Children's Library Services Handbook*. Phoenix, Ariz.: Oryx, 1990.
- Customer Service: More Than a Smile*. Towson, Md.: ALA Video/Library Video Network, 1993. VHS videotape.
- Does This Completely Answer Your Question?* Towson, Md.: ALA Video/Library Video Network, 1992. VHS videotape.
- Farmer, Lesley S. J. *Young Adult Services in the Small Public Library*. (LAMA Small Libraries Publications Series). Chicago: ALA, 1992.

-
- Greene, Ellin. *Books, Babies, and Libraries: Serving Infants, Toddlers, Their Parents and Caregivers*. Chicago: ALA, 1991.
- Katz, William A. *Introduction to Reference Work*. 5th ed. New York: McGraw-Hill, 1987.
- _____. *Reference Service Expertise*. New York: Haworth, 1993.
- Leshin, Cynthia B. *Internet Adventures: Step by Step Guide for Finding and Using Educational Resources*. Paradise Valley, Ariz.: Xplora, 1995.
- Patrick, Gay D. *Building the Reference Collection: A How-to-Do-It Manual for School and Public Librarians*. New York: Neal-Schuman, 1992.
- Pierce, Sydney J. *Weeding and Maintenance of Reference Collections*. New York: Haworth, 1990.
- Saricks, Joyce, and Nancy Brown. *Reader's Advisory Service in Public Libraries*. Chicago: ALA, 1989.
- Whitlatch, Jo Bell, ed. *Library Users and Reference Services*. New York: Haworth, 1995.