



DECATUR PUBLIC LIBRARY

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AGENDA

REGULAR MEETING

BOARD OF TRUSTEES

Thursday, December 19, 2019

4:30 p.m.

Decatur Public Library Board Room

I. Call to order – Donna Williams

II. Approval of agenda

III. Approval of minutes for November 21, 2019 Meeting

IV. Public comments – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes. No immediate response will be given by the Library Trustees or Library staff members.

IV. Written Communications from the public

V. City Librarian's report –Rick Meyer

VI. Reports of committees

A. Personnel, Policy & Public Relations Committee—Dr. Ngozi Onuora

- i. FOIA Report
- ii. Personnel Update
- iii. Equity, Diversity, Inclusion
- iv. Ethics Ordinance and Policy
- v. Trustee Facts File
- vi. Strategic Plan Update
- vii. Other

B. Finance and Properties Committee—Gregg Zientara

- i. Parking Lot

- ii. Capital Needs
- iii. November 2019 Check Register
- iv. 2019 Budget Review and Projection
- v. Travel/Conference Expense Detail
- vi. Other

C. Foundation—Rick Meyer

- i. Annual Appeal Report

D. Friends of the Library—Samantha Carroll

- i. December 12 meeting

F. Illinois Heartland Library System—Rick Meyer

- i. December 4 Executive Council Meeting

VII. Old Business

- i. Other

VIII. New Business

- i. Other

IX. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter 1: Core Standards

X. Adjournment

If you have questions please contact:

Rick Meyer, City Librarian
421-9713 or rmeyer@decaturlibrary.org

Circulation by Audience Physical & Electronic

	Nov-18	Nov-19	% of Total	Change	2018 Total	2019 Projection	Projected change	Prior 12 Months	Last 12 Months	(% of Total	Change
Number of Adult Materials Loaned	16,300	15,838	68.1%	-2.8%	223,457	209,798	-6.1%	224,466	210,693	66.6%	-6.1%
Number of Young Adult Materials Loaned	614	553	2.4%	-9.9%	11,219	9,273	-17.3%	11,329	9,381	3.0%	-17.2%
Number of Children's Materials Loaned	6,238	6,874	29.5%	10.2%	97,993	96,120	-1.9%	98,352	96,170	30.4%	-2.2%
Total Number of Materials Loaned	23,152	23,265		0.5%	332,669	315,191	-5.3%	334,147	316,244		-5.4%

Circulation by Material Type (Physical only)

	Nov-18	Nov-19	% of Total	Change	2018 Total	2019 Projection	Projected change	Prior 12 Months	Last 12 Months	(% of Total	Change
Books Loaned--Physical	14,252	14,104	60.6%	-1.0%	215,871	200,097	-7.3%	216,883	201,046	63.6%	-7.3%
Videos/DVDs Loaned--Physical	4,678	4,618	19.8%	-1.3%	61,722	59,845	-3.0%	62,371	59,997	19.0%	-3.8%
Audios, Including Music Loaned--Physical	1,257	1,161	5.0%	-7.6%	18,004	14,846	-17.5%	18,264	15,064	1.7%	-17.5%
Magazines/Periodicals Loaned--Physical	391	407	1.7%	4.1%	6,295	5,221	-17.1%	6,282	5,304	1.7%	-15.6%
Other Items Loaned--Physical	55	224	1.0%	307.3%	636	1,867	193.5%	644	1,802	0.6%	179.8%
Total Physical Item Circulation	20,633	20,514		-0.6%	302,528	281,875	-6.8%	304,444	283,213		-7.0%

Circulation by Material Type

	Nov-18	Nov-19	% of Total	Change	2018 Total	2019 Projection	Projected change	Prior 12 Months	Last 12 Months	(% of Total	Change
Use of Circulating Electronic Materials	2,519	2,751	11.8%	9.2%	30,141	36,604	21.4%	28,897	33,031	10.4%	14.3%

Total Circulation of Materials

	23,152	23,265		0.5%	332,669	339,995	2.2%	333,341	316,244		-5.1%
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Successful Retrieval of Electronic Information

	3,051	2,043	8.1%	-33.0%	30,791	38,328	24.5%	35,688	35,130	9.1%	-1.6%
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Electronic Content Use

	5,570	4,794	18.9%	-13.9%	60,932	74,932	23.0%	64,585	68,161	17.7%	5.5%
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Total Collection Use

	Nov-18	Nov-19	Prior 12 Months Last 12 Months December 1, 2018-November 30, 2019)								
Total Collection Use	26,203	25,308		-3.4%	363,460	356,807	-1.8%	397,926	384,405		-3.4%

Interlibrary Loans Provided To Other Libraries

	Nov-18	Nov-19	November %	Change	2018 Total	2019 Projection	Projected change	Prior 12 Months	Last 12 Months	(12-Month %	Change	2019 Projection
Interlibrary Loans Provided To Other Libraries	4,012	3,526	51.0%	-12.1%	47,608	46,019	-3.3%	50,906	46,341	53.5%	-9.0%	53.3%

Interlibrary Loans Received FROM Other Libraries

	3,111	3,389	49.0%	8.9%	39,902	40,295	1.0%	40,442	40,306	46.5%	-0.3%	46.7%
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Total ILL Transactions

	7,123	6,915		-2.9%	87,510	86,314	-1.4%	91,348	86,647		-5.1%
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Patron Registrations and Visitor Statistics

	Nov-18	Nov-19	November %	November Ch	2018 Total	2019 Projection	Projected change	Prior 12 Months	Last 12 Months	(12-Month %	Change in 12-Month Trend
New Patron Registrations	154	147		-4.5%	2694	2452	-9.0%	2691	2467		-8.3%
# of Visitors (Security Gate)	17346	16029		-7.6%	234443	229945	-1.9%	218253	230165		5.5%
# Visitors Lobby Counter		14455		#DIV/0!				0	65837		
Local History # of visitors	76	61		-19.7%	1017	797	-21.7%	962	780		
Adult Programs Active	577	326		-43.5%	8589	9228	7.4%				
Adult Programs Passive	0	0			0						
YA Programs Active	0	41		#DIV/0!	1039	946	-9.0%				
YA Programs Passive	0	0			0						
Children's Programs Active	516	844		63.6%	10584	20561	94.3%				
Children's Programs Passive	0	0			0						
Total Programs	1093	1211		10.8%	20234	30734	51.9%				
Public Sessions	2701	2355		-12.8%	0						
Wireless Sessions	587	912		55.4%	0						

Website Sessions	8575	11297	31.7%	0		
Unique Visits	5378	6913	28.5%	0		
Page Views	13893	44704	221.8%	0		
Self Checks	7745	7420	-4.2%	0		
Percentage of Self Checks	42%	43%	1.0%	0		
Assists Adult	3090	2785	-9.9%	44822	47591	6.2%
Assists Children	1308	1114	-14.8%	11349	16327	43.9%
Assists Local history	137	129	-5.8%	2013	1991	-1.1%
IT help calls	71	59	-16.9%	0		
Searches in Catalog	62338	75034	20.37%	0		
Number of Items processed	0	1709		0		
Number of Items Withdrawn from Collection	0	2053		0		
Number of mended items	0	282		0		
Number of items ordered	0	1052		0		
Number of records added to database	0	1427		0		



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**AN ORDINANCE IMPLEMENTING THE PROVISIONS OF THE
STATE OFFICIALS AND EMPLOYEES ETHICS ACT**

PREAMBLE

WHEREAS, the Illinois General Assembly has enacted the State Officials and Employees Ethics Act (Public Act 93-615, effective November 19, 2003, as amended by Public Act 93-617, effective December 9, 2003), which is a comprehensive revision of State statutes regulating ethical conduct, political activities and the solicitation and acceptance of gifts by State officials and employees; and

WHEREAS, the Act requires all units of local government and school districts, within six months after the effective date of Public Act 93-615, to adopt ordinances or resolutions regulating the political activities of, and the solicitation and acceptance of gifts by, the officers and employees of such units "in a manner no less restrictive" than the provisions of the Act; and

WHEREAS, it is the clear intention of the Act to require units of local government and school districts to implement regulations that are at least as restrictive as those contained in the Act, and to impose penalties for violations of those regulations that are equivalent to those imposed by the Act, notwithstanding that such penalties may exceed the general authority granted to units of local government to penalize ordinance violations; and

WHEREAS, it is the clear intention of the Act to provide units of local government with all authority necessary to implement its requirements on the local level regardless of any general limitations on the power to define and punish ordinance violations that might otherwise be applicable; and

WHEREAS, because the Act provides for the imposition of significant penalties for violations of said local regulations, it is necessary to adopt the required regulations by Ordinance rather than by Resolution;

NOW, THEREFORE, BE IT ORDAINED BY THE TRUSTEES OF THE DECATUR PUBLIC LIBRARY, AS FOLLOWS:

SECTION 1: The Trustees of the Decatur Public Library ("Library") hereby adopt the following as permanent Library policy:

ARTICLE 1

DEFINITIONS

Section 1-1. For purposes of this ordinance, the following terms shall be given these definitions:

"Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in section 1-3 of the Election Code (10 ILCS 5/1-3).

"Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

"Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.

"Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

"Contribution" has the same meaning as that term is defined in section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

"Employee" means a person employed by the Library, whether on a full- time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

"Employer" means the Decatur Public Library.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.

"Leave of absence" means any period during which an employee does not receive (i) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

"Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

"Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (i) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

"Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

"Prohibited political activity" means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

"Prohibited source" means any person or entity who:

(1) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;

(2) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;

(3) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or

(4) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

ARTICLE 5

PROHIBITED POLITICAL ACTIVITIES

Section 5-1. Prohibited political activities.

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Library in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (i) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Ordinance.

(e) No person either (i) in a position that is subject to recognized merit principles of public employment or (ii) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

ARTICLE 10

GIFT BAN

Section 10-1. Gift ban. Except as permitted by this Article, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Section.

Section 10-2. Exceptions. Section 10-1 is not applicable to the following:

(1) Opportunities, benefits, and services that are available on the same conditions as for the general public.

(2) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.

(3) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.

(4) Educational materials and missions.

(5) Travel expenses for a meeting to discuss business.

(6) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.

(7) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

(8) Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.

(9) Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties

of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.

(10) Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.

(11) Bequests, inheritances, and other transfers at death.

(12) Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this Section is mutually exclusive and independent of every other.

Section 10-3. Disposition of gifts. An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

ARTICLE 25

PENALTIES

Section 25-1. Penalties.

(a) A person who intentionally violates any provision of Article 5 of this Ordinance may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(b) A person who intentionally violates any provision of Article 10 of this Ordinance is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.

(c) Any person who intentionally makes a false report alleging a violation of any provision of this Ordinance to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.

(d) A violation of Article 5 of this Ordinance may be prosecuted as a criminal offense by an attorney for the Library by filing in the circuit court an information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Article 10 of this Ordinance may be prosecuted as a quasi-criminal offense by an attorney for the Library.

(e) In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Article 5 or Article 10 of this Ordinance is subject to discipline or discharge.

SECTION 2: This Ordinance shall be in effect upon its passage and approval.

PASSED THIS ____ DAY OF _____, 20__ BY THE FOLLOWING VOTE:

Trustee	Aye	Nay	Abstain-Absent
Donna Williams			
Samantha Carroll			
Louise Green			
Dr. Ngozi Onuora			
Michael Sexton			
Amy Stockwell			
Sofia Xethalis			
Gregg Zientara			



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City Librarian's Report for November 2019

Administration

- I continued to work with Becky Damptz on records management project. This has proven to be a far bigger project than either of us had anticipated.
- On the 6th I met with a representative from Recorded Books/RB Digital to discuss new digital library offerings.
- On the 8th I met with Bob Smith of Soy Capital Bank to discuss his possible appointment to the DPL Board of Trustees.
- On the 12th I held two staff meetings.
- On the 15th I had a virtual meeting with Tamara Jenkins of the Illinois Library Association (ILA) and Megan Millen of Joliet Public Library and the ILA Executive Board. The purpose of the meeting was to clarify the ILA Awards Committee's charge to standardize the award selection process across committees and forums. I am this year's chair of the Committee.
- Also on the 15th I met with a representative from GFI Digital.
- On the 19th I attended the City's annual Tax Incremental Funding Board meeting.
- On the 20th I held a virtual meeting of the ILA Awards Committee.
- I took a vacation during the week of Thanksgiving.
- Last month I reported on the number and cost of 2019 FOIA requests. Ascertaining this cost has proven to be more involved than I thought—it is essentially attorney's fees plus labor—but getting at the labor hours is the complicated part. I hope to have the total 2019 cost to the Board no later than the February meeting.
- Robert Edwards worked to train Betti Jo Heckwine in the skill of minutes writing.

Circulation

- **Please see statistical spreadsheet.**
- Part-time Library Page, Robert Davis successfully completed his probationary period.

Technical Services

- **See statistical spreadsheet**
- Division Head, Carol Ziese, continues to assist at Reference Desk, Local History, and Children's desks. Her processing pages have continued helping out with shelving.
- Carol continued to head the Staff Recognition Committee.
- Carol continued to play a key role in the TedX program.
- Carol attended the IHLS Members Day in Effingham.

Programs, Resources, and Services

- **Please see attached spreadsheet for statistics.**
- Alissa Henkel and John Schirle worked with Illinois Student Assistance Corps to bring Financial Aid for College programs to DPL.
- Tabitha Bilyeu worked with Patti Frietag from Circulation and Mike Lipka from Maintenance to make some necessary magazine shelving changes.
- Katie Eytchison continues to collaborate with Jerry Johnson from Decatur Area Arts Council for special touches for TEDx.
- Amanda Young and John compiled a list of books for Valerie Wells for an article about Christmas gift ideas in the Herald and Review.
- John worked with Carol Ziese from Technical Services on multiple relabeling and re-cataloging issues in J Fiction and paperbacks.
- John worked with Amy Edrington from Decatur Public School District 61 to support their “We Are Readers” challenge for 4th – 6th graders by developing a display and list for us to match.
- Kasey Steiling and Jennifer Pride from Circulation continue to collaborate on posters for the Circulation Desk.
- Alix Frazier and Door 4 Brewing presented Bad Art Night 3 and made the WAND news.
- Kasey attended IHLS Member Day in Effingham.
- Alix and Kasey worked on a Christmas Card for Christmas Card Lane for DAAC.
- Displays downstairs had a 68% turnover rate.

Systems Administration

- Matt Wilkerson replaced and rebuilt a failed hard drive on our file server. The drive contained all the Windows update files used by Library computers.
- He completed the purge of Rick and Robert’s emails older than 2018 on the email server and archive server.
- The monthly counts Matt reported for Bibliotheca people counter are correct, as far as, Bibliotheca is concerned. This seems unlikely to both Matt and I.
- Matt was off eleven days this month.
- **See spreadsheet for statistical information.**

Archives and Special Collections (formerly Local History)

- Department Head Becky Dampitz was interviewed by Julie Staley for the documentary she is putting together on A.E. Staley on November 21. Once the documentary is complete, the library will receive a copy.
- Becky, Library Assistant Leeann Grossman, and volunteer David Frahlman helped an author with his research on the Coca-Cola Bottling plants in Decatur. They will be mentioned in his next book about Coca-Cola, and the library will get a copy of the book.

- Leeann and Becky went to the Friends meeting on November 14th to ask for funds to have a holiday dinner for the volunteers. The Friends approved the request, and the dinner was held on December 4th at Tuscany.
- Becky helped Alix with Bad Art Night on November 22nd at Door 4. The patrons made ugly Christmas sweaters.
- Work continues on the birth record database. Many of the volunteers are working on this project.
- **Please see spreadsheet for statistics.**

Sincerely,

Rick Meyer

City Librarian

11/8	Robert/Rick Correspondence	Mr. Marc Girdler
11/12	Nancy Law retirement party emails, texts, receipts	Mr. Marc Girdler
11/14	Katie emails/security cam	"DPL Watchdogs"
11/16	email between Edwards/Getz	Mr. Marc Girdler
11/21	FOIA Cost/Moore Wolfe/Zientara	"DPL Watchdogs"

NATIONAL PUBLIC LIBRARY DEFINITION

Public library statistics are collected annually from more than 9,000 public libraries through the Public Library Statistics Cooperative (PLSC) for public library data and disseminated by the Institute of Museum and Library Services (IMLS).

Descriptive statistics are collected for all public libraries. Data is available for individual public libraries and is also aggregated to state and national levels.

In order to accurately compare public library data from all fifty states, every state has agreed to collect public library data using the “PLSC Public Library Definition” as detailed below:

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and,
5. is supported in whole or part with public funds.

INTRODUCTION

The *Serving Our Public 2.0* Task Force struggled in finding the balance between inclusivity and setting the bar at a meaningful level. The consensus of the task force is that a “one-size-fits-all” document is not plausible. Public libraries are largely locally funded and should be uniquely suited to the needs and resources of their communities and users. Nevertheless, it is in the public interest and the interest of the library community to have the word “library” signify certain standard conditions that one could expect to find. A library that does not currently meet one or more of the core or other standards might cite that deficiency in making a case for increased funding. Coming up to the standard might be the focus of one or more objectives in a library’s strategic plan. The staff and boards of libraries that meet basic standards might pose the query, “What makes a library effective?” and consider ways of enhancing the library’s effectiveness in serving its community. After reviewing the federal library standards and other states’ library standards, the task force outlined the following basic essential standards that all Illinois public libraries should work daily to uphold:

1. operate in compliance with Illinois library law;*
2. have an organized collection of information;
3. have written library policies approved by the library’s governing body;
4. have a fixed location(s) with posted regular hours of services;
5. have a trained, paid staff to manage the collection and provide access to it;
6. be supported in part or in whole by public funds; and,
7. have an identifiable library materials budget.

**Illinois law does also recognize contractual libraries.*

In addition to these essential standards, listed below are standards that have been enhanced and defined.

ILLINOIS PUBLIC LIBRARY CORE STANDARDS

- Core 1** The library provides uniformly gracious, friendly, timely, and reliable service to all users.
- Core 2** The library is established and operates in compliance with Chapter 75 of the *Illinois Compiled Statutes*.
- Core 3** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes*.
- Core 4** The library complies with all other state and federal laws that affect library operations. (See Appendix F)
- Core 5** The library adopts and adheres to the principles set forth in the American Library Association’s (ALA) *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices A, B, and C)

Chapter 1 [Core Standards]

- Core 6** The library adopts and adheres to the *Public Library Trustee Ethics Statement*. The library adopts and adheres to the *Code of Ethics of the American Library Association*. (See Appendices D and E)
- Core 7** The board of trustees adopts written bylaws that outline the board's purpose and operational procedures and address conflict-of-interest issues. (See Appendix H)
- Core 8** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator. (*For the purposes of this document, a qualified librarian is a person holding a Masters of Library Science (MLS) degree from an ALA-accredited program and/or actively participates in continuing education opportunities each year offered by the Illinois State Library, regional library systems, and the Illinois Library Association. Library boards and communities should strive to have a minimum of one staff member holding an MLS from an ALA-accredited institution.*)
- Core 9** The board of trustees meets regularly, in accordance with the *Illinois Compiled Statutes*, with the library administrator in attendance. All board meetings and board committee meetings shall comply with the *Open Meetings Act*.
- Core 10** The board of trustees has exclusive control of the expenditure of all monies collected, donated, or appropriated for the library fund and all property owned by the library.
- Core 11** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 12** The board of trustees annually determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 13** The library has a board-approved mission statement, a long-range/strategic plan, disaster prevention and recovery plan, collection management policy, personnel policy, technology plan, and other policies as appropriate to the library's operation. (See Appendices J, L, M, O, P, and R)
- Core 14** The library administrator presents written monthly reports, including statistics, on library operations to the board of trustees. In addition, monthly fiscal reports are presented by the library administrator and/or the library board treasurer.
- Core 15** The board of trustees annually reviews the performance of the library administrator.
- Core 16** The library is a member of an Illinois regional library system, fulfills the membership requirements of its system, is a responsible partner in the Illinois Library and Information Network (ILLINET), and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 17** The library provides access to resource sharing databases, participates in resource sharing by entering the library's collections into a regional, statewide, or national database, and actively promotes resource sharing via interlibrary loan and reciprocal borrowing.
- Core 18** The library utilizes a variety of methods to communicate with its community.
- Core 19** The library is located in a facility designed or renovated for library purposes and complies with all applicable local, state, and federal codes.
- Core 20** A library is open a minimum of fifteen hours per week according to the *Illinois Compiled Statutes*. Ideally, a library should be open twenty-five hours per week. The hours are scheduled for the convenience of the community the library is serving. (See Appendix N)
- Core 21** As a baseline, the library appropriates monies to major budget categories (personnel, benefits, library materials, other operating expenditures) using the *Illinois Public Library Annual Report* statewide percentages analysis.
- Core 22** The library board and staff promote the collections and services available to its community.
- Core 23** At least every five years, and more frequently if necessary, the library conducts a review to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.
- Core 24** At least every five years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the need.
- Core 25** The library board shall be in compliance with the *Open Meetings Act*.

2017-2021 ACTION PLAN



Goals & Strategies

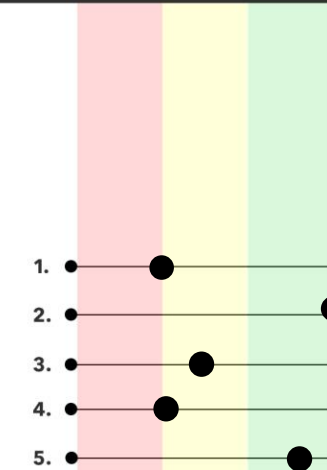
Progress

Comments

GOAL 1: WELCOMING ENVIRONMENT

Create a welcoming environment to increase use and the satisfaction of patrons

1. Develop a plan to rework the interior space, focusing on ease of use for customers, and flexible use of space in the future
2. Work with the City to provide options for repairing the parking lot, and creating a plan for the outlying building
3. Improve both exterior and interior signage
4. Enhance the appeal of the exterior entrance, lobby and interior entry area
5. Strengthen customer service and friendliness, particularly at the checkout and reference desk areas



- #1 The library has moved backwards on this to some degree. It is unclear how we will proceed.
- #2—Complete.
- #3—Currently working on a stopgap measure until #1 is resolved.
- #4 See #1.
- #5—Implementation of new measurement tool has demonstrated VERY positive results.

GOAL 2: ENGAGE COMMUNITY

Engage the broader community more fully

1. Create a public relations and marketing plan to increase awareness of the broad array of available Library services
2. Increase partnerships with colleges, businesses and community organizations to increase resources and improve awareness of the Library
3. Advance connections to local schools to promote Library use
4. Explore options to broaden outreach outside of the Library facility, particularly to under-resourced households

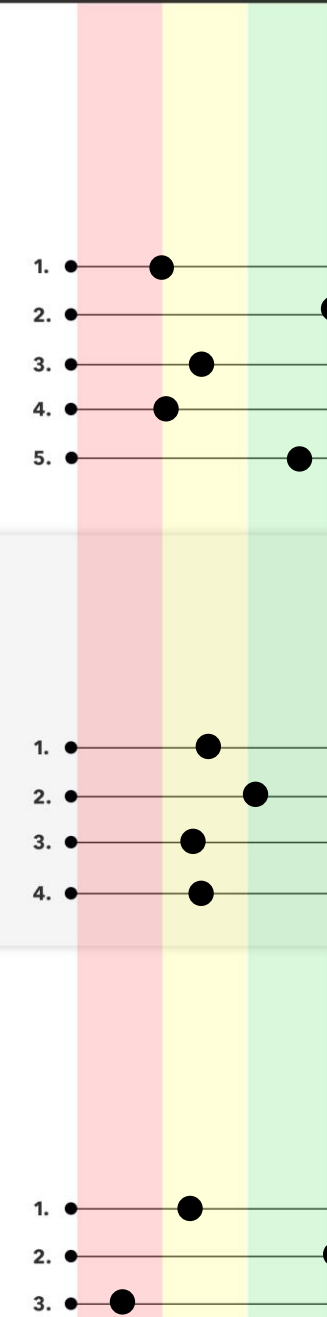


- #1—New website is launched. Marketing rejected by board and no other plan was offered. Administration will prioritize this for 1st quarter 2020.
- #2—12 partnerships active or in the works with 10 organizations.
- #3—Began going into schools to register kids for library cards. More can be done.
- #4—E-resource-only library cards are available. Other ideas in discussion phase.

GOAL 3: REMOVE BARRIERS

Work to remove potential barriers to Library use

1. Increase the diversity of the Library staff, board, and volunteers to better reflect the community
2. Examine options for eliminating or minimizing the deterrent effect of Library fines
3. Consider opportunities to develop remote access or return locations for materials



- #1—Beginning to articulate a strategic approach to this issue. There has been some increase in diversity of staff—not enough!
- #2—Decatur Public Library is now fine-free.
- #3—Not begun. This may not be feasible due to cost.

2017-2021 ACTION PLAN



Goals & Strategies

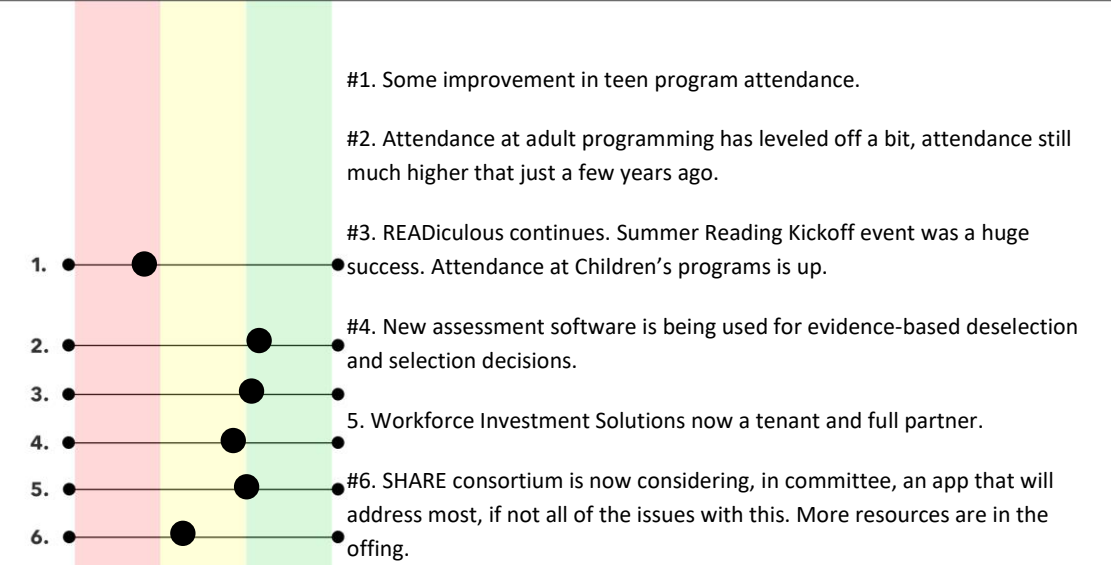
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Comments

GOAL 4: SERVICE & RESOURCES

Improve and enhance targeted areas of Library service and resources to expand and deepen use

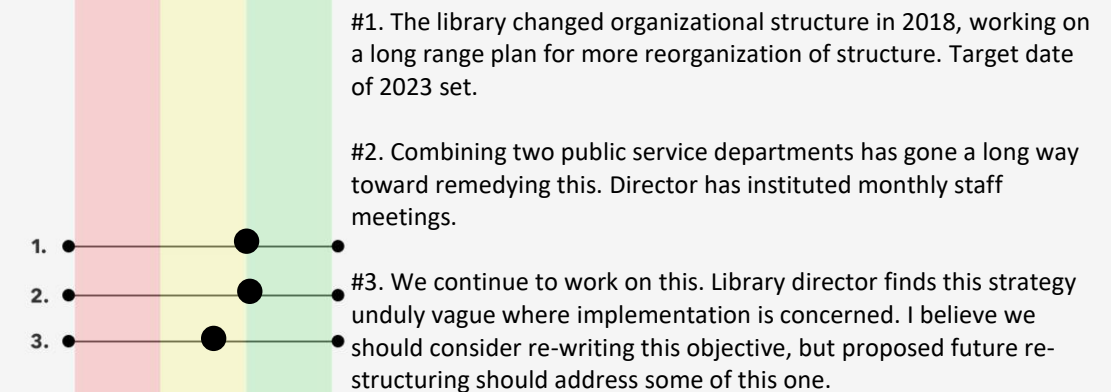
1. Advance teen service, through possible development of an on-going teen advisory group, creation of an engaging teen space, innovative teen programming, and/or increased teen-service staff
2. Expand adult programming, covering multiple formats and topics
3. Sustain and support existing, exceptional services for children
4. Continue the review of collections to better focus and match patron use and community needs
5. Working in partnership with other community providers, expand workforce and economic development services and resources
6. Improve digital access for patrons, including easier use of current computer and on-line services, increased digital collections, and acquiring new technologies as appropriate



GOAL 5: EXAMINE PRACTICES

Examine administrative and staffing practices to improve use of existing resources and the fulfillment of the Library's mission

1. Review effective organizational structures and practices of other libraries for possible implementation
2. Improve communication and connections between Library departments
3. Train and develop staff to work toward a more flexible and innovative workplace which, in turn, engages and delights patrons



OFF TRACK MAJOR ISSUES

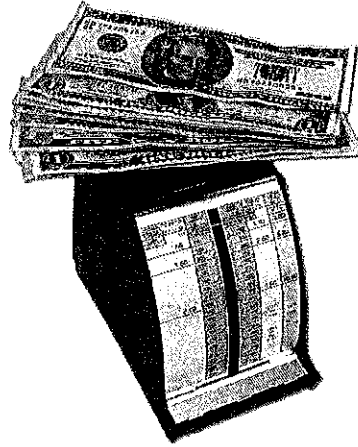
ON TRACK SOME ISSUES

ON TRACK NO ISSUES



Chapter 11

FUNDRAISING



The bulk of funding for public libraries in our communities comes from local property tax revenue. This is as it should be; public libraries are truly people's institutions, administered for the benefit of the local community and its residents.

Today, many local and state governments face mounting financial pressures, to which they often respond by curtailing the annual growth of public funding. Now more than ever, it is important for libraries to seek additional sources of funding through grants and fundraising campaigns.

For libraries experiencing financial limitations, library administrators should pursue relevant grant opportunities aggressively. For information about accessing federal and state grant money, see Chapter 10, "Budgeting and Financial Management."

Library trustees and staff should also consider fundraising options when the need to supplement standard appropriations looms large.

To Incorporate or Not?

In Chapter 10, "Budgeting and Financial Management," you read that a public library can receive charitable donations in its role as a sovereign political entity or part thereof. Donations vest in the library board of trustees, and the board becomes the special trustee of the donated property. No special legal steps or fees are required to raise funds on this basis.

Many libraries, however, find that they have strong incentives to set up a tax-exempt charitable foundation under Internal Revenue Service (IRS) Code §501(c)(3). Many donors, especially corporations and foundations, give only to IRS-qualified foundations to ensure the tax-deductible status of their contributions. Moreover, corporations offer employee matching-gift programs only to 501(c)(3) or similar incorporations. Because a foundation is permanent, its existence may encourage planned, annual giving as well as memorial or other bequests.

The downsides of the 501(c)(3) foundation are that the library must:

- allocate startup funds for fees related to setting up a foundation, including attorney fees, incorporation fees, and other costs.
- budget annual costs related to the foundation, such as attorney fees and preparation fees for tax returns and annual reports.
- provide staff to administer foundation activities as well as space dedicated to foundation operations.

An Alternative: The Fund for Illinois Libraries

For small libraries, the costs related to foundation incorporation may be too large to justify the foundation approach to fundraising. Similarly, libraries whose fundraising needs are largely focused on a one-time project such as a building program may not wish to incur the overhead of incorporating. Such libraries may be able to take an alternative approach by using the Fund for Illinois Libraries.

The Fund for Illinois Libraries, a 501(c)(3) foundation, was created by the Illinois Library System Director's Organization (ILSDO) to serve as a clearinghouse for corporations or individuals wishing to make donations only to tax-exempt foundations. ILSDO will process the original donation and issue a check to the library that the donor wishes to have the money. For more information, go online to http://www.illinoislibrarysystems.info/on_fund.html.

The Charitable Foundation

When the library board concludes that setting up a charitable foundation is in its best interests, the board is well advised to consult an attorney or CPA who has experience with tax-exempt foundations.

Additionally, a detailed description of the incorporation process is available online at the Illinois State Library Administrative Ready Reference Menu, http://www.cyberdriveillinois.com/departments/library/what_we_have/read_yref/index.htm; select **Charitable Giving**. Then select **Steps for Organizing a Not-for-Profit Corporation**.

A Board of Directors

A tax-exempt foundation is administered by its own board of directors. Choosing the individuals to serve on this board is critically important to the ultimate success of fundraising activities. This selection task typically falls to the library board of trustees.

Each candidate for membership on the foundation board of directors should be a responsible community member who is familiar with the role of the public library in the community and is willing to devote time to his or her foundation involvement. Foundation board members control investment of donated funds, so at least some of the members should have solid financial experience. Members should also have strong connections in the community so they bring a base of contacts for potential donors.

Fundraising Campaigns

As a trustee of a public library, one of your primary responsibilities is to advocate for resources that the library needs to carry out its mission. In other chapters of this

book, you have considered how to go about negotiating budgets with municipal officials or how to request state or federal grants. Your fiduciary role as trustee may also require you to go among your neighbors in the community to ask for money.

The library director shares fundraising responsibilities with members of the library board. Obviously board members and the director will want to coordinate their fundraising activities.

Small or mid-sized libraries will probably do best to dispense with the services of professional fundraisers. Donors may prove more generous if they feel that all their giving goes directly to support the library. On the other hand, a large library may need to rely on professional services.

As with other endeavors, fundraising requires careful, thoughtful planning. The way in which you and other library official approach the community "with hat in hand" could make a big difference in the ultimate results of a fundraising campaign. The following list summarizes points for conducting a successful fundraising campaign.

Tips for Successful Fundraising...

- Identify a specific monetary need. Develop a convincing justification for the need, and state it clearly and succinctly.
- Set and publicize a monetary goal for the campaign; the figure chosen should be feasible within the community's means.
- Budget costs for the fundraising campaign; these are likely to include publicity materials, media time for publicity, and perhaps personnel.
- Set up a campaign timetable with specific monetary goals aligned to specific "mileposts."
- Work to identify potential donors within the community. If possible, elicit commitments for significant contributions before publicizing the campaign. The campaign can then kick off with the announcement of "leading donors."
- Seek endorsements from community leaders.
- Carefully assign responsibilities for all aspects of the campaign; solicit volunteer support to as full an extent as possible.
- Develop attractive, interesting brochures, posters, gift cards, mailings, and other materials to publicize and implement the campaign.
- Plan exhibits in prominent public places.
- Implement an effective public relations campaign in community media before and during the campaign.
- Don't extend fundraising beyond the stated end date; it is more effective to start up a new campaign later than to break faith with the public by extending the end date.

From the Donors' Point of View

People's motivations for giving to charitable causes vary widely, but nearly all donors expect a few modest benefits in return. Most donors expect to receive some kind of acknowledgment of their gift. They want to feel assured that the money will be used for designated purposes and not be used up by incidental costs such as fundraisers' fees. They want to have confidence in the competence and propriety of the charitable organization's managers. And donors want to receive the maximum tax advantages allowed by law for their donations.

By considering fundraising activities from the donors' point of view, you and your fellow fundraisers on the board of trustees and the staff can maximize the appeal of a fund drive to potential donors. Put simply, you want your donors to feel great about the act of giving—so they will give and give again.

The following list identifies positive ways to communicate with your potential donor base in the community during a fundraising campaign.

Fundraising with Donors in Mind...

- Provide a clear statement of the goals of the campaign and what the library intends to use the money for.
- Publicize a positive, appealing message, rather than a negative message accompanied by scare tactics or prophecies of doom.
- Accept "no" as an answer; many people dislike being harassed by fundraisers and some will turn against even a worthy organization if it uses overly aggressive solicitation tactics.
- Be prepared to provide up-to-date financial reports of the library upon request.
- Be prepared to identify the board of trustees and library director upon request.
- Assure donors that their contribution will be treated confidentially and that data about them will not be given or sold to other organizations.
- Give donors the opportunity to use the widest possible variety of payment methods; accept pledges to pay within a specific period of time. Allocate staff to follow up on unpaid pledges, and build a 10-percent nonpayment rate into your financial calculations.
- Acknowledge every gift with a personalized "thank-you" letter, clearly stating the tax deductibility status of the gift.

Friends of the Library and Fundraising

Many public libraries are fortunate to have the support of a Friends of the Library organization. The range of activities of most Friends' groups can vary, but they are often focused on fundraising activities such as book sales, bake sales, or membership dues. To encourage donations, some Friends groups have established themselves as tax-exempt charitable foundations and have become very successful fundraising auxiliaries for the library. For best results, Friends, trustees, and the library director should carefully coordinate fundraising activities.

Resources

Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.

Grant Thornton, LLP. *Planned Giving: A Board Member's Perspective*, revised. Washington, D.C.: Board Source, 2003.

Greenfield, James M. *Board Source, Governance Series Booklets, #4: Fundraising Responsibilities of Nonprofit Boards*. Washington, D.C.: Board Source, 2003.

Herring, Mark Y. *Raising Funds with Friends Groups: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2004.

Schumacher, Edward. *Capital Campaigns: Constructing a Successful Fundraising Drive*. Washington, D.C.: Board Source, 2001.

Steele, Victoria, and Stephen D. Elder. *Becoming a Fundraiser: The Principles and Practice of Library Development*, second ed. Chicago: American Library Association, 2000.

Swan, James. *Fundraising for Libraries: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman Publishers, 2002.

Worth, George. *Fearless Fundraising for Nonprofit Boards*, revised ed. Washington, D.C.: Board Source, 2003.

Chapter 12

ADVOCACY



Get your crystal ball out of storage and dust it off. Which vision of the future do you see for your library?

The Bright Future	The Bleak Future
The library facility looks ample, well lit, and attractive. No signs of aging or wear are apparent.	The library facility is cramped and drab; obviously, no updating or renovation has been undertaken for a long time.
A number of staff members are in evidence, and they look relaxed and focused.	The one staff member on the scene looks harried and overwhelmed.
A random scan in the stacks turns up many titles published in the last 5 years, with few older than 20 years; items are neatly and properly arranged.	A random scan in the stacks reveals many distressed books with worn bindings and few books published in the last 5 years. Also, many items appear to be misshelved.
Plenty of computer workstations are visible in the patron area; most, but not all, are occupied.	The two computers available for patrons look outdated, and one appears to be out of order; at the other is a long line of irritated patrons.
The line at checkout is short and moves quickly; several checkout stations are staffed, and the entire circulation operation seems to be humming with efficiency.	Patrons lined up at the checkout desk are subject to a heated exchange between a library staff member and a patron who claims that a recently returned book was not checked-in properly.

As a library trustee, you have a special opportunity to help usher in a bright future for your library. Conversely, if you and your fellow trustees coast along, doing as little as possible, your negligence, if not checked, could bring about a bleaker future.

Trustees and Advocacy

You and your fellow trustees have an important, special role to play: that of being an advocate for the library within the community and, especially, in interactions with government officials, business leaders, and other decision-makers. In general, we refer to this aspect of trustee responsibilities as *advocacy*.

You and the individuals with whom you share trustee responsibilities are in a unique position to advocate for the library. Because you are not paid employees of the library, you have no vested interests in any particular policies. Moreover, as library users yourselves, you view library services pretty much from the viewpoint of patrons—as opposed to the point of view of library professionals, for example. You are also taxpayers and voters in the local political entity (or in any one of the constituent political entities) and thus stakeholders in the public library.

One aspect of advocacy is public relations, which embraces all the ways the library administration publicizes its services in the community. The topic of public relations is considered in Chapter 13, which follows.

The focus in this chapter is advocacy among government officials who directly affect the library by their decision-making capabilities: municipal officials, state legislators, and state constitutional officers, as well as members of the U.S. Congress and other federal officials.

Identify Decision-Makers

The first step of effective advocacy is identifying the people in a position to affect the fate of the library's plans for providing service to the community. Local officials most directly hold the purse strings for public libraries, since libraries' primary funding comes from local property taxes. State officials may also have a major impact on Illinois libraries. They fund and oversee the Illinois State Library and allocate money for state library grants.

Federal lawmakers and officials make an impact on our Illinois libraries, too. As you have seen in Chapter 10, "Budgeting and Financial Management," the U.S. Congress funds grants to libraries through the LSTA program. Federal e-rate funding helps public libraries in Illinois pay for technologies such as Internet connections and phones, as outlined in Chapter 6, "Intellectual Freedom."

While advocacy issues frequently center on money or power, it is important to remember that library advocates must also articulately advocate for our basic principles, such as access to information and intellectual freedom. The following chart lists government officials at various levels of government who may be decision-makers for public libraries.

Governmental Level	Officials
Local	Mayor(s), city council members, township supervisors, county commissioners
State	Legislative representatives, including local members of the Illinois House and Senate; the governor; the secretary of state
Federal	U.S. representative of the congressional district in which the library resides and the state's two U.S. senators; the President

You and the other trustees, collectively, can obtain an up-to-date roster of local, state, and federal officials of concern to your library. The ILA Web site (www.ila.org) includes contact information such as mailing address, office phone and fax numbers, and e-mail addresses.

Advocacy Among Governmental Officials

A library board of trustees can make an important investment in the library's future by cultivating close, cordial working relationships with key government officials. This advocacy work requires time, commitment, careful coordination among board members, continual effort, and at least a little finesse. The board will probably want to designate specific trustees to stay in touch with specific officials. Following are some guidelines for the board and its representatives.

Cultivating Relationships with Government Officials...

- Stay current: know who the key players are and how to contact them.
- Identify officials' key staff members and cultivate relationships with them.
- Add officials to the library and Friends of the Library mailing lists.
- Make personal contacts with officials by phone or personal letter.
- Invite officials to library functions, especially those that highlight or showcase programs and services.

- Become familiar with the political process; learn about
 - ♦ the functioning of the town or city council or the county board of commissioners.
 - ♦ the legislative process at the state level.
- Know the timing of an issue, such as when the Illinois General Assembly is in session, or a local official or body is likely to act.
- Reinforce relationships by attending advocacy days in Springfield and Washington, D.C., and personally lobbying officials.

When a Particular Political Issue Looms Large

Suppose the time comes when the library board identifies a pending proposal for legislative action that could have a significant impact on the local library and public libraries in the state or region. The board may opt to swing into political action; if the trustees have worked carefully to develop a network of relationships with key government officials, the board will already have “a leg up” in its lobbying campaign.

Lobbying for a Particular Proposal...

- Contact the local state representative and state senator. If feasible, request a personal appointment for the board’s designated representative.
- At the beginning of the appointment or phone conversation, identify yourself, your library, and the community in which you live.
- Identify the issue with which the library board is concerned; provide the following information:
 - ♦ official number of the bill in question
 - ♦ a very brief description of the bill
 - ♦ why the library board supports or opposes the measure
 - ♦ a very brief analysis of what the effects of the bill’s passage or rejection might be on the library and other local public libraries
- Sum up the library board’s position, listen attentively to the official’s response, and then respectfully request his or her support.
- Submit a one-page summary—for example, a bullet list—of your presentation in writing. If the contact is a phone conversation, include the summary as an attachment to your follow-up thank-you letter.
- Follow up the visit or phone conversation with a personal thank-you letter, regardless of outcome.

There are definite “do’s” and “don’ts” of governmental advocacy. Avoid these actions and behaviors:

Advocacy No-No’s...

- Wasting an official’s time by showing up late for an appointment

- Communicating by form letters or any other “canned” format
- Deluging officials with programmed e-mails, phone calls, letters, or other communications (A spontaneous outpouring from the public, on the other hand, is a hallowed democratic tradition, and often proves quite effective.)
- Being wordy and unfocused
- Making negative generalizations or insinuations about politicians
- Attempting to disguise costs of proposed legislation
- Characterizing the official’s record or previous votes in a negative way
- Demanding, rather than requesting, the official’s support
- Threatening to mobilize opposition at the next election
- Failing to send a written letter of thanks in response to a favorable gesture, such as making time available for a meeting

No matter the outcome on a particular issue, seek always to maintain cordial relations with key governmental officials.

Ways to Stay “In the Loop”

In addition to establishing contact and cultivating relationships with key government officials, you can make use of opportunities for advocacy that are provided by library organizations and associations.

Legislative Days

The American Library Association (ALA) and the Illinois Library Association (ILA) annually sponsor “legislative days” in Washington, D.C., and Springfield, to provide a forum for library advocates to meet with various lawmakers. The events include oral briefings and written materials. Visit the ALA Web site, <http://www.ala.org>, and the ILA Web site, <http://www.ila.org> for more information.

Calls for Action

The ALA and the ILA occasionally call on members to contact their legislators about a given issue. The library board of trustees should consider making a concerted response to each such call for action.

Resources

Your library system should be your first stop in obtaining legislative information on both the state and the federal levels. The library system can also coordinate local issues affecting more than just your library.

The ILA, through its Public Policy Committee, issues pertinent information via direct e-mail announcements to ILA members. Another advocacy resource is available on the ILA Web site: go online to <http://www.ila.org> and select **Advocacy**.

The ALA continually monitors legislative action in the U.S. Congress. To keep current, consult the "Issues and Advocacy" page of the ALA Web site. The ALA Washington Office is a particularly useful source of federal legislative information relevant to libraries. Publications that can be obtained from the Washington Office Web site at <http://www.ala.org/ala/washoff/washingtonoffice.htm> include

- *ALAWON*, the ALA Washington Office Electronic Newsline.
- The *Legislative Scorecard*, an annual publication with a state-by-state breakdown of cosponsors of federal library legislation.
- The *ALA Federal Legislative Policy Handbook*.

Specific Titles

- Crowther, Janet H., and Barry Trott. *Partnering with Purpose: A Guide to Strategic Partnership Development for Libraries and Other Organizations*. Westport, Conn.: Libraries Unlimited, 2004.
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- Kush, Christopher. *Grassroot Games: Preparing Your Advocates for the Political Arena*. Washington, D.C.: American Society of Association Executives, 2002.
- Reed, Sally Gardner. *Making the Case for Your Library: A How-to-Do-It Manual*. New York: Neal-Schuman Publishers, 2001.

Legislative Terms

In order to be an effective advocate, you need to know the language of government. The following is a list of basic terms used to describe the people, places, and processes of government. Review these terms to better understand the legislative process, and use these terms to better communicate with your public officials.

Act: A bill that has been made law by passing both houses of the legislature, and that has been signed by the governor, filed without the governor's signature, or passed by both houses of the legislature over the governor's veto.

Administrative Rule: Any agency directive, standard, regulation, or statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of any agency.

Amendment: Any alteration made, or proposed to be made, in a bill or motion by adding, changing, substituting, or omitting.

Appropriation: A law which details how the government's money will be spent.

Back Door Referendum: A limitation on the power of government to take certain actions that a political subdivision has already initiated. The Illinois Compiled Statutes (10 Ill. Comp. Stat. Ann. 5/28-2) define this as the submission of a public question to the voters of a political subdivision, initiated by a petition of the voters, to determine whether an action by the government shall be adopted or rejected. If a majority of the voters oppose the action in the referendum, the government is precluded from taking that action. The law specifies which actions may be subject to back door referendums.

Bicameral: A legislature consisting of two houses, typically the senate and the house of representatives.

Bill: A measure that creates new law, amends or repeals existing law, appropriates money, prescribes fees, transfers functions from one agency to another, provides penalties, or takes other action. The proposed law is introduced during a session for consideration by the legislature, and is identified numerically in order of its presentation.

Budget: Legislation which details both the receipt and allocation of state funds. The governor annually presents a proposed budget for consideration by the legislature. The legislature may accept or alter any portion of the governor's proposed budget, and must pass the budget as one or more individual bills. The governor may then accept the budget as passed by the legislature, or make changes to all or some of the individual line items contained in the budget. Finally, the legisla-

ture may accept any changes by the governor on a simple majority vote, or restore funding to the levels originally passed by overriding the governor's changes on a supermajority vote.

Calendar: A listing of the bills (and other proposed legislative matters) pending in the chamber. The calendar also lists meetings of committees scheduled for that day or for the next several days. Calendars are available to the public each day the legislature is in regular session.

Capitol: The state house, or capitol building. Its address is: 207 State House, Springfield, IL 62706.

Caucus: "Caucus" is used as both a noun and a verb. A caucus, *n.*, is a group of people who share something in common (e.g. they are members of the same political party, such as the "Senate Republican Caucus" or the "House Democratic Caucus," or come from the same area of the state, such as the "Downstate Caucus," or share something else in common, such as the "Sportsman Caucus"). When these people caucus, *v.*, they meet to discuss policy questions, to select caucus leaders, and to take positions as a group on legislative proposals.

Chairman: The legislator appointed by the chamber's presiding officer to serve as the presiding officer of a particular committee.

Chamber: The room where legislators gather as a body to formally conduct state business; the House or Senate floor. It may also be used to refer collectively to all legislators in a particular house of the legislature.

Commissions: Often composed of both legislators and public members, they are primarily created to study and propose legislation on specific and usually more complex issues. Commissions can be either temporary or permanent.

Committee of the Whole: The entire membership of the house or senate, which may be convened to hear testimony on bills of particular importance.

Companion Bill: One of two identical bills introduced in both houses.

Conference Committee: A committee set up for the sole purpose of reconciling disagreements between the House and Senate on amendments to a bill. Conference committees do not typically meet as a group, but rather a majority of the members are required to sign any agreement which then may be presented for a final vote in each chamber.

Conflict of Interest: Any interest, financial or otherwise, any business or professional activity, or any obligation which is incompatible with the proper discharge of a person's public duties.

Constitutional Officers: Officials who serve state-wide in positions created by the Illinois constitution including the governor, lieutenant governor, attorney general, secretary of state, comptroller, treasurer, and auditor general. All except the auditor general are elected positions.

Constituent: A person residing within an elected official's district or area of representation.

Convene: To assemble or call together.

Cosponsor: Two or more legislators proposing a bill or resolution.

District: That division of the state represented by a legislator which is distinguished numerically and determined on the basis of population. The area of a district is supposed to be geographically both compact and contiguous.

Executive Branch: The branch of state government led by the governor and comprised of state departments, agencies, boards and commissions which are responsible for the execution, implementation and enforcement of state laws.

First Reading: The recitation on the chamber floor of a bill or resolution's number, title, and brief description as read by the clerk of the chamber upon introduction in either house. After the first reading, the measure is referred to the chamber's rules committee by the chamber's presiding officer. The bill or resolution may then be referred to a relevant substantive committee. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Fiscal Note: Statement as to the estimated cost of legislation having a fiscal impact. The fiscal impact note is prepared and filed with the clerk of the chamber by the appropriate state agency or department. If a fiscal note has been requested by a legislator, the legislation cannot be considered until the fiscal note has been properly filed.

Floor: A colloquialism describing the interior of either chamber, sometimes distinguishing the membership from the presiding officer; matters before the full chamber may be referred to as "on the floor."

Gallery: Areas of both chambers where public visitors may observe the legislature in session.

HB: House Bill.

Hearing: A public meeting of a legislative committee held for the purpose of taking testimony concerning proposed legislation. Typically following testimony and an opportunity for questions, committee members will vote on the matter.

House of Representatives: The legislative body of 118 members, called representatives, each of whom represents a district of approximately 107,000 Illinois citizens.

Joint Session: Joint sessions are meetings of the House and Senate together that are primarily ceremonial; for example, to hear the governor's state of the state and budget addresses, or to hear a distinguished guest. Bills are never passed in a joint session.

Journal: The printed daily proceedings of each chamber.

Judicial Branch: The branch of State government made up of the Illinois Supreme Court, five districts of the appellate courts with fifty-three judges, and twenty-two judicial circuits that have 852 circuit and associate judges. The Illinois Supreme Court interprets the Illinois Constitution and laws, and hears final arguments in certain civil and criminal cases.

Leadership: The presiding elected officers of each house; the president of the Senate and the speaker of the House. They are elected by a majority of the members of their respective chambers when the body organizes for a legislative session following a general election. "Leadership" also refers to the minority leaders in each chamber, who are elected by a majority vote of their respective caucuses. On occasion, "leadership" is also meant to refer to assistant majority and minority leaders who are appointed by the presiding officers and minority leaders.

Legislative Branch: The branch of state government comprised of the Illinois General Assembly and various support agencies responsible for the passage of laws.

Legislative Liaison: A person designated by a state agency to act as its "lobbyist." The liaisons are not registered as lobbyists and on occasion have access to the floors of both chambers.

Legislative Reference Bureau: The Legislative Reference Bureau, often simply referred to as "LRB," is comprised of attorneys paid by the state who assist legislators in drafting proposed bills and resolutions. Between sessions, this bill-drafting agency studies Illinois statutes for inconsistencies and mistakes, and suggests ways to simplify statutes.

Line Item Veto: The governor may veto an item in an appropriation bill without vetoing the entire bill, and may also increase or decrease a particular appropriation. These actions are subject to acceptance or override by the legislature.

Local Government: Under the Illinois Constitution, local governments include general purpose units such as counties (102 in the state), townships (85 counties have them), and municipalities (1,291), and special purpose units including school, park, fire, library, and sewage special districts. There are a total of 6903 units of local government in Illinois.

Lobbyist: A person who is employed by an individual, organization, association or business to represent its interests before the legislature. The term derives from the fact that lobbyists usually frequent the areas (lobbies) adjacent to the chambers of the senate and the house, either seeking to buttonhole legislators as they walk to and from the chambers or await legislative action which might affect their clients' interests. Individual citizens may also "lobby" their legislators on matters of concern to them. Illinois law requires persons (excluding public employees, officials and staff) who seek to encourage the passage, defeat, or modification of legislation to register as lobbyists.

Majority Leader: A legislator selected by the speaker of the House. Sometimes this person is responsible for the development and implementation of the caucus agenda, the debate on bills which the party supports or documentation, decisions on floor tactics, and assisting in the selection of committee members of the party.

Minority Leader: A legislator elected by his or her peers to lead the party in the minority in his or her house and having similar duties as the majority leader.

Minority Spokesperson: Designated by the minority leader, this person serves as the chief spokesperson for the minority members of a standing committee.

Motion: A formal procedural proposal offered by a legislator requesting that the body take a particular action.

Passage: Favorable action on a measure before either house.

Penalty Clauses: Sections of bills which lay out criminal or civil penalties for violation of the law.

Per diem: Literally meaning "For the day." It is a set payment to legislators for travel, food and lodging expenses when the Legislature is in regular session.

Perfunctory Session: An abbreviated but official meeting of either chamber in order to conduct procedural business and other "Housekeeping chores." An example would be introduction of bills and filing of motions. No roll call votes are permitted in perfunctory sessions and typically legislators do not come to the Capitol in Springfield.

Point of Inquiry: A request from a legislator on the floor, or from a committee member in committee, asking a question regarding the status of a legislative matter or applicable rule. Typically, such questions are about issues such as parliamentary procedure.

Point of Order: A request from a legislator on the floor, or from a committee member in committee, requesting a ruling from the presiding officer regarding the application of the rules or calling attention to a breach of order or the rules.

Point of Personal Privilege: A way in which a legislator can get the immediate attention of the presiding officer on the floor of either chamber. It is typically used to introduce guests or recognize a particular person or issue.

Postponed Consideration: Legislation that has not received the required number of votes for passage may, at the request of the sponsor, be placed on the order of "postponed consideration," where it can be given a second opportunity for passage at a later time. In order to be placed on postponed consideration the matter must have received a minimum number of votes as established by rule.

President of the Senate: The presiding officer of the Senate, elected by a majority of the members of the Senate when that body organizes at the beginning of its two year general assembly term.

Presiding Officer: Specifically meaning the speaker of the House and president of the Senate, but also meaning any legislator asked by the speaker or president to preside over a particular session or committee.

Primary Election: A preliminary election in which only registered voters who self-identify as belonging to an established political party vote to nominate that party's candidates for office.

Quorum: The minimum number of members required to be present before business can be transacted. The presence of a majority of the elected members in the chamber constitutes a quorum; 60 members in the House and 30 members in the Senate.

Reapportionment: Periodic redrawing of the geographic areas within the state into districts for election purposes from which legislators are elected.

Recess: Recess is the period of time when the Illinois General Assembly or either of its houses is not in session after once being convened. Recesses include stated periods, such as those for lunch, and informal periods, when the members await the presiding officer's call to return. An informal recess may be necessitated by a caucus, or while the House awaits the arrival of the Senate for a joint session.

Reconsideration: Motion which, when approved, gives rise to another vote annulling or reaffirming an action previously taken.

Referendum: The submission of a proposed public measure or law to the vote of the people for ratification or rejection. The manner in which this is done by library boards is prescribed by Illinois law.

Regular Session: A session day in which legislators are expected to be at the Capitol for the conduct of legislative business. Contrasted with a perfunctory session day.

Roll Calls: A roll call electronically records "for the record" each individual legislator's vote on third readings, as well as on contested amendments or motions. A "verified" roll call is when each legislator is specifically called by name and asked to orally confirm their vote as recorded.

Rules: Rules are procedures adopted by each chamber governing its organization, conduct, order of business, bill procedure, and so forth.

Rules Committee: Comprised of legislators in leadership from both parties but controlled by the majority party. Its most powerful function is to assign, or refuse to assign, bills and resolutions to substantive committees for a hearing or for consideration on the floor.

SB: Senate Bill.

Second Reading: Like First Reading, a recitation of the bill or resolution's number, title, and brief description by the clerk of the chamber. Second Reading occurs after the measure has been referred to committee, worked on, and reported back to the floor for a vote. It is also the stage at which bills may be amended on the floor. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Senate: The legislative body consisting of fifty-nine members, called senators, each representing districts of approximately 215,000 Illinois citizens.

Session: The period of time in which the Illinois General Assembly officially convenes. The regular session begins in January and typically ends around June 1st. The Veto session is typically six days in November. Special sessions may be convened at the call of the governor or the legislative leaders.

Shell Bill: A bill with no substantive language, but used as a "placeholder," if needed, to introduce new legislative initiatives at a later date.

Sine Die: Final adjournment. No date is set for reconvening. A two year general assembly term ends when the Legislature adjourns sine die.

Speaker of the House: The presiding officer of the Illinois House of Representatives, elected by a majority of the members of the house when the house organizes at the beginning of its two year general assembly term.

Special Session: Called by either the governor or the joint leadership of both houses. Special sessions address specific issues such as emergency budget matters.

Sponsor: The legislator(s) who introduces a measure. The name of this person is printed at the top of the measure. In very rare occasions, a committee may also act as sponsor of a legislative measure.

Statute: A codified law. "Codify" means "to arrange laws systematically." A codified law is one that has been

incorporated into that section of the Illinois Compiled Statutes that it amends, modifies, or accompanies.

Sunset: The provision of a legislative matter which calls for the automatic repeal of the measure at a certain date or upon the happening of some event.

Sunshine Laws: Meant to refer to a variety of laws which call for openness in government including the Illinois Open Meetings Act and the Freedom of Information Act, but also many other acts which detail how public business is to be conducted.

Table: To table is a procedural motion to prevent a bill, resolution or other motion from being considered. There are also methods for a tabled bill to be reactivated.

Third Reading: As in First or Second Readings, a recitation of a measure's number, title, and brief description by the clerk of the chamber on the floor before final consideration by either house. The Illinois Constitution requires that every bill must be read three times on three separate legislative session days in each chamber in order to pass.

Veto: Action by the governor in disapproval of a measure. On substantive (non-appropriation) bills, the governor may "total veto" a bill, which means that he/she disapproves of it in its entirety, or "amendatorily veto" a bill, which means that he/she would accept the legislation if the amendatory changes were made. The legislature can override a total veto or amendatory veto by a three-fifths supermajority vote, or may accept the changes of an amendatory veto by a simple majority vote. On appropriation bills, the governor may totally veto the bill, or make line item changes to delete a particular line item appropriation, or increase or decrease a line item. Again the legislature may override the governor's veto of any line item appropriation by a supermajority vote, or accept the veto by a simple majority.

Chapter 13

PUBLIC RELATIONS



Public relations (PR) embraces all the ways a library publicizes its programs and services in the community. The main goal of public relations is to raise people's awareness about the role (or potential role) of the library in their lives and in the community. A good public relations program will mobilize support among civic organizations, business leaders, taxpayers and voters generally.

A Formal Public Relations Policy

Expressing sincere intent to foster good public relations isn't enough; the library board of trustees needs to plan, budget, and implement a carefully thought-out PR policy on an annual basis. To make an effective plan, the board needs to maintain various contacts in the community and look for good PR opportunities, as well as work closely with library staff who plan and present regular library programming.

Based on a number of inputs, especially including events suggested by community contacts, the board must budget adequate funds. Part of the budget might detail specific events and campaigns, but a significant portion of funds should be reserved for "ad-hoc" PR activities of which the board may not be aware until later in the fiscal year.

To target successful PR outreach, the board should develop contacts widely in the community, as suggested in the following list.

Cultivate Contacts among Groups in the Community...

- Business groups, such as the Chamber of Commerce, and individual business leaders
There is nothing wrong with focusing public relations or fundraising efforts on larger companies in the library service area. They may be in a position to contribute generously to the library and may have a large captive audience in their employee base.
- Associations for ethnic groups with strong representation in the library service area
- Civic organizations, such as the League of Women Voters
- Service organizations, such as the Rotary Club
- Literacy advocacy groups
- Churches, synagogues, and mosques
- Professionals in the news media

- Administrators and faculty of schools
- School PTA's
- Youth service organizations, such as Boy Scouts and Girl Scouts
- Book clubs
- Senior citizen centers

Media

Obviously, there are many ways to communicate with the public. Most have associated costs. A good public relations program should use a wide variety of media, but choices may be limited somewhat by budget constraints.

The costs of having trustees or staff make presentations to local civic or other groups are minimal, and a good public relations program will make use of these opportunities to the fullest extent.

A few communications media that may be useful in a PR campaign are suggested here.

Types of Media To Use in PR Campaigns...

- Bookmarks—"freebies" to give out in the library and in local bookstores
- Brochures
- Posters
- Displays and exhibits in public places
- Photographs
- Local newspapers, magazines
- Dedicated Web site for the library
- Radio
- Television (network or cable)

Making Public Presentations

Suppose you are the designated representative to make a presentation on behalf of the public library to a local civic group. A few helpful tips follow.

Tips for Effective Presentations...

- At the start, acknowledge the group and express appreciation for the invitation to speak.
- Explain your role as a trustee of the library.
- Make use of graphics; for example, a short slide show highlighting library facilities, holdings, programs, and staff would be a good audience warm-up.
- Incorporate anecdotes and stories to enliven content.
- Present the library in a positive light; highlight plans for expansion of services and programs or improvements in facilities.
- Illustrate ways in which the library is making good use of the public funding on which it depends.
- Highlight the library's technological services, if appropriate.
- Emphasize the commitment of public libraries to freedom of information and equality of access to information.

- Give audience members an opportunity to ask questions; answer as honestly as possible.
- Distribute copies of the library's latest newsletter or a brochure that summarizes the library's programs and services.
- Be sure to cite the URL (universal resource locator—the online address) of the library Web site, if one exists.
- Always maintain a cordial, friendly demeanor.

Learning from the Public

In contacts and communications with various sectors of the public, library administrators hope to receive glowing reports about community members' library experiences.

If the response is otherwise—for example, facilities or services are perceived as inadequate, staff as unfriendly and unresponsive, the collection as poorly maintained—then you and the other trustees and library staff should seize the opportunity to put things right.

Public dissatisfaction might cloak ultimate support for expanded funding for library programs and services. The board of trustees might reorient the library's public relations program to convincing community members that their concerns can be addressed by an expanded program and to developing a fundraising campaign.

If staff relations with the community appear to be a problem, discuss this issue with the library director. It may be advisable to launch a staff training program. To plan and carry out such a program, seek assistance from your library system, the state library, and associations such as the ILA and ALA.

Friends of the Library

The Friends of the Libraries, U.S.A., is a membership organization whose mission is to help preserve and strengthen libraries. For more information, go online to the group's Web site at <http://www.folusa.org>.

Local Friends of the Libraries chapters work closely with library staff and trustees to publicize the library's programs and services and to advocate for library support. For these reasons, the board of trustees should codify a policy on using services of Friends of the Libraries and other volunteers. The board should maintain close ties and communications with the local Friends chapter.

Help from Associations

The ALA and ILA occasionally sponsor campaigns to showcase services of public libraries. Visit the Web sites of these organizations to check for such resources.

For example, ALA sponsors the Campaign for America's Libraries, known as "@ your library," an ongoing public education campaign to communicate the value

of public libraries and librarians to the public. To find out more, go to the ALA Web site (www.ala.org), click the **Libraries and You** tab, and select **About @ your library**.

Resources

- Buschman, John E. *Dismantling the Public Sphere: Situating and Sustaining Librarianship in the Age of the New Public Philosophy*. Westport, Conn.: Libraries Unlimited, 2003.
- Jones, Patrick. *Running a Successful Library Card Campaign: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2002.
- Matthews, Joseph R. *Measuring for Results: The Dimensions of Public Library Effectiveness*. Westport, Conn.: Libraries Unlimited, 2003.
- Walters, Suzanne. *Library Marketing That Works!* New York: Neal-Schuman Publishers, 2004.
- Wolfe, Lisa A. *Library Public Relations, Promotions, and Communications: A How-to-Do-It Manual*, second ed. New York: Neal-Schuman Publishers, 2003.

TRUSTEE CONTINUING EDUCATION



If you have read the preceding chapters in this book, you are well aware of the need to hone knowledge and skills in a number of diverse areas to function effectively as a library trustee. During your tenure on the board, you will likely be confronted by changes in the community, technological innovations, and shifting political and cultural currents; keeping yourself up-to-date will pose a considerable challenge. To answer this challenge, you should plan to take advantage of opportunities for continuing education.

Here are a few basic ideas for trustee continuing education.

- Use the chapters of this book to conduct trustee education “classes” on a regular basis.
- Ask the library director to conduct seminars for trustees (and others, as appropriate) on topics such as Intellectual Freedom, Patron Privacy, Collection Maintenance, Library Resources, or Internet Use Policy.
- Visit other libraries in the library system or state and request meetings with the library director and trustees of those libraries; attend board meetings of other libraries.
- Ask an attorney to give a presentation on legal issues related to libraries and library trusteeship.
- Join the American Library Association (ALA) and the Illinois Library Association (ILA). The cost for these memberships are appropriate to pay from the library’s budget.
- Attend one or more library workshops or conferences annually.

Budget

Don’t overlook trustee continuing education when developing the annual budget. Include funds for trustee memberships in associations, attendance at workshops and conferences, book purchases, and other relevant expenses.

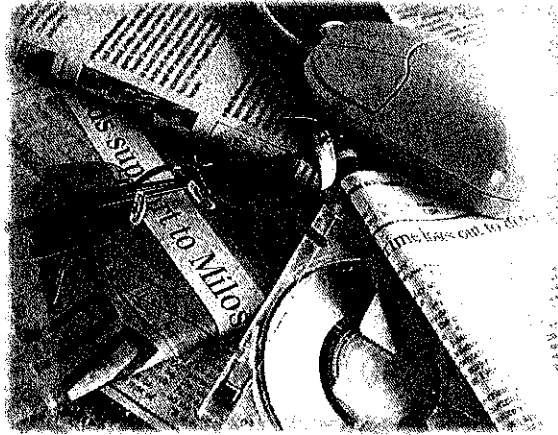
Develop guidelines for trustee and staff continuing education expenses so participants are clear about what expenses will be reimbursed and what documentation is required for accounting purposes.

The remainder of this chapter is a list of resources that may be useful in planning trustee continuing education.

Resources

- Information Resources for Public Library Trustees
An independently maintained list of useful links at <http://web.syr.edu/~jryan/infopro/trustee.html#Guides>
- Illinois State Library/Trustee Information Page (TIP)
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_do/trustee.html
- Various topics offered at the Illinois State Library Administrative Ready Reference Web page
Go online to http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm
- *Illinois Library Laws & Regulations* (copyright 2004). Available for purchase, <http://www.ila.org/pub/order.htm>
- *Serving Our Public: Standards for Illinois Public Libraries*, revised edition
At the Administrative Ready Reference Web page, select **Serving Our Public**.
- The American Library Trustee Association (ALTA), an excellent resource for conferences and workshops
Go online to <http://www.ala.org/ala/alta/alta.htm>
- The Illinois Library Association Web site
Go online to <http://www.ila.org/>
- The Illinois Library Systems Web site
Go online to <http://www.illinoislibrarysystems.info/>
- Wright, George B. *Beyond Nominating: A Guide to Gaining and Sustaining Successful Not-For-Profit-Boards*. Portland, Ore.: C3 Publications, 1996.
- Appendix G, "Selected Resources"
- For **Advocacy** topics, see the Resources section at the end of Chapter 12, "Advocacy."

APPENDICES



Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted by the ALA Council, June 18, 1948. Amended February 2, 1961, June 27, 1967, and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. Reprinted with permission from the American Library Association.

Interpretations to the Library Bill of Rights and policy guidance regarding intellectual freedom concerns

Over the years, questions have arisen concerning the application of the *Library Bill of Rights* principles to specific library practices. For example, a 1951 Peoria, Illinois, case involving films in the public library required the association to clarify the application of the *Library Bill of Rights* to non-print materials. A recommendation by the Intellectual Freedom and the Audio-Visual Board resulted in the ALA Council's adding an interpretive footnote explaining that the *Library Bill of Rights* applies to all materials and media of communication used or collected by libraries.

To date, the following interpretations have been adopted by the ALA Council and are available at the ALA Web site, www.ala.org/oif:

- Access for Children and Young People to Videotapes and Other Nonprint Formats
- Access to Electronic Information, Services, and Networks
- Access to Library Resources and Services regardless of Gender or Sexual Orientation
- Access to Resources and Services in the School Library Media Program
- Challenged Materials
- Diversity in Collection Development
- Economic Barriers to Information Access
- Evaluating Library Collections
- Exhibit Spaces and Bulletin Boards
- Expurgation of Library Materials
- Free Access to Libraries for Minors
- Intellectual Freedom Principles for Academic Libraries
- Library-Initiated Programs as a Resource
- Meeting Rooms
- Privacy
- Restricted Access to Library Materials
- Statement on Labeling
- The Universal Right to Free Expression

In addition, the ALA provides the following policy guidance regarding intellectual freedom concerns:

- Dealing with Concerns about Library Resources
- Developing a Confidentiality Policy
- Guidelines and Consideration for Developing a Public Library Internet Use Policy
- Guidelines for the Development of Policies and Procedures regarding User Behavior and Library Usage
- Guidelines for the Development and Implementation of Policies, Regulations and Procedures Affecting Access to Library Materials, Services and Facilities
- Policy on Confidentiality of Library Records
- Policy concerning the Confidentiality of Personally Identifiable Information about Library Users
- Policy on Government Intimidation

Appendix B

The Freedom to Read

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove books from sale, to censor textbooks, to label "controversial" books, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to avoid the subversion of politics and the corruption of morals. We, as citizens devoted to the use of books and as librarians and publishers responsible for disseminating them, wish to assert the public interest in the preservation of the freedom to read.

We are deeply concerned about these attempts at suppression. Most such attempts rest on a denial of the fundamental premise of democracy: that the ordinary citizen, by exercising critical judgment, will accept the good and reject the bad. The censors, public and private, assume that they should determine what is good and what is bad for their fellow-citizens.

We trust Americans to recognize propaganda, and to reject it. We do not believe they need the help of censors to assist them in this task. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

We are aware, of course, that books are not alone in being subjected to efforts at suppression. We are aware that these efforts are related to a larger pattern of pressures being brought against education, the press, films, radio and television. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy.

Such pressure toward conformity is perhaps natural to a time of uneasy change and pervading fear. Especially when so many of our apprehensions are directed against an ideology, the expression of a dissident idea becomes a thing feared in itself, and we tend to move against it as against a hostile deed, with suppression.

And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with stress.

Now as always in our history, books are among our greatest instruments of freedom. They are almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. They are the natural medium for the new idea and the untried voice from which come the original contributions to social growth. They are essential to the extended discussion which serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures towards conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights. We therefore affirm these propositions:

1. It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those which are unorthodox or unpopular with the majority.

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept which challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them.

To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. Publishers, librarians and booksellers do not need to endorse every idea or presentation contained in the books they make available. It would conflict with the public interest for them to establish their own political, moral or aesthetic views as a standard for determining what books should be published or circulated.

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. It is contrary to the public interest for publishers or librarians to determine the acceptability of a book on the basis of the personal history or political affiliations of the author.

A book should be judged as a book. No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish which draws up lists of writers to whom it will not listen, whatever they may have to say.

4. There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.

To some, much of modern literature is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters taste differs, and taste cannot be legislated; nor can machinery be devised which will suit the demands of one group without limiting the freedom of others.

5. It is not in the public interest to force a reader to accept with any book the prejudgment of a label characterizing the book or author as subversive or dangerous.

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for the citizen. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large.

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive.

7. It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a bad book is a good one, the answer to a bad idea is a good one.

The freedom to read is of little consequence when expended on the trivial; it is frustrated when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of their freedom and integrity, and the enlargement of their service to society, requires of all publishers and librarians the utmost of their faculties, and deserves of all citizens the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of books. We do so because we believe that they are good, possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953; revised January 28, 1972, January 16, 1991, by the ALA Council and the AAP Freedom to Read Committee.

A Joint Statement by: American Library Association & Association of American Publishers.

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Appendix C

Freedom to View Statement

The freedom to view, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantees of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed by the ALA Council January 10, 1990.

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Appendix D

Libraries: An American Value

Libraries in America are cornerstones of the communities they serve. Free access to the books, ideas, resources, and information in America's libraries is imperative for education, employment, enjoyment, and self-government.

Libraries are a legacy to each generation, offering the heritage of the past and the promise of the future. To ensure that libraries flourish and have the freedom to promote and protect the public good in the 21st century, we believe certain principles must be guaranteed.

To that end, we affirm this contract with the people we serve:

- We defend the constitutional rights of all individuals, including children and teenagers, to use the library's resources and services;
- We value our nation's diversity and strive to reflect that diversity by providing a full spectrum of resources and services to the communities we serve;
- We affirm the responsibility and the right of all parents and guardians to guide their own children's use of the library and its resources and services;
- We connect people and ideas by helping each person select from and effectively use the library's resources;
- We protect each individual's privacy and confidentiality in the use of library resources and services;
- We protect the rights of individuals to express their opinions about library resources and services;
- We celebrate and preserve our democratic society by making available the widest possible range of viewpoints, opinions and ideas, so that all individuals have the opportunity to become lifelong learners — informed, literate, educated, and culturally enriched.

Change is constant, but these principles transcend change and endure in a dynamic technological, social, and political environment.

By embracing these principles, libraries in the United States can contribute to a future that values and protects freedom of speech in a world that celebrates both our similarities and our differences, respects individuals and their beliefs, and holds all persons truly equal and free.

Adopted by the ALA Council, February 3, 1999.

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Appendix E

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We recognize and respect intellectual property rights.
- V. We treat co-workers and other colleagues with respect, fairness and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted by the ALA Council, June 28, 1995.

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Appendix F

Ethics Statement for Public Library Trustees

- Trustees in the capacity of trust upon them, shall observe ethical standards with absolute truth, integrity and honor.
- Trustees must avoid situations in which personal interests might be served or financial benefits gained at the expense of library users, colleagues, or the situation.
- It is incumbent upon any trustee to disqualify himself/herself immediately whenever the appearance or a conflict of interest exists.
- Trustees must distinguish clearly in their actions and statements between their personal philosophies and attitudes and those of the institution, acknowledging the formal position of the board even if they personally disagree.
- A trustee must respect the confidential nature of library business while being aware of and in compliance with applicable laws governing freedom of information.
- Trustees must be prepared to support to the fullest the efforts of librarians in resisting censorship of library materials by groups or individuals.
- Trustees who accept library board responsibilities are expected to perform all of the functions of library trustees.

Adopted by the Board of Directors of the American Library Trustee Association and the Public Library Association, July 1985.

Amended by the Board of Directors of the American Library Trustee Association, July 1988, and approval of the amendment by the Board of Directors of the Public Library Association, January 1989.

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Appendix G

Selected Resources

Library Periodicals

- ALTA Newsletter*. Chicago: Association for Library Trustees and Advocates, free as an ALTA member.
- American Libraries*. Chicago: American Library Association, free monthly as an ALA member.
- Doyle, Robert P. *Illinois Library Today: Libraries Build Community*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/today.htm>.)
- _____. *The Internet and Our Children: A Community Partnership*. Chicago: Illinois Library Association, 2000. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/internet.htm>.)
- _____. *Library Advocacy: Influencing Decision Makers*. Chicago: Illinois Library Association and the American Library Association, 1999. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/advocacy.htm>.)
- _____. *Privacy & Confidentiality in Libraries*. Chicago: Illinois Library Association and the American Library Association, 2002. (Published in the *ILA Reporter* and available at <http://www.ila.org/advocacy/privacy.htm>.)
- ILA Reporter*. Chicago: Illinois Library Association, free bimonthly as an ILA member.
- Library Journal*. New York: Bowker, semimonthly.
- Miller, Ellen G. "Advocacy ABCs for trustees," *American Libraries*, September 2001, pp. 56-59.
- _____. "Getting the Most from Your Boards and Advisory Councils," *Library Administration & Management*, Vol. 15 No. 4, Fall 2001, pp. 204-13.
- Public Libraries*. Chicago: American Library Association, free quarterly as a PLA member.

Non-print materials

- Advocacy Now!* Videocassette. 16 min. Chicago: American Library Association, 1996.
- Building a Successful Team: A Guide to Nonprofit Board Development*. 30 min. Washington, D.C.: Board Source, 2001.
- Campbell, Sharon and Phillip B. Lenzini, eds. *Administrative Ready Reference: CD-Rom*. Springfield, Ill.: Illinois State Library, 1999.
- Illinois Public Library Statistics: CD-Rom*. Springfield, Ill.: Illinois State Library, annual.
- Meeting the Challenge: An Orientation to Nonprofit Board Service*. 35 min. Washington, D.C.: Board Source, 1998.

Organizations

NATIONAL

American Library Association (ALA)

American Library Association, the oldest and largest library association in the world, which includes the Association for Library Trustees and Advocates (supports, encourages, and provides information for trustees of libraries) and the Public Library Association (strengthens public libraries and their contribution to the communities they serve).

American Library Association

50 E. Huron St.

Chicago, IL 60611-2795

phone: (312) 944-6780 or 800-545-2433

fax: (312) 944-3897

<http://www.ala.org>

American Library Association Washington Office

The ALA Washington Office is charged with tracking and influencing policy issues, legislation, and regulations of importance to the library field and the public.

ALA Washington Office

1301 Pennsylvania Ave., NW, Ste. 403

Washington, DC 20004-1701

phone: (202) 628-8410 or 800-941-8478

fax: (202) 628-8419

e-mail: alawash@alawash.org

<http://www.ala.org/washoff/>

Friends of Libraries USA (FOLUSA)

Friends of Libraries USA, a national group which supports and encourages the activities of Friends of Libraries around the nation.

Friends of Libraries USA

1420 Walnut St., #450

Philadelphia, PA 19102

phone: (215) 790-1674 or 800-936-5872

fax: (215) 545-3821

e-mail: folusa@folusa.org

<http://www.folusa.org>

Urban Libraries Council (ULC)

Urban Libraries Council is an association of public libraries in metropolitan areas and the corporations that serve them.

Urban Libraries Council

1603 Orrington Ave., Ste. 1080

Evanston, IL 60201

phone: (847) 866-9999

fax: (847) 866-9989

e-mail: info@urbanlibraries.org

<http://www.urbanlibraries.org>

STATE

Illinois Library Association

Illinois Library Association (ILA) is an independent not-for-profit professional organization dedicated to the advocacy of libraries and the furthering of the library profession through continuing education, relevant publications, marketing activities, and networking opportunities. Established in 1896, ILA encompasses membership ranging from students to trustees to library assistants as well as librarians. It is the third largest state library association in the nation, with members in academic, public, school, government, corporate, and special libraries.

Illinois Library Association

33 West Grand Avenue, Suite 301

Chicago, IL 60610-4306

phone: (312) 644-1896

fax: (312) 644-1899

e-mail: ila@ila.org

<http://www.ila.org>

Illinois State Library

Established in 1839, the Illinois State Library fulfills a twofold mission: to serve as the library for state government officials and employees and to coordinate library services throughout the state.

As the library for state government, the Illinois State Library maintains a collection of more than five million items, with strengths in the areas of government, public policy, transportation, education and other topics of interest to state government. The state library collection includes:

- an extensive maps collection, one of the largest in the country.
- Illinois State government publications. In its Illinois Documents Program, the library catalogs and retains three copies of every Illinois state government publication; one of these copies is archival, non-circulating. Additionally, the library distributes thirty+ copies to other Illinois depository libraries in the state and selected libraries beyond the state's boundaries.
- access to all federal documents, tangible and electronic, that are distributed by the U.S. Government Printing Office. The state library is one of fifty-three regional depository libraries in the country.
- information on patents and trademarks. The Illinois State Library is one of eighty-six Patent and Trademark libraries in the country.
- works by Illinois authors.
- the Talking Book and Braille Service, a division of the Illinois State Library, is a network that consists of the regional in Springfield and five talking book centers that provide a full range of library services specializing in braille and talking books.

State library staff members respond to all types of reference inquiries relating to activities of state government and provide research facilities for on-site use by state employees. All resources of the Illinois State Library are accessible to the citizens of Illinois either through their local library or by visiting the state library in Springfield. The state library participates in the ILLINET Online shared online catalog and OCLC to make its collection available in Illinois and beyond.

Through the Illinois State Library, the Secretary of State/State Librarian awards grants to local and regional library institutions to enhance, improve, and supplement local initiatives. These programs include:

- formula based grants to public libraries, school libraries and library systems;
- competitive grant programs for public library construction and local literacy projects;
- funding for library technology initiatives including computers and related equipment for use in all types of libraries, access to electronic information resources, and support for advanced telecommunications networks and digitization of special library collections; and
- grants of federal funds to local libraries under the Library Services and Technology Act.

Illinois State Library (ISL)

300 S. Second St.
Springfield, IL 62701-1796
phone: (217) 782-2994
phone: 800-665-5576
fax: (217) 785-4326
e-mail: jwilkins@ilsos.net
<http://www.cyberdriveillinois.com/departments/library/home.html>

REGIONAL

Illinois library systems

In August 1965, the Illinois General Assembly established library systems "to encourage the improvement of free public libraries and to encourage cooperation among all types of libraries promoting the sharing of library resources." Today, ten Illinois library systems cover all of Illinois and have built neighborhoods of library cooperation for resource sharing and mutual assistance to carry out this policy. Locally elected boards that represent the diversity of their membership govern library systems and tailor programs to reflect local needs and improve library service. Library systems help save taxpayers money and improve library service to the citizens of the state through numerous cooperative programs. In 2003, the Illinois library systems

- operated shared computer catalogs for more than 1,200 libraries containing information on more than 43 million books, videos, compact discs, etc.;
- traveled more than 2,000,000 miles to deliver materials to library users; and
- offered more than 2,400 continuing education and training events to more than 27,000 participants.

Alliance Library System (ALS)

600 High Point Ln.
East Peoria, IL 61611
phone: (309) 694-9200 or 800-700-4857
fax: (309) 694-9230
Kitty M. Pope, Executive Director, x 2101
e-mail: kpope@alliancelibrarysystem.com
<http://www.alliancelibrarysystem.com>

Chicago Public Library System (CPLS)

400 S. State St.
Chicago, IL 60605-1203
phone: (312) 747-4090
fax: (312) 747-4968
Mary Dempsey, Executive Director
e-mail: mdempsey@chipublib.org
<http://www.chipublib.org>

DuPage Library System (DLS)

127 S. First St.
Geneva, IL 60134-2771
phone: (630) 232-8457
fax: (630) 232-0699
Shirley May Byrnes, Executive Director, x201
e-mail: sbyrnes@dupagels.lib.il.us
<http://www.dupagels.lib.il.us>

Lewis & Clark Library System (LCLS)

425 Goshen Rd.
Edwardsville, IL 62025-3045
phone: (618) 656-3216 or 800-642-9545
fax: (618) 656-9401
Susan Lucco, Executive Director
e-mail: susanl@lcls.org
<http://www.lcls.lib.il.us>

Lincoln Trail Libraries System (LTLS)

1704 W. Interstate Dr.
Champaign, IL 61822-1068
phone: (217) 352-0047
fax: (217) 352-7153
Jan Ison, Executive Director, x221
e-mail: jison@lincolntrail.info
<http://www.lincolntrail.info>

Metropolitan Library System (MLS)

125 Tower Dr.
Burr Ridge, IL 60527-5783
phone: (630) 734-5000 or 800-310-5509
fax: (630) 734-5050
Alice M. Calabrese, Executive Director
e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

Chicago office

224 S. Michigan Ave., Ste. 400
Chicago, IL 60604-2501
phone: (312) 341-8500
fax: (312) 341-1985
Alice M. Calabrese, Executive Director
e-mail: calabrese@mls.lib.il.us
<http://www.mls.lib.il.us>

North Suburban Library System (NSLS)

200 W. Dundee Rd.
Wheeling, IL 60090-2799
phone: (847) 459-1300
fax: (847) 459-0380
Sarah Ann Long, Executive Director, x7125
e-mail: slong@nsls.info
<http://www.nsls.info>

Prairie Area Library System (PALS)

Robert McKay, Director

Coal Valley Service Center

220 W. 23rd Ave.
Coal Valley, IL 61240
phone: (877) 542-7257
fax: (309) 799-7916
e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rockford Service Center

4021 Morsay Dr
Rockford, IL 61107
phone: (877) 542-7257
fax: (815) 229-6843
e-mail: pals@palsnet.info
<http://www.palsnet.info>

Shorewood Service Center

405 Earl Road
Shorewood, IL 60431
phone: (877) 542-7257
fax: (815) 725-0930
e-mail: pals@palsnet.info
<http://www.palsnet.info>

Rolling Prairie Library System (RPLS)

345 W. Eldorado St.
Decatur, IL 62522-2114
phone: (217) 429-2586
fax: (217) 428-1852
Robert Plotzke, Executive Director
e-mail: bobp@rpls.ws
<http://www.rpls.ws>

Shawnee Library System (ShLS)

607 S. Greenbriar Rd.
Carterville, IL 62918-1600
phone: (618) 985-3711 or 800-455-4374
fax: (618) 985-4211
Thomas Joe Harris, Executive Director
e-mail: joe@shawls.lib.il.us
<http://www.shawls.lib.il.us>

Web sites

American Library Association

<http://www.ala.org>

Association for Library Trustees and Advocates

<http://www.ala.org/alta>

Benton Foundation

<http://www.benton.org>

Board Source

<http://www.boardsource.org>

Electronic Frontier Foundation

<http://www.eff.org/>

Every Library in Illinois

<http://eliillinois.org>

Friends of Libraries USA

<http://www.folusa.com>

Illinois Library Association

<http://www.ila.org>

Illinois Library Systems

<http://www.illinoislibrarysystems.info>

Illinois School Library Media Association

<http://www.islma.org/>

Illinois State Library

<http://www.cyberdriveillinois.com/departments/library/home.html>

Illinois State Library/Administrative Ready Reference Menu

http://www.cyberdriveillinois.com/departments/library/what_we_have/readyref/index.htm

Institute for Museum and Library Services

<http://www.ims.gov/>

Public Library Association

<http://www.pla.org/>

Urban Libraries Council

<http://www.urbanlibraries.org/>

Internet dictionaries, encyclopedias, and other resources

ACQWEB:

<http://acqweb.library.vanderbilt.edu/>

Information Resources for Information Professionals:

<http://web.syr.edu/~jryan/infopro>

ODLIS (Online Dictionary of Library and Information Science):

<http://vax.wcsu.edu/library/odlis.html>

Webopedia: (Computer and Internet Technology site)

<http://webopedia.internet.com>

NOTE

Many issues involving libraries pass through the U.S.

Congress and the Illinois General Assembly each year. For

current information including an overview of the legisla-

tive session and specific legislation, please go the ILA Web

site, <http://www.ila.org/advocacy/index.htm>.

MAJOR CAPITAL ITEMS FOR LIBRARY OPERATIONS

Estimated Project Cost Worksheet

(Projects To Be Completed Over Next 20 Years)

DESCRIPTION	CATEGORY	ESTIMATE
Demand Control Ventilation	Cap Improvement	20,000
Convert Constant Volume Zones to VAV	Cap Equipment	150,000
Retro-Commissioning of Lights, Fans, and Pumps to Schedule Operational Parameters	Gen Maintenance	37,128
Lighting Upgrades and Controls	Cap Improvement	25,000
Switchgear Upgrades and Replacement	Cap Improvement	250,000
Roof Replacement	Cap Improvement	629,700
Parking Lot Repair (Quote from Dunn Company plus 20%)	Gen Maintenance	272,000
Chiller Waste Heat Recovery (optional energy savings)	Cap Improvement	200,000
Building Signage	Gen Maintenance	10,000
Security Equipment Upgrade	Cap Equipment	35,600
Fire Alarm System Upgrade (ten year mark)	Cap Equipment	85,000
Building Management Controls Upgrade	Gen Maintenance	75,000
Fiber Link to County Buildings	Gen Maintenance	25,000

Today's dollars

Items Recommended by SEDAC Energy Study 7/8/2013

Total	Gen Maintenance	\$419,128
Total	Cap Improvement	\$1,124,700
Total	Cap Equipment	\$270,600
Grand Total		\$1,814,428

**CITY OF DECATUR-DECATUR PUBLIC LIBRARY
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 11/1/2019 TO 11/30/2019**

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT DESCRIPTION</u>
LIBRARY FUND					
131381	11/5/2019	BAKER & TAYLOR CO	0.29		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	0.50		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	0.98		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	2.16		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	2.17		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	2.24		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	2.31		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	3.00		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	3.87		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	4.00		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	12.52		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	9.74	AV MATERIALS	BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	9.99		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	12.74		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	14.99		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	44.97		BOOKS & PERIODICALS

131450	11/5/2019	MIDWEST TAPE, LLC	44.98		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	58.45		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	87.66		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	113.90		BOOKS & PERIODICALS
131450	11/5/2019	MIDWEST TAPE, LLC	115.70		BOOKS & PERIODICALS
131503	11/12/2019	BAKER & TAYLOR CO	0.29		BOOKS & PERIODICALS
131503	11/12/2019	BAKER & TAYLOR CO	1.60		BOOKS & PERIODICALS
131503	11/12/2019	BAKER & TAYLOR CO	12.05		BOOKS & PERIODICALS
131549	11/12/2019	INFOGROUP	330.00	CITY DIRECTORIES	BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	11.24	AV MATERIALS	BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	21.58		BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	43.31		BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	57.71		BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	93.21		BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	123.66		BOOKS & PERIODICALS
131566	11/12/2019	MIDWEST TAPE, LLC	189.93		BOOKS & PERIODICALS
131591	11/12/2019	ROCKFORD MAP PUBLISHERS, IN	10.95	2020 DEWITT IL PLAT BOOK	BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	0.38		BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	0.51		BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	0.70		BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	1.49		BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	3.32	LIBRARY MATERIALS	BOOKS & PERIODICALS

131647	11/19/2019	BAKER & TAYLOR CO	3.33		BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	3.79		BOOKS & PERIODICALS
131742	11/19/2019	MIDWEST TAPE, LLC	10.49	AV MATERIALS	BOOKS & PERIODICALS
131742	11/19/2019	MIDWEST TAPE, LLC	20.23		BOOKS & PERIODICALS
131742	11/19/2019	MIDWEST TAPE, LLC	28.49		BOOKS & PERIODICALS
131742	11/19/2019	MIDWEST TAPE, LLC	153.95		BOOKS & PERIODICALS
131742	11/19/2019	MIDWEST TAPE, LLC	206.86		BOOKS & PERIODICALS
131803	11/27/2019	AMAZON.COM CREDIT	777.88		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	0.45		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	1.65		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	2.13		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	2.18		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	2.24		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	3.51	LIBRARY MATERIALS	BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	11.48		BOOKS & PERIODICALS
131888	11/27/2019	KANOPY	71.00	STREAMING DATABASE	BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	9.89	AV MATERIALS	BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	10.49		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	11.24		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	19.49		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	20.23		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	22.49		BOOKS & PERIODICALS

131908	11/27/2019	MIDWEST TAPE, LLC	26.23		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	27.72		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	31.47		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	33.74		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	39.99		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	41.96		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	44.23		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	44.98		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	50.21		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	87.97		BOOKS & PERIODICALS
131908	11/27/2019	MIDWEST TAPE, LLC	93.97		BOOKS & PERIODICALS
Sub-Total			3,365.05		
131542	11/12/2019	ICE WARP, INC.	3,108.32	REF#20181109-153247-21500	COMPUTER SOFTWARE
Sub-Total			3,108.32		
131516	11/12/2019	DAMPTZ, REBECCA	44.78	TRAVEL REIMBURSEMENT	CONFERENCES & TRAVEL
131538	11/12/2019	HENKEL, ALISSA	208.86	CONFERENCE REIMBURSEMENT	CONFERENCES & TRAVEL
131697	11/19/2019	FRAZIER, ALIX	689.60	CONFERENCE REIMBURSEMENT	CONFERENCES & TRAVEL
131737	11/19/2019	MEYER, RICK	189.08		CONFERENCES & TRAVEL
Sub-Total			1,132.32		
131592	11/12/2019	ROTARY CLUB OF DECATUR	217.00	Q22019-20	MEMBERSHIP FEES
Sub-Total			217.00		
131381	11/5/2019	BAKER & TAYLOR CO	19.09		OFFICE SUPPLIES

131381	11/5/2019	BAKER & TAYLOR CO	21.16		OFFICE SUPPLIES
131381	11/5/2019	BAKER & TAYLOR CO	21.39		OFFICE SUPPLIES
131381	11/5/2019	BAKER & TAYLOR CO	22.77		OFFICE SUPPLIES
131381	11/5/2019	BAKER & TAYLOR CO	28.75		OFFICE SUPPLIES
131381	11/5/2019	BAKER & TAYLOR CO	31.05		OFFICE SUPPLIES
131381	11/5/2019	BAKER & TAYLOR CO	44.62		OFFICE SUPPLIES
131383	11/5/2019	BECK'S ENGRAVING & RUBBER S	42.31	ROTARY DATE STAMP	OFFICE SUPPLIES
131479	11/5/2019	STRIGLOS/HAINES & ESSICK	227.49	2020 CALENDARS	OFFICE SUPPLIES
131503	11/12/2019	BAKER & TAYLOR CO	2.07		OFFICE SUPPLIES
131503	11/12/2019	BAKER & TAYLOR CO	14.49		OFFICE SUPPLIES
131647	11/19/2019	BAKER & TAYLOR CO	6.21		OFFICE SUPPLIES
131647	11/19/2019	BAKER & TAYLOR CO	8.97		OFFICE SUPPLIES
131647	11/19/2019	BAKER & TAYLOR CO	19.55		OFFICE SUPPLIES
131647	11/19/2019	BAKER & TAYLOR CO	30.82		OFFICE SUPPLIES
131647	11/19/2019	BAKER & TAYLOR CO	38.41		OFFICE SUPPLIES
131777	11/19/2019	STRIGLOS/HAINES & ESSICK	21.99	OFFICE SUPPLIES	OFFICE SUPPLIES
131803	11/27/2019	AMAZON.COM CREDIT	148.87		OFFICE SUPPLIES
131808	11/27/2019	BAKER & TAYLOR CO	4.14		OFFICE SUPPLIES
131808	11/27/2019	BAKER & TAYLOR CO	17.02		OFFICE SUPPLIES
131808	11/27/2019	BAKER & TAYLOR CO	18.40		OFFICE SUPPLIES
131808	11/27/2019	BAKER & TAYLOR CO	19.78		OFFICE SUPPLIES
131808	11/27/2019	BAKER & TAYLOR CO	20.01		OFFICE SUPPLIES

131808	11/27/2019	BAKER & TAYLOR CO	37.72		OFFICE SUPPLIES
131932	11/27/2019	RR DONNELLEY	1,698.95		OFFICE SUPPLIES
Sub-Total			2,566.03		
131381	11/5/2019	BAKER & TAYLOR CO	57.09	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	95.00		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	100.05		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	173.70		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	431.77		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	434.49		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	438.18		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	462.30		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	599.44		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	773.93		PER CAPITA GRANT EXPENSE
131381	11/5/2019	BAKER & TAYLOR CO	788.26		PER CAPITA GRANT EXPENSE
131503	11/12/2019	BAKER & TAYLOR CO	22.46	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131503	11/12/2019	BAKER & TAYLOR CO	57.27		PER CAPITA GRANT EXPENSE
131503	11/12/2019	BAKER & TAYLOR CO	320.01		PER CAPITA GRANT EXPENSE
131647	11/19/2019	BAKER & TAYLOR CO	76.11	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131647	11/19/2019	BAKER & TAYLOR CO	101.90		PER CAPITA GRANT EXPENSE
131647	11/19/2019	BAKER & TAYLOR CO	139.70		PER CAPITA GRANT EXPENSE
131647	11/19/2019	BAKER & TAYLOR CO	272.26		PER CAPITA GRANT EXPENSE
131647	11/19/2019	BAKER & TAYLOR CO	643.69		PER CAPITA GRANT EXPENSE

131647	11/19/2019	BAKER & TAYLOR CO	666.04		PER CAPITA GRANT EXPENSE
131647	11/19/2019	BAKER & TAYLOR CO	758.47		PER CAPITA GRANT EXPENSE
131969	11/27/2019	WORLD BOOK, INC	850.00	DATABASES WORLD FOOD/FOOD AMERICA	PER CAPITA GRANT EXPENSE
131796	11/27/2019	A TO Z DATABASE	5,000.00	SEPT'19-SEPT'20 SUBSCRIPTION	PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	22.49	LIBRARY MATERIALS	PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	90.10		PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	312.18		PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	425.31		PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	429.49		PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	436.74		PER CAPITA GRANT EXPENSE
131808	11/27/2019	BAKER & TAYLOR CO	702.89		PER CAPITA GRANT EXPENSE
131852	11/27/2019	EBS CO INDUSTRIES, INC	16,712.20	PERIODICAL SUBSCRIPTIONS AND D	PER CAPITA GRANT EXPENSE
Sub-Total			32,393.52		
131402	11/5/2019	COMMERCIAL MAIL SERVICES	476.76	OCT 16 - OCT 31'19	POSTAGE
131803	11/27/2019	AMAZON.COM CREDIT	65.50	ACCT 8641	POSTAGE
131828	11/27/2019	COMMERCIAL MAIL SERVICES	405.37	NOV 1 - NOV 15'19	POSTAGE
131932	11/27/2019	RR DONNELLEY	138.91	5 CASES FORMS	POSTAGE
Sub-Total			1,086.54		
131662	11/19/2019	CENTRAL CITIZENS DISTRICT LIB	113.84	3 LOST ITEMS	PROFESSIONAL SERVICES
131452	11/5/2019	MT ZION DISTRICT LIBRARY	16.00	DAMAGED ITEM	PROFESSIONAL SERVICES
131640	11/19/2019	ALLERTON PUBLIC LIBRARY DIS	36.99	LOST ITEM	PROFESSIONAL SERVICES
131696	11/19/2019	FORSYTH PUBLIC LIBRARY	9.94	LOST ITEM	PROFESSIONAL SERVICES

131747	11/19/2019	MISSISSIPPI VALLEY PUBLIC LIB	38.95	LOST ITEM	PROFESSIONAL SERVICES
131768	11/19/2019	ROCHESTER PUBLIC LIBRARY	37.00	RE-ISSUE CK117149	PROFESSIONAL SERVICES
131785	11/19/2019	UNIQUE MANAGEMENT SERVICE	868.15	COLLECTION SERVICE	PROFESSIONAL SERVICES
131853	11/27/2019	ERICKSON DAVIS, ATTORNEYS	5,055.00	SEPT'19 LEGAL FEES	PROFESSIONAL SERVICES
131886	11/27/2019	JONES & THOMAS	400.00	WEB HOSTING AND MAINTENANCE	PROFESSIONAL SERVICES
Sub-Total			6,462.03		
131624	11/12/2019	WATTS COPY SYSTEMS	661.18	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT
131755	11/19/2019	NCI BUSINESS SYSTEMS	173.56	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
131919	11/27/2019	NCI BUSINESS SYSTEMS	38.95	SERVICE TO OFFICE MACHINES	SERV-OFFICE EQUIPMENT
131963	11/27/2019	WATTS COPY SYSTEMS	104.49	MAINTENANCE TO OFFICE EQUIPMEN	SERV-OFFICE EQUIPMENT
Sub-Total			978.18		
131803	11/27/2019	AMAZON.COM CREDIT	379.87		SMALL CAPITAL ITEMS
Sub-Total			379.87		
131581	11/12/2019	PAETEC	67.44	ACCT 633292627001	TELEPHONE
131667	11/19/2019	COMCAST	159.85	ACCT 929526423	TELEPHONE
131761	11/19/2019	PAETEC	85.14	ACCT 633318933001	TELEPHONE
131820	11/27/2019	CALL ONE	626.03	ACCT 1212890	TELEPHONE
131957	11/27/2019	VERIZON WIRELESS	269.17	ACCT 980380645-00001	TELEPHONE
Sub-Total			1,207.63		
827003669	11/14/2019	REGIONS/CREDIT CARD	1,200.00	ACCT 3978	TELEPHONE
827003669	11/14/2019	REGIONS/CREDIT CARD	773.47		CONFERENCES & TRAVEL
827003669	11/14/2019	REGIONS/CREDIT CARD	50.80		BOOKS & PERIODICALS

Sub-Total			2,024.27		
LIBRARY FUND 35 Total			55,034.60		
59 LIBRARY TRUST FUNDS					
131381	11/5/2019	BAKER & TAYLOR CO	10.52	LIBRARY MATERIALS	BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	12.29		BOOKS & PERIODICALS
131381	11/5/2019	BAKER & TAYLOR CO	22.74		BOOKS & PERIODICALS
131549	11/12/2019	INFOGROUP	305.00	CITY DIRECTORIES	BOOK AND PERIODICALS
131591	11/12/2019	ROCKFORD MAP PUBLISHERS, IN	63.75	2020 DEWITT IL PLAT BOOK	BOOK AND PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	19.68	LIBRARY MATERIALS	BOOKS & PERIODICALS
131647	11/19/2019	BAKER & TAYLOR CO	25.82	LIBRARY MATERIALS	BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	18.45		BOOKS & PERIODICALS
131808	11/27/2019	BAKER & TAYLOR CO	19.07		BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS			497.32		
WARRANT TOTAL:			55,531.92		RLE

DPL FY 2019 Budget Report
 Prepared: December 6, 2019
 At end of November 92% of the year has passed

Revenue

	FY 2019 Budgeted	% of Budget	Actual YTD	% Collected	FY18 YTD	% Change
Property Taxes	\$ 2,842,000	74.1%	\$ 2,704,341.45	95.2%	\$ 2,732,082.04	-1.0%
All Other	\$ 993,545	25.9%	\$ 995,848.58	100.2%	\$ 895,035.53	11.3%
Total Revenue	\$ 3,835,545		\$ 3,700,190.03	96.5%	\$ 3,627,117.57	2.0%

Expense

% Expended

Personnel

Payroll	\$ 1,672,917		\$ 1,452,815.62		\$ 1,423,910.48	2.0%
Benefits	\$ 643,105		\$ 546,763.23		\$ 577,553.57	-5.3%
	\$ 2,316,022	61.2%	\$ 1,999,578.85	86.3%	\$ 2,001,464.05	-0.1%

Library Materials

Books, Periodicals, etc.	\$ 245,000		\$ 183,274.17	74.8%	\$ 314,985.72	-41.8%
Per Capita	\$ 95,000		\$ 94,650.18	99.6%	n/a	n/a
Total Materials	\$ 340,000	9.0%	\$ 277,924.35	81.7%	\$ 314,985.72	-11.8%

Professional Services

Professional Services	\$ 50,000		\$ 47,863.12	95.7%	\$ 25,106.61	90.6%
Temp Agency	\$ 1,000		\$ -	0.0%	\$ -	#DIV/0!
Bank Service Charges	\$ -		\$ 118.19	#DIV/0!	\$ -	#DIV/0!
Total	\$ 51,000	1.3%	\$ 47,981.31	94.1%	\$ 25,106.61	91.1%

Allocations

Administrative Fee	\$ 97,584		\$ 89,452.00	91.7%	\$ 94,842.00	-5.7%
Purchasing	\$ 12,384		\$ 11,352.00	91.7%	\$ 13,453.00	-15.6%
MIS	\$ 38,364		\$ 35,167.00	91.7%	\$ 39,743.00	-11.5%
	\$ 148,332	3.9%	\$ 135,971.00	91.7%	\$ 148,038.00	-8.2%

Grants

PNG	\$ 15,000		\$ 12,209.53	81.4%	n/a	n/a
Other grants	\$ 75,000		\$ 3,495.77	4.7%	n/a	n/a
	\$ 90,000	2.4%	\$ 15,705.30	17.5%		

Advertising	\$ 500	0.01%	\$ 310.82	62.2%	\$ -	#DIV/0!
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Office Supplies/Maintenance

Printing/Binding	\$ 500		\$ 533.00	106.6%	\$ 2,389.29	-77.7%
Postage	\$ 14,000		\$ 10,562.75	75.4%	\$ 9,460.04	11.7%
Service to Office Equipment	\$ 10,000		\$ 25,593.00	255.9%	\$ 10,832.19	136.3%
Telephone	\$ 16,300		\$ 11,668.41	71.6%	\$ 27,956.48	-58.3%
Software	\$ 18,000		\$ 38,826.11	215.7%	\$ 6,747.37	475.4%
Office Supplies	\$ 30,000		\$ 27,429.76	91.4%	\$ 27,096.68	1.2%
Small Capital	\$ 20,000.00		\$ 23,587.58	117.9%	\$ 14,734.16	60.1%
	\$ 108,800	2.9%	\$ 138,200.61	127.0%	\$ 99,216.21	

Staff Development

Conferences/Training/Travel	\$ 20,000		\$ 10,562.71	52.8%	\$ 19,145.72	-44.8%
Tuition Reimbursement	\$ 4,000		\$ -	0.0%	\$ 1,500.00	-100.0%
Membership	\$ 48,000		\$ 50,281.57	104.8%	\$ 48,397.92	3.9%
	\$ 72,000	1.9%	\$ 60,844.28	84.5%	\$ 69,043.64	

Insurance

Unemployment	\$ 2,652	\$ 2,431.00	91.7%	\$ 1,815.00	33.9%
Medical expenses	\$ 500	\$ -	0.0%	\$ -	#DIV/0!
Risk Management	\$ 78,576	\$ 72,028.00	91.7%	\$ 80,443.00	-10.5%
	\$ 81,728	2.2%	\$ 74,459.00	91.1%	\$ 82,258.00

Building Costs

Rent	\$ 575,000.00	\$ 527,087.00	91.7%	\$ 527,087.00	0.0%
Supplies	\$ -	\$ 191.25	#DIV/0!	\$ 582.00	-67.1%
Maintenace	\$ -	\$ -	#DIV/0!	\$ 175.00	-100.0%
	\$ 575,000	15.2%	\$ 527,278.25	\$ 527,844.00	
Total Operations/Services	\$ 1,467,360	38.8%	\$ 1,278,674.92	87.1%	\$ 1,266,492.18

Total Expenses	\$ 3,783,382	\$ 3,278,253.77	86.6%	\$ 3,267,956.23	0.3%
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Revenue Minus Expense	\$ 52,163	\$ 421,936.26		\$ 359,161.34	17.5%
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Operating fund

Date	Beginning	Revenue	Expense	Balance Sheet Activit	Equals
1/1/2019	\$ 1,063,511.12	\$ 232,364.45	\$ 270,419.46	\$ 2,077.98	\$ 1,027,534.09
2/1/2019	\$ 1,027,534.09	\$ 50,666.36	\$ 250,995.03	\$ 194.64	\$ 827,400.06
3/1/2019	\$ 827,400.06	\$ 61,702.45	\$ 285,337.24	\$ -	\$ 603,765.27
4/1/2019	\$ 603,765.27	\$ 116,424.25	\$ 296,858.14	\$ -	\$ 423,331.38
5/1/2019	\$ 423,331.38	\$ 139,441.32	\$ 360,300.19	\$ -	\$ 202,472.51
6/1/2019	\$ 202,472.51	\$ 47,332.81	\$ 267,614.61	\$ -	\$ (17,809.29)
7/1/2019	\$ (17,809.29)	\$ 1,728,923.50	\$ 319,316.83	\$ 531.91	\$ 1,392,329.29
8/1/2019	\$ 1,392,329.29	\$ 56,400.84	\$ 267,312.94	\$ -	\$ 1,181,417.19
9/1/2019	\$ 1,181,417.19	\$ 1,080,161.30	\$ 291,429.60	\$ -	\$ 1,970,148.89
10/1/2019	\$ 1,970,148.89	\$ 134,956.14	\$ 368,385.34	\$ -	\$ 1,736,719.69
11/1/2019	\$ 1,736,719.69	\$ 51,816.61	\$ 300,284.39	\$ -	\$ 1,488,251.91
12/1/2019	\$ 1,488,251.91				

Capital Fund Revenue Expected: \$250,000 Expense Expected: \$250,000

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 131,499.36	\$ 78.42	\$ -	\$ 131,577.78
2/1/2019	\$ 131,577.78	\$ 207.58	\$ -	\$ 131,785.36
3/1/2019	\$ 131,785.36	\$ 101.85	\$ -	\$ 131,887.21
4/1/2019	\$ 131,887.21	\$ 203.57	\$ -	\$ 132,090.78
5/1/2019	\$ 132,090.78	\$ 179.29	\$ -	\$ 132,270.07
6/1/2019	\$ 132,270.07	\$ 103.22	\$ -	\$ 132,373.29
7/1/2019	\$ 132,373.29	\$ 146.79	\$ -	\$ 132,520.08
8/1/2019	\$ 132,520.08	\$ 114.10	\$ -	\$ 132,634.18
9/1/2019	\$ 132,634.18	\$ 185.93	\$ -	\$ 132,820.11
10/1/2019	\$ 132,820.11	\$ 136.23	\$ -	\$ 132,956.34
11/1/2019	\$ 132,956.34	\$ 94.33	\$ -	\$ 133,050.67
12/1/2019	\$ 133,050.67			

Trust Accounts

Cantoni

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 57,814.13	\$ 34.48	\$ -	\$ 57,848.61
2/1/2019	\$ 57,848.61	\$ 46.48	\$ -	\$ 57,895.09
3/1/2019	\$ 57,895.09	\$ 44.78	\$ -	\$ 57,939.87
4/1/2019	\$ 57,939.87	\$ 49.62	\$ -	\$ 57,989.49
5/1/2019	\$ 57,989.49	\$ 52.03	\$ -	\$ 58,041.52
6/1/2019	\$ 58,041.52	\$ 45.33	\$ -	\$ 58,086.85
7/1/2019	\$ 58,086.85	\$ 53.82	\$ -	\$ 58,140.67
8/1/2019	\$ 58,140.67	\$ 50.10	\$ -	\$ 58,190.77
9/1/2019	\$ 58,190.77	\$ 49.72	\$ -	\$ 58,240.49

10/1/2019	\$	58,240.49	\$	47.90	\$	-	\$	58,288.39
11/1/2019	\$	58,288.39	\$	41.38	\$	-	\$	58,329.77
12/1/2019	\$	58,329.77						

Meyer

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 143,183.11	\$ 84.74	\$ 2,170.03	\$ 141,097.82
2/1/2019	\$ 141,097.82	\$ 112.53	\$ 2,099.45	\$ 139,110.90
3/1/2019	\$ 139,110.90	\$ 106.86	\$ 1,908.20	\$ 137,309.56
4/1/2019	\$ 137,309.56	\$ 116.78	\$ 1,908.20	\$ 135,518.14
5/1/2019	\$ 135,518.14	\$ 120.30	\$ 2,862.30	\$ 132,776.14
6/1/2019	\$ 132,776.14	\$ 102.84	\$ 1,908.20	\$ 130,970.78
7/1/2019	\$ 130,970.78	\$ 120.19	\$ 1,917.17	\$ 129,173.80
8/1/2019	\$ 129,173.80	\$ 109.77	\$ 2,988.80	\$ 126,294.77
9/1/2019	\$ 126,294.77	\$ 106.83	\$ 1,938.46	\$ 124,463.14
10/1/2019	\$ 124,463.14	\$ 47.90	\$ 2,862.30	\$ 121,648.74
11/1/2019	\$ 121,648.74	\$ 85.40	\$ 2,276.95	\$ 119,457.19
12/1/2019	\$ 119,457.19			

Memorials/Donations

Date	Beginning	Plus Received	Minus Expense	Equals Ending
1/1/2019	\$ 26,174.87	\$ 290.69	\$ 10.45	\$ 26,455.11
2/1/2019	\$ 26,455.11	\$ 411.41	\$ 10.00	\$ 26,856.52
3/1/2019	\$ 26,856.52	\$ 1,059.81	\$ 246.89	\$ 27,669.44
4/1/2019	\$ 27,669.44	\$ 357.03	\$ 932.81	\$ 27,093.66
5/1/2019	\$ 27,093.66	\$ 1,438.50	\$ 1,872.92	\$ 26,659.24
6/1/2019	\$ 26,659.24	\$ 20.47	\$ 900.54	\$ 25,779.17
7/1/2019	\$ 25,779.17	\$ 88.76	\$ 329.79	\$ 25,538.14
8/1/2019	\$ 25,538.14	\$ 21.86	\$ 327.90	\$ 25,232.10
9/1/2019	\$ 25,232.10	\$ 1,697.20	\$ 158.69	\$ 26,770.61
10/1/2019	\$ 26,770.61	\$ 121.95	\$ 260.87	\$ 26,631.69
11/1/2019	\$ 26,631.69	\$ 619.08	\$ 128.57	\$ 27,122.20
12/1/2019	\$ 27,122.20			

Total	Beginning	Plus Received	Minus Expense	Balance Sheet activity	Ending
1/1/2019	\$ 1,422,182.59	\$ 232,852.78	\$ 272,599.94	\$ 2,077.98	\$ 1,384,513.41
2/1/2019	\$ 1,384,513.41	\$ 51,444.36	\$ 253,104.48	\$ 194.64	\$ 1,183,047.93
3/1/2019	\$ 1,183,047.93	\$ 63,015.75	\$ 287,492.33	\$ -	\$ 958,571.35
4/1/2019	\$ 958,571.35	\$ 117,151.25	\$ 299,699.15	\$ -	\$ 776,023.45
5/1/2019	\$ 776,023.45	\$ 141,231.44	\$ 365,035.41	\$ -	\$ 552,219.48
6/1/2019	\$ 552,219.48	\$ 47,604.67	\$ 270,423.35	\$ -	\$ 329,400.80
7/1/2019	\$ 329,400.80	\$ 1,729,333.06	\$ 321,563.79	\$ 531.91	\$ 1,737,701.98
8/1/2019	\$ 1,737,701.98	\$ 56,696.67	\$ 270,629.64	\$ -	\$ 1,523,769.01
9/1/2019	\$ 1,523,769.01	\$ 1,082,200.98	\$ 293,526.75	\$ -	\$ 2,312,443.24
10/1/2019	\$ 2,312,443.24	\$ 135,310.12	\$ 371,508.51	\$ -	\$ 2,076,244.85
11/1/2019	\$ 2,076,244.85	\$ 52,656.80	\$ 302,689.91	\$ -	\$ 1,826,211.74
12/1/2019	\$ 1,826,211.74				

DPL 2019 Budget Projection November

	2019 Projected Best Case	2019 Budgeted	Difference	Worst Case	Difference from budget
Real Estate Taxes	\$ 2,993,661	\$ 2,842,000	\$ 151,661	\$ 2,704,341	\$ (137,659)
State Replacement Tax	\$ 350,066	\$ 250,000	\$ 100,066	\$ 350,066	\$ 100,066
State Grants or other	\$ 110,053	\$ 110,000	\$ 53	\$ 110,053	\$ 53
Other Grants	\$ 4,308	\$ 75,000	\$ (70,692)	\$ 4,308	\$ (70,692)
Payment in Lieu of Taxes	\$ 511,095	\$ 511,095	\$ -	\$ 511,095	\$ -
Fines/Fees	\$ 3,876	\$ 1,000	\$ 2,876	\$ 3,876	\$ 2,876
Non-resident fees	\$ 251	\$ 150	\$ 101	\$ 251	\$ 101
Lost or Damaged Books	\$ 5,832	\$ 5,200	\$ 632	\$ 5,832	\$ 632
Copies/Misc.	\$ 9,222	\$ 8,400	\$ 822	\$ 9,222	\$ 822
Meeting Room Fees	\$ 7,469	\$ 3,700	\$ 3,769	\$ 7,469	\$ 3,769
Interest Income	\$ 10,986	\$ 500	\$ 10,486	\$ 10,986	\$ 10,486
Sale of property	\$ -	\$ -	\$ -	\$ -	\$ -
Sublease	\$ 1,500	\$ 1,500	\$ -	\$ 1,500	\$ -
Miscellaneous Income	\$ 16,243	\$ 2,000	\$ 14,243	\$ 16,243	\$ 14,243
Transfer from Meyer	\$ 24,971	\$ 25,000	\$ (29)	\$ 24,971	\$ (29)
Total Revenues	\$ 4,049,533	\$ 3,835,545	\$ 213,988	\$ 3,760,213	\$ (75,332)

Library Operations

DPL Personnel Services

Salaries	\$ 1,572,774	\$ 1,671,917	\$ 99,143	\$ 1,572,774
Overtime	\$ 1,135	\$ 1,000	\$ (135)	\$ 1,135
IMRF	\$ 147,578	\$ 168,867	\$ 21,289	\$ 147,578
FICA	\$ 118,446	\$ 127,468	\$ 9,022	\$ 118,446
Life Insurance	\$ 2,570	\$ 3,182	\$ 612	\$ 2,570
Medical Insurance	\$ 302,400	\$ 321,750	\$ 19,350	\$ 302,400
Service Recognition	\$ 21,179	\$ 21,838	\$ 659	\$ 21,179

Total Personnel	\$ 2,166,082	\$ 2,316,022	\$ 149,940	\$ 2,166,082
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Operating Expenses

Unemployment insurance	\$ 2,652	\$ 2,652	\$ -	\$ 2,652
Advertising	\$ 339	\$ 500	\$ 161	\$ 339
Printing/Binding	\$ 581	\$ 500	\$ (81)	\$ 581
Service to Office Equipment	\$ 27,920	\$ 10,000	\$ (17,920)	\$ 27,920
MIS Services	\$ 38,364	\$ 38,364	\$ -	\$ 38,364
Telephone	\$ 12,729	\$ 16,300	\$ 3,571	\$ 12,729
Banking Service Charges	\$ 129	\$ -	\$ (129)	\$ 129
Conferences/Travel/training	\$ 11,523	\$ 20,000	\$ 8,477	\$ 11,523
Postage	\$ 11,523	\$ 14,000	\$ 2,477	\$ 11,523
Computer Software	\$ 42,356	\$ 18,000	\$ (24,356)	\$ 42,356

Admin Fee	\$ 97,548	\$ 97,584	\$ 36	\$ 97,548
Medical Expenses	\$ -	\$ 500	\$ 500	-
Temp Agency Services	\$ -	\$ 1,000	\$ 1,000	-
Tuition Reimbursement	\$ -	\$ 4,000	\$ 4,000	-
Professional Services	\$ 52,214	\$ 50,000	\$ (2,214)	\$ 52,214
Membership Fees	\$ 54,853	\$ 48,000	\$ (6,853)	\$ 54,853
PNG Expenses	\$ 13,320	\$ 15,000	\$ 1,680	\$ 13,320
Per Capita Expenses	\$ 95,000	\$ 95,000	\$ -	\$ 95,000
Other Grant	\$ 3,814	\$ 75,000	\$ 71,186	\$ 3,814
Office Supplies	\$ 29,923	\$ 30,000	\$ 77	\$ 29,923
Purchasing	\$ 12,384	\$ 12,384	\$ -	\$ 12,384
Risk Management	\$ 78,576	\$ 78,576	\$ -	\$ 78,576
Small Capital	\$ 25,732	\$ 20,000	\$ (5,732)	\$ 25,732
Rent	\$ 575,000	\$ 575,000	\$ -	\$ 575,000
Books/Materials	\$ 199,935	\$ 245,000	\$ 45,065	\$ 199,935
Transfer to reserves	\$ -	\$ -	\$ -	-
Service to Mainting Building	\$ -	\$ -	\$ -	-
Materials for Building	\$ 209	\$ -	\$ (209)	\$ 209
Total Operating Expenses	\$ 1,386,624	\$ 1,467,360	\$ 80,736	\$ 1,386,624

Total Expenses	\$ 3,552,706	\$ 3,783,382	\$ 230,676	\$ 3,552,706
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Surplus/Deficit	\$ 496,827	\$ 52,163		\$ 207,507
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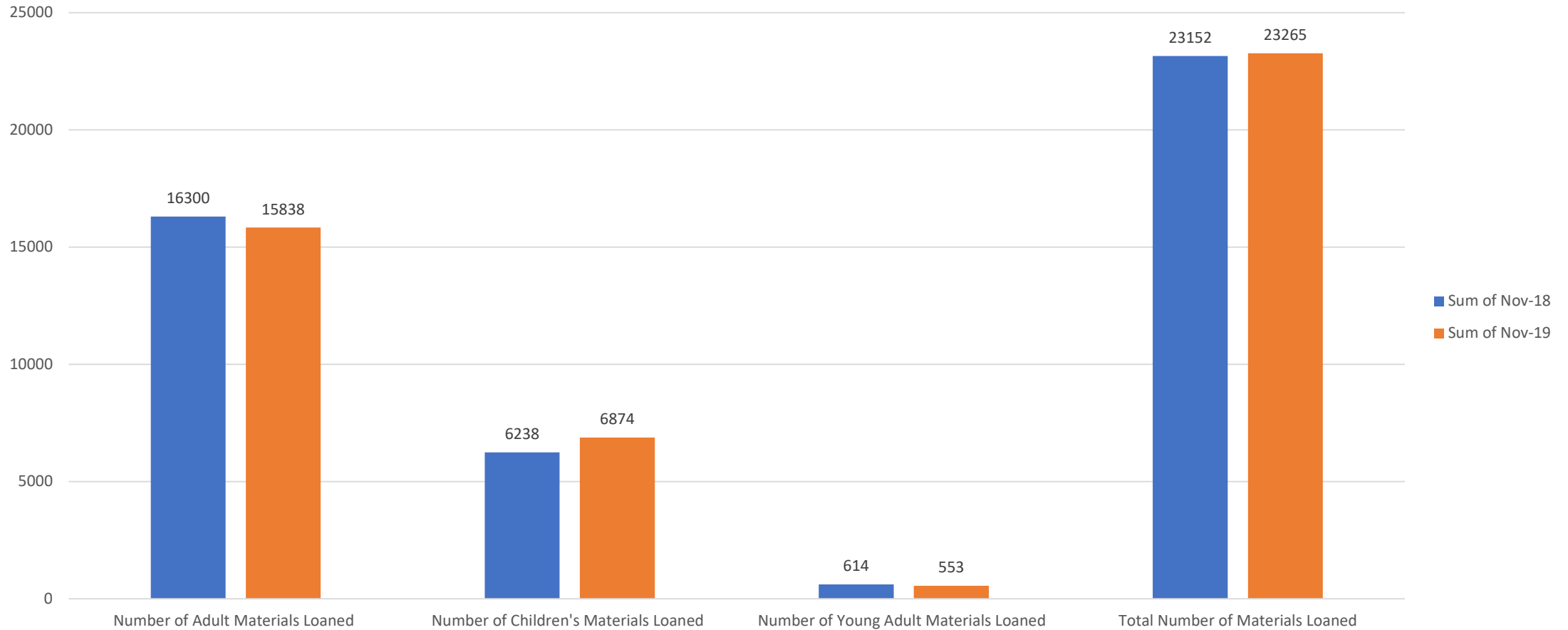
November 2019 Statistics



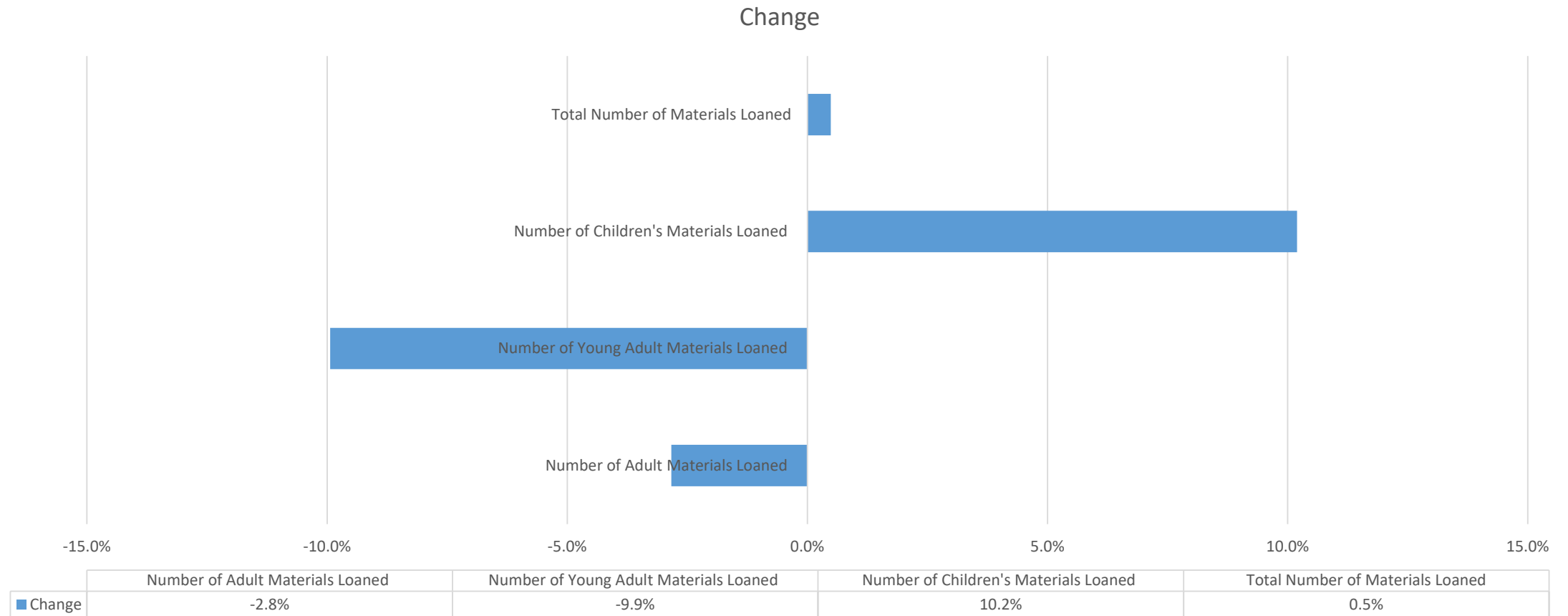
DECATUR PUBLIC LIBRARY

knowledge | creativity | inspiration

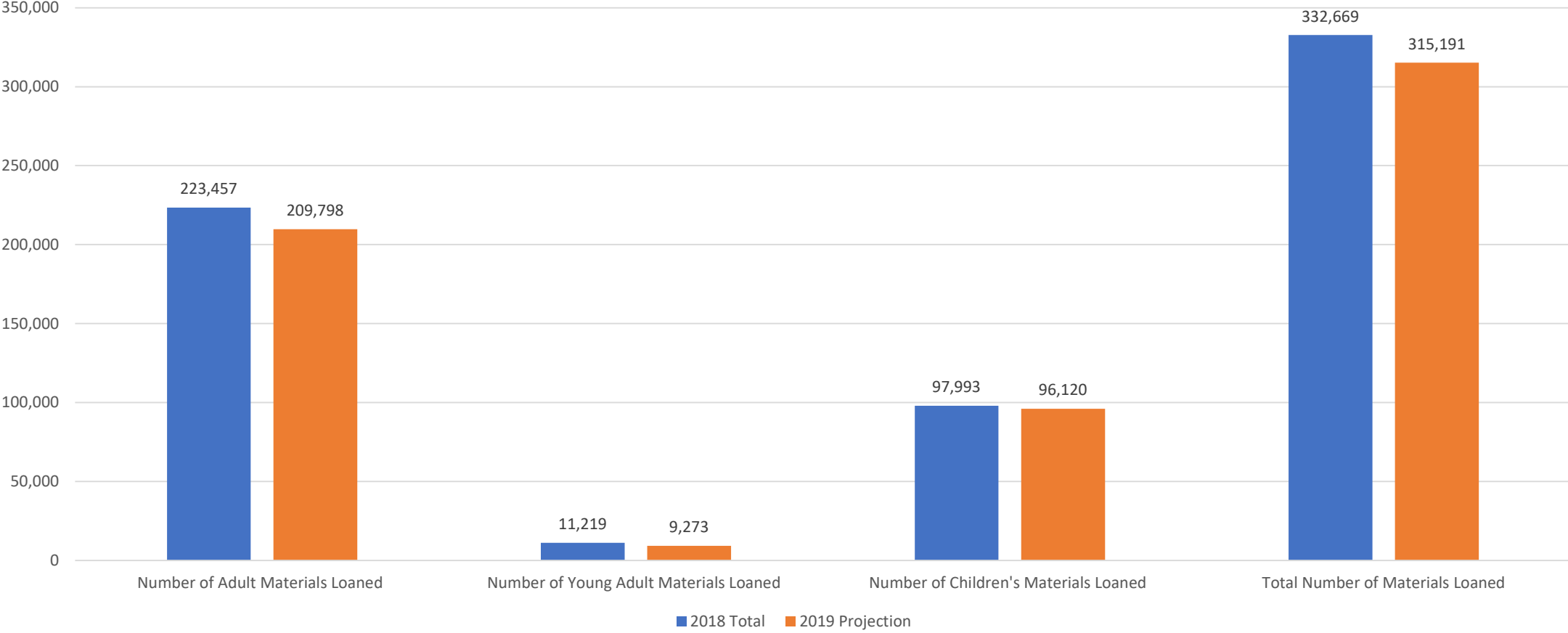
November Circulation by Audience



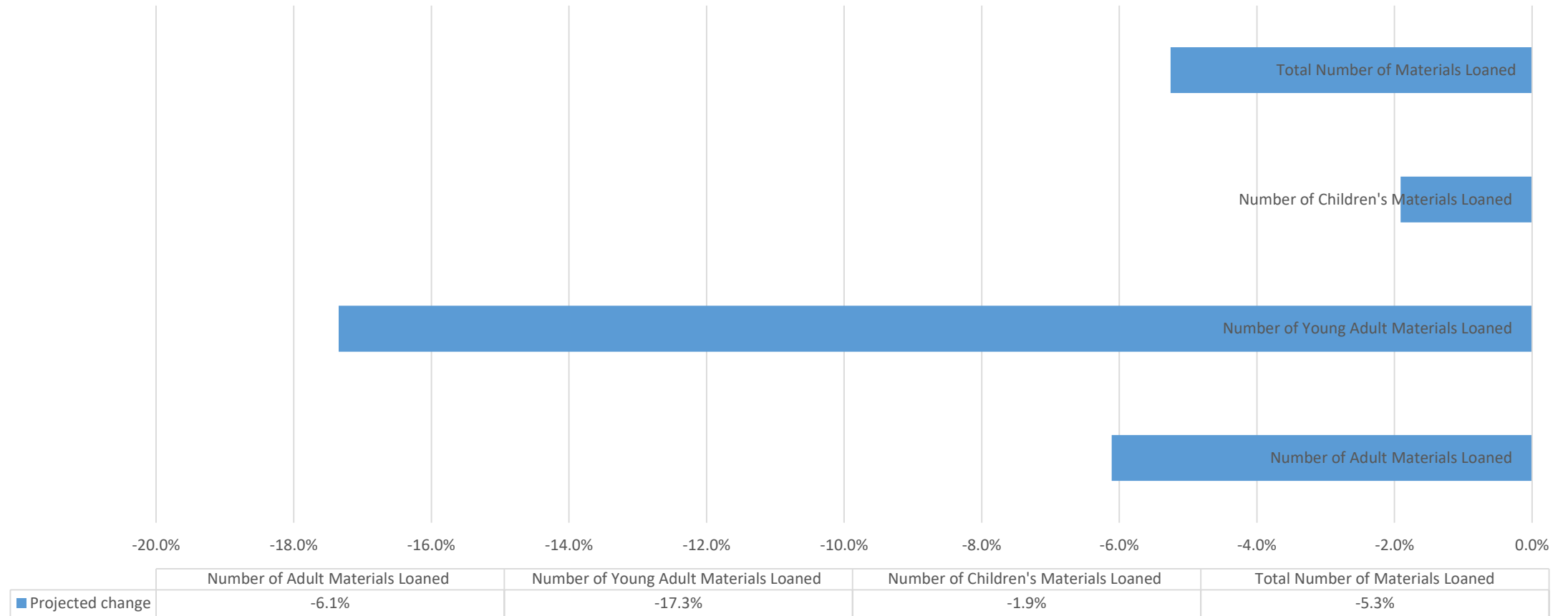
November Circulation Change by Audience



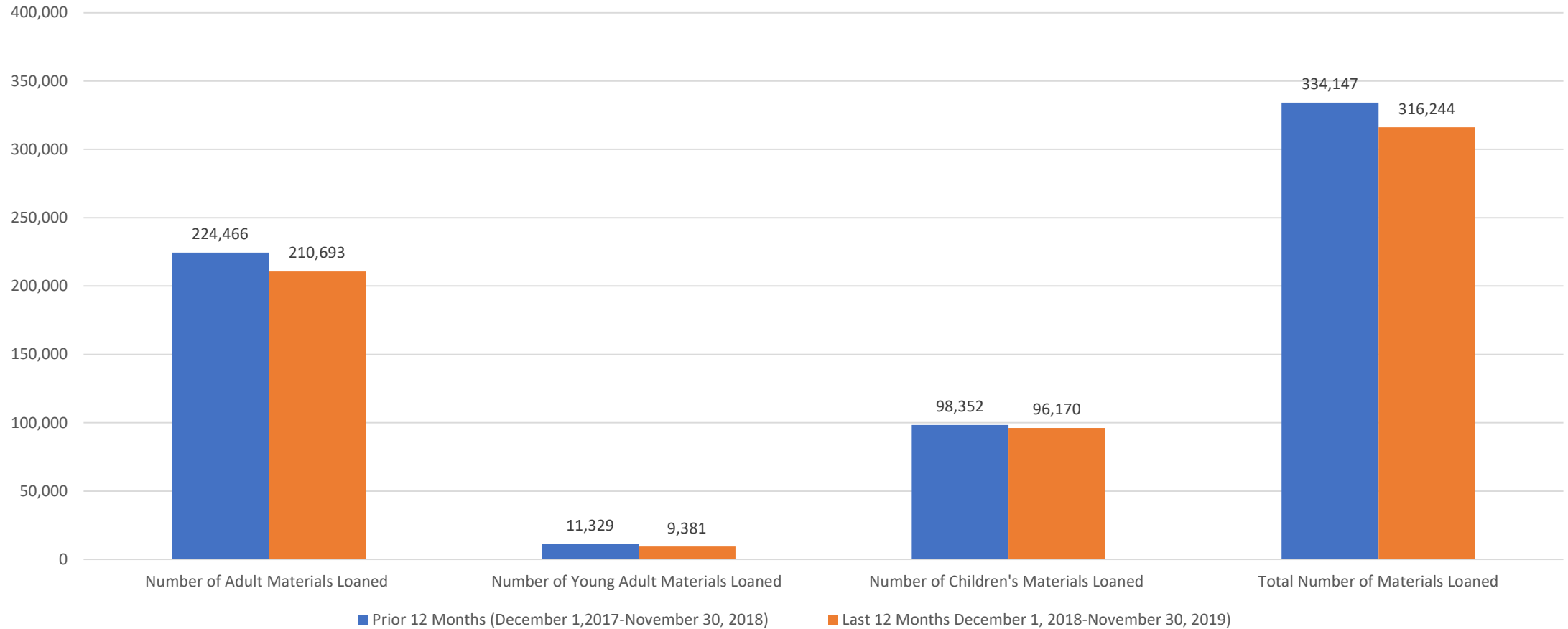
Projected 2019 Circulation by Audience vs. 2018 Actual



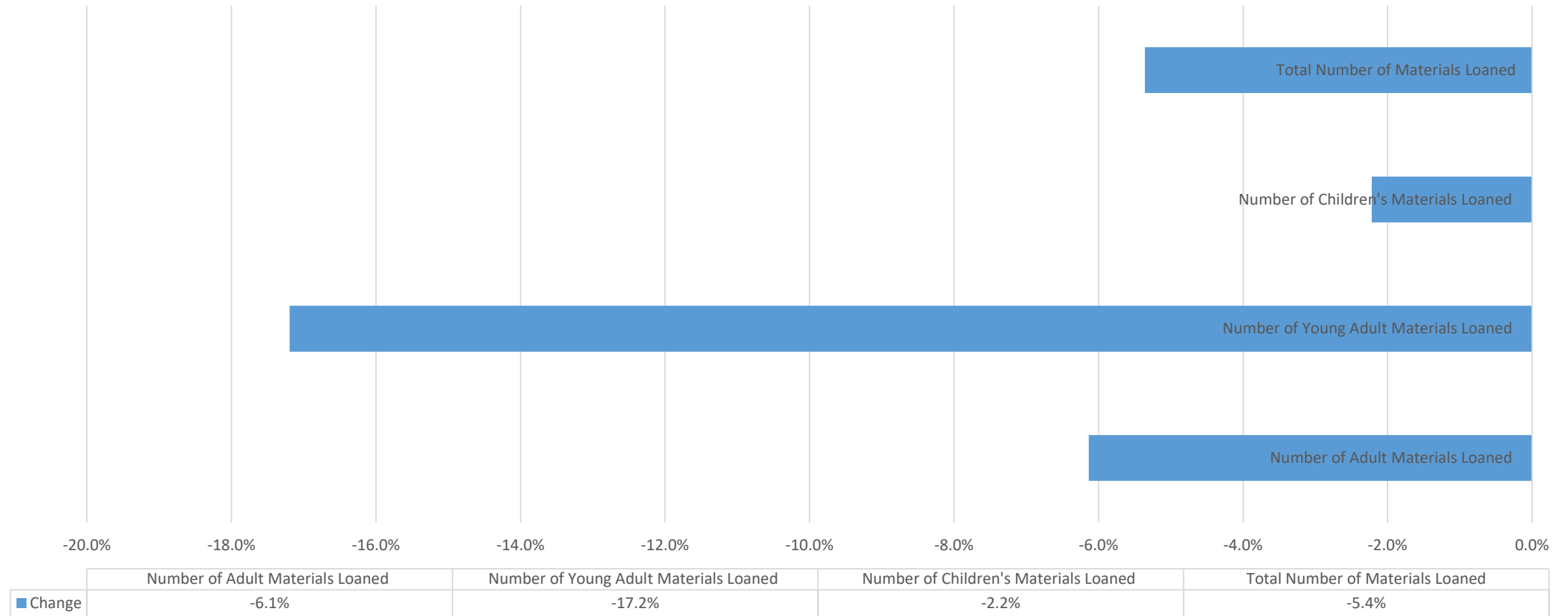
Projected 2019 Circulation Change by Audience



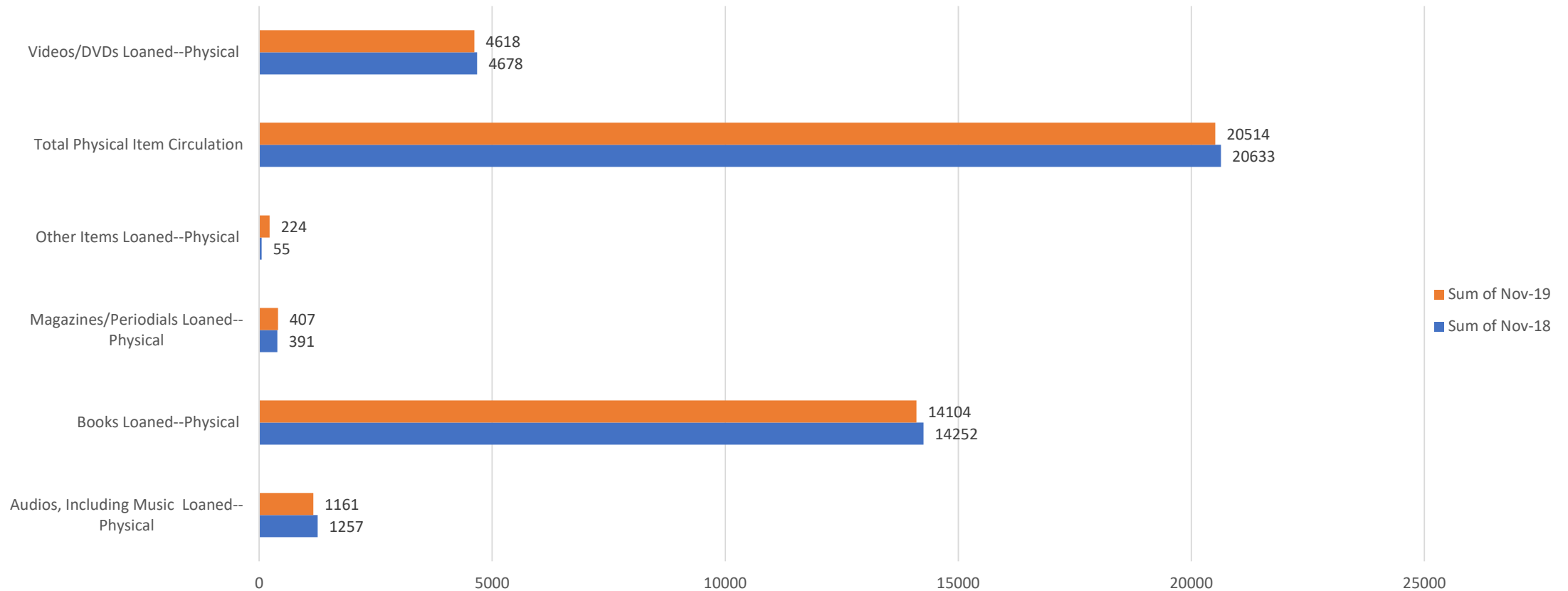
12-Month Circulation Trend by Audience



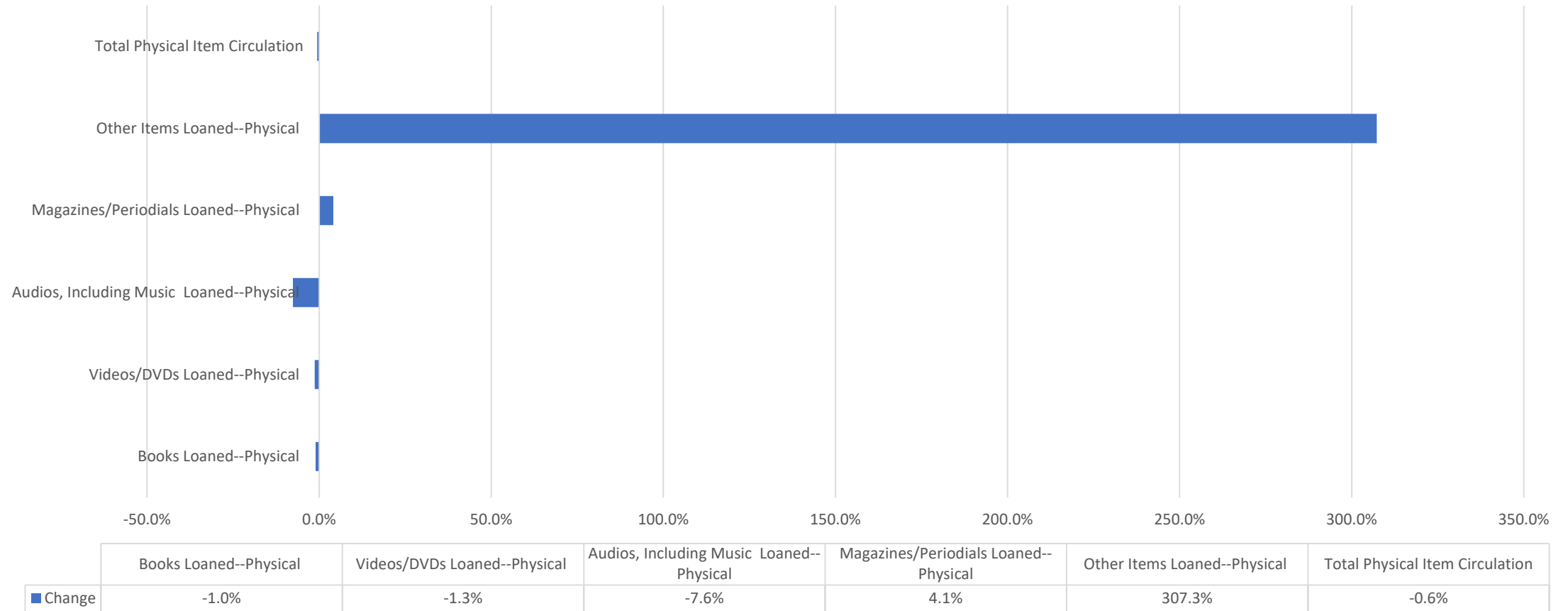
Change in 12-Month Trend by Audience



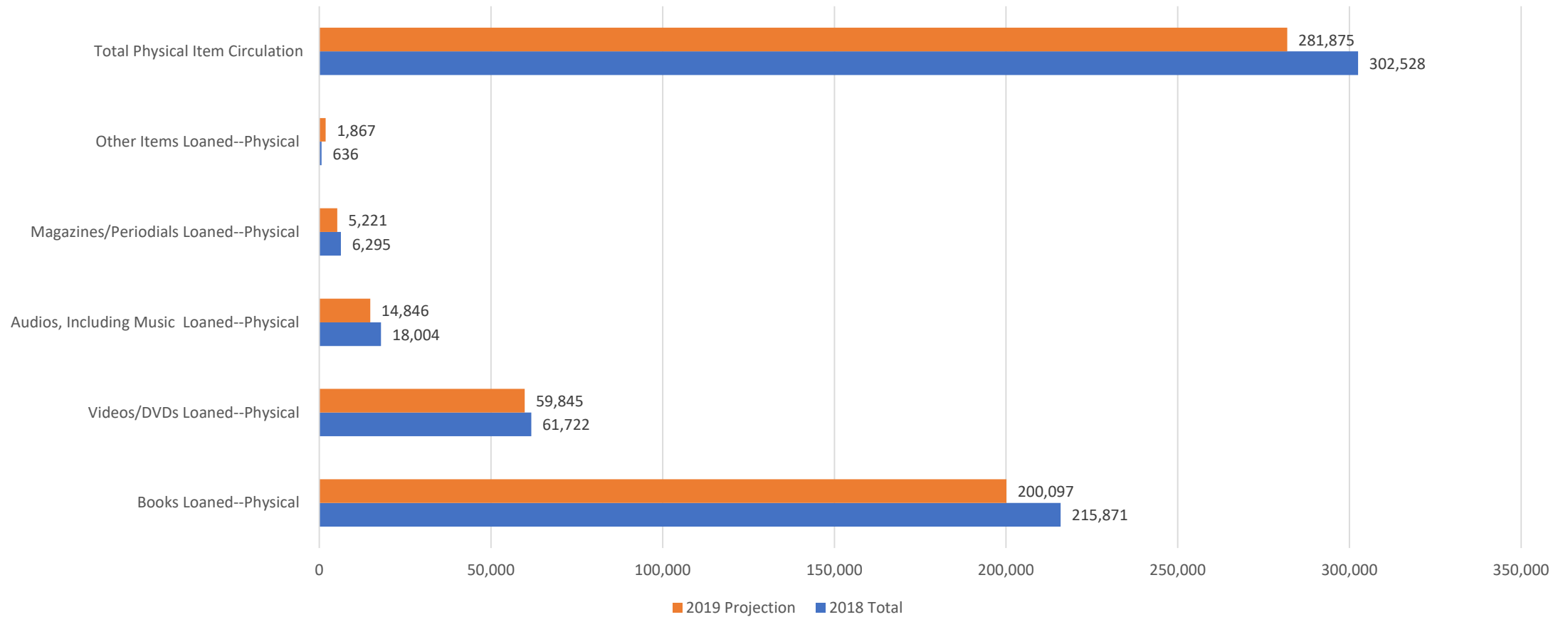
November Circulation by Material Type (excluding electronic)



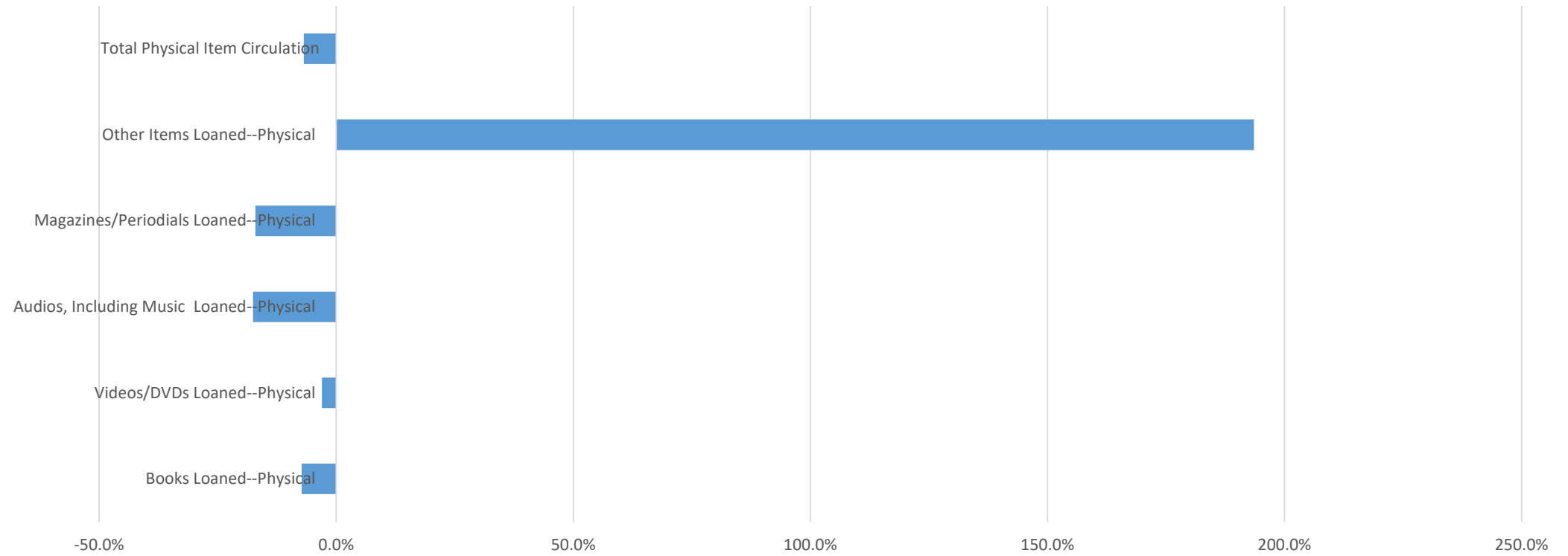
November Change by Material Type



Projected 2019 Circulation by Material Type v. 2018 Actual (excluding electronic)



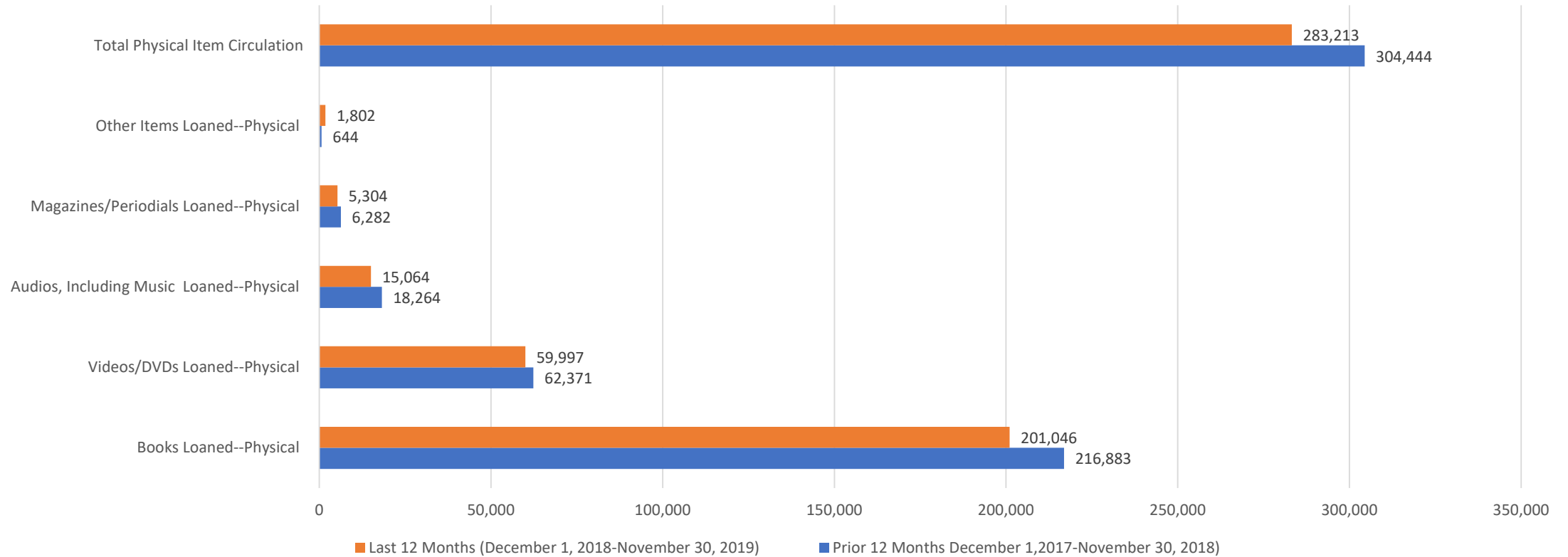
Projected 2019 Change by Material Type



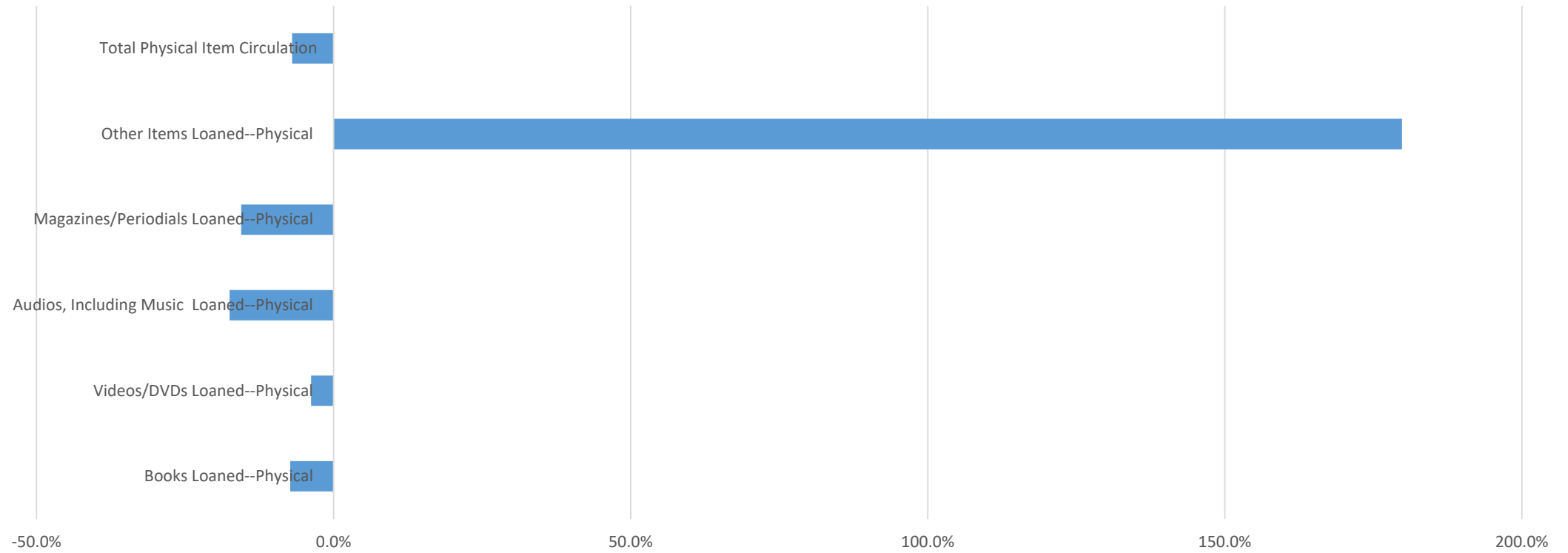
	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Total Physical Item Circulation
■ Projected change	-7.3%	-3.0%	-17.5%	-17.1%	193.5%	-6.8%

12-Month Circulation Trend by Material Type (excluding electronic)

12-Month Circulation Trend by Material Type (excluding electronic)

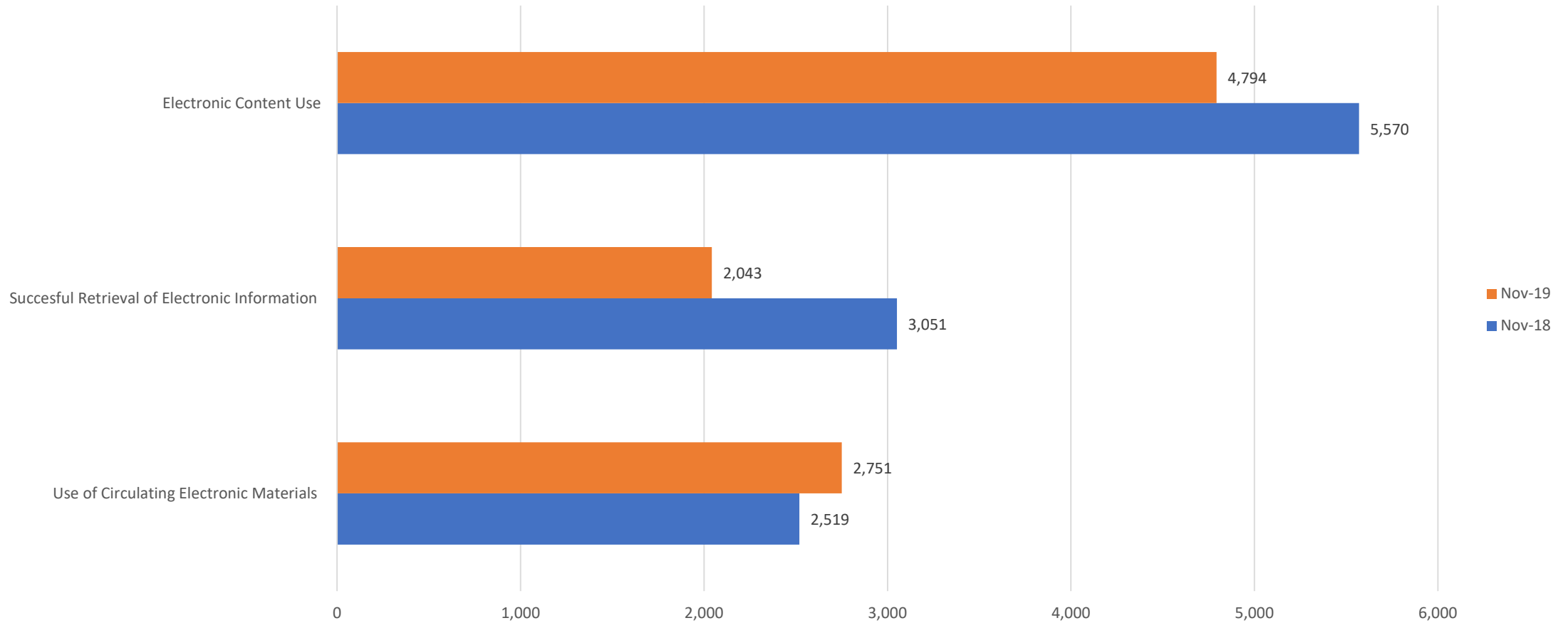


Change in 12-Month Trend by Material Type

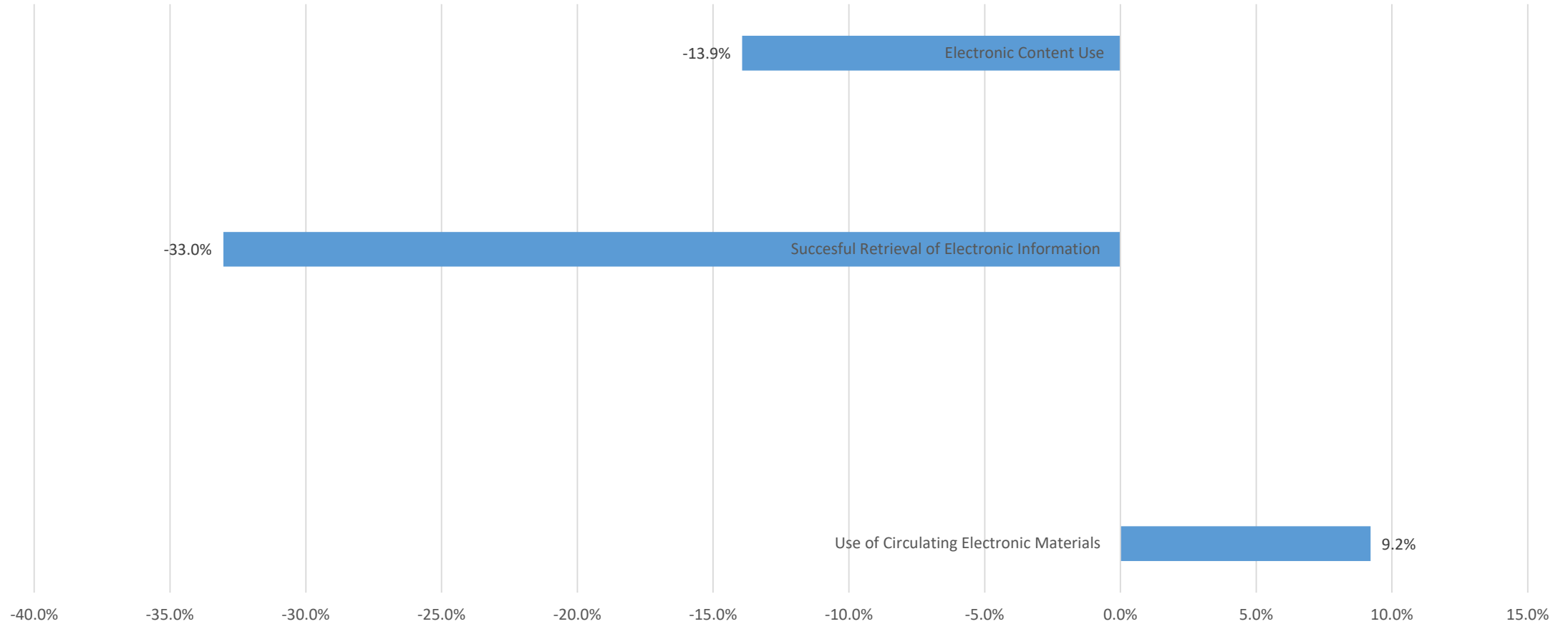


	Books Loaned--Physical	Videos/DVDs Loaned--Physical	Audios, Including Music Loaned--Physical	Magazines/Periodicals Loaned--Physical	Other Items Loaned--Physical	Total Physical Item Circulation
Change	-7.3%	-3.8%	-17.5%	-15.6%	179.8%	-7.0%

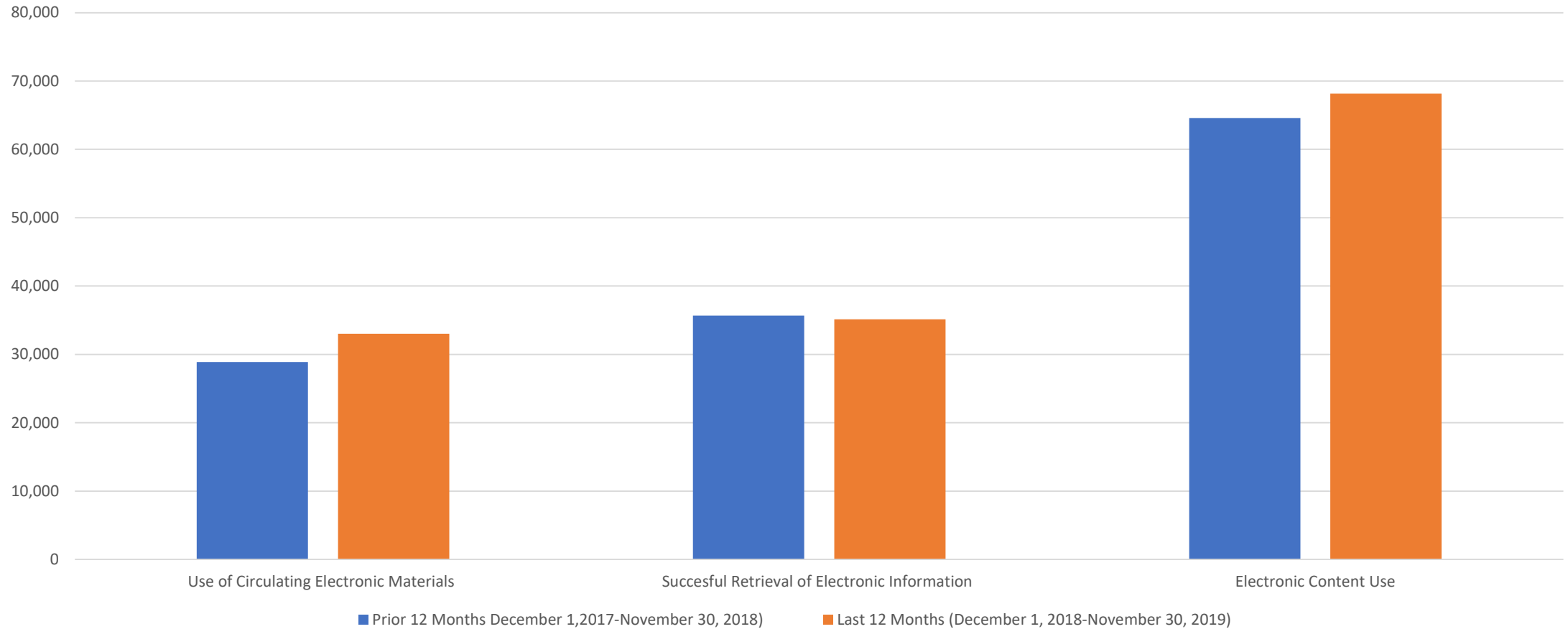
Electronic Content Use



November Electronic Content Use Change



Electronic Resources 12-Month Trend

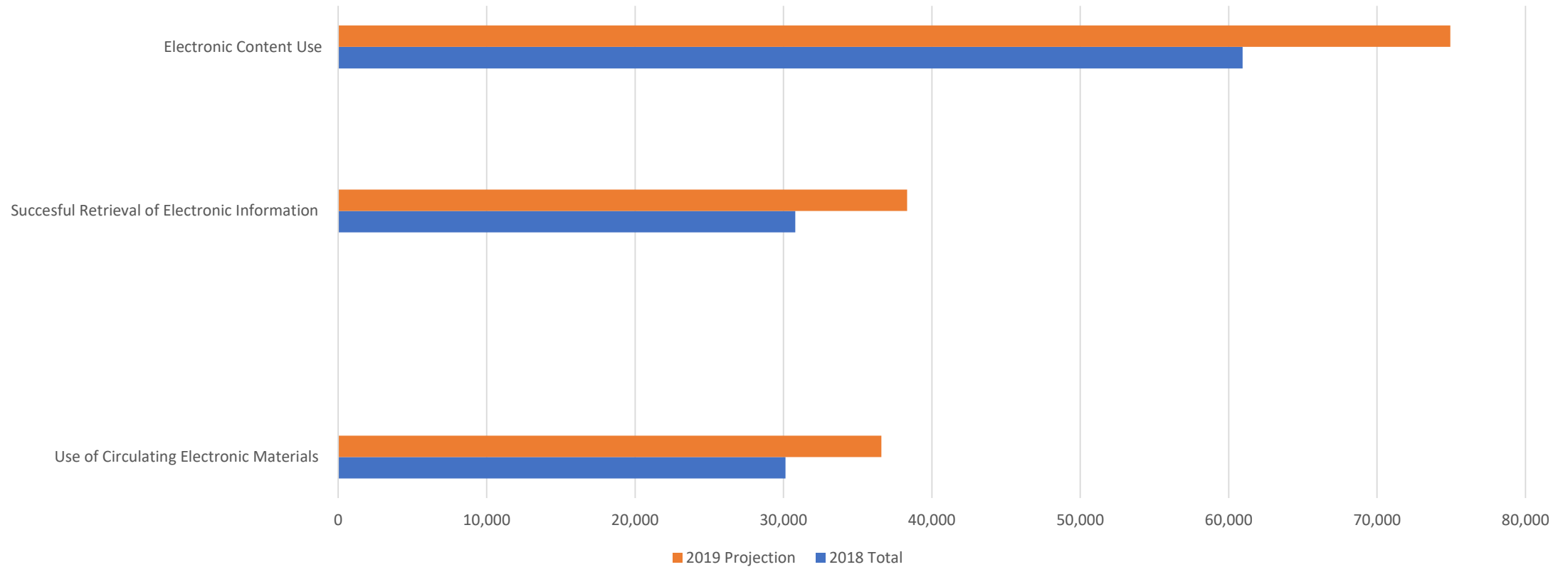


Change in 12-Month Trend for Electronic Resources

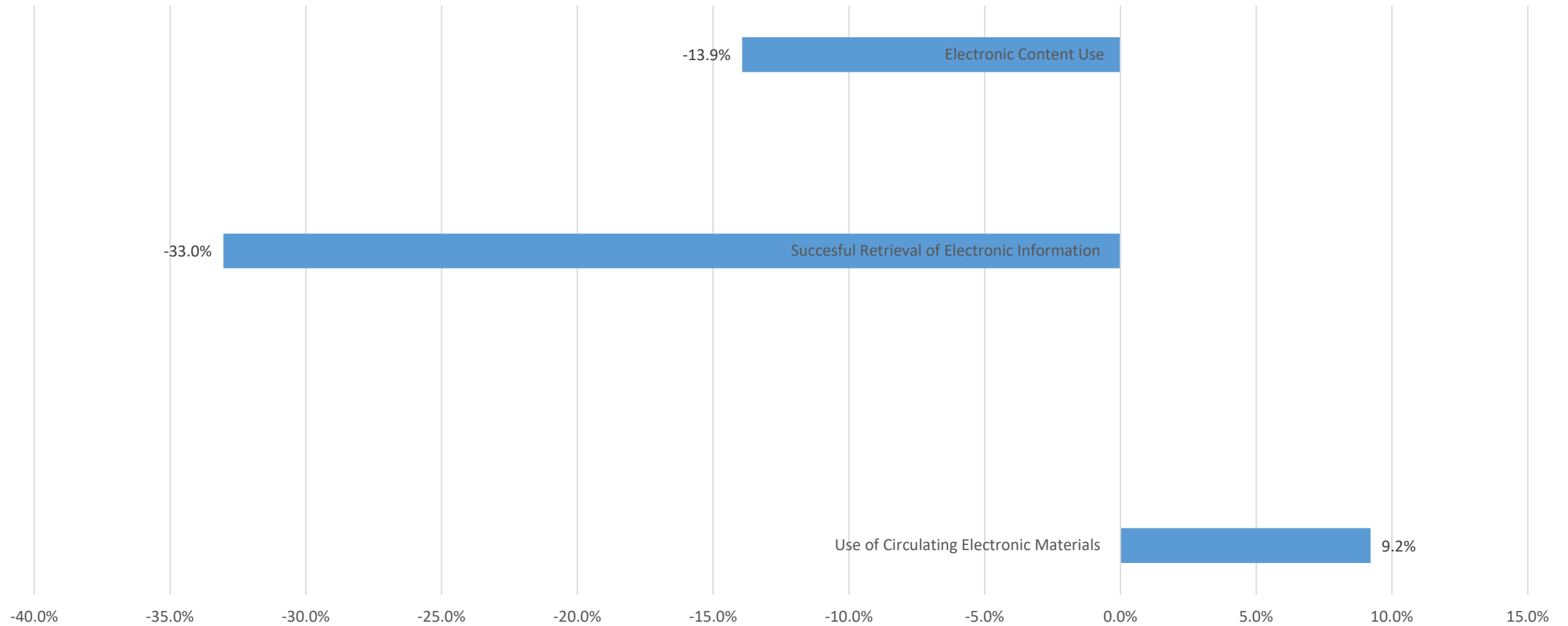


Projected 2019 Electronic Resource Use vs. 2018 Actual

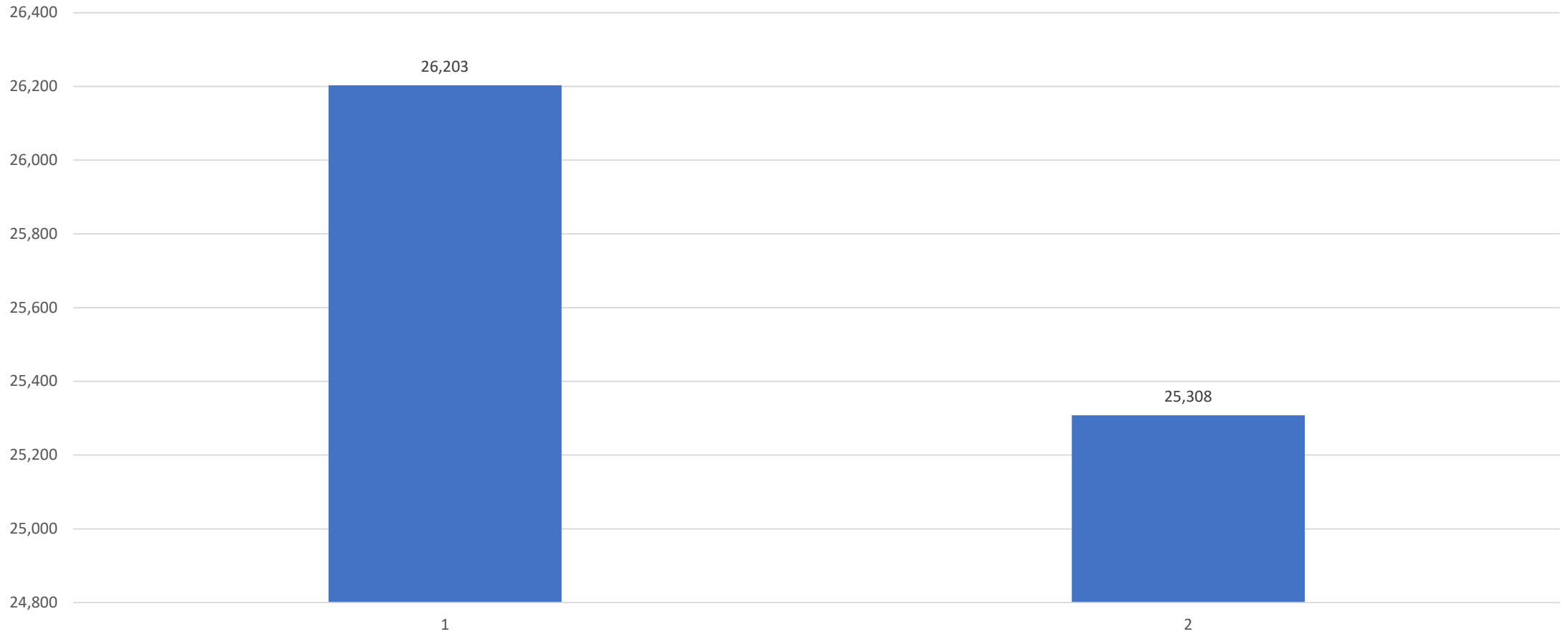
Chart Title



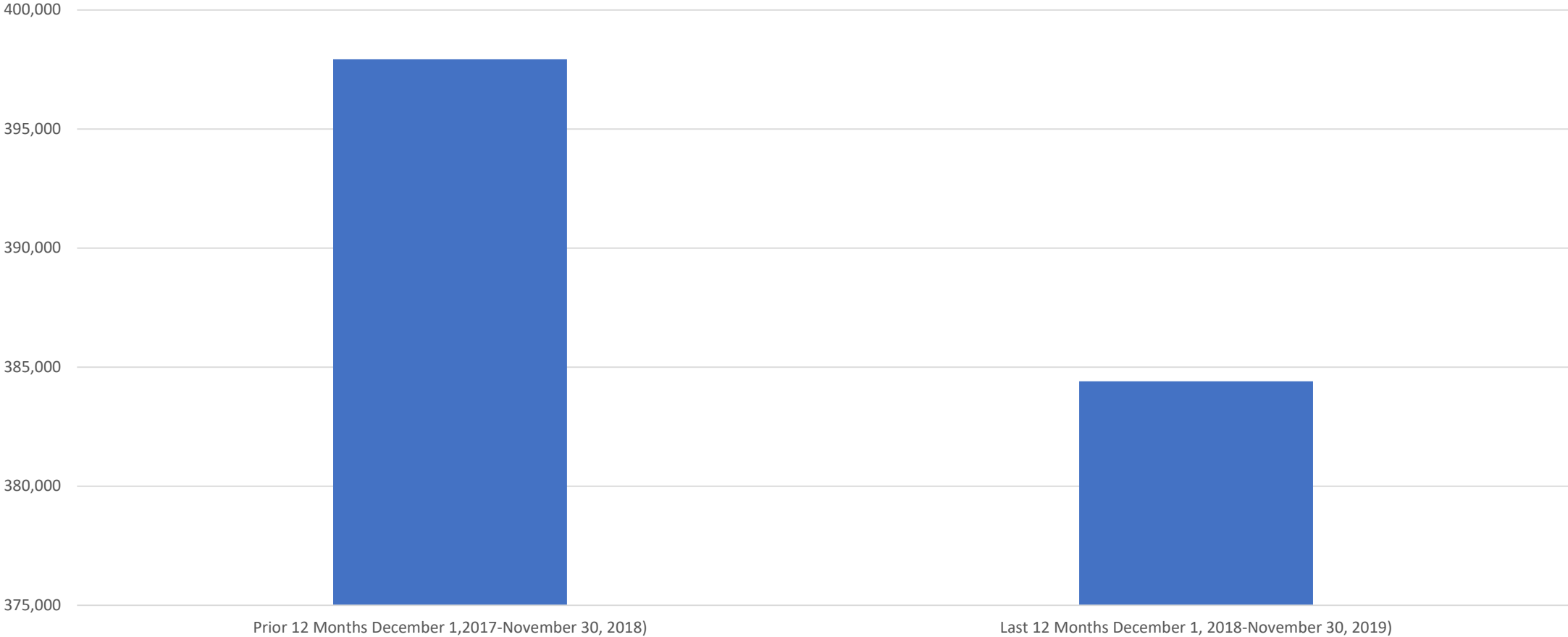
Projected 2019 Change from 2018 in Electronic Resource Use



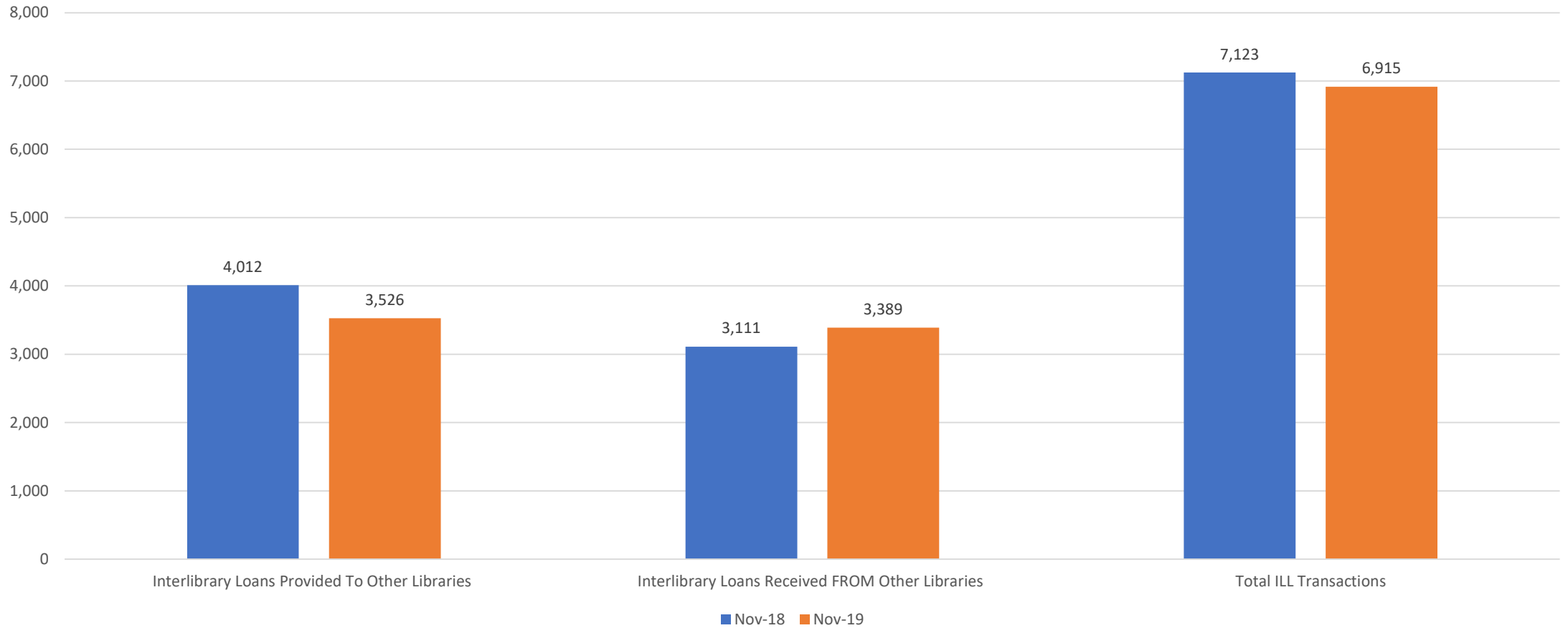
November Total Collection Use



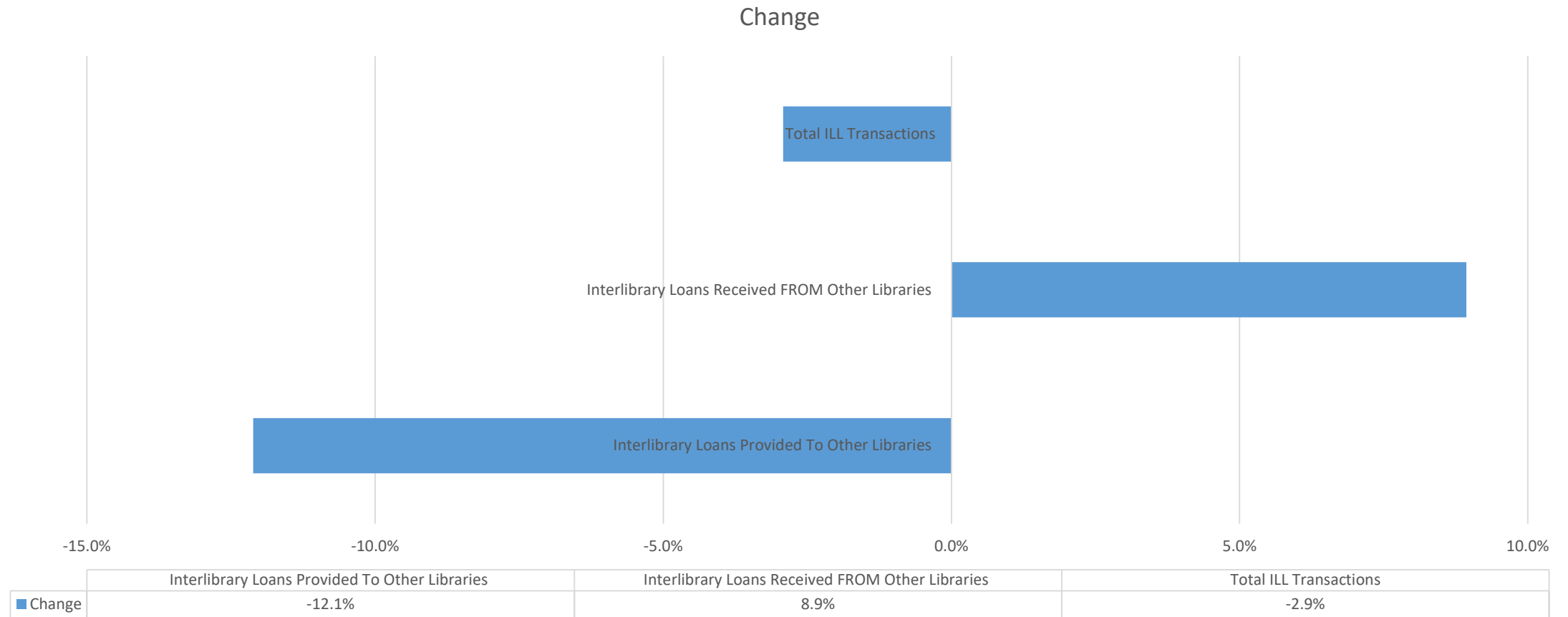
Total Collection Use 12-Month Trend



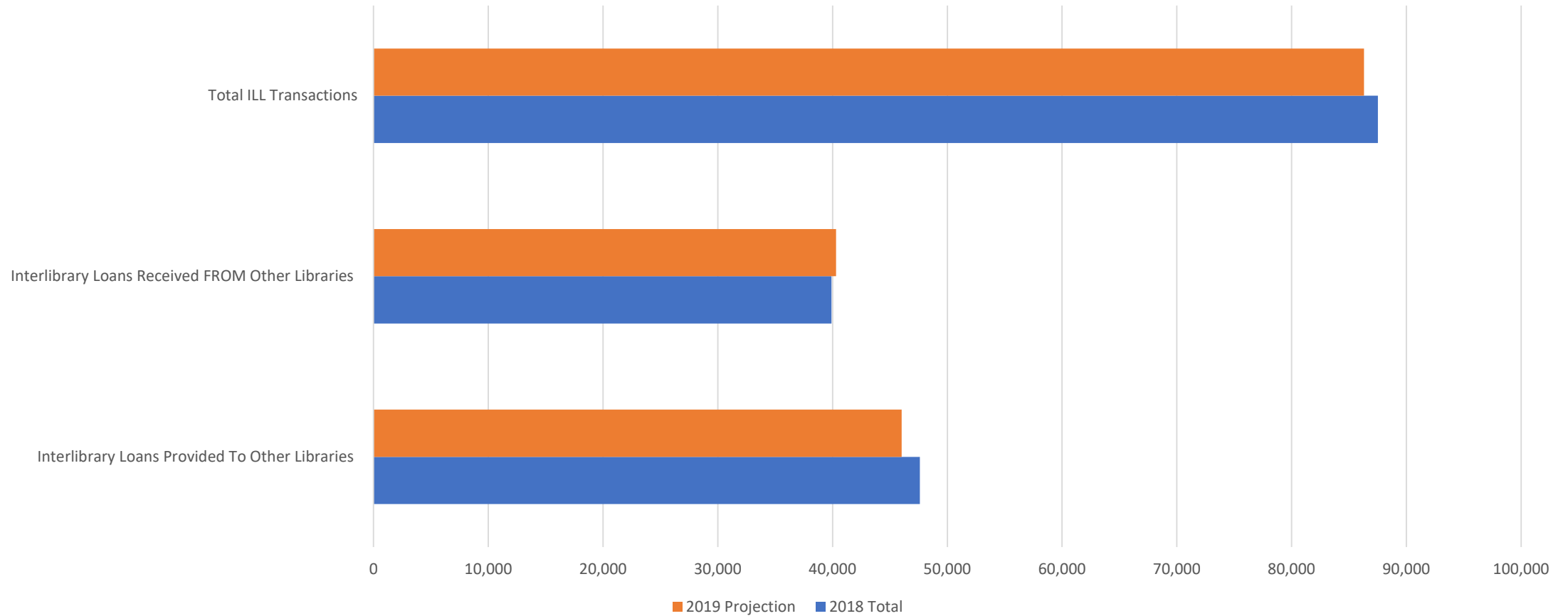
November Interlibrary Loan



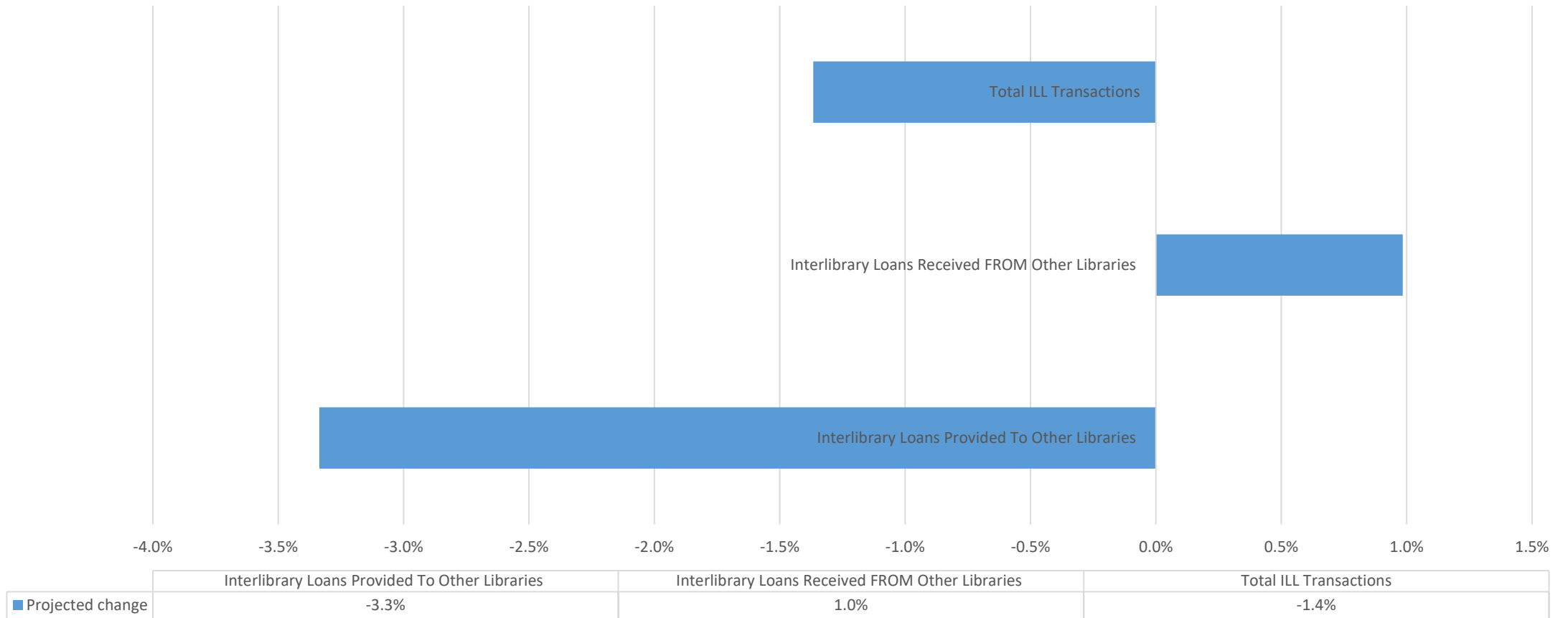
November ILL Change



2019 ILL Projection vs. 2018 Actual

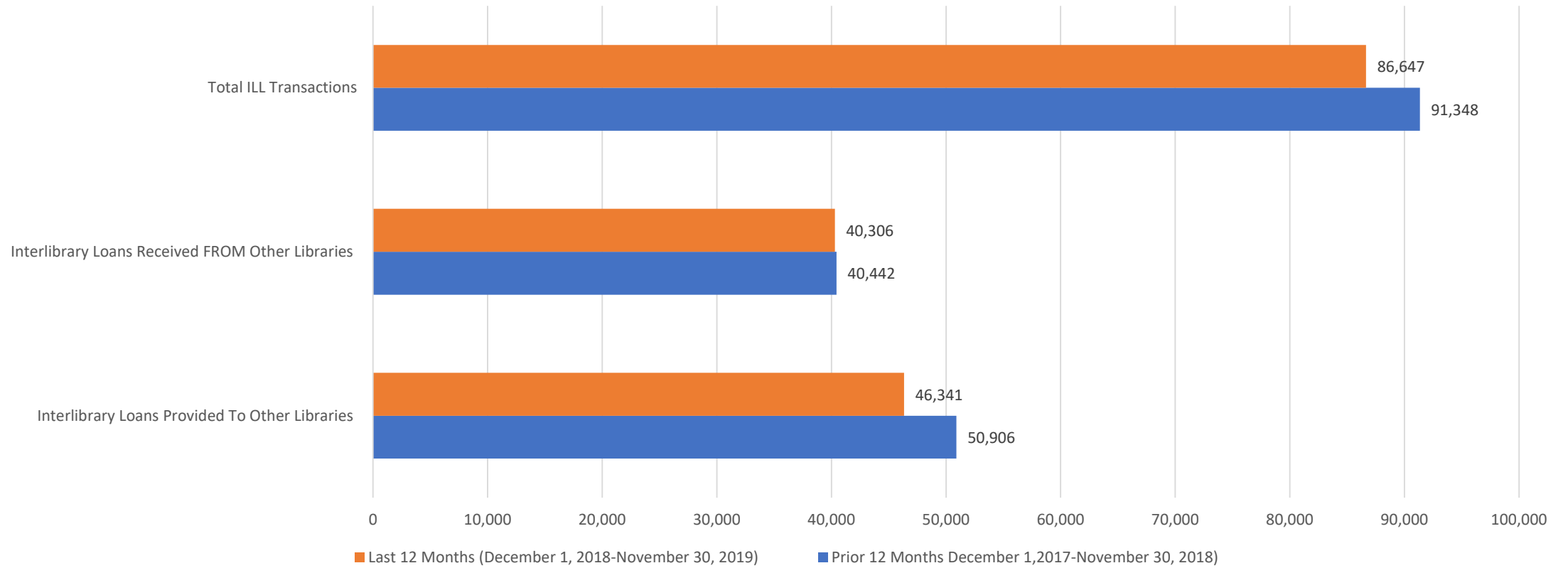


Projected Change in ILL

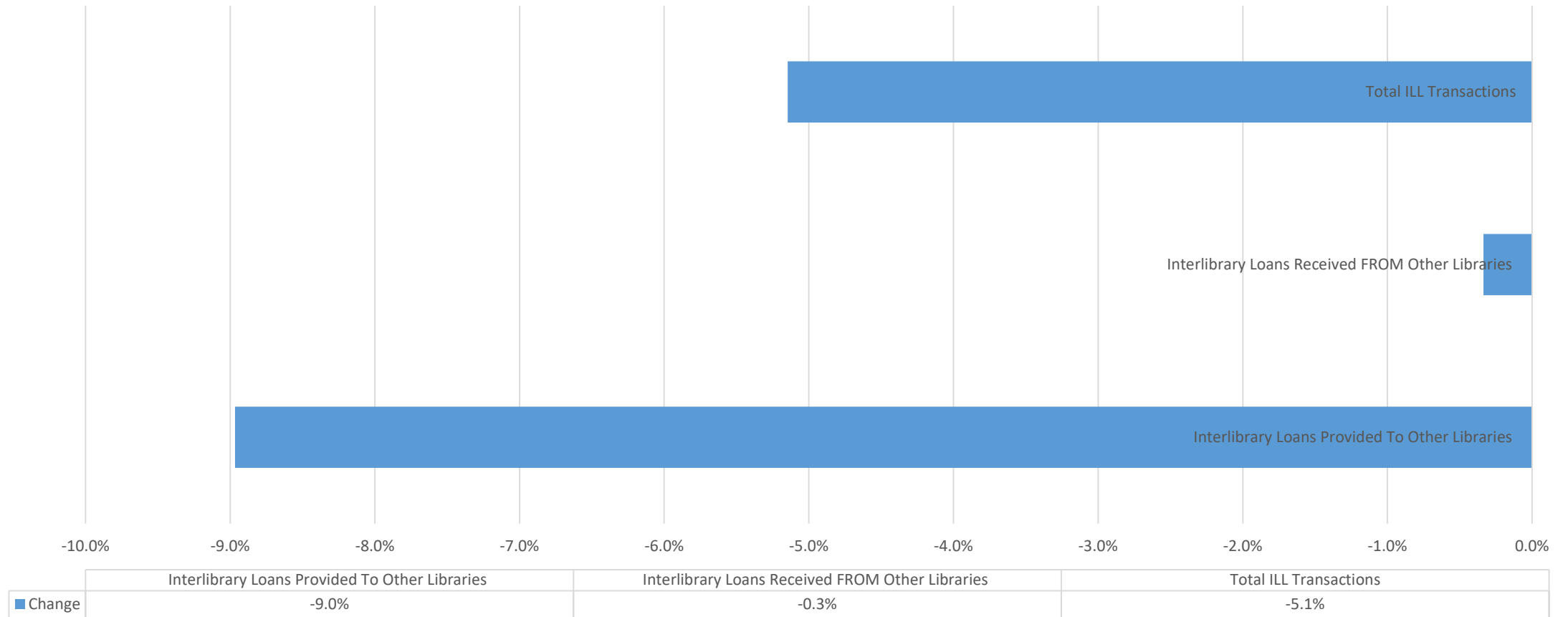


12-Month Trend ILL

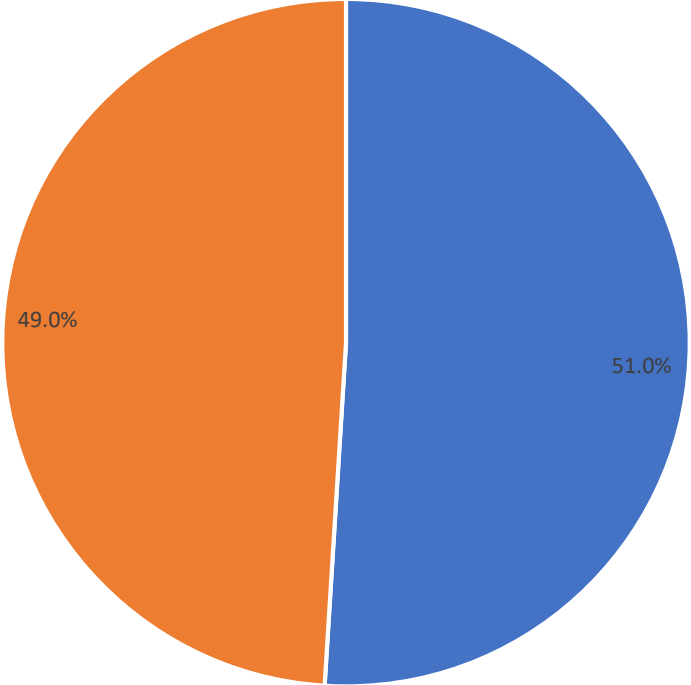
Chart Title



Change in 12-Month Trend ILL



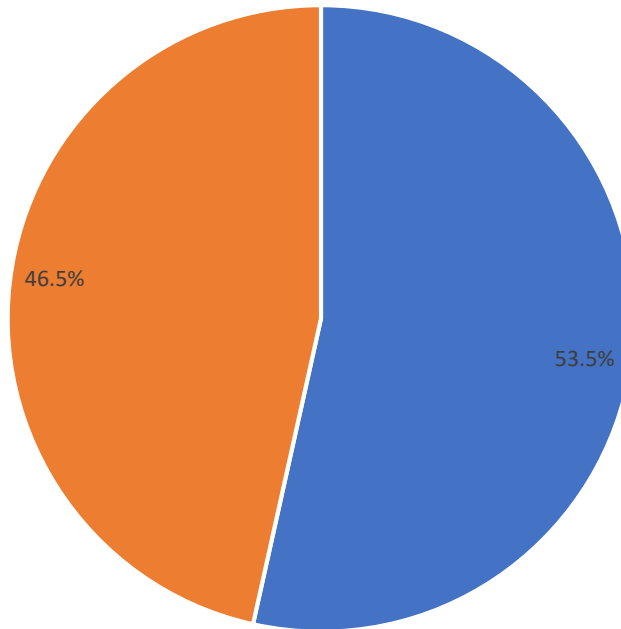
Sent to Received Ratio November



■ Interlibrary Loans Provided To Other Libraries ■ Interlibrary Loans Received FROM Other Libraries

12-Month Sent to Received Ratio

12-Month % of Total

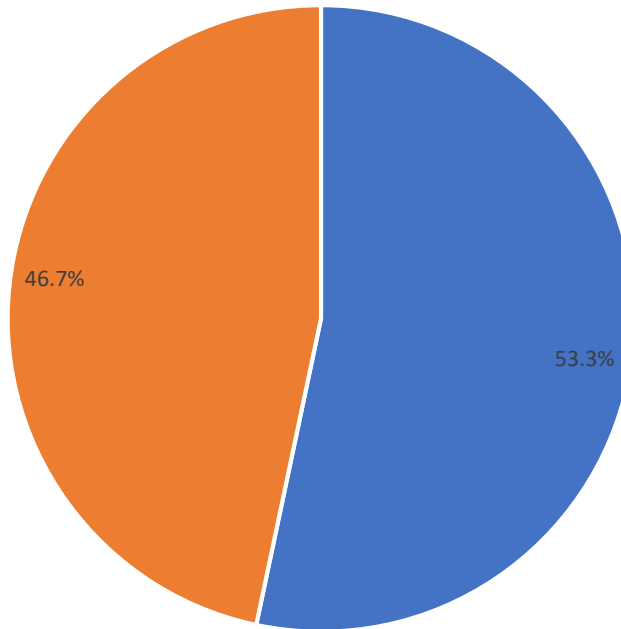


■ Interlibrary Loans Provided To Other Libraries

■ Interlibrary Loans Received FROM Other Libraries

2019 Projection: Sent to Received Ratio ILL

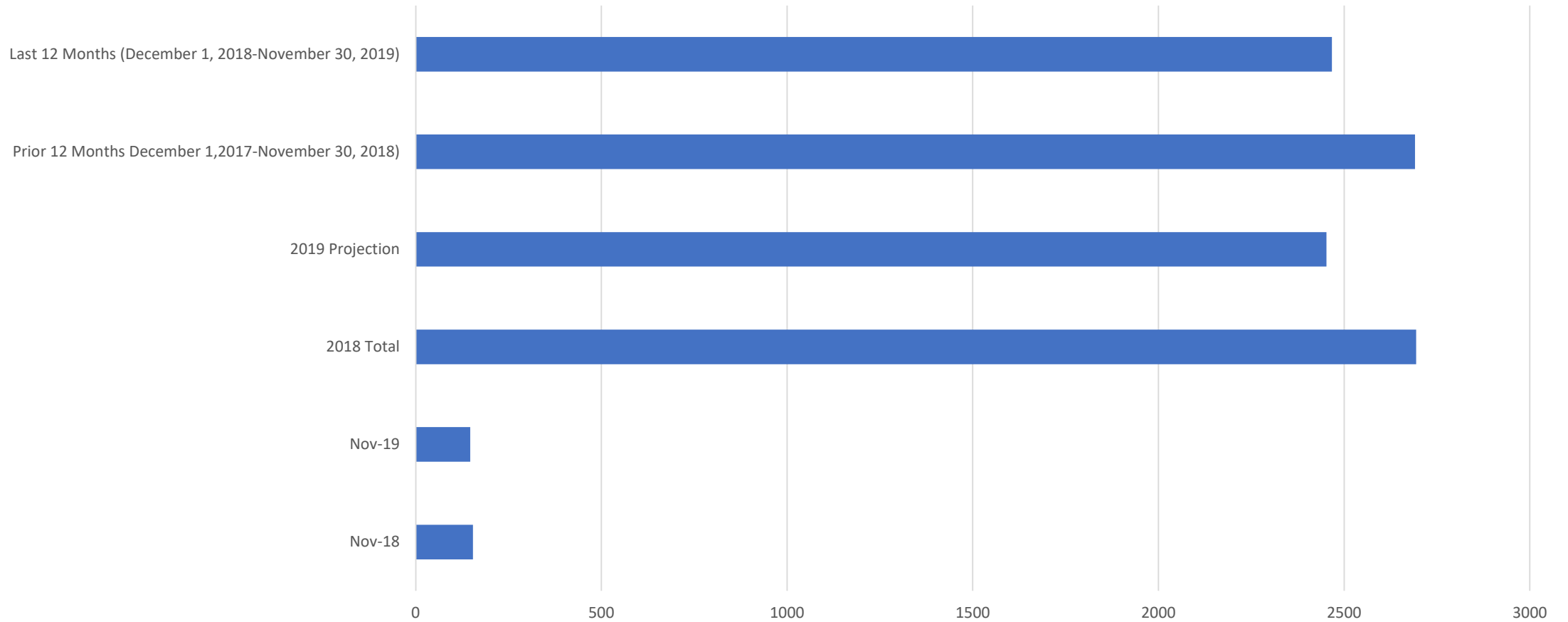
2019 Projection



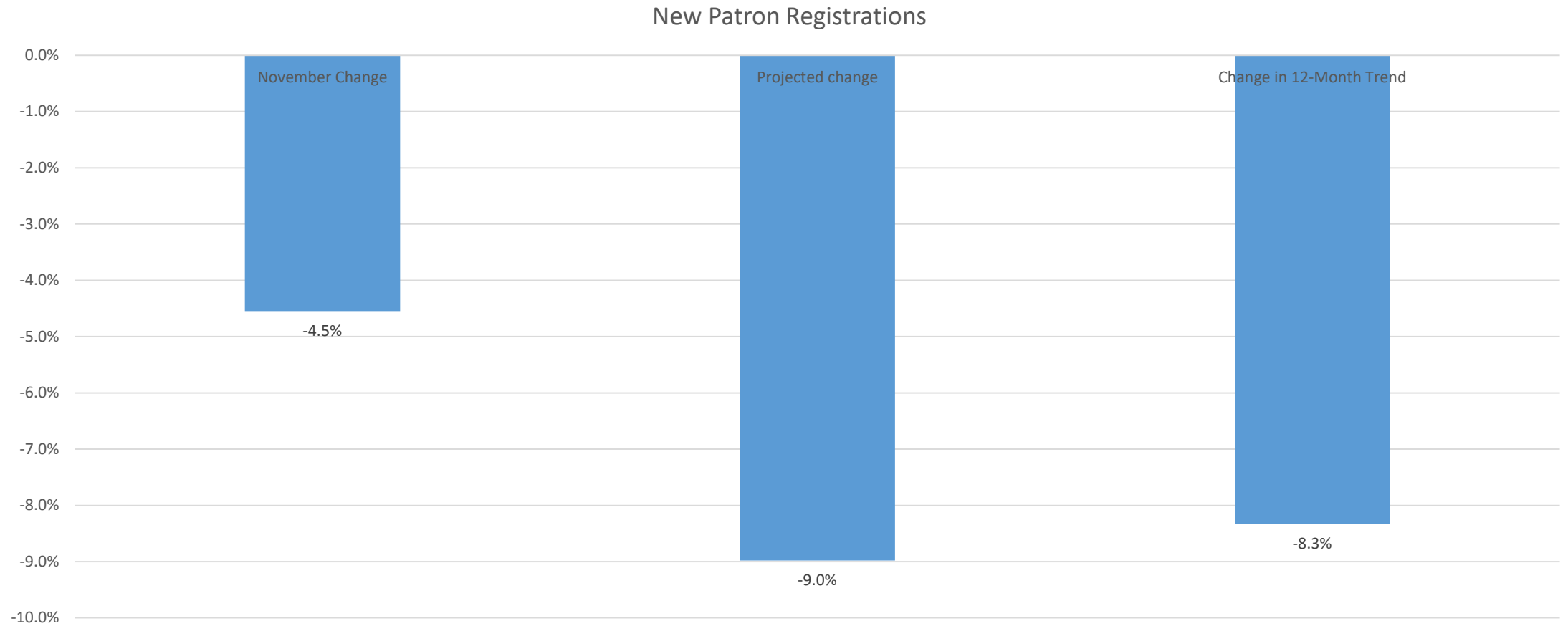
■ Interlibrary Loans Provided To Other Libraries

■ Interlibrary Loans Received FROM Other Libraries

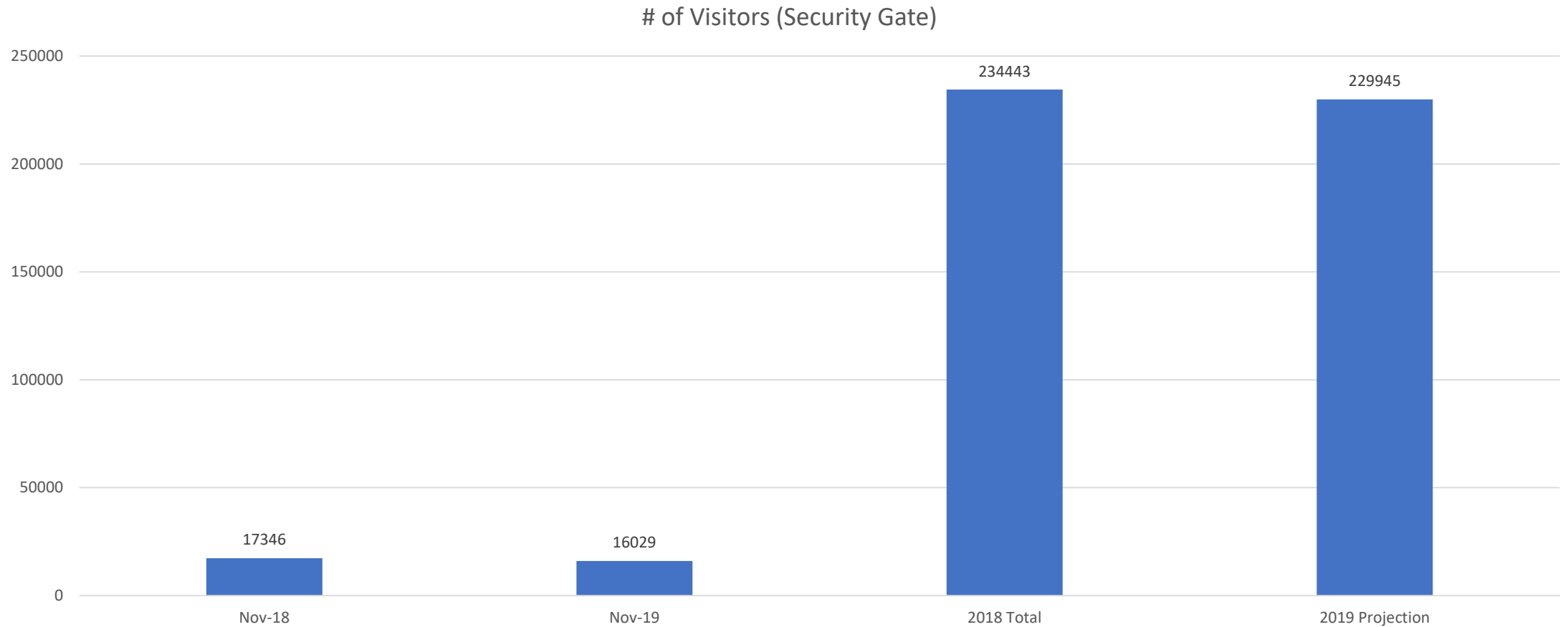
New Patron Registrations



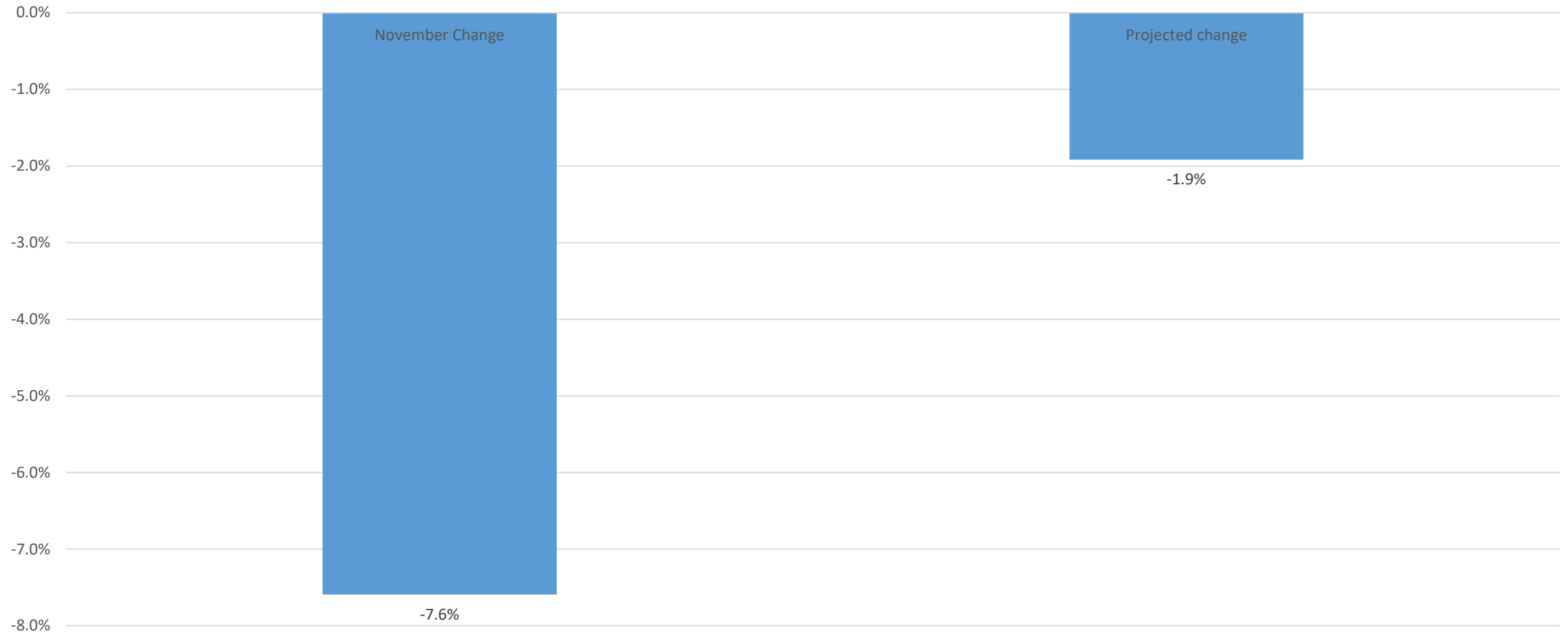
Change in New Patron Registrations



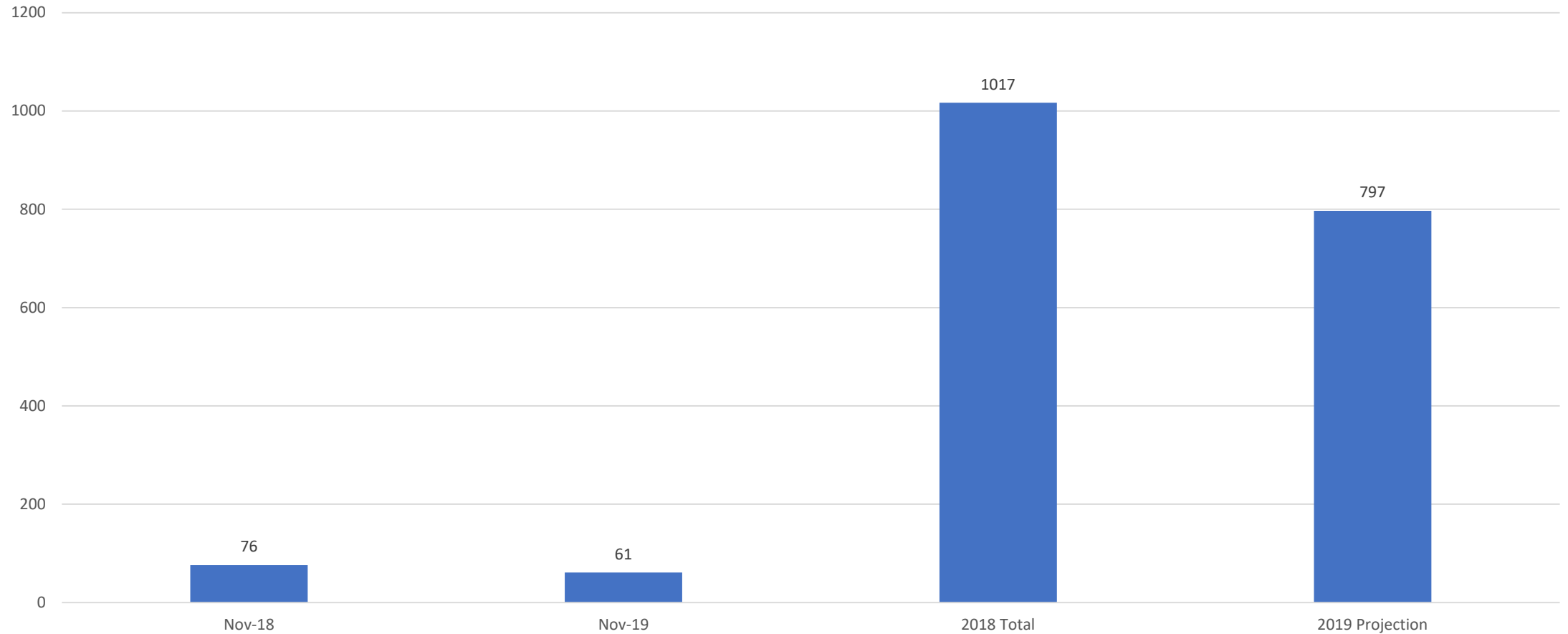
Number of Visitors (Security Gate)



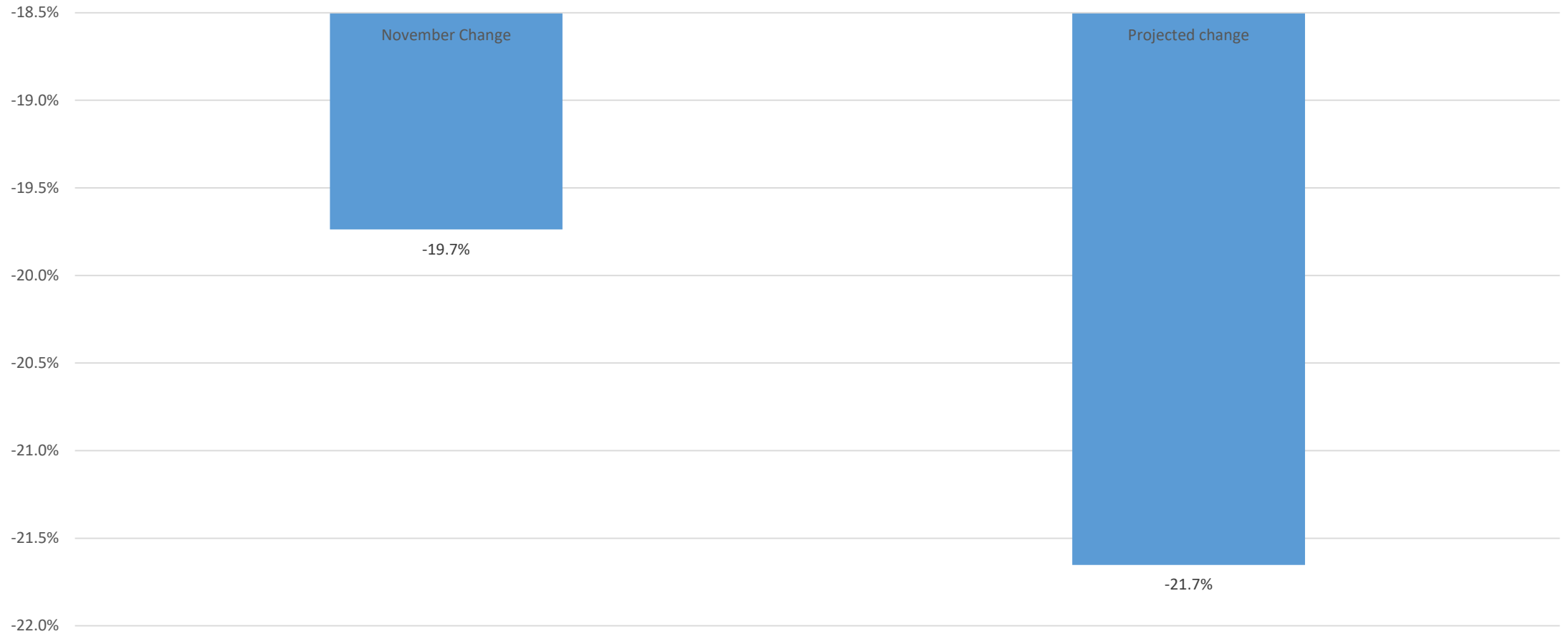
Change in Visitors



Local History # of visitors

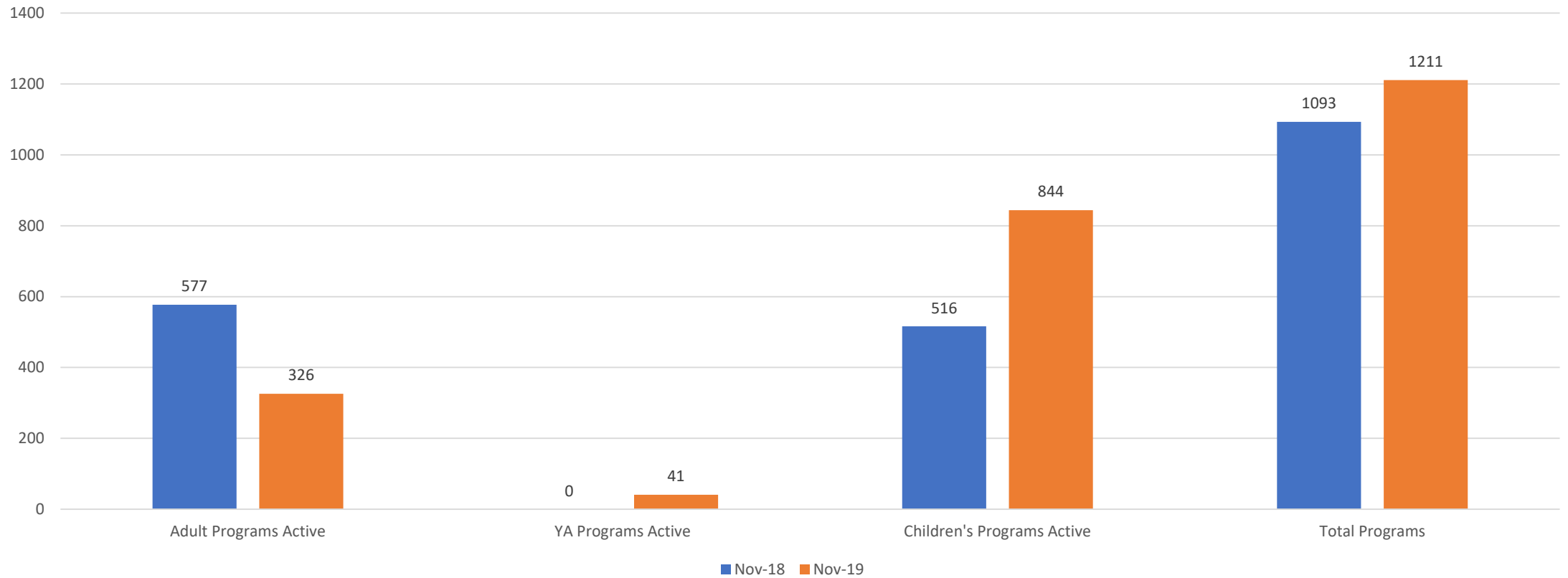


Local History # of visitors

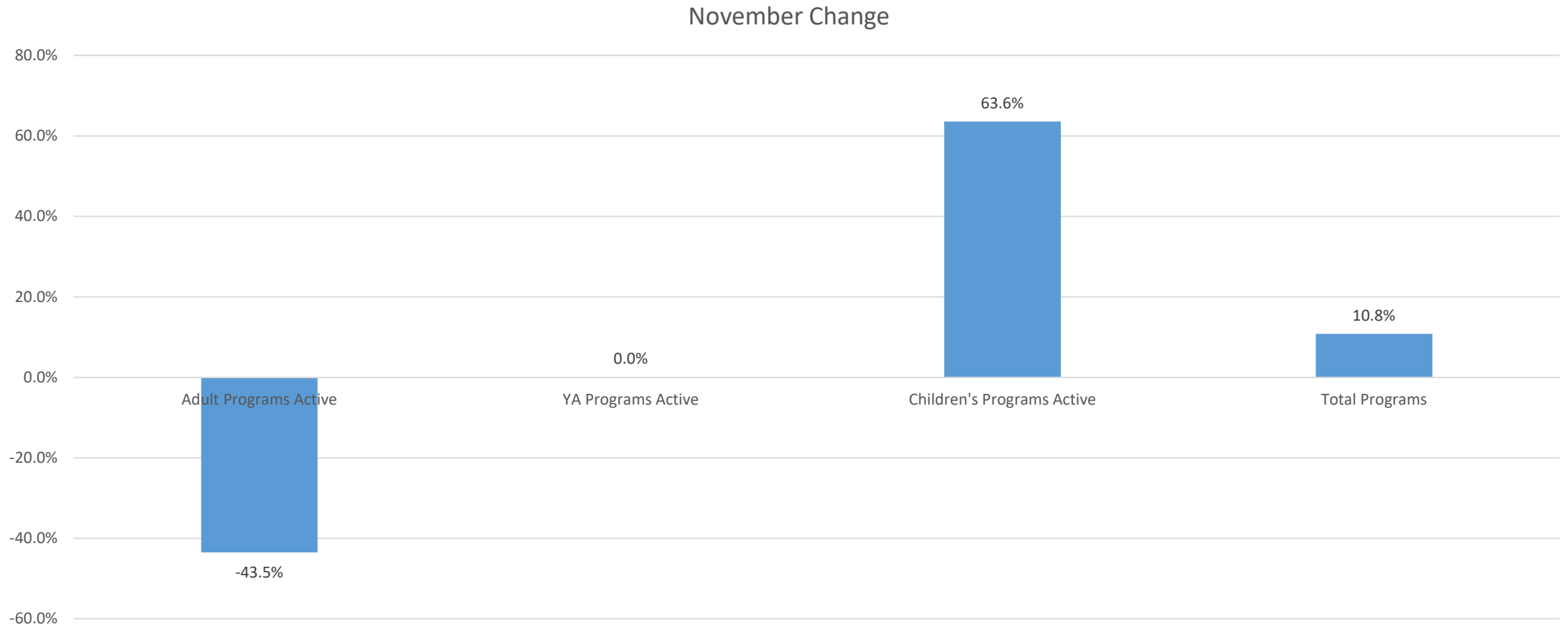


November Programs

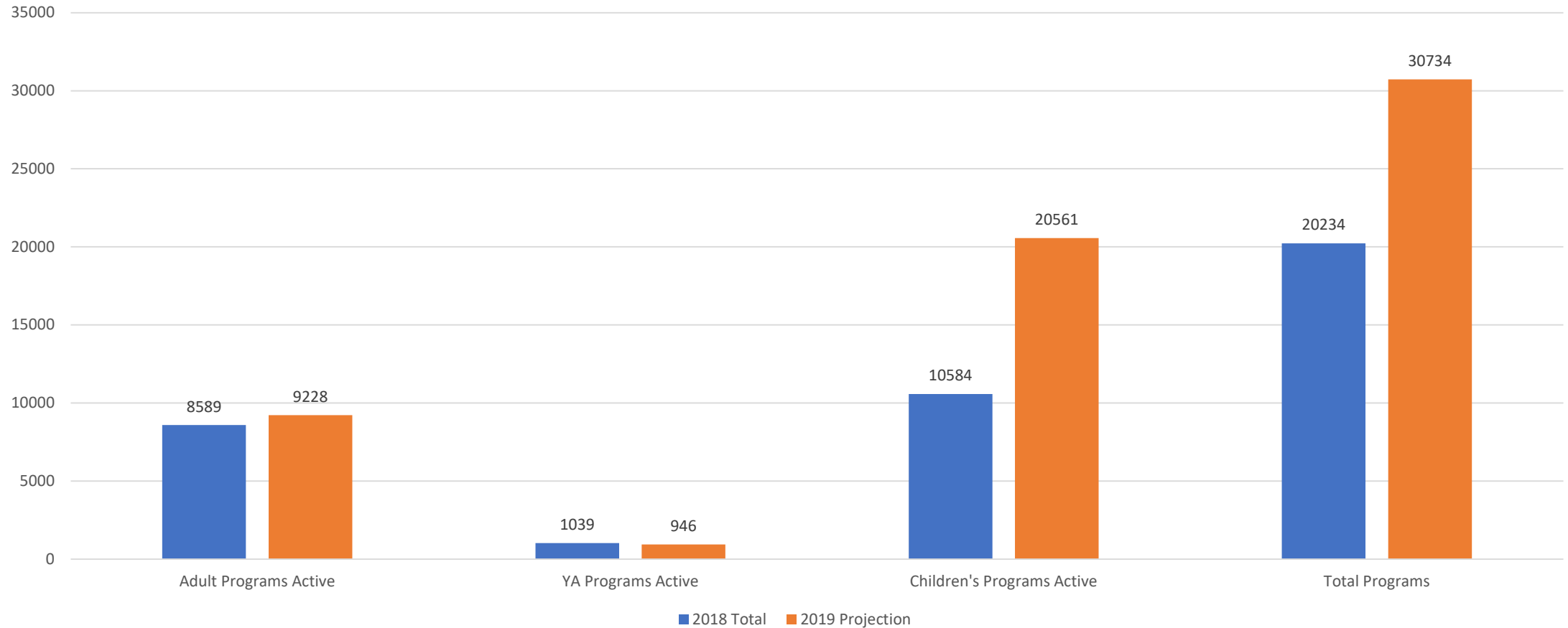
Chart Title



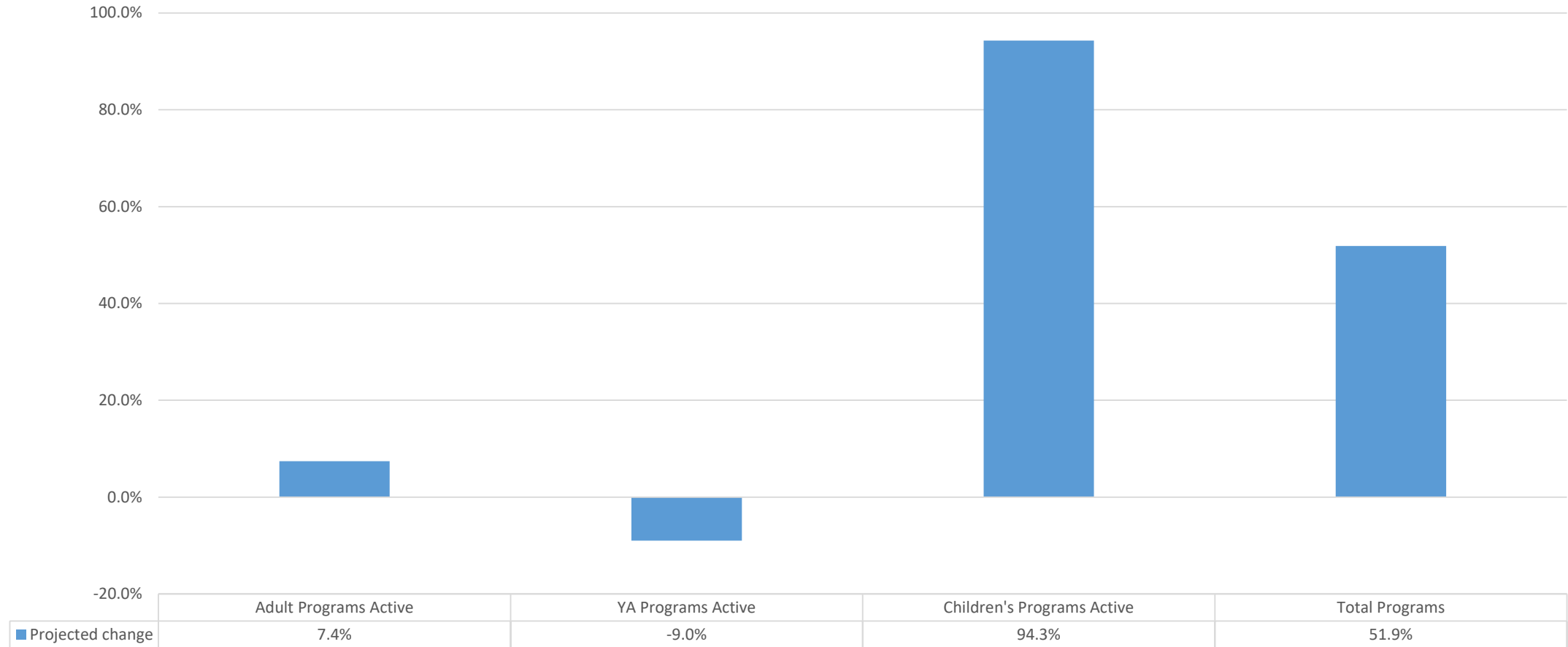
November Programs Change



Projected 2019 Program Attendance vs. 2018 Actual



Projected Change in 2019 Program Attendance



CITY OF DECATUR
 #1 Gary K. Anderson Plaza
 Decatur, IL 62523
 Phone: 217-424-2707

CHECK REQUEST

DATE: 11/4/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: _____

VENDOR NAME & ADDRESS:


For A/P Use Only

Region's Bank
 Purchasing Card
 PO Box 11301
 Birmingham AL 35202

VENDOR NO: 11506 REMIT NO: _____
 INVOICE NO: attached
 INVOICE DATE: _____

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	423300	Telephone charges - hot spots- equipment	\$1,200.00
PROJECT CODE			
35593512	424100	Conference and travel expenses - attached	\$773.47
PROJECT CODE		\$1033.47 - 260.00 credit \$ 773.47	
35591315	480000	Books and materials	\$50.80
PROJECT CODE			
TOTAL			\$2,024.27

Subject to Prevailing Wage Act
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
			

Forward the signed original of this form to the Finance Department; print a second copy for your file.
 All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.



REGIONS BANK
 PURCHASING CARD
 PO BOX 11301
 BIRMINGHAM, AL 35202

DECATUR PUBLIC LIBRARY
 CITY OF DECATUR, IL
 ATTN: GREGG D. ZIENTARA
 ONE GARY K ANDERSON PLAZA
 DECATUR, IL 62523 1196

*****3978

Statement Summary

Total Amount Due	\$2,024.27	Due Date:	11/15/2019
Current Payment Due:	\$2,024.27	Billing Date:	10/31/2019
Past Due Amount:	\$0.00	Credit Limit:	\$7,500.00
Minimum Amount Due:	\$2,024.27		

Account Summary

Previous Balance:	\$828.99	Annual Percentage Rate:	0.00 %
Purchases:	\$2,284.27	Days in This Billing Cycle:	31
Cash Advances:	\$0.00	New Cash Advances:	\$0.00
Credits:	(\$260.00)	Cash Advance Fee:	\$0.00
Payments:	(\$828.99)		
Other Charges:	\$0.00		
Finance Charges:	\$0.00	Average Daily Balance:	\$0.00
New Balance:	\$2,024.27	Monthly Periodic Rate:	0.0000 %
		Nominal Annual Percentage Rate:	0.00 %

Post Date	Tran Date	Reference Number	Merchant Description	Amount
			PURCHASES	\$2,284.27
			MISCELLANEOUS CREDITS	(\$260.00)
			PAYMENTS	(\$826.99)
10/11/2019	10/11/2019	74715759284021284320103	PAYMENT - THANK YOU	(\$826.99)
* * * * *				
FOR CUSTOMER SERVICE CONTACT US TOLL-FREE AT (888)934-1087				
FOR BILLING DISPUTES CONTACT US TOLL-FREE AT (888)934-1087				
* * * * *				
THE DISPUTED ITEM FORM HAS CHANGED. PLEASE DOWNLOAD THE NEW FORM BY LOGGING ONTO:				
http://www.regions.com/virtualDocuments/Disputed_Items_Form.pdf				
* * * * *				
* * * * *				
NOTICE OF NEW RULES FOR INTERNET GAMBLING TRANSACTIONS:				

Post Date	Tran Date	Reference Number	Merchant Description	Amount
AS REQUIRED BY THE UNLAWFUL INTERNET GAMBLING ENFORCEMENT ACT, INTERNET OR ONLINE GAMBLING TRANSACTIONS ARE PROHIBITED FROM BEING PROCESSED THROUGH THIS ACCOUNT. WE RESERVE THE RIGHT TO DECLINE ANY TRANSACTION THAT WE BELIEVE IS AN INTERNET OR ONLINE GAMBLING TRANSACTION.				
			RICK MEYER - *5562	\$2,024.27
			PURCHASES	\$2,284.27
10/07/2019	10/05/2019	24323009279036002339264	HOMEWOOD SUITES FARGO ND	\$263.00
10/16/2019	10/14/2019	24202989288030029932399	PLA 800-310-7554 MD	\$305.00
10/18/2019	10/17/2019	24492159290894525016261	MOBILE BEACON 401-934-1100 RI	\$1,200.00
10/25/2019	10/23/2019	24058619297976278193702	ISABELLA CAFE TINLEY PARK IL	\$107.14
10/25/2019	10/23/2019	24269799298001009942436	ALS BEEF - TINLEY TINLEY PARK IL	\$13.93
10/25/2019	10/24/2019	24692169297100340064183	SQ *AMERICAN LIBRARY ASSO Chicago IL	\$50.80
10/28/2019	10/24/2019	24269799299001042511379	ALS BEEF - TINLEY TINLEY PARK IL	\$5.43
10/28/2019	10/24/2019	24228999300018013544653	WINGATE BY WYNDHAM TINLEY TINLEY PARK IL	\$338.97
			MISCELLANEOUS CREDITS	(\$260.00)
10/07/2019	10/05/2019	74692169278100255771010	ILLINOIS LIBRARY ASSOC 312-644-1896 IL	(\$260.00)

2021 16th Street North, Fargo, North Dakota, 58102, USA
+1-701-235-3150




Hotel

Homewood Suites by Hilton Fargo
2021 16th Street North
Fargo, North Dakota 58102
USA
Phone: +1-701-235-3150
Email: FARHW_GM@hilton.com

[Maps and directions](#), [Local guide](#)

Room and Plan Selection

DETAILS

2 QUEEN BEDS 1 BEDROOM SUITE-NONSMOKING 
MIDWEST ARCHIVES CNF

Price:
Taxes:

(USD)

\$238.00
\$24.99

Total for stay:

\$262.99

Stay Information

Arrival: Thursday, 03 Oct 2019
Departure: Saturday, 05 Oct 2019
1 room for 2 nights
1 adult

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out. Hotel check-in time is 3:00 pm and check-out is at 12:00 pm.

Guest Information

Guest name: Rebecca Dampitz
Additional Guests:
Address type: Work
Address: On file
Email: On file
Phone: On file

Payment Information

Card type: Visa
Card number: *****5562
Expiration: Jul 2020

U

Financial Summary for Rick Meyer



Completed Items

Registration (FC - Full Conference)	\$305.00
Sheraton Grand Nashville Downtown (Feb 26, 2020 – Feb 29, 2020) Room Requires Credit Card Guarantee (CCG)	

Completed Subtotal **\$305.00**
Total Charges **\$305.00**

Payments

VISA Applied To: Registration	Oct 14	(\$305.00)
VISA Registration Housing	Oct 14	

Total Payments

Close



Wingate By Wyndham Tinley Park, IL
 18421 North Creek Drive
 Tinley Park, IL 60477
 Phone: (708) 532-9300 Fax: (708) 614-9222

11-04-19

Rick Meyer [REDACTED] Decatur IL 62522 US	Folio No.	: 16311	Room No.	: 312
	A/R Number	:	Arrival	: 10-21-19
	Group Code	: 102119ILL	Departure	: 10-24-19
	Company	:	Conf. No.	: 85185EC022512
	Wyndham Rewards	: 194149420D	Rate Code	:
	Invoice No.	:	Page No.	: 1 of 1

Date	Description	Charges	Credits
10-21-19	Room Charge	99.99	
10-21-19	City Tax	7.00	
10-21-19	State Tax	6.00	
10-22-19	Room Charge	99.99	
10-22-19	City Tax	7.00	
10-22-19	State Tax	6.00	
10-23-19	Room Charge	99.99	
10-23-19	City Tax	7.00	
10-23-19	State Tax	6.00	
10-24-19	Visa		338.97
	XXXXXXXXXXXX5562		

Wyndham Rewards members earn valuable points on qualifying stays at nearly 7,000 hotels around the world. If you are not already a member, join the next time you check-in, visit us at www.wyndhamrewards.com or call 866-996-7937.

Total	338.97	338.97
Balance	0.00	

Guest Signature: _____

Please contact the Manager about any issues with your stay. Wingate or affiliates may contact you about goods and services unless you call 877-333-6683 or write to Wyndham Worldwide Hotels, Inc. 22 Sylvan Way, Parsippany, NJ 07054 to opt out. View our Wingate website about privacy.

**Thank you for staying with us.
 It was our pleasure to serve you.**

ISABELLA CAFE
17211 S. OAK PARK AVE
TINLEY PARK, IL 60477
708-444-8555

Merchant ID: 8788850019155
Server ID: 18

Sale

XXXXXXXXXXXX5562

VISA Entry: Swiped

Amount: \$ 92.14

Tax: \$ 0.00

Tip: 15.00

Total: 107.14

10/22/19 20:16:39

Inv#: 000005 App Code: 096025

Apprvd: Online Batch#: 000182

Customer Copy
THANK YOU!
PLEASE COME AGAIN!

**Isabella Italian
Cafe**

17211 S. Oak Park Ave
Tinley Park, IL 60477
(708)-444-8555

Table 10

Station 1 Check 10010
Naser Guests 1
TUE 10/22/19 6:50pm

1 BRUSC T+B+C	6.25
1 STF EGGPLANT	18.95
1 FETT 4L PANNA	17.95
1 add cricken	3.00
1 RIGATONI SSG	17.95
1 BRD KALAMATA	4.95
1 STDF STRANBRY	7.95
1 CHZ CAKE	6.95

Sub/Tot 83.95

Tax 8.19

Total Due 92.14

Thank You.....Please Come Again

This was a meal for 3 staff: Katie Eytchison, Alissa Henkel, Rick Meyer

Al's Beef
7132 W 183rd Street
Tinley Park, IL 60477
(708)444-2333

Ticket # 116
10/24/2019 4:08 pm WILLIAM

*** FOR HERE ***

HOT DOG W/FRIES 4.95
Chicago

Subtotal 4.95
Tax 0.48
Total 5.43
VISA 5.43
Balance Owing 0.00

Ticket # 116

Thank you for visiting the Al's #1 Italian
Beef. Serving loyal customers since 1938.

Meal for Rick

Al's Beef
7132 W 183rd Street
Tinley Park, IL 60477
(708)444-2333

Ticket # 158
10/23/2019 6:17 pm NICHE

*** FOR HERE ***

Side of Gravy

BIG COMBO Beef/SS 10.04
-->Hot Peppers
-->Dry

Small 2.65
French Fry

Subtotal 12.69
Tax 1.24
Total 13.93
VISA 13.93
Balance Owing 0.00

Ticket # 158

Thank you for visiting the Al's #1 Italian
Beef. Serving loyal customers since 1938.

Meal for Rick

rmeyer@decaturlibrary.org

From: Kendall Harvey <kharvey@ila.org>
Sent: Friday, October 4, 2019 10:28 AM
To: Rick Meyer
Cc: Illinois Library Association
Subject: Re: Request Conference Registration Cancellation

Hi Rick,

Thanks for letting me know. I have canceled Kasey's registration and have issued a refund of **\$260 back** to the credit card used for the initial purchase; the refund should be applied within 3-5 business days. Please let me know if you have questions or if I can be of further assistance.

Best,

Kendall Harvey, MLIS
Administrative Coordinator
Illinois Library Association
33 W. Grand, Suite 401
Chicago, IL 60654
kharvey@ila.org

ILLINOIS LIBRARY ASSOCIATION | Because Libraries Matter

Leadership, advocacy, partnership, and learning for the benefit of Illinois libraries.

On Fri, Oct 4, 2019 at 10:21 AM <rmeyer@decaturlibrary.org> wrote:

No, Kendall, unfortunately no one else will be able to attend in her place.

The processing fee is understood.

Thank you for your prompt reply.

Rick Meyer

City Librarian

Decatur Public Library

130 N. Franklin St.

*information
(Refund \$260.00)*

CITY OF DECATUR
 #1 Gary K. Anderson Plaza
 Decatur, IL 62523
 Phone: 217-424-2707

CHECK REQUEST

DATE: 11-6-19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: _____

VENDOR NAME & ADDRESS:

For A/P Use Only

Rebecca Damptz
 (Library)

VENDOR NO: _____ REMIT NO: _____

INVOICE NO: attached

INVOICE DATE: _____

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Travel expenses - employee- Rebecca Damptz - travel reimbursement - to airport in Chicago <i>Springfield</i>	\$44.78
PROJECT CODE			
PROJECT CODE			
PROJECT CODE			
			TOTAL
			\$44.78

Subject to Prevailing Wage Act
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
<i>11/6/19</i>			

Forward the signed original of this form to the Finance Department; print a second copy for your file. All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.

Travel Reimbursement Request

Date prepared 10/31/2019

Requested By

Name Rebecca Dampitz

Department Local History

Where did you go? MAC Fall Symposium - Fargo, ND

Was form 1010, Travel Expense Request, approved before submitting this form? Yes No

Reimbursement Requested (Attach all bills and receipts)

	Actual
Transportation via Personal Vehicle	
Actual Miles 77 Current paid per mile \$ 0.580	\$ 44.78
Lodging	
Meals	
Fees (registrations, dues, etc.)	
Other (telephone, tolls, parking, etc.)	
Total	\$ 44.78

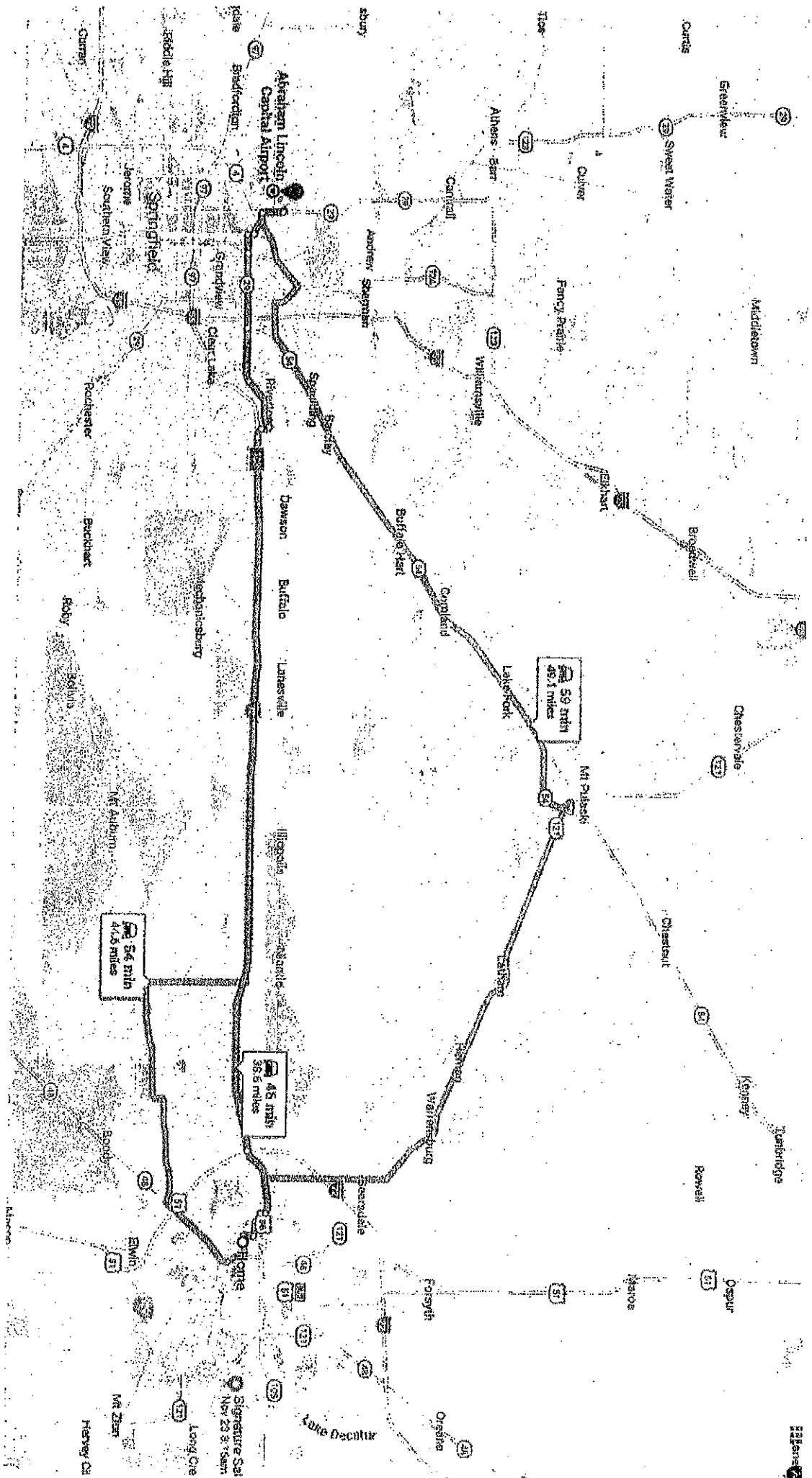
Amount of Reimbursement Requested \$ 44.78

None Requested, why?

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

Signature Rebecca Dampitz Date 10/31/2019

Approved by (City Librarian/Trustee) [Signature] Date 11/6/2019



CITY OF DECATUR
 #1 Gary K. Anderson Plaza
 Decatur, IL 62523
 Phone: 217-424-2707

CHECK REQUEST

DATE: 11-6-19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: _____

VENDOR NAME & ADDRESS:

For A/P Use Only

Alix Frazier
 (Library)

VENDOR NO: _____ REMIT NO: _____

INVOICE NO: attached

INVOICE DATE: _____

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Conference and travel expenses - employee: Alix Frazier - Conference "Social Justice and Public Libraries Symposium -- Chicago 19/27/19 ti 19/29/19	\$689.60
PROJECT CODE		receipts attached	
PROJECT CODE			
PROJECT CODE			
			TOTAL
			\$689.60

Subject to Prevailing Wage Act
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
<u>11/6/19</u>			

Forward the signed original of this form to the Finance Department; print a second copy for your file. All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.



Travel Reimbursement Request

Date prepared 11/05/2019

Requested By

Name Alix Frazier

Department Adult

Where did you go? Social Justice and Public Libraries Symposium - Chicago, IL

Was form 1010, Travel Expense Request, approved before submitting this form? Yes No

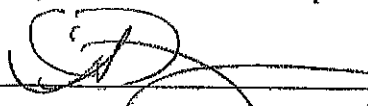
Reimbursement Requested (Attach all bills and receipts)

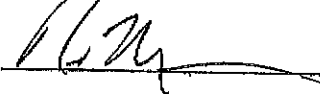
	Actual
Transportation via Air	\$ 118.00
Actual Miles	Current paid per mile \$ 0.580
	\$ 0.00
Lodging	\$ 212.21
Meals	\$ 89.39
Fees (registrations, dues, etc.) registration	\$ 250.00
Other (telephone, tolls, parking, etc.) Transit pass	\$ 20.00
Total	\$ 689.60

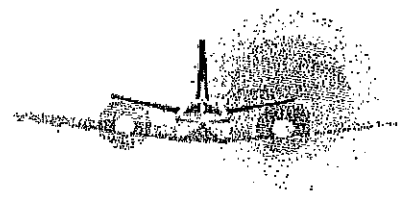
Amount of Reimbursement Requested: \$ 689.60

None Requested, why?

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

Signature  Date 11/5/19

Approved by (City Librarian/Trustee)  Date 11/6/2019



Thank you for choosing Cape Air.
 To change or cancel your reservation, please visit www.capeair.com.
 For reservation inquiries, please call 800-CAPE-AIR (800-227-3247) US & USVI or 508-771-6944, outside of the US.

Electronic Ticket Receipt

Booking Reference: SV32BH

Passenger	Ticket number
Alix Mrs Frazier (ADT)	306 2401297279

Itinerary

From	To	Flight	Class	Date	Departure	Arrival	Resa (1)	Last check-in	Seat
DECATUR DECATUR APT	CHICAGO O HARE INTERNATIONAL Terminal 3	9K1633	Q	27Oct	0411PM	0533PM	Ok		OPEN
Operated by		CAPE AIR					Fare Basis Marketed by	QIP CAPE AIR	
CHICAGO O HARE INTERNATIONAL Terminal 3	DECATUR DECATUR APT	9K1529	K	29Oct	0830PM	0745PM	Ok		OPEN
Operated by		CAPE AIR					Fare Basis Marketed by	KIP CAPE AIR	

Check-In Time Requirements

We recommend checking in for your flight one hour or more before scheduled or posted departure times. Please allow additional time for busy travel periods. At a minimum, please observe the following required check in times:

For travel departing from: Boston, Billings, Chicago/O'Hare, New York/JFK, St. Croix, St. Louis, St. Thomas, San Juan, Tortola

- 45 minutes prior to scheduled or posted departure time

For travel departing from: All other Cape Air cities

- 30 minutes prior to scheduled or posted departure time

For customers who receive boarding passes through www.capeair.com or a partner airline

- Please re-check with a Cape Air agent at the airport 30 minutes prior to scheduled or posted departure time

For customers using the New York City Ground Shuttle to White Plains

- Meet the shuttle at the Northeast corner of 35th Street and 8th Avenue 15 minutes before departure

Baggage Policy

DECORD

1st Checked Bag:	30.00USD	UPTO50LB 23KG AND62LI 158LCM
2nd Checked Bag:	40.00USD	UPTO50LB 23KG AND62LI 158LCM

ORDDEC

1st Checked Bag:	30.00USD	UPTO50LB 23KG AND62LI 158LCM
2nd Checked Bag:	40.00USD	UPTO50LB 23KG AND62LI 158LCM

CARRY-ON BAG:

DECORDEC: MAX 1PC Free of Charge CARRY 20LB 9KG 46LI 115LCM AND/OR PERSONAL ITEM
ORDEC: MAX 1PC Free of Charge CARRY 20LB 9KG 46LI 115LCM AND/OR PERSONAL ITEM

BAGGAGE PROHIBITED: NOT APPLICABLE

LB = Weight In Pounds, KG = Weight In Kilos, LI = Linear Inches, LCM = Linear Centimeters, MAX = Maximum Allowed, PC = Number of Pieces

For Cape Air's Baggage Policies and Restrictions, please visit https://www.capeair.com/flying_with_us/baggage_info.html

Receipt

Name : Frazier Albx Mrs (ADT)
Ticket number : 306 2401287279
Form of payment : CC [REDACTED] xpXXXX M241490 : 128.00
Fare : USD 96.65
Taxes : USD 7.25 US USD 11.20 AY USD 8.40 ZP
USD 4.50 XF
Total Amount : USD 128.00
Issuing Airline and date : CAPE AIR 21Oct19 IATA : 00778326
Restriction(s)/Endorsements : Nonref / Fare Difference For Chg / No Value If Not Cxl 24 Hours Prior To Fil Departure -Bg 8K
Fare Calculation : DEC 9K CHI60.88 9K DEC46.77USD96.65END ZP DEC4.20ORD4.20 XF DEC4.6

Taxes are included, except where local taxes are collected at check-in time.

IDENTIFICATION REQUIREMENTS

Domestic travelers (age 18 or older) must travel with a valid government issued photo ID. International travelers must have a passport and may also need a VISA or electronic travel authorization. See <https://osfa.dhs.gov/esta/> for US entry requirements.

SECURE FLIGHT PASSENGER DATA

The Transportation Security Administration (TSA) requires Cape Air to collect traveler's full name, date of birth, gender, and TSA issued Redress or Known Traveler Number (if available). For more information about the Secure Flight program please visit <https://www.tsa.gov/>.

NOTICE OF INCORPORATED TERMS

By making a reservation or accepting transportation on Cape Air, you agree to all of the terms and conditions of the Contract of Carriage. The Contract is available at www.capeair.com, any Cape Air location, or by calling 1-800-CAPE AIR (800-227-3247). Passengers have the right, upon request at any location where Cape Air's tickets are sold within the United States, to receive free of charge by mail or other delivery service the full text of Cape Air's Contract of Carriage. The Contract includes, among other provisions, limits on liability for personal injury or death and for loss, damage, or delay of baggage (including fragile or perishable goods), denial of carriage, refunds, overbooking, carrier rights on flight delays, irregularities or schedule changes, carrier rights to change terms, check-in rules, and claims restrictions, including time limits for filing a claim or lawsuit.

NO SHOW POLICY

Please let us know if your plans change. If you fail to honor a segment of your itinerary and do not notify Cape Air in advance of departure of your scheduled flight, the remainder of your itinerary will be automatically cancelled, without notice, including any return or connecting flights on Cape Air or a partner airline. In addition, if your ticket is non-refundable, it will have no value.

CANCELLATIONS AND CHANGES

Unless specifically labeled "refundable", tickets are non-refundable and non-transferable. Non-refundable tickets cancelled or changed in advance of 24 hours prior to departure of your scheduled flight may have the value applied toward the purchase of a future ticket on Cape Air. All tickets, refundable or non-refundable, not cancelled or changed prior to 24 hours before departure or for customers who no-show for a flight have no value. Exceptions may be applied for changes on the day of departure for customers who show prior to departure and are able to be accommodated on a new flight on the same day, subject to an additional fee. Permitted changes at any time may result in a higher fare. For tickets that include travel on another airline, you may be subject to change, cancellation, baggage and other fees in accordance with the other airline's policy.

BUILDING YOUR OWN CONNECTIONS

Customers who create their own connections through individual tickets separately with different airlines, with or without a Cape Air partner airline, are solely responsible for allowing enough time between flights. You will need sufficient time to claim your luggage, transfer between terminals if necessary, and comply with the check-in requirements of your other airline. Allowing two hours is a guideline, but this may vary depending on the requirements of your connecting airline, distance between terminals, your destination (international/domestic) and length of check-in and security lines at the airports. When connecting between two airports within the same metropolitan area, please leave additional time for traffic as well as the above conditions.

HAZARDOUS MATERIALS

The carriage of certain hazardous materials, like aerosols, fireworks, and flammable liquids, aboard the aircraft is forbidden. If you do not understand these restrictions, further information may be obtained from your airline.

NOTICE OF INCREASED GOVERNMENT TAX OR FEE

Cape Air reserves the right to collect additional payment after a fare has been paid in full and tickets issued for any additional government taxes or fees assessed or imposed.

OVERBOOKING OF FLIGHTS

Airline flights may be overbooked, and there is a slight chance that a seat will not be available on a flight for which a person has a confirmed reservation. If the flight is overbooked, no one will be denied a seat until airline personnel first ask for volunteers willing to give up their reservation in exchange for compensation of the airline's choosing. If there are not enough volunteers, the airline will deny boarding to other persons in accordance with its particular boarding priority. With few exceptions, including failure to comply with carrier's check-in deadlines which are available upon request from the air carrier, persons denied boarding involuntarily are entitled to compensation. The complete rules for the payment of compensation and each airline's boarding priorities are available at all airport ticket counters and boarding locations. Some airlines do not apply these consumer protections to travel from some foreign countries, although other consumer protections may be available. Check with your airline or your travel agent.

ADVICE TO INTERNATIONAL PASSENGERS ON LIMITATION OF LIABILITY

Passengers on a journey involving an ultimate destination or stop in a country other than the country of departure are advised that international treaties known as the Montreal Convention, or its predecessor, the Warsaw Convention, including its amendments, may apply to the entire journey, including any portion thereof within a country (i.e. including domestic portions of the journey). For such passengers, the treaty, including special contracts of carriage embodied in applicable tariffs, governs and may limit the liability of the Carrier in respect of death or injury to passengers, and for destruction or loss of, or damage to, and for delay of passengers and baggage.

BAGGAGE LIABILITY LIMITATIONS

For domestic travel between points within the United States (except for domestic portions of international journeys), the maximum liability for checked baggage is limited (1) for on-line travel solely on Cape Air with no connecting service, to \$500 per passenger; (2) for interline travel where the Cape Air flight segment is included on the same ticket as a connecting flight segment of another airline with an aircraft of more than 60 seats, to \$3500 per passenger; and (3) for interline travel where the Cape Air flight segment is included on the same ticket as a connecting flight segment of another airline with an aircraft of 60 seats or less, to \$500 per passenger. Cape Air assumes no responsibility or liability for

Travelocity travel confirmation - Oct 27 - (Itinerary # 7487752627752)

1 message

Travelocity.com <email@e.travelocity.com>

Reply-To: email@e.travelocity.com

Thu, Oct 24, 2019 at 4:39 PM



Thanks!

Your reservation is confirmed. No need to call to reconfirm.

Inn of Chicago, Chicago

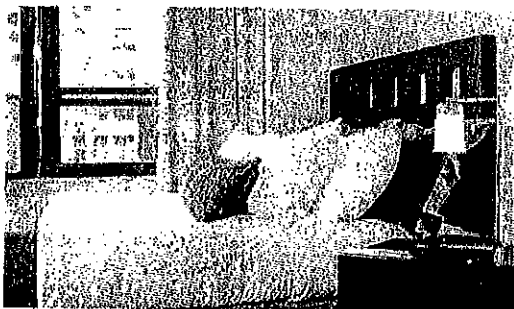
Oct 27, 2019 - Oct 29, 2019

See live updates to your itinerary, anywhere and anytime.

[See your itinerary](#)

[Download to your Phone](#)

Hotel overview



Inn of Chicago

162 E Ohio St, Chicago, IL, 60611
United States of America

[View hotel](#) [Map and directions](#)
[Message hotel](#)

Reservation dates

Oct 27, 2019 - Oct 29, 2019

Itinerary #

7487752627752

ACCOUNT SUMMARY

Previous Balance		[REDACTED]
Payments and Credits	-	[REDACTED]
Purchases	+	[REDACTED]
Balance Transfers	+	[REDACTED]
Cash Advances	+	[REDACTED]
Fees Charged	+	[REDACTED]
Interest Charged	+	[REDACTED]
New Balance		[REDACTED]

See Interest Charge Calculation section following Transactions section for detailed APR information.

Credit Line

Credit Line Available [REDACTED]

Cash Advance Credit Line [REDACTED]

Cash Advance Credit Line Available [REDACTED]

You may be able to avoid interest on Purchases. See reverse for details.

PAYMENT INFORMATION

New Balance [REDACTED]

Minimum Payment Due [REDACTED]

Payment Due Date **November 21, 2019**

Late Payment Warning: If we do not receive your minimum payment by the date listed above, you may have to pay a late fee of up to \$39.00.

Minimum Payment Warning: If you make only the minimum payment each period, you will pay more in interest and it will take you longer to pay off your balance. For example:

If you make no additional charges using this card and each month you pay	You will pay off the balance shown on this statement in about	And you will end up paying an estimated total of
Only the minimum payment	33 years	[REDACTED]
	3 years	(Savings= \$27,223)

If you would like information about credit counseling services, call 1-800-347-1121.

[REDACTED]

[REDACTED] FICO [REDACTED] 0/19

Track recent scores on the FICO page in this statement

[REDACTED]

REWARDS

Cashback Bonus® Anniversary Month **November**

Opening Balance	\$	[REDACTED]
New Cashback Bonus This Period		
1% Cashback Bonus	+	\$ [REDACTED]
Redeemed This Period	-	\$ [REDACTED]
Cashback Bonus Balance	\$	[REDACTED]

To learn more, log in at Discover.com

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

Make Check payable to Discover. Do Not Send Cash.
Please fold on the perforation below, detach and return with your payment.

Payment Coupon
Please do not fold, clip or staple.

Pay Online
Discover.com

Pay by Phone
1-800-347-3085

Account number ending in [REDACTED]

Minimum Payment Due [REDACTED]

New Balance [REDACTED]

Payment Due Date **November 21, 2019**

Amount enclosed \$ [REDACTED]

ALIX FRAZIER

[REDACTED]

PO BOX 6103
CAROL STREAM IL 60197-6103

Phone and Internet payments must be received before midnight ET on your due date to be credited as of the same day.
Address, e-mail or telephone changed? Note changes on reverse side.

000001986453671696505081163300767700016300

CONTACT US

<p>Web Access your account at Discover.com or m.Discover.com</p>	<p>Mobile Manage your account anytime, anywhere at m.Discover.com</p>	<p>Phone 1-800-347-3085 TDD 1-800-347-7449</p>	<p>Inquiry Discover PO Box 30943 Salt Lake City UT 84130</p>	<p>Mail Payments Discover PO Box 6103 Carol Stream IL 60197-6103</p>
---	--	---	---	---

Transactions

	Trans. Date	Post Date	Description	Amount	Balance
Payments and Credits	Oct 21	Oct 21	[REDACTED]	\$ [REDACTED]	[REDACTED]
SEE DETAILS OF YOUR NEXT DIRECTPAY BELOW					
Merchandise	Oct 5	Oct 5	[REDACTED]	\$ [REDACTED]	[REDACTED]
Restaurants	Sep 25	Sep 27	[REDACTED]	\$ [REDACTED]	[REDACTED]
Gasoline	Oct 3	Oct 3	[REDACTED]	\$ [REDACTED]	[REDACTED]
Travel/Entertainment	Oct 24	Oct 24	TRAVELOCITY*7487752627 WWW.TVLY.COM WA ODO1BFLW7	\$ 212.21	[REDACTED]
Medical Services	Oct 21	Oct 21	[REDACTED]	\$ [REDACTED]	[REDACTED]
Fees	TOTAL FEES FOR THIS PERIOD			\$ 0.00	[REDACTED]

Interest Charged	TOTAL INTEREST FOR THIS PERIOD			\$ [REDACTED]	[REDACTED]
-------------------------	--------------------------------	--	--	---------------	------------

2019 Totals Year-to-Date

TOTAL FEES CHARGED IN 2019	\$ [REDACTED]
TOTAL INTEREST CHARGED IN 2019	\$ [REDACTED]

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

Current Billing Period: 30 days

TYPE OF BALANCE	ANNUAL PERCENTAGE RATE (APR)*	PROMO APR EXPIRATION DATE**	BALANCE SUBJECT TO INTEREST RATE	INTEREST CHARGE
Purchases	[REDACTED]	N/A	[REDACTED]	[REDACTED]
05/24/2013 and thereafter	[REDACTED]	N/A	[REDACTED]	[REDACTED]
05/23/2013 and prior	[REDACTED]	N/A	[REDACTED]	[REDACTED]
Cash Advances	[REDACTED]	N/A	[REDACTED]	[REDACTED]

V=Variable Rate

* If your account is currently enrolled in a special program or is placed into one during the term of the offer, you will receive the benefit of the lower rate while the special program is in effect. This includes, if applicable, any lower rates as authorized under the Servicemembers Civil Relief Act.

** This is the date your promotional rate expires and the remaining balance will be moved to your standard APR disclosed when you accepted the offer.

Please note: Changing your payment due date may change your Promo APR Expiration Date.

*** For more information, please call us at 1-800-347-2683.

Information For You

Your next automatic minimum payment of \$163.00 will be on November 21, 2019. Any payments made prior to this date will be applied towards your minimum payment due. Any credits applied to your Account for the billing cycle reflected on this statement may lower your minimum payment due and thus the scheduled DirectPay amount.

PUBLICAN
CHICAGO INTERNATIONAL AIRPORT

Merchant ID :
Terminal ID : 883922
Check No : 2363
Table No : 73/1
Server : 331892 Mohamed
Name of Card : [REDACTED]
Acct Num : [REDACTED]
Expiry Date : **/**
Card Type : VISA
Trans Type : AUTHORIZE
Trans Date : 10/29/2019
Trans Time : 5:01 PM
Entry Mode : Chip
Auth Code : 534706
Resp Code : 00
Mode : Issuer
App Label : VISA DEBIT
AID : A0000000031010
ARC : 00
TVR : 8080008000
TSI : 6800
IAD : 06010A03500000

* RECEIPT *
* NOT VALID FOR TRAVEL *

O'Hare
TVN #: TVN05308
Sun 27 Oct 19 05:29PM

Payment Type: VISA
Purchase: 3-Day \$ 20.00
Purchase Amount: \$ 20.00

Ticket #: ***** 0248
Cred [REDACTED]
Auth #: 51530
Ref #: 000206248849
Transaction #: 0000167944

For Terms and Conditions
please visit the website
below or call
877-669-8368.

www.VentraChicago.com

00 APPROVED - THANK YOU 000

SUBTOTAL : USD\$ 16.73

Gratuity: -----

Total : -----

X _____
Signature
I Agree to pay total amount as
per the Card Issuer Agreement.
MERCHANT COPY



OSAKA SUSHI EXPRESS WWW.OSAKA2GO.COM
 400 S. MICHIGAN AVE.
 CHICAGO, IL 60605
 (312) 566-0118
 10% OFF ORDER ONLINE
 Tuesday 10/29/2019

CHK#: 2804
 SVR: osaka

WAITING #
89

< CUSTOMER PAID & WA
 (FOR DINE-IN)
 NAME: r. i

Order Time: 10/29/2019 01:25:36 PM
 Promise Time: 10/29/2019 01:27:34 PM

1 115 SALMON AVOCADO ROLL \$ 5.00
 1 Zero Coke \$ 1.40
 1 LUNCH \$ 4.75

10/29/2019 01:28 PM

Sub Total: \$11.15
 Sales Tax: \$1.30
Total: \$12.45

PAID
 Tender \$20.00 Change \$7.55
 Read & Write reviews
 www.yelp.com
 People love us there ^.^

D4 Irish Pub
 345 E Ohio Street
 Chicago, IL 60611
 (312) 624.8385

Credit Card Authorization

Today's date : 28-001-2019
 Time : /0

Card # ending : [REDACTED]
 Auth Code : 526885
 Check # : 1502
 Check ID : B14 L

Table # : /0
 Check Employee : Mr P

Subtotal : 33.45

Tip Amount: _____

Total: _____

Customer Copy

TABLE# 33/1
 SERVER 100025/Celeste D
 CHECK# 8687
 2019/10/27 08:28:24
 *****Authorize*****
 MERC ID:0010600008030430774906
 REF No: 1028012824 CHIP

CT No: [REDACTED]
 EXP: AX/AX
 CARD: VISA
 CheckNo:8687
 TableNo:33/1
 APPROVAL CODE: 517217

EMV Receipt Section
 Application Label: VISA DEBIT
 TC: D142671A48A9D3ED
 TVR: 8080008000
 AID: A0000000031010

Subtotal: \$26.76

Tip: _____

Total: _____

Signature
 CUSTOMER COPY

CITY OF DECATUR
 #1 Gary K. Anderson Plaza
 Decatur, IL 62523
 Phone: 217-424-2707

CHECK REQUEST

DATE: 11/6/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: _____

VENDOR NAME & ADDRESS:

For A/P Use Only

Alissa Henkel
 (Library)

VENDOR NO: _____ REMIT NO: _____

INVOICE NO: attached

INVOICE DATE: _____

ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Conference and travel expenses - employee: Alissa Henkel - receipts attached	\$208.86
PROJECT CODE		Tinley Park ILA Conference	
PROJECT CODE			
PROJECT CODE			
TOTAL			\$208.86

Subject to Prevailing Wage Act
 Certified Payroll Attached

AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
<u>11/6/19</u>			

Forward the signed original of this form to the Finance Department; print a second copy for your file. All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.

Travel Reimbursement Request

Date prepared 10/26/2019

Requested By

Name Alissa Henkel

Department Other

Where did you go? Tinley Park, IL

Was form 1010, Travel Expense Request, approved before submitting this form? Yes No

Reimbursement Requested (Attach all bills and receipts)

	Actual
Transportation via Personal Vehicle	
Actual Miles 334 332 PM	\$ 493.72 192.56
Current paid per mile \$ 0.580	
Lodging	
Meals	\$ 16.30
Fees (registrations, dues, etc.) Paid	
Other (telephone, tolls, parking, etc.) None	
Total	\$ 240.02 208.86
Amount of Reimbursement Requested ^{AM} \$ 240.02 208.86	

None Requested, why?

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

Signature Alissa Henkel Date 10/29/2019

Approved by (City Librarian/Trustee) [Signature] Date 11/6/2019



Send directions to your phone

via I-72 E and I-57 N 2 h 27 min
 Fastest route, the usual traffic 166 miles

DETAILS

via I-55 N 2 h 54 min
169 miles

via I-80 E 3 h 48 min
216 miles

Explore Holiday Inn Chicago-Tinley Park-Conv Ctr

Lou Malnatis
 Tinley Park
 708-403-9700
 Dine In 10/24/2019 12:50P
 Table 50
 Trans 00000947988

Order 10
 Tbl 50 Tckt 2

Server: Abigail R.

Pers Deep Cheese \$12.50
 Roni;; Buttercrust;; Mushroom;; Spinach
 ;; Onion

Ice Tea \$2.35

Sub Total	\$14.85
Tax	\$1.45
Total	\$16.30
Paid	\$16.30

Gratuity _____
 Total 16.30

VISA \$16.30

Card No.: *****3611
 Approval: 024990

Reward Code 5552008164703
 Delivery 708-403-9700
 earning rewards today! Download
 Malnatis's app or create an
 www.loumalnatis.com. Enter
 code above to receive credit
 base.

CITY OF DECATUR
 #1 Gary K. Anderson Plaza
 Decatur, IL 62523
 Phone: 217-424-2707

CHECK REQUEST

DATE: 11/8/19

REQUESTED BY: Joann Stanbery

DATE CHECK IS TO BE WRITTEN: _____

VENDOR NAME & ADDRESS:

For A/P Use Only

Rick Meyer
 (Library)


VENDOR NO: _____ REMIT NO: _____

INVOICE NO: attached

INVOICE DATE: _____

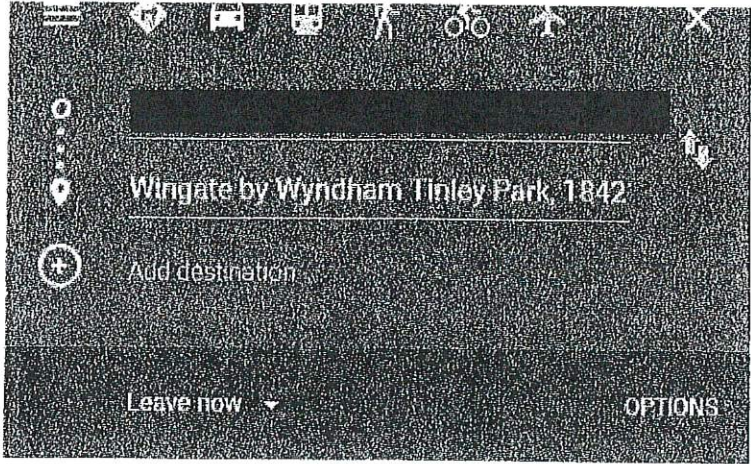
ORGANIZATION CODE	OBJECT CODE	DESCRIPTION	AMOUNT
35593512	424100	Conference travel expense- employee: Rick Meyer - ILA Annual Conference mileage reimbursement - location: Tinley Park IL October, 2019	\$189.08
PROJECT CODE			
PROJECT CODE			
PROJECT CODE			
TOTAL			\$189.08


Subject to Prevailing Wage Act
 Certified Payroll Attached


AUTHORIZED BY DEPARTMENT DIRECTOR	DATE	FINANCE DEPARTMENT AUTHORIZATION	DATE
			

Forward the signed original of this form to the Finance Department; print a second copy for your file.
 All Check Requests MUST be accompanied by the ORIGINAL INVOICE OR ORDER FORM and a COPY of the original invoice or order form. The original invoice or order form is attached to the City's copy of the check and kept in the Finance Department and the copy is sent to the vendor with the check. For Check Requests subject to the Prevailing Wage Act, the certified payroll submitted to the procuring Department Director by the contractor MUST also be attached.

For proper internal control, all checks requested on this form will be mailed by the Finance Department.




 Send directions to your phone


 via I-72 E and I-57 N
Fastest route, the usual traffic

2 h 26 min
163 miles

DETAILS

 via I-55 N

2 h 41 min
164 miles

 via I-39 N and I-80 E

2 h 56 min
185 miles