

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, August 21, 2003 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
 - a. Oath of office for new trustee Shirley Moore
- II. Approval of minutes
 - a. Regular meeting of July 17, 2003
- III. Communication from the public
- IV. City Librarian’s report
 - a. Introduction of division head
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. No meeting
 - b. Finance and Properties Committee
 - i. Approval of bills for July 2003
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on August 2003 meeting
 - d. Friends of the Library
 - i. Meeting of August 14, 2003
 - e. Foundation
 - i. Meeting of July 28, 2003
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter II: Governance & Administration
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 2003

NAME	TERM	PHONE	ADDRESS
Sherri Arnold President	1997-2004*	428-6063 (h)	#1 Millikin Place 62522 email: stevensherriarnold@insightbb.com
Eugene King Vice President	2001-2004	423-3044 (h)	471 S. Boyd 62522 email: tmm0128@aol.com
Carol Craig Secretary	2001-2005	428-4166 (h) 425-8282 (w) 425-8286 (fax)	130 N. Water 62523 134 Victoria Ct. 62522 email: ccraig@1stdecatour.com
Ty Cocagne	2000-2006*	875-2655 (w) 875-1660 (fax)	1353 E. Mound, Suite 300 62526 316 S. Glencoe 62522 email: tcocagne@mckcpa.com
Garry Davis	2002-2005	428-0948 (w) 423-2681 (h) 428-0996 (fax)	225 S. Main 62523 14 Oak Ridge Dr. 62521 gdavis@law225.com
Pat Greanias	1998-2006*	428-1004 (h) 424-3170 (w)	31 Oak Ridge Dr. 62521 email: pat@greanias.com
Sally Krigbaum	2002- 2005	429-5606 (h)	2414 Angle Ct. 62521 js2414@aol.com
Shirley Moore	2003-2006	422-2565 (h)	418 Woodhill Dr. 62521 email: somemoores@aol.com
Linda Rowden	2002-2004	423-2442 (h) 421-8074 (w)	404 Timber Dr. 62521 email: rowdymama@aol.com

* second term

LIBRARY: phone 424-2900; fax 233-4071

Finance & Properties Committee

Ty Cocagne, Chair
Pat Greanias
Eugene King
Shirley Moore
Sherri Arnold, ex-officio

Personnel, Policy & Public Relations Committee

Garry Davis, Chair
Carol Craig
Sally Krigbaum
Linda Rowden
Sherri Arnold, ex-officio

Representative to the Friends of the Library: Linda Rowden

Representative to the RPLS Board: Pat Greanias

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 17, 2003

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Cocagne made a motion to approve the minutes of June 19, 2003. The motion was seconded by Mrs. Greanias and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

There was no communication from the public.

IV. CITY LIBRARIAN'S REPORT

Ms. Fisher introduced Katie Gross, Head of the Children's Division. Mrs. Gross spoke about the children's summer reading program.

The City Librarian's written report was previously mailed.

Ms. Fisher reported that she is checking into an appraisal of the library's Lincoln items.

The city is surveying library and city staff to determine interest and costs/savings of offering an early retirement incentive in 2004. Informational packets were sent to 13 eligible library employees. Minimum requirements are 50 years of age and 20 years of service.

Willis Stein & Partners, a Chicago based company, has purchased Baker & Taylor.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet. The August 7, 2003 meeting is cancelled.

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

The committee did not meet. The August 5, 2003 meeting is cancelled.

Rolling Prairie Library System: Mrs. Greanias attended the meeting. The system is looking at long range financial planning in light of state funding cuts.

Friends of the Library: The Friends met July 10, 2003. Mrs. Krigbaum reported that the plans are well underway for the book sale on August 31 and September 1, 2003. The Quilter's Guild is buying a case for the quilt they made in 1999 for the library.

Foundation: The Foundation Board of Directors did not meet. Ms. Fisher reported a \$500 donation this week.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter I, Core Standards, was reviewed. Ms. Fisher reported that the library meets all core standards.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Mrs. Arnold announced that there would be no changes to the committee appointments from last year. The city council is expected to approve a new trustee on July 21 to replace Phil Wise, who declined a second term.

Regarding the Supreme Court ruling on Internet filtering, Ms. Fisher said that it appears that only libraries that receive e-rate funding will be required to filter. The Decatur Public Library does not receive e-rate funding.

Mrs. Greanias made a motion to adjourn to closed executive session to discuss the salary of an employee. The motion was seconded by Mrs. Krigbaum and unanimously approved on roll call vote. The Board went into executive session at 5:10 p.m. The meeting was reconvened at 5:23 p.m.

Mr. Davis made a motion to increase the annual salary of the City Librarian by \$3,000 effective July 1, 2003. The motion was seconded by Mrs. Rowden and unanimously approved on roll call vote.

IX. ADJOURNMENT

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

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant

Mike Cottle
115 N. Lake Shore Dr.
Decatur, IL 62521
August 14, 2003

Mrs. Lee Ann Fisher
Decatur Public Library
247 E. North St.
Decatur, IL 62523

Dear Lee Ann,

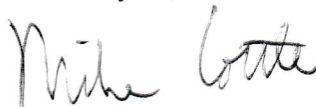
I am writing, as per our conversation yesterday, to request that you present to the library board the following concerns for their approval.

First, the garden chairs for the Herb Garden would like to expand their garden by about fifteen feet. This expansion would require the removal of four burning bushes to the east of their current area.

Second, we need to select a place, by next spring, where we can give credit to our donors for their donations to the Library Gardens. I believe a single sign near the entrance would be the best choice for creating a professional looking display and ease of maintenance.

Finally, I would like to consider future expansion of the gardens to include a bed of prairie plants on the south side of the library and would appreciate any feedback or suggestions the board may have concerning this or other expansion.

Thank you,



Mike Cottle
Library Gardens Co-chair

CITY LIBRARIAN'S REPORT
August 15, 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: The library closing during the Celebration went well and I have heard no complaints. Staff has expressed their appreciation to me for the Friday closing. We have also received several nice letters from patrons, complimenting staff for their assistance. Out of the 14 known employees eligible for early retirement, 7 have indicated they are interested. This does not mean they are committed at this time, nor does it mean the other 7 may not take it. Scott is attending DLI this fall, as part of my plan to strengthen library ties to the community. In addition to my regular meetings, I met with the Master Gardeners, attended a DLI function, and accepted a \$300 donation from the Fraternal Order of the Eagles. I also attended a workshop at RPLS on "The Library's Contribution to Your Community" and have been asked to serve as President of ABWA. I was on vacation July 19-August 3. Division Heads took turns as Deputy Director during my absence.

FIRST FLOOR REORGANIZATION: The Non-Fiction collection will be turned, shifted and reorganized next week! This is the last big part of the first floor reorganization. All that remains will be some minor shifting and rearranging. Next we will be looking at signage, uniformity, repairing and preventive maintenance issues. Three new wall ranges have been added to the paperback section. The oversized books will go where the Adult Literacy collection is now at the center back wall. The AL books will move to a freestanding unit over by the YA area. A new Biography collection will be started at the end of the NF after 999.99, where B Lincoln is already.

LINCOLN: **Date change!** The opening reception has changed from Wednesday, November 19th, to Monday, November 17th. We learned that the legislature was in session on the 19th and none of our political representatives would be able to be here. Senator Frank Watson has already agreed to attend. Letters will go out next week to officially invite them. Sandi, Scott and I will finalize the programs Monday. The publicity wagon has begun to roll, with positive responses from the media.

PROJECT NEXT GENERATION: Sandi, Carol, Matt and I are still preparing an equipment list for the State.

SIRSI: All of our hard work paid off and DYNIX has been selected as the new automation system for RPLS. Contract negotiations will start August 25th with Dynix; our consultant, the evaluation committee and Ed Booth will serve as our negotiating team. As of now there are no firm migration dates, we will keep you posted.

FOUNDATION: The Foundation met on July 28th and as of July 31st had a balance of \$28,166.76.

FRIENDS: The Friends are purchasing an American Flag for the meeting room. The Boy Scouts raised \$6,650 during the Celebration: 40% of that goes to the Friends. They are finalizing plans for the book sale the end of this month.

STAFF: Sally Petro has obtained her CDL and was permanently transferred to Extension on August 14th.

ADMINISTRATION: Linda broke her arm and is out, so there is no report.

CITY LIBRARIAN'S REPORT

August 15, 2003

Page 2

ADULT DIVISION: Various staff members are working on revising and expanding the collection development policy. Dayle, Bev and Sandi have been working on different aspects of the Lincoln exhibit. Carol, Dayle and Sandi were the summer speakers for Books Between Bites for the Friends. Len did a special tour for 25 Project Read students. Carol was interviewed and quoted in the H&R on an article about graphic novels.

BUILDING DIVISION: New Teflon coated vinyl is being installed in the public telephone area in the lobby. Hopefully, this will resist vandals better than the previous wall covering. The canopy had two leaks that were under warranty and repaired by King-Lar. We discovered a sinkhole in the parking lot that is a broken sewer line. The City will repair this soon. Larry and his crew pulled electrical wire to relocated the video cameras from the upstairs lease space to the downstairs area.

CHILDREN'S DIVISION: There were 1360 participants in the summer reading club as of the end of July. This is up slightly over last year. A new collection of 70 picture books with cassettes has been started. Eleven groups brought in 160 people to the department and 495 people attended 31 programs. There was also a good article and a picture in the H&R about the summer reading program.

CIRCULATION DIVISION: DVD's have been taken off local request only and are now being shared with other libraries. The page department now has its own phone and no longer has to share. The department is working on clarifying and tightening up some of its procedures to help lessen errors.

EXTENSION DIVISION: Scott spoke to 47 people at Step Forward. He is also in the process of setting the fall bookmobile schedule. Twenty-five volunteers donated 25.25 hours of service this month.

GATES COMPUTER LAB: The new fall schedule is out and includes our first night and weekend classes. This is due to patron feedback on our evaluations. We had 126 people attend classes this month.

SYSTEMS ADMINISTRATION: Matt has reported that we are getting more port scans on our firewall. This is people trying to get into our system. The firewall has blocked them. We are also secure from Blaster. Matt has also installed the latest version of Norton Antivirus. Several hard drives on our new Dells have crashed and been replaced as they were still under warranty.

TECHNICAL DIVISION: Eventually, all biographies will be re-cataloged and relocated to the new section. For now only the new incoming bios will be cataloged as such. A Biography section is something the patrons have been asking for and now is a good time incorporate one. There is also a new number for Christmas books which we will start using and gradually move the older books to it. Karen is cross-training the staff to help with workflow when someone is out for an extended period.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian
August 15, 2003

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2003

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VEHICOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/20/2003	IRSA'S	10.89	163779	07/29/2003	OTHER PROFESSIONAL SERVICES
07/20/2003	PETTY CASH	55.39	163779	07/29/2003	MATERIALS-BLDGS
07/22/2003	IRSA'S	19.97	163779	07/29/2003	OTHER PROFESSIONAL SERVICES
07/22/2003	AMERICAN WIRELESS	85.02	163806	07/31/2003	TELEPHONE
07/22/2003	BAKER & TAYLOR CO	4,307.41	163810	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	4,920.85	163811	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	2,716.95	163812	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	2,744.37	163813	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	54.80	163816	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	165.80	163819	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	2,038.79	163822	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	1,623.58	163829	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	1,023.39	163830	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	2,528.66	163832	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	1,538.03	163833	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	18.82	163850	07/31/2003	BOOKS AND PERIODICALS
07/22/2003	BAKER & TAYLOR CO	650.00	163852	07/31/2003	BOOKS AND PERIODICALS
07/14/2003	BAKER & TAYLOR CO	1,927.86	163859	07/31/2003	BOOKS AND PERIODICALS
07/14/2003	BAKER & TAYLOR CO	424.44	163863	07/31/2003	BOOKS AND PERIODICALS
07/14/2003	BAKER & TAYLOR CO	1,425.00	163875	07/31/2003	BOOKS AND PERIODICALS
07/14/2003	BAKER & TAYLOR CO	1,700.00	163886	07/31/2003	BOOKS AND PERIODICALS
07/14/2003	BAKER & TAYLOR CO	20,776	163890	07/31/2003	BOOKS AND PERIODICALS
07/31/2003	BAKER & TAYLOR CO	200.00	163903	07/31/2003	BOOKS AND PERIODICALS
07/31/2003	BAKER & TAYLOR CO	99.75	163904	07/31/2003	BOOKS AND PERIODICALS
07/23/2003	BAKER & TAYLOR CO	277.65	163905	07/31/2003	BOOKS AND PERIODICALS
07/23/2003	BAKER & TAYLOR CO	1,277.65	163908	07/31/2003	BOOKS AND PERIODICALS
07/23/2003	BAKER & TAYLOR CO	321.12	163913	07/31/2003	BOOKS AND PERIODICALS
07/23/2003	BAKER & TAYLOR CO	167.48	163914	07/31/2003	BOOKS AND PERIODICALS
07/23/2003	BAKER & TAYLOR CO	449.46	163941	07/31/2003	BOOKS AND PERIODICALS
07/23/2003	BAKER & TAYLOR CO	66.36	163954	07/31/2003	BOOKS AND PERIODICALS
07/14/2003	BAKER & TAYLOR CO	50.16	163972	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	97.16	163980	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	55.08	163981	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	280.00	163987	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	300.00	164002	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	123.86	164021	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	451.50	164023	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	345.00	164027	07/31/2003	BOOKS AND PERIODICALS
07/29/2003	BAKER & TAYLOR CO	26.92	164029	07/31/2003	BOOKS AND PERIODICALS
	TOTAL	118,312.96			

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2003

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/03/2003	BAKER & TAYLOR CO	234.69	163244	07/08/2003	BOOKS AND PERIODICALS
07/09/2003	TRICARITY CASH CO	15.00	163370	07/10/2003	BOOKS AND PERIODICALS
07/12/2003	BAKER & TAYLOR CO	582.73	163810	07/13/2003	BOOKS AND PERIODICALS
07/24/2003	BAKER & TAYLOR CO	53.05	163811	07/31/2003	BOOKS AND PERIODICALS
07/24/2003	BAKER & TAYLOR CO	39.19	163811	07/31/2003	BOOKS AND PERIODICALS
07/30/2003	BAKER & TAYLOR CO	19.60	163813	07/31/2003	BOOKS AND PERIODICALS
07/24/2003	BOOK WHOLESALERS, INC.	14.98	163822	07/31/2003	BOOKS AND PERIODICALS
07/28/2003	ENTERTAINMENT	141.74	163855	07/31/2003	BOOKS AND PERIODICALS
	TOTAL	1,100.98			

DECATUR PUBLIC LIBRARY
PERIOD ENDING 20030731

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	104,933.50	378,948.27	419,734.00	40,785.73	90
TOTAL		.00	104,933.50	378,948.27	419,734.00	40,785.73	90
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	712,814.50	.00	2,851,258.00	2,851,258.00	
TOTAL		.00	712,814.50	.00	2,851,258.00	2,851,258.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	28,411.89	58,750.00	49,102.03	235,000.00	185,897.97	20
30200-107	STATE GRANTS OR OTHER	.00	23,976.00	1,000.00	95,904.00	94,904.00	1
TOTAL		28,411.89	82,726.00	50,102.03	330,904.00	280,801.97	15
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,104.52	12,500.00	10,232.47	50,000.00	39,767.53	20
30500-510	LIBRARY NON-RESIDENT FEES	183.79	125.00	183.79	500.00	316.21	36
30500-511	LIBRARY LOST AND DAMAGED BOOKS	194.59	1,125.00	1,048.28	4,500.00	3,451.72	23
30500-514	COPIES & MISC.	1,484.44	5,000.00	2,999.24	20,000.00	17,000.76	15
30500-515	MEETING ROOM FEES	1,090.00	2,500.00	2,445.00	10,000.00	7,555.00	24
TOTAL		6,057.34	21,250.00	16,908.78	85,000.00	68,091.22	19
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	3,000.00	204.22	12,000.00	11,795.78	1
TOTAL		.00	3,000.00	204.22	12,000.00	11,795.78	1
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	8,166.66	10,000.00	14,833.32	40,000.00	25,166.68	37
30800-899	MISCELLANEOUS INCOME	4,983.20	2,247.00	5,795.91	8,988.00	3,192.09	64
TOTAL		13,149.86	12,247.00	20,629.23	48,988.00	28,358.77	42
FUND TOTAL		47,619.09	936,971.00	466,792.53	3,747,884.00	3,281,091.47	12

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 07/31/2003

03 CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	ENCUMBRANCE	UNEXPENDED BALANCE	UNENCUMBERED BALANCE	PERCENT COMMIT
	SALARIES & WAGES									
090	REGULAR SALARIES	1,870,518	185,679,227	432,395,655	467,629	1,438,122.35	.00	1,438,122.35	23.1	
092	HOLIDAYS	0	8,144,572	18,563,699	0	18,563,699	.00	18,563,699		
094	OTHER LEAVE WITH PAY	0	145,882	398,995	0	398,995	.00	398,995		
096	SICK TIME	0	4,069,886	12,545,866	0	12,545,866	.00	12,545,866		
098	VACATION TIME	0	15,493,336	32,329,288	0	32,329,288	.00	32,329,288		
		1,870,518	213,532,888	496,233,433	467,629	1,374,284.57	.00	1,374,284.57	26.5	

PERSONAL SERVICES

101	OVERTIME SALARIES	15,000	488,728	900,855	3,750	14,099.15	.00	14,099.15	30.8
102	TEMPORARY SALARIES	25,000	3,579,522	7,695,445	6,250	17,304.55	.00	17,304.55	26.3
104	RETIREMENT-PMRF	166,741	19,039,666	43,830,964	41,783	122,937.04	.00	122,937.04	26.5
111	LIFE INSURANCE	3,133	356,440	830,641	72,685	220,100.89	.00	220,100.89	54.3
112	MEDICAL INSURANCE	290,743	30,090,334	70,642,311	4,562	13,579.56	.00	13,579.56	33.2
114	WORKERS COMPENSATION	18,249	1,997,228	4,699,444	5,554	14,840.07	.00	14,840.07	25.1
115	SERVICE RECOGNITION	22,216	3,772,221	7,375,993	135,269	405,163.42	.00	405,163.42	25.1
		541,082	59,324,199	135,918,588	135,269	405,163.42	.00	405,163.42	25.1

CONTRACTUAL SERVICES

201	ADVERTISING AND BINDING	250	18,625	18,625	62	231.38	.00	231.38	7.4
202	PRINTING	6,000	490,856	1,410,440	1,500	4,589.90	60.92	4,529.58	24.5
210	SERV-BUILDINGS	30,000	856,500	8,834,440	7,500	21,165.56	4,236.32	16,929.24	43.6
211	SERV-IMPROVEMENTS	3,500	0	0	875	3,500.00	.00	3,500.00	
212	SERV-AUTO EQUIPMENT	20,500	163,500	456,101	625	2,043.90	.00	2,043.90	18.2
213	SERV-OFFICE EQUIP	20,000	513,233	1,743,559	5,000	14,462.74	280.85	14,462.74	27.7
230	MIS SERVICES	17,634	1,469,570	4,408,501	4,408	13,225.50	.00	13,225.50	23.0
231	ELECTRICITY	150,000	10,476,770	27,492,371	37,500	122,507.63	.00	122,507.63	18.3
232	GAS	20,000	0	0	5,000	20,000.00	.00	20,000.00	
233	TELEPHONE	30,000	2,510,229	7,440,701	7,500	22,559.30	.00	22,559.30	24.8
234	TRAINING SCHOOL	3,100	79,170	478,133	775	2,621.87	.00	2,621.87	17.4
240	CONFERENCE AND OTHER TRAVEL	3,000	79,170	230,555	750	2,769.45	.00	2,769.45	17.7
241	POSTAGE	17,000	194,835	1,114,000	1,750	5,886.00	.00	5,886.00	15.9
245	SOFTWARE EXPENSE	20,000	1,184,224	5,628,444	4,250	11,371.56	48.00	10,887.56	36.0
247	COMPUTER PERSONNEL SERVICE	17,000	0	703,000	5,000	19,297.00	.00	19,297.00	33.5
271	TRAVEL EXPENSE FOR INTERVIEWS	23,000	4,142,174	8,832,011	5,750	14,167.99	.00	14,167.99	38.4
272	TUITION FOR PROFESSIONAL DEVELOPMENT	1,000	0	796,000	250	204.00	.00	204.00	79.6
273	OTHER PROFESSIONAL SERVICES	250	0	0	62	250.00	.00	250.00	
280	PROFESSIONAL MEMBERSHIP FEES	46,340	2,401,440	10,796,544	11,585	35,543.40	4,566.00	30,977.46	33.2
284	RENTAL-EQUIPMENT	1,400	180,000	1,800,000	1,350	1,220.00	.00	1,220.00	12.9
289	RENTAL-EQUIPMENT	5,000	321,112	974,336	1,250	4,025.64	1,575.00	2,450.64	51.0
		406,974	25,002,271	85,050,571	101,742	321,923.43	11,202.19	310,721.24	23.7

COMMODITIES

310	GASOLINE	3,700	376,177	1,046,399	925	2,653.61	.00	2,653.61	28.3
312	JANITORIAL SUPPLIES	18,000	528,866	5,629,866	4,500	12,530.14	.00	12,530.14	30.4
337	MATERIAL TO MAINT AUTO EQUIP	1,500	102,998	264,311	375	1,235.69	.00	1,235.69	17.6
345	OFFICE SUPPLIES	30,000	5,965,998	13,343,333	7,500	16,656.27	584.33	16,071.94	46.4
357	EMPLOYEE RECOGNITION SUPPLIES	150	0	0	37	150.00	.00	150.00	
		61,350	7,350,244	20,755,888	15,337	40,594.12	584.33	40,009.79	34.8

OTHER CHARGES

415	TRANSFER TO GENERAL FUND	1,300	100,000	300,000	300	900.00	.00	900.00	25.0
420	MASTOR VEHICLE-INSURANCE	5,313	343,925	1,119,088	1,328	4,193.92	.00	4,193.92	31.9
421	PROPERTY INSURANCE	1,873	1,488,922	653,922	468	1,219.08	.00	1,219.08	23.1
423	GENERAL LIABILITY INSURANCE	17,854	1,686,158	3,299,833	3,564	10,958.17	.00	10,958.17	23.8
444	TRANS TO TRUST FUND	0	0	2,027,661	1,963	5,826.34	.00	5,826.34	
449	SMALL CAPITAL ITEMS	17,423	497,446	25,433,311	4,355	15,452.95	540.00	14,912.95	14.4

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY 07/31/2003

ANNUAL BUDGET 47,921 MONTHLY EXPENDITURES 2,934.54 YEAR-TO-DATE EXPENDITURES 34,803.85 Y-T-D BUDGET 11,978 UNEXPENDED BALANCE 13,117.15 ENCUMBRANCE 540.00 UNENCUMBERED BALANCE 12,577.15 PRCT COMM 73.8

OTHER CHARGES

800 BOOKS AND PERIODICALS
841 MAG/PAPERS-MAIN ADULT
847 MAG/PAPERS-EXTEN ADULT

397,500 26,477.46 104,190.17 99,375 293,309.83 293,309.83 26.2
0 81.97 161.93 0 161.93 161.93
0 0 49.96 0 49.96 49.96
397,500 26,559.43 104,402.06 99,375 293,097.94 293,097.94 26.3
3,325,345 334,703.99 877,164.37 831,330 2,448,180.63 12,326.52 2,435,854.11 26.7

** DIVISION TOTAL **

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

41000 LEASE EXPENSES

FUND 20 DECATUR PUBLIC LIBRARY 07/31/2003

ANNUAL BUDGET 5,575 MONTHLY EXPENDITURES 0.00 YEAR-TO-DATE EXPENDITURES 0.00 Y-T-D BUDGET 1,393 UNEXPENDED BALANCE 5,575.00 ENCUMBRANCE 0.00 UNENCUMBERED BALANCE 5,575.00 PRCT COMM 0.00

CONTRACTUAL SERVICES

231 ELECTRICITY

5,575 0.00 0.00 1,393 5,575.00 5,575.00 0.00
5,575 0.00 0.00 1,393 5,575.00 5,575.00 0.00

OTHER CHARGES

409 PRINCIPAL PAYMENTS
410 INTEREST EXPENSE

21,875 0.00 0.00 5,468 21,875.00 21,875.00 0.00
6,563 0.00 0.00 1,640 6,563.00 6,563.00 0.00
28,438 0.00 0.00 7,108 28,438.00 28,438.00 0.00
34,013 0.00 0.00 8,501 34,013.00 34,013.00 0.00

** DIVISION TOTAL **

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20030731

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	29,514.00	118,034.69	118,056.00	21.31	100
30001-922	BEG FUND BAL-MEYER	.00	67,833.50	271,519.00	271,334.00	185.00	100
30001-923	BEG FUND BAL-BRIDGES	.00	.25	1,893.69	1.00	1,892.69	369
30001-924	BEG FUND BALANCE-DONATIONS	.00	5,669.50	25,433.31	22,678.00	2,755.31	112
TOTAL		.00	91,678.25	366,014.07	366,713.00	698.93	99
TRANSFERS FROM							
30600-709	TRANSFER FROM DPL	.00	.00	25,433.31	.00	25,433.31	-
TOTAL		.00	.00	25,433.31	.00	25,433.31	-
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	19.41	312.50	205.89	1,250.00	1,044.11	16
30700-104	DPL INTEREST-MEYER	44.30	1,000.00	471.66	4,000.00	3,528.34	11
30700-105	DISTRIBUTION FR BRIDGES TRUST	.31	56.75	3.30	227.00	223.70	1
30700-142	INTEREST-DONATIONS	.09	.00	.34	.00	.34	-
TOTAL		64.11	1,369.25	681.19	5,477.00	4,795.81	12
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	105.00	1,500.00	1,054.53	6,000.00	4,945.47	17
TOTAL		105.00	1,500.00	1,054.53	6,000.00	4,945.47	17
FUND TOTAL		169.11	94,547.50	393,183.10	378,190.00	14,993.10	104

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

07/31/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
800 BOOKS AND PERIODICALS	35,000	83.03	440.75	8,750	34,559.25	.00	34,559.25	1.3
	35,000	83.03	440.75	8,750	34,559.25	.00	34,559.25	1.3
EXPENDITURES								
900 EXPENDITURES	0	.00	.00	0	.00	212.00	212.00-	
	0	.00	.00	0	.00	212.00	212.00-	
** DIVISION TOTAL **	35,000	83.03	440.75	8,750	34,559.25	212.00	34,347.25	1.9

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

07/31/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
499 SMALL CAPITAL ITEMS	11,000	.00	.00	2,750	11,000.00	.00	11,000.00	
	11,000	.00	.00	2,750	11,000.00	.00	11,000.00	
800 BOOKS AND PERIODICALS	0	.00	2,926.80	0	2,926.80-	.00	2,926.80-	
	0	.00	2,926.80	0	2,926.80-	.00	2,926.80-	
** DIVISION TOTAL **	11,000	.00	2,926.80	2,750	8,073.20	.00	8,073.20	26.6

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

43000 OPL-BRIDGES TRUST

OB CD DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET FUND 92 PUBLIC LIBRARY-TRUSTS UNEXPENDED BALANCE ENCUMBRANCE UNENCUMBERED BALANCE PRCT COMM 07/31/2003

800 BOOKS AND PERIODICALS	227	.00	.00	56	227.00	.00	227.00
** DIVISION TOTAL **	227	.00	.00	56	227.00	.00	227.00

REPORT OF EXPENDITURES TO BUDGET FY 2003-2004

44000 DPL-DONATIONS FOR BOOKS

OB CD DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET FUND 92 PUBLIC LIBRARY-TRUSTS UNEXPENDED BALANCE ENCUMBRANCE UNENCUMBERED BALANCE PRCT COMM 07/31/2003

800 BOOKS AND PERIODICALS	6,500	783.26	1,299.57	1,625	5,200.43	.00	5,200.43
** DIVISION TOTAL **	6,500	783.26	1,299.57	1,625	5,200.43	.00	5,200.43

A well-governed and administered public library places the best interests of its patrons at the heart of every decision. Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, the Illinois State Library, and the statewide library network ILLINET Online. Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, district, township, commission form, etc.

Each library board carries the full responsibility for the library and its policies. The responsibility for administering library policy, including management of day-to-day operations, collection management, and employment decisions, is delegated to the library administrator. In addition, the library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all library users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4 - 7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws which outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 for topics recommended for consideration in developing board bylaws.)

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- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4 -7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].
- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** 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 11.** On an annual basis, the board of trustees 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 takes action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 54-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2 for topics recommended for consideration in a policy that addresses the public's use of the library. References to other policies are included under appropriate sections.)

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- Core **13.** The library keeps adequate records of library operations. (See Appendix 2.3 for information on how to contact the Local Records Unit of the Illinois State Archives who will provide detailed information on records to be retained.)
- Core **14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions library usage, finance, and collection development.
- Core **15.** The board of trustees annually reviews the performance of the library administrator.
- Core **16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core **17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core **18.** The library adopts and adheres to the *ALA Code of Ethics*. (See Appendix 2.8 for *ALA Code of Ethics*.)
- Core **19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core **20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core **21.** The library provides access to ILLINET Online.
- Core **22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling member library responsibilities.
- Core **24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core **25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books,

audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. Should the facility be found insufficient to meet its needs, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study 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.

Supplemental Standards

1. The board-approved mission statement, library roles, and long-range plan are developed by board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library. (See appendix 8.)
2. Most library policies are reviewed by the board every three years. The policy governing the selection and use of library materials and facilities must, by law, be reviewed biennially [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can
 - . write, call, or visit legislators
 - . attend meetings of other units of local government
 - . serve on ALA, ILA, or system legislative committees
 - . participate in other community organizations that have similar legislative interests
 - . include the subject of legislation on board-meeting agenda
 - . provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a new-trustee orientation checklist. (See appendix 2.9 for topics for new trustee orientation.)

5. On an annual basis, each trustee participates in a continuing-education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.
7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

Library trustees are selected for their interest in the library, their knowledge of the community and of groups within the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

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Thank You

The Union members from
ASCE Local 518 - Albany
Employees would like to
thank you for being the
glamour for the celebration.

You really brightened
^{our} ~~my~~ day!

To the members &
Deputy Public Safety Board