

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
May 22, 2003 @ 4:30 p.m.

Regular Meeting

- I. Call to order – Sherri Arnold, President
- II. Approval of minutes
 - A. Regular meeting of April 17, 2003
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of May 15, 2003
 - B. Finance and Properties Committee
 - 1. Approval of bills for April 2003
 - 2. No meeting
 - C. Rolling Prairie Library System
 - 1. Report of May RPLS board meeting
 - D. Foundation Board of Directors
 - 1. Meeting of April 21, 2003
 - E. Friends of the Library
 - 1. Meeting of May 8, 2003
- VI. Old Business
 - A. Lease space—closed executive session
- VII. New Business
 - A. None
- VIII. Adjournment

Annual Meeting

- I. Call to Order –Sherri Arnold, President
- II. Annual Report to the Illinois State Library
- III. Annual Report to the City Council
- IV. Annual Report of the City Librarian
- V. Nomination of Officers for 2003/04
- VI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 17, 2003

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Wise made a motion to approve the minutes of March 20, 2003. The motion was seconded by Ms. Craig and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher received a request to allow "Women's Ride in Support of the Cure" to hold their sign-in and registration in the library's parking lot at 9:30 on Saturday, June 14. Mr. Wise made a motion to approve the request. The motion was seconded by Mr. Wise and unanimously approved.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported that a library user checked out his limit on audiovisual materials every day and then moved out-of-state with the materials. He is being pursued by the police. The main floor public restrooms on the south side are now locked because of attempted theft of audiovisual materials.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met April 3, 2003. Ms. Craig reported that revised job descriptions were reviewed for the Head of the Children's Division and the City Librarian. Mr. Wise made a motion to approve the revised descriptions as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

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

The committee met April 1, 2003.

Rolling Prairie Library System: Mrs. Greanias attended the meeting. Four vendors submitted bids for a new automation system. Various committees are reviewing them.

Friends of the Library: The Friends met April 10, 2003. The plastic bags to will be sold for cost, which is 25 cents. Grocery store bags will be available at no cost. The Friends made about \$300 on the book appraisal fair and mini book sale.

Foundation: The next scheduled meeting for the Foundation Board of Directors is April 21, 2003.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IX, Facilities, was reviewed.

VII. OLD BUSINESS

Ms. Craig made a motion to adjourn to closed executive session to discuss the lease of property and labor relations. The motion was seconded by Mr. King and unanimously approved on roll call vote. The Board went into executive session at 5:15 p.m. The meeting was reconvened at 5:45 p.m.

VIII. NEW BUSINESS

Mrs. Arnold appointed Mr. Davis and Ms. Krigbaum to serve as the nominating committee. Election of officers for 2003/04 will be at the annual meeting in May.

IX. ADJOURNMENT

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

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant

CITY LIBRARIAN'S REPORT
May 14, 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: On page 11 of the new SBC phone book, our address and phone number are incorrect!! I don't think SBC will reprint the phone book to correct their mistake, so we will have to live with it a year. Ed is working with SBC to get the number forwarded to our main number at their expense. The library is now closed on Sundays until October. We had a program here on the first Sunday we were closed, and even with signs on the door and in the entryway, we had to turn lots of people away. I created a new publicity and programming committee and appointed Scott as chairman. We will be looking at what programs we want to do, how we want to achieve them and finally how best to promote each event in a more structured manner. In addition to my regular meetings, I met with Barbara Dove of Gallery 510, Vickie Harbeck of Project Read (which will be moving into the old Richland space in June), union representatives, DPL task force members, Patricia Norris and Karen Muskopf of the State Library. I also attended functions for Leave a Legacy, Sister Cities, Futures Unlimited and our own volunteer luncheon, folk music and Elderhostel programs. I had jury duty May 12- 16. I will be on vacation June 2-6 and may still attend ALA in Toronto June 18-26.

SIRSI: The task force committees have all met and ranked the NGS. The top three vendors will be presenting demonstrations on the following dates: Dynix - Monday, June 2 and Tuesday, June 3 at DPL; Innovative - Thursday, June 5 and Friday, June 6 at RCC; Sirsi - Thursday, June 12 and Friday, June 13 at DPL. After the demos, the task forces will meet again and re-rank the vendors.

RPLS: The selection committee for the Automation Trainer met and selected to interview two candidates. I will be assisting with the interviews on May 21 & 22. We hope to have someone hired in time to attend the vendor demonstrations. The users group approved the bylaws change that permits DPL and Springfield a permanent position on the Governing Board.

FRIENDS: Received a \$1000 grant from Sam's for Friends projects. They started thinking about the Boy Scouts and the Celebration and are looking into getting a quilt case built for the hanging quilt.

FOUNDATION: The Foundation currently has a balance of \$28,776.22 as of 4/30/03 and met on April 21st.

STAFF: Alissa Henkel started work May 8th in the Children's Division

ADMINISTRATION: April and May is this divisions busiest time as April end the fiscal year and May is state report time. We paid everything we could out of this year's budget, including 10 new computers for staff. Also for the first time all management staff had their evaluations completed in time for pay increases effective May 1st. The city is switching to MUNIS software for payroll and is expected to implement it the first of the year. Linda is serving on the committee to represent our interest.

CITY LIBRARIAN'S REPORT

May 14, 2003

Page 2

ADULT DIVISION: Both programs were very well received with good TV and newspaper coverage on the folk music program. Health Center materials have been integrated into the Reference collection or made circulating; this will give the Decatur Center room to expand. The Short Story collection has been interfiled with the Fiction by title. Also, all paperbacks have been pulled from the Fiction collection and added to the Paperback collection or weeded. A goal of mine for some time, it creates much needed space and the shelves look 100% better. There were 155 recorded visitors to the Local History Room. Dayle gave tour of the LHR to 20 members of the Decatur Genealogical Society. Several division staff are working on the collection development policy and others are members of task force committees. This division is still one page position short.

BUILDING DIVISION: We have wallpapered the art gallery area with a heavy-duty vinyl. This area was looking tacky from heavy use. We also lowered the hanging system, so that we don't need ladders to hang art and therefore reduce the chance of someone falling. Next we are going to paint this area, using a new "eggshell" finish that should resist chipping and make wall clean up much easier. The gallery area is where the Lincoln exhibit will be displayed. The city inspector gave the final okay on the boilers. We replaced of the VAV box filters in the library. Larry and Bill completed and passed forklift training with the city. Larry and his crew are working on cleaning up the outside.

CHILDREN'S DIVISION: Participated in the "Bunnies & Bonnets" celebration in cooperation with Downtown Decatur, with 35 participants. 227 parents and children attended ten programs by Baby TALK. Eleven groups visited the department, bringing in 211 people. Summer Reading is being finalized with our big program set for August 6 & 7. The Friends have again provided a book for each child completing the program and 10 copies of the new Harry Potter as a weekly drawing prize.

CIRCULATION DIVISION: The DRA system is working fine; all six stations are operational. We routed out 1168 items and received 553 items from other libraries. We started selling the Friends bags for .25 and this has been fairly well received with a few grumbles, as we expected. Most people are starting to bring their own bags and soon we will start collecting clean plastic bags so that we can reuse them.

EXTENSION DIVISION: The first DPL Volunteer Appreciation Luncheon was held here May 2nd with over 35 of our 60 invitees attending. The positive comments were overwhelming and we hope to do this again next year. Scott is assisting the Adult Division by teaching the computer classes for seniors. Twenty-five volunteers gave 208.75 hours of service this month. Larry has found a new service that will wash our vehicles in the lot, so our bookmobiles are shining. This division is still one position short.

GATES COMPUTER LAB: A total of 108 people attended the seven computer classes we offered in April. We will be adding two more classes to the summer schedule and they are

Personnel, Policy and Public Relations Committee
May 15, 2003

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

Interlibrary loan charges: Ms. Fisher presented a proposal from Karen Anderson to charge a \$50 fee for any interlibrary loan item not returned by a DPL patron. The committee asked that Ms. Anderson draft a specific policy for review.

Lincoln photo: The committee reviewed a request regarding use of the library's Barnwell photograph of Abraham Lincoln in making a documentary. The committee asked Ms. Fisher to contact the person for a more specific request.

Discussion of donations to the library: Ms. Fisher reported that she was asked if names of donors could be added to the donor wall in the entrance to the library. This request was referred to the Library Foundation Board of Directors. The next scheduled meeting of that Board is July 28, 2003.

Rescheduling of June committee meeting: Ms. Fisher will be on vacation the first week of June. The meeting was rescheduled to Wednesday, June 11, 2003 at 4:30 p.m.

Performance evaluation of the City Librarian—closed executive session: Mrs. Arnold made a motion to adjourn to closed executive session to discuss the performance of an individual. The motion was seconded by Mrs. Krigbaum and unanimously approved on roll call vote. The committee adjourned to closed executive session at 5:06 p.m. The meeting was reconvened at 5:50 p.m.

There was no further business.

The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Executive Admin. Assistant

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2003

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/23/2003	TREASTRETT COMPANY'S INC.	9.97	1611361	04/23/2003	OFFICE SUPPLIES
04/23/2003	GATEWAY TECHNOLOGIES INC.	8,850.00	1611392	04/23/2003	SMALL CAPITAL EQUIP
04/25/2003	HIDROMEX TECHNOLOGICAL INC.	33.25	1611397	04/25/2003	SERV-IMP
04/25/2003	TREASURY GENERAL FUND	1,172.20	1611401	04/25/2003	POSTAGE
04/25/2003	TREASURY GENERAL FUND	120.21	161401	04/25/2003	JANITORIAL SUPPLIES
04/28/2003	GROSS, ARTHUR RY LTD	27.00	161419	04/28/2003	OFFICE SUPPLIES
04/28/2003	HOUCHER, ARTHUR RY LTD	260.85	161419	04/28/2003	PRINTING AND BINDING
04/28/2003	HAULINGS, SCOTT A.	200.00	161420	04/28/2003	OTHER PROFESSIONAL SERVICES
04/28/2003	ICI PAINTS	215.35	161423	04/28/2003	MATERIALS
04/28/2003	ICI BUSINESS SYSTEMS	54.00	161423	04/28/2003	SERV-IMP
04/28/2003	RILEY, ALAN	110.00	161423	04/28/2003	SERV-IMP
04/28/2003	SLEE, THOMAS	177.00	161433	04/28/2003	OTHER PROFESSIONAL SERVICES
04/28/2003	SLAUGHTER, ALAN	177.00	161433	04/28/2003	OTHER PROFESSIONAL SERVICES
04/28/2003	TECHNICAL SOLUTIONS SERVICES, INC.	220.00	161439	04/28/2003	OTHER PROFESSIONAL SERVICES
04/29/2003	TECHNICAL SOLUTIONS SERVICES, INC.	1,416.25	161440	04/29/2003	OTHER PROFESSIONAL SERVICES
04/29/2003	ARXYS, WIRELESS	327.46	161443	04/29/2003	WATER-BUILDINGS
04/29/2003	VERIZON WIRELESS	358.02	161443	04/29/2003	WATER-BUILDINGS
04/29/2003	BAKER & TAYLOR CO	4,250.62	161461	04/29/2003	TELEPHONE
04/29/2003	BAKER & TAYLOR CO	4,791.70	161462	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	BRADFIELD'S COMPUTER SUPPLY	118.00	161466	04/29/2003	OFFICE SUPPLIES
04/29/2003	BOOKS ON TAPE	682.40	161471	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	BAKER & TAYLOR ENTERTAINMENT	1,416.12	161480	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	THE BOOKSOURCE, INC.	358.33	161481	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	CDW	4,575.02	161484	04/29/2003	SMALL CAPITAL ITEMS
04/29/2003	CAPITAL CITY PAPER CO	128.92	161487	04/29/2003	OFFICE SUPPLIES
04/29/2003	MARSHALL CAVENDISH CORP., INC.	492.15	161493	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	CRIMCO INC	493.34	161497	04/29/2003	OFFICE SUPPLIES
04/29/2003	DEMOGRAPHIC ENERGY SERVICES	562.71	161504	04/29/2003	OFFICE SUPPLIES
04/29/2003	DYNEGY ENERGY SERVICES	142.08	161507	04/29/2003	OFFICE SUPPLIES
04/29/2003	GAYLORD BROS.	300.87	161513	04/29/2003	ELECTRICITY
04/29/2003	SBC	10,005.73	161513	04/29/2003	ELECTRICITY
04/29/2003	ILLINOIS POWER COMPANY	196.89	161513	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	ILLINOIS STATE LIBRARY	175.00	161513	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	JENKINS SUPPLY INC.	58.72	161557	04/29/2003	JANITORIAL SUPPLIES
04/29/2003	HIDROMEX TECHNOLOGICAL INC.	96.75	161579	04/29/2003	OFFICE SUPPLIES
04/29/2003	MR. MENA VIDEO CORPORATION	455.46	161579	04/29/2003	OFFICE SUPPLIES
04/29/2003	SPHERION PHOTOCOPYING, INC.	3,275.11	161593	04/29/2003	TEMPORARY PERSONNEL SERVICES
04/29/2003	REGENCY BOOKER CO	136.19	161607	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	REGENCY BOOKER CO	369.36	161608	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	STRICKLAND, HAINES & ESSICK	28.82	161619	04/29/2003	OFFICE SUPPLIES
04/29/2003	SOLDIER CREEK PRESS	50.95	161628	04/29/2003	BOOKS AND PERIODICALS
04/29/2003	WEST GROUP	1,147.50	161647	04/29/2003	BOOKS AND PERIODICALS
	TOTAL	114,842.33			

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2003

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/14/2003	BAKER & TAYLOR CO	95.08	161122	04/15/2003	BOOKS AND PERIODICALS
04/14/2003	BAKER & TAYLOR CO	36.99	161124	04/15/2003	BOOKS AND PERIODICALS
04/15/2003	BAKER & TAYLOR CO	9.22	161124	04/15/2003	BOOKS AND PERIODICALS
04/15/2003	BAKER & TAYLOR CO	9.19	161124	04/15/2003	BOOKS AND PERIODICALS
	TOTAL	217.87			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20030430

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	320,230.99	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	320,230.99	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107	PROPERTY TAX-LIBRARY	117,380.25	2,767,725.00	2,739,886.99	2,767,725.00	27,838.01	99
TOTAL		117,380.25	2,767,725.00	2,739,886.99	2,767,725.00	27,838.01	99
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	42,450.73	240,000.00	176,301.95	240,000.00	63,698.05	73
30200-107	STATE GRANTS OR OTHER	.00	95,904.00	104,125.00	95,904.00	8,221.00-	108
TOTAL		42,450.73	335,904.00	280,426.95	335,904.00	55,477.05	83
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	4,635.35	49,999.99	46,975.05	50,000.00	3,024.95	94
30500-510	LIBRARY NON-RESIDENT FEES	77.76	675.00	567.42	675.00	107.58	84
30500-511	LIBRARY LOST AND DAMAGED BOOKS	444.60	6,000.00	5,463.46	6,000.00	537.54	91
30500-514	COPIES & MISC.	1,609.92	12,000.00	20,528.60	12,000.00	8,528.60-	171
30500-515	MEETING ROOM FEES	815.00	12,000.00	9,965.00	12,000.00	2,035.00	83
TOTAL		7,582.63	80,674.99	83,498.53	80,675.00	2,823.53-	103
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	6,000.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	.00	.00	19,544.09	.00	19,544.09-	
TOTAL		.00	6,000.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	363.58	19,999.99	11,712.46	20,000.00	8,287.54	58
TOTAL		363.58	19,999.99	11,712.46	20,000.00	8,287.54	58
OTHER INCOME							
30800-605	CONTRIBUTIONS AND DONATIONS	.00	13,000.00	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	40,000.00	40,049.96	40,000.00	49.96-	100
30800-899	MISCELLANEOUS INCOME	93.20-	19,999.99	9,057.46	20,000.00	10,942.54	45
TOTAL		3,240.13	72,999.99	49,107.42	73,000.00	23,892.58	67
FUND TOTAL		171,017.32	3,603,534.96	3,587,484.02	3,603,535.00	16,050.98	99

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

48000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 04/30/2003

OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,793,310	116,895.97	1,495,628.80	1,793,310	297,681.20	.00	297,681.20	83.4
092	HOLIDAYS	0	10,397.24	98,968.56	0	88,968.56	.00	88,968.56	
094	OTHER LEAVE WITH PAY	0	3,483.38	3,707.77	0	5,707.77	.00	5,707.77	
096	SICK TIME	0	3,981.66	44,145.75	0	44,145.76	.00	44,145.76	
098	VACATION TIME	0	5,431.37	103,180.01	0	103,180.01	.00	103,180.01	
		1,793,310	137,111.62	1,737,630.90	1,793,310	55,679.10	.00	55,679.10	96.9
PERSONAL SERVICES									
101	OVERTIME	15,775	1,278.51	13,281.58	15,775	2,493.42	.00	2,493.42	84.2
102	TEMPORARY SALARIES	46,689	2,295.40	32,038.21	46,689	14,650.79	.00	14,650.79	68.6
104	RETIREMENT-IMRF	163,602	12,050.25	154,575.35	163,602	9,026.15	.00	9,026.15	94.5
111	LIFE INSURANCE	634	55.20	659.37	634	25.37	.00	25.37	104.0
112	MEDICAL INSURANCE	271,418	20,314.05	255,677.78	271,418	15,740.52	.00	15,740.52	94.2
113	WORKERS COMPENSATION	21,058	1,549.38	19,952.22	21,058	1,145.78	.00	1,145.78	94.6
115	SERVICE RECOGNITION	19,830	1,056.48	18,798.31	19,830	1,031.69	.00	1,031.69	94.8
		539,046	38,599.29	494,983.32	539,046	44,062.68	.00	44,062.68	91.8
CONTRACTUAL SERVICES									
201	ADVERTISING	500	.00	823.08	500	323.08	.00	323.08	164.6
202	PRINTING AND BINDING	5,000	280.25	9,692.19	5,000	4,694.19	.00	4,694.19	193.9
210	SERV-BUILDINGS	40,500	4,581.41	37,712.09	40,500	2,787.91	.00	2,787.91	93.1
211	SERV-IMPROVEMENTS	0	1,185.00	4,286.17	0	4,286.17	.00	4,286.17	
213	SERV-OFFICE EQUIP	3,000	84.36	19,039.16	3,000	715.79	.00	715.79	76.1
219	MIS-SERVICES	17,534	404.33	17,934.00	17,534	39.16	.00	39.16	100.2
231	ELECTRICITY	160,000	10,005.73	149,934.71	160,000	10,065.29	.00	10,065.29	193.7
232	GAS	28,000	2,531.41	8,454.58	28,000	4,403.03	.00	4,403.03	115.7
233	TELEPHONE	4,000	.00	2,655.58	4,000	1,344.42	.00	1,344.42	86.4
234	TRAINING SERVICES	1,800	.00	1,410.95	1,800	1,600.00	.00	1,600.00	
238	TRAINING SCHOOL	3,000	.00	3,095.84	3,000	3,589.05	.00	3,589.05	29.2
240	CONTRACTOR SERVICES AND OTHER TRAVEL	7,500	237.08	15,661.50	7,500	4,404.16	.00	4,404.16	41.3
243	POSTAGE	15,000	389.09	22,855.00	15,000	461.50	.00	461.50	103.0
245	COMPUTER PERSONNEL SERVICES	20,000	500.00	22,855.00	20,000	2,855.00	.00	2,855.00	114.3
247	TRAVEL REIMBURSEMENT	45,000	3,201.58	36,114.03	45,000	8,885.97	.00	8,885.97	80.3
271	TUITION EXPENSE FOR INTERVIEWS	3,000	173.00	473.00	3,000	2,527.00	.00	2,527.00	15.8
273	OTHER PROFESSIONAL SERVICES	400	5,861.24	47,216.75	400	7,400.00	.00	7,400.00	
280	PROFESSIONAL MEMBERSHIP FEES	46,500	595.21	2,219.21	46,500	714.75	.00	714.75	101.5
284	RENTAL-EQUIPMENT	2,500	.00	4,478.18	2,500	119.21	.00	119.21	105.7
289	RENTAL-EQUIPMENT	7,500	.00	4,478.18	7,500	3,021.82	.00	3,021.82	59.7
		463,434	31,279.79	418,445.41	463,434	44,988.59	.00	44,988.59	90.3
COMMODITIES									
310	GASOLINE	4,000	395.72	3,941.80	4,000	58.20	.00	58.20	98.5
312	JANITORIAL SUPPLIES	12,000	475.62	826.15	12,000	5,173.85	.00	5,173.85	56.6
330	MATERIAL-BLDGS	20,000	1,749.61	21,321.33	20,000	1,321.33	.00	1,321.33	106.2
337	MATERIAL TO MAINT AUTO EQUIP	35,000	106.17	1,764.84	35,000	571.48	.00	571.48	101.6
345	OFFICE SUPPLIES	35,000	2,961.00	179.85	35,000	80.15	.00	80.15	169.2
357	EMPLOYEE RECOGNITION SUPPLIES	260	.00	.00	260	.00	.00	.00	
		73,260	5,688.47	59,605.45	73,260	3,654.55	.00	3,654.55	95.0
OTHER CHARGES									
418	TRANSFERS TO GENERAL FUND	1,200	100.00	1,200.00	1,200	.00	.00	.00	100.0
420	BOILER INSURANCE	4,149	348.75	1,499.00	4,149	.00	.00	.00	100.0
424	BOILER INSURANCE	2,987	248.92	2,987.04	2,987	.04	.00	.04	100.0
428	PROPERTY INSURANCE	12,670	1,055.83	12,669.96	12,670	.04	.00	.04	100.0
434	GENERAL LIABILITY INSURANCE	8,239	686.58	8,238.96	8,239	.04	.00	.04	100.0
499	SMALL CAPITAL ITEMS	6,000	13,934.62	52,805.70	6,000	76,805.70	.00	76,805.70	380.1

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 04/30/2003

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

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCNT COMM
OTHER CHARGES	35,245	16,371.70	112,050.66	35,245	76,805.66	.00	76,805.66	317.9
800 BOOKS AND PERIODICALS	380,000	24,504.86	291,003.42	380,000	88,996.58	.00	88,996.58	76.6
804 BOOKS-MAIN REFERENCE	0	.00	444.67	0	444.67	.00	444.67	
830 AV-PHONODICS	0	.00	66.01	0	66.01	.00	66.01	
841 MAG/PAPERS-MAIN ADULT	0	.00	24,551.32	0	24,551.32	.00	24,551.32	
842 MAG/PAPERS-MAIN YOUTH	0	.00	1,037.35	0	1,037.35	.00	1,037.35	
843 MAG/PAPERS-MAIN JUVENILE	0	.00	1,785.76	0	1,785.76	.00	1,785.76	
844 MAG/PAPERS-MAIN REFERENCE	0	1,160.00	9,748.95	0	9,748.95	.00	9,748.95	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	30.00	1,704.86	0	1,704.86	.00	1,704.86	
847 MAG/PAPERS-EXTEN ADULT	0	.00	4,246.97	0	4,246.97	.00	4,246.97	
	380,000	25,694.86	334,589.31	380,000	45,410.69	.00	45,410.69	88.0

EXPENDITURES	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCNT COMM
960 GRANT & INTEREST REPAYMENT	0	.00	5,793.39	0	6,793.39	.00	6,793.39	
** DIVISION TOTAL **	3,284,295	254,745.73	3,174,098.44	3,284,295	110,196.56	.00	110,196.56	96.6

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000 LEASE EXPENSES FUND 20 DECATUR PUBLIC LIBRARY 04/30/2003

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

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCNT COMM
CONTRACTUAL SERVICES	5,575	464.44	4,644.40	5,575	930.60	.00	930.60	83.3
231 ELECTRICITY	25,000	.00	251.66	25,000	24,738.34	.00	24,738.34	1.0
280 OTHER PROFESSIONAL SERVICES	30,575	464.44	4,906.06	30,575	25,668.94	.00	25,668.94	16.0
OTHER CHARGES	60,106	464.44	34,437.31	60,106	25,668.69	.00	25,668.69	57.3
409 PRINCIPAL PAYMENTS	21,875	.00	21,875.00	21,875	.00	.00	.00	100.0
410 INTEREST EXPENSE	7,656	.00	7,656.25	7,656	.25	.00	.25	100.0
** DIVISION TOTAL **	29,531	.00	29,531.25	29,531	.25	.00	.25	100.0
** DIVISION TOTAL **	60,106	464.44	34,437.31	60,106	25,668.69	.00	25,668.69	57.3

** FUND TOTAL **	3,344,401	255,210.17	3,208,535.75	3,344,401	135,865.25	.00	135,865.25	95.9
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PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20030430

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	120,964.99	119,420.58	120,965.00	1,544.42	98
30001-922	BEG FUND BAL-MEYER	.00	251,529.00	270,334.15	261,529.00	8,805.15	103
30001-923	BEG FUND BAL-BRIDGES	.00	5,644.00	3,317.90	5,644.00	2,326.10	58
30001-924	BEG FUND BALANCE-DONATIONS	.00	4,594.00	0.00	4,594.00	0.00	
TOTAL		.00	392,731.99	393,072.63	392,732.00	340.63-	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	100.00	100.00	100.00	0.00	
30700-103	DPL INTEREST-CANTONI TRUST	102.01	3,000.00	1,695.24	3,000.00	1,304.76	56
30700-104	DPL INTEREST-MEYER	234.68	6,499.99	5,381.68	6,500.00	2,638.32	59
30700-105	DISTRIBUTION FR BRIDGES TRUST	1.64	4,999.99	354.95	5,000.00	4,645.05	7
TOTAL		338.33	14,599.98	5,911.47	14,600.00	8,688.53	40
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	150.00	3,499.99	6,197.44	3,500.00	2,697.44-	177
TOTAL		150.00	3,499.99	6,197.44	3,500.00	2,697.44-	177
FUND TOTAL		488.33	410,831.96	405,181.54	410,832.00	5,650.46	98

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2003

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	3,000	.00	3,038.38	3,000	38.38-	.00	38.38-101.3	
EXPENDITURES	3,000	.00	3,038.38	3,000	38.38-	.00	38.38-101.3	
900 EXPENDITURES	0	.00	42.75	0	42.75-	.00	42.75-	
** DIVISION TOTAL **	0	.00	42.75	0	42.75-	.00	42.75-	
	3,000	.00	3,081.13	3,000	81.13-	.00	81.13-102.7	

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2003

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	0	.00	1,775.97	0	1,775.97-	.00	1,775.97-	
OTHER CHARGES	0	.00	1,775.97	0	1,775.97-	.00	1,775.97-	
800 BOOKS AND PERIODICALS	6,500	.00	900.86	6,500	5,599.14	.00	5,599.14	13.9
** DIVISION TOTAL **	6,500	.00	900.86	6,500	5,599.14	.00	5,599.14	13.9
	6,500	.00	2,676.83	6,500	3,823.17	.00	3,823.17	41.2

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2003

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	5,000	.00	1,778.78	5,000	3,221.22	.00	3,221.22	35.6
** DIVISION TOTAL **	5,000	.00	1,778.78	5,000	3,221.22	.00	3,221.22	35.6
	5,000	.00	1,778.78	5,000	3,221.22	.00	3,221.22	35.6

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

44000 DPL-DONATIONS FOR BOOKS

FUND 92 PUBLIC LIBRARY-TRUSTS

04/30/2003

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

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT	0	.00	7,700.00	0	7,700.00	.00	7,700.00	7,700.00
	0	.00	7,700.00	0	7,700.00	.00	7,700.00	7,700.00

800 BOOKS AND PERIODICALS

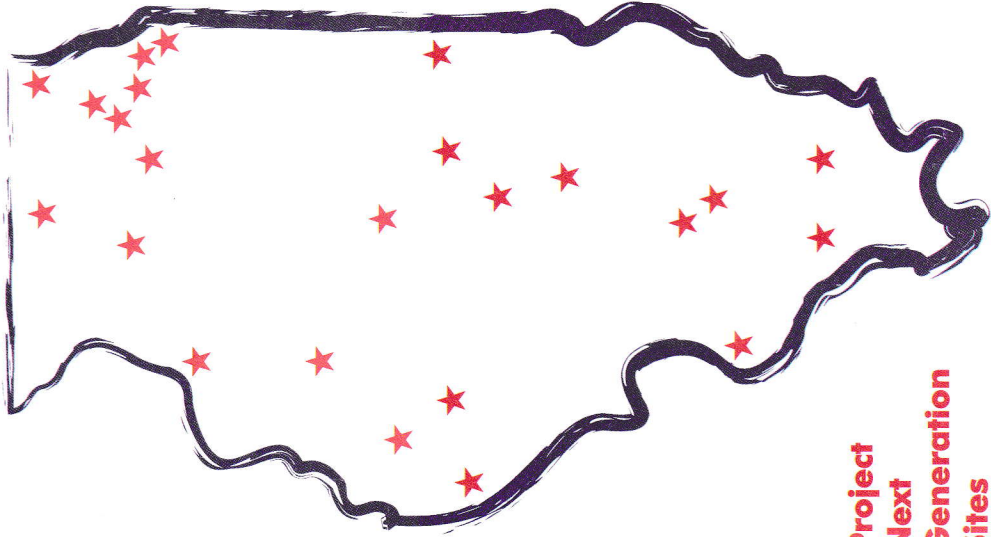
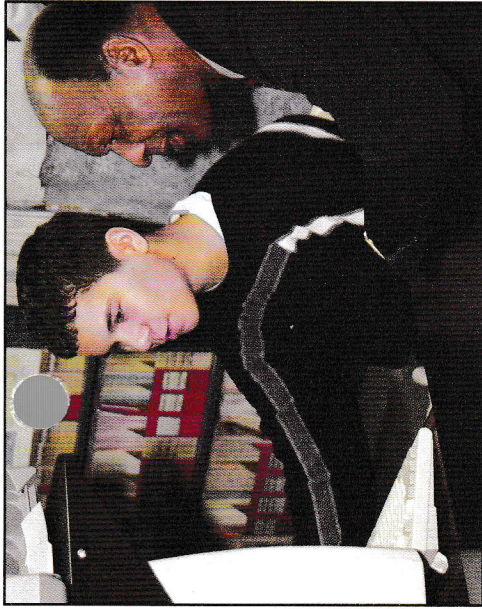
	1,000	217.87	23,930.75	1,000	22,930.75	.00	22,930.75	393.1
	1,000	217.87	23,930.75	1,000	22,930.75	.00	22,930.75	393.1

** DIVISION TOTAL **

	1,000	217.87	31,630.75	1,000	30,630.75	.00	30,630.75	163.1
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** FUND TOTAL **

	15,500	217.87	39,167.49	15,500	23,667.49	.00	23,667.49	252.7
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**Project
Next
Generation
Sites**



Administrative Information
(curriculum, funding, contracts)

Karen Muskopf
Illinois State Library
300 S. Second St.
Springfield, IL 62702-1796
217-782-7749
kmuskopf@ilsos.net

Technical Support
(equipment, software, Web pages)

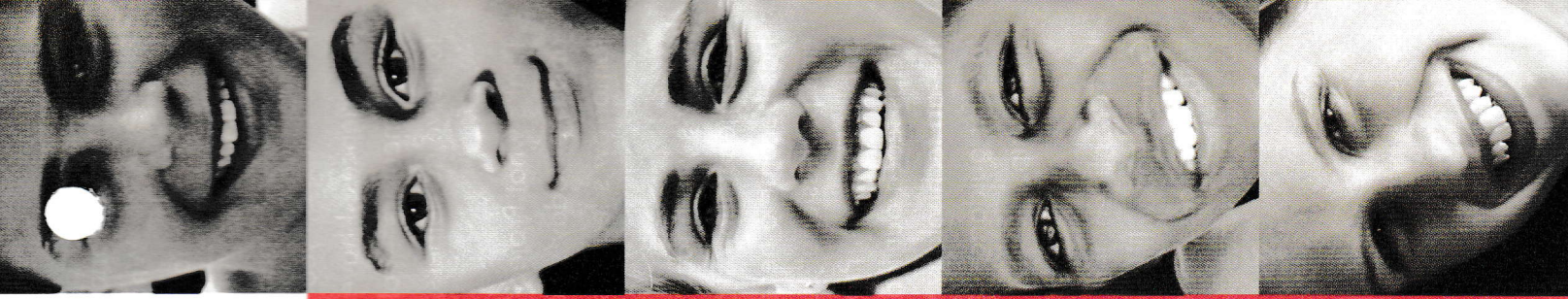
Bob Long
Illinois State Library
300 S. Second St.
Springfield, IL 62702-1796
217-558-4031
rlong@ilsos.net

Chicago and Suburban Sites

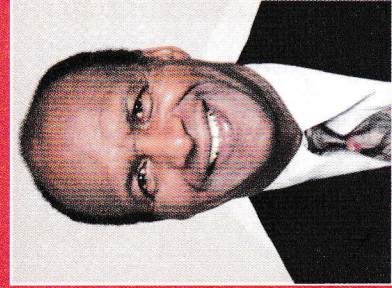
Tango Miller
Illinois State Library
James R. Thompson Center
100 W. Randolph, Suite 5-400
Chicago, IL 60601
312-814-1641

Additional Information

www.cyberdriveillinois.com
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August 2001 — GA-83 — ISSN — 50M — LD A-80.1



it's
all
about
kids!



Jesse White
Secretary of State
& State Librarian



As a former school teacher and founder of the Jesse White Tumbling Team, I have had the privilege of working closely with young people for more than 40 years. Through these

experiences, I have learned that children need mentors — older children and adults to serve as helpers, advisers and friends.

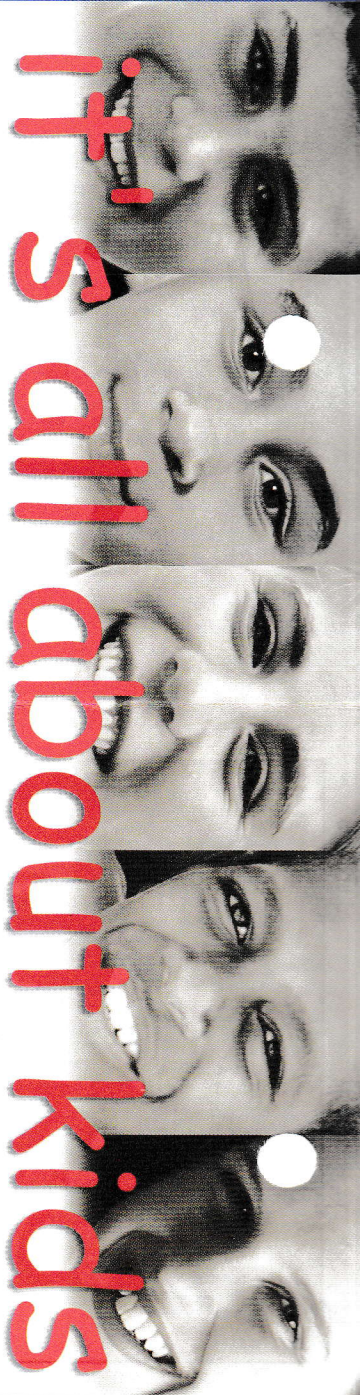
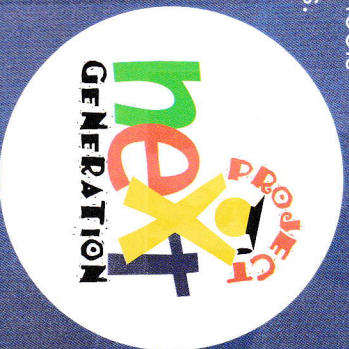
That's what Project Next Generation is all about — today's heroes shaping tomorrow's leaders.

Today's youth face challenges unique to their generation. The use of technology has become a necessity for educational and professional success. Through Illinois public libraries, Project Next Generation helps teach our kids how to use state-of-the-art technology while providing mentors to offer guidance, encouragement and friendship.

I am confident that Project Next Generation will help equip our children with the necessary tools for lifelong success.

Jesse White

Jesse White
Secretary of State
& State Librarian



Mission/Goal

To encourage greater success in all aspects of young people's lives by enhancing their skills to effectively deal with the future.

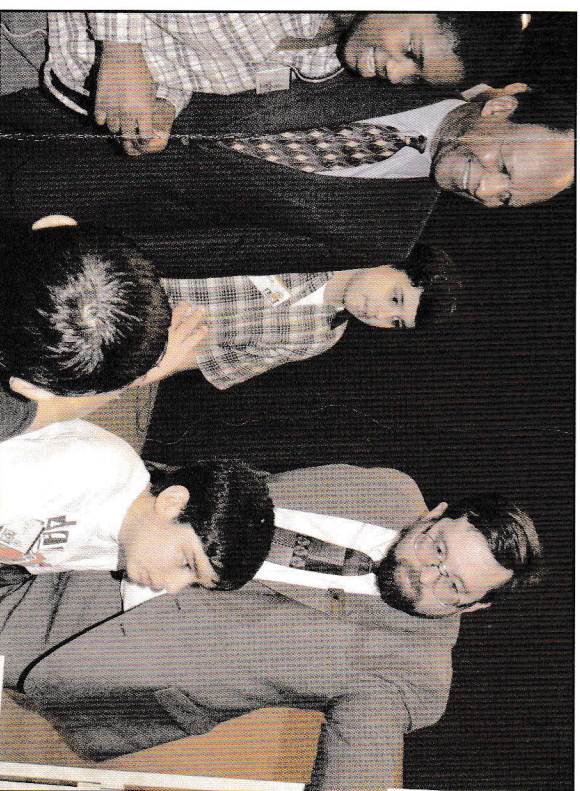
By empowering students with technological and interpersonal skills, Illinois libraries are bridging the traditional with the innovative to influence the next generation.

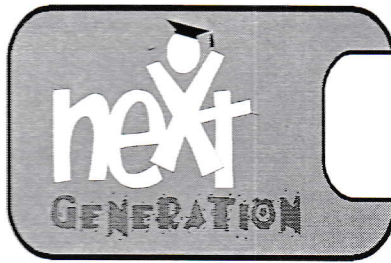
Overview

Project Next Generation is the first-ever statewide mentoring program to be administered through Illinois public libraries. Project mentors work with junior high students at their public libraries to develop technological skills and guide them as they explore life skills, such as effective communication, goal-setting and conflict resolution.

How it works

Participants at Project Next Generation sites across Illinois work with project mentors and volunteers, who provide a mix of technological experiences and mentoring on life skills vital for lifelong success. Students learn how to use computers, the Internet, digital cameras and other technologies, while practicing problem-solving and communication skills. A basic statewide curriculum is provided, but each site has the flexibility to individualize its curriculum to meet the needs of its students.



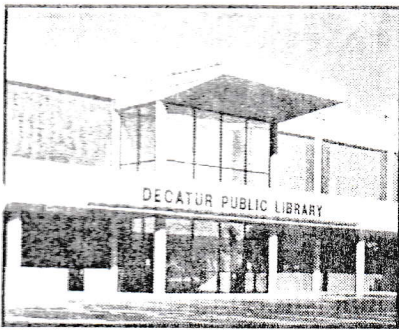


Project Next Generation Executive Summary

Jesse White, Secretary of State and State Librarian, is widely recognized for his commitment to improve the lives of Illinois' children. Secretary White continues this tradition of motivating children to new levels of achievement through Project Next Generation. Project Next Generation targets junior high school students, and uses public libraries, technology, and mentoring as keys to motivate participating children to new levels of achievement and improved self-esteem. The goal is to inspire a generation of life long learners.

- ◆ **Project Next Generation is all about kids.** *Project Next Generation targets ten to twelve Junior High School students in each of the Project Next Generation programs. Project Next Generation provides participants with a "technology toolkit", opportunities for personal growth and a variety of essential life skills to enable future success.*
- ◆ **Illinois public libraries are in a unique position to fulfill a need for these participants.** *In its' roles as that of a community activity center, the public library blends educational, recreational, social, cultural, and informational experiences to address the changing needs of the Junior High School participants.*
- ◆ **Project Next Generation offers experiences these students might otherwise never have.** *The reality is that today's 13 year olds will work in jobs that don't exist today. For them technology will be a necessary tool for the communication of ideas as well as a skill vital for tomorrow's jobs.*
- ◆ **Mentors guide junior high school students as they explore life skills.** *The support systems for children that were in place even ten years ago don't exist today. The mentors and library establish a support system for participants. Together, they explore life skills such as effective communication, goal setting, and conflict resolution using technologies including computers, scanners, e-books, and digital cameras.*
- ◆ **Mentoring expands.** *Community leaders, senior citizens, and program participants are encouraged to share experiences and expertise resulting in intergenerational, multi-directional mentoring.*

Project Next Generation uses technology to mold a generation of life long learners and make a difference in the lives of Illinois children. Project Next Generation results in skilled, confident, empowered students and young adults who are better prepared to face the challenges of the future.



Decatur Public Library

www.decaturlib.il.us

Lee Ann Fisher • City Librarian

May 22, 2003

Honorable Mayor and City Council
City of Decatur
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 2002/03.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in the compilation of uniform public library statistics, and the Annual Report of the City Librarian.

The Board wishes to use this occasion to express its appreciation for the opportunity to serve the people of Decatur, and to thank the Council for the consideration and support given during the past year.

Sincerely,

Sherri Stroup Arnold, President
Library Board of Trustees

SSA:lh

cc: City Manager
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES
2002/03**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 2003 and is a report of the condition of the Board's trusts on April 30, 2003.

STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Fund balance, May 1, 2001	403,307.58
Property tax	2,739,886.99
Replacement tax	176,301.95
State grants	104,125.00
Fines & fees	46,975.05
Non-resident fees	567.42
Lost & damaged books	5,462.46
Copies and miscellaneous	20,528.60
Meeting room fees	9,965.00
Transfer from funds 19, 21, and 35	19,544.09
Investment interest	11,712.46
Lease of library property	40,049.96
Miscellaneous income	9,057.46
Total	3,587,484.02

STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND

Regular salaries and wages	1,737,630.90
Overtime	13,281.58
Temporary salaries	32,038.21
Retirement--IMRF	154,575.85
Life insurance	659.37
Medical insurance	255,677.78
Worker's compensation	19,952.22
Service recognition	18,798.31
Advertising	823.08
Printing and binding	9,694.19
Services to maintain buildings	37,712.09
Services to maintain improvements	4,286.17
Services to maintain vehicles	2,284.21

Services to maintain office equipment	19,039.16
MIS services (city)	17,634.00
Electricity	149,934.71
Gas	8,454.68
Telephone	32,405.08
Water	2,655.58
Training school	1,410.95
Conferences & travel	3,095.84
Postage	15,661.50
Computer software expense	22,855.00
Temporary personnel services	36,114.03
Tuition reimbursement	473.00
Other professional services	47,214.75
Professional membership fees	2,219.21
Rental—equipment	4,478.18
Gasoline	3,941.80
Janitorial supplies	6,826.15
Materials to maintain building	21,321.33
Material to maintain vehicles	1,764.84
Office supplies	35,571.48
Employee recognition supplies	179.85
Transfer to general fund	1,200.00
Motor vehicle insurance	4,149.00
Boiler insurance	2,987.04
Property insurance	12,669.96
General liability insurance	8,238.96
Small capital items	82,805.70
Books and periodicals	334,589.31
Grant & interest repayment	6,793.39
Division total	3,174,098.44

STATEMENT OF EXPENDITURES—LEASE EXPENSES

Electricity	4,644.40
Other professional services	261.66
Principal payment	21,875.00
Interest expense	7,656.25
Division total	34,437.31
FUND TOTAL EXPENSES	3,208,535.75

LIBRARY OPERATING FUND BALANCE 4/30/03

378,948.27

STATEMENT OF MONEY RECEIVED AND EXPENDED--BRIDGES FUND

Maude Bridges Fund (est. 1977)	
Fund balance 5/1/02	3,317.90
Interest	26.60
Income from trust fund	327.95
Expenditures	1,778.78
Fund total	1,893.67

NOTE: Bridges fund restricted to purchase of books and supplies for the children's division.

STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI FUND

Ellen and Peter Cantoni Fund (est. 1983)	
Fund balance 5/1/02	119,420.58
Interest	1,695.24
Expenditures	3,081.13
Fund total	118,034.69

NOTE: Cantoni fund restricted to purchases of books for library from income of fund.

STATEMENT OF MONEY RECEIVED AND EXPENDED--MEYER FUND

Margaret Meyer Fund (est. 2000)***	
Fund balance 5/1/02	270,334.15
Interest	3,861.68
Expenditures	2,676.83
Fund total	271,519.00

NOTE: Meyer fund restricted to acquisition and maintenance of materials pertaining to the local history of the City of Decatur and surrounding area.

STATEMENT OF MONEY RECEIVED AND EXPENDED--DONATIONS FOR BOOKS

Donations for Books	
Fund balance 5/1/02	0.00
Income	6,197.44
Expenditures	31,630.75
Fund total	-25,433.31

STATEMENT OF ITEMS AVAILABLE

	2001/02	2002/03
Materials available		
Book volumes	261,898	260,232
Phonodiscs, albums	5,500	4,814
Audiocassettes, cassettes	5,599	5,743
Microfilm, reels	9,036	9,169
Videocassettes, tapes	11,490	12,824
DVDs	0	665
Compact discs	5,125	5,763
Books on tape, tapes	1,595	1,880
Books on CD, discs	83	223
Filmstrips, films	88	88
Microfiche, fiches	3,629	3,629
16 mm films, films	3	3
Laser discs, discs	21	21
CD-ROMs	489	482
Government documents	56,951	111,182
Government microfiche & CDs	13,100	26,482
Telephone directories	184	154
College catalogs	324	221
Total number of items in collections	375,115	443,575

STATEMENT OF CIRCULATION

	2001/02	2002/03
Adult and young adult items loaned	491,912	479,332
Children's items loaned	186,242	180,599
TOTAL	678,154	659,931

STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE OR OTHERWISE

The Library received a number of donations of books and other materials to add to its collection from various people and organizations.

No other personal property was purchased except for items required in the normal operation of the Library.

STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2004/05

The Library Board will provide the City Council with an estimate of funds required to operate the Library for fiscal year 2004/05 by November 30, 2003.

STATEMENT OF OUTSTANDING LIABILITIES

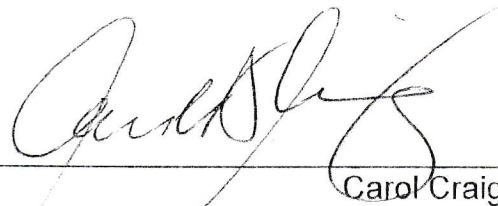
The library owes 18 monthly payments of \$464.44 to Dynegy Energy Services for parking lot lighting improvements. The library also owes \$131,250 to the city of Decatur for lease space improvements.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 2002/03 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 2002/03 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 22, 2003.

Dated this 22nd day of May 2003.



Carol Craig, Secretary
Decatur Public Library Board of Trustees

Certification

Illinois Public Library Annual Report FY 2002-2003 Illinois State Library

Instructions: Please enter your libraries name and the start and end date of your library's fiscal year. Then print out the Certification Sheet (from the File Menu, select Print) and collect the necessary signatures. Please return the signed Certification Sheet to your library system.

Name of Library

This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing (mm/dd/yy) and ending (mm/dd/yy) .

Lee Ann Fisher
Head Librarian (signature)

The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute. (REQUIRES the signature of the secretary and president of the current library board.)

Carol A. [Signature] *23 May 2003*
Secretary (signature) Date

Sherri Stroup Arnold *5-23 2003*
President (signature) Date

NOTE: Final responses have not yet been submitted.

IDENTIFICATION

1. Location **Decatur, Illinois**
(Name of the municipality (town, city, etc.) in which the central library is located.)
2. Librarian **Lee Ann Fisher**
Title **City Librarian**
3. Legal name of library **Decatur Public Library**
4. Library telephone number **(217) 424-2900 (xxx)xxx-xxxx**
5. Library fax number **(217) 233-4071 (xxx)xxx-xxxx**
6. INTERNET address:
Library Director's e-mail **lfisher@decatur.lib.il.us**
mail
WWW home page **decatur.lib.il.us**
- 7a. Address:
Number and Street **130 N. Franklin Street**
City, Zip+4 **Decatur 62523-1327**
- 7b. Mailing Address, if different:
Number and Street
City, Zip+4
8. Library system: **[Rolling Prairie (RPLS)]**
9. Type of library: **[CITY]**
10. Population residing in tax base (Use the latest **official federal census** figure) **81,860**
(If the current population is different from the previous year's population, please send the Illinois State Library verification of that change.)
11. Does your library contract with another library to **receive all** your library services? Yes No
IF YES, list the name(s) of the library(s) with whom you contract:
1.
2.
12. Is your library a combined public and school library? Yes No

SERVICE HOURS

- 13a. Report the time the central library opened and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

	Opening Time	Hrs Open Per Day
Monday	9 a.m.	12.0
Tuesday	9 a.m.	12.0

Wednesday 9 a.m. 12.0
 Thursday 9 a.m. 12.0
 Friday 9 a.m. 12.0
 Saturday 9 a.m. 8.5
 Sunday 1 p.m. 4.0

- 13b. Number of DAYS per week the central library was open past 6 pm 5
 13c. Number of HOURS per week the central library was open past 6 pm 15.0
 14. Total scheduled public service hours in a typical week last October for all service outlets (i.e., central library, branches, and bookmobiles) 123.5

SERVICE OUTLETS AND ATTENDANCE

- 15a. Total annual attendance in library 299,353
(Report the total number of persons entering the library, including persons attending activities or requiring no staff services. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)
- 15b. Did your library use an automated counter to collect the above attendance figure? Yes No
16. Total number of bookmobiles 2
(A bookmobile is at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)
- 17a. Total number of branch libraries 0
(A branch library is an auxiliary unit with at least all of the following: separate quarters; organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)

17b. List branch libraries:

Name Telephone (xxx)xxx-xxxx

Street Address

City Zip Code Plus Four

REGISTERED BORROWERS

- 18a. Total number of **resident** borrower's cards in force as of the last day of the fiscal year 41,856
(Include borrower's who reside within your service area. Exclude reciprocal borrowers.)
- 18b. How often are resident borrower's card records purged from your database? (select one)
 As Needed
 Never
 Periodically
 Length of Period: 1 year

19. Non-resident **local** (for use in this library) borrower's cards:

(If tax bill method is used to calculate non-resident fee, please enter -1.00 in the "fee" blank. If cards were purchased for only a portion of a year (such as summer cards), count each purchase as 1 card.)

Family fee (for use in this library) \$ 77.76Number of family fees paid 8

Student fee (for use in this library) \$

Number of student fees paid

20. Total number of non-resident borrower's cards purchased during the past fiscal year 8

(If cards were purchased for only a portion of a year (such as summer cards), count each purchase as 1 card.)

21. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 567**CHILDREN**22. Children's Program Attendance 4,282

(Report the annual attendance of both adults and children at programs which have a portion or all of their target market intended for children age 14 and younger.)

23. Children's Holdings 78,264

*(Report the number of cataloged ITEMS (NOT number of titles) intended for patrons age 14 and younger. **Include** children's paperbacks and children's cassettes, even if uncataloged. **Exclude** children's periodicals, whether cataloged or uncataloged.)*

24. Children's Materials Expenditures \$ 52,519

(Report expenditures for materials in all formats which were purchased for use by patrons age 14 and younger.)

REFERENCE QUESTIONS

25. Number of reference questions asked at . . .

(A reference question requires the use of information sources such as print or non-print materials, index tools, the library catalog, on-line databases, or people outside the library. The request may come in person, by phone, fax, mail, or e-mail. If your library has a separate young adult (YA) department, include those reference transactions in the appropriate column.) (Answer line 25a if you have data for the year; if not, use lines 25b and 25c.)

	Adult Dept.	Young Adult Dept.	Children's Dept.	Total
a. For the year	<u>43,299</u>		<u>23,873</u>	<u>67,172</u>
b. For any one week in October				
c. For any one week in April				

RESOURCES OWNED

	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	<u>261,898</u>	<u>18,300</u>	<u>16,634</u>	<u>260,232</u>

(Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf

format. Report the number of different physical volumes owned (not leased) by your library. **Include** government documents arranged by Su Docs classification. **Exclude** periodicals, books on tape, and microforms.)

27. Serials: Newspapers 606 0 6 612

(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. **Include** all formats (i.e. on paper, microform, CD-ROM) of newspapers.)

28. Serials: Periodicals 17,201 1,982 22 15,241

(Report the number of titles multiplied by the number of years retained minus the current year. Count any title when the library has at least half of the issues published in a calendar year. **Include** all formats (i.e. on paper, microform, CD-ROM) of periodicals (magazines).)

29. Videos/Films 11,602 427 2,426 13,601

(Report the number of physical copies of materials which contain video, with or without sound. **Include** all formats, i.e. videotapes, CD-ROMs, videocassettes, laser discs, motion picture films, filmstrips, and slides.)

30. Audio recordings 18,391 1,025 1,539 18,905

(Report the number of physical copies of materials on which only sound is stored and can be reproduced mechanically or electronically. **Include** all formats, i.e. CD-ROMs, talking books, phonorecords, tapes, cassettes, etc.)

31. Number of print and microfilm **subscriptions** (magazines and newspapers only) 788
currently received

(Report the number of titles, including duplicates, not individual issues. **Include** periodicals received in print or on microfilm, received by gift subscriptions, or as government documents. **Exclude electronic or digital subscriptions**.)

32. Does your library have microforms? Yes No

(Microforms are materials which have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. **Include** government documents.)

33. Does your library provide access to e-books? Yes No

Computer-Readable Materials

Of the above reported resources owned (Q. 26 to 31), report the number of computer-readable materials below.

34. CD-ROM 5,547 75 1,661 7,133

(Report the number of physical copies of CD-ROMs which produce sound only (e.g. music CD-ROM, books on CD-ROM) or video, with or without sound (e.g. encyclopedia, databases, reference tools, serials on CD-ROM). **Exclude** bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.)

35. Other computer readable materials 600 50 48 598

(Report the number of physical copies of magnetic tapes and magnetic discs (diskettes), that are designed to be processed by a computer. Examples are US Census data tapes, locally-mounted databases, reference tools, or serials on magnetic tape or magnetic discs (diskettes). These are only those items that must have a computer to work, **excluding** CD-ROMs and bibliographic

records used to manage the collection (i.e. the catalog), library system software (including the LAN), and microcomputer software (such as word processing) used only by the library staff.)

USE OF RESOURCES (Report for your entire fiscal year)

36. Number of adult materials loaned 479,332
*(Report all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies). **Include** interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)*
37. Number of children's materials loaned 180,599
*(Report all children's materials (intended for patrons age 14 and younger) borrowed by patrons from your library (and any branches, bookmobiles or other agencies). **Include** interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)*
38. Total number of materials loaned (sum of lines 36 and 37) 659,931
39. Does your library participate in reciprocal borrowing? Yes No
(Reciprocal borrowing is the loaning of materials directly to card holders from other libraries.)
IF YES, report the number of materials loaned 82,570
40. Number of interlibrary loans lent to other libraries 1,872
*(These are library materials, or copies of the materials, **lent** by your library to another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)*
41. Number of interlibrary loans borrowed from other libraries 607
*(These are library materials, or copies of the materials, **borrowed** by your library from another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)*
42. Loan Periods (days):
(Report the number of days items in your general collection are loaned to regular patrons, any portion of a day counts as one day. If a collection is non-circulating, report 0 (zero).)
- | | Adult | Children |
|---|---------|----------|
| a. Fiction Book | 28 days | 28 days |
| b. Nonfiction Book | 28 days | 28 days |
| c. Newspaper | days | days |
| d. Magazine | 14 days | 14 days |
| e. Fiction video | 7 days | 7 days |
| f. Nonfiction video | 7 days | 7 days |
| g. Fiction audio | 14 days | 14 days |
| h. Nonfiction audio (includes music audios) | 14 days | 14 days |
| i. Software | 14 days | 14 days |
| j. Other (please specify) new fiction | 14 days | 28 days |
| k. Other (please specify) audio 8+ tapes | 28 days | 28 days |
| l. Other (please specify) gov. pubs. | 14 days | 14 days |

LIBRARY RECEIPTS BY SOURCE

Exclude funds spent by others 'on behalf of' the library, the balance from the previous year, and income from tax anticipation warrants.

Round to Nearest Whole Dollar

43. Local Government	
<i>Exclude income from tax anticipation warrants.</i>	
a. Local government (except capital income bond sales)	\$ 2,739,887
b. Capital income from bond sales	\$ 0
44. State government	
<i>Exclude federal funds distributed by the state</i>	
a. Per capita grants	\$ 102,325
b. Equalization aid	\$ 0
c. Corporate replacement tax	\$ 176,302
d. Educate and automate grants	\$ 0
e. Other (please specify):	\$
45. Federal government	
<i>Include federal money received through the state (e.g., LSCA grants paid directly to your library)</i>	
a. LSTA funds received	\$ 1,800
b. Other federal funds received	\$ 0
46. Bill and Melinda Gates Foundation grant monies received	\$ 0
47. All other receipts	\$ 175,971
<i>Include all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>	
48. TOTAL receipts (sum of lines 43 to 47)	\$ 3,196,285

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)

Include expenditures paid by other taxing agencies 'on behalf of' your library if the information is available to your library and the expenditures are supported by documents (such as invoices, contracts, payroll records, etc.), not estimated, at the point of disbursement.

Round to Nearest Whole Dollar

49. Salaries and wages for all library staff	\$ 1,824,604
<i>Include salaries and wages before deductions for all library staff including building maintenance. Exclude fringe benefits.</i>	
50. Fringe benefits paid by the library for all library staff	\$ 430,865
<i>Include fringe benefits (such as insurance, IMRF, social security, etc.) for all library staff including building maintenance.</i>	
51. Printed materials	\$ 250,128
<i>Include expenditures for print materials purchased or leased for use by the public, such as books, periodicals, microforms, pamphlets, government documents, etc.</i>	

52. Nonprint materials \$ 84,394
***Include** expenditures for nonprint materials purchased or leased for use by the public, which are computer-readable (i.e. CD-ROM, magnetic tapes, magnetic diskettes) or used by video projection and/or sound reproduction (e.g., films, records, tape cassettes, filmstrips, slides, etc.) and for framed pictures, sculpture, etc.*
53. All other operating expenditures not entered above \$ 628,181
***Include** expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 53.*
54. Capital outlay for building construction \$ 0
***Include** expenditures this year for the construction of a new building, or for an addition to or remodeling of an existing building which cost at least \$1,000.*
55. Capital outlay for all other fixed assets \$ 29,531
***Include** expenditures for land and improvements to land, for the purchase of an existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1,000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000.*
56. TOTAL expenditures (sum of lines 49 to 55) \$ 3,247,703
Lines 48 and 56 need not agree.

PERSONNEL (Include all positions funded in the library's budget whether those positions are filled or not)

57. Staff data (Report status as of the last day of the fiscal year)

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee separately. Business managers or other persons not a librarian should be counted under Group B below.

If any librarian position is **vacant**, enter only "**IV. Total Hrs/Wk**" and the "**V. Hourly Rate**" for the previous librarian.

(I) Position Title	Head Librarian / Library Director
(II) Education	[MLS degree from ALA accredited program]
(III) Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
(IV) Total Hours/Week	40.0
(V) Hourly Rate	\$ 32.69

Other Professional Librarians, media and audiovisual specialists, etc.

[1 of 11]

(I) Position Title	Head of Technical Division
(II) Education	[MLS degree from ALA accredited program]
(III) Sex	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female

- (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 24.16
 (VI) Primary Work Code: [**Cataloging**]

[2 of 11]

- (I) Position Title Librarian
 (II) Education [**MLS degree from ALA accredited program**]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 19.16
 (VI) Primary Work Code: [**Other Type Librarian**]

[3 of 11]

- (I) Position Title Head of Children's Division
 (II) Education [**Select Degree**]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 23.88
 (VI) Primary Work Code: [**Children's/Youth Services**]

[4 of 11]

- (I) Position Title Librarian
 (II) Education [**MLS degree from ALA accredited program**]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 19.69
 (VI) Primary Work Code: [**Other Type Librarian**]

[5 of 11]

- (I) Position Title Librarian
 (II) Education [**MLS degree from ALA accredited program**]
 (III) Sex Male Female
 (IV) Total Hours/Week 20.0
 (V) Hourly Rate \$ 16.90
 (VI) Primary Work Code: [**Reference**]

[6 of 11]

- (I) Position Title Head of Circulation Division
 (II) Education [**Bachelor's degree**]
 (III) Sex Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.91
 (VI) Primary Work Code: [**Select Area**]

[7 of 11]

(I) Position Title Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male **X** Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 19.26
 (VI) Primary Work Code: [Children's/Youth Services]

[8 of 11]

(I) Position Title Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex **X** Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.10
 (VI) Primary Work Code: [Reference]

[9 of 11]

(I) Position Title Head of Extension Division
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex **X** Male Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.91
 (VI) Primary Work Code: [Bookmobile]

[10 of 11]

(I) Position Title Head of Adult Division
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male **X** Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 18.91
 (VI) Primary Work Code: [Reference]

[11 of 11]

(I) Position Title Librarian
 (II) Education [MLS degree from ALA accredited program]
 (III) Sex Male **X** Female
 (IV) Total Hours/Week 40.0
 (V) Hourly Rate \$ 14.86
 (VI) Primary Work Code: [Select Area]

57. Staff Data (Report status as of the last day of the fiscal year)

Group B: Full-time/part-time technical and clerical employees

Total hours worked in a typical week by all Group B employees	1,340
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 10.00
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 19.81

Group C: Full-time/part-time pages or shelvers

Total hours worked in a typical week by all Group C employees	420
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 8.04
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 10.89

Group D: Full-time/part-time building maintenance, security or plant operation employees

Total hours worked in a typical week by all Group D employees	220
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 11.24
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 23.13

58a. Librarian Vacancies

(Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant)

(I) Position Title	
(II) Hours/Week	
(III) Work Area	[Select Area]
(IV) Education Required	[Select Degree]
(V) Number of Weeks Vacant during FY 2002-03	
(VI) Annual Salary Range:	Minimum \$ ___ Maximum \$

58b. Newly Created Librarian Positions

(Include any newly created librarian positions which were created in FY 2002-03)

(I) Position Title	<u>Librarian</u>
(II) Hours/Week	<u>40.0</u>
(III) Work Area	[Reference]
(IV) Education Required	[<u>MLS degree from ALA accredited program</u>]
(V) Current Status	<input checked="" type="checkbox"/> Filled <input type="checkbox"/> Unfilled
(VI) Date Filled	<u>06/06/02</u> (mm/dd/yy)

58c. Eliminated Librarian Positions

(An eliminated librarian is that one that was budgeted for FY 2002-03 but is not in the budget for FY 2003-04.)

(I) Position Title	
(II) Hours/Week	
(III) Work Area	[Select Area]

- (IV) Education Required [**Select Degree**]
 (V) Date Eliminated (mm/yy)
 (VI) Last Annual Salary Paid \$
 (VII) Reason Eliminated
 (i.e. lack of funds or need, etc.)

AUTOMATION

59. How many of the following does your library have?

	Total Number in Library	Number Available for Public Use
IBM Compatible Microcomputers:		
386 or less	<u>0</u>	<u>0</u>
486	<u>0</u>	<u>0</u>
Pentium	<u>104</u>	<u>37</u>
Macintosh Microcomputers	<u>0</u>	<u>0</u>
Printers	<u>30</u>	<u>2</u>

60. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Yes No

61. Are your catalog records part of an online (automated or web-based) public access catalog (OPAC)? Yes No

(Include the system-wide catalog in which your library is a part.)

(IF YES) a. Report the Internet address of the OPAC: [http:// www.rpls.ws](http://www.rpls.ws)

b. Can patrons access this OPAC from within the library? Yes No

62. Does your library provide patron access to electronic services? Yes No

(Patron access may be either direct or through a staff intermediary. Electronic services (such as bibliographic and full-text databases, multi-media products, etc.) include 1) resources owned/leased by the library or 2) access to remote databases and commercial services.)

63. Number of in-house users of electronic resources in a typical week **4,186**

(Report the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources. For further instructions regarding data collection, see the letter dated 11/08/01 from Tina Hubert at the Illinois State Library.)

64. Does your library have telephone devices for the deaf (TDD)? Yes No

(IF YES) a. Report the number of TDDs in your library **1**

b. Are any TDDs available for public use? Yes No

65. Operating Expenditures for library materials in electronic format **\$ 34,010**

(Report operating expenditures for materials considered to be part of the collection, whether purchased or leased, that are designed to be processed by a computer.)

Include CD-ROMs, magnetic tapes, and magnetic discs. **Exclude** library operating system and networking software and computer software used only by the staff. Note: This entire amount must also be reported as a part of nonprint materials expenditures, question 52.)

66. Operating Expenditures for electronic access \$ 120,439

(Report operating expenditures associated with access to electronic materials and services. **Include** computer hardware and software, whether purchased or leased; maintenance; services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services; and fees and usage costs for such services as OCLC FirstSearch or electronic document delivery.)

67. Telecommunications Expenditures \$ 4,620

(Report all expenditures associated with telecommunications. **EXCLUDE** voice communications. If the actual figure is not available, estimate expenditures.)

INTERNET

68. Does your library have access to the Internet? Yes No

(Internet access is defined as having one or more of the following services accessible from the library: telnet, gopher, file transfer protocol, or the World Wide Web. Access to electronic mail **only** is not Internet access.) **If NO**, go to line 75.

IF YES, who can use the Internet? [**Patrons and staff directly**]

69. Maximum Speed of your Internet connection: [**T1**]

70. How many workstations/terminals are available for accessing the Internet?

Include both dedicated and not dedicated workstations/terminals.

For Staff Use Only 94

For Public Use 37

71. Does your library allow patrons to make printouts of materials obtained from the Internet? Yes No

IF YES, are there **any** charges for printouts? Yes No

72. What Internet connection provider(s) does your library use? (Check all that apply)

a. Local/state government organization (e.g., ICN, county/state information services department)

b. Local educational organization (e.g., community college or university)

c. Community Information Network (e.g., Heartland Regional Network, Prairienet, etc.)

d. Your library system network

e. Commercial provider (e.g., PSI, Delphi, America Online, CompuServe, etc.)

f. Other (please specify)

73. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? Yes No

74. Has your library board adopted an Internet policy for public access? Yes No

REFERENDA

75. Was your library involved in a referendum in FY 2002-03? Yes No

IF NO, go directly to question 77. **IF YES**, please send the Illinois State Library a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

76. Include each type of referendum presented to the voters below

	Date of Referendum (mm/dd/yy)	Passed or Failed	Effective Date (mm/dd/yy)
Annexation		[Select Outcome]	
Bond Issue		[Select Outcome]	
Conversion		[Select Outcome]	
District Establishment		[Select Outcome]	
Maintenance Tax		[Select Outcome]	
Public Library Establishment		[Select Outcome]	
Tax Increase		[Select Outcome]	
Restoration Fund Tax		[Select Outcome]	
Mortgage Tax		[Select Outcome]	
Working Cash		[Select Outcome]	
Other (please specify):		[Select Outcome]	

77. If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under P.A. 86-346 and P.A. 86-713); your *district library* annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8); or your *district library* took any other action by backdoor referendum, indicate the effective date of the action.

Effective Date
(mm/dd/yy)

Conversion

Annexation

Other (please specify):

LIBRARY BOARD TRUSTEES

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of library districts. REPORT THE MOST RECENT INFORMATION AVAILABLE.

78. President

Name	<u>Sherri Arnold</u> Present Term Ends (mm/yy) <u>07/04</u>
Telephone	<u>(217) 428-6063</u> (xxx)xxx-xxxx
Home Address	<u>#1 Millikin Place</u>
City, State, Zip+4	<u>Decatur IL 62522-2324</u>

79. Vice-President
 Name Eugene King Present Term Ends (mm/yy) 07/04
 Telephone (217) 423-3044
 Home Address 471 S. Boyd
 City, State, Zip+4 Decatur IL 62522-3239

80. Treasurer
 Name Present Term Ends (mm/yy)
 Telephone
 Home Address
 City, State, Zip+4

81. Secretary
 Name Carol Craig Present Term Ends (mm/yy) 07/05
 Telephone (217) 428-4166
 Home Address 134 N. Victoria Ave.
 City, State, Zip+4 Decatur IL 62522-1833

82. Other Members:

[1 of 6]

Name Ty Cocagne Present Term Ends (mm/yy) 07/03
 Telephone (217) 875-2655
 Home Address 316 S. Glencoe
 City, State, Zip+4 Decatur IL 62522-2518

[2 of 6]

Name Garry Davis Present Term Ends (mm/yy) 07/05
 Telephone (217) 423-2681
 Home Address 14 Oak Ridge Dr.
 City, State, Zip+4 Decatur IL 62521-4633

[3 of 6]

Name Patricia Greanias Present Term Ends (mm/yy) 07/03
 Telephone (217) 428-1004
 Home Address 31 Oak Ridge Dr.
 City, State, Zip+4 Decatur IL 62521-4662

[4 of 6]

Name Sally Krigbaum Present Term Ends (mm/yy) 07/05
 Telephone (217) 429-5606
 Home Address 2414 Angle Ct.
 City, State, Zip+4 Decatur IL 62521-4601

[5 of 6]

Name

Linda Rowden Present Term Ends (mm/yy) 07/04
 Telephone **(217) 423-2442**
 Home Address **404 Timber Dr.**
 City, State, Zip+4 **Decatur IL 62521-5517**

[6 of 6]

Phil Wise Present Term Ends (mm/yy) 07/03
 Telephone **(217) 422-7181**
 Home Address **130 Southmoreland Pl**
 City, State, Zip+4 **Decatur IL 62521-3738**

83. Amount of surety bond \$ 2,000,000

NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be 'not less than 50% of the total funds received by the library in the last fiscal year' for municipalities of less than 500,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 16/30-35(e)).

84. Amount of construction surety bond, if applicable \$

85a. Space (square footage) of the main library building square feet 105,329

(Report the total square footage of the main library building. Exclude the square footage of any branch library buildings.)

85b. Total square footage of the branch library building(s), if applicable square feet

(Report the total square footage of the branch library building(s). Note: If there is more than one branch library building, report the combined total square feet. Exclude the square footage of the main library building.)

86. This annual report is filed for the fiscal year commencing (mm/dd/yy) 05/01/02 and ending (mm/dd/yy) 04/30/03

87. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)

IPLAR FY 2002/03 Supplement (To be completed by all)

TRAINING

This section is concerned with Continuing Education (CE), Continuing Professional Development (CPD), and other workshop type learning opportunities. Training may be in-person and via technology. Include workshops brought into the library, workshops at a library system, workshops at another institution, teleconferences, paid web courses, professional conferences, and in-staff training. Include the development and delivery of formal education events on site (e.g. speaker fees, materials). If tracked include travel costs (e.g. per diem, hotel, transportation) and registration fees for conferences, institutes, seminars, workshops, classes held off site, distance education, job related tuition reimbursement, purchase or rental of training materials. Include paid self-instructional courses and academic courses. Exclude staff salaries, monthly staff meetings, and other such meetings.

- 1a. How much money did you spend on staff development and training this fiscal year? \$ 4,980
- 1b. Does this include travel expenses? Yes No
2. How many **hours** of training did employees receive this year? 495

INTERNET FILTERS

3. Does your library utilize Internet filters in your library? Yes No
(*IF NO, please proceed to line 7.*)
4. When did you start using filters (mm/yy)?
5. Which product/company do you use to provide the filtering?
6. Which Internet stations have filters? (check all that apply)
- a. All staff stations
 - b. All public stations
 - c. Public children's stations only
 - d. Public adult stations only
 - f. Other (please specify)

E-RATE

7. Did your library receive e-rate money? Yes No
(*IF NO, please proceed to line 10.*)
8. How much did you receive in FY 2002/03? \$
9. Did you receive the e-rate benefits. . .
- Directly? Yes No
 - Indirectly through circuits paid by consortia? Yes No
 - As a discount on bills? Yes No
 - As a credit on bills? Yes No

***** **SKIP TO LINE 11** *****

10. Why did your library **not** participate in the e-rate program? (select **one**)
- Didn't know about it
 - Negligible benefit
 - Complicated process
 - Other

If other, please explain:

REPLACEMENT COSTS

Replacement costs are what you would have to pay to establish the current library if you were to do so today. Do not include collection(s) replacement costs.

11. What is the current fair market value for the library's real estate (land and buildings, including garages, sheds, etc)? \$ 18,771,000

12. What is the replacement cost for the library's furniture, equipment, and vehicles? \$ 1,722,000
13. Adult Program Attendance 1,130
14. Does your library receive electronic or digital subscriptions? Yes No
15. Circulation by type of material
(Report all materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies). Include interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints. Children's materials are those materials intended for patrons age 14 or younger.)
- Adult Children
- a. Fiction Books
- b. Nonfiction Books
- e. Fiction videos
- f. Nonfiction videos
- g. Fiction audios
- h. Nonfiction audios
- i. Other Formats
16. What information is not currently collected on the Illinois Public Library Annual Report that you would be interested in if it were collected?

(End of the Illinois Public Library Annual Report Supplement)

In addition to the Electronic IPLAR, all district libraries in Illinois are required to submit a District Supplement, a Secretary's Audit, and a copy of each referendum held during the past fiscal year.

Preparation Instructions For A Secretary's Audit (Only District Libraries must complete)

A Secretary's Audit must be prepared on your library's letterhead and contain the following information:

1. Your library's name and address (should be in letterhead)
2. The following text:

"This is to testify that we have examined the secretary's minutes and other records for the past year and find they are in order and have no errors or discrepancies for FY 2002-03."

NOTE: If there ARE any errors or discrepancies, please list and explain fully.

3. The signature of two trustees who were appointed by the president to audit the secretary's records

4. The date completed _____

Public Library District Supplement (Only District Libraries must complete)
Illinois Public Library Annual Report (IPLAR) Fiscal Year 2002-03

1. During the last fiscal year, were there any changes in the limits or boundaries of your district? Yes No
- (IF YES)** a. How did this change occur (ex. referendum)?
- b. Describe the changes by county, township, and/or municipality giving the area and population for each:
2. During the last fiscal year, did the district acquire property (real property, i.e. building (s) or land? Yes No
- (IF YES)** a. How was the property acquired? (check all that apply)
- Purchase Legacy Gift Other
- b. General description of the property acquired:
3. Does your library have any outstanding liabilities, including bonds? Yes No
- (IF YES)** a. Amount of outstanding liabilities, including bonds \$
- b. Description of all outstanding liabilities:

(End of the Public Library District Supplement)

Comments

If you have any additional comments or clarification to specific questions on the IPLAR, please explain below.

ANNUAL REPORT
May 2002 – April 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Now that I have a full year under my belt, I can give an annual report and, what a year it has been! Every day brings new challenges to the DPL and myself. Hopefully, we have weathered them well and, in most cases, I think we have. My underlining goal is how to serve the patrons' best interests without undermining the library. I have a great team of Division Heads who have aided me in my efforts to fulfill patron needs and implement Board policy. This year, for the first time I have asked them to do a divisional annual report on what they felt were the high points of their division. The information presented here is drawn from their reports; many of them are longer than a short story. I have included an Appendix at the end to showcase some of their creative graphs. What follows is what I feel are the highlights. If you wish to see their complete reports, they are on file in the office as are their monthly reports for public reading.

SIRSI: After a year of adjustment, we have come out of the fire and into the frying pan. Just as we got staff and patrons used to DRA, RPLS announced plans to go to new Next Generation Software. If we had known Sirsi was going to buy out DRA and that RPLS was going to change vendors, I think it would have been advisable for us to wait and join the consortium after all the commotion died down. As it stands, we will now change automation systems twice in two years, which will be very hard on patrons and staff. Hopefully, the migration to the NGS will be smoother. In order to select the NGS, an evaluation team was formed to write the RFP with RPLS and an outside consultant; they in turn created 11 committees to look at all aspects of the NGS. We are lucky to have Scott and Steve as chairs of two of these committees. In addition, Steve is on the task force. We also have at least one person on every committee and nearly every Division Head is on a committee. Four vendors submitted proposals, they were evaluated, and three were selected to give demonstrations in June. After the demo, the committees will reevaluate the systems and the one with the highest overall score will be recommended to the Governing Board for selection. Depending upon negotiations, we could be on a new system by the end of the year.

RPLS: It was also a rocky year with RPLS and the Users Group, as we adjusted to consortium life after being a stand-alone library for many years. In trying to follow the established policy, we were giving more than we were getting and it was our patrons who were suffering. Abuse of the system and failure to reimburse us for lost or damaged materials by one library led the Board to discontinue service to them until they complied. This really shook the system up and we were finally able to get our concerns heard and received some resolution to our problems. There are still issues, but they are minor in the great scheme of things, and as we are migrating to a new system in a matter of months, we hope they will be resolved by the NGS. One of the outcomes is that we now have a permanent position on the Governing Board of the Users Group.

LEASE SPACE: The Board decided not to have Cardwell Companies continue as the Library's leasing agent. There were several organizations interested in the space, but we were unable to come to terms on a reasonable lease. At the present time, the Board is in negotiations with a prospective tenant.

FIRST FLOOR REORGANIZATION: We are still working on the reorganization of the first floor. Major changes have been made and I feel that they have had a big impact on the look of the library. Most of the changes have been very well received by both the public and the staff. Eight shelves were moved to a storage room to create a closed stack area for rarely used periodicals, creating much needed space on the main floor. The YA section was moved farthest from the far right back corner to the front left corner near the

Gates Lab. Its full-sized shelving was replaced with the Large Print's 3/4 shelving, giving it its own personality with casual couch seating and a large magazine wall display area. The Large Print stayed in its general area, but its new bookstore shelving was placed at a left angle to the front door. The New Books stayed in their general area and the 1/2 shelving was replaced with bookstore shelving at a right angle to the front door, with attractive octagonal display stands and casual seating added. All paperbacks were moved to the north wall, adding 20 new and used wall units. All paperbacks have been pulled from the Fiction collection and added to the Paperback section. Now all paperbacks are in one location. AV also added 14 new and used wall units on the north wall to house the Books on Tape and CD collections. These two collections add 24 ranges of shelving to previously unused space. It pulled these two specialized collections from the general Fiction and AV areas and gave them their own identity. Fiction now consists of 21 ranges of shelving, including the addition of 6 new ranges. The entire collection was turned around to run from left to right instead of right to left. It was also decided to keep the genre collections of Mystery, Science Fiction and Western for the time being. We have almost met our goal of not shelving books on the top and bottom shelves. The AV area was rearranged and now runs along the north wall. The last big change was angling both the Reference and Main desks to face the front door. By turning the desks and with the angled LP and NB shelving, you can now stand at the front door and see staff at these desks, which hopefully draws patrons into the library. If this has seemed like a long slow process, it has been. We are only using library staff and each move depends upon something else being done first. We have a few more pieces of the puzzle to complete and then the project will be done.

FRIENDS: The Friends amended their by-laws to expand the board to nineteen. Several new members have been added this year. The Friends book sale netted \$13,000 for their organization. They gave out over \$16,000 in grants to the library and other organizations. A few of the things they purchased for the library this year are: the new deluxe drive-up book drop placed at the Prairie Street entrance, graphics on the new bookmobile, sports bottles for Teen Read Week, and a book for every child who completed the Summer Reading Club.

FOUNDATION: The Foundation has elected new officers and added new members this year. We also sent a letter to past donors that collected \$6,020 for the Foundation. The new boiler, new bookmobile and library programming are some of the items that were paid out this fund. Received \$10,000 from Jeff Eberhard of Firestone for display cases of Firestone memorabilia.

STAFF: The Board approved several new positions this year. Our systems administration support specialist went from 30 hours a week to full time. Now all positions are full or half time. We also added two half-time pages, a routing clerk II, and a librarian. One librarian went from full-time to half-time. Full staffing is now 61.0 FTEs (48 full-time and 26 half-time positions) compared to 58.25 FTEs last year, for a net gain of 2.75 FTEs. We added two new division heads, Sandi Trezzo as head of the adult division, replacing the gang of five, and Scott Pointon as head of extension, replacing Karen Anderson, who is now serving as head of the technical division. Nearly every staff member has been able to take advantage of training opportunities during the year.

ADMINISTRATION: Linda discovered a mistake while working on the annual reports. In 2002/03, the city closed out our funds 19, 21 and 35 and transferred the balances into our fund 20. Fund 19, donated funds, should have been transferred to fund 92. The upshot is that our donated funds shows a balance of -\$25,433.31, when it should actually be +\$122.81. Beth will make the correction now, but it will not show up in year-end reports. We are reporting general fund revenue of \$3,587,484.02 and expenses of \$3,208,535.75, for a 2003/04 beginning fund balance of \$378,948.27. The trust fund balances on 4/30/03 are: Bridges Fund \$1,893.67; Cantoni Fund \$118,034.69; Meyer Fund \$271,519.00, and Donations for

Books Fund -\$25,433.31. We have rearranged the administration suite to provide a better sight line, as well dropping the barrier between us and anyone that might enter the office. Sheila received a reception desk to improve the look of the office. I was accepted into the Decatur Leadership Institute class of 2002 and graduated in November.

ADULT DIVISION: In late August, Sandi Trezzo was hired as the new Head of Adult Division. The DVD collection began this year, growing to over 500 titles, and has proved to be very popular. Over 60 percent of the titles remain in circulation at any given time. A total of 1,432 individuals visited the Local History Room last year. A new computer system for the local history room was purchased with Meyer Trust funds, making it possible for the first time to access DOC without leaving the room. Carol organized our first promotion for Teen Read Week in October that was very successful. We received a \$1,800 grant from the State of Illinois to purchase a new government documents workstation. The variety of online database products available through our "Information Center" was expanded significantly in the past year. Alldata, a database that provides automotive repair procedures, Infotrac OneFile (full-text periodical and newspaper articles), Health and Wellness Resource Center, Biography Resource Center and AncestryPlus databases were added.

BUILDING DIVISION: We had six vehicles on the road 21,843 for miles this year without a major breakdown or accident. Although there were some breakdowns, most of the repairs on our new bookmobiles were still covered by warranty. We sold the old tractor-trailer and the Ford short-bed, but still have the 88 Blue Bird available. A few of the major projects this year were getting the Gates Lab ready, new boilers, a clogged sewer, broken air fan shaft and moving shelving, etc. for the reorganization. Larry and his crew move 33 pallets of books, weighing 75,075 pounds to the Civic Center for the Friends book sale. In addition we continue to work on the building inside and out, painting offices, wallpapering and cleaning carpets, to maintain our current appearance.

CHILDREN'S DEPARTMENT: We had a very successful 2002 summer reading program "Discover a Hoppin' Place at Your Library!" The Friends came up with the idea of donating a book to each child who completed the program; we had the highest return rate in five years, with 32% of the children getting through 7 goals. Reference assists were up for the year, from 14,869 to 15,654, an increase of 785 or 5.3%. Circulation was 158,783, up 2321 or 1.5% from the somewhat artificial count from last year, and up 2.5% over 2001. There were 221 programs in the children's department, five fewer than last year, but attendance was higher, with 4282 participants. It has taken a full six months to go through the hiring process to get our new Library Assistant Alissa Henkel who started May 8th, so the department ran short-staffed from November.

CIRCULATION DIVISION: We were committed to tweaking our new system and adapting to our new relationship with the Rolling Prairie Library System. The inclusion of the DPL into the DRA system in 2001 had a significant impact on the circulation of materials, and we have continued to learn and adjust our policies to improve functionality and efficiency in this year. Approximately 14,000 items were routed out and almost 7,000 routed in; we had to create a new position to handle the "send list" items alone. Two pages were added to the department to assist with the increased flow of material into the library. Our focus is now as always public service. We continue to strive to provide prompt and courteous charge-out and discharge of materials, renewals, intra library loan service, timely notification of overdue material, reserves and fines. We make every effort toward returning material to the recently returned shelves the same day it is returned to the DPL.

EXTENSION: In late August, Scott Pointon was hired as the new Head of Extension. Significant changes were made in the areas of collections and Bookmobile scheduling (though adjustments were also made to staff assignments, office workflow, and programming). Our collection underwent DRA agency conversion in late January. This changed how the system treated Extension Division materials as compared to other departments at DPL. Previous to this conversion, agency code designated us as a branch library. Thus, every time we discharged a main library item or visa versa, the system put that item in route. We were the recipients of a Decatur Rotary grant in the amount of \$2,000. This grant was intended to facilitate the purchase of new materials for BKM 548. Of course, our greatest moment was the arrival of our new vehicle, a 35-foot flagship featuring state-of-the-art everything, which went into regular service in October and we drove it in the Christmas parade in November. Over the whole year, our volunteers gave us a total of 2,871.25 hours at a value of \$47,490.45 (using calculations from the U.S. Bureau of Labor and Statistics).

GATES COMPUTER LAB: The Gates Lab opened to the public on July 15, 2002. Prior to the arrival of the Gates computers, we had eight Internet workstations and two word processing stations. The addition of the Gates Lab increased the public computers to 12 Internet stations at two kiosks and 11 more computers in the lab. The Gateway computers are loaded with Microsoft applications and software and equipped with Spanish language keyboards, Big Print capabilities, and headphones. With the installation of Vend Print scheduler and print manager, we were able to eliminate the clipboard method of scheduling computer time. The software made it much easier to control session times and waiting lists and also reduced unnecessary and wasteful printing. It was not until late Fall that the lab was fully utilized for its primary purpose of providing free instruction to the public. Public response to our initial two classes was overwhelmingly positive. Now our summer schedule features nine class offerings in 45 different 2-hour sessions and demand continues to grow!

SYSTEMS ADMINISTRATION: Some of the major accomplishments for the year include setting up the Gates Lab in June and adding fifteen computers and two printers with the Gates grant. Our new website went live 12/31/2002. <http://www.decaturlib.il.us/> Along with this we purchased and installed our own e-mail server in February, so that staff e-mails now match our web address. lfisher@decaturlib.il.us We purchased 15 new computers and 6 printers. We began migrating to Windows 2000 and Windows XP. We also purchased 50 Microsoft Office licenses and installed on all staff computers; networked eleven printers making them available to all in library; replaced all the network hubs in the building with faster network switches and installed a new firewall on the Gates Content server. We logged 852 calls with Track-it for assistance with computer or printer problems.

TECHNICAL DIVISION: In June, Karen Anderson was transferred to the Technical Division as the new Head. A number of changes occurred in the division during the past year. Illinet online was down for a good part of the past year for upgrades to their system. New labeling software has been installed in processing. Our ILL requests for the year were up 6.9% and our ILL lending credit showed a 29.8% increase for the year. Overall, ILL statistics went up 12 % over 2001-2002. To be able to catalog or change item records you need to be certified; currently we have four Level I's, two Level II's, and one Level III. We are using Title Source II from Baker & Taylor and BWI (Book Wholesales Incorporated) as our primary resources for ordering materials. 19,752 items were withdrawn from the collection this year as opposed to only 11,898 last year. This increase is due to our commitment to maintaining our collection by withdrawing out-of-date materials and weeding damaged and multiple duplicate copies.

CLOSING: It has been a busy year, and this is really just a summary of the highlights. We already have several big things on the agenda for next year, such as the upcoming Lincoln "Forever Free" exhibit,

Project Next Generation, and conversion to a new automation system. In addition, we will continue to expand upon the successful new programs we implemented this year, like the free computer classes, Teen Read Week and the Volunteer Luncheon. There is also the daily work of running a library, such as the selection and cataloging of materials, story times, answering patron questions and the ever-popular checking in and checking out of material. As always, if you need clarification or further information on something I have covered here, please let me know and I will be happy to assist you. It was an exciting year for the DPL and me and I look forward to what the next year brings.

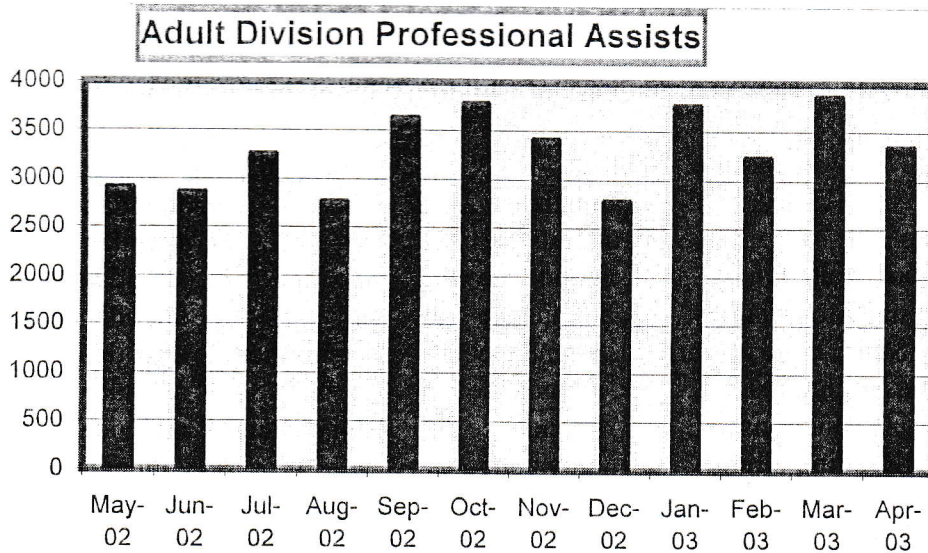
Respectfully submitted,

Lee Ann Fisher
Lee Ann Fisher
City Librarian
May 16, 2003

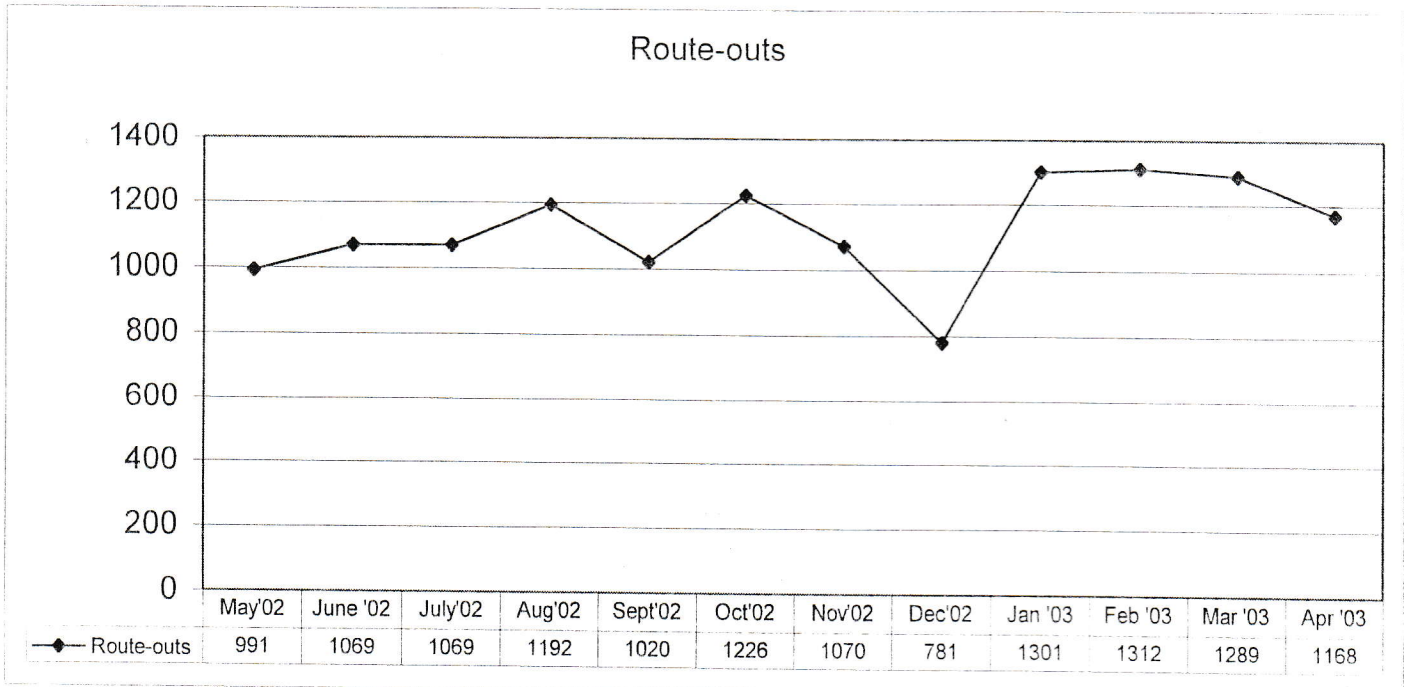
APPENDIX

REFERENCE STATISTICS

Professional assists totaled 39,777 this year, averaging over 3,000 each month.



CIRCULATION STATISTICS



CHILDREN'S STATISTICS

Here is a summary of Children's programs for the year.

	<u>2002 - 03</u>	<u>2001 - 02</u>
Baby TALK Times.....	92, attendance 2112	79, attendance 1607
Lap-Sits.....	83, attendance 1021	92, attendance 1208
Preschool Story Times....	34, attendance 492	31, attendance 319
School-age Story Times....	6, attendance 46	5, attendance 47
Family Story Time . (April)	1, attendance 35	(summer) 5, attendance 41
Marny's Miniatures.....	1, attendance 5	6, attendance 23
Madcap Productions.....	3, attendance 535	(storyteller) 4, attendance 278
Family Reading Night.....	1, attendance 36	1, attendance 67
Other.....		3, attendance 140
Total.....	221, attendance 4282	226, attendance 3730
	-5	+552

EXTENSION STATISTICS

BKM 548: Average Circulations Per Hour (by schedule period)

	Circulation	Service hrs	Circs/Hr
May-02	4,734	142 hrs	33.34
Summer-02	7,191	416.5 hrs	17.27
Fall-02	28,676	553.5 hrs	52
Winter/Spring-03	26,358	470 hrs	56.5
Totals:	66,959	1,582 hrs	42.33

