

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, November 18, 1999 4:30 p.m.**  
**AGENDA**

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
  - A. Regular meeting of October 21, 1999
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. No meeting
  - B. Finance and Properties Committee
    - 1. Approval of bills for October 1999
    - 3. No meeting
  - C. Rolling Prairie Library System
    - 1. Report on November 1999 system board meeting
  - E. Friends of the Library
    - 1. Meeting of November 11, 1999
  - F. Foundation
    - 1. Meeting of November 8, 1999
- VI. Serving our Public: Standard for Illinois Public Libraries
  - A. Chapter I, Core Standards
  - B. Chapter II, Governance and Administration
- VII. Old business
- VIII. New business
- IX. Adjournment

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 21, 1999

### I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Mary Gladney, Patricia Greanias, Judi Moss, Russell Reimer, and John Stengel. Absent: Wayne Dunning and Mark Gibson. Staff present: John Moorman, Susan Hemp, and Linda Humphreys.

### II. APPROVAL OF MINUTES

The minutes of the meeting of September 16, 1999 were approved as mailed.

### III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

### IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman reported that the permanent entrance doors for the library have arrived and are scheduled to be installed the week of October 26, 1999. The donor wall is also finished and should be installed the same week.

Mr. Moorman received a letter from City Building Inspector William Turner requiring a double detector check valve backflow preventer for fire safety for the new library. Mr. Moorman reported that this work will be done at night to prevent disruption of service. A safety issue must still be addressed in the Prairie Street emergency exit before the city will issue a permanent occupancy permit.

A noise problem was discovered in the Penny L. Severns quiet study area when the auditorium has a loud meeting. The noise level from the auditorium is also loud in the adult division staff work area. The architects have proposed \$13,500 for a new wall with sound baffles to deaden the sound to both areas, or \$3,000 for just the quiet study area. This situation will be evaluated at a later date.

Mr. Moorman reported that a local couple agreed to donate a Yamaha upright grand piano to the library for use in the Madden Auditorium.

Board members who attended the Writers Fair reported that the event was well attended. Plans are for the fair to be a bi-annual event.



The library sign is still up at the old library. Mr. Moorman said that the sign on the side of the building has been taken down. He has contacted Bendsen Signs about removing the other sign.

Steve Garman, new City Manager, visited the library today. Mr. Moorman reported that Mr. Garman said that he had already heard many good things about the new library.

Christie's in New York will attempt to sell by auction on November 10 the "Farmer's Portrait" by Karel Appel. Minimum price was set at \$18,000.

## V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met October 7, 1999. Mrs. Moss reported that the disaster and security policies need major revision. The committee also reviewed a recommendation from the City Librarian that someone needs to be available to work on library computers on weekends and evenings when our Nims consultant is not available.

The committee also reviewed a request from Mr. Moorman to change the position of Assistant City Librarian/Head of Adult Division to Head of Adult Division effective December 1, 1999. Mrs. Moss made a motion to approve the revised job description as presented. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

Mrs. Moss made a motion to pay Karen Anderson an additional \$2,600 per year effective December 1, 1999 for being responsible for library operations in the absence of the City Librarian. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

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

The committee met October 5, 1999.

Mr. Stengel reported that he, Mrs. Moore, and Mr. Moorman met with Mr. Cardwell regarding the lease of the Village Mall. Mr. Cardwell had more expense than anticipated on the project because of problems with utilities, the boiler, and other problems. Mr. Stengel made a motion to amend the original lease to \$40,000 per year payable monthly beginning August 1, 1999, with the paragraph on utilities deleted. It was also noted that the Board had not approved any of the tenants. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote. The consensus was to use half of the money from the lease to cover increased maintenance costs. Mr. Stengel also reviewed the cash flow of the building project and said that everything appears to be on schedule.

Mr. Stengel reported that the committee reviewed a tentative budget for 2000/2001 that included a levy request of \$2,525,910, which represents a 5% increase over the current amount. Mr. Stengel made a motion to recommend that amount to the City Council. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

**Rolling Prairie Library System:** Mrs. Moore was not able to attend the meeting.

**Friends of the Library:** The Friends did not meet this month.

**Foundation:** The Foundation Board of Directors did not meet.

**VI. OLD BUSINESS**

There was no old business.

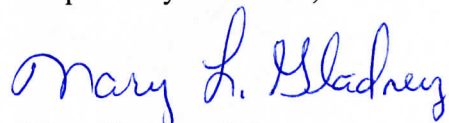
**VII. NEW BUSINESS**

There was no new business.

**VIII. ADJOURNMENT**

Mrs. Moore adjourned the meeting at 5:52 p.m.

Respectfully submitted,



Mary Gladney, Secretary  
Decatur Public Library Board of Trustees



## **City Librarian's Report**

**For the November 18, 1999 Meeting**

**of the**

### **Decatur Public Library Board of Trustees**

The past month has been a time of getting adjusted to our new facilities. Staff members continue to receive positive comments from library users. As the accompanying statistic sheets indicate, there has been a significant upsurge in library registrations and re-registrations.

Work continues on the building punch list. Within the past week, the new entrance doors have been installed as well as the donor wall. The doors to the children's auditorium have yet to be installed, design work on making the interior stairways meet ADA requirements is underway, and the required backflow preventer is in the process of being installed. Most of the new furniture and shelving has been installed and this part of the project should be completed by month's end.

Larry Harris and the maintenance staff are learning the building systems and working with staff on a variety of projects including picture and signage hanging, shelving adjustments, and organizing storage areas. The library now has an enclosed garbage area which is being shared with Village Mall.

This past month have seen many groups touring the library. The Children's Area had 21 groups with 378 people including pre-schools, elementary schools, three parent groups, and an after-school care group. There were also six classes with 109 individuals for class visits and two children's literature classes from Millikin University. The Children's Area also had 8 lap-sits with 182 in attendance and 4 Baby TALK times with 82 in attendance. Children Division staff also had 42 Baby TALK contacts during October. The Adult Division gave tours on October 20 to 100 students from Roosevelt Middle School. Other tours include an Altrusa Tour on October 25 and a Mount Calvary Lutheran Church tour on October 13. I have given several tours during the month.

On October 16 the first Decatur Area Writers Fair was held at the Library. It was a great success with a large turnout and many favorable comments from those who attended. Dayle Irwin and Karen Anderson of the library staff were invited participants as local authors and they gave a program on local history for the event.

During October Karen Anderson of the Extension Division read to two classes at Macon Resources and did a story hour at Effie Oliver Day Care. Dayle Irwin presented a workshop for the annual meeting of ISLMA, the school library-media association. Sue Hemp gave a library talk to members of the St. Mary's Retiree Club. I gave a talk to the local Shrine Club and to a meeting of library business managers. Katie Gross gave a talk

## **City Librarian's Report**

**November 18, 1999**

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to a class at Dennis about reading aloud to kindergartners. Lenore Snyder spoke to a church group at Westminster about children's books.

In October Joyce Robinson retired from her library assistant position in the Children's Division. I wish her well in her retirement years.

Arthur Gross attended the national Media Market, an annual session for video producers, distributors, librarians and others. I attended the fall meeting of the American Library Association's Intellectual Freedom Committee. Several staff members attended the annual meeting of the Rolling Prairie Library System on October 7. Bev Hackney was on the planning committee for this event. Amy Fuller attended a workshop on readers' advisory for young adults, and a session on grant writing.

As of November 11 the library had completed 53.42 % of the fiscal year. Budgeted expenditures and encumbrances were at 52.1% of budget.

I am working with Charlene Stengel and the Friends of the Library on a revamping of "Connections", our library newsletter. We are working to upgrade the informational content of the publication and make it a more effective means of informing the public about Library programs and services and Friends of the Library activities.



# ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street  
Decatur, Illinois 62522

Telephone (217) 429-2586  
Fax (217) 428-1852

November 10, 1999

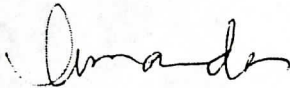
Ms. Sue Hemp  
Decatur Public Library  
130 N. Franklin St.  
Decatur, IL 62523

Dear Sue:

Thank you for presenting the Legal Reference Workshop at Decatur Public Library on Tuesday, November 9, 1999. You did a tremendous job of instructing the participants in an often confusing subject area. I especially enjoyed the hands-on worksheet. I have enclosed a copy of the collation of the evaluation for this event. From the comments, those present learned a lot and will use it effectively at their libraries.

Thank you again for doing this workshop. I am looking forward to working with you on events in the future.

Sincerely,



Amanda E. Standerfer  
Consultant

Enclosure

cc. John Moorman



Dear John:

11/12/79

Thank you so much for allowing us to have the "Nothing to Hide" exhibit in the library. The new facilities are just beautiful.

We also appreciate the use of your easels for the event and our open house this week!

Thanks again for your support.  
Sincerely, Dana Knabe

# *Rolling Prairie Library System*

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345 WEST ELDORADO STREET • DECATUR, ILLINOIS 62522 • (217) 429-2586 • FAX (217) 428-1852

ROBERT F. PLOTZKE  
EXECUTIVE DIRECTOR

November 5, 1999

John Moorman, Director  
Decatur Public Library  
130 N. Franklin Street  
Decatur, IL 62523

Dear John:

I wanted to thank you for hosting the RPLS Round Table on September 28 at your library. We had some positive discussion, and I enjoyed meeting with you.

I appreciate your hospitality.

Sincerely,



Robert F. Plotzke  
Executive Director

RFP:pd

**STATISTICAL REPORT**  
**October 1999**

TECHNICAL SERVICES

New book volumes added:	1,442
New book titles added:	790
AV titles added:	165
Volumes withdrawn:	744
Books mended:	554

PERSONNEL ACTIVITY:

10/28/99 Nikkitha Freeman hired for Telephone Page (1/2 time)

10/28/99 Eugene Smith and Linda Rawlings hired for Building Custodian (1/2 time)

11/3/99 Mary Danielson and Deana Temple hired for Library Page (1/2 time)

CURRENT VACANCIES: Library Assistant (1/2 time)

NEW PATRONS REGISTERED: 709 main + 107 extension = 816 total

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	79,527
	last 12 months to date:	87,579

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	309,427
	last 12 months to date:	349,461

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	20,678
	last 12 months to date:	20,525

VOLUNTEERS: 24 volunteers worked 197 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1096 people, 1891 time slots  
Word processing usage: 140 people, 266 time slots



DECATUR PUBLIC LIBRARY

CORRECTED Monthly Circulation Statistics

October 1999

Location	1999	1998	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	23,594	21,072	12.0
Young Adult	1,090	984	10.8
Children's	16,813	12,242	37.3
TOTAL	41,497	34,298	21.0
<b>EXTENSION PRINT</b>			
Bookmobile 548	9,371	11,154	-16.0
Bookmobile 549	3,241	2,908	11.5
Outreach	689	277	148.7
TOTAL	13,301	14,339	-7.2
TOTAL PRINT	54,798	48,637	12.7
<b>NON-PRINT</b>			
Videocassettes	6,183	6,949	-11.0
Audiocassettes	2,140	2,802	-23.6
Recordings	1,783	2,037	-12.5
TOTAL	10,106	11,788	-14.3
Extension Non-print	842	1,035	-18.7
TOTAL NON-PRINT	10,948	12,823	-14.6
Renewals	1,122	874	28.4
TOTAL CIRCULATION	66,868	62,334	7.3

DECATUR PUBLIC LIBRARY

CORRECTED 12 Month Circulation Statistics

October 1999

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	241,605	262,813	-8.1
Young Adult	11,646	13,378	-13.0
Children's	145,758	156,611	-6.9
TOTAL	399,009	432,802	-7.8
EXTENSION PRINT			
Bookmobile 548	81,861	90,610	-9.7
Bookmobile 549	29,025	31,088	-6.6
Outreach	4,482	4,993	-10.2
TOTAL	115,368	126,691	-8.9
TOTAL PRINT	514,377	559,493	-8.1
NON-PRINT			
Videocassettes	81,818	85,943	-4.8
Audiocassettes	31,109	31,080	0.1
Recordings	24,036	22,457	7.0
TOTAL	136,963	139,480	-1.8
Extension Non-print	10,501	11,618	-9.6
TOTAL NON-PRINT	147,464	151,098	-2.4
Renewals	8,349	7,952	5.0
TOTAL CIRCULATION	670,190	718,543	-6.7



FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/04/1999	COMMERCIAL MAIL SERVICES	108.00	126669	10/04/1999	POSTAGE
10/04/1999	CORPORATE HEALTH SERVICES	134.90	126670	10/04/1999	OTHER PROFESSIONAL SERVICES
10/04/1999	TREAS-PETTY CASH	33.60	126686	10/04/1999	TELEPHONE
10/04/1999	TREAS-PETTY CASH	28.73	126687	10/04/1999	CONFERENCE AND OTHER TRAVEL
10/04/1999	TREAS-PETTY CASH	17.76	126687	10/04/1999	MATERIAL-BLDGS
10/04/1999	TREAS-PETTY CASH	5.59	126687	10/04/1999	MATERIAL TO MAINT AUTO EQUIP
10/04/1999	TREAS-PETTY CASH	6.50	126687	10/04/1999	OFFICE SUPPLIES
10/04/1999	TREAS-PETTY CASH	6.40	126687	10/04/1999	BOOKS AND PERIODICALS
10/05/1999	CAPITALE CITY PAPER CO	60.99	126698	10/05/1999	MAG/PAPERS-MAIN JUVENILE
10/07/1999	ADPTURE	66.00	126747	10/07/1999	OFFICE SUPPLIES
10/07/1999	ADT SECURITY SERVICES	333.67	126749	10/07/1999	MAG/PAPERS-MAIN ADULT
10/07/1999	COMPUTER PRODUCTS LLC	48.00	126754	10/07/1999	SERV-OFFICE EQUIP
10/07/1999	CORPORATE HEALTH SERVICES	1,678.00	126755	10/07/1999	OFFICE SUPPLIES
10/07/1999	MAC WAREHOUSE	86.26	126758	10/07/1999	SMALL CAPITAL ITEMS
10/07/1999	ROTARY CLUB OF DECATUR	69.94	126766	10/07/1999	OTHER PROFESSIONAL SERVICES
10/07/1999	WET INC	135.00	126774	10/07/1999	MATERIAL-BLDGS
10/11/1999	HUMPHREYS, LINDA	2,469.36	126779	10/07/1999	OTHER PROFESSIONAL SERVICES
10/13/1999	T A BRINKOETTER & SONS, INC.	34.61	126819	10/11/1999	SERV-IMPROVEMENTS
10/13/1999	T A BRINKOETTER & SONS, INC.	40.50	126902	10/13/1999	TELEPHONE
10/13/1999	TREAS-MEDICAL INSURANCE	15.12	126902	10/13/1999	SERV-BUILDINGS
10/13/1999	TREAS-NON MEDICAL INS	5,423.47	126904	10/13/1999	BOOKS AND PERIODICALS
10/13/1999	TREAS-NON MEDICAL INS	34.02	126905	10/13/1999	BOOKS AND PERIODICALS
10/13/1999	TREAS-NON MEDICAL INS	48.51	126905	10/13/1999	BOOKS AND PERIODICALS
10/13/1999	TREAS-IMRF	452.97	126905	10/13/1999	WORKERS COMPENSATION
10/13/1999	D & B REFUSE SERVICE	8,802.58	126906	10/13/1999	RETIREMENT-IMRF
10/12/1999	BAKER & TAYLOR CO	185.00	126934	10/13/1999	SERV-BUILDINGS
10/12/1999	BAKER & TAYLOR CO	1,594.17	126941	10/15/1999	BOOKS AND PERIODICALS
10/12/1999	BAKER & TAYLOR CO	3,960.46	126942	10/15/1999	BOOKS AND PERIODICALS
10/12/1999	BAKER & TAYLOR CO	2,909.36	126943	10/15/1999	BOOKS AND PERIODICALS
10/12/1999	BAKER & TAYLOR ENTERTAINMENT	9.35	126948	10/15/1999	BOOKS AND PERIODICALS
10/12/1999	AMERICAN TECH POWER COMPANY	333.56	126949	10/15/1999	BOOKS AND PERIODICALS
10/12/1999	ILLINOIS POWER COMPANY	17,888.08	126972	10/15/1999	TELEPHONE
10/18/1999	MORRELL, STERLING	195.25	126973	10/15/1999	ELECTRICITY
10/18/1999	SLEIGH, ALAN	243.00	127026	10/15/1999	GAS
10/18/1999	STEIN MEDIA, INC.	81.00	127031	10/18/1999	OTHER PROFESSIONAL SERVICES
10/18/1999	TREAS-GENERAL FUND	243.00	127032	10/18/1999	OTHER PROFESSIONAL SERVICES
10/18/1999	TREAS-GENERAL FUND	297.20	127034	10/18/1999	OTHER PROFESSIONAL SERVICES
10/18/1999	TREAS-GENERAL FUND	396.92	127036	10/18/1999	BOOKS AND PERIODICALS
10/18/1999	TAYLOR & DELBERT	206.74	127039	10/18/1999	POSTAGE SUPPLIES
10/27/1999	BENDSEN SIGN	162.00	127163	10/18/1999	OFFICE PROFESSIONAL SERVICES
10/27/1999	C & K CUSTOM SIGNS	1,195.00	127165	10/27/1999	OTHER AND PERIODICALS
10/27/1999	CARDWELL COMPANY	592.68	127170	10/27/1999	BOOKS AND PERIODICALS
10/27/1999	DELL MARKETING L.P.	65.69	127172	10/27/1999	PRINTING AND BINDING
10/27/1999	DELL MARKETING L.P.	70.00	127177	10/27/1999	RENTAL EQUIPMENT
10/27/1999	EMBURY LTD.	2,470.00	127177	10/27/1999	POSTAGE
10/27/1999	FULLER, AMELIA	241.50	127178	10/27/1999	OFFICE MACHINERY AND EQUIPMENT
10/27/1999	ISLMA CONFERENCE REGISTRATION	88.50	127184	10/27/1999	SMALL CAPITAL ITEMS
10/27/1999	NATIONAL INFO-TECH CENTER	50.00	127192	10/27/1999	CONFERENCES AND OTHER TRAVEL
10/27/1999	SAM'S CLUB	387.00	127206	10/27/1999	BOOKS AND PERIODICALS
10/27/1999	STENGL, CHARLENE	67.28	127214	10/27/1999	JANITORIAL SUPPLIES
10/27/1999	STERN, CHRISTINE	199.74	127218	10/27/1999	OTHER PROFESSIONAL SERVICES
10/27/1999	TREAS-MON MEDICAL INS	202.99	127219	10/27/1999	CONFERENCES AND OTHER TRAVEL
10/27/1999	TREAS-NON MEDICAL INS	5,547.62	127222	10/27/1999	MEDICAL INSURANCE
10/27/1999	TREAS-NON MEDICAL INS	34.83	127223	10/27/1999	LIFE INSURANCE
10/27/1999	TREAS-NON MEDICAL INS	47.74	127223	10/27/1999	UNEMPLOYMENT COMPENSATION
10/27/1999	TREAS-NON MEDICAL INS	445.78	127223	10/27/1999	WORKERS COMPENSATION
10/27/1999	TREAS-IMRF	9,108.07	127223	10/27/1999	RETIREMENT-IMRF
10/27/1999	TREAS-PETTY CASH	21.27	127225	10/27/1999	TELEPHONE
10/27/1999	TREAS-PETTY CASH	65.80	127225	10/27/1999	CONFERENCES AND OTHER TRAVEL
10/27/1999	TREAS-PETTY CASH	7.00	127225	10/27/1999	OTHER PROFESSIONAL SERVICES
10/27/1999	TREAS-PETTY CASH	42.77	127225	10/27/1999	MATERIAL-BLDGS
10/27/1999	TREAS-PETTY CASH	16.68	127225	10/27/1999	OFFICE SUPPLIES
10/27/1999	TREAS-PETTY CASH	6.50	127225	10/27/1999	BOOKS AND PERIODICALS
10/28/1999	AMERICAN LIBRARY ASSOCIATION	60.00	127234	10/28/1999	MAG/PAPER-3-MAIN PROFESSIONAL



BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1999

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/28/1999	A B DICK PRODUCTS	171.06	127235	10/28/1999	OFFICE SUPPLIES
10/28/1999	BOOTH & ANTOLINE	1,575.00	127238	10/28/1999	OTHER PROFESSIONAL SERVICES
10/28/1999	DECATUR TRIBUNE	100.00	127240	10/28/1999	MAG/PAPERS-MAIN REFERENCE
10/28/1999	ILLINOIS LIBRARY ASSOCIATION	175.00	127248	10/28/1999	MAG/PAPERS-MAIN MEMBERSHIP FEES
10/28/1999	K & G SPECIALTIES, INC	1,095.00	127254	10/28/1999	PROFESSIONAL MEMBERSHIP FEES
10/28/1999	K & G SPECIALTIES, INC	150.00	127254	10/28/1999	SERV-AUTO EQUIPMENT
10/28/1999	LIBRARY OF CONGRESS	38.89	127254	10/28/1999	MATERIAL TO MAINT AUTO EQUIP
10/28/1999	RISK MANAGEMENT ALTERNATIVES	36.00	127256	10/28/1999	MAG/PAPERS-MAIN ADULT
10/28/1999	ASSOCIATED OFFICE FURNISHINGS	60.49	127260	10/28/1999	MAG/PAPERS-MAIN ADULT
10/28/1999	D & B REFUSE SERVICE	30.00	127269	10/28/1999	OTHER PROFESSIONAL SERVICES
10/28/1999	A B DICK PRODUCTS	38.88	127273	10/29/1999	RENTAL-EQUIPMENT
10/28/1999	AMERITECH CELLULAR	181.08	127278	10/29/1999	SERV-BUILDING EQUIP
10/27/1999	BAKER & TAYLOR CO	72.17	127279	10/29/1999	SERV-OFFICE EQUIP
10/29/1999	BAKER & TAYLOR CO	4,485.08	127286	10/29/1999	TELEPHONE
10/28/1999	UECK'S ENGRAVING	931.41	127287	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	RODINE ELECTRIC	95.52	127289	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	RODINE ELECTRIC	330.96	127290	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	RODINE ELECTRIC	60.00	127290	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	RODINE ELECTRIC	168.91	127290	10/29/1999	BOOKS AND PERIODICALS
10/27/1999	BOODINE ELECTRIC	10.00	127290	10/29/1999	SERV-AUTO EQUIP
10/27/1999	BOODINE ELECTRIC	275.00	127290	10/29/1999	MATERIAL-BLDGS
10/25/1999	BAKEMCO INC	392.38	127293	10/29/1999	MATERIAL TO MAINT AUTO EQUIP
10/25/1999	DEMCO INC	56.25	127322	10/29/1999	OTHER PROFESSIONAL SERVICES
10/25/1999	DEMCO INC	119.57	127322	10/29/1999	BOOKS AND PERIODICALS
10/25/1999	DEMCO INC	1,262.66	127322	10/29/1999	PRINTING AND BINDING
10/20/1999	HERALD & REVIEW HIGH SCHOOL	816.82	127322	10/29/1999	OFFICE SUPPLIES
10/27/1999	EISENHOWER HIGH SCHOOL	108.02	127322	10/29/1999	CAPITAL ITEMS
10/28/1999	Z LAWN CARE COLLEGE	120.00	127339	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	FRANKLIN PIECE COLLEGE	120.00	127340	10/29/1999	BOOKS AND PERIODICALS
10/27/1999	GAYLORD BROS.	35.00	127347	10/29/1999	BOOKS AND PERIODICALS
10/27/1999	H M WILSON CO	453.53	127350	10/29/1999	SERV-BUILDINGS
10/27/1999	H M WILSON CO	335.00	127350	10/29/1999	OTHER PROFESSIONAL SERVICES
10/27/1999	H M WILSON CO	365.50	127366	10/29/1999	OFFICE SUPPLIES
10/27/1999	H M WILSON CO	140.50	127366	10/29/1999	BOOKS AND PERIODICALS
10/29/1999	AMERITECH	642.35	127368	10/29/1999	MAG/PAPERS-MAIN ADULT
10/29/1999	AMERITECH	1,661.23	127369	10/29/1999	MAG/PAPERS-MAIN JUVENILE
10/29/1999	IBM	399.23	127374	10/29/1999	TELEPHONE
10/29/1999	STATE LIBRARY	18.16	127374	10/29/1999	TELEPHONE
10/29/1999	STATE LIBRARY	937.06	127377	10/29/1999	SERV-OFFICE EQUIP
10/20/1999	INFO STATE LIBRARY	4,385.00	127377	10/29/1999	POSTAGE
10/28/1999	ICICLE	249.50	127379	10/29/1999	RENTAL-EQUIPMENT
10/28/1999	JAN MASTER SUPPLY	307.68	127380	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	MENARDS	1,938.10	127382	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	MIDWEST MICROFILM CO	29.76	127382	10/29/1999	BOOKS AND PERIODICALS
10/29/1999	MORRELL, STERLING	268.02	127407	10/29/1999	JANITORIAL SUPPLIES
10/27/1999	NIMS ASSOCIATES, INC.	144.00	127416	10/29/1999	MATERIAL-BLDGS
10/28/1999	OMNIGRAPHICS, INC.	4,420.00	127418	10/29/1999	SERV-OFFICE-BLDGS
10/27/1999	REGENT BOOK CO	6,238.52	127425	10/29/1999	MATERIAL-BLDGS
10/29/1999	REGENT BOOK CO	181.40	127432	10/29/1999	SERV-OFFICE EQUIP
10/29/1999	RAVER, DOUGLAS	67.78	127451	10/29/1999	OTHER PROFESSIONAL SERVICES
10/28/1999	R. BOWKER	81.00	127451	10/29/1999	OTHER PROFESSIONAL SERVICES
10/28/1999	STREIGHT, ALAN	162.00	127453	10/29/1999	OTHER PROFESSIONAL SERVICES
10/28/1999	SLEETH, GENE	2,236.30	127454	10/29/1999	TEMP PERSONNEL SERVICES
10/29/1999	TREAS-GENERAL FUND	162.00	127456	10/29/1999	BOOKS AND PERIODICALS
10/29/1999	TREAS-INSURANCE FUND	212.83	127456	10/29/1999	BOOKS AND PERIODICALS
10/29/1999	TREAS-SELF INSURANCE FUND	12.75	127493	10/29/1999	OTHER PROFESSIONAL SERVICES
10/29/1999	TREAS-SELF INSURANCE FUND	877.08	127493	10/29/1999	OTHER PROFESSIONAL SERVICES
10/29/1999	TREAS-SELF INSURANCE FUND	536.25	127493	10/29/1999	BOOKS AND PERIODICALS
10/29/1999	TREAS-MTS OPERATING	1,867.08	127494	10/29/1999	BOOKS AND PERIODICALS
10/29/1999	TAYLOR, DELBERT	207.00	127495	10/29/1999	GENERAL LIABILITY INSURANCE
10/27/1999	WEST GROUP	253.45	127495	10/29/1999	MIS SERVICES
10/28/1999	W W GRAINGER, INC	459.25	127496	10/29/1999	OTHER PROFESSIONAL SERVICES
10/28/1999	WATTS COPY SYSTEMS, INC	249.76	127507	10/29/1999	BOOKS AND PERIODICALS
10/20/1999	WHOLESALE BUSINESS MACHINES	634.00	127508	10/29/1999	BOOKS AND PERIODICALS
10/28/1999	WET INC	320.00	127510	10/29/1999	MATERIAL-BLDGS
10/28/1999	WET INC	124.75	127515	10/29/1999	RENTAL-EQUIPMENT



CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1999

DECATUR PUBLIC LIBRARY

OF EST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	TOTAL	116,911.70			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1999

LIBRARY CAPITAL

OF EST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1999	ADT SECURITY SERVICES	2,264.00	126749	10/07/1999	OTHER PROFESSIONAL SERVICES
1999	PSA ASSOCIATES	9,539.58	126771	10/07/1999	ARCH AND ENGINEERING SERVICES
1999	HENRICKSEN	136,461.12	126790	10/08/1999	ARCH AND ENGINEERING SERVICES
1999	WILEY OFFICE EQUIPMENT	68,207.00	126805	10/08/1999	ARCH AND ENGINEERING SERVICES
1999	ILLINI SUPPLY	6,852.50	126975	10/15/1999	OTHER PROFESSIONAL SERVICES
1999	AGATI, INC.	4,655.00	127162	10/27/1999	ARCH AND ENGINEERING SERVICES
1999	DECATUR FENCE CO.	2,784.00	127176	10/27/1999	SERV-BUILDINGS
1999	CHANGEABLE SIGN SYSTEMS, INC.	1,698.44	127316	10/29/1999	OFFICE MACHINERY AND EQUIPMENT
1999	SEAC COMPUTERS, INC.	4,159.50	127358	10/29/1999	OTHER PROFESSIONAL SERVICES
1999	HENKELS & MCCOY INC.	90,902.16	127364	10/29/1999	OTHER PROFESSIONAL SERVICES
	TOTAL	327,523.30			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1999

PUBLIC LIBRARY-TRUSTS

OF EST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1999	BAKER & TAYLOR CO	40.46-	126941	10/15/1999	EXPENDITURES
	TOTAL	40.46-			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1999

DPL-EQUIP REPLACEMENT FUND

OF EST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1999	MID-STATES GENERAL & MECH	1,774.62	126795	10/08/1999	BUILDINGS
	TOTAL	1,774.62			



DPL-EQUIP REPLACEMENT FUND

PERIOD ENDING 19991031

DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED %	
					BALANCE	REAL
D BALANCE						
001-000 BEGINNING FUND BALANCE	.00	96,020.50	197,769.47	192,041.00	5,728.47-	103
TOTAL	.00	96,020.50	197,769.47	192,041.00	5,728.47-	103
ER GOVERNMENTAL REVENUE						
000-107 STATE GRANTS OR OTHER	.00	15,000.00	24,899.48	30,000.00	5,100.52	83
TOTAL	.00	15,000.00	24,899.48	30,000.00	5,100.52	83
ESTIMATED INCOME						
000-101 INVESTMENT INTEREST	965.66	1,140.00	5,119.97	2,280.00	2,839.97-	224
TOTAL	965.66	1,140.00	5,119.97	2,280.00	2,839.97-	224

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCENT COMM
CAPITAL OUTLAY								
BUILDINGS	194,321	1,774.62	1,774.62	97,160	192,546.38	.00	192,546.38	.9
TOTAL	194,321	1,774.62	1,774.62	97,160	192,546.38	.00	192,546.38	.9
** DIVISION TOTAL **		1,774.62	1,774.62	97,160	192,546.38	.00	192,546.38	.9

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCENT COMM
CONTRACTUAL SERVICES								
OTHER PROFESSIONAL SERVICES	30,000	.00	11,000.00	15,000	19,000.00	.00	19,000.00	36.7
TOTAL	30,000	.00	11,000.00	15,000	19,000.00	.00	19,000.00	36.7
COMMODITIES								
OFFICE SUPPLIES	0	.00	6,906.48	0	6,906.48-	.00	6,906.48-	
TOTAL	0	.00	6,906.48	0	6,906.48-	.00	6,906.48-	
CAPITAL OUTLAY								
OFFICE MACHINERY AND EQUIPMENT	0	.00	6,993.00	0	6,993.00-	.00	6,993.00-	
TOTAL	0	.00	6,993.00	0	6,993.00-	.00	6,993.00-	
** DIVISION TOTAL **	30,000	.00	24,899.48	15,000	5,100.52	.00	5,100.52	83.0



DECATUR PUBLIC LIBRARY

PERIOD ENDING 19991031

DESCRIPTIION

MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL

UNREALIZED BALANCE REAL

ANNUAL BUDGET

UNREALIZED BALANCE REAL

00-000 BEGINNING FUND BALANCE

.00 169,767.50 340,117.00 339,535.00 582.00- 100

TOTAL

.00 169,767.50 340,117.00 339,535.00 582.00- 100

FEES

00-107 PROPERTY TAX-LIBRARY

980,676.37 1,202,814.50 2,263,261.31 2,405,629.00 142,367.69 94

TOTAL

980,676.37 1,202,814.50 2,263,261.31 2,405,629.00 142,367.69 94

PER GOVERNMENTAL REVENUE

00-104 REPLACEMENT TAX

41,368.68 100,000.00 120,955.59 200,000.00 79,044.41 60

00-107 STATE GRANTS OR OTHER

.00 52,000.00 .00 104,000.00 104,000.00

TOTAL

41,368.68 152,000.00 120,955.59 304,000.00 183,044.41 39

RESERVES AND FEES

00-509 LIBRARY FINES AND FEES

2,952.43 37,000.00 24,008.20 74,000.00 49,991.80 32

00-510 LIBRARY NON-RESIDENT FEES

75.00 250.00 700.00 500.00 200.00- 140

00-511 LIBRARY LOST AND DAMAGED BOOKS

1,092.31 2,000.00 3,924.87 4,000.00 75.13 98

00-514 VERIFAX

.00 875.00 788.35 1,750.00 961.65 45

00-515 RESERVES

859.74 4,250.00 4,136.92 8,500.00 4,363.08 48

TOTAL

4,979.48 44,375.00 33,558.34 88,750.00 55,191.66 37

TRANSFERS FROM

00-752 TRANS FR WALMART TIF

.00 3,000.00 .00 6,000.00 6,000.00

TOTAL

.00 3,000.00 .00 6,000.00 6,000.00

STATEMENT INCOME

00-101 INVESTMENT INTEREST

6,430.98 19,000.00 17,762.13 38,000.00 20,237.87 46

TOTAL

6,430.98 19,000.00 17,762.13 38,000.00 20,237.87 46

OTHER INCOME

00-805 CONTRIBUTIONS AND DONATIONS

.00 1,750.00 1,537.95 3,500.00 1,962.05 43

00-899 MISCELLANEOUS INCOME

608.32 1,500.00 1,243.20 3,000.00 1,756.80 41

TOTAL

608.32 3,250.00 2,781.15 6,500.00 3,718.85 42

FUND TOTAL

1,034,063.83 1,594,207.00 2,778,435.52 3,188,414.00 409,978.48 87



REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

00 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 10/31/1999

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
<b>SALARIES &amp; WAGES</b>								
REGULAR SALARIES	1,513,748	98,056.40	627,374.53	756,874	886,373.47	.00	886,373.47	41.4
HOLIDAYS	0	4,357.59	24,311.63	0	24,311.63	.00	24,311.63	
OTHER LEAVE WITH PAY	0	389.78	822.60	0	822.60	.00	822.60	
SICK TIME	0	2,819.37	20,658.76	0	20,658.76	.00	20,658.76	
VACATION TIME	0	8,456.05	49,132.42	0	49,132.42	.00	49,132.42	
	1,513,748	114,079.19	722,299.94	756,874	791,448.06	.00	791,448.06	47.7
<b>PERSONAL SERVICES</b>								
OVERTIME	10,900	3,113.44	14,910.18	5,450	4,010.18	.00	4,010.18	136.8
TEMPORARY SALARIES	22,892	1,478.00	8,014.63	11,446	17,877.37	.00	17,877.37	35.0
RETIREMENT-IMRF	234,564	18,000.65	113,217.93	117,282	121,346.07	.00	121,346.07	48.3
LIFE INSURANCE	924	68.85	425.25	462	498.75	.00	498.75	46.0
MEDICAL INSURANCE	160,464	10,971.09	68,581.30	80,232	91,882.70	.00	91,882.70	42.7
UNEMPLOYMENT COMPENSATION	1,100	76.25	619.08	550	480.92	.00	480.92	56.3
WORKERS COMPENSATION	10,285	898.75	5,780.76	5,142	4,504.24	.00	4,504.24	56.2
SERVICE RECOGNITION	9,685	577.00	4,901.60	4,842	4,783.40	.00	4,783.40	50.6
	450,814	35,204.03	216,450.73	225,406	234,363.27	.00	234,363.27	48.0
<b>CONTRACTUAL SERVICES</b>								
ADVERTISING AND BINDING	250	.00	1,399.75	125	1,149.75	.00	1,149.75	559.9
PRINTING	14,000	648.93	7,202.77	7,000	6,797.23	300.80	6,496.43	53.6
SERV-BUILDINGS	5,000	923.38	1,480.60	2,500	3,519.40	24.00	3,495.40	30.1
SERV-IMPROVEMENTS	200	2,800.32	3,833.32	1,000	3,633.32	.00	3,633.32	916.7
SERV-AUTO EQUIPMENT	3,000	210.00	1,484.45	1,500	1,515.55	.00	1,515.55	49.5
SERV-OFFICE EQUIP	10,000	1,182.00	10,766.42	5,000	7,666.42	161.70	928.12	109.3
MIS SERVICES	65,000	17,888.08	51,913.10	32,500	11,202.52	.00	11,202.52	50.0
ELECTRICITY	13,500	195.25	1,952.25	6,750	13,086.90	.00	13,086.90	79.9
GAS	28,000	2,787.33	17,403.69	14,000	13,304.75	.00	13,304.75	1.4
TELEPHONE	1,250	.00	576.73	625	10,596.31	.00	10,596.31	62.2
WATER	1,500	.00	.00	750	673.27	.00	673.27	46.1
AUDITING SERVICES	8,000	.00	178.40	4,000	1,500.00	.00	1,500.00	.0
TRAINING SCHOOL	7,000	124.11	1,913.48	3,500	7,821.60	.00	7,821.60	2.2
CONFERENCES AND OTHER TRAVEL	15,000	712.35	7,767.89	7,500	5,086.52	.00	5,086.52	37.3
POSTAGE	10,000	.00	4,452.40	5,000	7,232.11	.00	7,232.11	51.8
COMPUTER SOFTWARE EXPENSE	25,000	6,238.52	36,767.03	12,500	5,547.60	.00	5,547.60	44.5
TEMP PERSONNEL SERVICES	3,000	.00	.00	1,500	11,767.03	.00	11,767.03	147.1
TUITION REIMBURSEMENT	101,250	.00	.00	50,625	3,000.00	.00	3,000.00	.0
TRAVEL EXPENSE FOR INTERVIEWS	2,600	8,396.69	47,792.50	1,300	1,000.00	4,291.00	1,000.00	51.4
OTHER PROFESSIONAL SERVICES	20,000	1,095.00	1,475.00	1,300	1,125.00	.00	1,125.00	56.7
PROFESSIONAL MEMBERSHIP FEES	26,800	2,230.75	11,383.76	13,400	20,000.00	.00	20,000.00	42.5
RENTAL-DRIP EQUIPMENT	383,755	47,051.57	219,189.02	191,877	154,416.24	.00	154,416.24	58.4
RENTAL-EQUIPMENT					164,565.98	4,777.50	159,788.48	
	54,700	5,489.00	27,515.71	27,350	27,184.29	706.88	26,477.41	51.6
<b>COMMODITIES</b>								
GASOLINE	3,000	.00	1,120.50	1,500	1,879.50	.00	1,879.50	37.4
JANITORIAL SUPPLIES	6,000	374.96	3,249.29	3,000	2,750.71	.00	2,750.71	54.2
MATERIAL-BLDGS	7,000	2,684.16	8,972.31	3,500	1,972.31	.00	1,972.31	28.5
MATERIAL TO MAINT AUTO EQUIP	3,500	66.65	2,712.91	1,750	787.09	.00	787.09	77.5
OFFICE SUPPLIES	35,000	2,363.23	11,460.70	17,500	23,539.30	706.88	22,832.42	34.8
EMPLOYEE RECOGNITION SUPPLIES	200	.00	.00	100	200.00	.00	200.00	.0
	54,700	5,489.00	27,515.71	27,350	27,184.29	706.88	26,477.41	51.6
<b>OTHER CHARGES</b>								
TRANSFER TO GENERAL FUND	1,200	100.00	600.00	600	600.00	.00	600.00	50.0
MOTOR VEHICLE-INSURANCE	2,554	212.83	1,276.98	1,277	1,277.02	.00	1,277.02	50.0
BOILER INSURANCE	153	12.75	76.50	76	76.50	.00	76.50	50.0
PROPERTY INSURANCE	10,525	877.08	5,262.48	5,262	5,262.52	.00	5,262.52	50.0



REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

10/31/1999

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
OTHER CHARGES	24,867	4,793.23	14,804.22	12,432	10,062.78	.00	10,062.78	59.5
GENERAL LIABILITY INSURANCE	6,435	536.25	3,217.50	3,217	3,217.50	.00	3,217.50	50.0
SMALL CAPITAL ITEMS	4,000	3,054.32	4,370.76	2,000	370.76	.00	370.76	109.3

CAPITAL OUTLAY

OFFICE MACHINERY AND EQUIPMENT	48,995	2,470.00	14,720.63	24,497	34,274.37	.00	34,274.37	30.0
	48,995	2,470.00	14,720.63	24,497	34,274.37	.00	34,274.37	30.0

BOOKS AND PERIODICALS	372,000	25,320.61	132,652.39	186,000	239,347.61	.00	239,347.61	35.7
AV-PHONOIDS	0	.00	254.00	0	254.00	.00	254.00	
MAG/PAPERS-MAIN ADULT	0	567.50	21,853.26	0	21,853.26	.00	21,853.26	
MAG/PAPERS-MAIN YOUTH	0	.00	850.27	0	850.27	.00	850.27	
MAG/PAPERS-MAIN JUVENILE	0	146.50	1,526.95	0	1,526.95	.00	1,526.95	
MAG/PAPERS-MAIN REFERENCE	0	75.00	10,359.59	0	10,359.59	.00	10,359.59	
MAG/PAPERS-MAIN PROFESSIONAL	0	60.00	1,520.26	0	1,520.26	.00	1,520.26	
MAG/PAPERS-EXTEN ADULT	0	.00	3,576.75	0	3,576.75	.00	3,576.75	
	372,000	26,169.61	172,593.47	186,000	199,406.53	.00	199,406.53	46.4

\*\* DIVISION TOTAL \*\* 2,848,879 235,256.63 1,387,573.72 1,424,436 1,461,305.28 5,484.38 1,455,820.90 48.9



PERIOD ENDING 19991031

DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED % BALANCE REAL
LIBRARY CAPITAL					
BALANCE					
I-000 BEGINNING FUND BALANCE	.00	190,818.50	663,335.31	381,637.00	281,698.31- 173
TOTAL	.00	190,818.50	663,335.31	381,637.00	281,698.31- 173
TRANSFERS FROM					
0-726 TRANSFER FROM FD 35-BLDG LEASE	.00	55,000.00	.00	110,000.00	110,000.00
TOTAL	.00	55,000.00	.00	110,000.00	110,000.00
STATEMENT INCOME					
0-101 INVESTMENT INTEREST	469.03	200.00	9,233.92	400.00	8,833.92- 308
TOTAL	469.03	200.00	9,233.92	400.00	8,833.92- 308
OTHER INCOME					
0-805 CONTRIBUTIONS AND DONATIONS	.00	250,000.00	20,181.53	500,000.00	479,818.47 4
0-870 DPL FOUNDATION CONTRIBUTION	337,900.75	.00	457,136.97	.00	457,136.97-
TOTAL	337,900.75	250,000.00	477,318.50	500,000.00	22,681.50 95
TRANSFERS IN					
0-900 BOND OR NOTE PROCEEDS	.00	200,000.00	.00	400,000.00	400,000.00
TOTAL	.00	200,000.00	.00	400,000.00	400,000.00
FUND TOTAL	338,369.78	696,018.50	1,149,887.73	1,392,037.00	242,149.27 82

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 21 LIBRARY CAPITAL		ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
				Y-T-D BUDGET	UNEXPENDED BALANCE			
LIBRARY CAPITAL EXPENDITURES								
CONTRACTUAL SERVICES								
SERV-BUILDINGS	0	2,784.00	15,937.60	0	15,937.60-	.00	15,937.60-	
ARCH AND ENGINEERING SERVICES	0	218,862.70	396,106.01	0	396,106.01-	.00	396,106.01-	
OTHER PROFESSIONAL SERVICES	0	104,178.16	243,012.01	0	243,012.01-	.00	243,012.01-	
TOTAL	0	325,824.86	655,055.62	0	655,055.62-	.00	655,055.62-	
CAPITAL OUTLAY								
BUILDINGS	1,282,036	.00	402,466.05	641,018	879,569.95	.00	879,569.95	31.4
OFFICE MACHINERY AND EQUIPMENT	0	1,698.44	82,658.71	0	82,658.71-	.00	82,658.71-	
TOTAL	1,282,036	1,698.44	485,124.76	641,018	796,911.24	.00	796,911.24	37.8
** DIVISION TOTAL **	1,282,036	327,523.30	1,140,180.38	641,018	141,855.62	.00	141,855.62	88.9



CITY OF DECATUR FY 1999-2000  
REVENUE REPORT

DESCRIPTION	PERIOD ENDING 19991031		ANNUAL BUDGET	UNREALIZED BALANCE REAL %
	MONTHLY ACTUAL	Y-T-D ESTIMATE		
BALANCE				
0-100 BEGINNING FUND BALANCE	.00	1,006,722.50	2,013,445.00	285,228.33 85
TOTAL	.00	1,006,722.50	2,013,445.00	285,228.33 85
STMENT INCOME				
0-101 INVESTMENT INTEREST	.00	3,500.00	7,000.00	6,168.28- 188
TOTAL	.00	3,500.00	7,000.00	6,168.28- 188
FUND TOTAL	.00	1,010,222.50	2,020,445.00	279,060.05 86

CITY OF DECATUR

DESCRIPTION	REPORT OF EXPENDITURES TO BUDGET FY 1999-2000				UNENCUMBERED BALANCE	PRCNT COMM		
	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET			FUND 31 DPL BOND CAPITAL FUND	ENCUMBRANCE
0 DPL-BOND CAPITAL FUND						10/31/1999		
APITAL OUTLAY								
BUILDINGS	2,020,445	.00	1,741,384.95	1,010,222	.00	279,060.05 86.2		
TOTAL	2,020,445	.00	1,741,384.95	1,010,222	.00	279,060.05 86.2		
** DIVISION TOTAL **	2,020,445	.00	1,741,384.95	1,010,222	.00	279,060.05 86.2		



DPL-STATE GRANT FOR BLDG PERIOD ENDING 19991031

DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL

0 BALANCE

DI-000 BEGINNING FUND BALANCE	.00	.00	1,789.55	.00	1,789.55-	
TOTAL	.00	.00	1,789.55	.00	1,789.55-	

PER GOVERNMENTAL REVENUE

00-107 STATE GRANTS OR OTHER	.00	12,500.00	.00	25,000.00	25,000.00	
TOTAL	.00	12,500.00	.00	25,000.00	25,000.00	

STMENT INCOME

00-101 INVESTMENT INTEREST	.00	.00	27.09	.00	27.09-	
TOTAL	.00	.00	27.09	.00	27.09-	

FUND TOTAL

1,816.64 25,000.00 23,183.36 7

010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

0 DPL-STATE GRANT FOR BUILDING

FUND 33 DPL-STATE GRANT FOR BLDG 10/31/1999

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

APITAL OUTLAY

BUILDINGS	25,000	.00	.00	12,500	25,000.00	.00	25,000.00	
TOTAL	25,000	.00	.00	12,500	25,000.00	.00	25,000.00	

\*\* DIVISION TOTAL \*\*

.00 25,000.00 .00 25,000.00



PERIOD ENDING 19991031

LIBRARY BUILDING LEASES

DESCRIPTION	MONTHLY ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
	Y-T-D ESTIMATE				
BALANCE					
1-000 BEGINNING FUND BALANCE	.00	15,012.79	.00	15,012.79-	
TOTAL	.00	15,012.79	.00	15,012.79-	
INVESTMENT INCOME					
9-101 INVESTMENT INTEREST	72.89	234.50	.00	234.50-	
TOTAL	72.89	234.50	.00	234.50-	
PROPERTY INCOME					
9-846 LEASE OF LIBRARY PROPERTY	.00	75,000.00	.00	150,000.00	150,000.00
TOTAL	.00	75,000.00	.00	150,000.00	150,000.00
FUND TOTAL	72.89	15,247.29	150,000.00	134,752.71	10

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

LIBRARY LEASES FUND 35 LIBRARY BUILDING LEASES 10/31/1999

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCENT COMM
LIBRARY LEASES								
INACTUAL SERVICES								
ELECTRICITY	30,000	.00	.00	15,000	30,000.00	.00	30,000.00	
LEGAL SERVICES	10,000	.00	.00	5,000	10,000.00	.00	10,000.00	
TOTAL	40,000	.00	.00	20,000	40,000.00	.00	40,000.00	
OTHER CHARGES								
TRANSFER TO LIBRARY CAPITAL	110,000	.00	.00	55,000	110,000.00	.00	110,000.00	
TOTAL	110,000	.00	.00	55,000	110,000.00	.00	110,000.00	
* DIVISION TOTAL **	150,000	.00	.00	75,000	150,000.00	.00	150,000.00	



PERIOD ENDING 19991031	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
1 PUBLIC LIBRARY-TRUSTS					
1 BEG FUND BAL-CANTONI	.00	121,214.32	116,526.00	4,688.32-	104
3 BEG FUND BAL-BRIDGES	.00	1,665.10	1,610.00	55.10-	103
TOTAL	.00	122,879.42	118,136.00	4,743.42-	104
INCOME					
3 DPL INTEREST-CANTONI TRUST	102.13	2,610.56	5,615.00	3,004.44	46
5 DISTRIBUTION FR BRIDGES TRUST	7.82	41.22	700.00	658.78	5
TOTAL	109.95	2,651.78	6,315.00	3,663.22	42
FUND TOTAL	109.95	125,531.20	124,451.00	1,080.20-	100

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000	FUND 92 PUBLIC LIBRARY-TRUSTS	10/31/1999					
ANNUAL BUDGET	Y-T-D BUDGET	UNENCUMBERED BALANCE					
MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	UNEXPENDED BALANCE					
ENCUMBRANCE	ENCUMBRANCE	UNENCUMBERED BALANCE					
PRCT COMM	PRCT COMM	PRCT COMM					
9,500	40.46-	2,490.95	4,750	7,009.05	212.00	6,797.05	28.5
9,500	40.46-	2,490.95	4,750	7,009.05	212.00	6,797.05	28.5
9,500	40.46-	2,490.95	4,750	7,009.05	212.00	6,797.05	28.5
VISION TOTAL **							

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000	FUND 92 PUBLIC LIBRARY-TRUSTS	10/31/1999					
ANNUAL BUDGET	Y-T-D BUDGET	UNENCUMBERED BALANCE					
MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	UNEXPENDED BALANCE					
ENCUMBRANCE	ENCUMBRANCE	UNENCUMBERED BALANCE					
PRCT COMM	PRCT COMM	PRCT COMM					
700	.00	.00	350	700.00	.00	700.00	
700	.00	.00	350	700.00	.00	700.00	
700	.00	.00	350	700.00	.00	700.00	
VISION TOTAL **							



# Chapter I Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are



provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].

- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)

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- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27.** The library informs its community about the collections and services available in and through the library.
- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.



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*Library Bill of Rights.* Chicago: ALA, 1980.

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## ■ Chapter II Governance and Administration ■

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

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

### Applicable Core Standards

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



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- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4 -7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
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- Core 10.** The library has a board-approved written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees takes action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 54-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2 for topics recommended for consideration in a policy that addresses the public's use of the library. References to other policies are included under appropriate sections.)



## ■ Chapter II Governance and Administration ■

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

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

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- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4 - 7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws which outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 for topics recommended for consideration in developing board bylaws.)



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



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

- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. Should the facility be found insufficient to meet its needs, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

### Supplemental Standards

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



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

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

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