

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, August 15, 2002 @ 4:30 p.m.**  
**AGENDA**

- I. Call to order –Sherri Arnold, President
  - a. Introduction and oath of office for new trustee Garry Davis
- II. Approval of minutes
  - a. Regular meeting of July 18, 2002
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
  - a. Personnel, Policy & Public Relations Committee
    - i. No meeting
  - b. Finance and Properties Committee
    - i. Approval of bills for July 2002
    - ii. No meeting
    - iii. Report on meeting with Illinois Power Company re: lease space
  - c. Rolling Prairie Library System
    - i. Report on August meeting
  - d. Friends of the Library
    - i. Meeting of August 8, 2002
  - e. Foundation
    - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
  - a. Chapter I, Core Standards
- VII. Old business
  - a. Lease space
  - b. Baby TALK proposal
- VIII. New business
  - a. Boiler
  - b. Meeting agendas
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 2002

NAME	TERM	PHONE	ADDRESS
Sherri Arnold President	1997-2004*	428-6063 (h)	#1 Millikin Place 62522 email: <a href="mailto:stevensherriarnold@insight.com">stevensherriarnold@insight.com</a>
Eugene King Vice President	2001-2004	423-3044 (h)	471 S. Boyd 62522 email: <a href="mailto:tmm0128@aol.com">tmm0128@aol.com</a>
Carol Craig Secretary	2001-2005	428-4166 (h) 425-8282 (w) 425-8286 (fax)	130 N. Water 62523 134 Victoria Ct. 62522 email: <a href="mailto:ccraig@1stdecatour.com">ccraig@1stdecatour.com</a>
Ty Cocagne	2000-2003	875-2655 (w) 875-1660 (fax)	1353 E. Mound, Suite 300 62526 316 S. Glencoe 62522 email: <a href="mailto:tcocagne@mckcpa.com">tcocagne@mckcpa.com</a>
Garry Davis	2002-2005	428-0948 (w) 423-2681 (h) 428-0996 (fax)	225 S. Main 62523 14 Oak Ridge Dr. 62521 <a href="mailto:gdavis@law225.com">gdavis@law225.com</a>
Pat Greanias	1998-2003	428-1004 (h) 424-3170 (w)	31 Oak Ridge Dr. 62521 email: <a href="mailto:pat@greanias.com">pat@greanias.com</a>
Sally Krigbaum	2002- 2005	429-5606 (h)	2414 Angle Ct. 62521 <a href="mailto:js2414@aol.com">js2414@aol.com</a>
Linda Rowden	2002-2004	423-2442 (h) 421-8074 (w)	404 Timber Dr. 62521 email: <a href="mailto:rowdymama@aol.com">rowdymama@aol.com</a>
Phil Wise	2000-2003	362-2701 (w) 425-8366 (fax)	130 N. Water 62523 email: <a href="mailto:pwise@1stdecatour.com">pwise@1stdecatour.com</a>

\* second term

LIBRARY: phone 424-2900; fax 233-4071

Finance & Properties Committee

Ty Cocagne, Chair  
Pat Greanias  
Eugene King  
Phil Wise  
Sherri Arnold, ex-officio

Personnel, Policy & Public Relations Committee

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

Representative to the Friends of the Library: vacant

Representative to the RPLS Board: Pat Greanias

## **DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**July 18, 2002**

### **I. CALL TO ORDER**

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

Mr. King introduced new trustee Sally Krigbaum. Ms. Humphreys administered the oath of office.

President Arnold's committee appointments for 2001/02 were presented. The Personnel, Policy, and Public Relations Committee will be chaired by Ms. Craig with Mr. Davis, Mrs. Krigbaum and Mrs. Rowden. This committee will meet at 4:30 on the first Thursday of each month. The Finance and Properties Committee will be chaired by Mr. Cocagne with Mrs. Greanias, Mr. King and Mr. Wise. This committee will meet at 4:30 on the first Tuesday of each month.

### **II. APPROVAL OF MINUTES**

The minutes of June 20, 2002 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.

Ms. Fisher reported that the library has not received an offer on the bookmobile. The potential buyer is working to obtain financing.

The sewer gas leak in the auditorium was finally found and has been repaired.

Ms. Fisher was accepted in the Decatur Leadership Institute.

Orientation for new trustees will be held Thursday, September 12 at 4:30 p.m.

Ms. Fisher will be on vacation from July 25 through August 5, 2002. The Personnel, Policy, and Public Relations Committee meeting was rescheduled from August 1 to August 8 at 4:30 p.m.

## V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met July 11, 2002. Ms. Craig reported that the committee reviewed a revised job description for the Head of the Extension Division. Mr. Wise made a motion to approve the description as presented. The motion was seconded by Mrs. Greanias and unanimously approved. Ms. Fisher reported that she hired Scott Pointon from La Porte, Indiana to fill the position beginning August 29, 2002.

The committee reviewed a job description for "Librarian" to combine five current "Information Specialist" job descriptions. Mrs. Greanias made a motion to approve the description as presented. The motion was seconded by Mrs. Krigbaum and unanimously approved.

A policy for the Gates Computer Lab was reviewed. Mr. Wise made a motion to approve the policy as presented. The motion was seconded by Mrs. Rowden and unanimously approved.

The committee discussed library hours during the Decatur Celebration. Mrs. Greanias made a motion to close the library each year on Friday and Saturday during the Decatur Celebration, with a trade-off to be negotiated in the next union contract. The motion was seconded by Mr. Wise and unanimously approved.

Ms. Fisher accepted a \$10,000 donation to the Foundation for two display cases for Firestone mementos. The remainder of the money will go toward the purchase of the new bookmobile when it is finished in August.

**Finance and Properties Committee:** Mr. Wise made a motion to approve the June bills. The motion was seconded by Ms. Craig and unanimously carried on roll call vote.

The committee met July 2, 2002. A proposal from Larry Harris was reviewed stating that the library's pick-up truck is worn out and requesting authorization to purchase one of the city's trucks that is being replaced. Mr. Wise made a motion to authorize spending up to \$5,000 to replace the library's truck. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

**Rolling Prairie Library System:** Mrs. Greanias attended the meeting. There was nothing to report.

**Friends of the Library:** The Friends meet on the second Thursday of each month at 4:00 p.m. A representative from the library board is needed to serve on the Friends board.

**Foundation:** The Foundation Board of Directors did not meet. Ms. Fisher was concerned about the low rate of earnings on foundation funds. It was agreed to take no action until the library's boiler issue is resolved.

## VI. OLD BUSINESS

The lease space was discussed.

**VII. NEW BUSINESS**

A request from Baby TALK for the library to serve as its fiscal agency was reviewed. This item was tabled until more information can be obtained.

**VIII. ADJOURNMENT**

Mr. King adjourned the meeting at 5:30 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys, Office Manager

**CITY LIBRARIAN'S REPORT**  
**August 9, 2002**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**ADMINISTRATION:** I have been accepted into the Decatur Leadership Institute class of 2002. We will be meeting Thursday mornings at 6:45. The display of Firestone memorabilia is up and located under the grand staircase. I received no complaints about being closed Friday for the Celebration. In addition to my regular meetings; I met with Randy Johner and Marty Behrens concerning the lease space. Attended a DRA users group meeting in Clinton. I was on vacation from July 25<sup>th</sup> to August 6<sup>th</sup>.

**GATES GRANT:** The Gates Computer Lab opened on Monday July 15<sup>th</sup>. Gates trainers will be here August 12<sup>th</sup> -20<sup>th</sup>. They will be training other libraries staff in addition to some of ours. I will be writing the Secretary of State and the State Librarian to see if they are available for a ribbon cutting and then make plans for a grand opening. If they are not available I will then contact some local dignitaries. The Vend Print scheduler has received an upgrade and is working better. The print manager is working fine and patrons are getting use to paying for what they actually print.

**SIRSI:** The dedupe program has developed major problems and is not being run. RPLS and SIRSI have not been able to fix the problem so far. RPLS will have the system down this Friday evening till Monday morning. This will be the second weekend in which there has been some technical difficulty. Not being open on Sunday has helped somewhat, but Saturday has been a nightmare.

**FRIENDS:** Are gearing up for their annual book sale September 1 & 2. They will be again paying for the graphics for the new bookmobile.

**STAFF:** Linda Wilhelm has been promoted from Circulation Clerk I to the new Routing Clerk II and started August 1<sup>st</sup>. We have received a good number of applications for the Head of Adult Services and I hope to start interviewing later this month.

**ADULT DIVISION:** Bev has compiled a weeding list for periodicals. Patti has begun discarding them and they are being sent to be recycled. Bev has also been given the responsibility for ordering all fiction and large print. Arthur has been weeding records that will go to the book sale. We have had some theft of DVD's and books on tape, we are looking at our security measures. Carol is weeding the YA collection. She has found about a 30% error rate in the cataloging and we are correcting as we go. Sue has been weeding the government documents. All the weeding is in anticipation of the reorganization. Bev also did July's "Books Between Bites" program. The department has had an Illinois Math and Science Academy student volunteering for about 50 hours.

**BUILDING DIVISION:** We had to replace the domestic hot water pump and motor. We had to replace the pre-heat pump and housing also. Cleaned out the large storage room that will be come the periodical storage in anticipation of the move. Hauled 8 truckloads of stuff to the dump that was moved from the old library and unusable. Trimmed all the trees and bushes on

## CITY LIBRARIAN'S REPORT

August 9, 2002

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the south side of the library that filled 4 tucks and 2 dump trucks, it looks like we filled up the dump this month. The parking lot has been patched and restriped. The reason for the bad mystery odor in the auditorium has been solved, after cutting a large hole in the wall, an uncapped drain was found. Linda painted her office. There is a separate report on the boiler.

CHILDREN'S DEPARTMENT: *The Story Wizard* was a great success, with 535 people attending 3 shows. The library paid for the program this year as the Friends are buying paperback books for the final reward. Overall summer reading enrollment was down 199 children, from 1540 last year to 1341 this year, but our return rate was up 22% and we think the Friends book incentive had a lot to do with it. It seems with the Gates computers we are getting more parents who are using the computers and bringing their children staying longer. After about 45 minutes the children become disruptive. While some of them do read or play quietly many do not. We will be looking at the "Unattended Child Policy" and reviewing what is disruptive behavior. Counting the Madcap production, we had a total of 30 programs attended by 937 people. Seventeen groups visited the department with 228 people. Weeded 264 items and placed orders for 529 items. All in all it was a very hectic month, made a little easier with 82 hours of volunteer assistance.

CIRCULATION DIVISION: With all the transfers, promotions and retirements the department has been running short. Vacancies are being filled as fast as the Civil Service process allows. This along with the Celebration and downtime of the system have created backlog several times this month, which are handled as promptly as we can. Internet registration is slowing down and most new patrons do not sign up for it, saying they have access at home. With circulation statistics up, this is an extremely busy department.

EXTENSION: It looks like it will be the middle of September before the new bookmobile is delivered. 31 volunteers contributed 328.5 hours of service, which is very helpful. Arlene Mannlein from the Herald & Review is working on an article about our Outreach Services. The fall schedule is in development. The Fiction collection was weeded. Looking forward to the new department head starting August 29<sup>th</sup> and being fully staffed again.

SYSTEMS ADMINISTRATION: Prepared circulation for this weekends downtime and using OBC. The defective Gates switch and the wrong replacement switch have been returned and new correct switch installed. The Winproxy server has crashed 3 times in less than two weeks. Matt says this is due to too many network cards and not enough computer resources. This will be solved when ISA 2000 is up and fully running after he receives the training in September. The notice printer in circulation has had several issues that we have had to work on. Part of the problem is the volume of notices we run daily and the type of paper we are required to use.

TECHNICAL DIVISION: We are about a month behind on processing new fiction, four months on juvenile materials, three months on non-fiction and three months on AV. As Karen

## CITY LIBRARIAN'S REPORT

August 9, 2002

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and Susan become more confident and their output increases, the backlog should decrease. Stan and Luray attended a book repair workshop and Karen and Marsha attended two workshops, one on Dewey and the other on Library of Congress Subject Heading. The processing department is developing ways to process our newest media (DVD'S) and working with Arthur and Matt on the best way to secure and identify them.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher

City Librarian

August 9, 2002



BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/02/2002	TREAS-MEDICAL INSURANCE	8,377.51	E01655	07/02/2002	MEDICAL INSURANCE
07/02/2002	TREAS-NON MEDICAL INS	21.93	E01656	07/02/2002	LIFE INSURANCE
07/02/2002	TREAS-IMRF	737.80	E01657	07/02/2002	WORKERS COMPENSATION
07/17/2002	TREAS-MEDICAL INSURANCE	5,838.72	E01678	07/17/2002	MEDICAL INSURANCE-IMRF
07/17/2002	TREAS-NON MEDICAL INS	9,003.05	E01679	07/17/2002	LIFE INSURANCE
07/17/2002	TREAS-IMRF	22.44	E01680	07/17/2002	WORKERS COMPENSATION
07/31/2002	TREAS-MEDICAL INSURANCE	748.34	E01701	07/31/2002	MEDICAL INSURANCE-IMRF
07/31/2002	TREAS-NON MEDICAL INS	5,813.91	E01702	07/31/2002	LIFE INSURANCE
07/31/2002	TREAS-IMRF	9,203.82	E01703	07/31/2002	WORKERS COMPENSATION
07/01/2002	COMMERCIAL MAIL SERVICES	22.95	153589	07/01/2002	POSTAGE
07/08/2002	TREAS-GENERAL FUND	5,719.81	153703	07/08/2002	TRANSFER TO GENERAL FUND
07/08/2002	TREAS-SELF INSURANCE FUND	100.00	153705	07/08/2002	MOTOR VEHICLE-INSURANCE
07/08/2002	TREAS-SELF INSURANCE FUND	345.75	153705	07/08/2002	BOILER INSURANCE
07/08/2002	TREAS-SELF INSURANCE FUND	248.92	153705	07/08/2002	PROPERTY INSURANCE
07/08/2002	TREAS-MLS OPERATING	1,055.83	153705	07/08/2002	GENERAL LIABILITY INSURANCE
07/08/2002	UNION PLAN	686.58	153706	07/08/2002	MIS SERVICES
07/11/2002	SAM'S CLUB	1,469.50	153771	07/11/2002	SMALL CAPITAL MEMBERSHIP FEES
07/11/2002	SAM'S CLUB	3,400.00	153771	07/11/2002	PROFESSIONAL SUPPLIES
07/12/2002	HOULT, DANNY R.	180.00	153777	07/12/2002	JANITORIAL SERVICES
07/12/2002	MURRELL, STERLING	104.79	153794	07/12/2002	OTHER PROFESSIONAL SERVICES
07/12/2002	SLREETH, ALAN	600.00	153797	07/12/2002	OTHER PROFESSIONAL SERVICES
07/12/2002	TAYLOR, DELBERT	100.00	153803	07/12/2002	OTHER PROFESSIONAL SERVICES
07/12/2002	ONYX WASTE SERVICES-DECATUR, IL	100.00	153806	07/12/2002	SERV-BUILDINGS
07/12/2002	BAKER & TAYLOR CO	323.11	153814	07/12/2002	BOOKS AND PERIODICALS
07/12/2002	BAKER & TAYLOR CO	2,932.73	153819	07/12/2002	BOOKS AND PERIODICALS
07/12/2002	BAKER & TAYLOR ENTERTAINMENT	1,336.82	153820	07/12/2002	BOOKS AND PERIODICALS
07/12/2002	DMH CORP & HEALTH SERVICES	1,343.28	153825	07/12/2002	BOOKS AND PERIODICALS
07/15/2002	HERALD & REVIEW	160.00	153840	07/15/2002	ADVERTISING PERIODICALS
07/15/2002	HERALD & REVIEW	18.75	153843	07/15/2002	ADVERTISING PERIODICALS
07/15/2002	DYNEAL ENERGY SERVICES	114.51	153843	07/15/2002	BOOKS AND PERIODICALS
07/15/2002	AMERITECH	464.54	153845	07/15/2002	ELECTRICITY
07/15/2002	ILLINOIS POWER COMPANY	853.56	153865	07/15/2002	TELEPHONE
07/15/2002	ILL STATE HISTORICAL LIBRARY	8712.09	153890	07/15/2002	ELECTRICITY
07/15/2002	ILL STATE HISTORICAL LIBRARY	83.90	153890	07/15/2002	BOOKS AND PERIODICALS
07/15/2002	HCCLD USA	90.94	153888	07/15/2002	TELEPHONE
07/15/2002	ORKIN EXTERMINATING	66.00	153888	07/15/2002	SERV-BUILDINGS
07/15/2002	SATTLEF'S, INC.	152.77	153897	07/15/2002	OFFICE SUPPLIES
07/15/2002	SCHIFFER PUBLISHING, LTD	19.23	153902	07/15/2002	BOOKS AND PERIODICALS
07/15/2002	WATTS COPY SYSTEMS	317.00	153914	07/15/2002	OFFICE SUPPLIES
07/16/2002	TREAS-GENERAL FUND	793.04	153985	07/16/2002	POSTAGE
07/16/2002	TREAS-GENERAL FUND	68.86	153985	07/16/2002	OFFICE SUPPLIES
07/19/2002	TRUMP PRINTING, INC.	148.85	154022	07/19/2002	OFFICE SUPPLIES
07/19/2002	TREAS-FLEET MAINTENANCE	336.97	154084	07/19/2002	PRINTING AND BINDING
07/23/2002	HASTINGS, SCOTT A.	116.52	154096	07/23/2002	GASOLINE
07/23/2002	ALLIANCE LIBRARY SYSTEM	100.00	154101	07/23/2002	OFFICE SUPPLIES
07/23/2002	BOOTH & ANTOLINE	630.00	154112	07/23/2002	OFFER PRICES AND OTHER TRAVEL
07/23/2002	C & K CUSTOM SIGNS	93.70	154119	07/23/2002	OTHER PROFESSIONAL SERVICES
07/23/2002	CHAMBER OF COMMERCE	593.00	154123	07/23/2002	PRINTING AND BINDING
07/23/2002	COLEBARR, MARY	45.00	154123	07/23/2002	TRAINING SCHOOL
07/23/2002	ELECTRICAL SERVICE CO., INC	331.14	154125	07/23/2002	OTHER PROFESSIONAL SERVICES
07/23/2002	ELECTRICAL SERVICE CO., INC	154.92	154128	07/23/2002	SERV-BUILDINGS
07/23/2002	EZ LAWN CARE	400.00	154128	07/23/2002	MATERIAL-BLDGS
07/23/2002	GROSS, ARTHUR	261.50	154129	07/23/2002	SERV-BUILDINGS
07/23/2002	HOUGHEN BINDERY LTD	304.25	154133	07/23/2002	CONFERRING AND OTHER TRAVEL
07/23/2002	ILLINOIS LIBRARY ASSOCIATION	40.00	154136	07/23/2002	PRINTING AND BINDING
07/23/2002	ILLINOIS STATE LIBRARY	309.07	154139	07/23/2002	ADVERTISING
07/23/2002	MENAROS	74.03	154140	07/23/2002	OTHER PROFESSIONAL SERVICES
07/23/2002	MILHAUSER PAVEMENT STRIPING	966.60	154140	07/23/2002	WATER IMPROVEMENTS
07/23/2002	NATIONAL FILM MARKET	165.00	154151	07/23/2002	WATER IMPROVEMENTS
07/23/2002	POLAND'S, INC	261.66	154156	07/23/2002	CONFERENCE AND OTHER TRAVEL
07/23/2002	RISK MANAGEMENT ALTERNATIVES	99.90	154156	07/23/2002	OTHER PROFESSIONAL SERVICES
07/23/2002	T A BRINKHOFF & SONS, INC.	2,856.00	154166	07/23/2002	OTHER PROFESSIONAL SERVICES
07/23/2002	T A BRINKHOFF & SONS, INC.	5,029.00	154166	07/23/2002	SERV-BUILDINGS
07/23/2002	T A BRINKHOFF & SONS, INC.	2,036.74	154169	07/23/2002	MATERIAL-BLDGS
07/23/2002	3M GNO7702	5,036.74	154169	07/23/2002	SMALL CAPITAL ITEMS

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/25/2002	VEND PRINTER, INC	15.00	154174	07/25/2002	POSTAGE
07/25/2002	VEND PRINTER, INC	2,241.00	154174	07/25/2002	COMPUTER SOFTWARE EXPENSE
07/29/2002	TREAS--PETTY CASH	8.95	154230	07/29/2002	SERV-AUTO EQUIPMENT
07/29/2002	TREAS--PETTY CASH	8.82	154230	07/29/2002	POSTAGE
07/29/2002	TREAS--PETTY CASH	4.28	154230	07/29/2002	JANITORIAL SUPPLIES
07/29/2002	TREAS--PETTY CASH	16.49	154230	07/29/2002	MATERIAL-BLDGS
07/29/2002	TREAS--PETTY CASH	16.88	154230	07/29/2002	OFFICE SUPPLIES
07/29/2002	TREAS--PETTY CASH	24.23	154230	07/29/2002	EMPLOYEE RECOGNITION SUPPLIES
07/29/2002	TREAS--PETTY CASH	13.00	154230	07/29/2002	MAG/PAPERS--MAIN ADULT
07/25/2002	ARAMARK UNIFORM SERVICES, INC.	452.45	154580	07/31/2002	OFFICE SUPPLIES
07/30/2002	ABINGDON PRESS	156.66	154581	07/31/2002	SERV-BUILDINGS
07/30/2002	VERIZON WIRELESS	48.98	154583	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	AAF INTERNATIONAL	103.89	154587	07/31/2002	TELEPHONE
07/23/2002	BAKER & TAYLOR CO	94.81	154592	07/31/2002	MATERIAL-BLDGS
07/25/2002	BAKER & TAYLOR CO	3,401.05	154594	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	BAKER & TAYLOR CO	2,806.32	154595	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	HODINE ELECTRIC	581.40	154596	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	HODINE ELECTRIC	315.00	154598	07/31/2002	SERV-AUTO EQUIPMENT
07/25/2002	BOOKS ON TAPE	200.36	154598	07/31/2002	MATERIAL TO MAINT AUTO EQUIP
07/23/2002	BAKER & TAYLOR ENTERTAINMENT	258.40	154601	07/31/2002	BOOKS AND PERIODICALS
07/23/2002	THE BOOKSOURCE	2,781.50	154603	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	COWEER TRACK	91.09	154613	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	DEMCO INC	517.00	154620	07/31/2002	SMALL CAPITAL ITEMS
07/30/2002	DUN & BRADSTREET INFO SERVICES	1,933.32	154635	07/31/2002	TRAINING SCHOOL
07/30/2002	THE SALE GROUP	149.00	154639	07/31/2002	OFFICE SUPPLIES
07/31/2002	HOULT, DANNY R.	604.50	154648	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	AMERITECH	12,465.00	154667	07/31/2002	BOOKS AND PERIODICALS
07/30/2002	INFORMATION TODAY, INC.	2,125.85	154671	07/31/2002	OTHER PROFESSIONAL SERVICES
07/25/2002	JAN SAN SUPPLY INC.	203.05	154680	07/31/2002	TELEPHONE
07/30/2002	JOHN WILEY & SONS, INC.	186.42	154682	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	LEARNING EXPRESS, LLC	19.72	154684	07/31/2002	JANITORIAL SUPPLIES
07/31/2002	MENARDS	1,992.80	154694	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	MORKELL, STERLING	31.79	154707	07/31/2002	MATERIAL-BLDGS
07/30/2002	NCI BUSINESS SYSTEMS	200.00	154716	07/31/2002	OTHER OFFICE EQUIP
07/25/2002	SPHERION CORPORATION	37.94	154721	07/31/2002	SERV OFFICE EQUIP
07/25/2002	SPHERION CORPORATION	168.16	154722	07/31/2002	JANITORIAL SUPPLIES
07/31/2002	RECORDED BOOKS, INC.	4,757.85	154724	07/31/2002	TEMPORAL PERSONNEL SERVICES
07/31/2002	RIGSBY, PAUL	120.05	154736	07/31/2002	JANITORIAL SUPPLIES
07/31/2002	ROTH PUBLISHING INC	33.70	154740	07/31/2002	BOOKS AND PERIODICALS
07/18/2002	SATTLEY'S, INC.	300.00	154744	07/31/2002	OTHER PROFESSIONAL SERVICES
07/25/2002	SPECIALTY COMPUTER RIBBONS	183.29	154745	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	SPHERION CORPORATION	107.90	154748	07/31/2002	OFFICE SUPPLIES
07/31/2002	SPHERION CORPORATION	100.00	154754	07/31/2002	OFFICE SUPPLIES
07/31/2002	TRUMP PRINTING, INC.	1,012.41	154765	07/31/2002	OTHER PROFESSIONAL SERVICES
07/31/2002	TAYLOR, DELBERT, INC.	139.20	154765	07/31/2002	TEMP PERSONNEL SERVICES
07/31/2002	2D MARKETING & COMMUNICATIONS	200.00	154779	07/31/2002	POSTAGE
07/30/2002	WEST GROUP	731.25	154781	07/31/2002	OTHER PROFESSIONAL SERVICES
07/25/2002	W W GRAINGER, INC	984.25	154788	07/31/2002	OTHER PROFESSIONAL SERVICES
07/31/2002	WILKERSON, MATTHEW	179.00	154789	07/31/2002	BOOKS AND PERIODICALS
07/31/2002	WILKERSON, MATTHEW	49.00	154794	07/31/2002	MATERIAL-BLDGS
	TOTAL	132,090.77			COMPUTER SOFTWARE EXPENSE

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/12/2002	BAKER & TAYLOR CO	105.95-	153819	07/15/2002	BOOKS AND PERIODICALS
07/12/2002	BAKER & TAYLOR CO	30.42-	153819	07/15/2002	BOOKS AND PERIODICALS
07/23/2002	BAKER & TAYLOR CO	25.95	153820	07/15/2002	BOOKS AND PERIODICALS
07/30/2002	BAKER & TAYLOR CO	15.34	154594	07/31/2002	BOOKS AND PERIODICALS
07/30/2002	BAKER & TAYLOR CO	40.83	154595	07/31/2002	BOOKS AND PERIODICALS
07/30/2002	BOOKS ON TAPE	640.00	154601	07/31/2002	BOOKS AND PERIODICALS
07/30/2002	JOHN WILEY & SONS, INC.	378.56	154684	07/31/2002	BOOKS AND PERIODICALS
07/23/2002	RECORDED BOOKS, INC.	1,155.60	154740	07/31/2002	BOOKS AND PERIODICALS
	TOTAL	2,139.91			

DECATUR PUBLIC LIBRARY

REVENUE REPORT

PERIOD ENDING 20020731

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
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FUND BALANCE

30001-000	BEGINNING FUND BALANCE	.00	80,057.75	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	80,057.75	403,307.58	320,231.00	83,076.58-	125

TAXES

30100-107	PROPERTY TAX-LIBRARY	1,395,300.63	691,931.25	1,395,300.63	2,767,725.00	1,372,424.37	50
TOTAL		1,395,300.63	691,931.25	1,395,300.63	2,767,725.00	1,372,424.37	50

INTER GOVERNMENTAL REVENUE

30200-104	REPLACEMENT TAX	27,073.77	60,000.00	48,509.23	240,000.00	191,490.77	20
30200-107	STATE GRANTS OR OTHER	.00	23,976.00	.00	95,904.00	95,904.00	
TOTAL		27,073.77	83,976.00	48,509.23	335,904.00	287,394.77	14

FINES AND FEES

30500-509	LIBRARY FINES AND FEES	7,270.47	12,500.00	10,206.85	50,000.00	39,793.15	20
30500-210	LIBRARY NON-RESIDENT FEES	77.76	168.75	152.76	675.00	522.24	22
30500-511	LIBRARY LOST AND DAMAGED BOOKS	940.00	1,500.00	986.04	6,000.00	5,013.96	16
30500-514	COPIES & MISC.	1,689.19	3,000.00	4,052.46	12,000.00	7,947.54	33
30500-515	MEETING ROOM FEES	2,000.00	3,000.00	3,235.00	12,000.00	8,715.00	27
TOTAL		6,662.51	20,168.75	18,683.11	80,675.00	61,991.89	23

TRANSFERS FROM

30600-752	TRANS FR WALMART IIP	.00	1,500.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,45	90.00	.00	19,544.09	.00	19,544.09-	
TOTAL		90.00	1,500.00	19,544.09	6,000.00	13,544.09-	325

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	1,243.63	5,000.00	1,723.08	20,000.00	18,276.92	8
TOTAL		1,243.63	5,000.00	1,723.08	20,000.00	18,276.92	8

OTHER INCOME

30800-905	CONTRIBUTIONS AND DONATIONS	.00	3,250.00	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	9,290.99	10,000.00	9,999.99	40,000.00	30,000.01	25
30800-899	MISCELLANEOUS INCOME	2,842.56	5,000.00	2,842.56	20,000.00	17,157.44	14
TOTAL		12,842.55	18,250.00	12,842.55	73,000.00	60,157.45	17

FUND TOTAL

		1,443,953.09	900,883.75	1,899,910.27	3,603,535.00	1,703,624.73	52
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CLASS	DESCRIPTION	ANNUAL BUDGET		MONTHLY EXPENDITURES		YEAR-TO-DATE EXPENDITURES		Y-T-D BUDGET		UNEXPENDED BALANCE		ENCUMBRANCE		UNENCUMBERED BALANCE		PRCTM
		0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000	0000		
003	SALARIES & WAGES	1,793,310	0	169,782.02	392,342.59	448,327	1,400,967.31	0	0	0	1,400,967.31	0	0	1,400,967.31	21.9	
090	REGULAR SALARIES	0	0	17,126.93	17,387.15	0	17,387.15	0	0	0	17,387.15	0	0	17,387.15	0	
092	HOLIDAYS	0	0	1,690.80	1,690.80	0	1,690.80	0	0	0	1,690.80	0	0	1,690.80	0	
094	OTHER LEAVE WITH PAY	0	0	2,915.38	9,387.04	0	9,387.04	0	0	0	9,387.04	0	0	9,387.04	0	
096	SICK LEAVE	0	0	13,875.46	30,134.35	0	30,134.35	0	0	0	30,134.35	0	0	30,134.35	0	
093	VACATION TIME	0	0	171,877.78	490,942.03	448,327	1,342,367.97	0	0	0	1,342,367.97	0	0	1,342,367.97	25.1	
PERSONAL SERVICES		15,729	0	511.74	1,451.50	3,943	14,323.50	0	0	0	14,323.50	0	0	14,323.50	9.2	
101	TEMPORARY SALARIES	9,000	0	4,010.00	7,714.26	11,672	38,974.72	0	0	0	38,974.72	0	0	38,974.72	16.2	
104	RETIREMENT-FUNF	163,000	0	17,172.45	40,259.49	40,900	123,343.51	0	0	0	123,343.51	0	0	123,343.51	24.6	
111	LIFE INSURANCE	0	0	97.32	137.59	158	476.41	0	0	0	476.41	0	0	476.41	23.9	
112	MEDICAL INSURANCE	271,618	0	27,094.38	53,297.35	67,854	208,120.65	0	0	0	208,120.65	0	0	208,120.65	24.3	
114	WORKERS COMPENSATION	21,078	0	2,253.02	5,227.84	5,274	15,870.16	0	0	0	15,870.16	0	0	15,870.16	24.8	
115	SERVICE ACCUMULATION	13,830	0	3,622.12	6,267.78	4,957	13,562.22	0	0	0	13,562.22	0	0	13,562.22	31.6	
CONTRACTUAL SERVICES		539,946	0	94,135.36	124,374.83	134,758	414,671.17	0	0	0	414,671.17	0	0	414,671.17	23.1	
301	ADVERTISING	300	0	28.75	422.37	125	77.63	0	0	0	77.63	0	0	77.63	84.5	
302	PRINTING AND BINDING	3,300	0	546.60	1,491.06	1,250	3,508.94	0	0	0	3,508.94	0	0	3,508.94	35.4	
210	SERV-IMPROVEMENTS	45,000	0	4,366.50	2,721.17	10,125	2,721.17	0	0	0	2,721.17	0	0	2,721.17	38.6	
211	SERV-AUTO EQUIPMENT	0	0	323.95	1,142.45	750	1,851.55	0	0	0	1,851.55	0	0	1,851.55	38.1	
212	SERV-OFFICE EQUIP	3,000	0	1,750	1,198.45	4,408	2,245.50	0	0	0	2,245.50	0	0	2,245.50	25.0	
213	TELEPHONE	17,634	0	1,462.50	4,408.50	4,000	132,000.00	0	0	0	132,000.00	0	0	132,000.00	16.9	
231	ELECTRICITY	160,000	0	5,712.00	27,062.01	8,000	32,000.00	0	0	0	32,000.00	0	0	32,000.00	33.0	
232	WATER	23,000	0	3,174.24	9,232.33	1,000	13,767.12	0	0	0	13,767.12	0	0	13,767.12	33.0	
233	MAILER	4,000	0	0.00	529.33	1,000	2,730.67	0	0	0	2,730.67	0	0	2,730.67	17.1	
238	AUDITING SERVICES	1,000	0	748.00	1,059.00	4,000	1,600.00	0	0	0	1,600.00	0	0	1,600.00	21.0	
240	TRAINING SCHOOL	5,000	0	0.00	0.00	1,250	3,941.00	0	0	0	3,941.00	0	0	3,941.00	32.5	
241	CONFERENCES AND OTHER TRAVEL	15,000	0	526.50	1,428.70	1,875	6,071.30	0	0	0	6,071.30	0	0	6,071.30	17.5	
245	POSTAGE	20,000	0	1,052.45	4,458.36	3,800	10,741.64	0	0	0	10,741.64	0	0	10,741.64	17.5	
247	COMPUTER SOFTWARE EXPENSE	45,000	0	5,770.26	2,290.00	2,250	33,924.07	0	0	0	33,924.07	0	0	33,924.07	25.2	
271	TRAVEL REIMBURSEMENT	3,000	0	0.00	156.00	1,750	2,844.00	0	0	0	2,844.00	0	0	2,844.00	35.1	
272	TRAVEL EXPENSE FOR INTERVIEWS	0	0	0.00	0.00	100	400.00	0	0	0	400.00	0	0	400.00	8.6	
280	OTHER PROFESSIONAL SERVICES	4,000	0	4,165.22	11,459.82	11,925	35,949.18	0	0	0	35,949.18	0	0	35,949.18	32.9	
284	PROFESSIONAL MEMBERSHIP FEES	7,500	0	100.00	180.00	525	1,920.00	0	0	0	1,920.00	0	0	1,920.00	32.9	
289	RENTAL-EQUIPMENT	463,434	0	34,812.01	94,376.61	115,858	369,057.39	0	0	0	369,057.39	0	0	369,057.39	23.4	
COMMODITIES		4,000	0	336.97	726.80	1,000	3,263.20	0	0	0	3,263.20	0	0	3,263.20	18.6	
310	SOLIDIFIED SUPPLIES	12,000	0	393.70	2,231.58	3,000	9,768.44	0	0	0	9,768.44	0	0	9,768.44	14.4	
312	MATERIAL-BLDGS	2,000	0	200.24	6,818.88	5,000	11,708.74	0	0	0	11,708.74	0	0	11,708.74	44.7	
337	MATERIAL TO MAINT AUTO EQUIP	35,000	0	2,499.95	3,129.99	8,750	25,130.01	0	0	0	25,130.01	0	0	25,130.01	50.0	
345	OFFICE SUPPLIES	250	0	24.23	24.23	65	130.01	0	0	0	130.01	0	0	130.01	25.0	
357	EMPLOYEE RECOGNITION SUPPLIES	75,260	0	9,225.45	20,391.40	18,315	52,868.60	0	0	0	52,868.60	0	0	52,868.60	28.7	
OTHER CHARGES		1,4200	0	100.00	300.00	300	900.00	0	0	0	900.00	0	0	900.00	25.0	
415	TRANSFER TO GENERAL FUND	4,149	0	345.75	1,037.25	1,746	3,111.75	0	0	0	3,111.75	0	0	3,111.75	25.0	
418	MOTOR VEHICLE-INSURANCE	12,987	0	1,055.43	3,746.76	3,157	9,502.51	0	0	0	9,502.51	0	0	9,502.51	25.0	
421	PROPERTY INSURANCE	3,259	0	1,986.58	2,105.74	2,059	6,112.24	0	0	0	6,112.24	0	0	6,112.24	25.0	
423	GENERAL LIABILITY INSURANCE	0	0	6,155.74	56,152.24	1,300	50,152.24	0	0	0	50,152.24	0	0	50,152.24	93.9	

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 07/31/2002  
 03 DESCRIPTION MONTHLY YEAR-TO-DATE UNEXPENDED UNENCUMBERED PRCNT  
 OTHER CHARGES EXPENDITURES EXPENDITURES BALANCE BALANCE COMM

357245	8,592.82	63,463.48	8,809	28,218.40	.00	28,218.48	180.1
CAPITAL OUTLAY							
515 OFFICE MACHINERY AND EQUIPMENT	0	.00	0	.00	435.00	435.00	
800 BOOKS AND PERIODICALS	360,000	32,293.78	95,000	307,406.19	.00	307,406.19	19.1
830 AV-PHONODICS	0	.00	0	66.01	.00	66.01	
841 MAG/PAPERS-MAIN ADULT	0	13.00	0	23,190.27	.00	23,190.27	
842 MAG/PAPERS-MAIN YOUTH	0	.00	0	1,037.35	.00	1,037.35	
843 MAG/PAPERS-MAIN JUVENILE	0	.00	0	1,632.69	.00	1,632.69	
844 MAG/PAPERS-MAIN REFERENCE	0	.00	0	8,373.95	.00	8,373.95	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	.00	0	1,389.86	.00	1,389.86	
847 MAG/PAPERS-EXTEN ADULT	0	.00	0	4,246.97	.00	4,246.97	
** DIVISION TOTAL **	3,284,295	330,169.60	521,067	2,418,215.74	14,999.46	2,403,216.26	26.6

41000 LEASE EXPENSES FUND 20 DECATUR PUBLIC LIBRARY 07/31/2002  
 03 DESCRIPTION MONTHLY YEAR-TO-DATE UNEXPENDED UNENCUMBERED PRCNT  
 CONTRACTUAL SERVICES EXPENDITURES EXPENDITURES BALANCE BALANCE COMM

231 ELECTRICITY	5,375	464.44	1,393	5,110.56	.00	5,110.56	8.3
280 OTHER PROFESSIONAL SERVICES	25,000	251.66	6,250	24,738.34	.00	24,738.34	1.0
307575	30,775	725.10	7,643	29,848.90	.00	29,848.90	2.4
OTHER CHARGES							
409 PRINCIPAL PAYMENTS	21,875	.00	5,468	21,875.00	.00	21,875.00	
410 INTEREST EXPENSE	7,656	.00	1,914	7,656.00	.00	7,656.00	
297531	29,531	.00	7,382	29,531.00	.00	29,531.00	
** DIVISION TOTAL **	59,105	726.10	15,025	59,379.90	.00	59,379.90	1.2

PUBLIC LIBRARY-TRUSTS  
PERIOD ENDING 20020731

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-921	BES FUND BAL-CANTONI	.00	30,241.25	113,420.58	120,965.00	1,544.42	98
30001-922	BES FUND BAL-MEYER	.00	65,382.55	270,354.15	261,529.00	8,805.15	103
30001-923	BES FUND BAL-BRIDGES	.00	1,411.00	3,317.90	5,644.00	2,326.10	58
30001-924	BES FUND BALANCE-DONATIONS	.00	1,143.90	.00	4,594.00	4,594.00	
	<b>TOTAL</b>	.00	98,183.00	393,072.63	392,732.00	340.63	100
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	.00	25.00	.00	100.00	100.00	
30700-103	GPL INTEREST-CANTONI TRUST	170.90	750.00	504.77	3,000.00	2,495.23	16
30700-104	GPL INTEREST-MEYER	309.19	1,625.00	1,144.67	6,500.00	5,355.33	17
30700-105	DISTRIBUTION FR BRIDGES TRUST	2.22	1,250.00	10.15	5,000.00	4,989.85	
	<b>TOTAL</b>	561.31	3,650.00	1,659.59	14,600.00	12,940.41	11
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	875.00	855.50	3,500.00	2,644.50	24
	<b>TOTAL</b>	.00	875.00	855.50	3,500.00	2,644.50	24
	<b>FUND TOTAL</b>	561.31	102,708.00	395,587.72	410,832.00	15,244.28	96

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CO	DESCRIPTION	MONTHLY EXPENDITURES		YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
		ANNUAL BUDGET	EXPENDITURES						
41000	DPL-CANTONI TRUST								
800	BOOKS AND PERIODICALS	3,000	292.61	686.77	750	2,313.23	.00	2,313.23	22.9
	EXPENDITURES	3,000	292.61	686.77	750	2,313.23	.00	2,313.23	22.9
900	EXPENDITURES	0	.00	42.75	0	42.75	212.00	254.75	
		0	.00	42.75	0	42.75	212.00	254.75	
**	DIVISION TOTAL **	3,000	292.61	729.52	750	2,270.48	212.00	2,058.48	31.4

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CO	DESCRIPTION	MONTHLY EXPENDITURES		YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
		ANNUAL BUDGET	EXPENDITURES						
42000	DPL-MEYER TRUST								
800	BOOKS AND PERIODICALS	6,500	.00	80.00	1,625	6,420.00	.00	6,420.00	1.2
	EXPENDITURES	6,500	.00	80.00	1,625	6,420.00	.00	6,420.00	1.2
**	DIVISION TOTAL **	6,500	.00	80.00	1,625	6,420.00	.00	6,420.00	1.2

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CO	DESCRIPTION	MONTHLY EXPENDITURES		YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
		ANNUAL BUDGET	EXPENDITURES						
43000	DPL-BRIDGES TRUST								
800	BOOKS AND PERIODICALS	5,000	.00	1,778.78	1,250	3,221.22	.00	3,221.22	35.6
	EXPENDITURES	5,000	.00	1,778.78	1,250	3,221.22	.00	3,221.22	35.6
**	DIVISION TOTAL **	5,000	.00	1,778.78	1,250	3,221.22	.00	3,221.22	35.6

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CO	DESCRIPTION	MONTHLY EXPENDITURES		YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
		ANNUAL BUDGET	EXPENDITURES						
44000	DPL-DONATIONS FOR BOOKS								
800	BOOKS AND PERIODICALS	1,000	1,847.30	3,670.85	250	2,670.85	.00	2,670.85	367.1
	EXPENDITURES	1,000	1,847.30	3,670.85	250	2,670.85	.00	2,670.85	367.1
**	DIVISION TOTAL **	1,000	1,847.30	3,670.85	250	2,670.85	.00	2,670.85	367.1



July 23, 2002

9:00 a.m.

Present: Lee Ann Fisher, Larry Harris, Linda Humphreys, Eugene King, Randy Johner (City of Decatur Building Inspections Manager), and Marty Behrens (Illinois Power Company Regional Engineering Supervisor).

Ms. Fisher and Mr. Harris explained the library's situation in the lease space area, with one central heating and air conditioning system for the entire building. They asked Mr. Behrens whether or not Illinois Power would allow the library to provide heat and air conditioning to its tenants and seek reimbursement from the tenants for utility expenses. Mr. Behrens said that the utility charge could not be specifically identified and separated in the lease. He emphasized that the amount added to the rent for utilities could not under any circumstances fluctuate based upon the square footage of the leased space and the library's monthly utility bills. Ms. Fisher asked whether it made any difference if the tenant was a non-for-profit agency, and Mr. Behrens said that it did not.

The meeting was adjourned at 9:40 a.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys  
Office Manager

- 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*.)

- 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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## **Bibliography**

*Ethics Statement for Public Library Trustees.* Chicago: ALA, American Library Trustee Assoc., and the Public Library Assoc., 1989.

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

*Standards for the Services of Illinois Multitype Systems.* Springfield, Ill.: Secretary of State of Illinois, 1993.

August 8, 2002

TO: Lee Ann Fisher  
City Librarian

FROM: Larry R. Harris  
Head, Building Division

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On Wednesday, 8/7/02, we opened the boiler up for boiler inspector, John A. Osseck, for inspection as scheduled. Mr. Osseck will send a copy of his findings to you and J. Barry Leonard, city risk manager.

This is a summary and my recommendation of his inspection.

The inspector feels the boiler needs to be replaced. However, if we make the repairs needed and can pass a hydrostatic test using city psi and filled with cold water, he would pass the inspection and we would be back in service. The question is, how long can the boiler last? No one knows for sure, but we do know that the boiler is badly damaged by oxygen due to long usage. Also, it could be from lack of attention and proper care through the years, etc. The boiler was built in 1968. It isn't economically efficient for today's use, simply because it was designed to make hot water for heat in the winter season, not to be used in warm summer conditions. Why is this? Because of its size, in warm conditions, the boiler is running all the time in short cycles of time because of no heat load. We have a mixed air system that requires hot water to give off heat to control a set temperature, so we must use it in the warmer months. This cost is very high, and metal that heats up, cools off, heats up, cools off, starts to get fatigued, and scales, and flakes off. Then the metal gets thinner, cracks develop, etc.

We need to do a hydrostatic test to see how bad the boiler is. If only cracks are found in the fire chamber wall, as was the case last time we repaired the boiler, the cost for the test is about \$2,000. To make repairs and put the boiler back into service would cost another \$8,000 to \$10,000 for a total of about (and I'm guessing) \$12,000, with no guarantees on how long the boiler will last. If we need to re-tube, add another \$15,000, and if we need to replace the outdated "no longer available" control panel, add another \$3,500. That is a total of \$30,500, and we still need to replace the boiler as soon as possible.

My guess is that if only cracks are found and repairs made and with no control or tube problems, we could get through the winter.

The worst that can happen if we keep the present boiler is, if it cracks and splits, it could dump 300 to 500 gallons of water in the boiler room and run down into the extension division. It won't blow up. Down time for replacement would be about 6 to 8 weeks minimum with no heat. Portable heat could cost about \$10,000 a month. The cost of new boilers that I have furnished you could be recovered in 3 to 5 years in efficiency. That is pretty good.

I know we are in a real financial crisis and I wish I could give you better news.

Again, we need to do a hydrostatic test to see how bad the boiler is and what repairs are needed. If we are going to replace boilers right now, this is not needed. I think we could have the new boilers installed by winter.

Lee Ann, I hope this answers your questions. If not, let me know.

Thank you.

## Lee Ann Fisher

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From: Bev Obert [bevo@rpls.ws]  
Sent: Tuesday, August 06, 2002 3:25 PM  
Subject: SB 1756

Below is a notice we received from Phil Lenzini about a bill the Governor vetoed. This was the one where you would have to post your agenda more than 48 hours before a meeting on your library website, and post approved minutes on meetings on the web site.

"Just a "heads up" that over the weekend the Governor vetoed this Bill, which is the one that would have had local governments and school districts who maintain their own websites, post their agenda more than 48 hours before meetings and their approved meeting minutes within 7 days. Since it passed both houses virtually unanimously, it may see action in the veto session later this fall, but for now it is NOT law." Phil Lenzini

This is good news for us but as Phil said it may come back in the veto session. We will keep you posted.

Beverly J. Obert  
Library Development Coordinator  
Rolling Prairie Library System  
345 W. Eldorado, Decatur, IL 62522  
PH 217/429-2586 FAX 217/428-1852  
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www.rpls.ws

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Outgoing mail is certified Virus Free.  
Checked by AVG anti-virus system (<http://www.grisoft.com>).  
Version: 6.0.377 / Virus Database: 211 - Release Date: 7/15/2002