

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, February 15, 2001 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
 - A. Meeting of January 18, 2001
- III. Communication from the public
- IV. Interim City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of February 1, 2001
 - B. Finance and Properties Committee
 - 1. Approval of bills for January 2001
 - 2. Meeting of February 6, 2001
 - C. Rolling Prairie Library System
 - 1. Report on February meeting
 - D. Friends of the Library
 - 1. No meeting
 - E. Foundation
 - 1. No meeting
 - F. Search Committee
 - 1. Meeting of February 7, 2001
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter VII, Access
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 18, 2001

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Joseph McCaskill, Shirley Moore, Judi Moss, and Phil Wise. Absent: Mary Gladney and Patricia Greanias. Staff present: Karen Anderson and Linda Humphreys.

II. APPROVAL OF MINUTES

Mrs. Arnold made a motion to approve the minutes of the meeting of December 21, 2000. The motion was seconded by Mr. Wise and approved as mailed with six yes votes and one abstention (Mrs. Moore).

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The Interim City Librarian's written report was previously mailed.

Ms. Anderson reported that three people were interviewed for the vacant Information Specialist--Young Adult position and that one of them will be offered the position.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met January 4, 2001. After much discussion regarding processing fees for lost interlibrary loan materials, it was agreed to table this item until after the switch to DRA.

The committee also reviewed a request from the Head of the Circulation Division to change library policy to require a parent or guardian's signature on library card applications for minors. The consensus was to approve this change with the stipulation that students be allowed to check out materials and return the signed application on their next visit.

Mrs. Moss reported that a meeting was scheduled for the Board of Trustees to work on a new Long Range Plan after the regular board meeting on April 19, 2001 from 6-8 p.m.

The committee also reviewed several proposed changes to the meeting room policy, including doubling the rental fees. Mr. Wise made a motion to approve the revised policy as presented.

The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

Finance and Properties Committee: Mr. Cocagne made a motion to approve the December bills and financial statement. The motion was seconded by Mr. McCaskill and unanimously carried on roll call vote.

The committee met January 2, 2001. Mr. Cocagne reported that the committee took no action on the final payment for construction of the new library because work is still not completed.

The auditors were at the library all day January 18, 2001 auditing the library's construction grant from the state.

Mr. Cocagne reported that the committee recommended not approving an informal request from a Realtor to lease some of the library's parking spaces for possible development on the far east end of the library's parking lot.

Mr. Cocagne reported that the committee reviewed the 2001/02 budget proposal. After discussion, he made a motion to approve the proposal as presented. The motion was seconded by Mrs. Moore and unanimously approved on roll call vote.

Rolling Prairie Library System: Mrs. Moore attended the meeting. She reported that the system is continuing to lobby the state for increased funding. They are also developing a new personnel policy.

Friends of the Library: The Friends met January 11, 2001. Mrs. Moore reported that the election of officers has been delayed. The Friends agreed to pay for a volunteer tea. Ms. Anderson is also working with the Friends to develop more Sunday programming.

Foundation: The Foundation Board of Directors did not meet. Ms. Anderson reported on the status of the capital fund drive. Mr. Gibson reported that Gina Dingman, president of the Foundation Board of Directors, has resigned and moved out of state. A meeting needs to be scheduled soon.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VI, Programming, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Ms. Anderson reported that the lease with Anthology Booksellers includes a two dollar per square foot (\$10,000 total) floor covering allowance. Mrs. Moss made a motion to reimburse

Charles Lohrstorfer \$2,897.00 for laminate floor covering purchased at Lowe's and to pay Charles Lohrstorfer/Carpet Weaver's \$7,103.00 for carpeting as proposed, for a total of \$10,000.00. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

Ms. Anderson reported that ADT has proposed installing additional security cameras in the library. The consensus was that Ms. Anderson should work with the police department to determine where additional cameras are needed.

Ms. Anderson presented a proposal from Schindler Elevator to add a security device to the freight elevator to prevent library access from the lease space to the library except by library staff. The cost of the device is \$752.00. Mr. Wise made a motion to approve the purchase as presented. The motion was seconded by Mr. Cocagne and unanimously approved on roll call vote.

The status of the construction project in the lease space was discussed at length.

Mrs. Moore made a motion to adjourn to closed executive session to discuss the performance of an employee. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote. The Board went into executive session at 5:45 p.m. The meeting was reconvened at 6:00 p.m.

IX. ADJOURNMENT

Mr. Gibson adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

INTERIM CITY LIBRARIAN'S REPORT

FEBRUARY 15, 2001 MEETING

OF THE

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Beverly Hackney and I interviewed three candidates for the position of Information Specialist in the Young Adult area. The position has been offered to a local candidate. At this writing, I have not had an affirmative answer.

I met with Dave Zindel from Richland Community College, Malinda Rueter from the Downtown Decatur Council, and became a member of the librarians' advisory committee for the Rolling Prairie Library System. I also attended a teleconference at Rolling Prairie on "Libraries as Learning Organizations--Addressing the Dynamics of Change Management." Dan Boynton from Nextel talked to Nicole Muhs and I about wireless communications on the bookmobiles. The technology is there, but it's a matter of finding someone who can put it all together and make it work.

Millikin University and the City of Decatur will both become part of the Illinois Century Network on February 22nd. with Internet connections through Richland Community College. We have been on the waiting list for months and finally found out that a contract had never been signed or approved by the board to move this forward. Information on this is included in this month's board packet. Millikin told Nicole Muhs they would be shutting our server down on the 22nd, but she told them we still needed the access until we became part of the ICN.

The Extension Division, Children's, BabyTALK, and Richland Community College are discussing applying for a family literacy grant for the 2001-2002 fiscal year. Our target population would be those with a 6th grade reading level or under who have children 5 years of age or under.

Auditors for our construction grant were here on January 18, 2001. They had planned on being here two days but finished their work in one and compiled their report and sent it to the city and the library. We were able to supply all the needed information and the audit went smoothly.

Illinois Department of Labor Inspector, Dan Boyer, went through the building with Larry Harris on January 25th and found no safety problems.

Grace Veach took the catalog and order staff to Lincoln Library in Springfield to speak to their Technical Services staff about their procedures. They ended up with lots of questions and discussion on how the conversion will affect their department. One thing staff have started doing is taking extra call numbers out of MARC records, since they can all be searched on DRA. Another issue is the question of whether we will still be able to bring up records by the current ATKEY(author/title key). Grace has a box full of changes that she will be making a push on to get into the database. D. J. MacKay has been shadowing in Grace's department as part of an assignment for a class at the University of Illinois.

Interim City Librarian's Report

January 2001

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In the Adult Services Division, Arthur Gross completed a draft of a 5-year plan for the audio-visual collection and a draft of a guide to the AV collections to hand out to patrons. Professor Charles Smith and students from Millikin University will offer tax assistance preparation again this year and will offer e-filing with this service. Dates have not been set at this time. The Adult Services Division currently has two full time vacancies with Noel Clevenger on maternity leave and the vacancy in the Young Adult area. This leaves less time off the desk for staff to work on special projects. With the cut back on use of substitutes, staffing is very tight in all areas of the library.

Beginning March 1, through the College of DuPage, the library will have a student from the college's Library Technical Assistant's program doing a 99 hour internship in various departments within the building. Since the Adult Services Division is short staffed at this time, most of her hours will be spent in that department. She is required to spend time in every department, so she will work in Technical Services, Children's, Circulation, Extension, and with the pages as well. Thelma Ball will complete her internship during the months of March, April, and May 2001.

During the month of January, the library began experimenting with an on-line book club. It has been offered in house to staff and will eventually be offered to patrons who wish to subscribe. About five minutes worth of reading is sent by e-mail each day. Just a small portion of each title is sent to whet the reader's appetite for more and prompt them to make a visit to their library or bookmobile to check out the title.

Several staff members have been able to take advantage of computer training classes. Nicole has scheduled extra sessions for some of the classes, and I have heard very positive comments from those who have attended training.

Bookmobile 548(big bookmobile) was off the road for two full days during the month. The lost title for the Colorado bookmobile is on the way, and plans are now in the works to get it on the road. Part time driver, Darrell Mollohan, discovered the vehicle had been vandalized when he left the building to go home on Monday, February 5th. It has now been moved to the dock area. Six light covers were broken and will have to be replaced before it is road worthy.

Twenty-two volunteers worked a total of 185 1/2 hours during the month of January. Lee Wiley also reports that four new home service patrons have been added to our list of outreach clientele. We have lost some of our delivery volunteers due to physical and other health problems. Lee has contacted RSVP and the Golden "K" Kiwanis to try and recruit new delivery people. Volunteers need to be physically able to lift heavy bags of books, and we would really like to recruit a few male volunteers. At the present time, we have only one male who does monthly deliveries to our home service patrons.

Extension has instituted a request form for the public service departments to fill out when they want a book to be brought in off of a bookmobile. There have been communication issues in getting requests to the department and people have been sent out to stops to pick up an item only to find it's not on board. The small bookmobile has a

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large overflow area in house plus baskets filled with items waiting to go out when there is space to shelve. Items constantly rotate in and out of the building. Bookmobile 549 also does check outs by hand and inputs when they come back to the building. What the patron wants might be gone by the time they get to the stop. Patrons become irritated and it makes us all look bad, so the form was put in place with a 24-hour time period allowed to give Extension staff time to look for the requested item. Lee and other Extension staff filled over 200 requests in house alone last month including staff requests and calls from patrons. As a comparison, we have a full time position that handles interlibrary loan requests. That position received a total of 227 requests last month and was able to fill 122.

Larry Harris moved the periodicals work area from the space it shared with stored local history items to the Adult Services work room. Patti Freitag is now able to do computer data entry from a personal computer at her own work station. Larry has replaced all soap dispensers in the rest rooms. They are much better than the leaky ones installed during the building renovation. He and Mark Mangold also moved one of our lesser used bookdrops from Church of God to the Lutheran School Association on Mound Road. It has been used consistently since its placement at that site.

Maintenance has continued to experience a problem with our fire panel going into the fault mode. Thompson Electric has finally decided the problem is a computer chip in the panel itself, and will replace the chip. Larry has contacted BWC about the frequency drives again. The software should send the fans into economy mode automatically when the weather warms up, but Larry has had to go in and manually make the change. The library continues to have problems getting its re-cyclables picked up. It's been two months and Larry has had no response to his phone calls, so our re-cyclables are currently going into the dumpster with our regular trash.

Children's has had very good response to the mural project that is being conducted by Millikin University during February, March, and April. Both the February and March sessions are full and staff are now signing up kids for the April session. Katie did a one-minute spot on WAND news to promote the upcoming pre-school story times and both sessions are full (20 kids each).

Finally, Decatur native Richard Peck was announced as the winner of the Newbery Award for his book *A Year Down Yonder*. As Katie stated, "Finally, some good news for Decatur."

Popularity boom speaks volumes about libraries

By E. A. Torriero

TRIBUNE STAFF WRITER

Next to a giant stone fireplace, a reader curls up in a cozy chair and engrosses himself in a new novel. Children play one room over; in an "enchanted forest," while parents drink cappuccinos from the nearby cafe.

Once dark dens for bookworms and students, American libraries—like this one in Schaumburg, which opened in 1998—are undergoing a striking and expensive renaissance, inside and out.

More than \$3 billion has been spent on libraries nationwide over the last six years, giving rise to a new generation of airy, palatial

'We are seeing the "Barnes & Nobling" of the American library.'

Anders Dahlgren,
library design
consultant

community gathering spots that offer everything from Internet access to espresso. The trade publication Library Journal estimates that 1,200 libraries have been built or expanded during this boom time—the most in one stretch since the late 1800s.

Throughout the Chicago area, almost every community is in some phase of library building.

Suburban Chicago voters approved spending more than \$150 million in the last five years for fancy libraries with eye-catching architecture, an assortment of amenities and high-speed, high-tech hardware.

Most of the plans have faced scant opposition and have received overwhelming approval by taxpayers who, in prosperous times, have been freer with their money.

In Mundelein dozens of residents lined up in the cold to mark the opening of the \$10 million Fremont Public Library District building this month.

Big cities, too, are making over their libraries.

The Chicago Public Library system is undergoing one of the largest renovations in the world, revamping many of its 80 smaller branch libraries at a cost of \$50 million. In other big cities such as San Francisco and Los Angeles, libraries are burgeoning.

A decade ago, libraries were given up for dead. But the high-tech explosion that some futurists in the early 1990s predicted would mark the demise of the American library has



Tribune photo by Stacey Wescott

Russell Johnston of Schaumburg takes time after his job at Ameritech to read a book about the Vietnam War near the fireplace in the cozy, denlike sitting area of the Schaumburg Township District Library.

SEE LIBRARIES, PAGE 5

Chicago Tribune
Jan. 29, 2001

Libraries:

Plush new facilities
are as big as
Wal-Marts, one-stop
destinations for fun.

Continued from Page 1

instead fueled its resurgence.

"We are seeing the 'Barnes & Noble' of the American library," said Anders Dahlgren, a library design consultant for 25 years who has advised hundreds of libraries, including several around Chicago.

Some buildings—like those in Schaumburg, Des Plaines and Mundelein—are as big as Wal-Marts, one-stop destinations for fun, research and camaraderie. Many look like museums or fancy office complexes.

"Good library architecture makes you stand straighter and feel good about coming to the library," said Dahlgren, who is based in Madison, Wis.

Libraries these days offer concerts, poetry readings, puppet shows, college credit courses and an assortment of other entertainment opportunities and seminars. Their collections include vast rows of videos and music tapes.

"We're not a museum, not an art gallery, not a school, not a bookstore and not a video rental shop," said Kelly Krieg-Sigman, director of Mundelein's Fremont library.

"But we incorporate aspects of all those places and that makes us unique. Libraries are quickly moving away from the stereotype of being stodgy places for people to come and just pick up a few books."

For Carol Hubbard, 65, the Calumet City Public Library has been a high-tech godsend. Hubbard's daughter, Jennifer, 26, is traveling around the world for several months and keeps in touch via e-mail at the library. "Frankly, I was scared by all the technology," said Hubbard, who uses the library's computers several times a week. "With the library's help, it took the tension off. Free e-mail sure beats phone calls at \$10 a minute."

Libraries are becoming the public way stations of the information highway. Fueled by millions in grants from high-tech companies, libraries are setting up rows and rows of computers as well as offering training sessions on how to navigate the Internet.

The \$25 million Schaumburg Township District Library has 150 computers for public use.

The demand from the 1.25 million annual library visitors was so great that directors set up a bank of express computers so patrons can quickly check e-mail or stock prices.

"Libraries are the largest source of free access to the Internet," said Adam Skaggs of Libraries for the Future, a New York-based non-profit group. "They bridge the great gap of the digital divide between those who own computers and the vast majority of Americans who don't have one at home and don't even know how to use them."

Demands for Internet use also are surging from the computer literate, library directors say. Many computer owners do not have the libraries' high-speed connections, large screens or color printers.

To keep up, libraries have sought unprecedented expansion.

Helped by the economy, library ballot measures have generally found favor in recent years among American taxpayers.

But not all taxpayers are thrilled. Bob Balsamo of South Elgin led a campaign last fall against approval of the Gail Borden Public Library District plans for a library in downtown Elgin and a branch outside the city.

"It's a terrible waste of space and money," Balsamo said of the new, larger libraries. "You could shoot a cannon down the hallways of some of these libraries and not hit anyone. One town builds a big library and another has to do one bigger."

In November Elgin area voters agreed to support a \$28 million bond issue for library construction but decided against a tax increase for additional operating costs.

For Balsamo, the victory was hollow.

"It's like being against motherhood and apple pie," Balsamo said

of trying to fight library expansion.

Still, some communities haven't put libraries at the top of their wish lists.

In Libertyville, two ballot measures to replace the overcrowded and outdated downtown facility of the Cook Memorial Library District failed in recent years.

There was a lukewarm reception to costs and the proposed sites. Taxpayers also were faced with school measures and other property tax increase proposals.

The post World War II-era library is in sad shape. The roof leaks and buckets were on the floor recently to catch the water.

The shelves are so packed that some books are kept on the floor or on shelf tops. Nearly 19,000 of the almost 300,000 books in the library's collection—one of the largest in the region—are in storage.

"We can't offer new programs," said Carol Hubert, a head librarian who has worked there for 14 years. "The public doesn't know what it is missing."

In Mundelein, patronage has soared fivefold to nearly 1,000 per day since the huge Fremont library opened on the outskirts of town.

Twelve years ago, Maria-Victoria Abricka moved to Mundelein to find great schools, beautiful parks, friendly folks and a lousy library in a cramped converted barbershop.

"That place was so ugly I didn't want to be in there very long," said Abricka, a lifelong library lover.

But Abricka, a library volunteer and part-time teacher, hopes to spend at least three hours a day in the new library, where huge windows offer views of a fountain.

"It's the kind of place that welcomes you," she said as she stacked used paperbacks for sale through the library foundation.

Like many new buildings, the Fremont library was built with 20 years of expansion in mind.

Because libraries have hefty budgets from annual tax rolls, many have plans to increase their computer capabilities and build up book and music collections.

"But I hope they don't short-change the readers and forget that, most of all, the library is still a place for books," Abricka said.

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

January 2001

Location	January 2001	January 2000	% Change
CENTRAL LIBRARY, PRINT			
Adult	22,273	22,191	0.4
Young Adult	768	924	-16.9
Children's	11,715	11,801	-0.7
TOTAL	34,756	34,916	-0.5
EXTENSION PRINT			
Bookmobile 548	6,463	7,849	-17.7
Bookmobile 549	2,553	2,518	1.4
Outreach	581	520	11.7
TOTAL	9,597	10,887	-11.8
TOTAL PRINT	44,353	45,803	-3.2
NON-PRINT			
Videocassettes	10,077	7,093	42.1
Audiocassettes	1,870	1,854	0.9
Recordings	2,665	1,917	39.0
TOTAL	14,612	10,864	34.5
Extension Non-print	781	777	0.5
TOTAL NON-PRINT	15,393	11,641	32.2
Renewals	700	623	12.4
TOTAL CIRCULATION	60,446	58,067	4.1

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

January 2001

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	245,547	245,459	0.0
Young Adult	11,328	11,715	-3.3
Children's	156,789	150,239	4.4
TOTAL	413,664	407,413	1.5
EXTENSION PRINT			
Bookmobile 548	69,044	86,214	-19.9
Bookmobile 549	28,407	30,485	-6.8
Outreach	7,187	4,553	57.9
TOTAL	104,638	121,252	-13.7
TOTAL PRINT	518,302	528,665	-2.0
NON-PRINT			
Videocassettes	84,381	80,879	4.3
Audiocassettes	22,238	29,923	-25.7
Recordings	23,966	23,724	1.0
TOTAL	130,585	134,526	-2.9
Extension Non-print	10,511	10,775	-2.5
TOTAL NON-PRINT	141,096	145,301	-2.9
Renewals	10,375	8,785	18.1
TOTAL CIRCULATION	669,773	682,751	-1.9

STATISTICAL REPORT
January 2001

TECHNICAL SERVICES

New book volumes added:	1381
New book titles added:	800
AV titles added:	217
Volumes withdrawn:	2193
Books mended:	522

PERSONNEL ACTIVITY:

None

CURRENT VACANCIES: City Librarian, Information Specialist--Adult Services

LIBRARY CARDS: 479 main + 23 extension = 502 NEW
425 main + 15 extension = 440 re-registrations
942 total library cards for month

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	75,927
	last 12 months to date:	81,060

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	318,355
	last 12 months to date:	320,538

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	22,566
	last 12 months to date:	18,139

VOLUNTEERS: 22 volunteers worked 185.5 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1142 people, 1908 time slots
Word processing usage: 183 people, 345 time slots

Personnel, Policy and Public Relations Committee
February 1, 2001

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Pat Greanias, and Shirley Moore. Absent: Mark Gibson. Staff present: Linda Humphreys and Karen Anderson.

Children's Internet Protection Act: Ms. Anderson reported that ALA opposes the Act and will file suit. ALA recommends that libraries take no action at this time. Committee consensus was to handle filtering issues as a part of the long range plan.

Other business: Ms. Anderson reported on the need for a web site privacy policy. A draft was reviewed and will be sent to Mr. Booth.

The lease space project was discussed at length.

Performance evaluation of the Interim City Librarian: Mrs. Arnold made a motion to adjourn to closed executive session to discuss the performance of an individual. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The committee went into executive session at 5:05 p.m. The meeting was reconvened at 6:15 p.m.

There was no further business. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

Karen Anderson, Interim City Librarian

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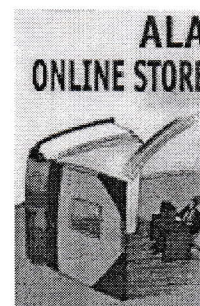
H1 {text-align:center; letter-spacing:.5em; color:red; font: bold 20pt "Arial"} H2 {color:red;text-transform:uppercase; font: bold 12pt "Arial"} H3 {text-align:center; color:blue; font: 12pt "Arial"}

Welcome to ALA's CIPA Web Site

Co-sponsored by the Office of Intellectual Freedom and the Washington Office

This Web site is a joint effort of ALA's Office for Intellectual Freedom and Washington Office to provide you with information about ALA's activity regarding CIPA. Information on these pages will be updated often - please check here frequently for new developments.

Congress passed the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA) as part of a major spending bill (H.R. 4577) on December 15, 2000. The President signed the bill into law on December 21, 2000 (Public Law 106-554). The Acts place restrictions on the use of funding that is available through the Library Services and Technology Act, Title III of the Elementary and Secondary Education Act, and on the Universal Service discount program known as the E-rate. These restrictions take the form of requirements for Internet safety policies and technology which blocks or filters certain material from being accessed through the Internet. The law will become effective on April 20, 2001.



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Printable Format



Hot Links:

- [The full text of the Law](#) (a PDF file)
- [FCC Notice of Proposed Rulemaking](#) (a PDF file)
- [ALA's Internet Toolkit](#)
- [An ALA Press Release](#) reporting on ALA's intent to file suit against CIPA and NCIPA

Next Steps for Libraries:

- Do not rush to make changes to your current policies and procedures.
- Continue to use current federal grants and E-rate discounts. Certifications under the new law will not need to be made until funding or application cycles that begin after April 20. Even in the first year that certifications are

required, libraries and schools do not need to have a policy and technology in place. Instead they can certify that they are beginning the processes needed to develop a policy that includes the use of a blocking or filtering technology.

- **You have TIME. Use it!**
- Begin a local dialogue about what the new laws will mean to your library. Include board members and local legal counsel.
- Consider adopting local resolutions similar to the Resolution on Opposition to Federally Mandated Filtering adopted by ALA at its Midwinter meeting in January 2001.
- Be prepared for increased press and community interest in how your library manages public Internet access.
- Make the most of the updated Libraries and the Internet Toolkit: Tips and Guidance for Managing and Communicating about the Internet available from ALA at <http://www.ala.org/alaorg/oif/internettoolkit.html>.
- Document the impact these new laws have in your library. Regardless of how your library chooses to respond to CIPA and NCIPA, the laws will have an impact either through loss of funding, increased expense or reduction of library services.
- Share the stories of how this law impacts your library with library users, legislators, press and ALA. You can send stories to ALA via the Office for Intellectual Freedom or the Washington Office. These offices will be working closely together and sharing whatever input they receive from the library community.
- Participate in any regulatory processes originated by the Federal Communications Commission (FCC), the Institute of Museum and Library Services (IMLS) and the Department of Education through written comments.

Next Steps for ALA:

- ALA will file suit against the Children's Internet Protection Act and the Neighborhood Children's Internet Protection Act.
- ALA will participate in the FCC rulemaking scheduled for early spring of 2001 on implementation of the new laws.
- ALA will provide guidance for librarians in how to participate in the FCC rulemaking.
- ALA will continue to disseminate information on the status and application of CIPA and NCIPA and on the progress of legal action against the measures.

Who Should I Contact for More Information?

Emily Sheketoff, Executive Director, ALA Washington
Office at es@alawash.org
Don Wood, Program Coordinator/Communications, Office
of Intellectual Freedom dwood@ala.org

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DECATUR PUBLIC LIBRARY
WEB SITE PRIVACY POLICY

- The Decatur Public Library is committed to protecting the privacy of visitors to its web site.
- No personal information is requested from visitors to the library's web site.
- No personal information is collected from visitors to the library's web site.
- The Decatur Public Library's web site contains links to web sites maintained outside of the Decatur Public Library. The library web site is not responsible for the privacy practices or the content of these external web sites.
- The Decatur Public Library does not sell or lease personal information.
- For additional information about the privacy and confidentiality of your library records, contact the Circulation Division at 217/424-2900, Ext. 128.

Post-it* Fax Note	7671	Date	2/1	# of pages	1
To	KAREN ANDERSON	From	ED BOOTH		
Co./Dept.		Co.			
Phone #		Phone #			
Fax #		Fax #			

FUND DECATUR PUBLIC LIBRARY

DATE OF CHECK	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
01/03/2001	TRIAS-MEDICAL INSURANCE	8,096.82	E00761	01/03/2001	MEDICAL INSURANCE
01/03/2001	TRIAS-NON MEDICAL INS	20.64	E00762	01/03/2001	LIFE INSURANCE
01/03/2001	TRIAS-NON MEDICAL INS	572.18	E00763	01/03/2001	WORKERS COMPENSATION
01/03/2001	TRIAS-IMRF	5,815.01	E00764	01/03/2001	RETIREMENT-IMRF
01/03/2001	TRIAS-MEDICAL INSURANCE	8,096.82	E00785	01/03/2001	MEDICAL INSURANCE
01/03/2001	TRIAS-NON MEDICAL INS	20.64	E00786	01/03/2001	LIFE INSURANCE
01/03/2001	TRIAS-NON MEDICAL INS	572.18	E00787	01/03/2001	WORKERS COMPENSATION
01/03/2001	TRIAS-IMRF	5,815.01	E00788	01/03/2001	RETIREMENT-IMRF
01/03/2001	TRIAS-MEDICAL INSURANCE	8,096.82	E00809	01/03/2001	MEDICAL INSURANCE
01/03/2001	TRIAS-NON MEDICAL INS	20.64	E00810	01/03/2001	LIFE INSURANCE
01/03/2001	TRIAS-NON MEDICAL INS	572.18	E00811	01/03/2001	WORKERS COMPENSATION
01/03/2001	TRIAS-IMRF	5,815.01	E00812	01/03/2001	RETIREMENT-IMRF
01/03/2001	COMMERCIAL MAIL SERVICES	104.17	E00899	01/03/2001	POSTAGE
01/03/2001	HOBILL, DARRYL R.	90.00	E00900	01/03/2001	OTHER PROFESSIONAL SERVICES
01/03/2001	HOBILL, STEVEN	270.00	E00901	01/03/2001	OTHER PROFESSIONAL SERVICES
01/03/2001	RIGSBY, PAUL	180.00	E00902	01/03/2001	OTHER PROFESSIONAL SERVICES
01/03/2001	SLEETH, ALAN	180.00	E00903	01/03/2001	OTHER PROFESSIONAL SERVICES
01/03/2001	TAYLOR, DELBERT	180.00	E00904	01/03/2001	OTHER PROFESSIONAL SERVICES
01/03/2001	GENTLE, WIND	858.40	E00905	01/03/2001	BOOKS AND PERIODICALS
01/04/2001	TREAS-GENERAL FUND	1,000.00	E00906	01/04/2001	TRANSFER TO GENERAL FUND
01/04/2001	TREAS-PETTY CASH	16.75	E00907	01/04/2001	PRINTING AND BINDING
01/04/2001	TREAS-PETTY CASH	22.45	E00908	01/04/2001	SERV-AUTO EQUIPMENT
01/04/2001	TREAS-PETTY CASH	25.70	E00909	01/04/2001	TRAVEL EXPENSE FOR INTERVIEWS
01/04/2001	TREAS-PETTY CASH	25.00	E00910	01/04/2001	OTHER PROFESSIONAL SERVICES
01/04/2001	TREAS-PETTY CASH	4.92	E00911	01/04/2001	MATERIAL-BLDGS
01/04/2001	TREAS-PETTY CASH	22.37	E00912	01/04/2001	OFFICE SUPPLIES
01/04/2001	TREAS-PETTY CASH	39.00	E00913	01/04/2001	MAG/PAPERS--MAIN ADULT
01/04/2001	TREAS-SELF INSURANCE FUND	280.83	E00914	01/04/2001	MOTOR VEHICLE-INSURANCE
01/04/2001	TREAS-SELF INSURANCE FUND	39.50	E00915	01/04/2001	BOILER INSURANCE
01/04/2001	TREAS-SELF INSURANCE FUND	1,246.42	E00916	01/04/2001	PROPERTY INSURANCE
01/04/2001	TREAS-SELF INSURANCE FUND	55.17	E00917	01/04/2001	GENERAL LIABILITY INSURANCE
01/04/2001	TREAS-SELF INSURANCE FUND	3,814.00	E00918	01/04/2001	MAS SERVICES
01/04/2001	TREAS-FLIGHT MAINTENANCE	39.88	E00919	01/04/2001	GASOLINE
01/04/2001	A B DICK PRODUCTS	592.29	E00920	01/04/2001	SERV-OFFICE EQUIP
01/04/2001	DEMCO INC	392.64	E00921	01/04/2001	OFFICE SUPPLIES
01/04/2001	EMSCO SUBSCRIPTION SERVICES	595.11	E00922	01/04/2001	MAG/PAPERS--MAIN ADULT
01/04/2001	ERSCO SUBSCRIPTION SERVICES	226.11	E00923	01/04/2001	MAG/PAPERS--MAIN JUVENILE
01/04/2001	FREEMAN, NIKKITHA	3.00	E00924	01/04/2001	TUITION REIMBURSEMENT
01/04/2001	HOUGHEN BINDERY LTD	196.00	E00925	01/04/2001	PRINTING AND BINDING
01/04/2001	METAL EDGE INC	233.95	E00926	01/04/2001	PRINTING SUPPLIES
01/04/2001	SPEED EDGE #3	80.20	E00927	01/04/2001	SERV-AUTO EQUIPMENT
01/04/2001	VERIAD	89.53	E00928	01/04/2001	OFFICE SUPPLIES
01/04/2001	MATT GRANGER, INC.	267.01	E00929	01/04/2001	MATERIAL-BLDGS
01/04/2001	MATTS COPY SYSTEMS, INC	317.00	E00930	01/04/2001	SERV-OFFICE EQUIP
01/04/2001	ONYX WASTE SERVICES, INC.	557.42	E00931	01/04/2001	TELEPHONE
01/04/2001	VERIZON WIRELESS	79.04	E00932	01/04/2001	BOOKS AND PERIODICALS
01/04/2001	BAKER & TAYLOR CO	1,244.19	E00933	01/04/2001	BOOKS AND PERIODICALS
01/04/2001	BAKER & TAYLOR CO	1,244.36	E00934	01/04/2001	BOOKS AND PERIODICALS
01/04/2001	BAKER & TAYLOR CO	1,244.21	E00935	01/04/2001	BOOKS AND PERIODICALS
01/04/2001	AMCREI TECH	1,489.51	E00936	01/04/2001	TELEPHONE
01/04/2001	ILLINOIS POWER COMPANY	1,323.39	E00937	01/04/2001	ELECTRICITY
01/04/2001	MORRELL, STERLING	14,654.93	E00938	01/04/2001	GAS
01/04/2001	RIGSBY, PAUL	180.00	E00939	01/04/2001	OTHER PROFESSIONAL SERVICES
01/04/2001	SLEETH, ALAN	360.00	E00940	01/04/2001	OTHER PROFESSIONAL SERVICES
01/04/2001	TAYLOR, DELBERT	180.00	E00941	01/04/2001	OTHER PROFESSIONAL SERVICES
01/04/2001	BODINE, ELECTRIC OF DECATUR	180.00	E00942	01/04/2001	OTHER PROFESSIONAL SERVICES
01/04/2001	DECATUR TRAILER SALES	208.20	E00943	01/04/2001	SERV-AUTO EQUIPMENT
01/04/2001	DECATUR TRAILER SALES	450.20	E00944	01/04/2001	SERV-AUTO EQUIPMENT
01/04/2001	DECATUR TRAILER SALES	223.85	E00945	01/04/2001	MATERIAL TO MAINT AUTO EQUIP
01/04/2001	DECATUR AWARDS-SREEN PRINTING	40.00	E00946	01/04/2001	OTHER PROFESSIONAL SERVICES
01/04/2001	GAYLORD BROS.	139.08	E00947	01/04/2001	OFFICE SUPPLIES
01/04/2001	HEART COMMUNICATION	197.50	E00948	01/04/2001	TELEPHONE
01/04/2001	IBM	419.98	E00949	01/04/2001	SERV-OFFICE EQUIP
01/04/2001	JAN SAN SUPPLY INC.	311.34	E00950	01/04/2001	JANITORIAL SUPPLIES
01/04/2001	ORKN EXTERMINATING	120.00	E00951	01/04/2001	SERV-BUILDINGS
01/04/2001	SAM'S CLUB	154.52	E00952	01/04/2001	MATERIAL-BLDGS
01/04/2001	TREAS-PETTY CASH	14.95	E00953	01/04/2001	SERV-AUTO EQUIPMENT

FUND DECATUR PUBLIC LIBRARY

DATE OF REQ/ST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
01/22/2001	TRIAS-PHILLY CASH	6.60	139525	01/22/2001	POSTAGE
01/22/2001	TRIAS-PHILLY CASH	5.90	139525	01/22/2001	TRAVEL EXPNSI FOR INTERVIEWS
01/22/2001	TRIAS-PHILLY CASH	7.00	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	17.55	139525	01/22/2001	MATERIAL TO MAINT AUTO EQUIP
01/22/2001	TRIAS-PHILLY CASH	1.33	139525	01/22/2001	OFFICE SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	89.80	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	266.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	44.00	139525	01/22/2001	TRAINING SCHOOL
01/22/2001	TRIAS-PHILLY CASH	940.43	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	294.62	139525	01/22/2001	POSTAGE
01/22/2001	TRIAS-PHILLY CASH	72.60	139525	01/22/2001	OFFICE SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	955.50	139525	01/22/2001	TELEPHONE
01/22/2001	TRIAS-PHILLY CASH	150.00	139525	01/22/2001	PROFESSIONAL MEMBERSHIP FEES
01/22/2001	TRIAS-PHILLY CASH	99.53	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	59.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	3,309.05	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	2,990.56	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	1,470.61	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	275.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	520.30	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	191.41	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	1,005.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	289.00	139525	01/22/2001	COMPUTER AND SOFTWARE EXPENSE
01/22/2001	TRIAS-PHILLY CASH	665.57	139525	01/22/2001	PRINTING SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	90.64	139525	01/22/2001	OFFICE SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	213.20	139525	01/22/2001	PRINTING AND BINDING
01/22/2001	TRIAS-PHILLY CASH	920.75	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	419.15	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	154.48	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	456.32	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	117.43	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	50.00	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	2,138.76	139525	01/22/2001	RENTAL-EQUIPMENT
01/22/2001	TRIAS-PHILLY CASH	405.08	139525	01/22/2001	JANITORIAL SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	107.54	139525	01/22/2001	OFFICE SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	1,791.82	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	262.72	139525	01/22/2001	SERV-UTO TO MAINT AUTO EQUIP
01/22/2001	TRIAS-PHILLY CASH	180.00	139525	01/22/2001	PRINTING AND BINDING
01/22/2001	TRIAS-PHILLY CASH	1,516.22	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	1,521.25	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	175.10	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	79.88	139525	01/22/2001	RENTAL-EQUIPMENT
01/22/2001	TRIAS-PHILLY CASH	94.80	139525	01/22/2001	JANITORIAL SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	76.65	139525	01/22/2001	OFFICE SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	134.16	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	190.00	139525	01/22/2001	MATERIAL-RUDGS
01/22/2001	TRIAS-PHILLY CASH	78.61	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	701.50	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	170.00	139525	01/22/2001	TELEPHONE
01/22/2001	TRIAS-PHILLY CASH	1,115.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	4,290.00	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	2,821.24	139525	01/22/2001	COMPUTER SOFTWARE EXPENSE
01/22/2001	TRIAS-PHILLY CASH	240.10	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	42.60	139525	01/22/2001	TEMP PERSONNEL SERVICES
01/22/2001	TRIAS-PHILLY CASH	90.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	365.84	139525	01/22/2001	JANITORIAL SUPPLIES
01/22/2001	TRIAS-PHILLY CASH	239.10	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	180.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	332.80	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	3,073.50	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	1.50	139525	01/22/2001	SERV-BUILDINGS
01/22/2001	TRIAS-PHILLY CASH	180.00	139525	01/22/2001	MATERIAL-BUE
01/22/2001	TRIAS-PHILLY CASH	22.54	139525	01/22/2001	OTHER PROFESSIONAL SERVICES
01/22/2001	TRIAS-PHILLY CASH	602.00	139525	01/22/2001	BOOKS AND PERIODICALS
01/22/2001	TRIAS-PHILLY CASH	252.32	139525	01/22/2001	BOOKS AND PERIODICALS
	TOTAL	121,446.81			PRINTING AND BINDING

BILLS AND PAYROLLS FOR PERIOD ENDING 01/31/2001

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
01/10/2001	BAKER & TAYLOR CO	15.34	139309	01/12/2001	EXPENDITURES
01/10/2001	BAKER & TAYLOR CO	21.48	139310	01/12/2001	EXPENDITURES
01/24/2001	BAKER & TAYLOR CO	23.54	139662	01/31/2001	EXPENDITURES
01/24/2001	BAKER & TAYLOR CO	82.50	139663	01/31/2001	EXPENDITURES
01/30/2001	BAKER & TAYLOR CO	71.45	139664	01/31/2001	EXPENDITURES
TOTAL		214.31			

BILLS AND PAYROLLS FOR PERIOD ENDING 01/31/2001

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
01/11/2001	DYNEGY ENERGY SERVICES	464.44	139271	01/11/2001	ELECTRICITY
01/11/2001	PARK, CHUB	2,878.00	139284	01/11/2001	OTHER PROFESSIONAL SERVICES
01/23/2001	LOHRSTORFER, CHARLES	10,000.00	139542	01/23/2001	BUILDINGS
01/31/2001	DYNEGY ENERGY SERVICES	464.64	139728	01/31/2001	ELECTRICITY
01/31/2001	PSA ASSOCIATES	90.82	139843	01/31/2001	OTHER PROFESSIONAL SERVICES
TOTAL		13,897.70			

DPL-DONATED FUNDS
PERIOD ENDING 20010131

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30200-107	STATE GRANTS OR OTHER	.00	.00	1,000.00	.00	1,000.00-	
	TOTAL	.00	.00	1,000.00	.00	1,000.00-	
INVESTMENT INCOME							
30700-101	SAVINGS OF FUTURE	73.59	.00	73.59	.00	73.59-	
	TOTAL	73.59	.00	73.59	.00	73.59-	
OTHER INCOME							
30800-005	COPYRIGHTS AND PATENT	25.00	.00	1,521.00	.00	1,521.00-	
	TOTAL	25.00	.00	1,521.00	.00	1,521.00-	

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 19 DPL-DONATED FUNDS		UNENCUMBERED BALANCE	PRCNT COMM
						UNEXPENDED BALANCE	ENCUMBRANCE		

600	BOOKS AND PERIODICALS	0	.00	1,006.90-	0	1,006.90	.00	1,006.90	
		0	.00	1,006.90-	0	1,006.90	.00	1,006.90	
**	DIVISION TOTAL **	0	.00	1,006.90-	0	1,006.90	.00	1,006.90	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	AMOUNT	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30600-100	BUDGETING FUND BALANCE	.00	100,000.00	279,606.77	291,140.00	20,314.77	111
TOTAL		.00	100,000.00	279,606.77	291,140.00	20,314.77	111
30100-100	PROPERTY TAX-FUNDS	.00	1,000,000.00	2,000,000.00	2,000,000.00	0.00	96
TOTAL		.00	1,000,000.00	2,000,000.00	2,000,000.00	0.00	96
INTER-GOVERNMENTAL REVENUE							
30200-100	REPLACEMENT TAX	5,000.00	100,000.00	100,000.00	100,000.00	0.00	67
30200-100	STATE GRANTS, OP BUDG	.00	77,999.99	100,000.00	100,000.00	1,323.02	101
TOTAL		5,000.00	178,000.00	200,000.00	200,000.00	1,323.02	77
FINES AND FEES							
30500-500	LIBRARY FINES AND FEES	6,500.75	55,499.99	49,034.05	74,000.00	24,965.95	66
30500-510	LIBRARY REPRODUCTION FEES	.00	374.99	625.00	500.00	125.00	125
30500-511	LIBRARY LOST AND DAMAGED BOOKS	516.22	3,000.00	5,169.45	4,000.00	1,169.45	129
30500-514	VEHICLE TAX	200.51	1,312.50	2,644.22	1,750.00	894.22	151
30500-515	RESERVE	2,349.47	6,375.00	12,275.61	8,500.00	3,775.61	144
TOTAL		9,312.65	66,562.48	69,748.33	88,750.00	19,001.67	78
TRANSFERS FROM							
30600-750	TRANS FR WALMART TIF	.00	4,500.00	6,000.00	6,000.00	.00	100
TOTAL		.00	4,500.00	6,000.00	6,000.00	.00	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	4,012.24	28,499.99	36,187.45	38,000.00	1,812.55	95
TOTAL		4,012.24	28,499.99	36,187.45	38,000.00	1,812.55	95
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	2,624.99	25.00	3,500.00	3,475.00	86
30800-899	MISCELLANEOUS INCOME	75.00	2,850.00	2,586.84	3,000.00	413.16	86
TOTAL		75.00	4,874.99	2,611.84	6,500.00	3,888.16	40
FUND TOTAL		45,474.42	2,452,724.95	3,110,433.19	3,270,300.00	159,866.81	95

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 01/31/2001

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
OTHER CHARGES	29,597	2,473.97	23,891.69	22,158	5,655.31	.00	5,655.31	80.9
CAPITAL OUTLAY								
510 AUTOMATIC EQUIPMENT	0	.00	27,540.00	0	27,540.00	.00	27,540.00	
515 OFFICE SUPPLIES AND SUPPLIES	96,511	.00	33,466.74	34,883	16,064.26	435.00	15,629.26	66.4
520 OTHER MATERIALS AND SUPPLIES	0	.00	3,060.00	0	3,060.00	.00	3,060.00	
	46,511	.00	61,066.74	34,883	14,535.74	435.00	14,970.74	132.2
800 BOOKS AND PERIODICALS	380,000	22,254.02	221,535.43	284,999	158,464.57	.00	158,464.57	58.3
830 AV-PERIODICALS	0	265.11	101.00	0	101.00	.00	101.00	
841 MAG/PAPERS-MAIN ADULT	0	.00	22,607.98	0	22,607.98	.00	22,607.98	
842 MAG/PAPERS-MAIN YOUTH	0	3,400	568.49	0	568.49	.00	568.49	
843 MAG/PAPERS-MAIN JUVENILE	0	.00	1,552.13	0	1,552.13	.00	1,552.13	
844 MAG/PAPERS-MAIN REFERENCE	0	.00	12,022.99	0	12,022.99	.00	12,022.99	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	.00	1,803.39	0	1,803.39	.00	1,803.39	
847 MAG/PAPERS-EXTEN ADULT	0	.00	3,349.51	0	3,349.51	.00	3,349.51	
	380,000	22,522.13	263,540.92	284,999	116,459.08	.00	116,459.08	69.4
** DIVISION TOTAL **	3,019,639	299,358.24	2,325,045.83	2,264,711	694,593.17	14,863.14	679,730.03	77.5

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010131	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL								
3000-000	DEBITMENTS FUND BALANCE	.00	23,505.75	52,920.05	31,341.00	21,657.05	169	
TOTAL								
30200-100	STATE GRANT, OR OTHER	.00	23,505.75	52,920.05	31,341.00	21,657.05	169	
TOTAL								
INTER GOVERNMENT RECEIPTS								
30200-100	STATE GRANT, OR OTHER	.00	.00	90,000.00	.00	90,000.00		
TOTAL								
TRANSFERS FROM								
30600-776	TRANSFER FROM FD S-S-BLDG LEASE	.00	33,750.00	.00	45,000.00	45,000.00		
30600-745	TRANS. FR PLANNING FUND	.00	.00	175,000.00	.00	175,000.00		
TOTAL								
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	1,085.06	2,250.00	3,622.63	3,000.00	622.63	120	
TOTAL								
OTHER INCOME								
30800-878	DPL FOUNDATION CONTRIBUTION	.00	100,499.99	133,333.00	134,000.00	667.00	99	
30800-899	MISCELLANEOUS INCOME	.00	.00	724.61	.00	724.61		
TOTAL								
FUND TOTAL								
		91,085.06	160,005.74	455,678.29	213,341.00	242,337.29	213	

PS CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
LIBRARY CAPITAL EXPENDITURES									
CONTRACTUAL SERVICES									
210	SERV-BUILDINGS	0	.00	12,695.00	0	12,695.00	.00	12,695.00	
237	ARCH AND ENGINEERING SERVICES	0	.00	886.35	0	886.35	.00	886.35	
280	OTHER PROFESSIONAL SERVICES	0	.00	919.23	0	919.23	.00	919.23	
TOTAL									
		0	.00	14,500.58	0	14,500.58	.00	14,500.58	
COMMODITIES									
320	MATERIAL-BLDGS	0	.00	1,993.63	0	1,993.63	.00	1,993.63	
TOTAL									
		0	.00	1,993.63	0	1,993.63	.00	1,993.63	
CAPITAL OUTLAY									
502	BUILDINGS	154,000	.00	133,333.00	115,500	20,667.00	.00	20,667.00	86.6
TOTAL									
		154,000	.00	133,333.00	115,500	20,667.00	.00	20,667.00	86.6
** DIVISION TOTAL **									
		154,000	.00	149,827.21	115,500	4,172.79	.00	4,172.79	97.3

DPL-STATE GRANT FOR BLDG

PERIOD ENDING 20010131

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-001	BUILDING FUND BALANCE	.00	.00	21,983.36-	.00	21,983.36	
	TOTAL	.00	.00	21,983.36-	.00	21,983.36	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS ON OTHER	.00	18,750.00	.00	25,000.00	25,000.00	
	TOTAL	.00	18,750.00	.00	25,000.00	25,000.00	
	FUND TOTAL	.00	18,750.00	21,983.36-	25,000.00	46,983.36	87

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DPL-STATE GRANT FOR BUILDING

FUND 33 DPL-STATE GRANT FOR BLDG

01/31/2001

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	CAPITAL OUTLAY								
	502 BUILDINGS	25,000	.00	400.00	18,750	24,600.00	.00	24,600.00	1.6
	520 OTHER MACHINERY AND EQUIPMENT	0	.00	400.00	0	400.00-	.00	400.00-	
		25,000	.00	800.00	18,750	24,200.00	.00	24,200.00	3.2
	** DIVISION TOTAL **	25,000	.00	800.00	18,750	24,200.00	.00	24,200.00	3.2

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20010131	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNRELIABLE BALANCE	% REAL
LIBRARY BUILDING LEASES								
30001-000	BUILDING FUND BALANCE		.00	21,180.74	10,761.18	28,241.00	17,979.62	36
	TOTAL		.00	21,180.74	10,761.18	28,241.00	17,979.82	36
INVESTMENT EQUIP								
30700-100	TOTAL FUND BALANCE		71.38	790.00	788.58	1,000.00	211.42	78
	TOTAL		71.38	790.00	788.58	1,000.00	211.42	78
OTHER INCOME								
30800-846	LEASE OF LIBRARY PROPERTY		.00	30,000.00	33,277.15	40,000.00	6,722.85	83
	TOTAL		.00	30,000.00	33,277.15	40,000.00	6,722.85	83
	FUND TOTAL		71.38	51,930.74	44,326.91	69,241.00	24,914.09	64

OR CU	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
FUND 35 LIBRARY BUILDING LEASES 01/31/2001									
CONTRACTUAL SERVICES									
231	ELECTRICITY	5,575	928.88	4,644.40	4,181	930.60	.00	930.60	83.3
280	OTHER PROFESSIONAL SERVICES	5,000	2,968.82	20,972.35	4,500	14,972.35	.00	14,972.35	349.5
	TOTAL	11,575	3,897.70	25,616.75	8,681	14,041.75	.00	14,041.75	221.3
OTHER CHARGES									
478	TR TO LIBRARY CAPITAL	45,000	.00	.00	33,750	45,000.00	.00	45,000.00	
	TOTAL	45,000	.00	.00	33,750	45,000.00	.00	45,000.00	
CAPITAL OUTLAY									
502	BUILDINGS	0	10,000.00	10,000.00	0	10,000.00	.00	10,000.00	
	TOTAL	0	10,000.00	10,000.00	0	10,000.00	.00	10,000.00	
	** DIVISION TOTAL **	56,575	13,897.70	35,616.75	42,431	20,958.25	.00	20,958.25	63.0

PUBLIC LIBRARY-TRUSTS PERIOD ENDING 20010131

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	PERCENT
FUND BALANCE							
30001-921	PLS FUND BAL -CANTONI TRUST	.00	47,995.74	177,194.07	117,329.00	5,065.07-	104
30001-923	PLS FUND BAL -BRIDGES TRUST	.00	1,248.75	1,680.29	1,665.00	15.29-	100
TOTAL		.00	49,244.49	178,874.36	118,994.00	5,080.36-	104
INVESTMENT INCOME							
30700-103	DPL INVEST-CANTONI TRUST	5,211.95	4,500.00	5,642.98	6,000.00	357.02	94
30700-106	DPL INVEST-BRIDGES TRUST	5,276.40	5,276.48	5,276.48	700.00	526.48-	169
30700-105	DPL INVEST-TRUSTS TRUST	1,117.62	925.93	1,187.49	700.00	487.49-	169
TOTAL		11,606.97	10,702.41	12,106.95	6,700.00	656.95-	109
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	122,362.05-	.00	2,637.95	.00	2,637.95-	
TOTAL		122,362.05-	.00	2,637.95	.00	2,637.95-	
TRANSFERS IN							
30900-810	TRUST DISTRIBUTION	125,000.00	.00	125,000.00	.00	125,000.00-	
TOTAL		125,000.00	.00	125,000.00	.00	125,000.00-	
FUND TOTAL		4,803.40	94,270.49	259,069.26	125,694.00	133,375.26-	206

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
900	EXPENDITURES	9,500	214.31	3,899.57	7,124	5,600.43	212.00	5,388.43	43.3
		9,500	214.31	3,899.57	7,124	5,600.43	212.00	5,388.43	43.3
**	DIVISION TOTAL **	9,500	214.31	3,899.57	7,124	5,600.43	212.00	5,388.43	43.3

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
43000	DPL-BRIDGES TRUST	700	.00	107.52	525	592.48	.00	592.48	15.4
		700	.00	107.52	525	592.48	.00	592.48	15.4
**	DIVISION TOTAL **	700	.00	107.52	525	592.48	.00	592.48	15.4

Finance and Properties Committee
February 6, 2001

Mr. Cocagne called the meeting to order at 4:45 p.m. Members present: Mr. Cocagne, Mary Gladney, Phil Wise, and Mark Gibson. Absent: Joseph McCaskill. Staff present: Karen Anderson and Linda Humphreys.

Contractor's application and certificate for payment: Ms. Anderson said that Mr. Harris reports that the frequency drives are working and the paint issues are resolved. The carpet is still fraying in the entry, but Mr. Harris can repair it. Mr. Wise made a motion to approve payment of \$31,996 to Mid-States General & Mechanical Contracting Corporation. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

Invoice from Associated Constructors: The committee reviewed an invoice for \$179,000 for lease space build-outs. There will be an additional charge for handicapped-accessible doors. The consensus was to recommend the invoice to the Board for approval.

Proposal for security camera for lease space: Two proposals from ADT were reviewed. Ms. Anderson reported that she talked with library security guards about the cameras. The consensus was to recommend the purchase of four additional cameras for \$3,496 with an additional monthly fee of \$73 per month.

Replacement of canopy roof: Ms. Anderson reported that on Monday, January 29, the library had water running down the inside of the canopy entrance, causing wet carpet and damage to drywall. Craftmasters made emergency repairs which should hold for at least a few months. The roof replacement project is in the 2001/02 budget and should be bid out as soon as possible.

Other business: Mr. Cocagne will contact Mr. Cardwell regarding security guards for the parking lot. The consensus was to recommend payment of the current bill.

Ms. Anderson received an invoice from the Master Gardeners for \$2,000 for half of the cost of last year's improvements. Ms. Anderson will ask the Friends of the Library about this expense.

Ms. Anderson reported that the library's internet service provider, DecaturNet, will soon be defunct. The Illinois Century Network can provide service on a T1 line through Richland Community College for \$112.50 per month on a 3-year lease. The consensus was to recommend the proposal for approval.

A proposal for a sign for Anthology Books was reviewed.

There was no further business. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Karen Anderson, Interim City Librarian



ADT Security Services, Inc.

RIDER
For Additional Service

THIS RIDER made this 12th day of January, 2001, is part of and is to be attached to Agreement made the 3rd day of June, 1999, by and between ADT Security Services, Inc. Decatur Public Library hereinafter called "ADT", and hereinafter called the "Customer", for Added CCTV equipment service in the premises of the Customer at 130 N. Franklin in the City of Decatur, State of IL

The Customer hereby requests, and ADT agrees, to install the following additional protection:

ADT Owned:

The following cameras would be added to the existing CCTV system. This would be the maximum number of cameras on this system. These would be in the following locations:

- *Front hallway of leased space *Back hallway of leased space
*Elevator & restroom foyer on 2nd floor *Hallway by restrooms on lower level

New Equipment:

- 4 - Pelco One-third Inch High Resolution CCD Cameras
4 - Pelco 3.5 - 8 mm Vari-Focal Manual Iris Lens
4 - Pelco Wall Mounts

All cable, labor, and material to install the above equipment.

The Customer hereby agrees to pay ADT, its Agents or Assigns, the sum of Three Thousand Four Hundred Ninety-six Dollars (\$ 3,496.00)

payable upon signing of this Agreement and the balance payable upon completion of the installation, and to pay in addition the additional sum of Seventy-three Dollars additional per month (\$ 73.00) per annum payable in advance.

The parties hereto mutually agree that the aforesaid Agreement, of which this Rider is made a part, is and shall be and remain in full force and effect in accordance with all of the terms and conditions thereof, modified only as in this Rider specifically provided.

It is further agreed to that the original expiration date of the referenced Agreement shall be extended for a period of

This Rider is not binding unless approved in writing by an authorized representative of the Company described above as ADT.

ADT Security Services, Inc.

Decatur Public Library

By Carol Townsend ADT Agent

By Customer



ADT Security Services, Inc.

RIDER
For Additional Service

THIS RIDER made this 12th day of January 5, 2001, is part of and is to be attached to Agreement made the 3rd day of June, 1999, by and between ADT Security Services, Inc. Decatur Public Library hereinafter called 'ADT', and hereinafter called the 'Customer', for Added CCTV equipment service in the premises of the Customer at 130 N. Franklin in the City of Decatur, State of IL.

The Customer hereby requests, and ADT agrees, to install the following additional protection:

ADT Owned:

The following cameras would be added to the existing CCTV system, leaving room for 1 more additional camera to be added in the future. These would be in the following locations:

- *Front hallway of leased space *Back hallway of leased space *Elevator & restroom foyer on 2nd floor

New Equipment:

- 3 - Pelco One-third Inch High Resolution CCD Cameras
3 - Pelco 3.5 - 8 mm Vari-Focal Manual Iris Lens
3 - Pelco Wall Mounts
All cable, labor, and material to install the above equipment.

The Customer hereby agrees to pay ADT, its Agents or Assigns, the sum of

Two Thousand Five Hundred Fifty-One Dollars (\$ 2,551.00)

payable upon signing of this Agreement and the balance payable upon completion of the installation, and to pay in addition the additional sum

of Fifty-one Dollars additional per month (\$ 51.00)

per annum payable in advance

The parties hereto mutually agree that the aforesaid Agreement, of which this Rider is made a part, is and shall be and remain in full force and effect in accordance with all of the terms and conditions thereof, modified only as in this Rider specifically provided.

It is further agreed to that the original expiration date of the referenced Agreement shall be extended for a period of

This Rider is not binding unless approved in writing by an authorized representative of the Company described above as ADT.

ADT Security Services, Inc.

Decatur Public Library

By Carol Townsend ADT Agent

By Customer

ICN Participation Estimated Costs

Applicant Organization:	Decatur Public Library
Address:	130 N Franklin Street
City:	Decatur
State:	IL
Zip:	62523

Contact:	Nicole Muhs
Phone:	(217) 424-2900 ext. 153
Fax:	(217) 233-4071

Instructions: Supply a printed name, signature and P.O. number when applicable. Applicants may receive formal quotes upon request. Please allow several weeks for formal quotes. When complete, mail or fax a copy to the address or fax number listed below.

Illinois Century Network 2400 W Bradley Ave, X-132 Champaign, IL 61821
--

Voice: (217) 353-2693 Fax: (217) 373-3701
--

Telecommunications: These are the actual costs quoted by Ameritech that the applicant will incur from telecommunications providers such as the local phone company. The telecommunication provider will bill the applicant separately and independently from any other providers of services listed on this document.

One Time Charges	
Description	Charge
T1 Installation 3 Year Lease (Clear Channel)	\$ 0.00
T1 Installation 5 Year Lease (Clear Channel)	\$ 0.00

Recurring Charges	
Description	Charge
T1 Monthly Charge with 3 Year Lease (Clear Channel)	\$ 112.50
T1 Monthly Charge with 5 Year Lease (Clear Channel)	\$ 98.00

Acceptance of Estimates				
By selecting a 'Lease Program' and supplying both a P.O. number and signature below, the applicant authorizes agents of the ICN to provision the items listed above on behalf of the applicant.				
Lease Program	P.O. Number	P.O. Date	Fiscal Agent's Printed Name	Fiscal Agent's Signature
Circle one 3-year 5-year				
<i>Make Purchase Order payable to: Ameritech</i>				

*Note: This document provides quoted costs for products and services necessary to attach the applicant to the Illinois Century Network. Agents of the ICN make good faith attempts to return accurate costs from telecommunication providers. The ICN is not responsible for incorrect quotes provided by telecommunication providers or vendors.

**Decatur Public Library Board of Trustees
Search Committee
January 10, 2001**

Shirley Moore, co-chair, called the meeting to order at 4:30 p.m. Present: Mrs. Moore, Sherri Arnold, Jerry Bauer, and Dave Zindel. Absent: Mark Gibson and Pat Greanias.

Mrs. Arnold made a motion to adjourn to closed executive session to discuss the employment of an individual. The motion was seconded by Mr. Zindel and unanimously approved on roll call vote. The committee went into executive session at 4:30 p.m. The meeting was reconvened at 5:15 p.m.

There was no further business. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

Shirley Moore
Co-chair

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range planning keep current on products and services so that informed decisions can be made if funding becomes available.

Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in chapter VIII, Facilities.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- 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 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 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 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 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 27.** The library informs its community about the collections and services available in and through the library.

Supplemental Standards

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See appendix 6 for recommended hours of service by population.)
3. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
4. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
5. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
6. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron.
7. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.

8. Lending regulations facilitate maximum use of library materials.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
10. Accurate and easily understood bibliographic access is provided through a computerized or manual card catalog.
11. The library's bibliographic and holdings information are in machine-readable form using the MARC format.
12. A current record of the library's holdings is available on ILLINET Online.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.
15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and telefax numbers are listed in both white and yellow pages. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

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Sloan, Bernard. *Linked Systems for Resource Sharing.* Boston: G. K. Hall, 1990.

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