

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 16, 2000 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
 - A. Meeting of October 19, 2000
- 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 November 2, 2000
 - B. Finance and Properties Committee
 - 1. Approval of bills for October 2000
 - 2. Payment to Mid-States General & Mechanical Contractors
 - C. Rolling Prairie Library System
 - 1. Report on November meeting
 - D. Friends of the Library
 - 1. Meeting of November 9, 2000
 - E. Foundation
 - 1. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter IV, Collection Management
- VII. Old business
 - A. Appointment of an employee--closed executive session
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 19, 2000

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Sherri Arnold, Vice-president. Members present: Mrs. Arnold, Mary Gladney, Patricia Greanias, Shirley Moore, Judi Moss, John Stengel, and Phil Wise. Absent: Mark Gibson. Staff present: Karen Anderson and Sheila Robinson.

II. INTRODUCTION OF NEW TRUSTEE & OATH OF OFFICE

Mr. Joseph H. McCaskill, Jr., was introduced by Mrs. Arnold as new trustee. Ms. Anderson administered the oath of office to Mr. McCaskill.

III. APPROVAL OF MINUTES

The minutes of the meetings of August 17, September 7, September 21, and October 3, 2000 were approved as mailed.

IV. COMMUNICATION FROM THE PUBLIC

Ms. Becky Dorgan, Richland Community College, presented a proposal for the use of the library's computer training room. She stated that Richland was interested in bringing more of the college to downtown Decatur, as the college received a grant for 10-15 new computers. They would offer classes to the public, and to library staff at no charge. Mr. Wise made a motion to approve Ms. Dorgan's proposal for use of the library's computer training room and the installation of the computers. The motion was seconded by Mr. Stengel and unanimously approved on roll call vote.

V. CITY LIBRARIAN'S REPORT

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

Ms. Anderson reported that the Friends of the Library made over \$11,000 from their two-day book sale held over Labor Day weekend.

Ms. Anderson stated that the library has not received the title to the bookmobile from Westminster Public Library in Colorado. Westminster is currently searching for the title and will replace it if necessary.

The staff in-service day is scheduled for Friday, October 20. The library will be closed.

Ms. Anderson noted that the per capita grant money is expected by the end of this year.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

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

The committee met October 3, 2000. Mr. Stengel recommended that the library reimburse Carwell 25% of the cost of security guards (rather than one-half) up to a maximum of \$500 monthly.

Rubyn Hendricks, Head of the Circulation Division, suggested creation of a coupon worth one dollar to be given to library users when an error is made by library staff, not by the patron, which can be used to pay fines. Mrs. Moss made a motion to approve the coupons as described for a one year trial period. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

Mrs. Arnold made a motion to approve payment for the \$3,000 annual maintenance contract to Schindler Elevator Corporation. The motion was seconded by Mrs. Moore and unanimously approved on roll call vote.

Mr. Stengel made a motion to approve the levy request at this time for the purpose of submitting the report to the City Council. The motion was seconded by Mrs. Moore and unanimously approved on roll call vote.

Rolling Prairie Library System: Mrs. Moore attended the October meeting but not the September meeting. She reported that the system personnel policy is being reviewed and updated. Mrs. Moore also stated that an effort is being made to form a committee comprised of representatives from various systems around the state to lobby for an increase in system funding.

Friends of the Library: The Friends met September 14, 2000. The success of the book sale was discussed.

Foundation: The Foundation Board of Directors did not meet.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter II, Governance and Administration, and Chapter III, Personnel, were reviewed.

VIII. OLD BUSINESS

A final bid of \$198,889 was received from Randy Henderson for tenant improvements for lease space after negotiations to reduce costs in five areas. Mrs. Arnold made a motion to approve the contract, subject to the joint approval of Associated Constructors and the lessee. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote.

IV. NEW BUSINESS


It was reported that a service agreement through Hunzeker Service Agency is needed for the building's chillers at a cost of \$3,120 per year. Mrs. Moss made a motion to approve the service agreement. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

Mrs. Arnold reported that a teleconference on Internet filtering will be held November 1 at the system.

V. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 6:10 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

**INTERIM CITY LIBRARIAN'S REPORT
FOR THE NOVEMBER 16, 2000 MEETING**

**OF THE
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

The library's staff in-service day was held Friday, October 20, 2000. Some staff had scheduled vacations, so total attendance was about 50 staff members. The morning was spent with discussions of the library's new disaster plan and tours of the building to let staff know the locations of the fire pull boxes and fire extinguishers. Larry Harris also addressed other issues such as keeping doors closed to help the heating and air-conditioning system run more efficiently. Michael Dickson gave a talk on technology trends to finish the morning session. City Police Commander Richard Ryan talked for an hour on hostage negotiation. Consensus among staff after his presentation was that we should have him back to give his 3-4 hour training session. Speakers from Oasis and Heritage Behavioral Center talked about dealing with the homeless. There were good questions from staff on how to talk to someone who might have a mental problem and who to call if the library needs help. Laura Brown did the final program on "Keeping the Passion in Your Work." She mentioned how important it is to keep a sense of humor. The agenda worked out perfectly as the day ended with the first-ever presentation by the Decatur Public Library Book Cart Drill Team. They received a standing ovation from the staff. The committee to organize this event was chaired by Monica Skelley, who received a commendation for her work.

The library's small bookmobile was part of the September 30 "Stick With Your Kids" program at the Decatur Civic Center. Though we couldn't participate inside, we were in a very visible location in the circle area of the Center's drive. We arrived just as the parade was ending and everyone began heading inside. Total attendance at the event was around 3,000 people, and according to program coordinator Leta Irons, way beyond their expectations. We had several walk-ins and did check out some materials, and I was pleased that we were able to participate.

The library was closed at 11:00 a.m. for the day on Friday, November 10. Contractors working on the lease space project were attempting to drain the library's sprinkler system (without Larry's Harris' knowledge), causing an odor which set off the fire alarm. Karen Anderson made the decision to close the building after staff called her at home about the smell.

Interim City Librarian's Report

November 16, 2000

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Arthur Gross attended the National Media Market where he previewed about eighty video titles, spoke with numerous distributors and other audiovisual librarians from throughout the country. The first phase of the expansion and widening of the crowded audiovisual area in the library was begun and should be completed in November.

Leanne Snyder began working on some tools to make the government documents more accessible to library users. She and Arthur Gross attended the Online Government Information workshop at the system on October 25.

Work continues on redesigning the library's web page. The link to the site was sent to library staff requesting feedback. The site should be up and running with a few more technical improvements.

Amy Weber's Teen Read Week programming included a T-shirt designing contest and a read-a-thon. The T-shirt design contest generated about 30 entries. The winning entry was from a Johns Hill sixth grader. This was funded by the Friends of the Library. Amy also sent 483 book orders to acquisitions before her resignation on October 31. She has accepted a consultant position with Lincoln Trail Library System in Champaign.

On October 12, Bev Hackney, Linda Humphreys, and Karen Anderson attended a workshop at the system on how to gather information for job descriptions, how to use that information to create a job advertisement, how to develop interview questions, and how to conduct performance evaluations.

Larry Harris reported that the cooling towers were sterilized, samples were taken, and all test results were good.

The library's parking lot was striped. The handicapped spaces still must be designated and arrows painted in.

Work in the stairwells was completed in November. The architect is preparing a final punch list to complete the building project.

Interim City Librarian's Report

November 16, 2000

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Circulation staff detected a definite correlation between errors made while charging and/or clearing books and the speed of GEAC. If the simultaneous running of reports slows down the system, staff sees an increase of account errors shortly thereafter. The division continues to clear and return most items for shelving the same day they are returned to the library.

Thirty new credit bureau accounts have been established in pursuit of \$3,715.75 in fines and library materials. This month, \$76.05 in credit bureau accounts has been paid to the library and \$320.80 worth of materials was returned to the library.

Folk musicians Gail Heil and Bob Bovee presented a free family concert at the library on October 22. This program was sponsored by the Friends of the Library,

The Children's Division reported 21 group visits with 381 in attendance and 18 children's programs with 346 in attendance. Four Baby TALK Times programs drew 136 attendees, eight lap sit programs drew 160 attendees, and 50 people attending six preschool story times.

11-21-00

To: Robyn Hendricks, Lee Wiley, Katie Gross, and Karen Anderson
In-Service Committee

Subject: Evaluation—what I liked and didn't like about the in-service day.

The food was excellent.

Karen and Larry's talks were very useful; It is good to know and go over what we are expected to do in the case of a disaster from people at the top; and knowing how the building functions as Larry showed us is helpful. I have more of an appreciation for what maintenance does when they take us through the building and point out things that I normally ignore.

Michael Dickson's talk was OK. Didn't learn a lot, but a nice review of technology trends and getting an outsider's perspective is always useful.

Commander Ryan's talk was OK if you are in to a lot of biological information about hostage situations. I was expecting and hoping for more practical type tips on how I need to respond to hostage situations; not how my body functions when scared. YUK!

It was good to be able to put a face behind the speakers from the Oasis and Heritage Behavioral Health Center and who one might call on to help deal with the homeless and mentally handicapped patrons we have from time to time.

Laura Brown's speech was uplifting.

And the Book Cart brigade topped the day.

Sherry Mallory

To: Monica Skelley
From: Grace Veach
Re: Staff Institute Day--Commendation

October 23, 2000

Monica,

It's nice to commend you for a great Staff Institute Day. I know you and the committee put a lot of work and thought into it. I appreciate that you were willing to take time from your schedule to head up the committee. The day turned out great. A copy of this letter will be placed in your personnel file.

Again, thanks.

Grace

STATISTICAL REPORT
October 2000

TECHNICAL SERVICES

New book volumes added: 1,406
New book titles added: 892
BV titles added: 147
Volumes withdrawn: 1,112
Books needed: 348

PERSONNEL ACTIVITY:

10/31/00 Amy Weber, Information Specialist--Adult Services,
resigned

11/9/00 Stan Jolley hired for Library Page (½ time)

CURRENT VACANCIES: City Librarian, Library Assistant (½ time),
Information Specialist--Adult Services

LIBRARY CARDS: 438 main + 115 extension = 553 NEW
547 main + 39 extension = 586 re-registrations
1139 total library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 77,782
last 12 months to date: 79,527

PATRONS IN THE BUILDING: this 12 months to date: 329,686
last 12 months to date: 309,427

VOLUMES PURCHASED: this 12 months to date: 21,067
last 12 months to date: 20,678

VOLUNTEERS: 26 volunteers worked 220.5 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1277 people, 2351 time slots
Word processing usage: 234 people, 409 time slots

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

October 2000

Location	October 2000	October 1999	% Change
CENTRAL LIBRARY, PRINT			
Adult	20,931	23,594	-11.3
Young Adult	999	1,090	-8.3
Children's	13,297	16,813	-20.9
TOTAL	35,227	41,497	-15.1
EXTENSION PRINT			
Bookmobile 548	7,834	9,371	-16.4
Bookmobile 549	3,192	3,241	-1.5
Outreach	829	689	20.3
TOTAL	11,855	13,301	-10.9
TOTAL PRINT	47,082	54,798	-14.1
NON-PRINT			
Videocassettes	7,942	6,183	28.4
Audiocassettes	1,811	2,140	-15.4
Recordings	2,273	1,783	27.5
TOTAL	12,026	10,106	19.0
Extension Non-print	912	842	8.3
TOTAL NON-PRINT	12,938	10,948	18.2
Renewals	1,092	1,122	-2.7
TOTAL CIRCULATION	61,112	66,868	-8.6

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

October 2000

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	250,982	241,605	3.9
Young Adult	11,866	11,646	1.9
Children's	161,222	145,758	10.6
TOTAL	424,070	399,009	6.3
EXTENSION PRINT			
Bookmobile 548	75,321	81,861	-8.0
Bookmobile 549	29,549	29,025	1.8
Outreach	6,437	4,482	43.6
TOTAL	111,307	115,368	-3.5
TOTAL PRINT	535,377	514,377	4.1
NON-PRINT			
Videocassettes	79,432	81,818	-2.9
Audiocassettes	22,875	31,109	-26.5
Recordings	22,383	24,036	-6.9
TOTAL	124,690	136,963	-9.0
Extension Non-print	10,471	10,501	-0.3
TOTAL NON-PRINT	135,161	147,464	-8.3
Renewals	10,596	8,349	26.9
TOTAL CIRCULATION	681,134	670,190	1.6

Personnel, Policy and Public Relations Committee
November 2, 2000

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

Sick leave: Ms. Anderson presented a proposal from the union regarding library employees being allowed to donate their sick time to city employees (who are sick but have no accumulated sick leave) and vice-versa. After much discussion, this item was tabled.

Meeting rooms: Ms. Anderson reported on heavy demand and use of the library's public meeting rooms. After discussion, the consensus was to recommend that the fees for the rooms be doubled and that a cleaning charge be added when the room is left a mess. There was also discussion regarding what types of groups are eligible to use the rooms. This item was also tabled.

Responsibility for debt on children's library cards: Ms. Anderson said that some parents are claiming that they are not responsible for the debts of their children, particularly those between the ages of 16-18. The committee asked for more information regarding the number of such cases and how much money is involved. This item was tabled.

Other business: Mrs. Moss reported that the committee needs to address the long range plan.

Ms. Anderson reported that she signed the contract to begin work on the lease space.

Mr. Gibson reported that he signed the letter of intent for conversion to DRA from the current GEAC system.

There was no further business. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Karen Anderson, Interim City Librarian

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2000

FUND DECATUR PUBLIC LIBRARY

DATE	RECEIVE	NUMBER	AMOUNT	NUMBER	DATE	DESCRIPTION
10/11/2000	TREA-MEDICAL INSURANCE	136868	6,500.00	10/11/2000	RETAIL INSURANCE	
10/11/2000	TREA-NON-MEDICAL TAX	136869	8,000.00	10/11/2000	POSTAGE	
10/11/2000	TREA-TAX	136870	8,000.00	10/11/2000	ADVERTISING	
10/11/2000	TREA-MEDICAL INSURANCE	136871	8,000.00	10/11/2000	OFFICE SUPPLIES	
10/11/2000	TREA-NON-MEDICAL INS	136872	8,000.00	10/11/2000	SERV-OFFICE EQUIP	
10/11/2000	TREA-TMRP	136873	3,000.00	10/11/2000	OFFICE SUPPLIES	
10/11/2000	TREA-GENERAL FUND	136874	977.74	10/11/2000	TRAINING SCHOOL	
10/11/2000	TREA-SELF INSURANCE FUND	136875	345.18	10/11/2000	OFFICE SUPPLIES	
10/11/2000	TREA-SELF INSURANCE FUND	136876	83.49	10/11/2000	MATERIAL-BLDGS	
10/11/2000	TREA-SELF INSURANCE FUND	136877	65.25	10/11/2000	TRAINING SCHOOL	
10/11/2000	TREA-SELF INSURANCE FUND	136878	122.95	10/11/2000	OFFICE SUPPLIES	
10/11/2000	TREA-MIS OPERATING	136879	164.20	10/11/2000	TRAINING SCHOOL	
10/11/2000	COMMERCIAL MAIL SERVICES	136880	474.35	10/11/2000	OFFICE SUPPLIES	
10/11/2000	DECATUR TRIBUNE	136881	86.30	10/11/2000	MATERIAL-BLDGS	
10/11/2000	AMERICAN LIBRARY ASSOC	136882	164.30	10/11/2000	TRAINING SCHOOL	
10/11/2000	A B DICK PRODUCTS	136883	418.85	10/11/2000	OFFICE SUPPLIES	
10/11/2000	BECK'S STUDIO	136884	149.00	10/11/2000	TUITION REIMBURSEMENT	
10/11/2000	BARBECK COMMUNICATIONS GROUP	136885	124.32	10/11/2000	SERV-IMPROVEMENTS	
10/11/2000	C L DONUT	136886	945.55	10/11/2000	OFFICE SUPPLIES	
10/11/2000	GEMCO INC	136887	238.75	10/11/2000	TRAINING SCHOOL	
10/11/2000	DUNKER ELECTRIC SUPPLY, INC	136888	200.00	10/11/2000	TRAINING SCHOOL	
10/11/2000	DECATUR SHEET METAL	136889	227.50	10/11/2000	TRAINING SCHOOL	
10/11/2000	DEL CARMEN'S PIZZA EAST	136890	95.00	10/11/2000	TRAINING SCHOOL	
10/11/2000	EMBURY LTD.	136891	43.30	10/11/2000	SERV-BUILDINGS	
10/11/2000	EDWARDS, ROBERT	136892	6.00	10/11/2000	OFFICE SUPPLIES	
10/11/2000	E Z LAWN CARE	136893	6.50	10/11/2000	SERV-AUTO EQUIPMENT	
10/11/2000	GAYLORD BROS.	136894	10.45	10/11/2000	POSTAGE	
10/11/2000	HOUGHEN BINDERY LTD	136895	16.13	10/11/2000	PROFESSIONAL SERVICES	
10/11/2000	IDEAL BUSINESS PRODUCTS	136896	17.06	10/11/2000	JANITORIAL SUPPLIES	
10/11/2000	MILLIKIN INSTITUTE	136897	15.32	10/11/2000	MATERIAL-BLDGS	
10/11/2000	MONGOLIAN GARDEN	136898	33.31	10/11/2000	MATERIAL TO MAINT AUTO EQUIP	
10/11/2000	RILEY S DECATUR SEWER SERVICE	136899	15.00	10/11/2000	OFFICE SUPPLIES	
10/11/2000	RECORDED BOOKS, INC.	136900	80.00	10/11/2000	BOOKS AND PERIODICALS	
10/11/2000	TREAS-PETTY CASH	136901	317.00	10/11/2000	SERV-OFFICE EQUIP	
10/11/2000	TREAS-PETTY CASH	136902	300.00	10/11/2000	TRAINING SCHOOL	
10/11/2000	TREAS-PETTY CASH	136903	804.87	10/11/2000	MATERIAL-BLDGS	
10/11/2000	TREAS-PETTY CASH	136904	22.14	10/11/2000	OFFICE SUPPLIES	
10/11/2000	TREAS-PETTY CASH	136905	270.00	10/11/2000	SERV-BUILDINGS	
10/11/2000	TEAMER S SWEEPING SERVICE	136906	1,514.35	10/11/2000	BOOKS AND PERIODICALS	
10/11/2000	WATTS COPY SYSTEMS, INC	136907	5,350.10	10/11/2000	BOOKS AND PERIODICALS	
10/11/2000	WET INC	136908	1,021.50	10/11/2000	BOOKS AND PERIODICALS	
10/11/2000	ASSOCIATED OFFICE FURNISHINGS	136909	403.60	10/11/2000	BOOKS AND PERIODICALS	
10/11/2000	ONYX WASTE SERVICES, INC.	136910	20,534.40	10/11/2000	TELEPHONE	
10/11/2000	BAKER & TAYLOR CO	136911	791.85	10/11/2000	ELECTRICITY	
10/11/2000	BAKER & TAYLOR CO	136912	900.00	10/11/2000	GAS	
10/11/2000	BAKER & TAYLOR ENTERTAINMENT	136913	1,851.70	10/11/2000	PROFESSIONAL MEMBERSHIP FEES	
10/11/2000	AMERITECH	136914	282.69	10/11/2000	RENTAL-EQUIPMENT	
10/11/2000	ILLINOIS POWER COMPANY	136915	2,700.00	10/11/2000	POSTAGE SUPPLIES	
10/11/2000	ILLINOIS LIBRARY ASSOCIATION	136916	90.00	10/11/2000	OFFICE SUPPLIES	
10/11/2000	ILL STATE LIBRARY	136917	270.00	10/11/2000	OTHER PROFESSIONAL SERVICES	
10/11/2000	TREAS-GENERAL FUND	136918	263.57	10/11/2000	OTHER PROFESSIONAL SERVICES	
10/11/2000	TREAS-GENERAL FUND	136919	270.00	10/11/2000	GASOLINE	
10/11/2000	HOULT, DANNY R.	136920	159.60	10/11/2000	OTHER AND PERIODICALS	
10/11/2000	MORRELL, STERLING	136921		10/11/2000		
10/11/2000	RIGSBY, PAUL	136922		10/11/2000		
10/11/2000	SLEETH, ALAN	136923		10/11/2000		
10/11/2000	TREAS-FLEET MAINTENANCE	136924		10/11/2000		
10/11/2000	TAYLOR, DELBERT	136925		10/11/2000		
10/11/2000	HERALD & REVIEW	136926		10/11/2000		

FUND DECATUR PUBLIC LIBRARY

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2000

RECEIPT

VENDOR

AMOUNT

NUMBER

DATE

DESCRIPTION

10/17/2000	TREAS-PETTY CASH	19.86	137339	10/17/2000	POSTAGE SUPPLIES
10/18/2000	TREAS-PETTY CASH	108.88	137340	10/18/2000	OFFICE SUPPLIES
10/18/2000	TREAS-PETTY CASH	8.88	137341	10/18/2000	OFFICE SUPPLIES
10/18/2000	TREAS-PETTY CASH	8.88	137342	10/18/2000	OFFICE SUPPLIES
10/18/2000	TREAS-PETTY CASH	56.76	137343	10/18/2000	OFFICE SUPPLIES
10/18/2000	TREAS-PETTY CASH	6.00	137344	10/18/2000	OFFICE SUPPLIES
10/20/2000	ANDERSON, KAREN	320.89	137345	10/20/2000	OFFICE SUPPLIES
10/20/2000	BOOKS ON TAPE	30.00	137346	10/20/2000	OFFICE SUPPLIES
10/20/2000	CHILDREN'S BOOK COUNCIL	122.10	137347	10/20/2000	OFFICE SUPPLIES
10/20/2000	HENDRICKS, ROBYN	65.21	137348	10/20/2000	OFFICE SUPPLIES
10/20/2000	MR. VIDEO	59.08	137349	10/20/2000	OFFICE SUPPLIES
10/20/2000	MR. VIDEO	384.00	137350	10/20/2000	OFFICE SUPPLIES
10/20/2000	SAM'S CLUB	190.58	137351	10/20/2000	OFFICE SUPPLIES
10/24/2000	BECK'S STUDIO	25.24	137352	10/24/2000	OFFICE SUPPLIES
10/24/2000	DEMCO INC	745.95	137353	10/24/2000	OFFICE SUPPLIES
10/24/2000	GAYLORD BROS.	331.25	137354	10/24/2000	OFFICE SUPPLIES
10/24/2000	IBM	399.23	137355	10/24/2000	OFFICE SUPPLIES
10/24/2000	MCLAIN, JO	150.00	137356	10/24/2000	OFFICE SUPPLIES
10/24/2000	ORKIN PEST CONTROL	90.00	137357	10/24/2000	OFFICE SUPPLIES
10/24/2000	SKILLPATH SEMTAR	398.00	137358	10/24/2000	OFFICE SUPPLIES
10/24/2000	W W GRANGER, INC.	140.16	137359	10/24/2000	OFFICE SUPPLIES
10/27/2000	ACME MECHANICAL	425.00	137360	10/27/2000	OFFICE SUPPLIES
10/27/2000	ASSOCIATED HANDICAPPED	242.00	137361	10/27/2000	OFFICE SUPPLIES
10/27/2000	DEMCO INC	107.97	137362	10/27/2000	OFFICE SUPPLIES
10/27/2000	DANNY'S	35.00	137363	10/27/2000	OFFICE SUPPLIES
10/27/2000	DANNY'S MUFFLER	70.00	137364	10/27/2000	OFFICE SUPPLIES
10/27/2000	DECATUR TRAILER SALES	40.56	137365	10/27/2000	OFFICE SUPPLIES
10/27/2000	DECATUR TRAILER SALES	4.55	137366	10/27/2000	OFFICE SUPPLIES
10/27/2000	GROSS, ARTHUR	591.85	137367	10/27/2000	OFFICE SUPPLIES
10/27/2000	HULL, DANNY R	180.00	137368	10/27/2000	OFFICE SUPPLIES
10/27/2000	JAN MASTER, INC. COMPANY	1,183.75	137369	10/27/2000	OFFICE SUPPLIES
10/27/2000	MILLER PRODUCTS, INC.	181.00	137370	10/27/2000	OFFICE SUPPLIES
10/27/2000	MORRELL, STERLING	90.00	137371	10/27/2000	OFFICE SUPPLIES
10/27/2000	RECORD SYSTEMS INC.	326.00	137372	10/27/2000	OFFICE SUPPLIES
10/27/2000	RISK MANAGEMENT ALTERNATIVES	58.85	137373	10/27/2000	OFFICE SUPPLIES
10/27/2000	SLEETH, ALAN	180.00	137374	10/27/2000	OFFICE SUPPLIES
10/27/2000	SCHINDLER ELEVATOR CORP	750.00	137375	10/27/2000	OFFICE SUPPLIES
10/27/2000	T A BRINKOEITZER & SONS, INC.	750.00	137376	10/27/2000	OFFICE SUPPLIES
10/27/2000	T A BRINKOEITZER & SONS, INC.	28.37	137377	10/27/2000	OFFICE SUPPLIES
10/27/2000	TAYLOR, DELBERT	703.25	137378	10/27/2000	OFFICE SUPPLIES
10/27/2000	TECHNICAL SOLUTIONS SERVICES	270.00	137379	10/27/2000	OFFICE SUPPLIES
10/27/2000	WET INC	1,215.60	137380	10/27/2000	OFFICE SUPPLIES
10/30/2000	ASSOCIATED OFFICE FURNISHINGS	14.10	137381	10/30/2000	OFFICE SUPPLIES
10/24/2000	AMERICAN LIBRARY ASSOC	76.50	137382	10/24/2000	OFFICE SUPPLIES
10/30/2000	VERIZON WIRELESS	77.60	137383	10/30/2000	OFFICE SUPPLIES
10/31/2000	BAKER & TAYLOR CO	1,736.00	137384	10/31/2000	OFFICE SUPPLIES
10/31/2000	BAKER & TAYLOR CO	1,578.91	137385	10/31/2000	OFFICE SUPPLIES
10/31/2000	BAKER & TAYLOR CO	30.91	137386	10/31/2000	OFFICE SUPPLIES
10/30/2000	BAKER & TAYLOR CO	4,531.55	137387	10/30/2000	OFFICE SUPPLIES
10/27/2000	BODINE ELECTRIC	64.33	137388	10/27/2000	OFFICE SUPPLIES
10/27/2000	BELL & HOWELL	10,447.50	137389	10/27/2000	OFFICE SUPPLIES
10/24/2000	BABY TALK INC.	275.00	137390	10/24/2000	OFFICE SUPPLIES
10/24/2000	BAKER & TAYLOR	421.32	137391	10/24/2000	OFFICE SUPPLIES
10/17/2000	THE BOOKSOURCE	134.69	137392	10/17/2000	OFFICE SUPPLIES
10/24/2000	CAPITAL CITY PAPER CO	128.52	137393	10/24/2000	OFFICE SUPPLIES
10/25/2000	MARSHALL GAVENDISH CORP.	121.15	137394	10/25/2000	OFFICE SUPPLIES
10/17/2000	HERALD & REVIEW	200.00	137395	10/17/2000	OFFICE SUPPLIES
10/17/2000	HERALD & REVIEW	111.50	137396	10/17/2000	OFFICE SUPPLIES
10/17/2000	FOLLETT LIBRARY RESOURCES	383.33	137397	10/17/2000	OFFICE SUPPLIES
10/30/2000	H W WILSON CO	34.84	137398	10/30/2000	OFFICE SUPPLIES
10/30/2000	H W WILSON CO	372.00	137399	10/30/2000	OFFICE SUPPLIES
10/30/2000	H W WILSON CO	406.00	137400	10/30/2000	OFFICE SUPPLIES
10/25/2000	H W WILSON CO	156.00	137401	10/25/2000	OFFICE SUPPLIES
10/17/2000	AMERITECH	1,152.14	137402	10/17/2000	OFFICE SUPPLIES
10/17/2000	INGRAM LIBRARY SERVICES	1,120.67	137403	10/17/2000	OFFICE SUPPLIES
10/25/2000	LANDMARK AUDIOBOOKS	18.00	137404	10/25/2000	OFFICE SUPPLIES

FUND DECATUR PUBLIC LIBRARY

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2000

REGISTRY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/25/2000	MCLOOD VWA TATES INC.	5,929.81	137277	10/31/2000	ELECTRONIC PROFESSIONAL SERVICES
10/25/2000	NEWMAN OLIMON	2,577.50	137278	10/31/2000	YEAR BOOKS AND PERIODICALS
10/17/2000	NOBLE SERVICES, INC.	2,563.50	137280	10/31/2000	YEAR BOOKS AND PERIODICALS
10/17/2000	PSA ASSOCIATES	1,197.76	137288	10/31/2000	BOOKS AND PERIODICALS
10/17/2000	PRODUCT DEVELOPMENT CORP.	879.76	137509	10/31/2000	JANUARY AND PERIODICALS
10/25/2000	R D McMILLAN	240.10	137508	10/31/2000	BOOKS AND PERIODICALS
10/25/2000	REGENT BOOK CO	58.54	137512	10/31/2000	BOOKS AND PERIODICALS
10/25/2000	READER'S CHAIR	241.38	137513	10/31/2000	BOOKS AND PERIODICALS
10/17/2000	R.R. BOWKER	2,220.03	137515	10/31/2000	BOOKS AND PERIODICALS
10/17/2000	ROUNDER RECORDS	134.76	137516	10/31/2000	BOOKS AND PERIODICALS
10/25/2000	STRIGLOS/HAINES & ESSICK	388.03	137525	10/31/2000	OFFICE SUPPLIES
10/25/2000	STANDARD & POOR'S CORP	914.92	137536	10/31/2000	BOOKS AND PERIODICALS
10/25/2000	WEST GROUP	212.00	137555	10/31/2000	BOOKS AND PERIODICALS
10/25/2000	WESTON WOODS	335.90	137564	10/31/2000	BOOKS AND PERIODICALS
TOTAL		130,988.47			

FUND LIBRARY BUILDING LEASES

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2000

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/10/2000	DYNEGY ENERGY SERVICES	464.44	136823	10/10/2000	ELECTRICITY
10/20/2000	PSA ASSOCIATES	7,814.24	137132	10/20/2000	OTHER PROFESSIONAL SERVICES
10/27/2000	DYNEGY ENERGY SERVICES	464.44	137251	10/27/2000	ELECTRICITY
10/27/2000	PSA ASSOCIATES	968.74	137269	10/27/2000	OTHER PROFESSIONAL SERVICES
TOTAL		9,711.86			

FUND PUBLIC LIBRARY-TRUSTS

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2000

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/25/2000	BAKER & TAYLOR CO	36.00	137329	10/31/2000	EXPENDITURES
10/25/2000	BAKER & TAYLOR CO	335.09	137330	10/31/2000	EXPENDITURES
10/31/2000	BAKER & TAYLOR CO	9.81	137331	10/31/2000	EXPENDITURES
10/30/2000	BAKER & TAYLOR CO	29.21	137332	10/31/2000	EXPENDITURES
10/30/2000	BAKER & TAYLOR CO	107.52	137332	10/31/2000	EXPENDITURES
10/30/2000	MARSHALL CAVENDISH CORP.	117.40	137367	10/31/2000	EXPENDITURES
TOTAL		635.03			

A. JUNE 2140000231 ELECTRICITY
BID 80,000.00 ENC

DATE	TR/CR#	VENDOR
05/03/00	132690	ILLINOIS POWER COMPANY
06/09/00	133519	ILLINOIS POWER COMPANY
07/12/00	134369	ILLINOIS POWER COMPANY
08/09/00	135230	ILLINOIS POWER COMPANY
09/12/00	136116	ILLINOIS POWER COMPANY
10/09/00	136940	ILLINOIS POWER COMPANY
<i>Net.</i>		ILLINOIS POWER COMPANY

DR-AMOUNT	START MO (OPT)	CR-AMOUNT
	BAL -14,776.07	
7,080.47	for February	
7,443.47	for March	
9,352.99	for April	
2,120.75	for May	
30,077.97	for June	
20,534.40	for July	
18,166.02	for August	

\$94,776.07

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 15

TO (OWNER): Decatur Public Library
 947 East North Street
 Decatur, Illinois 62523

The Decatur Public Library
 Bears Building Renovation

APPLICATION NO: 14
 PERIOD TO: 10/12/2000
 ARCHITECT'S PROJECT NO: 8081.01

FROM (CONTRACTOR): Mid-States Gen. & Mech. VIA
 4170 North Beardale Road
 Decatur, Illinois 62534

CONTRACTOR'S APPLICATION FOR PAYMENT

Change Order Summary		Additions	Deductions
Change Orders approved in previous months by Owner		\$185,740.00	(\$59,527.00)
Approved This Month			
Number	Date Approved		
C.O. #52	02/24/2000	\$3,130.00	
C.O. #53	03/15/2000	\$2,085.00	
C.O. #54	03/23/2000	\$16,781.00	
TOTALS		\$207,736.00	(\$59,527.00)
Net change by Change Orders		\$148,209.00	

The undersigned Contractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Mid-States General & Mechanical Contracting Corp.

By: *Ray B. Belone* Date: 10/12/2000

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above applications, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

Application is made for Payment, as shown, in connection with the Contract Continuation Sheet, AIA Document G703, is attached

CONTRACT DATE: 9/1/98

1. ORIGINAL CONTRACT SUM..... \$4,039,753.
2. Net change by Change Orders..... \$148,209
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$4,187,962.
4. TOTAL COMPLETED & STORED TO DATE..... \$4,187,962.

(Column G on G703)

5. RETAINAGE:

a. 25% of Completed Work \$ 0.00

(Column D + E on G703)

b. 25% of Stored Material \$

(Column F on G703)

Total Retainage (Line 5a + 5b or

Total in Column I of G703)..... \$ 0

6. TOTAL EARNED LESS RETAINAGE..... \$4,187,962.

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR

PAYMENT (Line 6 from prior Certificate)..... \$4,155,966.

8. CURRENT PAYMENT DUE..... \$31,996

9. BALANCE TO FINISH, PLUS RETAINAGE..... \$

(Line 3 less Line 6)

State of: Illinois County of: Macon

Subscribed and sworn to before me this 12th day of October, 2000

Notary Public: *James L. McDaniel*

My Commission Expires 12/22/02

OFFICIAL
 JAMES L. MCDANIEL
 Notary Public, State of Illinois
 My Commission Expires 12/22/02

AMOUNT CERTIFIED..... \$ 31,996.00

(Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *Michael A. ...* Date: 10/23/00

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this contract.

EQUIP REPLACEMENT FUND
 ASSETS
 OTHER GOVERNMENT REVENUE
 MONOPOLY STATE SHARES OR OTHER
 TOTAL
 INVESTMENT INCOME
 A-Z-1-1 INVESTMENT TOTALS
 TOTAL

ANNUAL
 1,000.00
 1,000.00
 36.02
 36.02
 1,036.02

NET 19
 1,000.00
 1,000.00
 36.02
 36.02
 1,036.02

ANNUAL
 1,000.00
 1,000.00
 36.02
 36.02
 1,036.02

CLASSIC

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

FUND	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 19 DPL-EQUIP REPLACEMENT FUND		UNENCUMBERED BALANCE	PRCT COMM
						ENCUMBRANCE	UNEXPENDED BALANCE		
600	BOOKS AND PERIODICALS	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	

DECATUR PUBLIC LIBRARY PERIOD ENDING 0000001
 AGENCY WAREHOUSE HEAD

AGY	DESCRIPTION	APPROVAL	BALANCE	REVENUE	EXPENSE	AMOUNT	PERCENTAGE
	FUND BALANCE						
3001-0001	DECATUR FUND BALANCE	000	129,670.00	279,656.77	281,160.00	20,316.77	111
	TOTAL	000	129,670.00	279,656.77	281,160.00	20,316.77	111
	TAKES						
3000-17	PROPERTY TAX-LIBRARY	1,011,067.57	1,262,955.00	2,336,920.75	2,929,910.00	190,989.25	92
	TOTAL	1,011,067.57	1,262,955.00	2,336,920.75	2,929,910.00	190,989.25	92
	INTER GOVERNMENTAL REVENUE						
3020-104	REPLACEMENT TAX	41,114.44	127,000.00	127,000.72	250,000.00	127,000.72	49
3020-107	STATE GRANTS OR OTHER	105,323.52	52,000.00	105,323.02	104,000.00	1,323.02	101
	TOTAL	146,437.96	177,000.00	228,231.74	354,000.00	125,768.26	64
	FINES AND FEES						
3050-509	LIBRARY FINES AND FEES	6,763.09	37,000.00	32,240.59	74,000.00	41,759.41	43
3050-510	LIBRARY NON-RESIDENT FEES	75.00	250.00	625.00	500.00	125.00	125
3050-511	LIBRARY LOST AND DAMAGED BOOKS	1,243.27	2,000.00	3,672.15	4,000.00	327.85	91
3050-514	VERIFAX	563.35	875.00	1,933.65	1,750.00	183.65	110
3050-515	RESERVES	1,606.20	4,250.00	7,505.64	8,500.00	994.36	88
	TOTAL	10,250.91	44,375.00	45,977.03	88,750.00	42,772.97	51
	TRANSFERS FROM						
3060-752	TRANS FR WALMART TIF	.00	3,000.00	.00	6,000.00	6,000.00	
	TOTAL	.00	3,000.00	.00	6,000.00	6,000.00	
	INVESTMENT INCOME						
3070-101	INVESTMENT INTEREST	6,961.39	19,000.00	20,240.84	38,000.00	17,759.16	53
	TOTAL	6,961.39	19,000.00	20,240.84	38,000.00	17,759.16	53
	OTHER INCOME						
3080-805	CONTRIBUTIONS AND DONATIONS	534.00	1,750.00	1,123.00	3,500.00	2,378.00	32
3080-899	MISCELLANEOUS INCOME	1,080.85	1,500.00	2,439.84	3,000.00	560.16	81
	TOTAL	1,614.85	3,250.00	3,561.84	6,500.00	2,938.16	54
	FUND TOTAL	1,177,131.83	1,635,150.00	2,912,386.97	3,270,300.00	357,913.03	89

CITY OF CANTON
 REPORT OF EXPENDITURES TO BUDGET BY FUND FOR DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY
 FUND FOR DECATUR PUBLIC LIBRARY
 UNRECORDED FUND

DESCRIPTION	AMOUNT	ENCUMBRANCE	UNRECORDED FUND
BALANCE 6/30/88	1,000.00	0.00	0.00
ADDITIONAL SALARIES	1,000.00	0.00	0.00
TEMPORARY SALARIES	1,000.00	0.00	0.00
TRAVEL	237.62	0.00	0.00
OFFICE SUPPLIES	92.66	0.00	0.00
REPAIRS	189.89	0.00	0.00
RENT	9,724.52	0.00	0.00
UTILITIES	8,753.00	0.00	0.00
TOTAL	14,997.59	0.00	0.00

DESCRIPTION	AMOUNT	ENCUMBRANCE	UNRECORDED FUND
ADVERTISING	250.00	0.00	0.00
PUBLICITY	14,000.00	0.00	0.00
REPAIRS	200.00	0.00	0.00
TRAVEL	3,000.00	0.00	0.00
RENT	22,884.00	0.00	0.00
UTILITIES	80,000.00	0.00	0.00
TELEPHONE	13,500.00	0.00	0.00
WATER	28,000.00	0.00	0.00
TRAINING SCHOOL	1,250.00	0.00	0.00
POSTAGE	3,000.00	0.00	0.00
CONDUIT FEE	15,000.00	0.00	0.00
TEMPORARY SALARY	50,000.00	0.00	0.00
TRAVEL EXPENSE	3,000.00	0.00	0.00
OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00
RENTAL EQUIPMENT	101,250.00	0.00	0.00
REPAIRS	20,000.00	0.00	0.00
RENTAL EQUIPMENT	26,800.00	0.00	0.00
TOTAL	429,734.00	0.00	0.00

DESCRIPTION	AMOUNT	ENCUMBRANCE	UNRECORDED FUND
ADVERTISING	35.50	0.00	0.00
PUBLICITY	1,289.17	0.00	0.00
REPAIRS	2,383.25	0.00	0.00
TRAVEL	940.00	0.00	0.00
RENT	84.56	0.00	0.00
UTILITIES	799.72	0.00	0.00
TELEPHONE	1,907.00	0.00	0.00
WATER	20,534.40	0.00	0.00
TRAINING SCHOOL	75,791.85	0.00	0.00
POSTAGE	1,851.80	0.00	0.00
CONDUIT FEE	2,116.32	0.00	0.00
TEMPORARY SALARY	3,861.37	0.00	0.00
TRAVEL EXPENSE	4,829.54	0.00	0.00
OTHER PROFESSIONAL SERVICES	5,844.56	0.00	0.00
RENTAL EQUIPMENT	17,107.92	0.00	0.00
REPAIRS	1,134.50	0.00	0.00
RENTAL EQUIPMENT	1,199.02	0.00	0.00
RENTAL EQUIPMENT	53,606.46	0.00	0.00
RENTAL EQUIPMENT	1,235.00	0.00	0.00
RENTAL EQUIPMENT	20,589.92	0.00	0.00
RENTAL EQUIPMENT	1,851.70	0.00	0.00
TOTAL	47,359.13	0.00	0.00

DESCRIPTION	AMOUNT	ENCUMBRANCE	UNRECORDED FUND
ADVERTISING	263.57	0.00	0.00
PUBLICITY	2,622.37	0.00	0.00
REPAIRS	2,642.20	0.00	0.00
TRAVEL	150.17	0.00	0.00
RENT	4,477.79	0.00	0.00
UTILITIES	62.18	0.00	0.00
TELEPHONE	9,556.10	0.00	0.00
WATER	100.00	0.00	0.00
TRAINING SCHOOL	280.83	0.00	0.00
POSTAGE	39.50	0.00	0.00
CONDUIT FEE	1,246.42	0.00	0.00
TEMPORARY SALARY	462.17	0.00	0.00
TRAVEL EXPENSE	4,731.41	0.00	0.00
OTHER PROFESSIONAL SERVICES	600.00	0.00	0.00
RENTAL EQUIPMENT	1,684.98	0.00	0.00
RENTAL EQUIPMENT	237.00	0.00	0.00
RENTAL EQUIPMENT	7,478.52	0.00	0.00
RENTAL EQUIPMENT	2,773.02	0.00	0.00
RENTAL EQUIPMENT	4,621.17	0.00	0.00
RENTAL EQUIPMENT	4,731.41	0.00	0.00
TOTAL	55,706.00	0.00	0.00

REPORT OF EXPENDITURES TO BUDGET BY FUND TO DECATUR PUBLIC LIBRARY

2000-2001

10/31/2000

ADDITIONAL INFORMATION: UNRECORDED ENCUMBRANCE UNRECORDED PERMA

*****	20,567	2,176.97	12,606.93	16,773	12,067.07	17,067.07	59.7
*****	66,511	.00	57,590.00	0	57,590.00	57,590.00	96.7
*****	96,511	.00	57,590.00	0	57,590.00	115,180.00	156.4

CAPITAL OUTLAY

516 AUTOMOTIVE EQUIPMENT
516 OFFICE MACHINERY AND EQUIPMENT
517 OTHER MACHINERY AND EQUIPMENT

*****	380,000	39,695.32	155,828.81	190,000	224,171.19	222,664.30	41.4
*****	380,000	404.00	42.00	0	47.00	47.00	.0
*****	380,000	1,627.00	832.00	0	832.00	832.00	.0
*****	380,000	1,627.00	121.05	0	121.05	121.05	.0
*****	380,000	.00	186.00	0	186.00	186.00	.0
*****	380,000	.00	300.89	0	300.89	300.89	.0
*****	380,000	.00	19.95	0	19.95	19.95	.0
*****	380,000	39,695.32	157,335.70	190,000	222,664.30	222,664.30	41.4

** DIVISION TOTAL **

*****	3,019,639	252,641.96	1,529,584.75	1,509,817	1,490,054.25	15,469.68	51.2
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LIBRARY CAPITAL
DESCRIPTION

APPROVAL
BUDGETED

APPROVAL	ACTUAL	APPROVAL	ACTUAL
3000000000	196670.00	98990.00	98990.00
3000000000	196670.00	98990.00	98990.00
TOTAL	393340.00	197980.00	197980.00

TRAFFIC FROM

APPROVAL	ACTUAL	APPROVAL	ACTUAL
3000000000	225000.00	0.00	0.00
3000000000	225000.00	0.00	0.00
TOTAL	450000.00	0.00	0.00

INVESTMENT INCOME

APPROVAL	ACTUAL	APPROVAL	ACTUAL
3070000000	15000.00	15000.00	15000.00
3070000000	15000.00	15000.00	15000.00
TOTAL	30000.00	30000.00	30000.00

OTHER INCOME

APPROVAL	ACTUAL	APPROVAL	ACTUAL
3080000000	67000.00	133333.00	134000.00
3080000000	67000.00	724.61	0.00
TOTAL	134000.00	134057.61	134000.00

FUND TOTAL

APPROVAL	ACTUAL	APPROVAL	ACTUAL
213005	106670.50	188522.65	213341.00
TOTAL	213341.00	213341.00	24818.35

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 LIBRARY CAPITAL EXPENDITURES

10/31/2000

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
210 SERV-BUILDINGS	0	0.00	12,695.00	0	12,695.00	0.00	12,695.00	0.00
237 ARCH AND ENGINEERING SERVICES	0	0.00	886.35	0	886.35	0.00	886.35	0.00
280 OTHER PROFESSIONAL SERVICES	0	0.00	919.23	0	919.23	0.00	919.23	0.00
TOTAL	0	0.00	14,500.58	0	14,500.58	0.00	14,500.58	0.00

COMMODITIES

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
320 MATERIAL-BLDGS	0	0.00	1,993.63	0	1,993.63	0.00	1,993.63	0.00
TOTAL	0	0.00	1,993.63	0	1,993.63	0.00	1,993.63	0.00

CAPITAL OUTLAY

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
502 BUILDINGS	154,000	0.00	133,333.00	77,000	20,667.00	0.00	20,667.00	86.6
TOTAL	154,000	0.00	133,333.00	77,000	20,667.00	0.00	20,667.00	86.6

** DIVISION TOTAL **

OR CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
TOTAL	154,000	0.00	149,827.21	77,000	4,172.79	0.00	4,172.79	97.3

PERIOD ENDING 30/09/01	APPROVAL	ESTIMATE	ACTUAL	VARIANCE
21,983.36	0.00	0.00	21,983.36	21,983.36
21,983.36	0.00	0.00	21,983.36	21,983.36
0.00	17,500.00	0.00	25,000.00	25,000.00
0.00	17,500.00	0.00	25,000.00	25,000.00
0.00	17,500.00	21,983.36	46,983.36	0.7

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 2000-2001
 FUND 33 DPL-STATE GRANT FOR BLDG 10/31/2000

ACCOUNT DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
CAPITAL OUTLAY	25,000	0.00	400.00	12,500	24,600.00	0.00	24,600.00	1.6
BUILDINGS	0	0.00	400.00	0	400.00	0.00	400.00	-
OTHER MACHINERY AND EQUIPMENT	25,000	0.00	800.00	12,500	24,200.00	0.00	24,200.00	3.2
** DIVISION TOTAL **	25,000	0.00	800.00	12,500	24,200.00	0.00	24,200.00	3.2

LIBRARY BUILDING LEASES PERIOD ENDING 20001031

ASST. DESCRIPTION	APPROVAL	REVENUE	AMOUNT	UNENCUMBERED BALANCE
FUND BALANCE				
3001-0000	10,261.00	10,261.00	1,000.00	17,999.02 36
TOTAL	10,261.00	10,261.00	1,000.00	17,999.02 36
LOAN SERVICE INCOME				
3002-0001	500.00	500.00	1,000.00	469.50 93
TOTAL	500.00	500.00	1,000.00	469.50 93
OTHER INCOME				
3006-0000	24,410.89	24,410.89	40,000.00	15,589.11 61
TOTAL	24,410.89	24,410.89	40,000.00	15,589.11 61
FUND TOTAL	34,620.50	34,620.50	69,241.00	34,038.51 50

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REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

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CLASSIFICATION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 35 LIBRARY BUILDING LEASES		UNENCUMBERED BALANCE	PRCNT COMM
					UNEXPENDED BALANCE	ENCUMBRANCE		
40000 LIBRARY LEASES								
231 UTILILITY	5,575	923.88	3,251.08	2,787	2,323.92	.00	2,323.92	58.3
280 OTHER PROFESSIONAL SERVICES	5,000	8,782.98	18,003.53	3,000	12,003.53	.00	12,003.53	300.1
CONTRACTUAL SERVICES	11,575	9,711.86	21,254.61	5,787	9,679.61	.00	9,679.61	183.6
OTHER CHARGES								
978 TO TO LIBRARY CAPITAL	45,000	.00	.00	22,500	45,000.00	.00	45,000.00	
** DIVISION TOTAL **	45,000	.00	.00	22,500	45,000.00	.00	45,000.00	
	56,575	9,711.86	21,254.61	28,287	35,320.39	.00	35,320.39	37.6

A library's service area may encompass many diverse groups. The needs, interests, and points of view of the community range over the broad spectrum of subjects that are of interest to contemporary society. Intellectual freedom and the right to read are the cornerstones upon which all library services should be based. *Planning for Excellence*, p. 41.

The public library provides a wide range of materials in a variety of formats and in sufficient quantity to meet the needs and interests of the community. The collection is timely, current, and responsive to the community it serves. The key to quality collection management is adequate funding and professionally trained collection managers.

Two integral elements of collection management are resource sharing and cooperative collection management. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. It is imperative that library staff are knowledgeable about methods of resource sharing, understand its immeasurable value, and actively promote and facilitate interlibrary loan and reciprocal borrowing.

Electronic delivery of information will increasingly affect the development of reference collections. Library planners need to be knowledgeable about electronic products and services and integrate them into library collections when appropriate.

Applicable Core Standards

- Core 12.** The library has a board-approved mission statement, 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 21.** The library provides access to ILLINET Online.
- 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.

Supplemental Standards

1. The library has a board-approved, written collection management policy based on professional standards, community needs and interests, and the diversity of American society. The policy is reviewed by the board biennially and is available to the public. (See appendix 4.1 for topics recommended for consideration in a collection management policy.)
2. Staff responsible for collection management are professionally trained in the general principles of selection and weeding as well as in their specific areas of responsibility. Staff select new materials and evaluate the collection for retention or withdrawal in conformance with the collection management policy. Such library staff regularly attend continuing education workshops on collection management.
3. Staff responsible for collection management have access to a variety of selection tools.
4. The library staff uses accepted professional techniques for collection management. Such techniques include quantitative measures (circulation-per-capita and turnaround rates), weeding (The CREW Method), user surveys and questionnaires.
5. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that may affect the size of the collection. Local history, genealogy, and a linguistically diverse population are some examples of these factors.
6. Existing and future use of electronic sources will affect the need to provide hard copy of some periodicals. (See appendix 4.2 and 4.3 for book and periodical collection tables.)
7. Nonprint collections play an increasingly important role in most public libraries. Building program consultants are typically recommending that the size of the AV collections be an amount equal to 10 percent of the book collection. Factors including a linguistically diverse population and the number of formats for each title will affect this percentage.
8. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are books on cassette; books in Braille; information in electronic formats; and closed captioned, described, or signed videos.
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.

RESOLUTION SUPPORTING FUNDING INCREASE

WHEREAS, a long-term goal of the Illinois Regional Library Systems has been to encourage and support the improvement of library services for all Illinois residents, and

WHEREAS, in cooperation with the Illinois State Library and local libraries throughout the state, Illinois' twelve Regional Library Systems form an essential pillar in the foundation of interlibrary cooperation and provide an important role in fostering library cooperation among nearly four thousand Illinois academic, school, special, and public libraries, and

WHEREAS, Illinois' Library Systems have assumed a leadership position in the introduction and use of advanced technology for expanding access to information for Illinois residents, and

WHEREAS, Illinois' Library Systems encourage the love of reading and lifelong learning, the improvement of local library services and programs, and the expansion of library services in unserved areas, and

WHEREAS, Illinois' Regional Library Systems rely upon the Area and Per Capita Grants to Illinois Library Systems for virtually all of their operating revenues, and

WHEREAS, the Area and Per Capita Grants to Illinois Library Systems is less than it was in 1990-91, and

WHEREAS, during the decade of the 1990's, the cost of providing services in support of library cooperative initiatives has increased, as measured by an increase in the Consumer Price Index of 24%, and

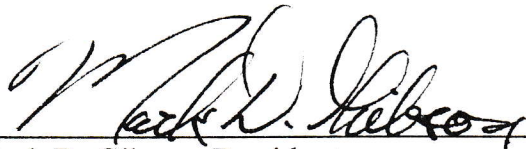
WHEREAS, the demand for core services provided by Illinois Library Systems in the areas of continuing education, library automation, and van delivery has increased steadily during the 1990's, with significant increases in the number of continuing education programs offered, the number of library collections online through System-managed automation consortia, and the number of items delivered through System delivery services, and

WHEREAS, the ability of Illinois Library systems to continue to provide the leadership to maintain the current high level of library cooperation and to meet the expectations of Illinois residents is threatened by the current pattern of funding.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of the Decatur Public Library formally requests Governor George Ryan, Secretary of State Jesse White, and the General Assembly to support an increase of \$2,000,000 in the appropriation of General Revenue Funds for System Area and per Capita Grants in the FY 2002 appropriation cycle.

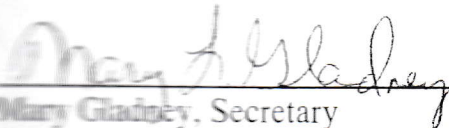
PASSED THIS 16th day of November, 2000.

APPROVED:



Mark D. Gibson, President
Decatur Public Library Board of Trustees

ATTEST:



Mary Gladney, Secretary
Decatur Public Library Board of Trustees