

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, August 20, 1998 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
 - A. Oath of office for new trustee
- II. Approval of minutes
 - A. Regular meeting of July 16, 1998
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of August 3, 1998
 - B. Finance and Properties Committee
 - 1. Approval of bills for July 1998
 - 2. Meeting of August 4, 1998
 - C. Rolling Prairie Library System
 - 1. Report on July 1998 system board meeting
 - D. Friends of the Library
 - 1. No meeting
 - E. Foundation
 - 1. Meeting of July 21, 1998
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter I, Core Standards
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 1998

NAME	TERM	TELEPHONE	ADDRESS
Shirley Moore President	1998-2001*	422-2565 (h)	418 Woodhill Dr. -21
Judi Moss Vice President	1998-2001*	428-3981 (h) 424-3236 (w)	1550 Lynnwood Dr. -21
Mary Lee Secretary	1996-1999	422-3849 (h) 423-8815 (w)	340 N. Calhoun -21 1149 E. Cantrell -21 (w)
Sherri Arnold	1998-2001	428-6063 (h)	526 W. Bradley Ct. -22
Wayne Dunning	1998-1999**	422-3434 (w)	360 W. Prairie -22
Mark Gibson	1996-1999	422-8507 (h) 428-4689 (w) 422-7950 (fax)	4452 Mt. Vernon Pl. -21 101 S. Main, Suite 200 -23
Pat Greanias	1998-2000**	428-1004 (h)	31 Oakridge Dr. -21
Russell Reimer	1997-2000	423-6506 (h) 424-5200 (w)	906 Cedar Hill Dr. -21
John Stengel	1997-2000*	429-6357 (h)	431 Shoreline Dr. -21

* - second term

** - unexpired term

LIBRARY

Phone 424-2900
Fax 423-5741

John A. Moorman, City Librarian
423-4613 (h)
315 Hackberry Pl. -21

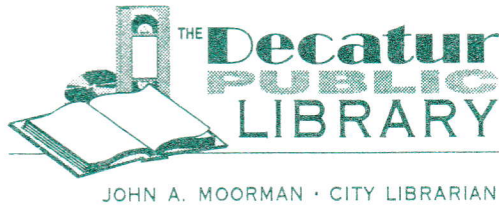
Finance & Properties Committee

John Stengel, Chair
Wayne Dunning
Mary Lee
Russell Reimer
Shirley Moore, ex-officio

Personnel, Policy & Public Relations Committee

Judi Moss, Chair
Sherri Arnold
Mark Gibson
Patricia Greanias
Shirley Moore, ex-officio

Representative to the Friends of the Library: Shirley Moore



PUBLIC NOTICE

1998/99 REGULAR MEETINGS
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
FINANCE AND PROPERTIES COMMITTEE

The regular meetings of the Finance and Properties Committee of the Decatur Public Library Board of Trustees for 1998/99 will be held in the Main Library, 247 East North Street, Decatur, Illinois at 4:45 p.m. on the first Tuesday of each month. If the first Tuesday of the month is a legal holiday, the meeting will be held on the second Tuesday of the month.

The schedule of regular meetings is as follows:

August 4, 1998
September 1, 1998
October 6, 1998
November 3, 1998
December 1, 1998
January 5, 1999
February 2, 1999
March 2, 1999
April 6, 1999
May 4, 1999
June 1, 1999
July 6, 1999

The schedule of regular meetings is available upon request at Decatur Public Library, 247 East North Street, Decatur, Illinois.

/s/ Mary Lee

Secretary, Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 16, 1998

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Mary Lee, Judi Moss, Russell Reimer, and John Stengel. Absent: Wayne Dunning, Pat Greanias, and Mark Gibson. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Randy Gibson and Martin Leibrock from Phillips Swager Associates, John Cardwell from Cardwell Realty, and Debbie Bruno, Carolyn Baker, and George Patterson from GEAC.

II. APPROVAL OF MINUTES

The minutes of the meeting of June 18, 1998 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. NEW BUSINESS

Review of construction bids with PSA: Mr. Gibson reported that bids were opened for the Sears renovation project. Midstates General & Mechanical Contracting Corporation was the apparent low bidder with a base bid of \$3.9 million. The bids will be presented at the next Board meeting for contract approval.

Update on lease space with John Cardwell: Regarding the lease space at the new library, Mr. Cardwell said that he intends to fill a major portion of the space with one tenant and then fill in with tenants requiring smaller amounts of space. The Board advised Mr. Cardwell that it would look at requests for lease space on an individual basis.

Discussion of concerns with GEAC software officials: Debbie Bruno, Carolyn Baker, and George Patterson, Operations Manager of GEAC, met with the Board. Mr. Patterson discussed concerns about year 2000 compliance, future needs to upgrade and associated costs, and conflicts between IBM hardware and GEAC software.

Appointment of Committees for 1998/99: Mrs. Moore made the annual appointment of committees for the coming year. Personnel, Policy, and Public Relations Committee: Mrs. Moss, Chair, Mrs. Arnold, Mr. Gibson, Mrs. Greanias, and Mrs. Moore, ex-officio. Finance and Properties Committee: Mr. Stengel, Chair, Mr. Dunning, Ms. Lee, Mr. Reimer, and Mrs. Moore, ex-officio.

V. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman reported increased participation in the Summer Reading Program this year.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met July 2, 1998. Mrs. Moss made a motion to approve amending the security policy as presented. The motion was seconded by Ms. Lee and unanimously approved. The committee also began the performance evaluation of the City Librarian. The next meeting will be Monday, August 3 at 4:30 p.m.

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

The committee met July 7, 1998. Proposals for periodical subscriptions were reviewed. Mr. Stengel made a motion to approve changing vendors to Ebsco Subscription Service for \$35,000. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote.

Rolling Prairie Library System: Mr. Moorman was not able to attend the meeting.

Friends of the Library: The Friends met July 8, 1998. Plans are underway for the book sale September 6 and 7. A book sale is also being planned for April 1999 before the library moves. The Friends also agreed to fund awards for staff recognition.

Foundation: The Foundation Board of Directors did not meet. Mr. Moorman reported on the status of the fund drive.

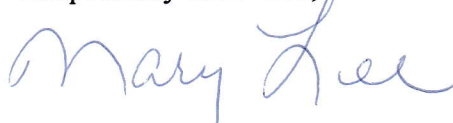
VII. OLD BUSINESS

There was no old business.

VIII. ADJOURNMENT

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,



Mary Lee, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the August 20, 1998 Meeting

of the
Decatur Public Library Board of Trustees

In the warmth of August one does not often think of the cold of January. However, it will soon be upon us. This fall, the Library will be assisting in the process of helping those in need acquire coats to protect themselves during inclement weather. From September 29, 1998 until November 24, 1998 The main library will be a drop off location for the DOVE winter coat program.

While there has not been much formal work done on the Sears library renovation project this month, considerable background work has been underway. I have been working with architects and others on evaluating the bids received for the project in anticipation of bids being awarded for the project at the August 20, 1998 board meeting. Preliminary project payout schedules have been completed and shared with the finance committee. Work has continued on the budget for the furniture and equipment part of the project. I have also worked with John Cardwell and his staff on obtaining needed information on both buildings and have had discussions with them concerning prospects for both leasing space in the new building and the sale of our current facility. I continue to work with the Decatur Public Library Foundation on its capital campaign. A press conference is planned for Wednesday, August 19, 1998 at 10:00 a.m. to present information concerning the status of the campaign. Initial work is underway for a formal ceremony at the new facility on October 1, 1998 when the Library receives possession of the building.

This year has been the year of tornado warnings. The all too frequent warnings of this year have made staff aware that our procedure for such events needs to be reexamined and more clearly stated. It has also made us aware of the need for a public address system in the new facility. Emergency flashlight units with radio's have been purchased and are being installed in all public service areas, divisional work areas and both bookmobiles.

Discussions continue with GEAC concerning operational issues with its PLUS system which the library uses for its catalog and materials circulation functions. During the month, four library staff members had a 2.5 hour conference call with the manager of GEAC's customer response center during which over 22 issues were discussed. Some issues were resolved as the result of the call and procedures were established for improved follow-up on outstanding issues.

On August 24, 1998, I will be taking several staff members to Springfield to talk to staff at the Lincoln Library concerning their experience with participation in Rolling Prairie Library System's DRA automation network. This is a first step in gathering data as I began an examination as to whether Decatur Public Library could benefit from membership in this automation network.

City Librarian's Report

August 20, 1998

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Sue Hemp of the Adult Division has set up a display on the back wall in the BIC area of selected government documents related to small business, employment, and demographics. It is hoped that this display will draw patron attention to our government documents area as an important information source. She has also completed our annual Amendment of Item Selections for our federal depository collection.

Library pages recently completed a survey of most requested periodicals from our downstairs storage area. Most wanted were Reader's Digest, National Geographic, New Yorker, PC World, and Life. The majority of issues requested were from 1990 to present.

Sherry Mallory and Len Walter of the Adult Division attended the MIRAGe meeting on July 30, 1998 at Peoria Public Library. The topic was; "Beyond Zane Grey: Western Fiction".

The Local History Room recorded its highest monthly usage during July when 250 individuals were recorded using materials in the room. There were 402 patrons recorded using the Internet in 747 time slots during the month.

The Technical Division reported the second highest total month for cataloging ever after a record June. There were 2075 changes made to the database and 52 OCLC records were enhanced. They are beginning work on changing our periodicals vendor from Popular to Ebsco as per Board action at the July board meeting.

The Extension Division's fall bookmobile schedule will begin the week of August 31st. Prior to that time a new book drop will be installed by Southeast School at 18th and Cleveland Streets. This new book drop is in response to requests from citizens of the area for this service. The Division continues to provide service to 38 homebound individuals.

As of August 13, 1998, 28.76% of the fiscal year had been completed. Budgeted expenditures and encumbrances stood at 25.8% of budget. During the month, 34 volunteers provided 315 hours of service to the Library.

The annual Friends of the Library Book Sale will again be held on Labor Day weekend. Sale hours are Sunday, September 6th 9:00 a.m. - 11:00 a.m. for Friends of the Library members and 11:00 a.m. - 5:00 p.m. for the general public. On Monday, September 7th sale hours are 9:00 a.m. - 5:00 p.m. On Monday, book prices will be \$5 per bag. The Friends are to be complimented for the many hours they put into this important fundraising event.

The summer reading program "Book a Trip" went very well. Main Library sign-ups were 1,586 up 35 from last summer. There were 4,288 returns to the summer reading program desk compared to 3,826 last summer.

City Librarian's Report

August 20, 1998

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There were 8 preschool storytimes with an attendance of 84, 3 school age storytimes attended by 33 and 8 lap-sits attended by 136. Twenty-five groups brought in 399 people, and ten of these groups had a storytime. There were 27 Baby TALK contacts, including 16 photos, 4 birthday books, and 3 new baby books.

On June 26, 1998 Katie Gross attended an open house for Habitat For Humanity to receive a memorial donation of 4 picture books.

Daniel and Michelle Smith
439 Teakwood Lane NE
Cedar Rapids, IA 52402



Decatur Public Library
247 E. North St.
Decatur IL 62523



Enclosed please find
\$7 to pay Akers overdue
library charges. Please also
note that we have moved
out of state and will no longer
be utilizing the library in
Decatur. Thank you for an
wonderful service in the past
years!

Michelle Smith

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 July 1998

Location	July 1998	July 1997	% Change
CENTRAL LIBRARY, PRINT			
Adult	22,605	24,199	-6.6
Young Adult	1,411	1,794	-21.4
Children's	18,131	20,003	-9.4
TOTAL	42,147	45,996	-8.4
EXTENSION PRINT			
Bookmobile 548	4,348	4,905	-11.4
Bookmobile 549	2,585	2,764	-6.5
Outreach	292	427	-31.6
TOTAL	7,225	8,096	-10.8
TOTAL PRINT	49,372	54,092	-8.7
NON-PRINT			
Videocassettes	7,505	7,218	4.0
Audiocassettes	2,868	2,711	5.8
Recordings	2,014	1,988	1.3
TOTAL	12,387	11,917	3.9
Extension Non-print	1,203	1,230	-2.2
TOTAL NON-PRINT	13,590	13,147	3.4
Renewals	462	667	-30.7
TOTAL CIRCULATION	63,424	67,906	-6.6

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 July 1998

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	267,477	283,768	-5.7
Young Adult	13,904	14,722	-5.6
Children's	158,844	157,534	0.8
TOTAL	440,225	456,024	-3.5
EXTENSION PRINT			
Bookmobile 548	87,899	78,887	11.4
Bookmobile 549	31,843	36,789	-13.4
Outreach	5,495	11,223	-51.0
TOTAL	125,237	126,899	-1.3
TOTAL PRINT	565,462	582,923	-3.0
NON-PRINT			
Videocassettes	84,654	80,666	4.9
Audiocassettes	30,506	34,289	-11.0
Recordings	22,098	24,415	-9.5
TOTAL	137,258	139,370	-1.5
Extension Non-print	11,390	10,431	9.2
TOTAL NON-PRINT	148,648	149,801	-0.8
Renewals	8,142	9,815	-17.1
TOTAL CIRCULATION	722,252	742,539	-2.7

STATISTICAL REPORT
July 1998

TECHNICAL SERVICES

New book volumes added: 1,782
New book titles added: 1,145
AV titles added: 129
Volumes withdrawn: 1,439
Books mended: 890

PERSONNEL ACTIVITY:

7/17/98 Cathy Ritchie, Information Specialist--Young Adult,
resigned
7/23/98 Susan Hemp hired for Information Specialist--Adult
Services
8/6/98 Erin McGlade, Telephone Page (1/2 time), terminated
8/7/98 Bobbie Henson, Library Clerk I (1/2 time) resigned

CURRENT VACANCIES:

Telephone Page (1/2 time), Library Clerk I (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 331 main + 10 extension = 341 total

PROFESSIONAL ASSISTS: this 12 months to date: 87,070
last 12 months to date: 74,647

PATRONS IN THE BUILDING: this 12 months to date: 358,417
last 12 months to date: 361,383

VOLUMES PURCHASED: this 12 months to date: 18,992
last 12 months to date: 19,732

VOLUNTEERS: 34 volunteers worked 315 hours

Personnel, Policy and Public Relations Committee
August 3, 1998

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 Carolyn Jensen.

Review of draft lost & found policy: The committee reviewed the draft prepared by Mr. Moorman. The plan will be presented to the Board for approval as revised.

Performance evaluation of the City Librarian--Closed Executive Session: Mrs. Greanias made a motion to adjourn to closed executive session to evaluate the performance of the City Librarian. The motion was seconded by Mrs. Arnold and unanimously carried on roll call vote. The committee went into closed session at 4:50 p.m. The meeting was reconvened at 5:30 p.m.

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

Respectfully submitted,

John A. Moorman, City Librarian

**Decatur Public Library
Lost and Found**

1. Money: Money will be taken to the administrative office where it will be kept for 30 days. If unclaimed after 30 days, it will be given to the Friends of the Library.
 2. Valuable items:* Complete form #280 and take both the item and the form to the administrative office where the item will be kept for 30 days. If unclaimed after 30 days, it will be given to the City Police Department auction.
 3. Purses and wallets: Purses and wallets will be taken to the administrative office. The administrative office staff will attempt to locate and contact the owner from identification in the purse or wallet. If unclaimed after 30 days, the purses and wallets will be disposed of and any money will be given to the Friends of the Library.
 4. Keys: Keys will be taken to the circulation division where they will be kept for 30 days. If unclaimed after 30 days, they will be destroyed.
 5. Items of lesser value** These items will be taken to the circulation desk and kept for 30 days. If unclaimed, these items will be disposed of.
 6. Books and magazines: These items will be taken to the circulation desk and kept for 30 days. If unclaimed after 30 days, books will be given to the Friends of the Library for the book sale and magazines will be recycled.
- * For the purpose of this policy, valuable items include items such as watches, rings, and computer items.
- ** For the purposes of this policy, items of lesser value include items such as clothing, notebooks, and footwear.

Lost & Found

Date & time _____

Description of item _____

Where found? _____

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/1998

FUND	DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
DECATUR PUBLIC LIBRARY	07/02/1998	COMMERCIAL MAIL SERVICES	113930	07/02/1998	POSTAGE	80.26
	07/02/1998	TREASURY CASH	113938	07/02/1998	PROFESSIONAL SERVICES	23.58
	07/02/1998	TREASURY CASH	113938	07/02/1998	MATERIAL-BLDGS	44.97
	07/02/1998	TREASURY CASH	113938	07/02/1998	MATERIAL-TO MAINT AUTO EQUIP	17.60
	07/08/1998	TREASURY CASH	114050	07/08/1998	OFFICE SUPPLIES	6.25
	07/08/1998	TREASURY MEDICAL INSURANCE	114051	07/08/1998	MEDICAL INSURANCE	4,790.96
	07/08/1998	TREASURY NON MEDICAL INS	114051	07/08/1998	LIFE INSURANCE	32.40
	07/08/1998	TREASURY NON MEDICAL INS	114051	07/08/1998	UNEMPLOYMENT COMPENSATION	265.32
	07/08/1998	TREASURY IMRF	114051	07/08/1998	WORKERS COMPENSATION	512.55
	07/09/1998	CUSTOMER COMMUNICATIONS	114052	07/09/1998	RETIREMENT-IMRF	8,399.40
	07/09/1998	MURKIN, JOHN	114075	07/09/1998	TELEPHONE	467.08
	07/09/1998	ROTARY CLUB OF DECATUR	114077	07/09/1998	CONFERENCES AND OTHER TRAVEL	577.99
	07/09/1998	RECYCLING UNLIMITED INC	114078	07/09/1998	OTHER PROFESSIONAL SERVICES	173.50
	07/09/1998	WALKER, ED	114083	07/09/1998	OTHER BUILDINGS	111.00
	07/10/1998	TREASURY LEET MAINTENANCE	114105	07/10/1998	OTHER PROFESSIONAL SERVICES	706.00
	07/10/1998	TREASURY GENERAL FUND	114106	07/10/1998	GASOLINE	252.23
	07/10/1998	TREASURY SELF INSURANCE FUND	114107	07/10/1998	TRANSFER TO GENERAL FUND	200.00
	07/10/1998	TREASURY SELF INSURANCE FUND	114107	07/10/1998	MOTOR VEHICLE-INSURANCE	408.84
	07/10/1998	TREASURY SELF INSURANCE FUND	114107	07/10/1998	BOILER INSURANCE	23.50
	07/10/1998	TREASURY SELF INSURANCE FUND	114107	07/10/1998	PROPERTY INSURANCE	1,257.84
	07/10/1998	TREASURY SELF INSURANCE FUND	114107	07/10/1998	GENERAL LIABILITY INSURANCE	343.84
	07/10/1998	TREASURY OPERATING	114108	07/10/1998	MIS SERVICES	3,737.00
	07/10/1998	ARMAK, SERVICES, INC.	114131	07/10/1998	MS SERVICES	8.00
	07/15/1998	AMERICAN SOCIETY OF PHILANTHROPI	114132	07/15/1998	SERV-BUILDINGS	35.00
	07/15/1998	BAKER & TAYLOR CO	114139	07/15/1998	MAG/PAPERS-MAIN REFERENCE	266.25
	07/15/1998	BAKER & TAYLOR CO	114147	07/15/1998	BOOKS AND PERIODICALS	810.05
	07/15/1998	CONSOLIDATED COMMUNICATIONS	114149	07/15/1998	BOOKS AND PERIODICALS	79.64
	07/15/1998	DECATUR MEMORIAL HOSPITAL	114153	07/15/1998	TELEPHONE	57.00
	07/15/1998	DECATUR UTILITIES, INC.	114158	07/15/1998	OTHER PROFESSIONAL SERVICES	100.35
	07/15/1998	CAVITRON FILE	114164	07/15/1998	BOOKS AND PERIODICALS	363.99
	07/15/1998	FACTS ON FILE	114181	07/15/1998	MAG/PAPERS-MAIN REFERENCE	292.55
	07/21/1998	OMNIGRAPHICS, INC	114184	07/15/1998	TELEPHONE	70.50
	07/16/1998	R.R. BOWKER	114198	07/16/1998	BOOKS AND PERIODICALS	177.89
	07/16/1998	ISM CORPORATION	114200	07/16/1998	BOOKS AND PERIODICALS	369.35
	07/16/1998	SPEED LUBE	114202	07/16/1998	SERV-OFFICE EQUIP	19.95
	07/16/1998	UPSTART	114206	07/16/1998	SERV-AUTO EQUIPMENT	135.00
	07/17/1998	BECK'S ENGRAVING	114306	07/17/1998	PRINTING AND BINDING	50.00
	07/22/1998	BECK'S MEDICAL INSURANCE	114307	07/22/1998	OFFICE SUPPLIES	4,790.96
	07/22/1998	TREASURY MEDICAL INS	114307	07/22/1998	MEDICAL INSURANCE	22.70
	07/22/1998	TREASURY MEDICAL INS	114307	07/22/1998	LIFE INSURANCE	257.50
	07/22/1998	TREASURY MEDICAL INS	114307	07/22/1998	UNEMPLOYMENT COMPENSATION	497.25
	07/22/1998	TREASURY IMRF	114308	07/22/1998	WORKERS COMPENSATION	8,936.38
	07/24/1998	BOOTH & LITTLE	114351	07/24/1998	RETIREMENT-IMRF	2,755.00
	07/24/1998	MENARDS	114374	07/24/1998	MATERIAL-BLDGS	93.47
	07/24/1998	MIDWEST USERS GROUP	114380	07/24/1998	PROFESSIONAL MEMBERSHIP FEES	50.00
	07/24/1998	SAM'S CLUB	114380	07/24/1998	PROFESSIONAL MEMBERSHIP FEES	100.00
	07/28/1998	TREASURY CASH	114426	07/28/1998	JANITORIAL SUPPLIES	57.92
	07/28/1998	TREASURY CASH	114426	07/28/1998	SERV-AUTO EQUIP	0.00
	07/28/1998	TREASURY CASH	114426	07/28/1998	TRAINING SCHOOL	24.00
	07/28/1998	TREASURY CASH	114426	07/28/1998	JANITORIAL SUPPLIES	9.18
	07/28/1998	TREASURY CASH	114427	07/28/1998	MATERIAL-BLDGS	21.06
	07/28/1998	TREASURY CASH	114427	07/28/1998	CONFERENCES AND OTHER TRAVEL	5.00
	07/28/1998	TREASURY CASH	114427	07/28/1998	POSTAGE	4.40
	07/28/1998	TREASURY CASH	114427	07/28/1998	PROFESSIONAL MEMBERSHIP FEES	15.00
	07/28/1998	TREASURY CASH	114427	07/28/1998	JANITORIAL SUPPLIES	9.95
	07/28/1998	TREASURY CASH	114427	07/28/1998	MATERIAL-BLDGS	24.98
	07/28/1998	TREASURY CASH	114427	07/28/1998	OFFICE SUPPLIES	78.37
	07/28/1998	TREASURY CASH	114427	07/28/1998	BOOKS AND PERIODICALS	38.95
	07/28/1998	TREASURY CASH	114427	07/28/1998	MAG/PAPERS-MAIN ADULT	10.00
	07/28/1998	TREASURY CASH	114430	07/29/1998	TRAINING SCHOOL	132.00
	07/29/1998	BLOOMINGTON PUBLIC LIBRARY	114448	07/30/1998	SERV-OFFICE EQUIP	177.24
	07/29/1998	A B DICK PRODUCTIONS	114467	07/31/1998	BOOKS AND PERIODICALS	48.48
	07/29/1998	ARINGTON PRESS	114479	07/31/1998	BOOKS AND PERIODICALS	504.63
	07/29/1998	BAKER & TAYLOR CO	114479	07/31/1998	BOOKS AND PERIODICALS	582.07
	07/31/1998	BAKER & TAYLOR CO	114479	07/31/1998	BOOKS AND PERIODICALS	1,661.62
	07/20/1998	BAKER & TAYLOR CO	114481	07/31/1998	BOOKS AND PERIODICALS	1,931.95
	07/24/1998	BAKER & TAYLOR CO	114481	07/31/1998	BOOKS AND PERIODICALS	1,070.51
	07/24/1998	BAKER & TAYLOR CO	114482	07/31/1998	BOOKS AND PERIODICALS	1,010.00

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/1998

EUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/24/1998	BAKER & TAYLOR CO	922.15	114483	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO	1,711.35	114484	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO	1,629.79	114485	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO	2,981.20	114486	07/31/1998	BOOKS AND PERIODICALS
07/27/1998	BAKER & TAYLOR CO	1,837.22	114487	07/31/1998	BOOKS AND PERIODICALS
07/28/1998	BAKER & TAYLOR CO	3,255.17	114488	07/31/1998	BOOKS AND PERIODICALS
07/31/1998	BAKER & TAYLOR CO	911.38	114489	07/31/1998	OTHER PROFESSIONAL SERVICES
07/30/1998	BARDY TALKING ENTERTAINMENT	275.00	114497	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO	2,537.48	114500	07/31/1998	BOOKS AND PERIODICALS
07/30/1998	BAKER & TAYLOR CO	1,027.48	114501	07/31/1998	BOOKS AND PERIODICALS
07/20/1998	CAPITAL CITY PAPER CO	77.90	114509	07/31/1998	OFFICE SUPPLIES
07/22/1998	CAPITAL CITY PAPER CO	274.50	114522	07/31/1998	OFFICE SUPPLIES
07/31/1998	CGXESBUR	10.44	114529	07/31/1998	OFFICE SUPPLIES
07/20/1998	DECATUR PAINT & VARNISH	49.91	114532	07/31/1998	OFFICE SUPPLIES
07/20/1998	DECATUR EDUCATIONAL CORP	388.78	114532	07/31/1998	ADVERTISING
07/31/1998	HERALD & REVIEW	148.20	114532	07/31/1998	BOOKS AND PERIODICALS
07/21/1998	HAYLO & REVIEWS	32.31	114536	07/31/1998	BOOKS AND PERIODICALS
07/21/1998	DAVIDSON TITLES, INC.	5,826	114536	07/31/1998	BOOKS AND PERIODICALS
07/20/1998	DIXIE USA, INC. SUPPLY	53.60	114548	07/31/1998	TRAINING SCHOOL
07/24/1998	DEMARCO OFFICE SUPPLY	53.60	114548	07/31/1998	OFFICE SUPPLIES
07/31/1998	FELIX	35.00	114558	07/31/1998	POSTAGE
07/31/1998	FURDHAM EQUIPMENT	50.68	114561	07/31/1998	POSTAGE
07/31/1998	FURDHAM EQUIPMENT	651.50	114561	07/31/1998	OFFICE SUPPLIES
07/20/1998	FBI IMPRESSIONS	50.43	114562	07/31/1998	PRINTING AND BINDING
07/21/1998	GAYLORD BROS	749.84	114569	07/31/1998	OFFICE SUPPLIES
07/20/1998	HUGHES BINDER LTD	196.10	114578	07/31/1998	PRINTING AND BINDING
07/20/1998	HUGHES BINDER LTD	91.57	114580	07/31/1998	TELEPHONE
07/22/1998	AMERITECH	1,396.75	114582	07/31/1998	TELEPHONE
07/22/1998	AMERITECH	4,213.75	114583	07/31/1998	ELECTRICITY
07/27/1998	ILLINOIS POWER COMPANY	39.44	114585	07/31/1998	GAS
07/27/1998	ILLINOIS POWER COMPANY	3,300.00	114585	07/31/1998	BOOKS AND PERIODICALS
07/21/1998	INFORMATION ACCESS	369.55	114588	07/31/1998	OFFICE EQUIP
07/27/1998	IL STATE LIBRARY	25.49	114590	07/31/1998	POSTAGE
07/27/1998	IL STATE LIBRARY	952.98	114590	07/31/1998	RENTAL-EQUIPMENT
07/21/1998	INGRAM LIBRARY SERVICES	119.62	114592	07/31/1998	BOOKS AND PERIODICALS
07/20/1998	JANUSAN SUPPLY CO., INC.	229.04	114594	07/31/1998	BOOKS AND PERIODICALS
07/20/1998	KING LAR	135.76	114599	07/31/1998	JANITORIAL SUPPLIES
07/20/1998	KING LAR	45.00	114600	07/31/1998	MATERIAL-BLDGS
07/20/1998	MAC ARTHUR HIGH SCHOOL	129.00	114622	07/31/1998	SERV-BUILDINGS
07/21/1998	MAC ARTHUR HIGH SCHOOL	40.00	114628	07/31/1998	MATERIAL-BLDGS
07/21/1998	NIMS ASSOCIATES INC.	4,167.00	114636	07/31/1998	BOOKS AND PERIODICALS
07/30/1998	NORSELL SERVICES, INC.	4,395.60	114639	07/31/1998	OTHER PROFESSIONAL SERVICES
07/24/1998	NATIONAL REGISTER PUBLISHING	264.24	114640	07/31/1998	TEMP PERSONEL SERVICES
07/22/1998	R. L. BOKER	592.50	114654	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	SPECIALTY COMPUTER RIBBONS	201.53	114665	07/31/1998	BOOKS AND PERIODICALS
07/21/1998	STRIGLOS/HAINES & ESSICK	140.08	114675	07/31/1998	OFFICE SUPPLIES
07/30/1998	STRIGLOS/HAINES & ESSICK	139.15	114676	07/31/1998	OFFICE SUPPLIES
07/31/1998	TREAS-GENERAL FUND	678.39	114709	07/31/1998	SMALL CAPITAL ITEMS
07/31/1998	WEST GROUP	53.00	114709	07/31/1998	POSTAGE
07/21/1998	WHOLESALE BUSINESS MACHINES	566.25	114718	07/31/1998	OFFICE SUPPLIES
07/28/1998	WHOLESALE BUSINESS MACHINES	550.00	114722	07/31/1998	BOOKS AND PERIODICALS
	TOTAL	91,943.99			SMALL CAPITAL ITEMS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
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BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/1998

FUND	LIBRARY CAPITAL	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/14/1993	PSA ASSOCIATES			81,939.28	114126	07/14/1998	ARCH AND ENGINEERING SERVICES
TOTAL				81,939.28			

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/1998

FUND	PUBLIC LIBRARY-IRUSIS	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/15/1998	BAKER & TAYLOR CO			14,222-	114138	07/15/1998	EXPENDITURES
07/20/1998	BAKER & TAYLOR CO			22,277-	114477	07/31/1998	EXPENDITURES
07/24/1998	BAKER & TAYLOR CO			17,996	114482	07/31/1998	EXPENDITURES
TOTAL				19,03-			

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/1998

FUND	FAMILY LITERACY GRANT	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/20/1998	BAKER & TAYLOR CO			151.00	114479	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO			228.30	114480	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO			68.00	114481	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO			62.30	114484	07/31/1998	BOOKS AND PERIODICALS
07/24/1998	BAKER & TAYLOR CO			33.90	114485	07/31/1998	BOOKS AND PERIODICALS
07/30/1998	BAKER & TAYLOR CO			44.87	114488	07/31/1998	BOOKS AND PERIODICALS
07/30/1998	KAPLAN			901.95	114601	07/31/1998	OFFICE SUPPLIES
07/21/1998	SCHOLASTIC INC			180.29	114689	07/31/1998	BOOKS AND PERIODICALS
TOTAL				1,680.61			

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 07/31/98	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
	FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	31,048.75	123,113.38	124,195.00	1,081.62	99	
	TOTAL	.00	31,048.75	123,113.38	124,195.00	1,081.62	99	
	INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,024.76	1,550.00	2,374.89	6,200.00	3,825.11	38	
	TOTAL	1,024.76	1,550.00	2,374.89	6,200.00	3,825.11	38	
	FUND TOTAL	1,024.76	32,598.75	125,488.27	130,395.00	4,906.73	96	

DECATUR PUBLIC LIBRARY

PERIOD ENDING 07/31/98

UNREALIZED %
BALANCE REAL

ANNUAL
BUDGET

Y-T-D
ACTUAL

Y-T-D
ESTIMATE

MONTHLY
ACTUAL

ACCT. NO. DESCRIPTION

FUND BALANCE

30001-000	BEGINNING FUND BALANCE	.00	85,411.50	337,515.55	341,646.00	4,130.45	98
TOTAL		.00	85,411.50	337,515.55	341,646.00	4,130.45	98

TAXES

30100-107	PROPERTY TAX-LIBRARY	1,229,701.40	583,890.50	1,229,701.40	2,335,562.00	1,105,860.60	52
TOTAL		1,229,701.40	583,890.50	1,229,701.40	2,335,562.00	1,105,860.60	52

INTER GOVERNMENTAL REVENUE

30200-104	REPLACEMENT TAX	38,714.38	43,750.00	68,027.35	175,000.00	106,972.65	38
30200-107	STATE GRANTS OR OTHER	.00	26,000.00	.00	104,000.00	104,000.00	
TOTAL		38,714.38	69,750.00	68,027.35	279,000.00	210,972.65	24

FINES AND FEES

30500-509	LIBRARY FINES AND FEES	4,631.45	18,500.00	17,630.73	74,000.00	56,369.27	23
30500-510	LIBRARY NON-RESIDENT FEES	25.00	250.00	250.00	1,000.00	750.00	25
30500-511	LIBRARY LOST AND DAMAGED BOOKS	375.10	1,000.00	1,651.85	4,000.00	2,348.15	41
30500-514	VERIFAX	543.80	437.50	543.80	1,750.00	1,206.20	31
30500-515	RESERVES	894.45	2,125.00	2,644.70	8,500.00	5,855.30	31
TOTAL		6,449.80	22,312.50	22,721.08	89,250.00	66,528.92	25

TRANSFERS FROM

30600-752	TRANS FR WALMART TIF	.00	1,500.00	.00	6,000.00	6,000.00	
TOTAL		.00	1,500.00	.00	6,000.00	6,000.00	

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	7,867.17	8,250.00	10,200.80	33,000.00	22,799.20	30
TOTAL		7,867.17	8,250.00	10,200.80	33,000.00	22,799.20	30

OTHER INCOME

30800-805	CONTRIBUTIONS AND DONATIONS	.00	875.00	2,016.96	3,500.00	1,483.04	57
30800-899	MISCELLANEOUS INCOME	75.10	1,750.00	500.10	7,000.00	6,499.90	7
TOTAL		75.10	2,625.00	2,517.06	10,500.00	7,982.94	24

FUND TOTAL

TOTAL		1,282,827.85	773,739.50	1,670,683.24	3,094,958.00	1,424,274.76	54
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REPORT OF EXPENDITURES TO BUDGET FY 1998-1999		FUND 20 DECATUR PUBLIC LIBRARY		UNENCUMBERED PRGNT COMM					
OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	BALANCE	PRGNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,433,419	95,317.77	283,181.29	358,354	1,150,237.71	.00	1,150,237.71	19.8
092	HOLIDAYS	0	4,610.17	11,479.61	0	11,479.61	.00	11,479.61	
094	OTHER LEAVE WITH PAY	0	20.55	317.99	0	317.99	.00	317.99	
096	SICK TIME	0	1,862.73	6,057.44	0	6,057.44	.00	6,057.44	
098	VACATION TIME	0	8,923.09	33,101.63	0	33,101.63	.00	33,101.63	
		1,433,419	110,734.31	334,137.96	358,354	1,099,281.04	.00	1,099,281.04	23.3
PERSONAL SERVICES									
101	OVERTIME	10,900	125.31	308.19	2,725	10,591.81	.00	10,591.81	2.8
102	TEMPORARY SALARIES	30,787	662.78	2,428.28	7,696	28,358.72	.00	28,358.72	7.9
104	RETIREMENT-IMRF	236,047	17,835.78	53,955.09	59,011	182,091.91	.00	182,091.91	22.9
111	LIFE INSURANCE	840	64.80	195.83	210	643.17	.00	643.17	23.4
112	MEDICAL INSURANCE	161,369	9,581.92	28,797.55	40,342	132,571.45	.00	132,571.45	17.8
113	UNEMPLOYMENT COMPENSATION	15,408	522.72	1,580.04	1,352	3,827.96	.00	3,827.96	29.2
114	WORKERS COMPENSATION	10,448	1,009.80	3,052.35	2,612	7,395.65	.00	7,395.65	29.2
115	SERVICE RECOGNITION	13,060	738.92	2,305.08	3,265	10,750.92	.00	10,750.92	17.7
		468,859	30,542.03	92,627.41	117,213	376,231.59	.00	376,231.59	19.8
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	148.20	373.15	62	123.15	3.90	127.05	150.8
202	PRINTING	14,000	381.53	1,786.08	3,500	12,213.92	639.28	11,574.64	17.3
210	SERV-BUILDINGS	10,000	164.00	953.52	2,500	9,046.48	773.34	8,273.14	17.3
211	SERV-IMPROVEMENTS	200	.00	.00	50	200.00	.00	200.00	
212	SERV-AUTO EQUIPMENT	1,500	25.95	263.07	375	1,236.93	.00	1,236.93	17.5
213	SERV-OFFICE EQUIP	10,000	812.14	4,225.33	2,500	7,576.67	128.00	6,885.00	16.7
220	MIS SERVICES	22,422	3,737.00	12,175.30	5,605	18,685.00	.00	18,685.00	18.7
230	ELECTRICITY	65,000	4,213.75	12,175.30	19,250	52,820.70	.00	52,820.70	18.7
231	GAS	13,500	39.44	3,375.44	3,375	13,460.56	.00	13,460.56	25.4
232	TELEPHONE	26,000	2,325.21	6,602.15	6,500	19,397.85	.00	19,397.85	25.4
233	WATER	1,250	.00	226.47	312	1,023.53	.00	1,023.53	18.1
234	AUDITING SERVICES	1,500	.00	.00	375	1,500.00	.00	1,500.00	
238	TRAINING SCHOOL	4,000	165.86	1,658.86	1,000	3,834.14	.00	3,834.14	4.1
240	CONFERENCES AND OTHER TRAVEL	6,500	662.60	1,438.90	1,500	4,561.10	.00	4,561.10	24.0
241	POSTAGE	12,000	874.22	3,191.76	3,125	9,308.24	44.38	9,263.86	25.9
245	COMPUTER SOFTWARE EXPENSE	10,000	.00	422.75	2,500	9,576.25	235.00	9,341.25	6.6
247	TEMP PERSONNEL SERVICES	25,000	4,395.60	7,652.72	6,250	17,347.28	.00	17,347.28	30.6
271	TUITION REIMBURSEMENT	3,000	.00	890.00	250	2,110.00	.00	2,110.00	29.7
272	TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	.00	250	1,000.00	.00	1,000.00	
273	OTHER PROFESSIONAL SERVICES	87,795	8,167.33	24,908.53	21,948	62,886.47	2,500.00	60,386.47	31.2
280	PROFESSIONAL MEMBERSHIP FEES	2,600	165.00	195.00	650	2,405.00	1,195.00	1,210.00	53.5
284	RENTAL-D P EQUIPMENT	20,000	.00	.00	5,000	20,000.00	.00	20,000.00	
286	RENTAL-EQUIPMENT	31,000	952.98	5,152.30	7,750	25,847.70	.00	25,847.70	16.6
289		368,517	27,234.81	74,804.33	92,127	293,712.67	5,518.90	288,193.77	21.8
COMMODITIES									
310	GASOLINE	2,000	252.23	567.07	500	1,432.93	.00	1,432.93	28.4
312	JANITORIAL SUPPLIES	3,500	383.99	1,988.41	875	1,511.59	.00	1,511.59	56.8
320	MATERIAL-BLDGS	7,000	498.95	3,740.51	1,750	3,259.49	.00	3,259.49	53.4
337	MATERIAL TO MAINT AUTO EQUIP	3,500	17.60	607.88	875	2,892.12	.00	2,892.12	17.4
345	OFFICE SUPPLIES	31,000	2,711.95	7,619.11	7,750	23,380.89	4,261.53	19,119.36	38.3
357	EMPLOYEE RECOGNITION SUPPLIES	200	.00	.00	50	200.00	.00	200.00	
		47,200	3,864.72	14,522.98	11,800	32,677.02	4,261.53	28,415.49	39.8
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	200.00	300.00	300	900.00	.00	900.00	25.0
418	MOTOR VEHICLE-INSURANCE	2,453	408.84	613.26	613	1,839.74	.00	1,839.74	25.0
420	BOILER INSURANCE	1,141	23.50	35.25	35	1,057.75	.00	1,057.75	25.0
421	PROPERTY INSURANCE	7,547	1,257.34	1,886.76	1,886	5,660.24	.00	5,660.24	25.0

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 07/31/1998

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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OTHER CHARGES								
423 GENERAL LIABILITY INSURANCE	5,093	848.84	1,273.26	1,273	3,819.74	.00	3,819.74	25.0
478 TRANSFER TO LIBRARY CAPITAL	100,000-	.00	.00	25,000-	100,000.00-	.00	100,000.00-	
499 SMALL CAPITAL ITEMS	4,000	689.15	2,408.90	1,000	1,591.10	.00	1,591.10	60.2
	79,566-	3,428.17	6,517.43	19,893-	86,083.43-	.00	86,083.43-	8.2

CAPITAL OUTLAY								
515 OFFICE MACHINERY AND EQUIPMENT	42,883	.00	.00	10,720	42,883.00	.00	42,883.00	
	42,883	.00	.00	10,720	42,883.00	.00	42,883.00	

800 BOOKS AND PERIODICALS	372,000	27,655.05	55,016.56	93,000	316,983.44	.00	316,983.44	14.8
841 MAG/PAPERS-MAIN ADULT	0	2.08	78.52	0	78.52-	.00	78.52-	
843 MAG/PAPERS-MAIN JUVENILE	0	.00	72.87	0	72.87-	.00	72.87-	
844 MAG/PAPERS-MAIN REFERENCE	0	400.00	510.00	0	510.00-	.00	510.00-	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	.00	546.00	0	546.00-	.00	546.00-	
	372,000	28,057.13	56,223.95	93,000	315,776.05	.00	315,776.05	15.1

** DIVISION TOTAL **	2,653,312	203,861.17	578,834.06	663,321	2,074,477.94	9,780.43	2,064,697.51	22.2
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ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL							
30001-000	BEGINNING FUND BALANCE	.00	1,506.00	172,614.80	6,024.00	166,590.80-	865
TOTAL		.00	1,506.00	172,614.80	6,024.00	166,590.80-	865
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,489.42	7,625.00	2,324.30	30,500.00	28,175.70	7
TOTAL		1,489.42	7,625.00	2,324.30	30,500.00	28,175.70	7
OTHER INCOME							
30800-870	DPL FOUNDATION CONTRIBUTION	81,939.28	.00	155,095.66	.00	155,095.66-	
TOTAL		81,939.28	.00	155,095.66	.00	155,095.66-	
FUND TOTAL		83,428.70	9,131.00	330,034.76	36,524.00	293,510.76-	903

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
LIBRARY CAPITAL EXPENDITURES									
237	ARCH AND ENGINEERING SERVICES	159,700	81,939.28	155,095.66	39,925	4,604.34	.00	4,604.34	97.1
280	OTHER PROFESSIONAL SERVICES	60,700	.00	.00	15,175	60,700.00	.00	60,700.00	
TOTAL		220,400	81,939.28	155,095.66	55,100	65,304.34	.00	65,304.34	70.4
CAPITAL OUTLAY									
502	BUILDINGS	4,208,400	.00	.00	1,052,100	4,208,400.00	.00	4,208,400.00	
TOTAL		4,208,400	.00	.00	1,052,100	4,208,400.00	.00	4,208,400.00	
**	DIVISION TOTAL **	4,428,800	81,939.28	155,095.66	1,107,200	4,273,704.34	.00	4,273,704.34	3.5

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE						
30001-921	BEG FUND BAL-CANTONI	119,535.42	28,811.75	119,535.42	115,247.00	4,288.42	103
30001-923	BEG FUND BAL-BRIDGES	.00	231.50	.00	926.00	926.00	
TOTAL		.00	29,043.25	119,535.42	116,173.00	3,362.42	102
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	978.00	1,750.00	2,275.21	7,000.00	4,724.79	32
30700-105	DISTRIBUTION FR BRIDGES TRUST	7.62	200.00	17.66	800.00	782.34	2
TOTAL		985.62	1,950.00	2,292.87	7,800.00	5,507.13	29
FUND TOTAL		985.62	30,993.25	121,828.29	123,973.00	2,144.71	98

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	7,000	19.03	361.52	1,750	6,638.48	212.00	6,426.48	8.2
			19.03	361.52	1,750	6,638.48	212.00	6,426.48	8.2
**	DIVISION TOTAL **	7,000	19.03	361.52	1,750	6,638.48	212.00	6,426.48	8.2

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	800	.00	797.58	200	2.42	.00	2.42	99.7
		800	.00	797.58	200	2.42	.00	2.42	99.7
**	DIVISION TOTAL **	800	.00	797.58	200	2.42	.00	2.42	99.7

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 07/31/98	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
	FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	2,250.00	8,095.61	9,000.00	904.39	90	
	TOTAL	.00	2,250.00	8,095.61	9,000.00	904.39	90	
	FUND TOTAL	.00	2,250.00	8,095.61	9,000.00	904.39	90	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
800	BOOKS AND PERIODICALS	6,230	.00	.00	1,557	6,230.00	.00	6,230.00	
	** DIVISION TOTAL **	6,230	.00	.00	1,557	6,230.00	.00	6,230.00	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	3,050.00	12,154.14	12,200.00	45.86	99
TOTAL		.00	3,050.00	12,154.14	12,200.00	45.86	99
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	890.75	.00	3,563.00	3,563.00	
TOTAL		.00	890.75	.00	3,563.00	3,563.00	
FUND TOTAL		.00	3,940.75	12,154.14	15,763.00	3,608.86	77

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
PERSONAL SERVICES									
102	TEMPORARY SALARIES	2,425	.00	1,693.02	606	731.98	.00	731.98	69.8
104	RETIREMENT-IMRF	185	.00	.00	46	185.00	.00	185.00	
TOTAL		2,610	.00	1,693.02	652	916.98	.00	916.98	64.9
CONTRACTUAL SERVICES									
241	CONFERENCES AND OTHER TRAVEL	0	.00	172.90	0	172.90	.00	172.90	
230	OTHER PROFESSIONAL SERVICES	5,500	.00	5,330.26	1,375	169.74	.00	169.74	96.9
TOTAL		5,500	.00	5,503.16	1,375	3.16	.00	3.16	100.1
COMMODITIES									
345	OFFICE SUPPLIES	3,470	901.95	1,538.65	867	1,931.35	1,493.15	438.20	87.4
TOTAL		3,470	901.95	1,538.65	867	1,931.35	1,493.15	438.20	87.4
800	BOOKS AND PERIODICALS	620	778.66	2,988.39	155	2,368.39	.00	2,368.39	482.0
TOTAL		620	778.66	2,988.39	155	2,368.39	.00	2,368.39	482.0
** DIVISION TOTAL **		12,200	1,680.61	11,723.22	3,049	476.78	1,493.15	1,016.37	108.3

Finance and Properties Committee
August 4, 1998

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Wayne Dunning, Mary Lee, Russell Reimer, and Shirley Moore. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Ed Walker.

Report on library art collection: Mr. Walker's report on the library's art collection was reviewed. It was agreed that the library's policy for the acceptance of gifts should be expanded to include art. This will be referred to the Personnel, Policy, and Public Relations Committee. A decision should be made on which pieces of art will be moved to the new library and which ones, if any, should be sold. The library will be required to spend \$2,500 for art in the new library as a part of the state grant. Mr. Walker will contact an auction house for estimates on two of the more valuable pieces the library owns.

Review of construction bids for Sears renovation project: The apparent low bidder is Midstates General & Mechanical Contracting Corporation with a base bid of \$3.9 million. The architects and engineers have met with Midstates for an in-depth review of the plans. A recommendation from PSA should be available at the next Board meeting.

Review of asbestos abatement bids for Sears renovation project: Thornburgh Abatement was the apparent low bidder for asbestos removal for the Sears renovation project at \$85,569. This is about \$1,000 higher than original engineering estimates. The proposals will be presented at the next Board meeting.

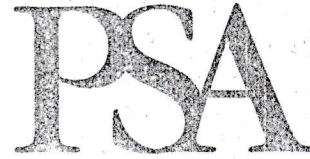
Payout schedule for Sears renovation project: Mr. Moorman presented a cash flow chart for revenue and expenditures for the project. After review of the data, the consensus was to recommend acceptance of the alternate construction bid to include a new front entrance.

There was no further business. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

August 6, 1998



Phillips Swager Associates

Library Board of Trustees
Decatur Public Library
247 East North Street
Decatur, IL 62523-1128

Re: Sears Building Renovation Work
PSA Project No. 3091.01

Dear Trustees:

We have taken the opportunity to review the bids for construction relating to the above captioned Project and have concluded that the low bidder, MidStates General & Mechanical Contracting Corp. has a reasonable and responsible bid.

As part of our review, we conducted a scope review meeting with MidStates, and have contacted some of MidStates' past clients. Based upon these activities, we recommend that the Library award the work to MidStates for a Base Bid amount equal to \$3,900,000.00 Alternate Bid G-1, in the amount of \$133,000 appears reasonable and responsible when compared to the bids of other contractors. Acceptance of this bid is solely at the Library's discretion.

We are delighted that the Project has been bid under budget and look forward to working with you as construction proceeds.

Please contact me at your convenience should you have any questions or comments.

Sincerely,

PHILLIPS SWAGER ASSOCIATES

A handwritten signature in black ink, appearing to read 'Randall E. Gibson', written over a horizontal line.

Randall E. Gibson, S.E., P.E.
Vice President

REG/rl

pc: John Moorman, City Librarian
Harry Cook, BWC

Architects
Engineers
Planners

40 Shuman Boulevard, Suite 175
Naperville, IL 60563-8165
(630) 983-5115
FAX: (630) 983-5168
email@psa-ae.com

Offices in Peoria,
Illinois & Dallas, Texas

Chapter I Core Standards

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

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

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

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

Bibliography

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

Library Bill of Rights. Chicago: ALA, 1980.

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

ROLLING PRAIRIE LIBRARY SYSTEM ORIENTATION



TUESDAY, SEPTEMBER 29, 1998
3:00 - 5:00 p.m.
ROLLING PRAIRIE LIBRARY SYSTEM

Join RPLS staff and other system librarians, school administrators, and public trustees for a review of system services and operations. RPLS staff will review the basics of system services and discuss plans and projects for the coming year. A building tour and lots of time for questions and answers will also be provided.

Target Audience: New staff at all types of RPLS member libraries, school administrators, and public library trustees.

Learning Objectives

To familiarize new library staff members, school administrators, and public library trustees with the services and operations of the Rolling Prairie Library System.
To provide an opportunity for new staff members to meet one another and RPLS staff.

ORIENTATION TUESDAY, SEPTEMBER 29, 1998

NAME _____

LIBRARY _____

PHONE _____ FAX NUMBER _____

Return to RPLS, Attn: Carol Korte, by Wednesday, September 22, 1998