

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

August 18, 1988 4:30 P.M.

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of July 21, 1988
- 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 18, 1988
 - B. Finance & Properties Committee
 1. Approval of bills for July 1988
 2. Report of August 8, 1988 City Council meeting
 - C. Rolling Prairie
 1. Report on August RPLS Board meeting
- VI. Avenues to Excellence
 - A. Chapter 6, Accessibility
- VII. Old Business
- VIII. New Business
- IX. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 18, 1988

I. Roll Call

The meeting was called to order at 4:40 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mrs. Lutovsky, Mrs. Shade, and Mr. Smith. Members absent: Mr. Mueller and Mr. Akin. Staff present: Ms. Humphreys, Ms. Ballinger, Mr. Seidl, Mr. Kupish, and Mrs. Brooks.

II. Minutes

There were no corrections or additions to the July minutes; they stood approved as mailed.

III. Communication From The Public

Mr. Owen Balding spoke to the Board and presented a variety of his concerns.

IV. City Librarian's Report

The City Librarian's written report had been previously mailed.

Mr. Sorensen expressed an interest in viewing the ALA video on customer relations, possibly at the next Board meeting.

Mr. Seidl distributed a timetable for the budget, appropriation ordinance, tax levy request, etc. It will be reviewed by the Board prior to the next meeting.

Mr. Seidl praised the staff for doing a good job on the summer reading program.

V. Reports of Committees

Personnel, Policy, and Public Relations: Mrs. Martin reported that the committee met at 3:30 today. Civil service was discussed, and Mr. Seidl will report back to the committee or the board if necessary.

Concern about staff morale was also discussed. Mr. Smith suggested forming a task force of board members, administration, and staff members to address the issue and help open lines of communication. Mrs. Ohlsen felt that the problem should be handled administratively. Mrs. Martin made a motion that a task

force be formed to study employee morale. Motion was seconded by Mr. Smith, and carried with five yeas and one no. Mr. Smith and Mrs. Martin volunteered to serve on the task force.

Finance and Properties Committee: Mr. Seidl reported that Mr. Akin reviewed the bills. Voucher #18503 is for the band and has been corrected. Mrs. Shade made a motion to approve the July bills. The motion was seconded by Mrs. Martin, and unanimously carried on roll call vote.

Rolling Prairie: Mrs. Lutovsky attended the August RPLS Board meeting. The major discussion of the meeting concerned a dispute between the state and federal governments over LSCA grant money which was spent in the early 1980's. The problem now appears to be very close to being resolved, however, it has affected all state grants.

VI. Avenues to Excellence

Chapter 6, Accessibility, was discussed.

VII. Old Business

There was no old business.

VIII. New Business

Mr. Sorensen said that there will be a meeting at 5:00 p.m. on August 23 to discuss the film series for next year.

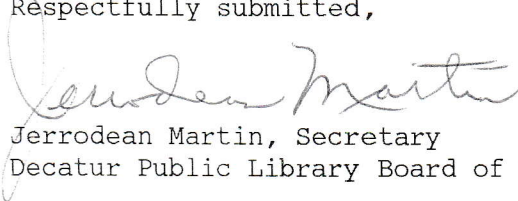
Mr. Smith suggested that the library do something special in 1991 for its 20 year anniversary in the present building.

Mrs. Lutovsky reported that Project READ is having a Read-a-thon in September to raise money. She thanked Ms. Ballinger for agreeing to participate.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 5:45 p.m.

Respectfully submitted,


Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

July 1988

I. Statistics

Circulation decreased 3.1%, or 2,796 items from July 1987. Circulation for the past twelve months is up .27%, or 1,561 items from the previous 12 months. The children's summer reading program concluded one week earlier than last year to accommodate our storyteller, Mary Carter Smith. Children's circulation declined by 13%, however, video and audio cassette circulation increased sharply.

II. Budget

17.9% of the 1988/89 material budget has been spent, which is 3% above our projected spending level. The Library began using the "Acquire" electronic ordering system during July. Materials chosen at Tuesday materials selection meetings are now being received from the jobber within seven to nine days, reducing the number of days between selection and receipt by ten to fourteen. The "Acquire" software was free; the only cost to the Library was a \$250 modem.

III. Services

The revised OCLC profile was received in early August, allowing the catalogers to begin entering bibliographic data into the computer for the compact disks and books-on-tape. I tentatively estimate that these materials will be available to the general public by mid-September.

During July and August, the Library is demonstrating the latest development in electronic magazine indexes - INFOTRAC. Through the use of CD-ROM and a personal computer, library patrons are able to search the past three years of four hundred magazine titles for citations.

IV. Personnel

Mr. and Mrs. Gross had a baby boy on August 7. Katie refused to have the baby until after the summer reading program was over. That's dedication to the job!

Mary Palmer joined the reference department Monday, July 25 as a half-time library assistant. However, she will be leaving August 20 to accept a full-time position as a medical librarian in Peoria.

The staff development committee is planning the 1988/89 staff institute which will include: 1) the image staff members project; 2) working with difficult patrons and promoting good customer relations; 3) time management; 4) coping with stress and burnout, and; 5) service to the handicapped.

Ms. Anderson is reviewing a video on customer relations with each of her staff members. This video was produced by the American Library Association and describes many of the common public image problems libraries and staffs must deal with.

I am working with Chuck Phillips to develop some video tapes produced locally that the City and Library can use to train our staffs.

Fifty-one volunteers worked a total of 168 1/2 hours for the Library during July.

V. Public Relations

A total of \$776.89 in fines was forgiven for 254 patrons in our "Cans Across the County" program. The average fine forgiven was \$3.42. The can sculpture of the Transfer House drew the attention of numerous people and the media (both newspaper and television).

The summer reading finale featuring storyteller Mary Carter Smith was attended by an estimated 900 to 1,000 children and adults. I want to thank all of the staff who worked so hard to make this program such a success.

STATISTICAL REPORT

July, 1988

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1988	29,399	2,688	29,527	61,614	661,743
1987	30,371	2,836	33,281	66,488	674,678
AV materials, 1988	9,822			9,822	98,293
1987	7,744			7,744	83,797
Total circulation, 1988	39,221	2,688	29,527	71,436	760,036
1987	38,115	2,836	33,281	74,232	758,475

TECHNICAL SERVICES

New books added	1,170
New titles added	534
Books withdrawn	978
Books mended	1,042
Gifts	277

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1988/89</u>	<u>YTD Expended 1987/88</u>	<u>Unexpended</u>
Personal Services	1,556,917	356,887	386,793	1,200,030
Operating	302,719	57,498	52,466	245,221
Capital & books	240,843	69,842	60,079	171,001

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	11	0	0	11
Library Assistants	8 + 4	0	1	8 + 5
Clerical	18 + 9	0	0	18 + 9
Pages	5 + 11	1	0	5 + 10
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: Library Driver, Temporary Page

COMPUTER DOWN-TIME FOR MONTH: 3 hours, 13 minutes

PATRONS REGISTERED: 149 adult, 82 youth, 48 juvenile = 279 total

FOR PERIOD ENDING 7/27/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/07/88	IREAS-PAYROLL CLEARING	47,851.59	684	7/07/88	REGULAR SALARIES
7/07/88	IREAS-PAYROLL CLEARING	1,007.57	684	7/07/88	TEMPORARY SALARIES
7/05/88	MERRICK, JERALD	49.00	17989	7/05/88	BOOKS-PROFESSIONAL
7/07/88	MERRICK, JERALD	13.15	18033	7/07/88	TRAINING SCHOOL
7/07/88	IREAS-PETTY CASH	2.20	18033	7/07/88	SERV TO MAINT IMPROVEMENTS
7/07/88	IREAS-PETTY CASH	4.10	18033	7/07/88	CONFERENCES AND OTHER TRAVEL
7/07/88	IREAS-PETTY CASH	12.00	18033	7/07/88	POSTAGE
7/07/88	IREAS-PETTY CASH	41.46	18033	7/07/88	GASOLINE
7/07/88	IREAS-PETTY CASH	19.24	18033	7/07/88	MATERIALS TO MAINT BLDGS
7/07/88	IREAS-PETTY CASH	19.92	18036	7/07/88	OFFICE SUPPLIES
7/08/88	AREH WEST	2,594.29	18038	7/08/88	MAG/PAPERS-MAIN ADULT
7/08/88	CD ONE-STOP	2,211.00	18038	7/08/88	MAG/PAPERS-MAIN ADULT
7/08/88	TIMES NEWSPAPERS OF GT BRITAIN	60.58	18066	7/11/88	POSTAGE
7/11/88	POSTMASTER	4,240.75	18085	7/11/88	HOSPITAL AND MEDICAL INSURANCE
7/12/88	IREAS-MEDICAL INSURANCE	101.25	18086	7/12/88	LIFE INSURANCE
7/12/88	IREAS-NON MEDICAL INS	1,206.00	18086	7/12/88	GROUP LIFE INSURANCE
7/12/88	IREAS-NON MEDICAL INS	255.67	18086	7/12/88	WORKMENS COMPENSATION
7/12/88	IREAS-NON MEDICAL INS	10.83	18086	7/12/88	MOTOR VEHICLE-INSURANCE
7/12/88	IREAS-NON MEDICAL INS	1,001.00	18086	7/12/88	BOILER INSURANCE
7/12/88	IREAS-NON MEDICAL INS	614.67	18088	7/12/88	PROPERTY INSURANCE
7/12/88	IREAS-GENERAL FUND	2,567.75	18088	7/12/88	GENERAL LIABILITY INSURANCE
7/13/88	TEMP FORCE	282.00	18099	7/13/88	TRANSFER TO GENERAL FUND
7/13/88	IREAS-CENTRAL GARAGE FD	144.30	18099	7/13/88	TEMPORARY SALARIES
7/13/88	IREAS-CENTRAL GARAGE FD	75.10	18100	7/13/88	GASOLINE
7/13/88	IREAS-GENERAL FUND	15.84	18100	7/13/88	POSTAGE
7/13/88	IREAS-GENERAL FUND	3.80	18102	7/13/88	SUPPLIES
7/13/88	IREAS-GENERAL FUND	3.80	18102	7/13/88	SERV TO MAINT IMPROVEMENTS
7/13/88	IREAS-PETTY CASH	15.92	18102	7/13/88	CONFERENCES AND OTHER TRAVEL
7/13/88	IREAS-PETTY CASH	21.77	18102	7/13/88	POSTAGE
7/13/88	IREAS-PETTY CASH	8.01	18102	7/13/88	JANITORIAL SUPPLIES
7/13/88	IREAS-PETTY CASH	32.92	18102	7/13/88	MATERIALS TO MAINT BLDGS
7/13/88	IREAS-PETTY CASH	77.69	18102	7/13/88	OFFICE SUPPLIES
7/13/88	IREAS-PETTY CASH	20.94	18110	7/14/88	BOOKS-EXTENSION ADULT
7/14/88	BAKER & TAYLOR CO	2,421.46	18110	7/14/88	BOOKS-MAIN ADULT
7/14/88	BAKER & TAYLOR CO	510.00	18113	7/14/88	BOOKS-EXTENSION ADULT
7/14/88	DICK, JEFF	109.94	18114	7/14/88	AV-VIDEOS
7/14/88	HOUSE BEAUTIFUL	219.88	18114	7/14/88	AV-VIDEOS
7/14/88	HOUSE BEAUTIFUL	1,043.77	18114	7/14/88	CONFERENCES AND OTHER TRAVEL
7/14/88	ILL BELL TELEPHONE CO	1,494.20	18114	7/14/88	BOOKS-EXTENSION ADULT
7/14/88	SEIDL, JAMES	11.68	18116	7/14/88	MAG/PAPERS-EXTEN ADULT
7/14/88	BAKER & TAYLOR CO	19.88	18116	7/14/88	TELEPHONES
7/14/88	BAKER & TAYLOR CO	219.88	18116	7/14/88	CONFERENCES AND OTHER TRAVEL
7/14/88	HOUSE BEAUTIFUL	1,043.77	18116	7/14/88	TELEPHONES
7/14/88	ILL BELL TELEPHONE CO	1,494.20	18116	7/14/88	CONFERENCES AND OTHER TRAVEL
7/14/88	SEIDL, JAMES	11.68	18119	7/19/88	CONFERENCES AND OTHER TRAVEL
7/19/88	BAKER & TAYLOR CO	48.92	18148	7/19/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	48.92	18148	7/19/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	11.68	18148	7/19/88	BOOKS-MAIN YOUTH
7/19/88	BAKER & TAYLOR CO	48.92	18148	7/19/88	BOOKS-MAIN JUVENILE
7/19/88	BAKER & TAYLOR CO	11.68	18148	7/19/88	BOOKS-EXTENSION ADULT
7/19/88	BAKER & TAYLOR CO	48.92	18148	7/19/88	BOOKS-EXTENSION YOUTH
7/19/88	BAKER & TAYLOR CO	11.68	18148	7/19/88	BOOKS-EXTENSION JUVENILE
7/19/88	BAKER & TAYLOR CO	48.92	18148	7/19/88	AV-VIDEOS
7/19/88	BAKER & TAYLOR CO	11.68	18161	7/19/88	POSTAGE
7/19/88	BAKER & TAYLOR CO	48.92	18161	7/19/88	POSTAGE
7/19/88	BAKER & TAYLOR CO	11.68	18204	7/20/88	SALARIES
7/19/88	BAKER & TAYLOR CO	48.92	18204	7/20/88	REGULAR SALARIES
7/19/88	BAKER & TAYLOR CO	11.68	18205	7/20/88	TEMPORARY SALARIES
7/19/88	BAKER & TAYLOR CO	48.92	18205	7/20/88	TEMPORARY SALARIES
7/19/88	BAKER & TAYLOR CO	11.68	18216	7/21/88	RETIREMENT
7/19/88	BAKER & TAYLOR CO	48.92	18216	7/21/88	RETIREMENT
7/19/88	BAKER & TAYLOR CO	11.68	18221	7/21/88	TELEPHONE
7/19/88	BAKER & TAYLOR CO	48.92	18221	7/21/88	TELEPHONE
7/19/88	BAKER & TAYLOR CO	11.68	18222	7/21/88	MAG/PAPERS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	48.92	18222	7/21/88	MAG/PAPERS-EXTEN ADULT
7/19/88	BAKER & TAYLOR CO	11.68	18223	7/21/88	POSTAGE
7/19/88	BAKER & TAYLOR CO	48.92	18223	7/21/88	POSTAGE
7/19/88	BAKER & TAYLOR CO	11.68	18262	7/21/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	48.92	18262	7/21/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	11.68	18264	7/21/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	48.92	18264	7/21/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	11.68	18265	7/21/88	OFFICE SUPPLIES
7/19/88	BAKER & TAYLOR CO	48.92	18265	7/21/88	OFFICE SUPPLIES
7/19/88	BAKER & TAYLOR CO	11.68	18270	7/21/88	BOOKS-MAIN REFERENCE
7/19/88	BAKER & TAYLOR CO	48.92	18270	7/21/88	BOOKS-MAIN REFERENCE
7/19/88	BAKER & TAYLOR CO	11.68	18272	7/21/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	48.92	18272	7/21/88	BOOKS-MAIN ADULT
7/19/88	BAKER & TAYLOR CO	11.68	18273	7/21/88	BOOKS-MAIN JUVENILE
7/19/88	BAKER & TAYLOR CO	48.92	18273	7/21/88	BOOKS-MAIN JUVENILE
7/19/88	BAKER & TAYLOR CO	11.68	18275	7/21/88	OFFICE SUPPLIES
7/19/88	BAKER & TAYLOR CO	48.92	18275	7/21/88	OFFICE SUPPLIES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/14/88	BAKER & TAYLOR CO	1,290.66	18273	7/27/88	BOOKS--MAIN ADULT
7/14/88	BAKER & TAYLOR CO	20.39	18273	7/27/88	BOOKS--MAIN YOUTH
7/14/88	BAKER & TAYLOR CO	410.80	18273	7/27/88	BOOKS--MAIN JUVENILE
7/14/88	BAKER & TAYLOR CO	119.89	18273	7/27/88	BOOKS--MAIN REFERENCE
7/14/88	BAKER & TAYLOR CO	27.50	18273	7/27/88	BOOKS--PROFESSIONAL
7/14/88	BAKER & TAYLOR CO	270.42	18273	7/27/88	BOOKS--EXTENSION ADULT
7/14/88	BAKER & TAYLOR CO	18.82	18273	7/27/88	BOOKS--EXTENSION YOUTH
7/14/88	BAKER & TAYLOR CO	250.92	18273	7/27/88	BOOKS--EXTENSION JUVENILE
7/14/88	BAKER & TAYLOR CO	836.34	18274	7/27/88	BOOKS--MAIN ADULT
7/14/88	BAKER & TAYLOR CO	11.16	18274	7/27/88	BOOKS--MAIN YOUTH
7/14/88	BAKER & TAYLOR CO	1,957.89	18274	7/27/88	BOOKS--MAIN JUVENILE
7/14/88	BAKER & TAYLOR CO	93.52	18274	7/27/88	BOOKS--EXTENSION ADULT
7/14/88	BAKER & TAYLOR CO	780.31	18274	7/27/88	BOOKS--EXTENSION JUVENILE
7/14/88	BAKER & TAYLOR CO	1,902.62	18275	7/27/88	BOOKS--MAIN ADULT
7/14/88	BAKER & TAYLOR CO	818.43	18275	7/27/88	BOOKS--MAIN JUVENILE
7/14/88	BAKER & TAYLOR CO	248.65	18275	7/27/88	BOOKS--EXTENSION ADULT
7/14/88	BAKER & TAYLOR CO	217.36	18275	7/27/88	BOOKS--EXTENSION JUVENILE
7/14/88	BUTNERICK HOME CATALOG	527.58	18275	7/27/88	AV-VIDEOS
7/14/88	C L S I COMPUTER CENTER	36.00	18289	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	CHAMBERS RECORD AND VIDEO CORP	21.90	18295	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	CHAMBERS RECORD AND VIDEO CORP	3,866.94	18303	7/27/88	SERV TO MAINT OFFICE EQUIP
7/14/88	CHAR-L INC.	150.79	18310	7/27/88	OFFICE MACHINERY AND EQUIPMENT
7/14/88	CHAR-L INC.	53.79	18316	7/27/88	AV-PHONODISCS
7/14/88	CAR CRAFT	55.00	18317	7/27/88	AV-VIDEOS
7/14/88	DECATUR TRIBUNE	55.88	18319	7/27/88	MAG/PAPERS--MAIN YOUTH
7/14/88	DECATUR TRIBUNE	55.88	18319	7/27/88	MAG/PAPERS--EXTEN YOUTH
7/14/88	DEMCO EDUCATIONAL CORP	159.20	18331	7/27/88	OFFICE SUPPLIES
7/14/88	DEMCO EDUCATIONAL CORP	171.58	18334	7/27/88	OFFICE SUPPLIES
7/14/88	DECATUR OFFICE SYSTEMS	657.02	18334	7/27/88	OFFICE MACHINERY AND EQUIPMENT
7/14/88	DUANE PUBLISHING	1,200.00	18342	7/27/88	OFFICE MACHINERY AND EQUIPMENT
7/14/88	DISCOVER	14.36	18348	7/27/88	BOOKS--MAIN ADULT
7/14/88	EASTIN-PHELAN CORP	27.00	18350	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	50 PLUS	30.00	18351	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	GAYLORD BROS	39.95	18357	7/27/88	AV-VIDEOS
7/14/88	GREANIAS, BOOTH & PASEK	28.00	18365	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	GOVERNMENT TECHNOLOGY SERVICES	448.68	18370	7/27/88	OFFICE SUPPLIES
7/14/88	GOVERNMENT TECHNOLOGY SERVICES	90.00	18373	7/27/88	OTHER PROFESSIONAL SERVICES
7/14/88	G K HALL	289.00	18378	7/27/88	COMPUTER SOFTWARE EXPENSE
7/14/88	HIGHSMITH CO., INC.	375.00	18380	7/27/88	OFFICE MACHINERY AND EQUIPMENT
7/14/88	INGRAM BOOK CO., INC.	288.23	18380	7/27/88	BOOKS--MAIN ADULT
7/14/88	ILL STATE LIBRARY	39.37	18391	7/27/88	OFFICE SUPPLIES
7/14/88	ILL STATE LIBRARY	3,670.78	18402	7/27/88	ELECTRICITY
7/14/88	ILL STATE LIBRARY	231.35	18404	7/27/88	PRINTING AND BINDING EQUIP
7/14/88	ILL STATE LIBRARY	323.68	18411	7/27/88	SERV TO MAINT OFFICE EQUIP
7/14/88	ILL STATE LIBRARY	68.00	18411	7/27/88	TELEPHONE
7/14/88	ILL STATE LIBRARY	234.91	18411	7/27/88	POSTAGE
7/14/88	ILL STATE LIBRARY	34.39	18411	7/27/88	RENTAL--EQUIPMENT REFERENCE
7/14/88	ILL STATE HISTORICAL SOCIETY	981.88	18413	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	JAN SAN SUPPLY CO., INC.	20.00	18417	7/27/88	MATERIALS TO MAINT BLDGS
7/14/88	J & H ELECTRONICS	482.33	18419	7/27/88	MATERIALS TO MAINT BLDGS
7/14/88	K'S MERCHANDISE MART	20.00	18421	7/27/88	OFFICE MACHINERY AND EQUIPMENT
7/14/88	LUGARI'S	228.84	18431	7/27/88	SERV TO MAINT AUTO EQUIPMENT
7/14/88	MEDCENTER OF DECATUR, INC.	266.66	18431	7/27/88	OTHER PROFESSIONAL SERVICES
7/14/88	MIND'S EYE	35.00	18445	7/27/88	AV-CASSETTES
7/14/88	MS. MAGAZINE	42.71	18463	7/27/88	AV-CASSETTES
7/14/88	MIDWEST VISUAL EQUIPMENT	72.00	18463	7/27/88	MAG/PAPERS--MAIN ADULT
7/14/88	MCCORD FIRE & AUTO SERV., INC.	534.32	18466	7/27/88	OFFICE MACHINERY AND EQUIPMENT
7/14/88	MCCORD FIRE & AUTO SERV., INC.	15.00	18466	7/27/88	SERV TO MAINT IMPROVEMENTS
7/14/88	MULTIGRAPHICS	180.80	18470	7/27/88	SERV TO MAINT AUTO EQUIPMENT
7/14/88	MULTIGRAPHICS	130.50	18470	7/27/88	MATERIAL TO MAINT AUTO EQUIP
7/14/88	NEW WORLD RECORDS	5.01	18471	7/27/88	OFFICE SUPPLIES
7/14/88	NEW WORLD RECORDS	10.95	18484	7/27/88	MAG/PAPERS--MAIN JUVENILE
7/14/88	NEWMAN-ULLMAN	26.80	18486	7/27/88	AV-PHONODISCS
7/14/88	NEWMAN-ULLMAN	79.00	18487	7/27/88	MATERIALS TO MAINT BLDGS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/26/88	NORMAN'S CLEANERS	36.95	18488	7/27/88	SERV TO MAINT IMPROVEMENTS
7/19/88	NAIL ISSUES FORUMS	52.90	18489	7/27/88	TRAINING SCHOOL
7/12/88	OTIS ELEVATOR COMPANY	281.22	18492	7/27/88	SERV TO MAINT BUILDINGS
7/12/88	PRINTN COPY STOP, INC.	87.75	18503	7/27/88	RENTAL-EQUIPMENT
7/12/88	PREMIERE ELECTRONICS	30.65	18506	7/27/88	PRINTING AND BINDING
7/27/88	PROF MEDIA SERVICE CORP	82.47	18507	7/27/88	OFFICE SUPPLIES
7/27/88	PROF MEDIA SERVICE CORP	40.96	18507	7/27/88	AV-PHONODISCS
7/27/88	PROF MEDIA SERVICE CORP	30.15	18507	7/27/88	AV-CASSETTES
7/20/88	ROBERT BARCLAY, INC.	16.19	18513	7/27/88	AV-VIDEOS
7/27/88	ROLLING PRAIRIE LIBRARIES	63.42	18521	7/27/88	MATERIALS TO MAINT BLDGS
7/14/88	R R BUNKER	3.20	18522	7/27/88	BOOKS-MAIN REFERENCE
7/18/88	SATTLEY'S, INC.	99.69	18524	7/27/88	BOOKS-PROFSSIONAL
7/13/88	STRIGLOS	49.95	18530	7/27/88	MAG/PAPERS-MAIN JUVENILE
7/15/88	SOLDIER'S SUBSCRIPTION DEPT	19.80	18555	7/27/88	OFFICE SUPPLIES
7/14/88	SOLDIER'S SUBSCRIPTION DEPT	126.34	18556	7/27/88	OFFICE SUPPLIES
7/27/88	SOLDIER'S SUBSCRIPTION DEPT	39.20	18559	7/27/88	OFFICE SUPPLIES
7/27/88	SOLDIER'S SUBSCRIPTION DEPT	92.00	18567	7/27/88	MAG/PAPERS-MAIN ADULT
7/27/88	SOLDIER'S SUBSCRIPTION DEPT	17.00	18568	7/27/88	BOOKS-PROFSSIONAL
7/27/88	SOLDIER'S SUBSCRIPTION DEPT	1,000.00	18569	7/27/88	OTHER PROFSSIONAL SERVICES
7/19/88	SMITH, MARY CARTER	36.79	18581	7/27/88	TELEPHONE SALARIES
7/26/88	TEMP SERVICE	141.00	18591	7/27/88	TEMPORARY SALARIES
7/25/88	TIMES NEWSPAPERS OF GT BRITAIN	168.00	18596	7/27/88	MAG/PAPERS-MAIN ADULT
7/13/88	TELEVISUAL	30.00	18596	7/27/88	SERV TO MAINT OFFICE EQUIP
7/13/88	UNITED AD LABEL CO., INC	107.79	18611	7/27/88	OFFICE SUPPLIES
7/13/88	WORKBASKET XEROX	18.00	18614	7/27/88	MAG/PAPERS-MAIN ADULT
		8.28			RENTAL-EQUIPMENT
	TOTAL	164,625.12			

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/05/88	FARRUGIA DENISE	72.00	17986	7/05/88	EXPENDITURES
7/19/88	BAKER & TAYLOR CO	9.07	18148	7/19/88	EXPENDITURES
7/27/88	BAKER & TAYLOR CO	7.85	18272	7/27/88	EXPENDITURES
7/21/88	BAKER & TAYLOR CO	114.22	18274	7/27/88	EXPENDITURES
7/19/88	CHILDREN'S BOOK COUNCIL	126.00	18313	7/27/88	EXPENDITURES
	TOTAL	311.00			

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	V-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRGNT COMM
090	SALARIES & WAGES	1,260,234	95,921.65	286,294.65	315,058	973,939.35	.00	973,939.35	22.7
	REGULAR SALARIES	1,260,234	95,921.65	286,294.65	315,058	973,939.35	.00	973,939.35	22.7
	PERSONAL SERVICES								
101	OVERTIME SALARIES	31,448	2,568.64	7,809.19	7,861	123.04	.00	123.04	24.8
102	TEMPORARY SALARIES	196,564	15,201.58	45,438.91	49,140	23,638.81	.00	23,638.81	23.1
104	RETIREMENT-IMRF	1,215	101.25	303.75	303	911.25	.00	911.25	23.0
111	HOSPITAL AND MEDICAL INSURANCE	50,889	4,240.75	12,722.25	12,722	38,166.75	.00	38,166.75	23.0
112	WORKMEN'S COMPENSATION	14,472	1,206.00	3,618.00	3,618	10,854.00	.00	10,854.00	25.0
114	SERVICE RECOGNITION	2,095	182.50	577.50	462	1,517.50	.00	1,517.50	27.6
		296,685	23,498.52	70,591.74	74,100	226,091.26	.00	226,091.26	23.8
	CONTRACTUAL SERVICES								
201	ADVERTISING AND BINDING	800	.00	.00	199	800.00	10.00	790.00	1.3
202	PRINTING AND BINDING	7,300	354.33	1,069.96	2,150	6,230.04	800.00	5,430.04	25.6
210	SERV TO MAINT BUILDINGS	14,380	281.22	3,020.53	3,150	11,359.47	5,061.99	6,291.48	36.2
211	SERV TO MAINT IMPROVEMENTS	300	80.50	123.90	176.10	123.90	513.00	336.90	212.3
212	SERV TO MAINT AUTO EQUIPMEN	25,000	44,446	633,715	499	1,366.25	150.00	1,216.25	39.2
213	SERV TO MAINT OFFICE EQUIP	60,000	3,968.94	5,205.19	6,120	19,794.81	11,863.06	7,931.75	68.3
231	CAS	15,000	3,670.78	9,246.62	10,905	50,753.38	.00	50,753.38	15.4
232	TELEPHONE	15,700	1,337.84	3,035.05	4,633	15,000.00	.00	15,000.00	20.9
233	WATER	700	.00	187.30	3,000	12,464.95	200.00	12,264.95	26.8
234	AUDITING SERVICES	500	.00	.00	174	512.70	500.00	512.70	100.0
240	TRAINING SCHOOL	2,795	101.80	404.33	698	2,390.67	.00	2,390.67	17.5
241	CONFERENCES AND OTHER TRAVE	4,730	674.60	1,775.50	2,337	2,954.50	.00	2,954.50	13.5
242	POSTAGE	9,200	1,110.95	2,277.16	2,299	7,922.84	.00	7,922.84	17.8
243	COMPUTER SOFTWARE EXPENSE	500	289.00	289.00	124	211.00	.00	211.00	7.8
247	COPIING EXPENSE	200	.00	15.59	49	184.41	.00	184.41	20.6
249	TUITION REIMBURSEMENT	2,000	.00	411.59	600	1,588.20	.00	1,588.20	46.2
272	OTHER PROFESSIONAL SERVICES	9,300	1,125.00	4,296.70	2,325	5,003.30	.00	5,003.30	23.9
280	PROFESSIONAL MEMBERSHIP FEE	2,100	1,077.91	3,529.14	3,912	2,100.00	666.25	2,100.00	28.6
289	RENTAL-EQUIPMENT	17,500	14,516.53	34,521.52	43,449	159,283.48	19,730.30	135,553.18	
	COMMODITIES								
310	GASOLINE	1,850	156.30	423.98	462	1,426.02	.00	1,426.02	22.9
312	JANITORIAL SUPPLIES	3,500	12.82	280.00	625	3,220.00	192.58	3,027.42	13.5
320	MATERIALS TO MAINT BLDGS	15,930	701.98	4,997.10	3,150	10,932.90	481.00	10,451.90	14.4
345	OFFICE SUPPLIES	29,000	136.91	293.38	649	28,306.62	.00	28,306.62	17.8
	OTHER CHARGES								
400	BOOKS	5,000	.00	.00	1,249	5,000.00	.00	5,000.00	25.0
418	TRAVEL TO GENERAL FUND	30,813	2,567.75	7,703.25	7,703	23,109.75	.00	23,109.75	25.0
420	VEHICLE INSURANCE	130	10.83	32.49	0	97.51	.00	97.51	25.0
421	PROPERTY INSURANCE	12,017	1,001.00	3,003.00	0	9,014.00	.00	9,014.00	25.0
423	GENERAL LIABILITY INSURANCE	7,376	614.67	1,844.01	0	5,531.99	.00	5,531.99	25.0
429	SMALL CAPITAL ITEMS	1,630	.00	.00	1,500	1,630.00	59.00	1,571.00	3.6
	CAPITAL OUTLAY								
		60,034	4,449.92	13,349.76	10,452	46,684.24	59.00	46,625.24	22.3

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
CAPITAL OUTLAY								
515 OFFICE MACHINERY AND EQUIPH	4,850	3,729.48	3,979.48	1,212	870.52	799.00	71.52	98.5
	4,850	3,729.48	3,979.48	1,212	870.52	799.00	71.52	98.5
CAPITAL OUTLAY								
801 BOOKS-MAIN ADULT	63,800	6,027.07	23,962.19	21,470	61,837.90	10,814.41	51,023.49	80.5
802 BOOKS-MAIN YOUTH	3,500	31.55	503.24	874	2,996.74	610.72	2,386.01	31.8
803 BOOKS-MAIN JUVENILE	28,193	3,243.44	10,864.83	7,048	17,328.17	3,392.21	14,022.96	50.3
804 BOOKS-MAIN REFERENCE	21,000	335.34	1,834.15	5,250	19,165.45	10,376.85	8,789.20	38.1
805 BOOKS-PROFESSIONAL	3,000	181.58	337.21	750	2,662.79	1,249.81	1,412.98	52.9
821 BOOKS-EXTENSION ADULT	15,700	1,120.44	4,584.04	3,924	11,115.96	2,006.83	9,109.13	42.0
822 BOOKS-EXTENSION YOUTH	9,840	18.82	137.00	210	703.00	37.96	665.04	20.8
823 BOOKS-EXTENSION JUVENILE	9,800	1,236.91	4,449.91	2,449	5,301.09	566.62	4,734.47	51.7
830 AV-PHONODICS	6,000	218.53	1,491.21	1,500	4,508.79	849.72	3,659.07	39.0
831 AV-CASSETTES	4,000	130.65	846.31	1,999	3,153.69	594.10	2,559.59	36.0
832 AV-VIDEOS	29,950	5,934.74	12,250.00	7,487	17,699.42	8,701.02	8,998.40	70.6
833 AV-ARISCUPTURE ADULT	50	.00	.00	12	50.00	.00	50.00	.00
841 MAG/PAPERS-MAIN ADULT	14,737	694.48	2,858.10	3,884	11,878.90	732.68	11,139.22	24.4
842 MAG/PAPERS-MAIN YOUTH	14,957	55.88	25.88	239	901.12	97.00	804.12	16.0
843 MAG/PAPERS-MAIN JUVENILE	341	60.90	243.85	135	297.15	22.97	274.18	45.3
844 MAG/PAPERS-MAIN REFERENCE	7,894	20.00	473.85	1,973	7,319.00	.00	7,319.00	7.3
845 MAG/PAPERS-MAIN PROFESSIONAL	1,111	.00	133.00	277	978.00	.00	978.00	12.0
847 MAG/PAPERS-EXTEN ADULT	2,714	315.48	561.45	678	2,152.55	170.00	1,982.55	27.0
848 MAG/PAPERS-EXTEN YOUTH	1,147	55.88	125.76	36	211.24	.00	211.24	85.6
849 MAG/PAPERS-EXTEN JUVENILE	59	.00	.00	14	59.00	.00	59.00	.00
** DIVISION TOTAL **	235,993	19,678.69	65,862.65	58,989	170,130.35	40,342.70	129,787.65	45.0
	2,100,479	164,286.74	484,225.87	515,852	1,616,253.13	63,147.28	1,553,105.85	26.1

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
EXPENDITURES								
900 EXPENDITURES	2,669	.00	.00	667	2,669.00	.00	2,669.00	---
	2,669	.00	.00	667	2,669.00	.00	2,669.00	---
** DIVISION TOTAL **	2,669	.00	.00	667	2,669.00	.00	2,669.00	---

GLA3010 CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1988-89
 FUND 92 PUBLIC LIBRARY-TRUSTS

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	5,000	113.00	922.48	1,249	4,077.52	1,634.56	2,442.96	51.1
	EXPENDITURES	5,000	113.00	922.48	1,249	4,077.52	1,634.56	2,442.96	51.1
**	DIVISION TOTAL **	5,000	113.00	922.48	1,249	4,077.52	1,634.56	2,442.96	51.1

GLA3010 CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1988-89
 FUND 92 PUBLIC LIBRARY-TRUSTS

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	17,400	.00	.00	4,350	17,400.00	.00	17,400.00	---
	EXPENDITURES	17,400	.00	.00	4,350	17,400.00	.00	17,400.00	---
**	DIVISION TOTAL **	17,400	.00	.00	4,350	17,400.00	.00	17,400.00	---

GLA3010 CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1988-89
 FUND 92 PUBLIC LIBRARY-TRUSTS

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	1,500	198.00	265.77	375	1,234.23	61.25	1,172.98	21.8
	EXPENDITURES	1,500	198.00	265.77	375	1,234.23	61.25	1,172.98	21.8
**	DIVISION TOTAL **	1,500	198.00	265.77	375	1,234.23	61.25	1,172.98	21.8

AVENUES TO EXCELLENCE

FOR PUBLIC LIBRARY SERVICE IN ILLINOIS

VI. ACCESSIBILITY

Hours

User oriented hours, both in frequency and scheduling, are a key element in guaranteeing that the public library fulfill its mission to provide access to the universe of information.

- _____ 1. Library hours should be fixed and posted and include morning, afternoon, and evening hours based on users and potential users' disposable time, not staff convenience.
- _____ 2. During open hours all library services should be offered to all individuals. Hours of the children's, young adult, and other special departments should be the same as the adult department.
- _____ 3. Minimum days and hours of service should be as follows, with first consideration given to weekend and evening hours:
C, B or A

	C	B	A
Population	Not less than	Not less than	Not less than
Under 5,000	5 days/25 hrs.	6 days/35 hrs.	7 days/45 hrs.
5,000-10,000	5 days/45 hrs.	6 days/50 hrs.	7 days/56 hrs.
10,001-25,000	6 days/56 hrs.	6 days/64 hrs.	7 days/68 hrs.
25,001-50,000	6 days/64 hrs.	6 days/68 hrs.	7 days/72 hrs.
50,001-75,000	6 days/64 hrs.	6 days/68 hrs.	7 days/72 hrs.
over 75,000	6 days/64 hrs.	6 days/68 hrs.	7 days/72 hrs.

Location

The site of the public library should provide maximum utility to patrons. It should be convenient to public transportation, when available. (Libraries which expect to embark on a building project should give careful consideration to the criteria for site selection which appears in books listed in the bibliography following the facilities section.)

- _____ 4. Library service should be offered at a geographical location requiring no more than 15 minutes travel time in densely populated urban areas and 30 minutes elsewhere.

Open Access

- _____ 5. The library should adopt and follow the principles set forth in the ALA Library Bill of Rights and all interpretations, such as unrestricted access to libraries for minors.

Physical Access

This is discussed in the Facilities Section (XI).