



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 17, 1989 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
 - A. Meeting of July 20, 1989
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. No meeting
 - B. Finance & Properties Committee
 1. Approval of bills for July 1989
 2. Meeting of August 2, 1989
 - C. Rolling Prairie
 1. Report on August RPLS Board meeting
- VI. Avenues to Excellence II
 - A. Chapter II, Finances
- VII. Old Business
 - A. Maternity Leave
- VIII. New Business
- IX. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 17, 1989

I. Roll Call

The meeting was called to order at 4:37 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mr. Lockmiller, Mrs. Lutovsky, and Mr. Sorensen. Members absent: Mrs. Martin, Mrs. Shade, and Mr. Smith. Staff present: Ms. Humphreys, Mr. Seidl, Mr. Kupish, and Ms. Kikolla.

II. Minutes

The July minutes were reviewed. On page 2 in the Rolling Prairie report, "many" should be changed to "some." The last sentence in the same paragraph should read "Rolling Prairie Library will be working with these libraries to help them meet standards in the future." The minutes were approved with these two corrections.

III. Communication From The Public

No one indicated they wished to speak.

IV. City Librarian's Report

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

There was discussion on the extra money (an estimated \$32,000) which will be generated by the increased corporate replacement tax. That money will be added to the 1989/90 revenue.

Buying abridged vs. unabridged books-on-tape was discussed. Both cost and availability are factors when purchasing; the library buys some of each.

The new air conditioning compressor was installed August 11. It is guaranteed for one year.

The library has 30 days to respond to a lawsuit filed recently by Owen Balding.

An intern at the Herald & Review is writing three articles about this library and comparing it to other central Illinois libraries. They should be published soon.

The Joliet Public Library was recently fire-bombed and the children's collection was destroyed. This library would like to call them to find out specifically what they need and send them approximately 200 to 300 children's books. The Evans collection is being closed and there are some books from there that could be spared. Mr. Sorensen made a motion to approve sending the books. The motion was seconded by Mrs. Lutovsky and unanimously approved.

Kellie Flynn, library assistant in the children's department, and Beverly Roelleke, library assistant in the reference department, have not yet been informed of the status of their scholarship request to attend library school at the University of Illinois.

V. Reports of Committees

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

Finance and Properties Committee: The Finance Committee met on August 2, but there was not a quorum. The Board discussed the 1990/91 tax levy request. In addition, it will cost an estimated \$122,520 to implement the changes suggested in the Long Range Plan for 1990/91.

The quotes from the periodical vendors are not all in. The periodicals are now being ordered by purchase order. The city has determined that it costs them \$27 to issue a purchase order and a check.

Mrs. Lutovsky made a motion to approve the July bills. Motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote.

Rolling Prairie: Mrs. Lutovsky attended the August Rolling Prairie board meeting. New officers have been elected. Some of the problems have now been worked out with the new ALTOS system.

VI. Avenues to Excellence

Chapter II, Finances, was reviewed.

VII. Old Business

The "maternity leave" item was again tabled.

VIII. New Business

The draft of the Long Range Plan was distributed. The executive summary is not complete and will be mailed out later. A tentative date of Saturday, September 9 from 9:00 a.m. until noon was set to review it.

A letter was sent to the city requesting \$65,000 for partial funding of the retrospective conversion of the bibliographic records to the MARC format.

IX. Adjournment

Mrs. Ohlsen adjourned the meeting at 5:45 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

July 1989

I. Statistics

Circulation increased .22% (161 items) over July 1988 and 3.66% (37,825 items) for the past twelve months. The "Hot Reads" program in the Young Adult department was successful with an 8% gain in circulation. By ending the summer reading program a few days earlier this year than last (in order to get the storyteller), both the Children's and the Extension departments had slight circulation declines. Audiocassette circulation (which includes books-on-tape) jumped a whopping 74% over July 1988. Several new display cases were purchased to house the materials.

Attendance continues to increase with a 2.3% (661 patrons) gain over July 1988. Service statistics increased 8% over last July. For the past several months, I have noted a higher usage of the library. I believe that all of our public relations and services provided are making a difference.

II. Budget

After three months, 24.6% of the library budget is committed. The City has amended the budget (as we requested), raising the total budget from \$2,275,242 to include the \$78,535 grant, for a total of \$2,353,777.

III. Collection Development

We were shocked by a recent letter from Ameritech informing us that we will have to pay for our out-of-state telephone directories beginning August 1, 1989. The cost of the directories we currently receive would be \$6,763. Libraries state-wide are protesting Ameritech's decision. We have been notified that the effective date has been changed to January 1990. We are reviewing our collection and making plans concerning possible alternatives. The telephone book collection is one of the most heavily used collections in the Reference Department.

Funds from the business information center grant have been used to purchase Infotrac and a collection of business periodicals on microfilm. Both of these sources will greatly enhance the library's ability to provide up-to-date information.

IV. Personnel

The Staff Development Committee receive forty completed surveys from the staff noting training needs they perceive. A copy of the survey tool is attached. Results of the survey will be used to develop training programs.

Ms. Anderson, Mrs. Gibson, and Mr. Merrick attended a one-day seminar on "Providing Customer Service." All three considered the program excellent. We are considering the possibility of getting the speaker for our annual staff institute day. An audiocassette tape of the presentation was purchased.

A leave of absence without pay has been granted to two staff members for medical reasons. Part-time staff have been working extra hours, and temporary staff will be used as needed.

Two staff members have applied and were accepted at the University of Illinois library school. Both are seeking grants from the Illinois State Library. This brings the number of staff working toward library degrees to three.

The library is using the services of an employment agency to fill a clerical vacancy in the circulation department until the City of Decatur Human Resources Department is able to establish a new civil service roster for this classification. Because of a recent change in the unemployment compensation law, the library will now use the services of employment agencies to fill temporary vacancies.

Sixty-two volunteers worked 167 hours in July.

V. Public Relations

A total of 2,120 children participated in the "Great Book Hunt." Five hundred sixty-five children and adults attended the Milbre Burch storytelling program. Thanks to all of the staff who worked so hard to make this summer reading program such an enjoyable event.

The library also sponsored the "Hot Reads" reading program for young adults, an adult discussion group entitled "The Paths of Life", Baby TALK programs, story times on the bookmobiles, visits by eighteen different groups to the library, Books-Between-Bites, and one bookmobile participated in the Decatur Celebration parade.

In September, the library will join several other groups in sponsoring a forum entitled "How well are we meeting the needs of the mentally ill in our community?".

VI. Building & Grounds

The library had to replace a second air compressor. Bids not to exceed the stated price were received from three companies.

Natkin (Peoria)	\$7,951
Pruitt (Springfield)	5,627
Decatur Refrigeration	5,130

Decatur Refrigeration will install the new compressor on Friday, August 11.

VII. Other

The Library was served with a court summons on Tuesday, August 8, 1989. A suit has been filed by Mr. Owen Balding.

STATISTICAL REPORT

July 1989

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1989	30,346	2,851	27,969	61,166	665,570
1988	29,853	2,688	29,527	62,068	662,171
AV materials, 1989	10,885			10,885	122,719
1988	9,822			9,822	98,293
Total circulation, 1989	41,231	2,851	27,969	72,051	788,289
1988	39,675	2,688	29,527	71,890	760,464

Volumes purchased this 12 months to date: 14,395

Volumes purchased last 12 months to date: 15,480

TECHNICAL SERVICES

New books added	1,167
New titles added	457
Books withdrawn	1,073
Books mended	976
Gifts	708

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1989/90</u>	<u>YTD Expended 1988/89</u>	<u>Unexpended</u>
Personal Services	1,665,474	378,701	356,887	1,286,773
Operating	386,698	66,856	57,498	319,842
Capital & books	301,605	59,669	69,842	241,936

STAFF STRENGTH

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

CURRENT VACANCIES: one half-time circulation clerk (new position), temporary page

COMPUTER DOWN-TIME FOR MONTH: none

PATRONS REGISTERED: 276 adult, 25 youth, 87 juvenile = 388 total

PATRON CONTACTS: this 12 months to date: 95,636
last 12 months to date: 103,956

1. Name _____ (optional)

2. Please check the type of position you hold at the library:

Public Service	Technical Service	Other non-public service
___ Management	___ Management	___ Management
___ Support	___ Support	___ Support

3. Have you held more than one classification in your tenure with the Decatur Public Library (i.e., page to clerk)?

Yes _____ No _____

a. Have you had any desire to be promoted to another classification?

Yes _____ No _____

b. What kind of training or other assistance would you need to accomplish this?

4. What do you think should be included in an orientation program for new employees?

5. Has the training for your position met your needs?

Yes _____ No _____

Do you have any suggestions for improving training for your position? If so, please list them?

6. Does your current position require on-the-job training to keep up with developments that affect your work?

Yes _____ No _____

a. What kind of on-the-job training are you currently receiving?

b. Do you have any suggestions for improving on-the-job training?

7. Have you participated in any library-sponsored workshops, lectures, or in-service training sessions?

Yes _____ No _____

If yes, which ones?

a. Do you believe that these activities were helpful?

Yes _____ No _____

If not, please indicate the reasons.

8. Were training sessions held that might have been useful to you, but you were unable to attend?

Yes _____ No _____

a. If yes, why were you not able to attend?

9. Have you participated in conferences, seminars, workshops, or lectures held outside of the Library while you have been employed at DPL which were directly related to your position?

Yes _____ No _____

a. If yes, do you believe that attending these outside programs was worthwhile in helping you meet the needs of your position?

Yes _____ No _____

b. List the programs attended.

10. Can you think of any kind of in-house training or outside training not currently offered that would help you improve your job performance?

Yes _____ No _____

a. If yes, please list.

11. Are there other personal growth types of programs that you have attended?

Yes _____ No _____

a. Were they worthwhile?

Yes _____ No _____

b. What kinds of programs for personal growth would you like to see offered at DPL?

PART II. This part of the survey is to find out the number of staff interested in a particular program as well as the level of interest. This list is by no means exhaustive so we welcome comments and suggestions for other programs. Check your interest level.

1. Library tours

	no	low	moderate	high
a. tours of DPL branches/departments	___	___	___	___
b. tours of other area libraries	___	___	___	___

2. Training sessions by DPL Staff

a. library terminology	___	___	___	___
b. using common bibliographic terms	___	___	___	___
c. circulation policies/procedures	___	___	___	___
d. interlibrary loan	___	___	___	___
e. basic reference tools	___	___	___	___
f. filing rules/use of card catalog	___	___	___	___
g. acquisition process	___	___	___	___
h. OCLC	___	___	___	___
i. basics of automation	___	___	___	___
j. government publications	___	___	___	___
k. intellectual freedom	___	___	___	___
l. micro-computer	___	___	___	___
m. on-line catalog	___	___	___	___
n. other _____	___	___	___	___

3. Training sessions presented by Administration

	no	low	moderate	high
a. payroll	—	—	—	—
b. budget	—	—	—	—
c. personnel policies	—	—	—	—
d. insurance	—	—	—	—
e. safety/security	—	—	—	—
f. programming	—	—	—	—
g. administrative operations	—	—	—	—
h. other _____	—	—	—	—

4. Seminars/workshops presented by specialists in:

a. communication skills	—	—	—	—
b. management by objectives	—	—	—	—
c. copyright laws	—	—	—	—
d. leadership	—	—	—	—
e. performance appraisal	—	—	—	—
f. management skills	—	—	—	—
g. supervisory skills	—	—	—	—
h. problem employees	—	—	—	—
i. problem patrons	—	—	—	—
j. public relations	—	—	—	—
k. effective writing	—	—	—	—
l. team building	—	—	—	—
m. grievance handling	—	—	—	—
n. stress management	—	—	—	—
o. time management	—	—	—	—
p. orientation of new employees	—	—	—	—
q. re-orientation of employees	—	—	—	—
r. Equal Employment Opportunity/ Affirmative Action	—	—	—	—
s. indexing	—	—	—	—
t. problem bosses	—	—	—	—
u. strategic planning	—	—	—	—
v. interviewing techniques	—	—	—	—
w. organizational change	—	—	—	—
x. patron relations	—	—	—	—
aa. intellectual freedom	—	—	—	—
ab. on-line reference	—	—	—	—
ac. micro-computer	—	—	—	—
ad. other _____	—	—	—	—

FUR PERIOD ENDING 7/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/05/89	MERRICK, JERALD	495.00	26476	7/05/89	CONFERENCES AND OTHER TRAVEL
7/06/89	RICHMELLO, GAYNICK	492.00	26489	7/06/89	COMMERICAL SUPPLIES
7/11/89	POSTMASTER	18.78	26532	7/11/89	POSTAGE
7/12/89	IL BELL TELEPHONE CO	32.35	26550	7/12/89	TELEPHONE
7/12/89	TREAS-CENTRAL GARAGE FD	179.30	26560	7/12/89	GASOLINE
7/12/89	TREAS-HASC FUND	10.00	26562	7/12/89	TRAINING SCHOOL
7/12/89	TREAS-HASC FUND	4.00	26563	7/12/89	POSTAGE
7/12/89	TREAS-HASC FUND	8.76	26563	7/12/89	OTHER PROFESSIONAL SERVICES
7/12/89	TREAS-HASC FUND	106.02	26563	7/12/89	MATERIALS TO MAINT BLDGS
7/12/89	TREAS-HASC FUND	6.06	26563	7/12/89	MATERIAL TO MAINT AUTO EQUIP
7/12/89	TREAS-HASC FUND	24.13	26563	7/12/89	OFFICE SUPPLIES
7/12/89	TREAS-PETTY CASH	10.00	26564	7/12/89	TRAINING SCHOOL
7/12/89	TREAS-PETTY CASH	4.76	26564	7/12/89	POSTAGE
7/12/89	TREAS-PETTY CASH	8.76	26564	7/12/89	OTHER PROFESSIONAL SERVICES
7/12/89	TREAS-PETTY CASH	106.82	26564	7/12/89	MATERIALS TO MAINT BLDGS
7/12/89	TREAS-PETTY CASH	6.06	26564	7/12/89	MATERIAL TO MAINT AUTO EQUIP
7/13/89	TREAS-PETTY CASH	24.13	26581	7/13/89	OFFICE SUPPLIES
7/13/89	TREAS-GENERAL FUND	280.24	26581	7/13/89	POSTAGE
7/13/89	TREAS-GENERAL FUND	233.92	26581	7/13/89	OFFICE SUPPLIES
7/13/89	TREAS-GENERAL FUND	257.31	26582	7/13/89	OFFICE SUPPLIES
7/14/89	TREAS-NON MEDICAL INS	48.57	26597	7/14/89	MOTOR VEHICLE-INSURANCE
7/14/89	TREAS-NON MEDICAL INS	937.27	26597	7/14/89	BULLER INSURANCE
7/14/89	TREAS-NON MEDICAL INS	520.00	26597	7/14/89	PROPERTY INSURANCE
7/14/89	TREAS-GENERAL FUND	2,800.25	26597	7/14/89	GENERAL LIABILITY INSURANCE
7/17/89	ARATEX SERVICES, INC.	14.84	26607	7/17/89	TRANSFER TO GENERAL FUND
7/17/89	DECATUR HERALD & REVIEW	99.37	26611	7/17/89	SERV TO MAINT BUILDINGS
7/18/89	CAKERT	96.00	26628	7/18/89	BOOKS-MAIN SCHOOL
7/18/89	RICH AND COMMUNITY COLLEGE	150.00	26629	7/18/89	TRAINING SCHOOL
7/18/89	TREAS-GENERAL FUND	300.00	26636	7/18/89	TRAINING SCHOOL
7/18/89	TREAS-IMRF	200.72	26640	7/18/89	POSTAGE
7/18/89	TREAS-PETTY CASH	17,932.18	26641	7/18/89	RETIREMENT-IMRF
7/18/89	TREAS-PETTY CASH	2.71	26642	7/18/89	POSTAGE
7/18/89	TREAS-PETTY CASH	54.25	26642	7/18/89	MATERIALS TO MAINT BLDGS
7/19/89	TREAS-IMRF	1.25	26642	7/19/89	MATERIAL TO MAINT AUTO EQUIP
7/19/89	MUYER TRUCKING COMPANY	38.50	26680	7/19/89	RETIREMENT-IMRF
7/20/89	IL BELL TELEPHONE CO	819.01	26698	7/20/89	OFFICE SUPPLIES
7/20/89	MERRICK, JERALD	48.00	26699	7/20/89	TELEPHONE SCHOOL
7/20/89	BAKER & TAYLOR CO	628.49	26705	7/20/89	TRAINING SCHOOL
7/20/89	BAKER & TAYLOR CO	10.81	26711	7/20/89	BOOKS-MAIN ADULT
7/20/89	BAKER & TAYLOR CO	68.10	26711	7/20/89	BOOKS-MAIN YOUTH
7/20/89	BAKER & TAYLOR CO	32.74	26711	7/20/89	BOOKS-MAIN JUVENILE
7/20/89	BAKER & TAYLOR CO	64.55	26711	7/20/89	BOOKS-MAIN REFERENCE
7/20/89	BAKER & TAYLOR CO	20.74	26711	7/20/89	BOOKS-EXTENSION ADULT
7/20/89	BAKER & TAYLOR CO	39.48	26711	7/20/89	BOOKS-EXTENSION YOUTH
7/21/89	TREAS-MEDICAL INSURANCE	14.40	26711	7/21/89	BOOKS-EXTENSION JUVENILE
7/21/89	TREAS-NON MEDICAL INS	1,968.14	26717	7/21/89	AV-CASSETTES
7/21/89	TREAS-NON MEDICAL INS	47.69	26718	7/21/89	HOSPITAL AND MEDICAL INSURANCE
7/21/89	TREAS-IMRF	525.64	26718	7/21/89	GROUP LIFE INSURANCE
7/24/89	DAUER, W LEO	8,812.02	26720	7/24/89	WORKERS COMPENSATION
7/24/89	T S COMMUNICATIONS	36.00	26723	7/24/89	RETIREMENT-IMRF
7/27/89	GIBSON, CAROL	45.63	26759	7/27/89	TEMPORARY SALARIES
7/28/89	LAKE LANDER COLLEGE	58.88	26777	7/28/89	TELEPHONE
7/28/89	POSTMASTER	35.00	26794	7/28/89	AV-CASSETTES
7/28/89	AMER LIBRARY ASSN	15.75	26796	7/28/89	TRAINING SCHOOL
7/27/89	BAKER & TAYLOR CO	62.00	26811	7/27/89	BOOKS-MAIN ADULT
7/27/89	BAKER & TAYLOR CO	37.24	26811	7/27/89	BOOKS-PAPERS-ADULT
7/27/89	BAKER & TAYLOR CO	70.00	26818	7/27/89	BOOKS-MAIN ADULT
7/27/89	BAKER & TAYLOR CO	359.55	26818	7/27/89	BOOKS-MAIN JUVENILE
7/20/89	BAKER & TAYLOR CO	1,383.05	26819	7/20/89	BOOKS-MAIN REFERENCE
7/17/89	BAKER & TAYLOR CO	160.68	26819	7/17/89	BOOKS-MAIN ADULT
7/20/89	BAKER & TAYLOR CO	2,363.13	26819	7/20/89	BOOKS-MAIN YOUTH

FOR PERIOD ENDING 7/31/89

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
7/17/89	BAKER & TAYLOR CO	26819	7/31/89	BOOKS-MAIN REFERENCE	46.73
7/17/89	BAKER & TAYLOR CO	26819	7/31/89	BOOKS-EXTENSION ADULT	318.73
7/17/89	BAKER & TAYLOR CO	26819	7/31/89	BOOKS-EXTENSION YOUTH	28.18
7/17/89	BAKER & TAYLOR CO	26819	7/31/89	BOOKS-EXTENSION JUVENILE	655.31
7/17/89	BAKER & TAYLOR CO	26819	7/31/89	AV-VIDEOS	67.61
7/17/89	BAKER & TAYLOR CO	26819	7/31/89	AV-CASSETTES	498.79
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-MAIN ADULT	142.18
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-MAIN YOUTH	408.18
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-MAIN JUVENILE	26.66
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-MAIN REFERENCE	16.08
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-EXTENSION ADULT	95.00
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-EXTENSION YOUTH	108.63
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	BOOKS-EXTENSION JUVENILE	40.45
7/17/89	BAKER & TAYLOR CO	26820	7/31/89	AV-VIDEOS	202.23
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-MAIN ADULT	1,089.95
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-MAIN YOUTH	1,243.17
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-MAIN JUVENILE	406.33
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-MAIN REFERENCE	40.00
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-EXTENSION ADULT	52.47
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-EXTENSION YOUTH	26.58
7/17/89	BAKER & TAYLOR CO	26821	7/31/89	BOOKS-EXTENSION JUVENILE	79.36
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-MAIN ADULT	1,092.67
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-MAIN YOUTH	340.89
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-MAIN JUVENILE	37.26
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-MAIN REFERENCE	82.21
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-EXTENSION ADULT	81.03
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-EXTENSION YOUTH	13.74
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	BOOKS-EXTENSION JUVENILE	24.95
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	AV-VIDEOS	23.63
7/17/89	BAKER & TAYLOR CO	26822	7/31/89	AV-CASSETTES	894.66
7/17/89	BAKER & TAYLOR CO	26823	7/31/89	BOOKS-MAIN ADULT	227.60
7/17/89	BAKER & TAYLOR CO	26823	7/31/89	BOOKS-EXTENSION ADULT	183.35
7/17/89	BAKER & TAYLOR CO	26823	7/31/89	BOOKS-EXTENSION YOUTH	100.59
7/17/89	BAKER & TAYLOR CO	26823	7/31/89	BOOKS-EXTENSION JUVENILE	182.60
7/17/89	BROADMAN, INC.	26837	7/31/89	OFFICE SUPPLIES	35.24
7/17/89	BROADMAN, INC.	26838	7/31/89	OFFICE SUPPLIES	35.24
7/17/89	C B M COMPUTER CENTER	26832	7/31/89	COMPUTER SOFTWARE EXPENSE	425.00
7/17/89	C B M COMPUTER CENTER	26832	7/31/89	COMPUTER SOFTWARE AND EQUIPMENT	2,070.00
7/17/89	COMPUTERLAND	26852	7/31/89	OFFICE SUPPLIES	165.00
7/17/89	CAT FANCY EQUIP CO	26857	7/31/89	MAG/PAPERS-MAIN JUVENILE	36.00
7/17/89	CAT FANCY EQUIP CO	26859	7/31/89	MAG/PAPERS-MAIN JUVENILE	125.00
7/17/89	CLOCKET MAGAZINE	26870	7/31/89	MAG/PAPERS-MAIN JUVENILE	37.97
7/17/89	DECATUR PAPER HOUSE	26880	7/31/89	OFFICE SUPPLIES	34.73
7/17/89	DUKE'S OFFICE SUPPLY	26885	7/31/89	SERV TO MAINT OFFICE EQUIP	62.00
7/17/89	DECATUR HERALD & REVIEW	26887	7/31/89	ADVERTISING-MAIN REFERENCE	86.64
7/17/89	FACTS ON FILE	26915	7/31/89	MAG/PAPERS-MAIN ADULT	465.00
7/17/89	FANFARE	26916	7/31/89	MAG/PAPERS-MAIN ADULT	71.00
7/17/89	FINANCIAL DATA SYSTEMS, INC.	26917	7/31/89	MAG/PAPERS-MAIN ADULT	53.00
7/17/89	GAYLORD BROS	26919	7/31/89	MAG/PAPERS-MAIN ADULT	209.00
7/17/89	GENTLEMEN'S QUARTERLY	26922	7/31/89	OFFICE SUPPLIES	225.81
7/17/89	GALE RESEARCH CO	26932	7/31/89	MAG/PAPERS-MAIN ADULT	172.80
7/17/89	HOT ROD	26934	7/31/89	MAG/PAPERS-MAIN YOUTH	439.40
7/17/89	HOT ROD	26942	7/31/89	MAG/PAPERS-MAIN YOUTH	69.88
7/17/89	HARPER & GARDEN	26943	7/31/89	MAG/PAPERS-MAIN ADULT	69.88
7/17/89	HOUSE & ESSICK CO	26947	7/31/89	MAG/PAPERS-MAIN ADULT	56.00
7/17/89	I B M CORP	26948	7/31/89	BOOKS-MAIN REFERENCE	54.00
7/17/89	ILLUMINER CO	26952	7/31/89	OFFICE MACHINERY AND EQUIPMENT	8.95
7/17/89	INACOMP COMPUTER CENTER	26954	7/31/89	SERV TO MAINT OFFICE EQUIP	3,728.30
7/17/89	IDEALS PUBLISHING CORP	26957	7/31/89	MAG/PAPERS-MAIN ADULT	50.00
7/17/89	ILL ASSOC. OF SCHOOL BOARDS	26959	7/31/89	MAG/PAPERS-MAIN REFERENCE	31.95
7/17/89	ILL OGLC USERS GROUP	26960	7/31/89	BOOKS-MAIN REFERENCE	15.00
7/17/89	JAN SAN SUPPLY CO, INC.	26965	7/31/89	PROFESSIONAL MEMBERSHIP FEES	15.00
7/17/89	JOHN CURLEY & ASSOCIATES	26966	7/31/89	JANITORIAL SUPPLIES	162.95
7/17/89	KID CITY MAGAZINE	26976	7/31/89	BOOKS-MAIN ADULT	120.48
7/17/89	KID CITY MAGAZINE	26976	7/31/89	MAG/PAPERS-MAIN JUVENILE	121.97

FOR PERIOD ENDING 7/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/13/89	MEDCENTER OF DECATUR, INC.	90.00	26996	7/31/89	OTHER PROFESSIONAL SERVICES
7/13/89	MONEY MAGAZINE	167.90	27013	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	MONEY MAGAZINE	167.90	27013	7/31/89	MAG/PAPERS--EXTEN ADULT
7/13/89	MCCORD TIRE & AUTO SERV, INC.	121.36	27017	7/31/89	SERV TO MAINT AUTO EQUIPMENT
7/13/89	MULTIGRAPHICS	112.00	27029	7/31/89	OFFICE SUPPLIES
7/13/89	NEW REPUBLIC	65.43	27030	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	NATL GEOGRAPHIC SOCIETY	10.95	27030	7/31/89	BOOKS--MAIN JUVENILE
7/13/89	NATL GEOGRAPHIC SUPPLY, INC	339.24	27031	7/31/89	MATERIALS TO MAINT BLOODS
7/13/89	NEMER ELECTRIC	15.60	27032	7/31/89	BOOKS--PROFESSIGNAL
7/13/89	NEWSBRY LIBRARY BOOKSHOP	197.00	27033	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	NEWS INL DIST LTD.	7.00	27036	7/31/89	BOOKS--MAIN YOUTH
7/13/89	NEW YORK PUBLIC LIBRARY	7.00	27036	7/31/89	BOOKS--MAIN JUVENILE
7/13/89	NEW YORK PUBLIC LIBRARY	7.00	27036	7/31/89	SERV TO MAINT BUILDINGS
7/13/89	OTIS ELEVATOR COMPANY	283.95	27040	7/31/89	SERV TO MAINT BUILDINGS
7/13/89	OMNISEY INTERNATIONAL, LTD.	39.95	27041	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	OMNISEY	12.00	27042	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	OMNISEY CONCEPTS	190.00	27043	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	OFFICIAL AIRLINE GUIDE, INC.	63.60	27043	7/31/89	ADVERTISING
7/13/89	OFFICIAL AIRLINE GUIDE, INC.	63.60	27043	7/31/89	ADVERTISING
7/13/89	PETER SMITH PUBLISHERS, INC.	83.45	27059	7/31/89	BOOKS--MAIN JUVENILE
7/13/89	PROFESSIONAL SECRETARIES INTL.	16.00	27062	7/31/89	BOOKS--MAIN ADULT
7/13/89	QUILL CORPORATION	58.32	27064	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	QUILL CORPORATION	12.00	27079	7/31/89	OFFICE SUPPLIES
7/13/89	VIDEO	12.00	27080	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	RON BUREK'S AUTO SERVICE	121.36	27080	7/31/89	SERV TO MAINT AUTO EQUIPMENT
7/13/89	REGENCY BOOK CO	63.60	27081	7/31/89	BOOKS--MAIN ADULT
7/13/89	REGENCY BOOK CO	25.47	27081	7/31/89	BOOKS--EXTENSION ADULT
7/13/89	REGENCY BOOK CO	138.27	27083	7/31/89	BOOKS--EXTENSION ADULT
7/13/89	SATLEY, ST. INC.	150.00	27098	7/31/89	OFFICE SUPPLIES
7/13/89	SATLEY, ST. INC.	135.44	27098	7/31/89	SERV TO MAINT OFFICE EQUIP
7/13/89	SATLEY, ST. INC.	5.00	27115	7/31/89	OFFICE SUPPLIES
7/13/89	SATLEY, ST. INC.	5.00	27115	7/31/89	OFFICE SUPPLIES
7/13/89	SATLEY, ST. INC.	14.96	27115	7/31/89	BOOKS--MAIN REFERENCE
7/13/89	SATLEY, ST. INC.	6.06	27117	7/31/89	BOOKS--TRAINING SCHOOL
7/13/89	SATLEY, ST. INC.	6.06	27117	7/31/89	TRAINING AND OTHER TRAVEL
7/13/89	SATLEY, ST. INC.	56.56	27117	7/31/89	POSTAGE
7/13/89	SATLEY, ST. INC.	16.90	27117	7/31/89	MATERIALS TO MAINT BLDGS
7/13/89	SATLEY, ST. INC.	678.00	27120	7/31/89	OFFICE SUPPLIES
7/13/89	SATLEY, ST. INC.	215.36	27122	7/31/89	OFFICE SUPPLIES
7/13/89	SATLEY, ST. INC.	55.90	27122	7/31/89	OFFICE SUPPLIES
7/13/89	SATLEY, ST. INC.	111.80	27122	7/31/89	BOOKS--MAIN ADULT JUVENILE
7/13/89	SATLEY, ST. INC.	56.10	27126	7/31/89	MAG/PAPERS--EXTEN JUVENILE
7/13/89	SATLEY, ST. INC.	24.00	27127	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	SATLEY, ST. INC.	18.00	27133	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	SATLEY, ST. INC.	490.80	27141	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	SATLEY, ST. INC.	28.59	27144	7/31/89	BOOKS--MAIN REFERENCE
7/13/89	SATLEY, ST. INC.	61.00	27152	7/31/89	MATERIAL TO MAINT AUTO EQUIP
7/13/89	SATLEY, ST. INC.	34.97	27153	7/31/89	MAG/PAPERS--MAIN ADULT
7/13/89	SATLEY, ST. INC.	22.26	27155	7/31/89	RENTAL-EQUIPMENT
7/13/89	SATLEY, ST. INC.	22.26	27155	7/31/89	JANITORIAL SUPPLIES
TOTAL		66,726.91			

FOR PERIOD ENDING 7/31/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/06/89	TIPP NOVELTY CO	8.50	26506	7/06/89	EXPENDITURES
7/20/89	BAKER & TAYLOR CO	71.36	26819	7/21/89	EXPENDITURES
7/17/89	BAKER & TAYLOR CO	109.13	26821	7/31/89	EXPENDITURES
7/27/89	BAKER & TAYLOR CO	22.68	26822	7/31/89	EXPENDITURES
7/16/89	BAKER & TAYLOR CO	50.26	26877	7/31/89	EXPENDITURES
7/16/89	KESSLER DISTRIBUTING CO.	1.26	26877	7/31/89	EXPENDITURES
TOTAL		263.19			

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCMT CUMM
090		REGULAR SALARIES	1,311,953	44,942.25	281,090.71	327,988	1,030,862.29	.00	1,030,862.29	21.4
092		HOLIDAYS	0	262.34	5,546.59	0	5,546.59	.00	5,546.59	
096		SICK TIME	0	1,013.43	3,213.31	0	3,213.31	.00	3,213.31	
098		VACATION TIME	0	4,264.25	11,842.52	0	11,842.52	.00	11,842.52	
		SALARIES & WAGES	1,311,953	50,482.27	301,693.13	327,988	1,010,259.87	.00	1,010,259.87	23.0
		PERSONAL SERVICES								
102		TEMPORARY SALARIES	35,448	1,196.57	5,856.66	8,862	29,591.34	.00	29,591.34	16.5
104		RETIREMENT-IMRF	229,502	8,812.02	52,234.88	57,375	177,267.12	.00	177,267.12	22.8
110		GROUP LIFE INSURANCE	1,215	47.89	294.38	303	920.62	.00	920.62	24.2
112		HOSPITAL AND MEDICAL INSURANCE	71,821	1,968.14	14,853.06	17,285	56,967.94	.00	56,967.94	20.7
114		WORKERS COMPENSATION	13,140	525.64	3,211.69	3,285	9,928.31	.00	9,928.31	24.4
115		SERVICE RECOGNITION	2,395	160.00	557.50	462	1,837.50	.00	1,837.50	23.3
		CONTRACTUAL SERVICES	353,521	12,710.26	77,008.17	88,242	276,512.83	.00	276,512.83	21.8
201		ADVERTISING	3,800	150.24	170.74	949	3,629.26	10.00	3,619.26	4.8
202		PRINTING AND BINDING	10,750	301.60	1,216.95	2,150	9,533.07	1,216.00	8,317.07	22.6
210		SERV TO MAINT BUILDINGS	12,340	301.60	3,969.03	3,150	8,930.97	1,388.00	7,542.97	44.6
211		SERV TO MAINT IMPROVEMENTS	2,000	200.36	347.34	84	340.00	370.00	140.00	58.8
212		SERV TO MAINT AUTO EQUIPMEN	12,000	162.00	3,734.00	499	11,666.00	172.00	11,494.00	35.9
213		SERV TO MAINT OFFICE EQUIP	67,000	3,798.39	9,873.91	10,905	57,126.09	172.00	57,126.09	14.7
231		ELECTRICITY	15,000	257.31	3,956.97	4,633	11,043.03	.00	11,043.03	26.4
232		GAS	17,580	896.99	3,842.52	3,000	13,737.48	375.00	13,362.48	24.0
233		TELEPHONE	900	.00	165.47	199	634.53	.00	634.53	20.7
234		WATER	900	.00	165.47	199	634.53	.00	634.53	20.7
238		AUDITING SERVICES	5,050	653.96	704.33	252	4,345.67	.00	4,345.67	13.9
240		TRAINING SCHOOL	3,500	996.06	2,027.96	2,537	1,472.04	.00	1,472.04	57.9
241		CONFERENCES AND OTHER TRAVE	9,200	591.92	2,145.67	2,299	7,054.33	424.00	6,630.33	21.5
245		POSTAGE	2,600	455.00	560.00	649	2,040.00	.00	2,040.00	27.9
247		COMPUTER SOFTWARE EXPENSE	2,000	.00	1,062.70	600	937.30	.00	937.30	53.1
270		TUITION REIMBURSEMENT	38,950	98.76	317.04	97	38,632.96	.00	38,632.96	8.8
284		OTHER PROFESSIONAL SERVICES	2,300	15.00	15.00	0	2,285.00	.00	2,285.00	7.7
286		PROFSSIONAL MEMBERSHIP FEE	32,400	15.00	3,731.94	8,100	28,668.06	.00	28,668.06	19.9
289		RENTAL-EQUIPMENT	18,000	34.97	2,044.43	3,912	15,955.57	2,700.00	14,273.57	20.7
		CGMCCITIES	256,170	8,612.65	36,486.00	60,785	219,684.00	8,535.00	211,149.00	17.6
310		GASOLINE	2,500	179.30	325.19	624	2,174.81	.00	2,174.81	13.0
312		JANITORIAL SUPPLIES	3,500	347.38	875.92	625	2,624.08	327.76	2,296.32	34.4
320		MATERIALS TO MAINT BLDGS	12,000	740.21	7,479.40	3,150	8,849.60	1,225.20	7,624.40	64.3
337		MATERIAL TO MAINT AUTO EQUI	3,000	35.90	479.05	750	2,520.95	.00	2,520.95	16.0
345		OFFICE SUPPLIES	30,000	1,642.32	5,131.66	7,700	24,868.34	1,895.34	22,973.00	23.4
		OTHER CHARGES	53,000	2,945.41	14,587.22	12,849	38,412.78	3,446.30	34,966.48	34.0
400		TRANSFERS TO GENERAL FUND	19,613	2,880.00	8,640.00	4,903	19,613.00	.00	19,613.00	25.0
415		VEHICLE INSURANCE	2,563	221.42	664.26	0	1,992.74	.00	1,992.74	25.0
420		BUILDER INSURANCE	1,583	48.59	145.77	0	437.23	.00	437.23	25.0
421		PROPERTY INSURANCE	11,247	937.27	2,811.81	0	8,435.19	.00	8,435.19	25.0
423		GENERAL LIABILITY INSURANCE	6,240	520.00	1,560.00	0	4,680.00	.00	4,680.00	25.0
499		SMALL CAPITAL ITEMS	2,625	105.00	1,959.80	1,500	665.20	.00	665.20	74.7
		OTHER CHARGES	77,528	4,712.53	15,782.39	15,043	61,745.61	.00	61,745.61	20.4

GLA3010	DECATUR PUBLIC LIBRARY	FUND	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
CD	DESCRIPTION	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
40000	DECATUR PUBLIC LIBRARY						
08	CAPITAL OUTLAY						
515	OFFICE MACHINERY AND EQUIPM	4,955.59	5,651	17,649.41	2,695.00	14,954.41	33.8
520	OTHER MACHINERY AND EQUIPME	700.00	174	.00	.00	.00	100.0
		5,655.59	5,825	17,649.41	2,695.00	14,954.41	35.8
801	BOOKS-MAIN ADULT	22,402.92	20,012	57,648.08	17,668.22	39,979.86	50.1
802	BOOKS-MAIN YOUTH	2,723.35	1,500	3,278.01	1,905.18	2,224.18	62.9
803	BOOKS-MAIN JUVENILE	6,000.86	6,999	21,999.14	3,533.70	18,465.44	34.1
804	BOOKS-MAIN REFERENCE	5,301.60	11,124	39,198.40	18,887.01	20,311.39	54.4
805	BOOKS-PROFESSIONAL	1,003.52	825	2,296.08	1,067.10	1,228.98	62.8
821	BOOKS-EXTENSION ADULT	3,780.60	3,750	11,219.40	3,548.07	7,671.33	48.9
822	BOOKS-EXTENSION YOUTH	110.54	124	389.46	107.07	282.39	43.5
823	BOOKS-EXTENSION JUVENILE	1,636.69	2,274	7,463.31	823.76	6,639.55	27.0
830	AV-PICNUCLICS	431.99	1,249	4,568.01	674.21	3,893.80	22.1
831	AV-VIDEOS	1,898.08	2,124	6,601.92	1,274.20	5,327.72	37.3
832	AV-PAPERS-MAIN ADULT	4,526.39	2,250	28,473.61	2,240.84	26,232.77	20.5
841	MAG/PAPERS-MAIN YOUTH	2,454.61	5,454	19,365.39	3,168.88	16,196.51	12.7
842	MAG/PAPERS-MAIN JUVENILE	105.33	202	706.27	.00	706.27	13.0
843	MAG/PAPERS-MAIN REFERENCE	215.74	302	993.26	.00	993.26	17.8
844	MAG/PAPERS-MAIN PROFESSIONAL	666.00	3,980	14,955.00	7,000.00	7,955.00	50.3
845	MAG/PAPERS-EXTEN ADULT	63.00	296	1,124.00	.00	1,124.00	5.3
847	MAG/PAPERS-EXTEN YOUTH	186.73	986	3,759.27	.00	3,759.27	4.7
848	MAG/PAPERS-EXTEN JUVENILE	69.88	63	183.12	.00	183.12	27.6
849	MAG/PAPERS-EXTEN JUVENILE	133.80	50	67.20	.00	67.20	66.6
		54,013.07	69,564	224,286.93	58,192.89	166,094.04	40.3
**	DIVISION TOTAL **	100,437.74	580,296	1,848,551.43	72,869.19	1,775,682.24	24.6

CITY OF DECATUR										PAGE 106	
REPORT OF EXPENDITURES TO BUDGET FY 1989-90										7/31/89	
FUND 92 PUBLIC LIBRARY-TRUSTS										UNENCUMBERED PRCT	
ANNUAL BUDGET										BALANCE	
OB	CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CCMM		
900		EXPENDITURES	253.43	799.84	2,250	8,200.16	1,658.96	6,541.20	27.3		
900		EXPENDITURES	253.43	799.84	2,250	8,200.16	1,658.96	6,541.20	27.3		
**		DIVISION TOTAL **	253.43	799.84	2,250	8,200.16	1,658.96	6,541.20	27.3		

CITY OF DECATUR										PAGE 107	
REPORT OF EXPENDITURES TO BUDGET FY 1989-90										7/31/89	
FUND 92 PUBLIC LIBRARY-TRUSTS										UNENCUMBERED PRCT	
ANNUAL BUDGET										BALANCE	
OB	CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CCMM		
900		EXPENDITURES	.00	.00	2,499	10,000.00	.00	10,000.00			
900		EXPENDITURES	.00	.00	2,499	10,000.00	.00	10,000.00			
**		DIVISION TOTAL **	.00	.00	2,499	10,000.00	.00	10,000.00			

CITY OF DECATUR										PAGE 108	
REPORT OF EXPENDITURES TO BUDGET FY 1989-90										7/31/89	
FUND 92 PUBLIC LIBRARY-TRUSTS										UNENCUMBERED PRCT	
ANNUAL BUDGET										BALANCE	
OB	CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CCMM		
900		EXPENDITURES	9.76	139.26	375	1,360.74	.00	1,360.74	9.3		
900		EXPENDITURES	9.76	139.26	375	1,360.74	.00	1,360.74	9.3		
**		DIVISION TOTAL **	9.76	139.26	375	1,360.74	.00	1,360.74	9.3		

FINANCE AND PROPERTIES COMMITTEE

August 2, 1989 3:30 p.m.

Chairperson Dan Gaumer called the meeting to order at 3:37 p.m. Members present: Mr. Gaumer, Jerrodean Martin, Barbara Ohlsen, and Jim Seidl. Staff present: Jim Kupish. The lack of a quorum prevented voting on topics discussed.

* * * * *

The first topic for discussion was the 1990/91 tax levy request. The Board must submit a tax levy request to the City Council after the September 21, 1989 Board meeting. The levy represents 85% of the library's funding. Mr. Seidl was instructed to prepare a rough draft budget showing projected expenditures and revenue estimates. Increases and decreases for each line item will be explained. Expenses generated by the Long Range Plan will also be noted. A copy of the 1990/91 budget proposal is attached.

* * * * *

The next agenda item was a review of the Illinois Unemployment Insurance Act of 1989. Jerry Bauer, City of Decatur Risk Manager, recommended that the library consider using an employment agency for the seven temporary page positions to reduce our unemployment insurance risk. The temporary pages each work 15 hours per week and are paid \$5.57 per hour. Social security and worker's compensation add an additional \$.65 per hour, for a total cost of \$6.22 per hour.

The committee discussed 1) continuing with the present method; 2) using an employment agency; 3) using an employment agency for new temporary pages. It was the committee's opinion that we should try an employment agency for new temporary pages with the cost per hour not to exceed \$6.22 per hour.

* * * * *

The next agenda item was the library's elevator maintenance contracts. Mr. Seidl is collecting information on the cost of maintaining service contracts for the library's two elevators to ensure competitive pricing. However, the two contracts have different renewal dates. Mr. Seidl proposed that the library not sign a new contract for the passenger elevator, but wait until the freight elevator contract is due in January 1991. The contracts will be reviewed at that time.

* * * * *

The next agenda item was a discussion of how the library collects its delinquent accounts. In 1988/89, \$42,000 was collected in fines. Accounts over \$30 are sent to the Credit Bureau for collection. For the six month period 12/88 to 6/89, 74 patrons with materials valued at \$4,163 and fines of \$1,132 were turned over. Twenty accounts were settled (with materials returned or a cash settlement) for a total of \$1,029. The library received no money from

the Credit Bureau since the amount collected was less than the cost of the service.

Transworld Systems, Inc. offers a collection service but the library would have to pay, for example, \$7.50 for each patron turned over. Transworld guarantees 100% profit on our investment.

Example: \$7.50 X 100 patrons = \$750

Transworld will collect \$1,500.

Transworld is more aggressive in trying to collect the money within the first 90 days. However, they cannot block the patron's credit like the Credit Bureau does. The Committee was of the opinion that the Decatur Credit Bureau is still the best option, but that the Library should raise the amount from \$30 to \$50 before an account is turned over. The Credit Bureau charges 50% of accounts collected under \$50 and 33% for accounts over \$50.

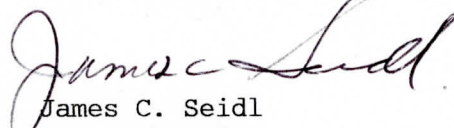
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The final topic was an update on the use of a private security firm versus an off-duty policeman to provide security for the library. Mrs. Martin noted that the Personnel, Policy, and Public Relations Committee approved the use of an off-duty policeman last year, but wanted an evaluation of the program. An evaluation will be made and provided to the Board. Mr. Seidl reported that a security firm should cost around \$7 or \$8 per hour, compared to \$12 for an off-duty policeman. The committee will discuss this item after additional information is available.

* * * * *

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,


James C. Seidl
City Librarian

FUND: 20 DECATUR PUBLIC LIBRARY

Object Code	Description	<u>REVENUE</u>		
		1988-89 Actual	1989-90 Budget	1990-91 Estimate
	<u>Fund Balance</u>			
30001000	Beginning Fund Balance	171,977.53	210,747	154,694
	<u>Taxes</u>			
30100107	Property Tax - Library	1,723,889.06	1,855,000	2,051,238
	<u>Intergovernmental Revenue</u>			
30200104	Replacement Tax	169,711.84	160,000	190,000
30200107	State Grants or Other	115,698.05	105,989	96,000
	Total	285,409.89	265,989	286,000
	<u>Fines and Fees</u>			
30500509	Library Fines & Fees	42,841.13	43,000	44,000
30500510	Library Non-Resident Fees	8,517.35	9,600	8,500
30500511	Library Lost & Damaged Books	4,746.20	5,400	5,500
30500514	Verifax	730.40	800	800
30500515	Reserves	2,793.25	1,500	1,500
	Total	59,628.33	60,300	60,300
	<u>Investment Income</u>			
30700101	Investment Interest	38,407.56	35,900	32,000
	<u>Other Income</u>			
30800805	Contributions & Donations	492.21	0	0
30800899	Misc. Income	2,644.85	2,000	8,000
	Total	3,137.06	2,000	8,000
	Fund Total	2,282,449.43	*2,429,936	2,592,232
			carryover	<u>-2,417,232</u>
				175,000

* - does not reflect \$78,535 grant

FUND: 20 DECATUR PUBLIC LIBRARY

EXPENDITURES

Object Code	Description	1988-89 Actual	1989-90 Budget	1990-91 Estimate
	<u>Personal Services</u>			
090	Regular Salaries	1,244,414.52	1,311,953	1,350,908
101	Overtime	201.40	0	0
102	Temporary Salaries	38,061.88	35,448	36,961
104	Retirement - IMRF	204,788.64	229,502	257,213
111	Group Life Insurance	1,215.00	1,215	1,300
112	Hosp. & Medical Insurance	57,765.00	71,821	106,500
114	Worker's Compensation	14,472.00	13,140	20,000
115	Service Recognition	2,097.50	2,395	2,700
	Total	1,563,015.94	1,665,474	1,775,582
	<u>Contractual Services</u>			
201	Advertising	622.26	800	800
202	Printing and Binding	7,624.75	8,750	8,000
210	Serv. to Maint. Buildings	11,070.46	12,000	13,000
211	Serv. to Maint. Improvements	716.45	340	500
212	Serv. to Maint. Auto Equip.	3,850.18	2,000	3,000
213	Serv. to maint. Office Equip.	22,481.00	12,000	13,000
231	Electricity	56,609.33	67,000	74,000
232	Gas	7,516.08	15,000	16,000
233	Telephone	13,744.66	16,000	16,500
234	Water	795.19	800	850
238	Auditing Services	731.00	900	2,200
240	Training School Expense	1,926.05	5,050	5,000
241	Conf. & Other Travel Expense	4,907.42	3,500	3,500
245	Postage	6,808.22	9,200	10,000
247	Computer Software Expense	289.00	1,000	1,000
249	Copying Expense	150.54	0	0
272	Tuition Reimbursement	1,365.80	2,000	3,000
280	Other Prof. Services	9,476.32	12,500	13,000
284	Professional Membership Fees	2,007.00	2,300	2,500
286	Rental (Data Processing)		32,400	35,000
289	Rental (Equipment)	17,035.53	18,000	19,000
	Total	169,727.24	221,540	239,850
	<u>Commodities</u>			
310	Gasoline	1,800.85	2,500	3,000
312	Janitorial Supplies	3,017.86	3,500	3,500
320	Materials to Maint. Bldgs.	15,559.03	14,000	15,000
337	Materials to Maint. Auto Equip.	2,448.34	3,000	4,000
345	Office Supplies	27,386.53	30,000	30,000
357	Employee Recognition Supplies	0	0	0
	Total	50,212.61	53,000	55,500

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1988-89 Actual	1989-90 Budget	1990-91 Estimate
	<u>Other Charges</u>			
400	Contingencies	0	19,613	10,000
415	Transfer to General Fund	30,813.00	34,563	38,700
418	Motor Vehicle Insurance	3,068.00	2,657	2,800
420	Boiler Insurance	130.00	583	650
421	Property Insurance	12,017.00	11,247	11,750
423	General Liability Insurance	7,376.00	6,240	6,700
499	Small Capital Items	1,051.44	2,525	3,000
	Total	54,455.44	77,428	73,600
	<u>Capital Outlay</u>			
515	Office Machinery & Equip.	4,549.64	12,100	12,000
520	Other Machinery & Equip.		700	700
	Total	4,549.64	12,800	12,700
	<u>Library Inventory</u>			
800	Books and Periodicals	235,808.43	245,000	260,000
	Total	235,808.43	245,000	260,000
	Fund Total	2,077,769.30	2,275,242	2,417,232

ANNUAL BUDGET

Form No. 10

Explanation of Budget VariancesFiscal Year: 90-91Fund: General OperatingDepartment: Library

Division: _____

Division No: 40000

<u>Account Number</u>	<u>Current Year- Final Estimated Expenditures</u>	<u>New Fiscal Year- Budget Requests</u>	<u>Explanation:</u> - 10% Increases or Decreases - For Accounts over \$500.00
090	1,311,953	1,350,908	\$.20/hr. pay increase and step increases
102	35,448	36,961	social security and worker's comp. costs
104	229,502	257,213	IMRF increase from 9.93 to 11.53
112	71,821	106,500	15% increase in insurance rates; \$194 per month for dependent coverage
114	13,140	20,000	estimated cost of claim against library
115	2,395	2,700	benefit based on years worked
202	8,750	8,000	reduced cost for YA grant
210	12,000	13,000	restored funds transferred to account 320
211	340	500	increased fee for trash removal
212	2,000	3,000	higher cost to maintain older vehicles
213	12,000	13,000	repair typewriters; increased usage of photocopier and offset printer
231	67,000	74,000	7% rate increase
232	15,000	16,000	rate increase
238	900	2,200	cost of auditing business grant
245	9,200	10,000	increased newsletter mailings
272	2,000	3,000	two staff attending library school
280	12,500	13,000	Baby TALK lapsit costs
286	32,400	35,000	maintenance costs for hardware
289	18,000	19,000	OCLC and security gate costs
312	14,000	15,000	repair north air compressor unit
337	3,000	4,000	tires for vehicles
400	5,000	10,000	extra funds for possible emergencies

LONG RANGE PLAN COSTS - 1990/91

	Personnel	Contractual	Commodities	Other charges	Capital outlay	Materials	Total
Library Assistant 40 hrs. Children's	30,045			350			30,395
Library Assistant 20 hrs. Reference	13,070			350			13,420
Page 20 hrs.	5,215			350			5,565
Security guard 20 hrs.	8,640						8,640
Public Relations		6,800					6,800
New carpeting					7,000		7,000
TDD phone for deaf people to call for information		800					800
Materials						10,000	10,000
Sunday Hours	29,900	9,500	500				39,900
TOTAL	86,870	17,100	500	1,050	7,000	10,000	122,520

II. FINANCES

Library boards have the responsibility to provide the best possible library service to their communities. This requires taxing at a level sufficient to provide this service. Library boards are mandated to spend tax money and all other income for library service in the best interest of the community it serves.

The annual public library tax is only one of several taxes which may be levied. The following special taxes may be levied when necessary without referendum:

Audit Tax: Chapter 24; 8-8-1 as to municipal libraries and Chapter 85: 701 et seq., as to townships and library districts.

Building and Maintenance Fund: (Subject to back-door referendum.) Chapter 81: 3-1, 3-4, or 1003-1.

Building Commission Rentals: Municipal libraries only. Chapter 85: 1031 et seq.

"Errors and Omissions" Insurance: Chapter 85; 1-101 et seq. Also known as officers and directors insurance.

Restoration Tax: Municipal libraries: Chapter 24: 11-70-1.

Retirement Tax: IMRF: Chapter 108-1/2: 7-101 et seq.

Risk Management Fund: Chapter 85: 9-105, et seq.

Social Security Tax: Employer's share. Chapter 108-1/2 7-10 et seq.

Tort Liability Insurance Premiums: Chapter 85: 9-103.

Unemployment Compensation: Chapter 85: 9-107.

Worker's Compensation: Chapter 85: 9-107.

Working Cash Fund: (Subject to back-door referendum.) Chapter 81: 4-13 or 1003-1.

1. On an annual basis, library boards shall determine if the tax rate is sufficient to meet the standards set forth in this document, and to accomplish the objectives in the library's long-range plan.

_____ _____ _____ _____ _____ _____

2. On an ongoing basis library boards shall monitor their levy process and other funding sources.

_____ _____ _____ _____ _____ _____

If libraries are currently unable to provide an adequate level of support for their locally chosen roles, alternatives such as the following should be explored:

- a. Utilizing the special taxes as outlined above when appropriate.
- b. Initiating a referendum either to raise the tax rate or issue bonds.
- c. Forming a larger unit of service, either by combining with other small community libraries, or contracting for some services with other libraries, or expanding current boundaries to include untaxed areas.
- d. Considering fund raising activities and encouraging gifts and bequests.

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