

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, September 17, 1998 4:30 p.m.  
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
  - A. Meeting of August 20, 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 September 3, 1998
  - B. Finance and Properties Committee
    - 1. Approval of bills for August 1998
    - 2. Meeting of September 1, 1998
  - C. Rolling Prairie Library System
    - 1. Report on August 1998 system board meeting
  - D. Friends of the Library
    - 1. Meeting of September 9, 1998
  - E. Foundation
    - 1. Meeting of September 10, 1998
- VI. Serving Our Public: Standards for Illinois Public Libraries
  - A. Chapter II, Governance and Administration
- VII. Old business
- VIII. New business
- IX. Adjournment

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

August 20, 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, Patricia Greanias, Mary Lee, Judi Moss, Russell Reimer, and John Stengel. Absent: Wayne Dunning and Mark Gibson. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Martin Leibrock, Harry Cook, and Ed Booth.

The oath of office was given to Mrs. Greanias. She was introduced and welcomed to the Board.

## II. APPROVAL OF MINUTES

The minutes of the meeting of July 16, 1998 were approved as mailed.

## III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

## IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

## V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met August 3, 1998.

The committee reviewed a proposal for a lost and found policy. Mrs. Moss made a motion to approve the proposal as presented. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote. The policy will be posted for the public.

Mrs. Arnold made a motion to adjourn to closed executive session to consider information regarding the employment of the City Librarian. The motion was seconded by Ms. Lee and unanimously approved on roll call vote. The Board went into closed session at 5:15 p.m. The meeting was re-convened at 5:35 p.m. The next committee meeting will be September 3, 1998 at 4:30 p.m.

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

The committee met August 4, 1998. The committee reviewed a report from Ed Walker regarding the pieces of art the library owns. It was agreed that a policy should be developed on

accepting art for the library. Mr. Walker has contacted an auction house about a couple of potentially valuable pieces.

Bids for asbestos abatement and for construction in the Sears renovation project were reviewed. Mr. Stengel noted that payments will probably be due faster than pledges come in next year, and he anticipates that the Board will have to borrow money next September to meet obligations. The committee also reached consensus that alternate one should be chosen for an additional \$133,000 for the entrance to the library. The need to replace the roof for an additional estimated \$350,000 was also discussed.

Mr. Liebrock reported that he investigated Mid-States General & Mechanical Contracting Corporation and found that they are a competent and responsible bidder. Mr. Booth also reported his findings on Mid-States. Mr. Stengel made a motion to award the contract for renovation of the Sears building to Mid-States General and Mechanical Contracting Corporation based on their bid of \$4,033,000, and to direct counsel and staff to negotiate the terms of a contract with Mid-States, and submit a proposed contract to the Board for approval. The motion was seconded by Ms. Lee and unanimously approved on roll call vote.

The committee also reviewed bids for asbestos abatement. Mr. Stengel made a motion to award the contract for asbestos removal for renovation of the Sears building to Thornburgh Abatement based on their bid of \$85,569, and to direct counsel and staff to negotiate the terms of a contract with Thornburgh, and submit a proposed contract to the Board for approval. The motion was seconded by Ms. Lee and unanimously approved on roll call vote.

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

**Friends of the Library:** The Friends did not meet this month.

**Foundation:** The Foundation Board of Directors scheduled their next meeting for September 10, 1998. The success of the fund drive was announced at a press conference held August 19, 1998.

## **VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter I, Core Standards, was reviewed.

## **VII. OLD BUSINESS**

Mrs. Jensen reported on the status of the weeding project.

## **VIII. NEW BUSINESS**

Mr. Moorman reported that another library trustee must be appointed to the Foundation Board of Directors. Mr. Reimer made a motion to appoint Mrs. Arnold to a three year term on the Foundation Board of Directors. The motion was seconded by Mrs. Moss and unanimously approved.

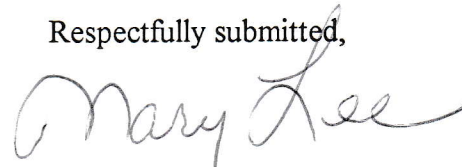
Mr. Moorman reported that he has set up a tour of two northern Illinois libraries on September 30, 1998.

A ribbon cutting ceremony is scheduled for October 1 at 10 a.m.

**IX. ADJOURNMENT**

Mrs. Moore adjourned the meeting at 6 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Lee". The signature is written in dark ink and is positioned above the typed name.

Mary Lee, Secretary  
Decatur Public Library Board of Trustees

**City Librarian's Report**  
**For the September 17, 1998 Meeting**

**of the**  
**Decatur Public Library Board of Trustees**

Attached to this report is a copy of the fall bookmobile schedule. As the schedule indicates, the small bookmobile will be out two evenings this year--Monday and Thursday every week. New stops include Meadowlark and Robin, Southeast School, Wee Folk Day Care, and the old Woodrow Wilson School on West Sunset. The stop at Woodrow Wilson is in partnership with SPARK, Richland Community College, the library's Children's Division, and the State of Illinois. Welfare to Work moms go to class there and day care is provided for their children at the site. Our stop there will give all program participants the opportunity to avail themselves of library materials on a regular basis. In addition the groups will be brought down to the main library for story-hours and tours during the school year.

Karen Anderson has submitted a grant request to Illinois Power Company under their Bright Idea program for funding for a computer system for use at the Head Start Facility. If funded, this would enable Head Start participants to use literacy related library software on-site as a part of their regular educational programming.

The Library has a collection of glass plate negatives taken by Charles Wasson. Mr. Paul Juhl from Iowa City, Iowa has been working on an article about Charles Wasson for several years using resources in our local history collection as a part of his research. The article is now ready for publication and the collection will be receiving a copy of it when it is published. He has already shared with the local history collection much of the material he located during his research.

The Library has been approached by the YWCA about using SOS volunteers during the 98-99 school year. One area that SOS volunteers could be used is in shelf reading. Karen Anderson will be working with Linda Middaugh on this project.

Congratulations go to Gary Reynolds. He received a certificate from HSAC at their annual meeting this past month honoring him for his volunteer work. Gary volunteers on a regular basis in several library areas including audio-visual and local history. He is also responsible for the design and layout of each issue of "Connections".

As mentioned in last month's report several staff members and I visited with staff of the Lincoln Library in Springfield on August 24, 1998 to discuss their participation in the Rolling Prairie Library System's DRA automation network. This was a very profitable meeting and I have detailed comments from one staff member presenting her viewpoints concerning the DRA system. At present I am gathering cost information concerning both upgrades to our current system to provide Internet access to our collection and on joining Rolling Prairie Library

**City Librarian's Report**  
**September 17, 1998**  
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System's DRA network.

On September 4, 1998 several members of our page department, led by Head Page Darla Donaldson, visited the Champaign Public Library to discuss with page staff there their operational procedures. Earlier in August, Library Information Specialists visited the Schaumburg, Mount Prospect and Arlington Heights libraries to examine their facilities and procedures. Sue Hemp took a side trip to the Popular Creek Library in Streamwood to look at their federal document collection.

Order Department staff attended a Baker and Taylor web page demo. This new product would allow staff to search material titles over the web rather than through the current CD-ROM product. This would increase the currency of the information being searched and staff are now planning to use the site as a part of our collection development process.

The Technical and Adult Services Divisions are exploring the possibility of making magazine information available on FRED. As it is intended that the children's audio-visual materials will be shelved in the Children's Division in the new building, work is beginning on the processes necessary to make this change possible.

During the month there were 1,835 changes to our database, 827 items mended, 781 periodicals processed, 264 paperbacks bound and 319 book jackets replaced.

Kathy Collett, Linda Wilhelm and Sue Hemp attended a seminar on "Negativity in the Workplace". They reported to staff at recent staff meetings on their attendance at this seminar.

In recent months, we have experienced problems with our 3M-Self check. I am hopeful that most of these problems are now corrected. Beth Kent reports that 4.8% of the library's book circulation for August went through the self-check machine. I am working with Circulation Division staff to plan a publicity effort later this fall to increase use of this machine by our patrons.

The Circulation Division is examining their credit bureau service and procedures to see if there is a more efficient and cost effective method of collecting our long overdue accounts.

In August, 30 volunteers gave 253 hours of service to the Library.

As of September 10, 1998 36.43% of the fiscal year had been completed. Budgeted expenditures and encumbrances stood at 31.6% of budget

Work continues on the Sears building renovation project. I am currently working with our attorney, Ed Booth and others on details of the building closing which is scheduled for

**City Librarian's Report**  
**September 17, 1998**  
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September 30, 1998. On October 1, 1998 at 10:00 a.m. there will be a ribbon cutting ceremony at the building celebrating our receiving possession of it. I have received confirmation that Bridget Lamont, Director of the State Library will be present for this event. On September 16, 1998 a pre-construction meeting has been set with architects and contractors to go over final preparations for the beginning of the renovation process.

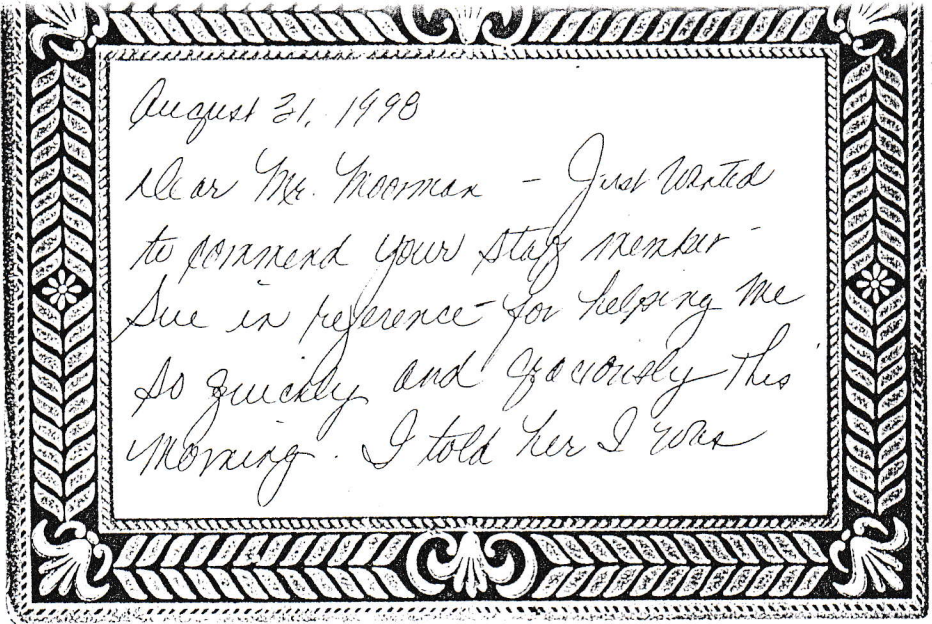
Building maintenance projects this month included pouring a book drop box pad at Southeast school, getting the van's air conditioning unit repaired, installing computer cable for additional building locations, replacing the dehumidifier in the local history room, and recharging the air conditioning system for the computer room. In addition Larry Harris has been working with the evening cleaning crew on work scheduling.

Jerald Merrick talked to an investment group in the Business Information Center on August 27. He has also been selected by the Metro Decatur Chamber of Commerce to serve again as a Commodore for the 98-99 year.

For the August Books Between Bites program Bev Hackney and Dayle Irwin brought the group to the Local History Room to discuss its collection. The program was standing room only and the audience most appreciative. Dayle has put the program into a slide presentation for future use.

Katie Gross reports that 647 children finished the six step summer reading program. Since 1984 the completion rate for the summer reading program has risen from 25% of those enrolled to 41% of those enrolled. She and her staff are already thinking about next summer's program which may be a shorter one due to the building move. Chuck Force, a math teacher from Eisenhower High School, observed and helped out in the division the first week of August, doing an Academic Instruction Practicum. His presence spurred good discussions with staff concerning possible future cooperative efforts in providing volunteer staffing for the division.

Thirteen groups visited the Children's Division during August, including 5 from First United Methodist, 4 from Decatur Day Care, 1 from the Salvation Army, 2 from the YMCA and a children's literature class from Richland Community College. Lap-sit attendance for the month was 181 for 8 programs. There were 37 Baby TALK contacts, the highest for August since 1993.




August 31, 1998  
 Dear Mr. Moorman - Just wanted  
 to commend your staff member -  
 Sue in reference for helping me  
 so quickly and graciously this  
 morning. I told her I was

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Marcel Schurman Company shares a concern for the environment  
 and has made every effort to utilize materials from managed forests,  
 recycled paper and soy-based inks.

calling long distance and she was very  
 responsive to all my questions and  
 was very helpful. The tax payers in  
 Decatur, Illinois are very lucky to have  
 such great ref. svc. and, in sure, a fine P.D. *Jane Raifsnider*



The Apartment Association  
 of Fort Wayne and Northeast Indiana

**Jane Raifsnider**  
 Executive Director

(219) 482-2916    FAX (219) 482-5187    email: raif@iquest.net  
 6155 Stoney Creek Drive, Fort Wayne, IN 46825



Decatur Public Library,

We would like to thank you for the tour of your facility. We are looking forward to utilizing what we have learned.

Macon County Probation's Court Service  
Full Day Reporting Program

Paula Stacey Kinney

Richard J. Kinney  
Director

Shirley Gray

Danny Hill

William Kinney  
Director  
Michele Kinney  
Director  
Michele Kinney  
Director

Mr. Morman,  
I really appreciate the valuable experience I gained as a volunteer at the Decatur Public Library. Thank you for allowing me to work with Bev, Carolyn, and Arthur. They have really taught me a lot!

Brandy Pawley

STATISTICAL REPORT  
August 1998

TECHNICAL SERVICES

New book volumes added: 1,668  
New book titles added: 980  
AV titles added: 177  
Volumes withdrawn: 2,128  
Books mended: 827

PERSONNEL ACTIVITY:

9/3/98 Brenda Dickey hired for Library Clerk I (half-time)

9/3/98 Hugh David hired for Telephone Page (half-time)

CURRENT VACANCIES: NONE!

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 315 main + 58 extension = 373 total

PROFESSIONAL ASSISTS:           this 12 months to date: 86,875  
  last 12 months to date: 76,163

PATRONS IN THE BUILDING:   this 12 months to date: 358,129  
  last 12 months to date: 359,735

VOLUMES PURCHASED:           this 12 months to date: 19,565  
  last 12 months to date: 19,204

VOLUNTEERS: 30 volunteers worked 253 hours

DECATUR PUBLIC LIBRARY  
 Monthly Circulation Statistics  
 August 1998

Location	August 1998	August 1997	% Change
CENTRAL LIBRARY, PRINT			
Adult	21,467	22,562	-4.9
Young Adult	1,097	1,429	-23.2
Children's	12,157	13,088	-7.1
TOTAL	34,721	37,079	-6.4
EXTENSION PRINT			
Bookmobile 548	3,677	3,706	-0.8
Bookmobile 549	1,615	2,041	-20.9
Outreach	625	627	-0.3
TOTAL	5,917	6,374	-7.2
TOTAL PRINT	40,638	43,453	-6.5
NON-PRINT			
Videocassettes	7,163	6,581	8.8
Audiocassettes	2,482	2,480	0.1
Recordings	1,760	1,830	-3.8
TOTAL	11,405	10,891	4.7
Extension Non-print	1,114	1,021	9.1
TOTAL NON-PRINT	12,519	11,912	5.1
Renewals	501	412	21.6
TOTAL CIRCULATION	53,658	55,777	-3.8

DECATUR PUBLIC LIBRARY  
 12 Month Circulation Statistics  
 August 1998

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	266,382	283,316	-6.0
Young Adult	13,572	14,827	-8.5
Children's	157,913	158,708	-0.5
TOTAL	437,867	456,851	-4.2
EXTENSION PRINT			
Bookmobile 548	87,870	78,600	11.8
Bookmobile 549	31,417	36,592	-14.1
Outreach	5,493	11,557	-52.5
TOTAL	124,780	126,749	-1.6
TOTAL PRINT	562,647	583,600	-3.6
NON-PRINT			
Videocassettes	85,236	81,098	5.1
Audiocassettes	30,508	33,913	-10.0
Recordings	22,028	24,304	-9.4
TOTAL	137,772	139,315	-1.1
Extension Non-print	11,483	10,520	9.2
TOTAL NON-PRINT	149,255	149,835	-0.4
Renewals	8,231	9,641	-14.6
TOTAL CIRCULATION	720,133	743,076	-3.1

**Personnel, Policy and Public Relations Committee**  
**September 3, 1998**

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

Art acquisition and display policy: Mr. Moorman presented a draft policy. Mr. Walker has talked to an auction house that may be interested in one piece of art. It was noted that documentation on art pieces should be attached to the back of the piece as well as separately. The consensus was to recommend the policy with appropriate procedures for approval.

Christmas Period Closing Procedure: Mr. Moorman reported that the library closes at 4 p.m. on Christmas Eve and New Year's Eve in accordance with the terms of the bargaining agreement. In past years when Christmas has fallen on a Friday, the library has closed on Saturday. This would be the regular day off for the week for public service staff who would normally be scheduled to work. The consensus was to recommend the proposal to the Board for approval.

Other business: Mr. Moorman reported that a ribbon cutting ceremony is scheduled for October 1 at 10 a.m.

Mr. Moorman will prepare a draft of his goals and objectives for the next committee meeting. He will also be preparing a policy review schedule for the next year.

There was no further business. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

**DRAFT**

**Decatur Public Library**

**Art Acquisition and Display Policy**

The acceptance of a work of art for the Library's permanent collection will be subject to the approval of the Board of Library Trustees. When a work is approved for inclusion, it will be for the purpose of display. Permanent display of a piece is not guaranteed, however. The length of time a work is displayed may be affected by available space, appropriateness of the piece to the changing use of the facility, the condition of the piece and/or the Library's interest in introducing new works to the community from time to time.

When the Board of Library Trustees accepts or acquires an art work, all ownership rights must transfer to the Library. The Board reserves the right to withdraw an art work from the collection, transfer ownership or sell the piece if it will no longer be displayed.

Organizations or individuals wishing to donate or support the acquisition of art work for the Library are requested to communicate their interest to the City Librarian, who will bring the proposal to the Board for action.

This policy does not apply to temporary displays in the Library's gallery or display cases. Short term displays of this sort are handled by the Library's Administrative Secretary and are covered by separate guidelines.

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
08/03/1998	COMMERCIAL MAIL SERVICES	117.23	114732	08/03/1998	POSTAGE INSURANCE
08/05/1998	TREAS-MEDICAL INSURANCE	4,767.22	114845	08/05/1998	LIFE INSURANCE
08/05/1998	TREAS-MEDICAL INS	32.40	114847	08/05/1998	WORKERS COMPENSATION
08/05/1998	TREAS-MEDICAL INS	253.44	114847	08/05/1998	RETIREMENT-TMRF
08/05/1998	TREAS-MEDICAL INS	489.60	114849	08/05/1998	BOOKS AND PERIODICALS
08/06/1998	ROLLETT LIBRARIES	3,749.00	114890	08/06/1998	BOOKS AND PERIODICALS
08/06/1998	TREAS-GENERAL FUND	2,245.42	114896	08/06/1998	TRANSFERS TO GENERAL FUND
08/06/1998	TREAS-GENERAL FUND	100.00	114911	08/06/1998	MOTOR VEHICLE INSURANCE
08/07/1998	TREAS-GENERAL FUND	204.42	114914	08/07/1998	BOILER INSURANCE
08/07/1998	TREAS-GENERAL FUND	11.75	114914	08/07/1998	PROPERTY INSURANCE
08/07/1998	TREAS-GENERAL FUND	528.92	114914	08/07/1998	GENERAL LIABILITY INSURANCE
08/07/1998	TREAS-GENERAL FUND	424.42	114915	08/07/1998	MIS SERVICES
08/07/1998	TREAS-GENERAL FUND	1,868.50	114917	08/07/1998	TELEPHONE
08/10/1998	ADVERTISING	91.57	114924	08/10/1998	TELEPHONE
08/10/1998	ADVERTISING	76.23	114925	08/10/1998	TELEPHONE
08/10/1998	ADVERTISING	1,320.93	114925	08/10/1998	MAIL PAPERS-MAIN ADULT
08/10/1998	ADVERTISING	35.88	114935	08/10/1998	TRAINING SCHOOL
08/12/1998	GLORIFICATION PUBLIC LIBRARY	90.00	114953	08/12/1998	MATERIAL-SUPPLIES
08/12/1998	TREAS-GENERAL FUND	14.88	114962	08/12/1998	OFFICE SUPPLIES
08/12/1998	TREAS-GENERAL FUND	297.91	114962	08/12/1998	POSTAGE
08/12/1998	TREAS-GENERAL FUND	309.16	114996	08/12/1998	SERV-BUILDINGS
08/12/1998	TREAS-GENERAL FUND	8.00	115004	08/12/1998	OFFICE SUPPLIES
08/14/1998	ARAXARY SERVICES, INC.	27.94	115004	08/14/1998	OFFICE SUPPLIES
08/14/1998	ARAXARY SERVICES, INC.	88.45	115008	08/14/1998	OFFICE SUPPLIES
08/14/1998	ARAXARY SERVICES, INC.	2,965.80	115009	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	1,501.84	115010	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	4,103.89	115011	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	958.24	115012	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	1,532.48	115013	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	703.50	115016	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	1,371.00	115020	08/14/1998	SMALL CAPITAL ITEMS
08/14/1998	ARAXARY SERVICES, INC.	100.00	115027	08/14/1998	RENTAL-PE EQUIPMENT
08/14/1998	ARAXARY SERVICES, INC.	19,456.00	115035	08/14/1998	PRINTING AND BINDING
08/14/1998	ARAXARY SERVICES, INC.	186.05	115038	08/14/1998	TELEPHONE
08/14/1998	ARAXARY SERVICES, INC.	266.05	115040	08/14/1998	TELEPHONE
08/14/1998	ARAXARY SERVICES, INC.	89.76	115044	08/14/1998	JANITORIAL SUPPLIES
08/14/1998	ARAXARY SERVICES, INC.	160.00	115056	08/14/1998	PROFESSIONAL MEMBERSHIP FEES
08/14/1998	ARAXARY SERVICES, INC.	31.00	115058	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	ARAXARY SERVICES, INC.	4,167.00	115059	08/14/1998	OTHER PROFESSIONAL SERVICES
08/13/1998	NIMS ASSOCIATES, INC.	2,143.58	115060	08/13/1998	TEMP PERSONNEL SERVICES
08/14/1998	NATIONAL MARKET REPORTS INC	58.00	115061	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	OTIS ELEVATOR COMPANY	564.92	115062	08/14/1998	SERV-BUILDINGS
08/14/1998	PRODUCT DEVELOPMENTS	25.70	115067	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	THOMAS NELSON INC	44.00	115068	08/14/1998	OFFICE SUPPLIES
08/14/1998	THOMAS NELSON INC	26.17	115072	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	THOMAS NELSON INC	59.46	115077	08/14/1998	OFFICE SUPPLIES
08/14/1998	UNIT GROUP	8,705.00	115079	08/14/1998	BOOKS AND PERIODICALS
08/14/1998	WEST GROUP	262.75	115080	08/14/1998	BOOKS AND PERIODICALS
08/11/1998	BAKER & TAYLOR CO ENTERTAINMENT	248.07	115087	08/11/1998	BOOKS AND PERIODICALS
08/11/1998	BAKER & TAYLOR CO ENTERTAINMENT	31.73	115089	08/11/1998	BOOKS AND PERIODICALS
08/19/1998	BAKER & TAYLOR CO	63.32	115137	08/19/1998	BOOKS AND PERIODICALS
08/19/1998	AMERITECH	25.13	115163	08/19/1998	TELEPHONE
08/19/1998	TREAS-MEDICAL INSURANCE	4,757.22	115204	08/19/1998	MEDICAL INSURANCE
08/19/1998	TREAS-MEDICAL INS	32.40	115205	08/19/1998	LIFE INSURANCE
08/19/1998	TREAS-MEDICAL INS	257.40	115205	08/19/1998	EMPLOYMENT COMPENSATION
08/19/1998	TREAS-MEDICAL INS	497.25	115205	08/19/1998	WORKERS COMPENSATION
08/19/1998	TREAS-MEDICAL INS	8,840.28	115206	08/19/1998	RETIREMENT-TMRF
08/20/1998	BAKER & TAYLOR CO LIBRARY	5.98	115225	08/20/1998	BOOKS AND PERIODICALS
08/21/1998	ELC COMMUNICATIONS	90.00	115246	08/21/1998	TRAINING SCHOOL
08/21/1998	ELC COMMUNICATIONS	198.80	115246	08/21/1998	SERV-BUILDINGS
08/21/1998	ELC COMMUNICATIONS	320.00	115252	08/21/1998	SERV-AUTO EQUIPMENT
08/21/1998	ELC COMMUNICATIONS	527.86	115252	08/21/1998	SERV-AUTO EQUIPMENT
08/21/1998	ELC COMMUNICATIONS	39.90	115253	08/21/1998	MATERIAL-BLOCKS
08/21/1998	ELC COMMUNICATIONS	550.00	115262	08/21/1998	POSTAGE
08/21/1998	HARRIS, LARRY LIBRARY ASSOCIATION	25.00	115267	08/21/1998	OFFICE SUPPLIES
08/21/1998	ILLINOIS LIBRARY ASSOCIATION	30.49	115267	08/21/1998	POSTAGE
08/21/1998	LEXMARK INTERNATIONAL INC	30.00	115267	08/21/1998	TRAINING SCHOOL
08/21/1998	LEXMARK INTERNATIONAL INC	30.00	115273	08/21/1998	TRAINING SCHOOL

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 08/31/1998

SLA6120

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
08/24/1998	BAKER & TAYLOR CO	1155292	08/24/1998	BOOKS AND PERIODICALS	41.60
08/25/1998	AMERAS-TECH OPERATING	1155361	08/25/1998	TELEPHONE SERVICES	33.92
08/25/1998	ROOTH, LITTLE & ANTOLINE	1155377	08/25/1998	MIS. SERVICES	1,868.50
08/26/1998	BOOKS, LARSEN	1155372	08/26/1998	OTHER PERIODICALS	1,282.93
08/26/1998	CRACKNEY, SUE	1155383	08/26/1998	CONFERENCES AND OTHER TRAVEL	116.50
08/26/1998	HAMPIN, SUSAN	1155384	08/26/1998	CONFERENCES AND OTHER TRAVEL	95.85
08/26/1998	HAMPIN, SUSAN	1155385	08/26/1998	OFFICE SUPPLIES	34.44
08/26/1998	HAMPIN, SUSAN	1155386	08/26/1998	SERV. AUTO EQUIPMENT	6.00
08/26/1998	HAMPIN, SUSAN	1155387	08/26/1998	CONFERENCE AND OTHER TRAVEL	5.00
08/26/1998	HAMPIN, SUSAN	1155388	08/26/1998	JANITORIAL SUPPLIES	7.45
08/26/1998	HAMPIN, SUSAN	1155389	08/26/1998	JANITORIAL SUPPLIES	38.41
08/26/1998	HAMPIN, SUSAN	1155390	08/26/1998	JANITORIAL SUPPLIES	45.91
08/26/1998	HAMPIN, SUSAN	1155391	08/26/1998	JANITORIAL SUPPLIES	33.60
08/26/1998	HAMPIN, SUSAN	1155392	08/26/1998	JANITORIAL SUPPLIES	190.25
08/26/1998	HAMPIN, SUSAN	1155393	08/26/1998	JANITORIAL SUPPLIES	158.00
08/26/1998	HAMPIN, SUSAN	1155394	08/26/1998	JANITORIAL SUPPLIES	84.99
08/26/1998	HAMPIN, SUSAN	1155395	08/26/1998	JANITORIAL SUPPLIES	121.93
08/26/1998	HAMPIN, SUSAN	1155396	08/26/1998	JANITORIAL SUPPLIES	113.28
08/26/1998	HAMPIN, SUSAN	1155397	08/26/1998	JANITORIAL SUPPLIES	154.50
08/26/1998	HAMPIN, SUSAN	1155398	08/26/1998	JANITORIAL SUPPLIES	72.91
08/26/1998	HAMPIN, SUSAN	1155399	08/26/1998	JANITORIAL SUPPLIES	70.44
08/26/1998	HAMPIN, SUSAN	1155400	08/26/1998	JANITORIAL SUPPLIES	71.37
08/26/1998	HAMPIN, SUSAN	1155401	08/26/1998	JANITORIAL SUPPLIES	48.00
08/26/1998	HAMPIN, SUSAN	1155402	08/26/1998	JANITORIAL SUPPLIES	207.42
08/26/1998	HAMPIN, SUSAN	1155403	08/26/1998	JANITORIAL SUPPLIES	2,777.44
08/26/1998	HAMPIN, SUSAN	1155404	08/26/1998	JANITORIAL SUPPLIES	157.00
08/26/1998	HAMPIN, SUSAN	1155405	08/26/1998	JANITORIAL SUPPLIES	273.00
08/26/1998	HAMPIN, SUSAN	1155406	08/26/1998	JANITORIAL SUPPLIES	1,765.56
08/26/1998	HAMPIN, SUSAN	1155407	08/26/1998	JANITORIAL SUPPLIES	500.00
08/26/1998	HAMPIN, SUSAN	1155408	08/26/1998	JANITORIAL SUPPLIES	239.99
08/26/1998	HAMPIN, SUSAN	1155409	08/26/1998	JANITORIAL SUPPLIES	137.35
08/26/1998	HAMPIN, SUSAN	1155410	08/26/1998	JANITORIAL SUPPLIES	1,593.16
08/26/1998	HAMPIN, SUSAN	1155411	08/26/1998	JANITORIAL SUPPLIES	51.03
08/26/1998	HAMPIN, SUSAN	1155412	08/26/1998	JANITORIAL SUPPLIES	61.28
08/26/1998	HAMPIN, SUSAN	1155413	08/26/1998	JANITORIAL SUPPLIES	27.95
08/26/1998	HAMPIN, SUSAN	1155414	08/26/1998	JANITORIAL SUPPLIES	1,451.94
08/26/1998	HAMPIN, SUSAN	1155415	08/26/1998	JANITORIAL SUPPLIES	4,253.81
08/26/1998	HAMPIN, SUSAN	1155416	08/26/1998	JANITORIAL SUPPLIES	197.54
08/26/1998	HAMPIN, SUSAN	1155417	08/26/1998	JANITORIAL SUPPLIES	349.35
08/26/1998	HAMPIN, SUSAN	1155418	08/26/1998	JANITORIAL SUPPLIES	233.25
08/26/1998	HAMPIN, SUSAN	1155419	08/26/1998	JANITORIAL SUPPLIES	1,733.53
08/26/1998	HAMPIN, SUSAN	1155420	08/26/1998	JANITORIAL SUPPLIES	21.47
08/26/1998	HAMPIN, SUSAN	1155421	08/26/1998	JANITORIAL SUPPLIES	272.88
08/26/1998	HAMPIN, SUSAN	1155422	08/26/1998	JANITORIAL SUPPLIES	33.94
08/26/1998	HAMPIN, SUSAN	1155423	08/26/1998	JANITORIAL SUPPLIES	308.63
08/26/1998	HAMPIN, SUSAN	1155424	08/26/1998	JANITORIAL SUPPLIES	27.59
08/26/1998	HAMPIN, SUSAN	1155425	08/26/1998	JANITORIAL SUPPLIES	40.00
08/26/1998	HAMPIN, SUSAN	1155426	08/26/1998	JANITORIAL SUPPLIES	175.00
08/26/1998	HAMPIN, SUSAN	1155427	08/26/1998	JANITORIAL SUPPLIES	105.00
08/26/1998	HAMPIN, SUSAN	1155428	08/26/1998	JANITORIAL SUPPLIES	92.01
08/26/1998	HAMPIN, SUSAN	1155429	08/26/1998	JANITORIAL SUPPLIES	172.44
08/26/1998	HAMPIN, SUSAN	1155430	08/26/1998	JANITORIAL SUPPLIES	172.95
08/26/1998	HAMPIN, SUSAN	1155431	08/26/1998	JANITORIAL SUPPLIES	70.30
08/26/1998	HAMPIN, SUSAN	1155432	08/26/1998	JANITORIAL SUPPLIES	47.15
08/26/1998	HAMPIN, SUSAN	1155433	08/26/1998	JANITORIAL SUPPLIES	79.99
08/26/1998	HAMPIN, SUSAN	1155434	08/26/1998	JANITORIAL SUPPLIES	182.60
08/26/1998	HAMPIN, SUSAN	1155435	08/26/1998	JANITORIAL SUPPLIES	418.60
08/26/1998	HAMPIN, SUSAN	1155436	08/26/1998	JANITORIAL SUPPLIES	101.00
08/26/1998	HAMPIN, SUSAN	1155437	08/26/1998	JANITORIAL SUPPLIES	749.00
08/26/1998	HAMPIN, SUSAN	1155438	08/26/1998	JANITORIAL SUPPLIES	251.00
08/26/1998	HAMPIN, SUSAN	1155439	08/26/1998	JANITORIAL SUPPLIES	103.95
08/26/1998	HAMPIN, SUSAN	1155440	08/26/1998	JANITORIAL SUPPLIES	844.70
08/26/1998	HAMPIN, SUSAN	1155441	08/26/1998	JANITORIAL SUPPLIES	262.35
08/26/1998	HAMPIN, SUSAN	1155442	08/26/1998	JANITORIAL SUPPLIES	135.20



CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 08/31/1998

FUND	DECATUR PUBLIC LIBRARY	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
GLA8120		UMI	08/12/1998	1,223.51	115672	08/31/1998	BOOKS AND PERIODICALS
		WALLENDER DEDMAN PRINTING	08/31/1998	78.00	115683	08/31/1998	PRINTING AND BINDING
		TOTAL		116,948.73			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 08/31/1998

FUND	LIBRARY CAPITAL	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
GLA8120		PSA ASSOCIATES	08/26/1998	35,619.56	115392	08/26/1998	ARCH AND ENGINEERING SERVICES
		TOTAL		35,619.56			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 08/31/1998

FUND	PUBLIC LIBRARY-TRUSTS	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
GLA8120		BAKER & TAYLOR CO	08/19/1998	22.77-	115137	08/19/1998	EXPENDITURES
		TOTAL		22.77-			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 03/31/78

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	113,682.00	337,515.55	341,646.00	4,130.45	98
TOTAL		.00	113,682.00	337,515.55	341,646.00	4,130.45	98
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	778,520.66	1,229,701.40	2,335,562.00	1,105,860.60	52
TOTAL		.00	778,520.66	1,229,701.40	2,335,562.00	1,105,860.60	52
INTER-GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	15,729.18	58,333.33	83,756.53	175,000.00	91,243.47	47
30200-107	STATE GRANTS OR OTHER	.00	34,656.66	.00	104,000.00	104,000.00	
TOTAL		15,729.18	92,999.99	83,756.53	279,000.00	195,243.47	30
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,735.66	24,665.66	23,357.39	74,000.00	50,632.61	31
30500-510	LIBRARY NON-RESIDENT FEES	236.96	333.33	436.79	1,000.00	513.04	44
30500-511	LIBRARY LOST AND DAMAGED BOOKS	470.90	1,333.33	2,842.75	4,000.00	1,327.25	66
30500-514	VERIFAX	.00	583.33	543.80	1,750.00	1,256.20	31
30500-515	RESERVES	667.19	2,833.33	3,511.39	3,500.00	4,933.11	41
TOTAL		7,670.71	29,749.98	30,552.79	39,250.00	56,577.21	34
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	2,000.00	.00	6,000.00	6,000.00	
TOTAL		.00	2,000.00	.00	6,000.00	6,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	4,595.05	11,000.00	14,796.85	33,000.00	18,203.15	44
TOTAL		4,595.05	11,000.00	14,796.85	33,000.00	18,203.15	44
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	367.00	1,166.66	2,405.96	3,500.00	1,034.04	69
30800-899	MISCELLANEOUS INCOME	.00	2,333.33	500.10	7,000.00	8,477.90	7
TOTAL		367.00	3,499.99	2,906.06	10,500.00	7,593.94	27
FUND TOTAL							
		28,545.94	1,031,652.62	1,699,229.18	3,094,958.00	1,395,728.82	54

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 DECATUR-PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

00/31/1998

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT CUMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,433,419	97,777.60	390,958.89	477,806	1,052,460.11	.00	1,052,460.11	26.6
092	HOLIDAYS	0	1,103.05	12,582.66	0	12,582.66	.00	12,582.66	
094	OTHER LEAVE WITH PAY	0	73.98	391.97	0	391.97	.00	391.97	
096	SICK TIME	0	2,842.44	8,899.88	0	8,899.88	.00	8,899.88	
098	VACATION TIME	0	6,538.37	39,941.00	0	39,941.00	.00	39,941.00	
<b>PERSONAL SERVICES</b>									
101	OVERTIME SALARIES	10,900	19.28	327.47	3,633	10,572.53	.00	10,572.53	3.0
102	TEMPORARY SALARIES	30,787	838.42	3,266.70	10,262	27,520.30	.00	27,520.30	10.6
104	RETIREMENT-TIME	236,047	17,539.32	71,544.41	78,882	154,502.59	.00	154,502.59	30.4
111	LIFE INSURANCE	440	64.60	261.93	280	578.37	.00	164,502.59	31.3
112	MEDICAL INSURANCE	161,367	9,534.44	39,331.93	53,733	123,037.01	.00	123,037.01	31.8
113	UNEMPLOYMENT COMPENSATION	16,403	210.84	2,080.38	1,802	3,217.12	.00	3,217.12	38.7
114	WORKERS COMPENSATION	10,443	732.55	2,039.50	3,735	3,703.40	.00	3,703.40	38.7
115	SERVICE RECOGNITION	13,060	577.61	2,886.09	4,535	10,173.91	.00	10,173.91	22.1
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING AND BINDING	850	.00	373.15	33	123.15	3.90	11,369.59	150.3
202	REPRODUCTION	14,000	935.33	2,911.41	4,296	11,888.59	.00	11,369.59	18.7
210	SERV-IMPROVEMENTS	10,200	435.99	759.05	590	740.94	.00	740.94	50.6
211	SERV-AUTOMATIC EQUIP	1,500	437.79	5,065.12	3,333	4,934.83	128.00	4,934.83	51.9
212	SERV-ELECTRICITY	22,422	3,737.00	7,474.00	7,474	14,848.00	.00	14,848.00	33.5
230	MIS SERVICES	65,000	4,252.31	15,432.11	21,695	48,287.89	.00	48,287.89	23.5
231	TELEPHONE	13,500	1,044.49	7,646.81	4,295	13,333.39	.00	13,333.39	1.3
232	WATER	1,150	253.35	433.82	616	751.13	.00	751.13	29.1
238	ADULTING SERVICES	1,500	363.00	533.05	1,333	3,466.14	.00	3,466.14	13.3
240	TRAINING SCHOOL	4,000	814.28	2,253.13	2,000	3,739.82	.00	3,739.82	37.6
241	POSTAGE	12,500	974.84	4,166.40	4,156	8,332.60	609.38	7,723.22	38.2
245	COMPUTER SOFTWARE EXPENSE	10,000	4,014.98	11,667.70	3,333	9,579.25	235.00	9,344.25	8.9
271	TRAVEL REIMBURSEMENT	25,000	4,014.98	11,667.70	8,333	13,332.30	.00	13,332.30	49.7
272	TRAVEL EXPENSE FOR INTERVIEWS	3,000	.00	890.00	1,000	2,110.00	.00	2,110.00	29.7
280	OTHER PROFESSIONAL SERVICES	1,000	.00	.00	333	1,000.00	.00	1,000.00	42.7
284	PROFESSIONAL MEMBERSHIP FEES	87,795	5,914.76	30,823.29	29,866	56,971.71	9,667.00	50,304.71	59.6
286	RENTAL-EQUIPMENT	2,600	150.00	355.00	866	2,445.00	1,195.00	1,050.00	97.3
287	RENTAL-EQUIPMENT	20,000	19,439.00	19,452.00	6,333	544.00	.00	544.00	22.9
289	RENTAL-EQUIPMENT	51,000	1,957.73	7,110.03	10,333	23,839.97	.00	23,839.97	22.9
<b>COMMODITIES</b>									
310	GASOLINE	2,000	245.42	812.49	666	1,187.51	.00	1,187.51	40.6
312	JANITORIAL SUPPLIES	3,500	370.09	358.50	1,166	1,141.50	.00	1,141.50	67.4
320	MATERIAL TO MAINT AUTO EQUIP	7,000	428.87	4,200.38	2,333	2,799.92	.00	2,799.92	60.5
337	OFFICE SUPPLIES	31,000	545.79	1,257.87	1,199	2,232.33	1,523.90	718.43	79.5
357	EMPLOYEE RECOGNITION SUPPLIES	200	.00	862.52	10,333	20,137.38	3,884.82	16,252.56	47.6
<b>OTHER CHARGES</b>									
415	TRANSFER TO GENERAL FUND	47,200	4,968.58	19,491.56	15,730	27,708.44	5,408.52	22,299.92	52.8
418	VEHICLE INSURANCE	1,200	100.00	400.00	400	800.00	.00	800.00	33.3
420	BOILER INSURANCE	2,453	204.62	817.63	817	1,635.32	.00	1,635.32	33.3
421	PROPERTY INSURANCE	141	1,175	47,000	47	5,031.32	.00	5,031.32	33.3
<b>TOTAL</b>									
		368,517	45,701.14	120,705.47	122,831	247,311.53	9,603.62	238,207.91	35.4



DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 08/31/98	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE								
30001-000	BEGINNING FUND BALANCE	.00	41,398.33	41,398.33	123,113.38	124,195.00	1,081.62	99
	TOTAL	.00	41,398.33	41,398.33	123,113.38	124,195.00	1,081.62	99
	INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	571.63	2,066.66	2,066.66	2,946.52	6,200.00	3,253.48	47
	TOTAL	571.63	2,066.66	2,066.66	2,946.52	6,200.00	3,253.48	47
	FUND TOTAL	571.63	43,464.99	43,464.99	126,059.90	130,395.00	4,335.10	96

LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	2,008.00	172,614.80	6,024.00	166,590.80	865
TOTAL		.00	2,008.00	172,614.80	6,024.00	166,590.80	865
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	853.47	10,166.66	3,177.77	30,500.00	27,322.23	10
TOTAL		853.47	10,166.66	3,177.77	30,500.00	27,322.23	10
OTHER INCOME							
30800-870	DPL FOUNDATION CONTRIBUTION	35,619.56	.00	190,715.22	.00	190,715.22	
TOTAL		35,619.56	.00	190,715.22	.00	190,715.22	
FUND TOTAL							
		35,473.03	12,174.66	365,507.79	35,524.00	329,983.79	3

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCMT COMM
CONTRACTUAL SERVICES									
237	ARCH AND ENGINEERING SERVICES	150,700	35,619.56	190,715.22	53,233	31,015.22	.00	31,015.22	119.4
260	OTHER PROFESSIONAL SERVICES	60,700	.00	.00	20,233	60,700.00	.00	60,700.00	
		220,400	35,619.56	190,715.22	73,466	29,684.78	.00	29,684.78	86.5
CAPITAL OUTLAY									
502	BUILDINGS	4,208,400	.00	.00	1,402,800	4,208,400.00	.00	4,208,400.00	
		4,208,400	.00	.00	1,402,800	4,208,400.00	.00	4,208,400.00	
**	DIVISION TOTAL **	4,428,800	35,619.56	190,715.22	1,476,266	4,238,084.78	.00	4,238,084.78	4.3

GLA3030 FUND 92

PERIOD ENDING 08/31/98

PUBLIC LIBRARY-TRUSTS

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	38,415.66	119,535.42	115,247.00	4,288.42-	103
30001-923	BEG FUND BAL-BRIDGES	.00	308.66	.00	926.00	926.00	
TOTAL		.00	38,724.32	119,535.42	116,173.00	3,362.42-	102
INVESTMENT INCOME							
30700-103	CPL INTEREST-CANTONI TRUST	545.61	2,333.33	2,820.82	7,000.00	4,173.13	40
30700-105	DISTRIBUTION FR BRIDGES TRUST	4.25	266.66	21.91	800.00	778.09	2
TOTAL		549.86	2,599.99	2,842.73	7,800.00	4,951.27	36
FUND TOTAL		549.86	41,324.31	122,378.15	123,973.00	1,594.85	98

GLA8010 CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

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OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
FUND 92 PUBLIC LIBRARY-TRUSTS 08/31/1998									
900	EXPENDITURES	7,000	.00	361.52	2,333	6,638.48	212.00	5,426.48	8.2
		7,000	.00	361.52	2,333	6,638.48	212.00	5,426.48	8.2
**	DIVISION TOTAL **	7,000	.00	361.52	2,333	6,638.48	212.00	5,426.48	8.2

GLA8010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

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OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
FUND 92 PUBLIC LIBRARY-TRUSTS 08/31/1998									
900	EXPENDITURES	800	.00	797.58	266	2.42	.00	2.42	99.7
		800	.00	797.58	266	2.42	.00	2.42	99.7
**	DIVISION TOTAL **	800	.00	797.58	266	2.42	.00	2.42	99.7

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

4-0000 GRANT EXPENSES

FUND 94-DPL-CHILDCARE CONNECTION GRANT-08/31/1998

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	2,076	6,230.00	.00	6,230.00	
	6,230	.00	.00	2,076	6,230.00	.00	6,230.00	
** DIVISION TOTAL **	6,230	.00	.00	2,076	6,230.00	.00	6,230.00	

GLA3030 FUND 94

CITY OF DECATUR FY 1998-99  
REVENUE REPORT

DPL-CHILDCARE CONNECTION GRANT

PERIOD ENDING 08/31/98

ACCT. DESCRIPTION

MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL

ANNUAL BUDGET UNREALIZED BALANCE % REAL

FUND BALANCE

3-0001-000 REGIMENTS FUND BALANCE

.00 3,000.00 3,000.00 8,095.61 9,000.00 904.39 90

.00 3,000.00 9,000.00 8,095.61 9,000.00 904.39 90

TOTAL

.00 3,000.00 9,000.00 8,095.61 9,000.00 904.39 90

FUND TOTAL

.00 3,000.00 9,000.00 8,095.61 9,000.00 904.39 90



FAMILY LITERACY GRANT

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	4,066.66	12,154.14	12,200.00	45.86	99
	TOTAL	.00	4,066.66	12,154.14	12,200.00	45.86	99
	INTER GOVERNMENTAL REVENUE	.00	1,187.66	.00	3,563.00	3,563.00	
30200-107	STATE GRANTS OR OTHER	.00	1,187.66	.00	3,563.00	3,563.00	
	TOTAL	.00	5,254.32	12,154.14	15,763.00	3,609.86	77

GLA8010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1993-1995

40000 DPL-FAMILIES LEARNING GRANT

FUND 95 FAMILY LITERACY GRANT

08/31/1998

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	808	731.98	.00	731.98	69.8
104	RETIREMENT-IMRF	185	.00	.00	81	135.00	.00	135.00	
	TOTAL	2,610	.00	1,693.02	889	916.98	.00	916.98	64.9
	CONTRACTUAL SERVICES								
241	CONFERENCES AND OTHER TRAVEL	0	.00	172.90	0	172.90	.00	172.90	
280	OTHER PROFESSIONAL SERVICES	5,500	.00	5,330.26	1,833	169.74	.00	169.74	96.9
	TOTAL	5,500	.00	5,503.16	1,833	3.16	.00	3.16	100.1
	COMMODITIES								
345	OFFICE SUPPLIES	3,470	.00	1,538.65	1,156	1,931.35	1,493.15	438.20	87.4
	TOTAL	3,470	.00	1,538.65	1,156	1,931.35	1,493.15	438.20	87.4
800	BOOKS AND PERIODICALS	620	.00	2,988.39	206	2,368.39	.00	2,368.39	482.0
	TOTAL	620	.00	2,988.39	206	2,368.39	.00	2,368.39	482.0
**	DIVISION TOTAL **	12,200	.00	11,723.22	4,064	476.78	1,493.15	1,016.37	108.3

**Finance and Properties Committee**  
**September 1, 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.

Sears renovation project: Mr. Stengel said that the library needs a procedure for change orders and payouts. The consensus was that change orders for less than \$5,000 could be approved by the Project Manager (Mr. Moorman), those for \$5,000 to \$9,999 would need approval by Mr. Moorman and an authorized trustee, and those \$10,000 or more would need approval by the Illinois State Library and the Board of Trustees. All change orders will be reported monthly to the Board of Trustees.

A payment schedule also needs to be developed so that payments are approved by the Board before payment is actually made. Invoices would have to be received no later than the 8th of the month to be included in the Board packet for that month.

A termite inspection must be scheduled before October 1 when the library takes possession of the Sears building. Mr. Moorman will schedule a building walk-through for September 29 or 30 to coincide with the September 30 closing. Utilities must be transferred. Elevator and escalator contracts must be investigated. The lawn and the parking lot need maintenance.

DecaturNet: Mr. Moorman reported that the library continues to receive internet access through DecaturNet from Millikin University. Mr. Moorman asked for approval of a \$3,000 invoice for library internet service. This expense is included in the current budget. The library began offering public internet service in October 1996. The consensus was to pay for the service.

Bad checks: Mr. Moorman reported that the number of bad checks the library receives has increased. He presented a proposal from Acme Company to collect the bad checks. The fee for the service will be added to the customer's account. The consensus was to recommend the proposal to the Board for approval.

Parking lot: Mr. Moorman presented a proposal from Illanova to design parking lot lighting. PSA would also like to design the lighting for the new library. Mr. Moorman will find out what happens to the existing light poles when the library buys the building.

1999/2000 levy request: Mr. Moorman reported on budget changes necessitated by the new building. A draft budget and levy request will be presented to the committee at the October meeting.

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

Respectfully submitted,

John A. Moorman, City Librarian

A well-governed and administered public library places the best interests of its patrons at the heart of every decision. Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, the Illinois State Library, and the statewide library network ILLINET Online. Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, district, township, commission form, etc.

Each library board carries the full responsibility for the library and its policies. The responsibility for administering library policy, including management of day-to-day operations, collection management, and employment decisions, is delegated to the library administrator. In addition, the library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

### Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all library 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 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 which 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 for topics recommended for consideration in developing board bylaws.)

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- 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 Meetings 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 takes 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. 54-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2 for topics recommended for consideration in a policy that addresses the public's use of the library. References to other policies are included under appropriate sections.)

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- Core 13.** The library keeps adequate records of library operations. (See Appendix 2.3 for information on how to contact the Local Records Unit of the Illinois State Archives who will provide detailed information on records to be retained.)
- 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 library 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*.)
- 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 member library responsibilities.
- 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,

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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 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. Should the facility be found insufficient to meet its needs, 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.

## Supplemental Standards

1. The board-approved mission statement, library roles, and long-range plan are developed by board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library. (See appendix 8.)
2. Most library policies are reviewed by the board every three years. The policy governing the selection and use of library materials and facilities must, by law, be reviewed biennially [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can
  - . write, call, or visit legislators
  - . attend meetings of other units of local government
  - . serve on ALA, ILA, or system legislative committees
  - . participate in other community organizations that have similar legislative interests
  - . include the subject of legislation on board-meeting agenda
  - . provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a new-trustee orientation checklist. (See appendix 2.9 for topics for new trustee orientation.)

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5. On an annual basis, each trustee participates in a continuing-education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
  6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.
  7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

Library trustees are selected for their interest in the library, their knowledge of the community and of groups within the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

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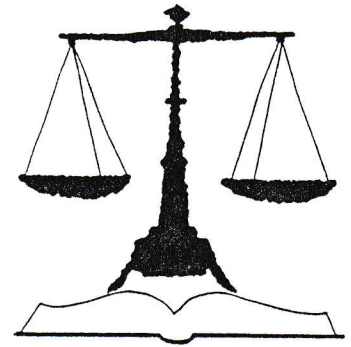


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The Law and You:  
A Legal Review Session for  
Trustees and Administrators

Saturday, October 10, 1998  
9:00 a.m. - Noon  
Rolling Prairie Library System



This session will feature an opportunity to hear Phil Lenzini, an attorney specializing in library law, talk about laws that have particular relevance to school and public library trustees. Included will be an overview and discussion of the Open Meetings Act, Freedom of Information Act, Americans with Disabilities Act, Public Contracts & Purchasing, Truth in Taxation Act, Property Tax Limitation Act, Employee Rights and Duties, Disposal of Property, the Internet and others. There will be numerous question-and-answer periods. Attendees are encouraged to submit their specific questions to RPLS at least one week prior to the workshop.

**Target Audience:**

Public and School Trustees and Administrators.

**Learning Objectives:**

To learn about many of the laws that apply to trustees in public agencies.

To discuss various issues related to these laws.

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The Law and You, Saturday, October 10, 1998.

Name(s) \_\_\_\_\_

Library Name \_\_\_\_\_

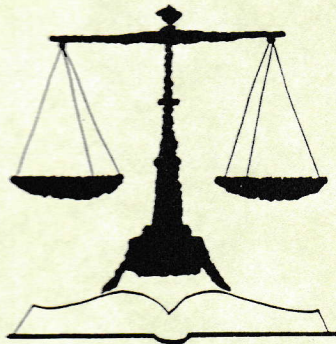
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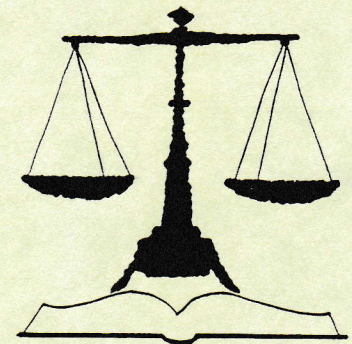
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Return registration to Carol Korte, at RPLS by Friday, October 2.



**The Law and You:**  
A Legal Review Session for  
Trustees and Administrators

Saturday, October 10, 1998  
9:00 a.m. - Noon  
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The Law and You, Saturday, October 10, 1998.

Name(s) \_\_\_\_\_

Library Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Legal Question(s) \_\_\_\_\_

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Return registration to Carol Korte, at RPLS by Friday, October 2.