



# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617 • FAX (217) 423-5741

JOHN A. MOORMAN, City Librarian

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

May 27, 1993 4:30 P.M.

### ANNUAL MEETING

- I. Call to Order - Dick Lockmiller, President
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Annual Report to the City Council
- V. Nomination of Officers for 1993/94
- VI. Adjournment

### MONTHLY MEETING

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
  - A. Meeting of April 15, 1993
  - B. Special Meeting of May 3, 1993
  - C. Special Meeting of May 15, 1993
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Departmental Report from Jerald Merrick
  - B. Report from City Librarian
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. No Meeting
  - B. Finance & Properties Committee
    1. Approval of Bills for April 1993
    2. Meeting of May 4, 1993

C. Rolling Prairie  
1. Report on May RPLS Board meeting

D. Foundation  
1. Meeting of May 15, 1993

E. Friends of the Library  
1. Meeting of May 13, 1993

VI. Avenues to Excellence II

A. No report this month

VII. Old Business

VIII. New Business

IX. Adjournment

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62701-1796  
PUBLIC LIBRARY ANNUAL REPORT  
1992-1993

Every public library in Illinois is required by law (75 Illinois Compiled Statutes (ILCS) 5/4-10, and elsewhere) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its system headquarters **AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN 30 DAYS AFTER)** completion of its fiscal year ending between July 1, 1992, and June 30, 1993. Please complete and return this form promptly. (By law, public library districts have until Oct. 1 to file this report; however, it would be appreciated if the form is filed by Aug. 1.) Every public library district should send the State Library a copy of the certified audit of its accounts within 6 months of the close of the fiscal year. That document can be sent to the State Library later.

Please do **not** leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount. Type your responses or print in black ink. To help prevent mistakes in assembling photocopies of several different libraries' reports, please write the name of your library in the line provided in the right hand margin of pages 1-8.

## IDENTIFICATION

1. Location Decatur 1  
*Name of the municipality in which the central library is located.*
2. Librarian John A. Moorman / Title City Librarian 2  
*Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).*
3. Legal name of library Decatur Public Library 3
- 4a. Address: 247 East North  
Number and Street
- Decatur, Illinois  
City State
- 62523-1128  
Zip Code Plus Four  
(If four digit extension is unknown, contact local post office) 4
- 4b. Mailing address, if different: \_\_\_\_\_  
Number and Street or P.O. Box
- \_\_\_\_\_ City State
- \_\_\_\_\_ Zip Code Plus Four
5. Library telephone: (217) 428-6617 5  
Area Code
6. Library fax telephone number: (217) 423-5741 6  
Area Code
7. Library system Rolling Prairie 7
8. Population residing in tax base area (use latest official federal census figure)..... 83,885 8
9. Type of library (please circle one):  
 City / County District Park Town Township Village Other \_\_\_\_\_ 9
10. Is your library involved in a contractual arrangement with another library to receive all library services?..... Yes \_\_\_\_\_ No  10  
If yes, list the name(s) of the library(s) with whom you contract for service.

SERVICE OUTLETS AND HOURS

11. Opening and closing hours of the central library for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open during its regularly scheduled hours):

Monday	<u>9</u> to <u>9</u>	Saturday	<u>9</u> to <u>5:30</u>
Tuesday	<u>9</u> to <u>9</u>	Sunday	<u>Closed</u> to <u>      </u>
Wednesday	<u>9</u> to <u>9</u>		
Thursday	<u>9</u> to <u>9</u>		
Friday	<u>9</u> to <u>9</u>		

11

12. Total scheduled weekly public service hours for all service outlets: (i.e., central library, branches and bookmobiles) ..... 130.5 12

13. List branches (please attach additional sheets as necessary).

<u>Name</u>	<u>Address</u>
-------------	----------------

_____	_____
_____	_____
_____	_____

13

14. Total number of bookmobiles ..... 2 14

15. Total annual attendance in library ..... 359,698 15  
(Report the total number of persons entering the library, including persons attending activities and those persons requiring no staff service. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)

REGISTERED BORROWERS

16. Total number of resident borrower's cards in force as of the last day of the fiscal year 57,890 16

17. Non-resident borrower's cards.

(If tax bill method is used to calculate non-resident fee, please indicate T.B.M. in "fee" blank)

Number of family fees paid	<u>27.75</u>	Family fee (for use of this library)	\$ <u>75.00</u>
Number of student fees paid	<u>-0-</u>	Student fee (for use of this library)	\$ <u>-0-</u>

17

18. Total number of non-resident borrower's cards purchased during the past fiscal year 27.75 18

19. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 2,056.25 19

City  
DECATUR  
Library  
DECATUR PUBLIC LIBRARY

RESOURCES OWNED

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
20. Number of books	<u>239,898</u>	<u>18,247</u>	<u>14,242</u>	<u>235,893</u>	20
<i>Report number of different physical volumes in your library for which you provide at least minimal access through the library's catalog (on cards, in book form, on microfiche, online, etc.). Include government documents arranged by Su Docs classification. Exclude periodicals and microforms.</i>					
21. Video recordings	<u>4,760</u>	<u>260</u>	<u>837</u>	<u>5,337</u>	21
<i>Report number of copies, of all formats. Include videotapes, videocassettes, and videodiscs. Exclude slides or filmstrips.</i>					
22. Films	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	22
<i>Report number of copies of motion picture films of all formats and all sizes.</i>					
23. Audio recordings	<u>12,122</u>	<u>501</u>	<u>921</u>	<u>12,542</u>	23
<i>Report number of copies, of all formats. Include phonorecords, tapes, cassettes, compact disks, etc.</i>					
24. Number of periodical titles (magazines and newspapers only) currently received				<u>640</u>	24
<i>Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.</i>					

USE OF RESOURCES (Report for your entire fiscal year)

25. Number of adult materials loaned	<u>617,862</u>	25
<i>Count all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agency), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.</i>		
26. Number of juvenile materials loaned	<u>197,857</u>	26
27. TOTAL loans (sum of lines 25 & 26)	<u>815,719</u>	27
28. Reciprocal borrowing		
<i>Number of materials lent directly to card holders from other libraries during the fiscal year</i>	<u>71,042</u>	28

Interlibrary Loans

29. Number of interlibrary loans provided to other libraries during the fiscal year	<u>938</u>	29
30. Number of interlibrary loans received from other libraries during the fiscal year	<u>2,490</u>	30

Reference Questions

31. Number of reference (as opposed to directional) questions by phone or in person. Answer line 31a if you have data for the year; if not, use lines 31b and c.		
a. For the year: asked by adults <u>43,004</u> ; asked by children <u>14,061</u> ; total <u>57,065</u> .		
b. For any one week in October: asked by adults _____; asked by children _____; total <u>NA</u> .		
c. For any one week in April: asked by adults _____; asked by children _____; total <u>NA</u> .		31
<i>A reference question is a question which requires the use of books, periodicals or other resources such as index tools, the library catalog, online data bases or people outside the library.</i>		

City of Decatur Public Library

**FINANCIAL INFORMATION (REPORT WHOLE DOLLARS ONLY. Report for your entire fiscal year. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)**

NOTE: If a certified audit of library accounts is prepared, please submit a copy as a supplement to this report on or before October 1, 1993.

**Library Receipts by Source** (Do not include balance from previous year or income from tax anticipation warrants)

32. Local government (Include capital income from sale of bonds. Do not include income from tax anticipation warrants.)		
a. Local Government (except capital income from sale of bonds)	1,955,000.00	32a
b. Capital income from sale of bonds.	-0-	32b
33. State government (exclude federal funds distributed by the state)		
a. Per capita grants	79,690.75	33a
b. Equalization aid	-0-	33b
c. Corporate replacement tax	138,730.89	33c
d. Other (specify) _____	-0-	33d
34. Federal government (include federal money received through the state. e.g., LSCA grants, paid directly, to your library)		
a. LSCA funds received	8,905.41	34a
b. Other federal funds received	-0-	34b
35. All other receipts	117,617.32	35
<i>Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>		
36. TOTAL receipts (sum of lines 32-35)	2,299,944.37	36

**Library Expenditures by Category (regardless of the source of funds)**

37. Salaries and wages for all library staff INCLUDING building maintenance staff. <i>Include salaries and wages before deductions. Exclude fringe benefits for all library staff.</i>	1,169,265.37	37
38. Fringe benefits paid by the library for all library staff INCLUDING building maintenance staff. <i>Include fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>	320,222.08	38
39. Printed materials <i>Include expenditures for books, periodicals, microforms, pamphlets, government documents. etc.</i>	263,131.28	39
40. Nonprint materials <i>Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>	25,534.43	40
41. All other operating expenditures not entered above <i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 42.</i>	496,467.19	41
42. Capital outlay for building construction <i>Show here the amount spent this year on construction of a new building or of an addition to or remodeling of an existing building, which cost at least \$1000.</i>	-0-	42
43. Capital outlay for all other fixed assets <i>Report all expenditures for land and improvements to land, for the purchase of existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1000.</i>	7,852.49	43
44. TOTAL of all expenditures (sum of lines 37-43) <i>Lines 36 and 44 need not agree.</i>	2,282,472.84	44

PERSONNEL (Report status as of the last day of the fiscal year)

45. Staff Data (only for people paid by the library).

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee on a separate line below, and give the information requested in columns I-VI. Attach another page if needed. Do not include persons employed as short-term substitutes. Count in Group B a business manager or other person not a librarian.

- I. Name of employee (optional, except for head librarian). Do not include any vacant position other than head librarian.
- II. Position code — Please code each person who regularly spends at least 75% of his/her work week in duties characteristic of, or directly related to, each of these positions.
  - 1 - Children's and/or Youth Services Librarian
  - 2 - Catalog Librarian
  - 3 - Reference Librarian
  - 4 - Other (specify)
- III. Education — Use the highest appropriate number in the following code to indicate the extent of formal education.
  - 1 - Less than a bachelor's degree
  - 2 - Bachelor's degree
  - 3 - Master's degree from other than ALA accredited library school program
  - 4 - Master's degree from ALA accredited library school program
- IV. Sex. Use M for Male and F for Female.
- V. Hours worked per week. If exact number is not known, supply your best estimate.
- VI. Hourly rate or annual salary.

45

(I) Name of Employee (Optional)	(II) Position (Specify code number)	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
J. Moorman	Head Librarian	4	M	40	52,000
C. Gross	1 Children's Lib.	4	F	40	35,154
S. Serber	4 Extension Lib.	4	M	40	35,154
J. Bauer	4 Adult Serv. Lib.	4	F	40	26,844
J. Merrick	3 Reference Lib.	4	M	40	35,154
G. Veach	2 Catalog Lib.	4	F	40	35,154
C. Ritchie	1 Youth Serv. Lib.	4	F	40	31,959
A. Gross	4 Asst. Adult Services Lib.	4	M	40	31,959
K. Anderson	4 Circulation Lib.	3	F	40	35,154

Group B: Full-time or part-time technical and clerical employees

Total number of hours all Group B employees worked in a typical week	1,240
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 6.86
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 13.97

Group C: Full-time or part-time pages or shelvees

Total number of hours all Group C employees worked in a typical week	270
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 5.21
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 7.60

Group D: Full-time or part-time building maintenance, security or plant operation employees

Total number of hours all Group D employees worked in a typical week	145
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 7.52
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 15.37

46. How many hours per week is considered full-time equivalency in your library? 40 46

For ISL Use Only)

1: / 2: / 3: / 4: / P: N:

City of ... DEPARTMENT OF PUBLIC LIBRARY

REFERENDA

47. Was your library involved in a referendum during the last fiscal year? Yes \_\_\_ No X 47
If No, go directly to question 49. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

48. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. 48

Table with 4 columns: Date of Referendum, Passed, Failed, Effective Date. Rows include Tax Increase Referendum, Bond Issue Referendum, Establishment Referendum, Annexation Referendum, Conversion Referendum, and Other (please specify).

49. For district libraries only: If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under PA84-1461), or annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8), indicate the effective date of either action. 49

Effective Date
Conversion
Annexation

50. Name of library attorney Edward Booth 50
Address 132 S. Water, Decatur, IL 62523 Telephone (217) 423-6076

51. Amount of surety bond \$ 1,000,000 (on City Treasurer) 51
NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be "not less than 50% of the total funds received by the library in the last fiscal year" for municipalities of less than 50,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 15/4-10).

52. Person to contact (if necessary) concerning the information reported on this form:
Name: John A. Moorman Telephone: (217) 428-6617 52

CERTIFICATION

53. This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing May 1 19 92 and ending April 30 19 93
Report the beginning and ending dates (month, day and year) of your most recently completed fiscal year. 53

54. Signature of the librarian John A. Moorman 54
The board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.

55. [Signature] May 27, 1993 55
Secretary (signature) Date signed by the secretary of the board.
Requires the signature of the secretary and president of the current library board.

56. [Signature] May 27, 1993 56
President (signature) Date signed by the president of the board.



## CURRENT LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes. REPORT THE MOST RECENT INFORMATION AVAILABLE.

57. President (a) Richard Lockmiller (b) (217)423-2610 (c) 7/95 57  
 Name (Area Code) Telephone Mo. & Yr. When  
 (d) 422 Hackberry Drive, Decatur, Illinois 62521  
 Complete Home Address Present Term Ends
58. Vice-President (a) Stanley Sitton (b) (217)423-4803 (c) 7/93 58  
 (d) 115 Bayshore Drive, Decatur, Illinois 62521
59. Treasurer (a) NA (b) \_\_\_\_\_ (c) \_\_\_\_\_ 59  
 (d) \_\_\_\_\_
60. Secretary (a) Patricia Williams (b) (217)423-9781 (c) 7/94 60  
 (d) 164 N. Dennis, Decatur, Illinois 62522
61. Other Members (a) Daniel Gaumer (b) (217)428-5952 (c) 7/94 61  
 (d) 3010 E. Chestnut, Decatur, Illinois 62521
62. (a) Janice Lambert (b) (217)428-1139 (c) 7/95 62  
 (d) 3206 Pinehurst, Decatur, Illinois 62521
63. (a) Edmund McClure (b) (217)877-0301 (c) 7/95 63  
 (d) 1131 Chelsea Way, Decatur, Illinois 62526
64. (a) Barbara Ohlsen (b) (217)429-1179 (c) 7/93 64  
 (d) 135 S. Lake Shore Drive, Decatur, Illinois 62521
65. (a) Robert Smith (b) (217)422-7836 (c) 7/93 65  
 (d) 12 Montgomery Place, Decatur, Illinois 62522
66. (a) John Stengel (b) (217)429-6357 (c) 7/94 66  
 (d) 431 Shoreline Drive, Decatur, Illinois 62521
67. (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ 67  
 (d) \_\_\_\_\_

*Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the University of Illinois Library Research Center, and send the original to the State Library.*

*You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.*

(For System Use Only)

Full name of system staff member who reviewed this form: \_\_\_\_\_

IPLAR 1992-1993  
Supplement

CHILDREN'S SERVICES (Optional this fiscal year but mandatory starting in FY 1993-94).

1. **Juvenile Holdings.** This is the number of juvenile cataloged items (number of ITEMS, NOT number of titles) plus juvenile paperbacks and juvenile cassettes, even if uncataloged. Do NOT include periodicals whether cataloged or uncataloged. Juvenile is defined as anyone 14 years old and younger. Juvenile Holdings 68,000
2. **Juvenile Materials Budget.** Include expenditures for material in all formats which are purchased for use by patrons 14 years old and younger. Juvenile Expenditures \$ 48,787.68
3. **Juvenile Annual Program Attendance.** This is the actual count over the course of a year of the attendance, both adults and children, at programs which have a portion or all of their target market intended for 14 years old and younger. Annual Juvenile Program Attendance 7,362

AUTOMATION

4. Does your library currently use a computerized circulation system? Yes  No   
If NO, are you planning to switch to such a system within a year? Yes  No
5. Check all activities of the following for which you use micro/mainframe computers. (Check all that apply)

a. Patron use <input type="checkbox"/>	e. Serials Control <input type="checkbox"/>	i. CD-ROM <input checked="" type="checkbox"/>
b. Cataloging <input checked="" type="checkbox"/>	f. Serials Union List <input checked="" type="checkbox"/>	j. Interlibrary Loans <input checked="" type="checkbox"/>
c. Acquisitions <input checked="" type="checkbox"/>	g. Library Statistics <input checked="" type="checkbox"/>	k. Word Processing <input checked="" type="checkbox"/>
d. Reference <input checked="" type="checkbox"/>	h. Online Catalog <input checked="" type="checkbox"/>	l. Graphics <input checked="" type="checkbox"/>

Something else? (Please specify) \_\_\_\_\_

6. Does your library have any of the following? (Attach additional sheets if necessary)

	Yes	No	Name/Model	IBM Compatible?
a. Micro Computers	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Various	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
b. Mini Computers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
c. Main Frame Computer	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____	Yes <input type="checkbox"/> No <input type="checkbox"/>
d. Printer(s)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Various	
e. Computer Modem	<input checked="" type="checkbox"/>	<input type="checkbox"/>	_____	Highest baud rate <u>9,600</u>

7. Does your library subscribe to any of the following?

	Yes	No		Yes	No
a. DIALOG .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	e. Commercial Databases.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. OCLC.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Example: WILSONDISC)		
c. SILO .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	f. Internet .....	<input type="checkbox"/>	<input checked="" type="checkbox"/>
d. IO (Illinois Online) .....	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Address: _____		

8. Are your catalog records part of an electronic catalog? Yes  No

IF YES, are you ...	Yes	No	Is it . . . . ? (check all that apply)
a. part of a regional library system catalog?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Online <input type="checkbox"/> CD-ROM <input type="checkbox"/>
b. part of another shared system?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Online <input type="checkbox"/> CD-ROM <input type="checkbox"/>
c. a stand alone, inhouse system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Online <input checked="" type="checkbox"/> CD-ROM <input type="checkbox"/>

9. Estimated number of titles in MARC format? \_\_\_\_\_ Volumes? \_\_\_\_\_

CITY DECATUR LIBRARY DECATUR PUBLIC LIBRARY

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62701-1796  
PUBLIC LIBRARY ANNUAL REPORT  
1992-1993

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## IDENTIFICATION

1. Location Decatur \_\_\_\_\_ 1  
Name of the municipality in which the central library is located.
2. Librarian John A. Moorman / Title City Librarian \_\_\_\_\_ 2  
Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).
3. Legal name of library Decatur Public Library \_\_\_\_\_ 3
- 4a. Address: \_\_\_\_\_ 4b. Mailing address, if different: \_\_\_\_\_
- 247 East North \_\_\_\_\_  
Number and Street \_\_\_\_\_  
Number and Street or P.O. Box \_\_\_\_\_
- Decatur, Illinois \_\_\_\_\_  
City State \_\_\_\_\_  
City State \_\_\_\_\_
- 62523-1128 \_\_\_\_\_  
Zip Code Plus Four \_\_\_\_\_  
Zip Code Plus Four \_\_\_\_\_  
(If four digit extension is unknown, contact local post office) \_\_\_\_\_ 4
5. Library telephone: (217) 428-6617 \_\_\_\_\_ 5  
Area Code
6. Library fax telephone number: (217) 423-5741 \_\_\_\_\_ 6  
Area Code
7. Library system Rolling Prairie \_\_\_\_\_ 7
8. Population residing in tax base area (use latest official federal census figure) ..... 83,885 \_\_\_\_\_ 8
9. Type of library (please circle one):  
/ City / County District Park Town Township Village Other \_\_\_\_\_ 9
10. Is your library involved in a contractual arrangement with another library to receive all library services? ..... Yes \_\_\_\_\_ No X \_\_\_\_\_  
If yes, list the name(s) of the library(s) with whom you contract for service. \_\_\_\_\_ 10

SERVICE OUTLETS AND HOURS

11. Opening and closing hours of the **central library** for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open during its regularly scheduled hours):

Monday	<u>9</u> to <u>9</u>	Saturday	<u>9</u> to <u>5:30</u>	
Tuesday	<u>9</u> to <u>9</u>	Sunday	<u>Closed</u> to <u>      </u>	
Wednesday	<u>9</u> to <u>9</u>			
Thursday	<u>9</u> to <u>9</u>			
Friday	<u>9</u> to <u>9</u>			11

12. Total scheduled weekly public service hours for all service outlets:  
(i.e., central library, branches and bookmobiles) ..... 130.5 12

13. List branches (please attach additional sheets as necessary).

<u>Name</u>	<u>Address</u>	
_____	_____	
_____	_____	
_____	_____	13

14. Total number of bookmobiles ..... 2 14

15. Total annual attendance in library ..... 359,698 15  
*(Report the total number of persons entering the library, including persons attending activities and those persons requiring no staff service. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)*

REGISTERED BORROWERS

16. Total number of **resident** borrower's cards in force as of the last day of the fiscal year 57,890 16

17. Non-resident borrower's cards.

*(If tax bill method is used to calculate non-resident fee, please indicate T.B.M. in "fee" blank)*

Number of family fees paid	<u>27.75</u>	Family fee (for use of this library)	\$ <u>75.00</u>	
Number of student fees paid	<u>-0-</u>	Student fee (for use of this library)	\$ <u>-0-</u>	17

18. Total number of non-resident borrower's cards purchased during the past fiscal year 27.75 18

19. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 2,056.25 19

DECATOR PUBLIC LIBRARY

RESOURCES OWNED

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
20. Number of books <i>Report number of different physical volumes in your library for which you provide at least minimal access through the library's catalog (on cards, in book form, on microfiche, online, etc.). Include government documents arranged by Su Docs classification. Exclude periodicals and microforms.</i>	<u>239,898</u>	<u>18,247</u>	<u>14,242</u>	<u>235,893</u>	20
21. Video recordings <i>Report number of copies, of all formats. Include videotapes, videocassettes, and videodiscs. Exclude slides or filmstrips.</i>	<u>4,760</u>	<u>260</u>	<u>837</u>	<u>5,337</u>	21
22. Films <i>Report number of copies of motion picture films of all formats and all sizes.</i>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	<u>-0-</u>	22
23. Audio recordings <i>Report number of copies, of all formats. Include phonorecords, tapes, cassettes, compact disks, etc.</i>	<u>12,122</u>	<u>501</u>	<u>921</u>	<u>12,542</u>	23
24. Number of periodical titles (magazines and newspapers only) currently received ..... <i>Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.</i>				<u>640</u>	24

USE OF RESOURCES (Report for your entire fiscal year)

25. Number of adult materials loaned ..... <i>Count all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agency), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.</i>	<u>617,862</u>	25
26. Number of juvenile materials loaned.....	<u>197,857</u>	26
27. TOTAL loans (sum of lines 25 & 26).....	<u>815,719</u>	27
28. Reciprocal borrowing <i>Number of materials lent directly to card holders from other libraries during the fiscal year.....</i>	<u>71,042</u>	28

Interlibrary Loans

29. Number of interlibrary loans provided to other libraries during the fiscal year.....	<u>938</u>	29
30. Number of interlibrary loans received from other libraries during the fiscal year.....	<u>2,490</u>	30

Reference Questions

31. Number of reference (as opposed to directional) questions by phone or in person. Answer line 31a if you have data for the year; if not, use lines 31b and c.
- a. For the year; asked by adults 43,004; asked by children 14,061; total 57,065.
- b. For any one week in October: asked by adults \_\_\_\_\_; asked by children \_\_\_\_\_; total NA.
- c. For any one week in April: asked by adults \_\_\_\_\_; asked by children \_\_\_\_\_; total NA. 31
- A reference question is a question which requires the use of books, periodicals or other resources such as index tools, the library catalog, online data bases or people outside the library.*

**FINANCIAL INFORMATION (REPORT WHOLE DOLLARS ONLY. Report for your entire fiscal year. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)**

NOTE: If a certified audit of library accounts is prepared, please submit a copy as a supplement to this report on or before October 1, 1993.

**Library Receipts by Source (Do not include balance from previous year or income from tax anticipation warrants)**

32.	Local government (Include capital income from sale of bonds. Do not include income from tax anticipation warrants.)		
a.	Local Government (except capital income from sale of bonds)	1,955,000.00	32a
b.	Capital income from sale of bonds.	-0-	32b
33.	State government (exclude federal funds distributed by the state)		
a.	Per capita grants	79,690.75	33a
b.	Equalization aid	-0-	33b
c.	Corporate replacement tax	138,730.89	33c
d.	Other (specify) _____	-0-	33d
34.	Federal government (include federal money received through the state. e.g., LSCA grants, paid directly, to your library)		
a.	LSCA funds received	8,905.41	34a
b.	Other federal funds received	-0-	34b
35.	All other receipts	117,617.32	35
	<i>Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>		
36.	TOTAL receipts (sum of lines 32-35)	2,299,944.37	36

**Library Expenditures by Category (regardless of the source of funds)**

37.	Salaries and wages for all library staff <b>INCLUDING</b> building maintenance staff. <i>Include salaries and wages before deductions. Exclude fringe benefits for all library staff.</i>	1,169,265.37	37
38.	Fringe benefits paid by the library for all library staff <b>INCLUDING</b> building maintenance staff. <i>Include fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>	320,222.08	38
39.	Printed materials <i>Include expenditures for books, periodicals, microforms, pamphlets, government documents. etc.</i>	263,131.28	39
40.	Nonprint materials <i>Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>	25,534.43	40
41.	All other operating expenditures not entered above <i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 42.</i>	496,467.19	41
42.	Capital outlay for building construction <i>Show here the amount spent this year on construction of a new building or of an addition to or remodeling of an existing building, which cost at least \$1000.</i>	-0-	42
43.	Capital outlay for all other fixed assets <i>Report all expenditures for land and improvements to land, for the purchase of existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1000.</i>	7,852.49	43
44.	TOTAL of all expenditures (sum of lines 37-43) <i>Lines 36 and 44 need not agree.</i>	2,282,472.84	44

PERSONNEL (Report status as of the last day of the fiscal year)

45. Staff Data (only for people paid by the library).

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee on a separate line below, and give the information requested in columns I-VI. Attach another page if needed. Do not include persons employed as short-term substitutes. Count in Group B a business manager or other person not a librarian.

- I. Name of employee (optional, except for head librarian). Do not include any vacant position other than head librarian.
- II. Position code — Please code each person who regularly spends at least 75% of his/her work week in duties characteristic of, or directly related to, each of these positions.
  - 1 - Children's and/or Youth Services Librarian
  - 2 - Catalog Librarian
  - 3 - Reference Librarian
  - 4 - Other (specify)
- III. Education — Use the highest appropriate number in the following code to indicate the extent of formal education.
  - 1 - Less than a bachelor's degree
  - 2 - Bachelor's degree
  - 3 - Master's degree from other than ALA accredited library school program
  - 4 - Master's degree from ALA accredited library school program
- IV. Sex. Use M for Male and F for Female.
- V. Hours worked per week. If exact number is not known, supply your best estimate.
- VI. Hourly rate or annual salary.

45

(I) Name of Employee (Optional)	(II) Position (Specify code number)	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
J. Moorman	Head Librarian	4	M	40	52,000
C. Gross	1 Children's Lib.	4	F	40	35,154
S. Serber	4 Extension Lib.	4	M	40	35,154
J. Bauer	4 Adult Serv. Lib.	4	F	40	26,844
J. Merrick	3 Reference Lib.	4	M	40	35,154
G. Veach	2 Catalog Lib.	4	F	40	35,154
C. Ritchie	1 Youth Serv. Lib.	4	F	40	31,959
A. Gross	4 Asst. Adult Services Lib.	4	M	40	31,959
K. Anderson	4 Circulation Lib.	3	F	40	35,154

Group B: Full-time or part-time technical and clerical employees

Total number of hours all Group B employees worked in a typical week 1,240  
 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$ 6.86  
 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$ 13.97

Group C: Full-time or part-time pages or shelvers

Total number of hours all Group C employees worked in a typical week 270  
 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$ 5.21  
 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$ 7.60

Group D: Full-time or part-time building maintenance, security or plant operation employees

Total number of hours all Group D employees worked in a typical week 145  
 Minimum hourly rate actually paid (convert annual salary to hourly rate) \$ 7.52  
 Maximum hourly rate actually paid (convert annual salary to hourly rate) \$ 15.37

46. How many hours per week is considered full-time equivalency in your library? 40 46

(For ISL Use Only)

i: / 2: / 3: / 4: / P: N:

City DECATUR Library DECATUR PUBLIC LIBRARY

REFERENDA

47. Was your library involved in a referendum during the last fiscal year? Yes \_\_\_ No X 47
If No, go directly to question 49. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

48. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. 48

Table with 4 columns: Date of Referendum, Passed, Failed, Effective Date. Rows include Tax Increase Referendum, Bond Issue Referendum, Establishment Referendum, Annexation Referendum, Conversion Referendum, and Other (please specify).

49. For district libraries only: If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under PA84-1461), or annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8), indicate the effective date of either action. 49

Conversion Effective Date: \_\_\_\_\_
Annexation Effective Date: \_\_\_\_\_

50. Name of library attorney Edward Booth 50
Address 132 S. Water, Decatur, IL 62523 Telephone (217) 423-6076

51. Amount of surety bond \$ 1,000,000 (on City Treasurer) 51
NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be "not less than 50% of the total funds received by the library in the last fiscal year" for municipalities of less than 50,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 15/4-10).

52. Person to contact (if necessary) concerning the information reported on this form:
Name: John A. Moorman Telephone: (217) 428-6617 52

CERTIFICATION

53. This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing May 1 19 92 and ending April 30 19 93
Report the beginning and ending dates (month, day and year) of your most recently completed fiscal year. 53

54. Signature of the librarian John A. Moorman 54
The board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.

55. [Signature] May 27, 1993 55
Secretary (signature) Date signed by the secretary of the board.
Requires the signature of the secretary and president of the current library board.

56. [Signature] May 27, 1993 56
President (signature) Date signed by the president of the board.

CIT DECATUR LIBRARY DECATUR ILLINOIS CITY LIBRARY



CURRENT LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes. REPORT THE MOST RECENT INFORMATION AVAILABLE.

57. President (a) Richard Lockmiller (b) (217)423-2610 (c) 7/95 57  
Name (Area Code) Telephone Mo. & Yr. When Present Term Ends  
 (d) 422 Hackberry Drive, Decatur, Illinois 62521  
Complete Home Address
58. Vice-President (a) Stanley Sitton (b) (217)423-4803 (c) 7/93 58  
 (d) 115 Bayshore Drive, Decatur, Illinois 62521
59. Treasurer (a) NA (b) \_\_\_\_\_ (c) \_\_\_\_\_ 59  
 (d) \_\_\_\_\_
60. Secretary (a) Patricia Williams (b) (217)423-9781 (c) 7/94 60  
 (d) 164 N. Dennis, Decatur, Illinois 62522
61. Other Members (a) Daniel Gaumer (b) (217)428-5952 (c) 7/94 61  
 (d) 3010 E. Chestnut, Decatur, Illinois 62521
62. (a) Janice Lambert (b) (217)428-1139 (c) 7/95 62  
 (d) 3206 Pinehurst, Decatur, Illinois 62521
63. (a) Edmund McClure (b) (217)877-0301 (c) 7/95 63  
 (d) 1131 Chelsea Way, Decatur, Illinois 62526
64. (a) Barbara Ohlsen (b) (217)429-1179 (c) 7/93 64  
 (d) 135 S. Lake Shore Drive, Decatur, Illinois 62521
65. (a) Robert Smith (b) (217)422-7836 (c) 7/93 65  
 (d) 12 Montgomery Place, Decatur, Illinois 62522
66. (a) John Stengel (b) (217)429-6357 (c) 7/94 66  
 (d) 431 Shoreline Drive, Decatur, Illinois 62521
67. (a) \_\_\_\_\_ (b) \_\_\_\_\_ (c) \_\_\_\_\_ 67  
 (d) \_\_\_\_\_

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the University of Illinois Library Research Center, and send the original to the State Library.

You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.

(For System Use Only)

Full name of system staff member who reviewed this form: \_\_\_\_\_

City DECATUR Library DECATUR PUBLIC LIBRARY

IPLAR 1992-1993  
Supplement

**HILDREN'S SERVICES (Optional this fiscal year but mandatory starting in FY 1993-94).**

1. **Juvenile Holdings.** This is the number of juvenile cataloged items (number of ITEMS, NOT number of titles) plus juvenile paperbacks and juvenile cassettes, even if uncataloged. Do NOT include periodicals whether cataloged or uncataloged. Juvenile is defined as anyone 14 years old and younger. Juvenile Holdings 68,000
2. **Juvenile Materials Budget.** Include expenditures for material in all formats which are purchased for use by patrons 14 years old and younger. Juvenile Expenditures \$ 48,787.68
3. **Juvenile Annual Program Attendance.** This is the actual count over the course of a year of the attendance, both adults and children, at programs which have a portion or all of their target market intended for 14 years old and younger. Annual Juvenile Program Attendance 7,362

**AUTOMATION**

4. Does your library currently use a computerized circulation system? Yes X No \_\_\_\_\_  
If NO, are you planning to switch to such a system within a year? Yes \_\_\_\_\_ No \_\_\_\_\_
5. Check all activities of the following for which you use micro/mainframe computers. (Check all that apply)

a. Patron use	<u>      </u>	e. Serials Control	<u>      </u>	i. CD-ROM	<u>X</u>
b. Cataloging	<u>X</u>	f. Serials Union List	<u>X</u>	j. Interlibrary Loans	<u>X</u>
c. Acquisitions	<u>X</u>	g. Library Statistics	<u>X</u>	k. Word Processing	<u>X</u>
d. Reference	<u>X</u>	h. Online Catalog	<u>X</u>	l. Graphics	<u>X</u>

Something else? (Please specify) \_\_\_\_\_

6. Does your library have any of the following? (Attach additional sheets if necessary)

	Yes	No	Name/Model	IBM Compatible?
a. Micro Computers	<u>1</u>	<u>2</u>	Various	Yes <u>X</u> No _____
b. Mini Computers	<u>1</u>	<u>2</u>	_____	Yes _____ No _____
c. Main Frame Computer	<u>1</u>	<u>2</u>	_____	Yes _____ No _____
d. Printer(s)	<u>1</u>	<u>2</u>	Various	
e. Computer Modem	<u>1</u>	<u>2</u>	_____	Highest baud rate <u>9,600</u>

7. Does your library subscribe to any of the following?

	Yes	No		Yes	No
a. DIALOG .....	<u>1</u>	<u>2</u>		<u>1</u>	<u>2</u>
b. OCLC.....	<u>1</u>	<u>2</u>	e. Commercial Databases.....	<u>1</u>	<u>2</u>
c. SILO .....	<u>1</u>	<u>2</u>	(Example: WILSONDISC)		
d. IO (Illinois Online).....	<u>1</u>	<u>2</u>	f. Internet.....	1	<u>2</u>
			Address: _____		

8. Are your catalog records part of an electronic catalog? Yes X No \_\_\_\_\_  
IF YES, are you ...

	Yes	No	Is it . . . . ? (check all that apply)
a. part of a regional library system catalog?	1	<u>2</u>	Online _____ CD-ROM _____
b. part of another shared system?	1	<u>2</u>	Online _____ CD-ROM _____
c. a stand alone, inhouse system?	<u>1</u>	<u>2</u>	Online <u>X</u> CD-ROM _____
9. Estimated number of titles in MARC format? \_\_\_\_\_ Volumes? \_\_\_\_\_

**Annual Report Of The  
City Librarian  
For The Fiscal Year Ending  
April 30, 1993**

This report is written with a deep sense of appreciation for all those individuals who have made my first ten months as City Librarian a most rewarding and memorable period. Without the support and encouragement of the Board of Trustees, the Library staff, and City officials and staff, this experience would not hold the pleasant memories that it does. A special thanks goes out to a hard working and caring library staff who have performed admirably under less than ideal conditions. I value them highly.

Any year is much more than statistics on a sheet of paper, or a graph indicating activities taken place over a period of months or years. It is a collage of highlights, disappointments, and remembrances which give a distinctive flavor to that which has past and points to that which may be expected to come.

In a year of change which saw a new City Librarian begin service on July 2, 1992, cooperation is important if success is to be obtained. There were many instances of cooperation which enabled the Library to grow and improve services in the past year. On April 20, 1993 the new Grant Assistance Center was opened in the library basement. This center, a cooperative venture with Communities in Partnership, is the product of the creative thinking by Library and Communities in Partnership staff whereby resources of area agencies could be placed in one location to better serve the needs of individuals seeking information for grant preparation. An LSCA Title 1 grant in family literacy was obtained from the Illinois State Library in cooperation with Baby TALK and other community organizations. With this grant the Library was able to assist in literacy efforts with families whose children were at high risk of educational failure. Through this grant the library assisted in 79 programs serving 1363 individuals. The dedication of an enlarged local history room on January 12, 1993 was made possible by a grant from the Shilling Trust. The new Shilling Local History Room houses material relating to the history of Decatur and Macon County. Library staff and volunteers are currently working on a project to preserve and index the library's two photographic negative collections. This project, when completed, will greatly

increase the public access to a valuable photographic record of the community's early years.

Cooperation among the staff assisted in bringing better service to library users. Adult Services staff now assist in manning the basement reference desk and Extension Services staff assist in manning the first floor information desk, as well as inputting main library registrations into the library's computer. With tight staffing levels interdepartmental cooperation is essential. City departments have worked closely with the Library in the past year. Of special note, the Budget and Technology Department conducted a valuable survey of card catalog usage, and the Data Services department assistance with computer setup and troubleshooting was vital to the maintenance of library operations.

Use statistics for the past year are varied. Circulation of library materials was down 3.81% from last year's record total. Building visits were down 4.15%. The Extension department saw a circulation decline by 8,891 items or 6% and Main Library Circulation declined by 23,426 or 3.34%. Some of the Extension Department circulation decline was due to 3% fewer service hours than last year as a result of more inclement weather this past winter and holiday schedule changes. The main library circulation decline can be partially explained by fewer library visits over the year. Informational requests handled by staff were up 18.98%. However, some of this increase is likely due to new recording procedures which make such requests easier to record. Interlibrary loan requests received from DPL users of 2,490 were only slightly less than last year. Requests of other libraries for items in the DPL collection totaled 2,394 of which 938 were filled.

The library was able to add 16,094 new items to its collection during FY 93, or 47 less than last year. Fewer books were added (544) than last year but 497 more AV items were added. Much of this increase was due to the gift of AV materials from Rolling Prairie Library System when it discontinued audio-visual service due to funding cuts. During the year \$294,054.12 was spent on library materials from various funds. Gifts from various sources enabled the library to add 170 items to its collection. The library currently has 680 periodicals in its collection.

Collections change to reflect user needs, and the manner and format in which information is presented. New selection procedures where individual staff are assigned specific areas of the collection for both ordering and retention purposes has enabled gaps in collection coverage to begin to be addressed. In addition the number of outdated

materials being removed from the collection has increased. There were 19,008 volumes removed from the collection--a 189% increase over FY92. To keep the collection in good condition, the processing department mended 11,055 items and replaced 4,840 book jackets. In addition they processed 2,740 paperbacks and bound 2,763 paperbacks. The quality of selected areas of our collection was highlighted by the collection housing 71% of the titles chosen by Booklist in their "Best Books for Young Adults" list. New informational formats are being made available as CD-ROM units were purchased during the year for both ordering and access purposes and personal computers were made available to more library staff for database searching and regular work applications.

How collection information is displayed for users is undergoing change. Much time this year was spent by the cataloging, information services, and circulation areas in preparing for the new on-line public access catalog. The library's database was readied and staff received training in the search procedures the new catalog will allow. The catalog department continued their work on converting cataloging records to full machine readable format (MARC) and should finish this project two years ahead of the original schedule. Equipment and furniture were purchased and all is set for the on-line catalog's introduction in early FY94. In the last year of the old card catalog, 94,975 cards were filed and 15,594 titles were converted to full MARC format.

Children's programming continued its busy and productive pace. In addition to its participation in the "Families and Books" grant, 1557 individuals attended 73 lap sits, 715 attended 48 two-year-old story times, 842 attended 58 pre-school story times, and 184 groups visited the department bringing in 3,324 individuals. Of the 184 groups, 130 had a story time as well as a library tour. The 1992 Summer Reading Program, "Discover! Read!" set new records for enrollment with a total registration of 2,372 of which 409 were bookmobile users.

The 1992-93 budget projected expenditures of \$2,344,775 while \$2,272,200 was anticipated in revenue. The anticipated shortfall of \$72,575 was to be drawn from the beginning fund balance. With some staff vacancies not being filled, and the A-V librarian's position remaining open, as well as savings in utilities costs and no contingency expenses, final year figures show that \$2,299,944.37 in revenue was received with expenditures totaling \$2,282,472.84, leaving a positive balance of \$17,471.53. The library was also able to transfer \$90,000 to its capital fund. I do not anticipate a like situation in FY94 as the

library must deal with pressing staff needs in several areas and has cut its staffing levels to the absolute minimum for basic service provision.

Some ideas, or concepts, do not work in practice. Night Owl Reference Service is an example from FY93. The service allows users to phone the library between 9 p.m. and midnight Monday through Friday and from 5 p.m. until midnight Saturdays and Sundays and obtain answers to informational questions. It was anticipated that there would be good use of this service as questions do not always occur during hours of regular library service. However, only 124 calls were made to this service from Decatur in a 7 month period since its inception on October 1, 1992, barely more than 1/2 call per day.

Of concern this year is the status of negotiations for a first contract with the library union. These negotiations have been in progress since early 1991, a period of over two years. During this time all staff have received no pay raises other than step raises. This situation is not conducive to good library operations, and hinders both long- and short-term planning, and program implementation. It is hoped that FY94 will see a positive resolution to this situation.

Proper and timely repair and maintenance of equipment and building is necessary if good service is to be given. The maintenance department was kept busy with items large and small this year as they continued their excellent job of keeping the physical plant in working order. Items handled included installing a sensor on the loading dock door, placing new signs around the library, building video cabinets, and repairing 417 video tapes. As a reminder of the age of our bookmobile fleet, one bookmobile unit had five floor sills replaced, one compressor, one clutch, four electric heat units, brakes, and springs rebuilt, and a small air conditioner installed.

During the year library staff were busy involving themselves in the community and profession. Talks were given to community groups. Committees of the Chamber of Commerce, Human Services Agency Consortium, and the Rolling Prairie Library System (among others) were served on, and service was given the Illinois Library Association and the American Library Association. The City Librarian serves on the Board of Directors of the Public Library Association/ALA. The annual staff in-service day was held on April 23, 1993 and over 50 staff visit the Harold Washington Library Center in Chicago to view operations and staff work procedures.

The Library continued as a popular meeting place for community groups. As the attached meeting room usage sheet indicates, meetings were held in the board room or the auditorium on almost 70% of the days the library was open. The total of 208 meetings does not include many meetings and programs sponsored or co-sponsored by the Library. Meeting room facilities need to be examined as a part of any building use plan, as they need better acoustics, lighting, access to kitchen facilities, and a location where after-hours use would be possible.

The attached charts indicate library usage and cost comparisons for the past five years. Trends include the increasing number of informational requests, which are staff-intensive in nature, a 7.7% decrease in the percentage of budget spent on personnel costs, and small shifts in collection areas as a source of library circulation.

The above are but snapshots of a busy and productive year. Thanks again go to an active and supportive staff and Board of Trustees for the successes that occurred.

Respectfully submitted on May 27, 1993,

John A. Moorman  
City Librarian

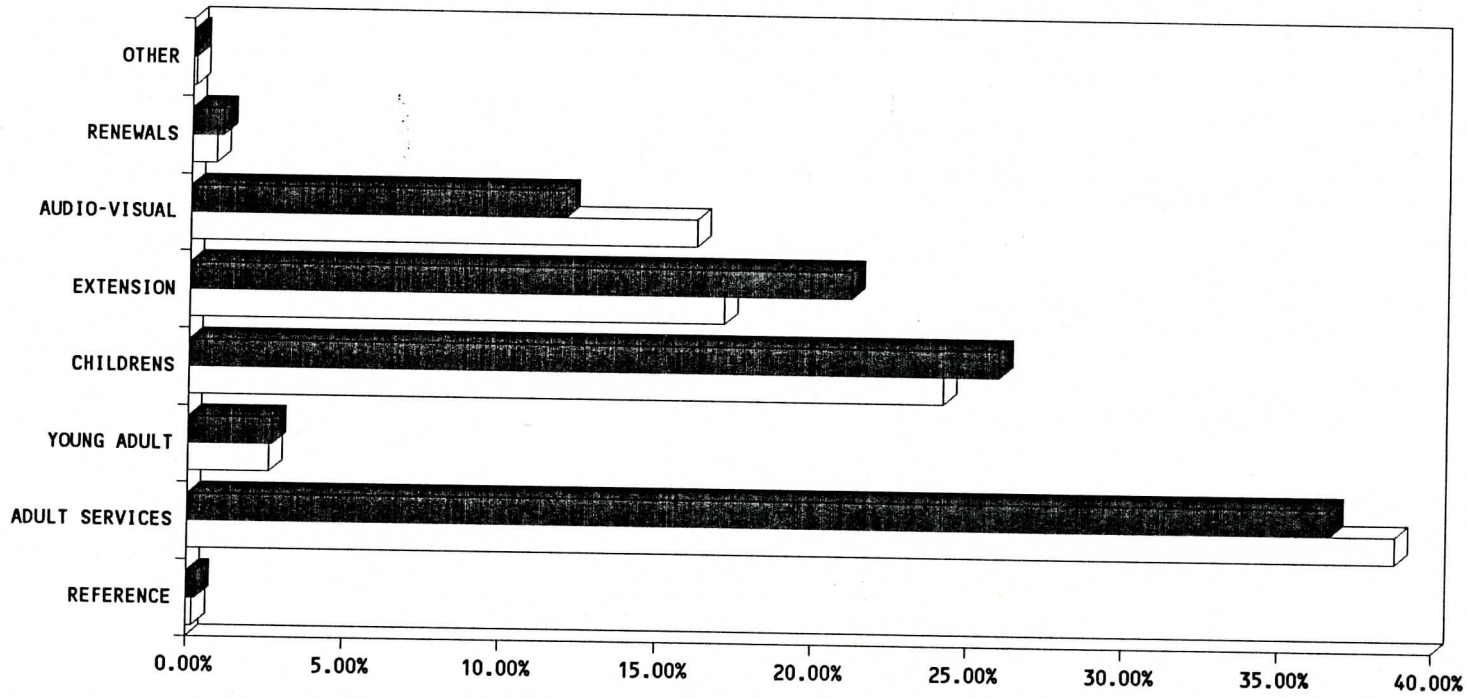
**MEETING ROOM USAGE  
FISCAL YEAR 1992-1993**

A. G. Edwards & Sons, Inc.  
American Federation of State, County and Municipal Employees  
American Field Service  
Association of Illinois Soil and Water Conservation Districts  
Ayn Productions (Illinois Power)  
Breakfast Optimist Club of Decatur  
Chamber of Commerce-Metro Decatur  
Citizens for Ayers  
Citizens Utility Board  
City of Decatur - Mayor's Task Force  
Day Care Resources  
Decatur Area Arts Council  
Decatur Area Project Board  
Decatur Area Vocational Center/Super Parents Are Reading to Kids  
Decatur Celebration  
Decatur Freewheelers Bicycle Club  
Decatur Jaycees  
Decatur Leadership Institute - Class of 1992  
Decatur School District #61  
Decatur Township Republican Committee  
Department of Human Rights  
Downtown Decatur Council  
Fans Field Neighborhood Development Corporation  
Great Books  
Illinois Citizens for Perot  
Illinois Commerce Commission  
Illinois School Library Media Association  
International Club of Decatur  
JAS Enterprises  
League of Women Voters  
Local Environmental Action Force (LEAF)  
Macon County Young Republicans  
National Taxpayers United of Illinois  
95Q Radio  
Nonsectarian Bible Talks  
Professional Financial Group, Inc.  
Project Read  
Property Tax Appeal - Councilman Bill Mitchell  
Quinn, Pat, Press Conference  
Unique Dream Defense Committee  
United States Navy  
United We Stand America  
Women's Progressive Club

TOTAL MEETINGS HELD - 208

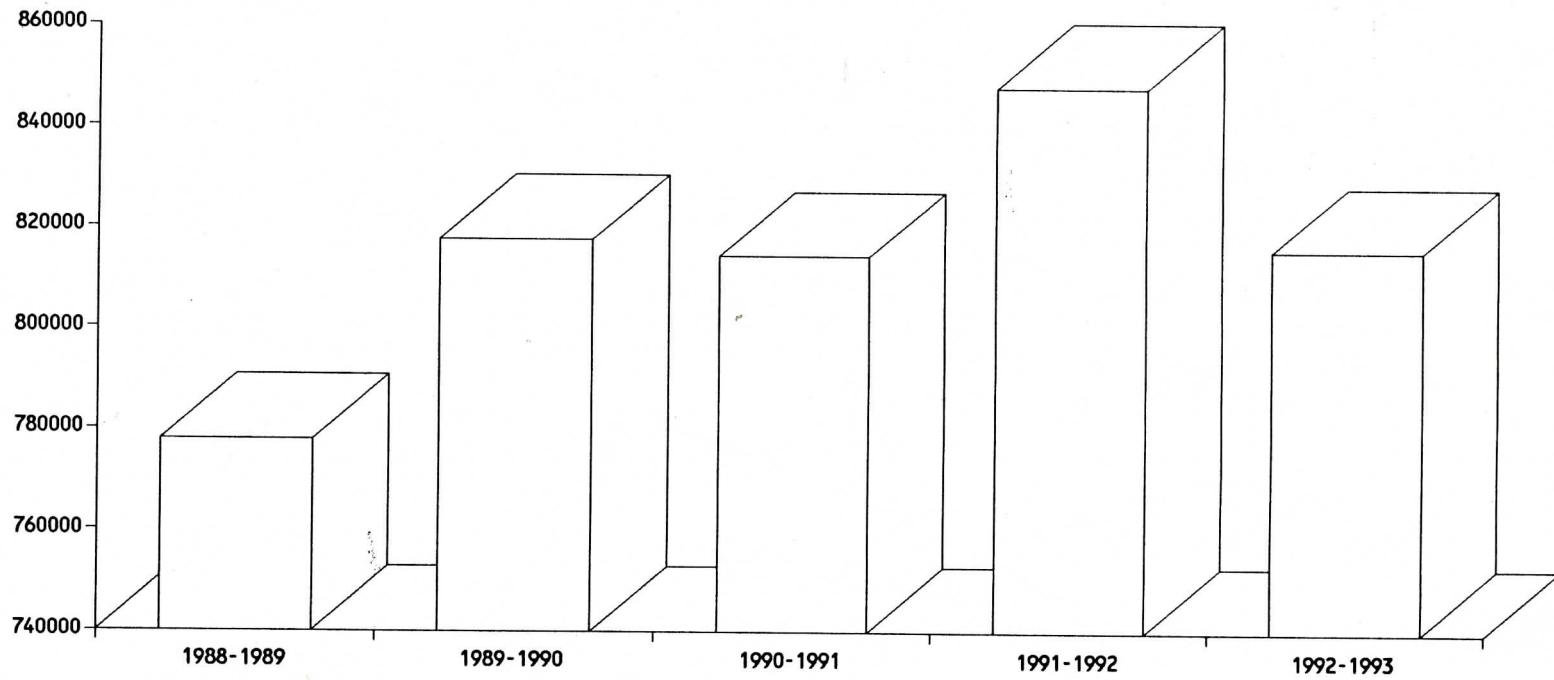


**DECATUR PUBLIC LIBRARY  
CIRCULATION BY AREA  
1987-88 VS 1992-93**

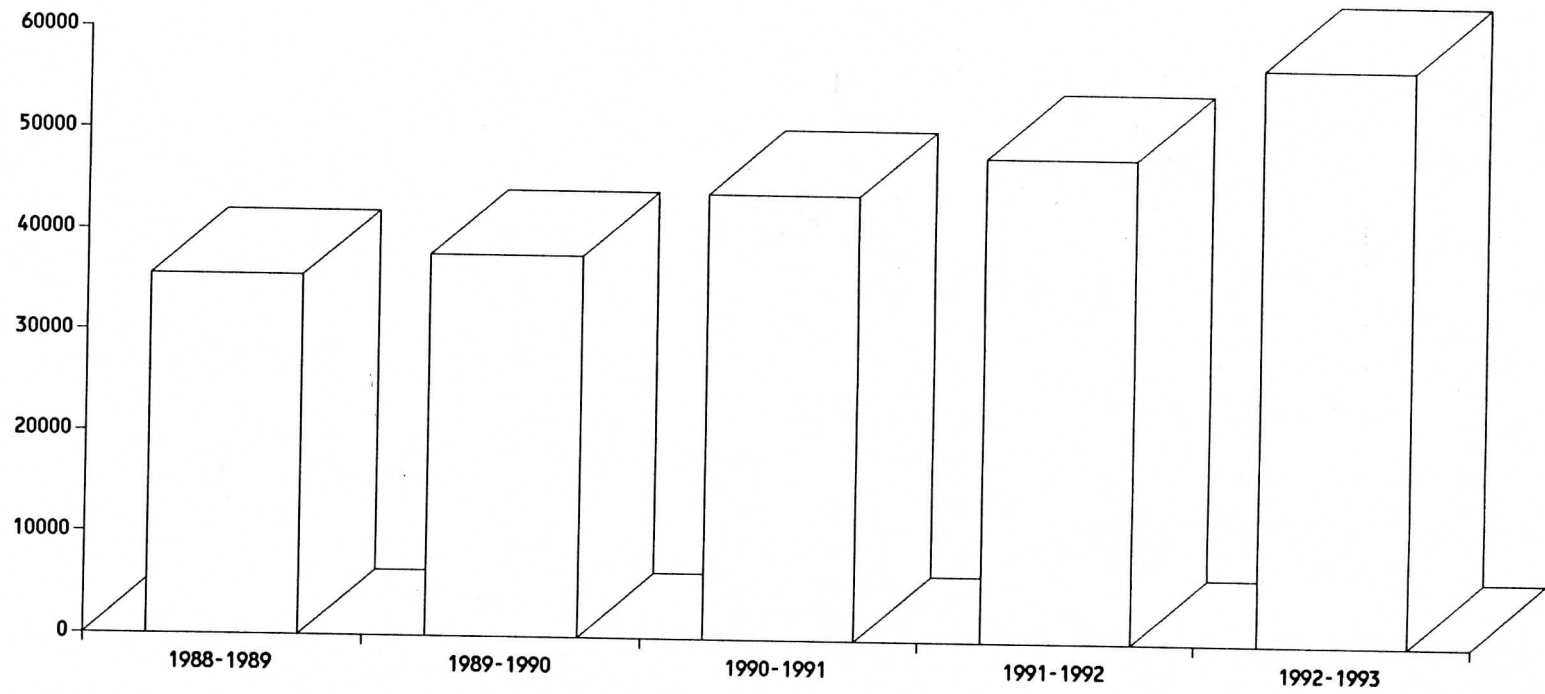


■ 1987-88  
□ 1992-93

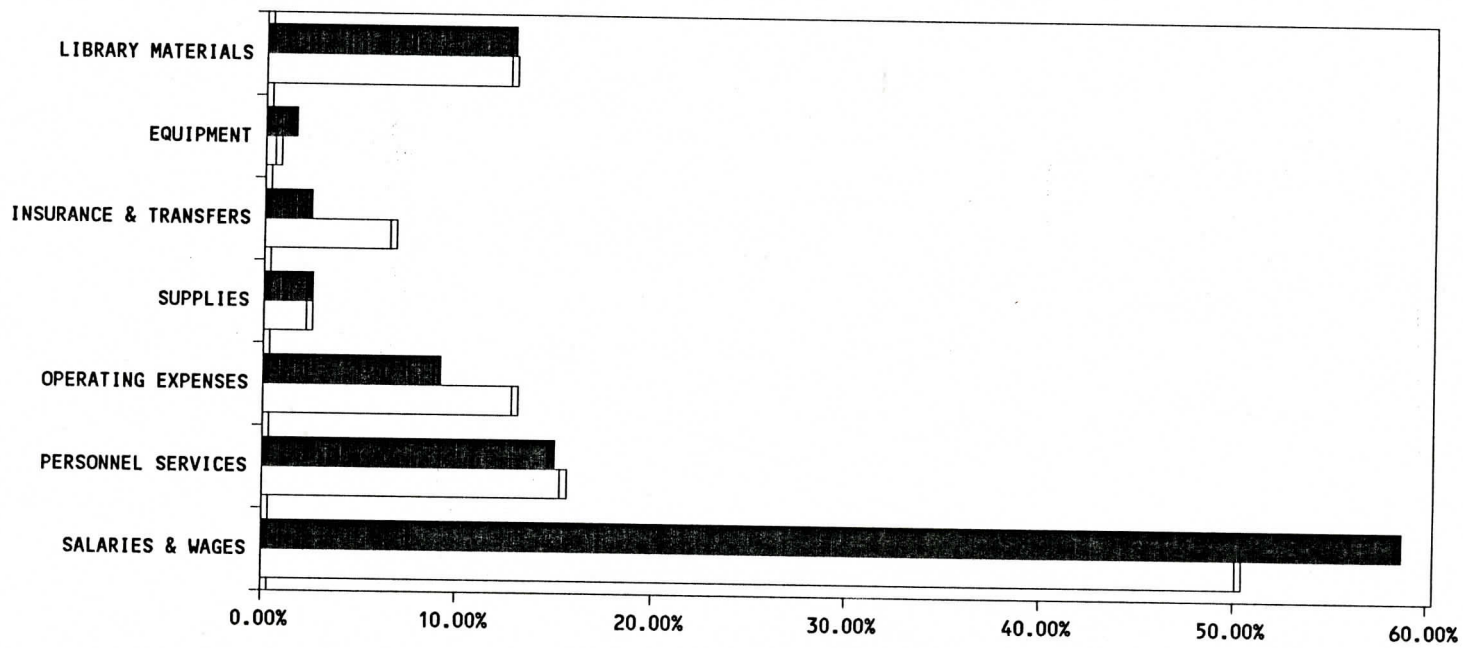
**DECATUR PUBLIC LIBRARY  
ANNUAL CIRCULATION  
1988-1993**



**DECATUR PUBLIC LIBRARY  
INFORMATIONAL REQUESTS  
1988 - 1993**

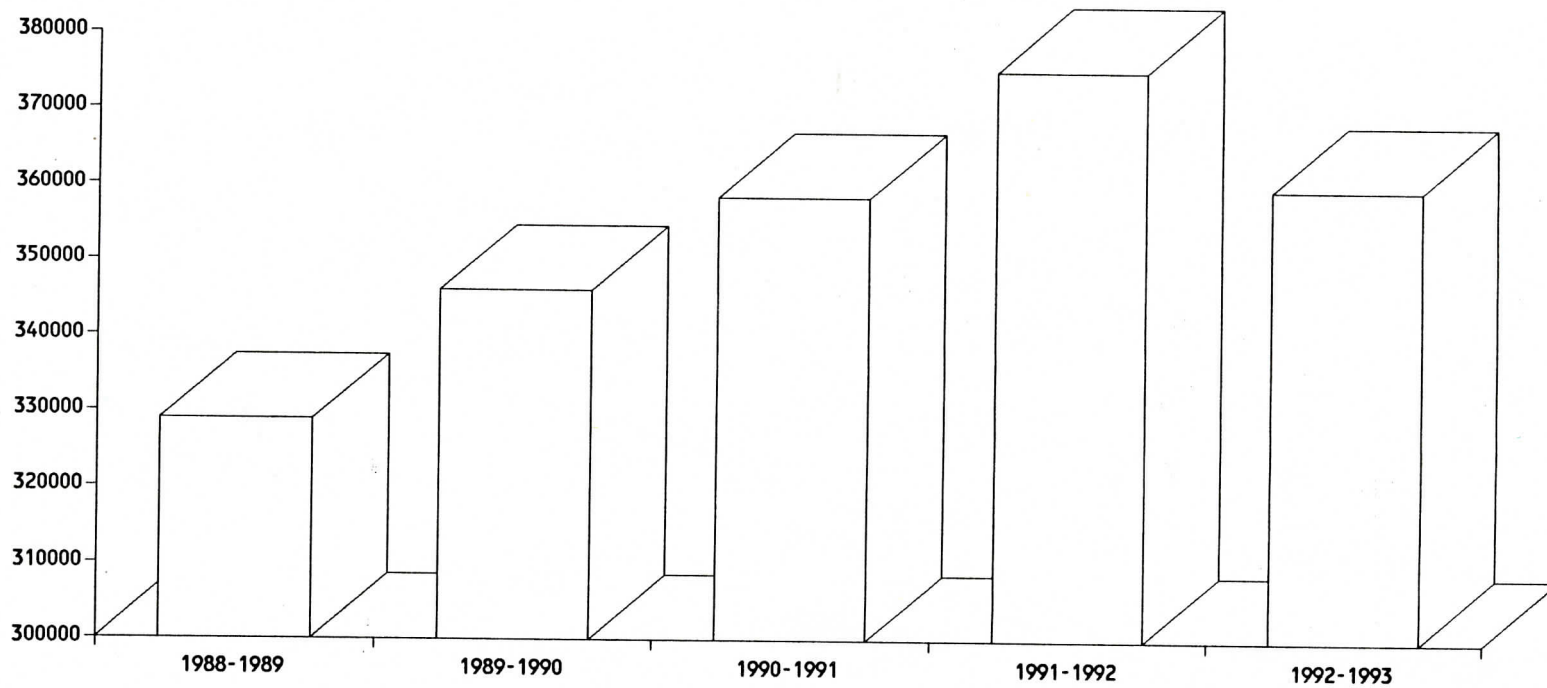


**DECATUR PUBLIC LIBRARY  
EXPENDITURES AS % OF TOTAL  
1987-88 VS 1992-93**

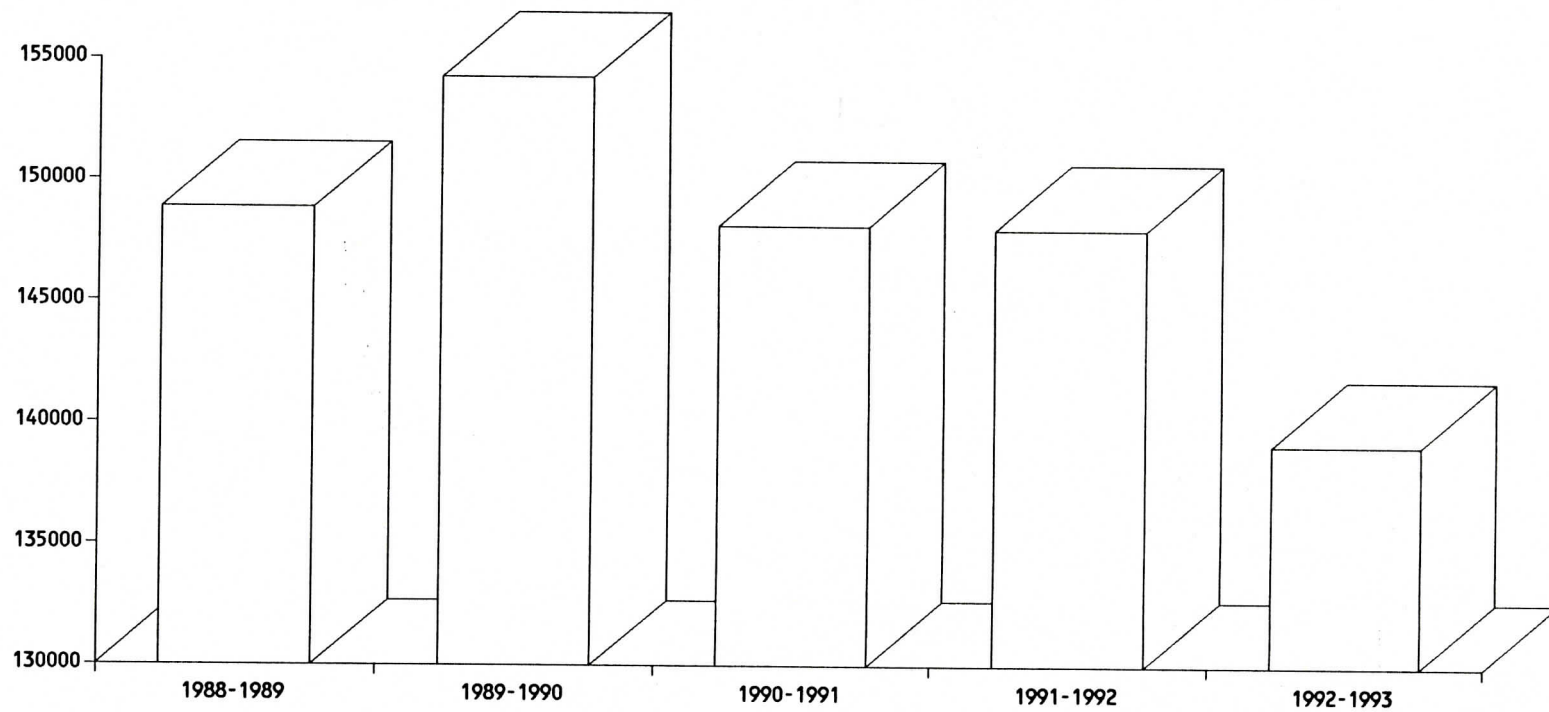


■ 1987-88  
□ 1992-93

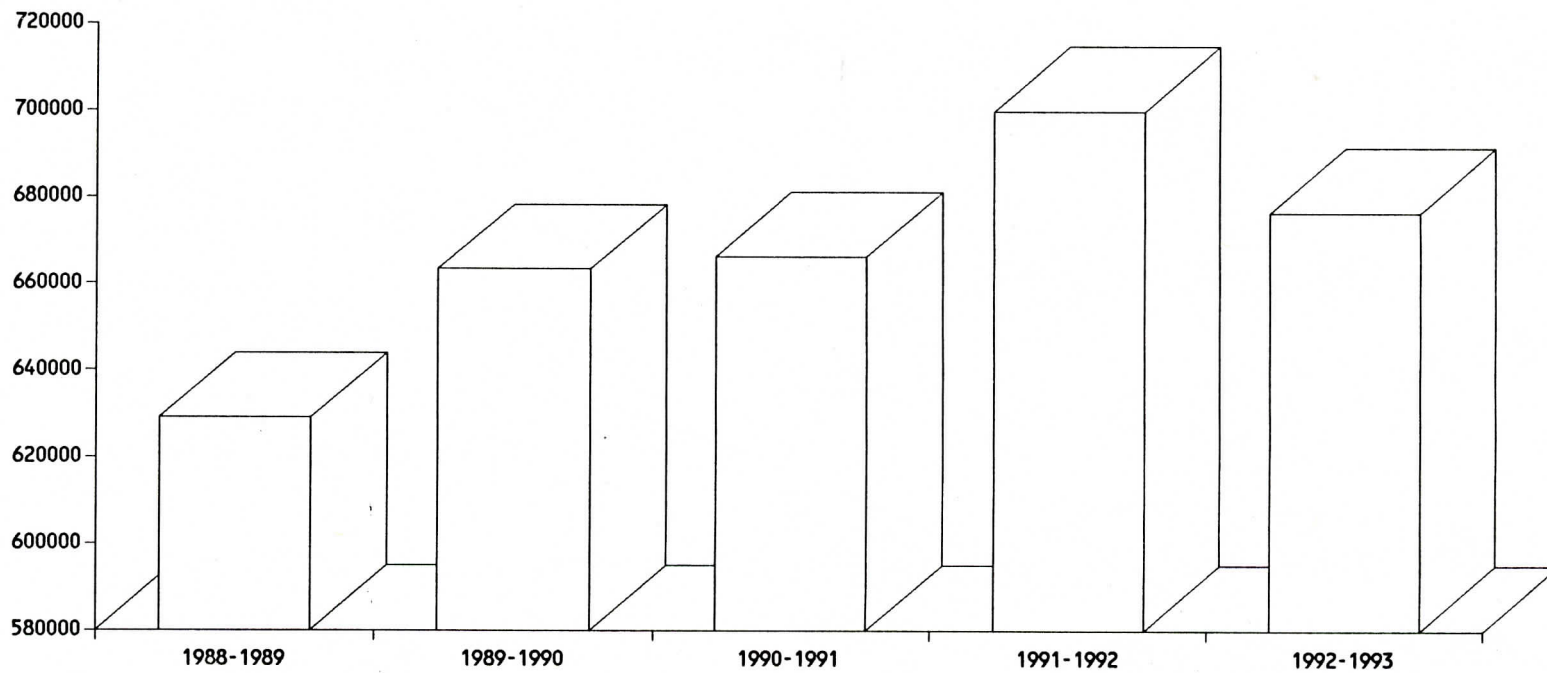
**DECATUR PUBLIC LIBRARY  
BUILDING VISITS - MAIN LIBRARY  
1988 - 1993**

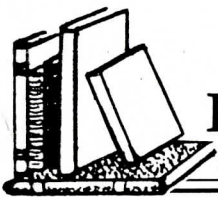


**DECATUR PUBLIC LIBRARY  
EXTENSION DEPT CIRCULATION  
1988 - 1993**



**DECATUR PUBLIC LIBRARY  
MAIN LIBRARY CIRCULATION  
1988 1993**





# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617 • FAX (217) 423-5741

JOHN A. MOORMAN, City Librarian

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May 27, 1993

Honorable Mayor and City Council  
City of Decatur  
#1 Civic Center Plaza  
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1992/93.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in the compilation of uniform public library statistics, and the Annual Report of the City Librarian, which provides a narrative summary with graphs showing Library activities for the year.

The Board wishes to use this occasion to express its appreciation for the opportunity to serve the people of Decatur, and to thank the Council for the consideration and support given during the past year.

Sincerely,

A handwritten signature in cursive script, reading "N. Richard Lockmiller". The signature is fluid and somewhat stylized, with the first letters of the first and last names being capitalized and prominent.

N. Richard Lockmiller, President  
Library Board of Trustees

NRL:lh

cc: City Manager  
Finance Director



**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES  
1992/93**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1993, and is a report of the condition of the Board's trust on April 30, 1993.

**STATEMENT OF MONIES RECEIVED--LIBRARY OPERATING FUND**

Fund balance, May 1, 1992	247,392.55
Property tax	1,955,000.00
Replacement tax	138,730.89
State grants	88,596.16
Fines & fees	68,880.10
Non-resident fees	2,501.35
Lost and damaged books	5,899.11
Photocopier	1,914.25
Reserves and misc.	9,977.11
Investment interest	21,594.83
Contributions and donations	4,258.17
Miscellaneous income	2,592.40
 TOTAL RECEIPTS	 2,547,336.92

**STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND**

Regular salaries and wages	1,142,757.95
Overtime	0
Temporary salaries	26,507.42
Retirement-IMRF	222,665.28
Group life insurance	934.20
Hospital & medical insurance	79,138.84
Worker's compensation	17,483.76
Service recognition	2,530.00
Advertising	149.45
Printing & binding	13,059.89
Serv. to maintain buildings	9,553.50
Serv. to maintain improvements	154.00
Serv. to maintain auto equipment	5,445.62
Serv. to maintain office equipment	8,989.22
Electricity	59,838.65
Gas	7,860.82
Telephone	18,113.81
Water	915.80
Auditing services	0
Training school	1,447.63
Conferences & other travel	2,534.65
Postage	8,954.20

Computer software expense	1,368.96
Temporary personnel services	59,152.68
Tuition reimbursement	1,928.80
Travel expense for interviews	2,975.10
Other professional services	29,920.54
Professional membership fee	2,061.00
Rental - data processing equip.	37,341.24
Rental - equipment	20,689.37
Gasoline	1,757.89
Janitorial supplies	3,797.71
Materials to maintain buildings	12,436.75
Materials to maintain equipment	140.00
Material to maintain auto equipment	4,553.54
Office supplies	27,641.61
Employee recognition supplies	164.10
Contingencies	0
Transfer to general fund	30,000.00
Motor vehicle insurance	3,497.00
Boiler insurance	403.00
Property insurance	14,291.00
General liability insurance	5,092.00
Transfer to library capital	90,000.00
Small capital items	4,073.79
Office machinery & equipment	10,741.36
Other machinery & equipment	745.00
Books	228,988.40
Audio-visual materials	25,534.43
Magazines/newspapers	34,142.88
<b>TOTAL EXPENDITURES</b>	<b>2,282,472.84</b>

**LIBRARY OPERATING FUND BALANCE**

Fund balance 4/30/93	\$264,864.08
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**STATEMENT OF MONIES RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND**

Fund balance 5/1/92	173,881.19
Transfer from Library operating fund	90,000.00
Interest	6,009.34
Expenditures	31,719.37
Fund balance 4/30/93	238,171.16

**STATEMENT OF CONDITION OF TRUST FUNDS**

Joseph H. Breckenridge Fund (est. 1972)*	
Fund balance 5/1/92	117,729.89
Interest on investment	4,237.59
Expenditures	0
Balance 4/30/93	121,967.48
Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/92	991.45
Interest on investment	27.98
Income	833.62
Expenditures	1,139.99
Balance 4/30/93	713.06
Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/92	106,721.41
Interest on investment	3,781.56
Expenditures	4,217.50
Balance 4/30/93	106,285.47

\* Fund restricted to purchase equipment for online catalog

\*\* Fund restricted to book purchases

**STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED**

<u>Materials available:</u>	<u>1991/92</u>	<u>1992/93</u>
Book stock, volumes	239,898	235,893
Periodicals and newspapers	969	640
Microfiche, sheets	3,629	3,629
Filmstrips, number of items	88	88
Phonodiscs and compact discs	8,484	8,555
Audio cassettes, number of items	3,231	3,561
Motion pictures	0	0
Videocassettes	4,736	5,313
Art reproductions	225	225
Government documents, number of items	38,710	42,228
Telephone directories	813	493
College catalogs	732	735
Total number of items in collections	301,515	301,360

Circulation of the above material and other material borrowed from other libraries is as follows:

	<u>1991/92</u>	<u>1992/93</u>
Adult circulation	395,512	377,670
Young adult circulation	26,230	24,079
Children's circulation	286,709	280,245
Audio-visual	139,585	133,725
Total	848,036	815,719

The division of this material by department and media is as follows:

	<u>1991/92</u>	<u>1992/93</u>
Reference	2,305	1,913
Adult Services	329,608	316,411
Young Adult	23,158	21,138
Children's	200,009	197,857
Extension	147,493	138,675
16 mm films	521	108
Videocassettes	95,841	90,464
Audio cassettes	25,445	25,820
Phonodiscs	16,539	15,791
Other	709	1,085
Extension AV	530	457
Renewals	5,878	6,000
<b>TOTAL CIRCULATION</b>	<b>848,036</b>	<b>815,719</b>

#### **STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, GIFT OR GRANT**

The Library received a distribution of \$833.62 as its share in the income from the trust established by the will of Maude E. Bridges.

The Library also received a number of donations of books and other materials to add to its collection from various people and organizations.

No real property was acquired during the year. No personal property was purchased except for items required in the normal operation of the Library.

#### **LIABILITIES**

The Library has a note with First National Bank of Decatur for the upgrade of the CLSI Altos computer system. The note matures on November 16, 1996 and as of April 30, 1993 had a balance due of \$49,165.03.

#### **STATEMENT OF MONIES REQUIRED FOR LIBRARY OPERATION IN 1992/93**

The Library Board will provide the City Council with an estimate of funds required to operate the library for fiscal year 1993/94 by November 30, 1993.

#### **OTHER STATISTICS, INFORMATION, AND SUGGESTIONS**

Attached are the 1992/93 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1992/93 Annual Report of the City Librarian, which contains a narrative summary and appropriate graphs of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 27, 1993.

Dated this 27th day of May, 1993.



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N. Richard Lockmiller, President  
Decatur Public Library Board of Trustees

LIBRARY MATERIALS REPORT - 1992/93

	PREVIOUS BALANCE	ITEMS ADDED	ITEMS WITHDRAWN	NEW NET BALANCE
BOOK MATERIALS				
Volumes	239,898	14,242	18,247	235,893
Titles	126,905	6,937	1,298	132,544
RECORDS				
Albums	7,571	2	154	7,419
Titles	5,919	0	103	5,816
CASSETTES				
Cassettes	3,231	586	256	3,561
Titles	2,744	410	108	3,046
MICROFILM				
Reels	8,825	94	0	8,919
Titles	228	1	0	229
VIDEOCASSETTES				
Tapes	4,736	837	260	5,313
Titles	4,380	473	107	4,746
COMPACT DISCS				
Discs	913	255	32	1,136
Titles	897	205	27	1,075
BOOKS ON TAPE				
Tapes	407	78	59	426
Titles	358	54	34	378
FILMSTRIPS				
Films	88	0	0	88
Titles	87	0	0	87
ART PRINTS				
Prints	225	0	0	225
Titles	224	0	2	222
MICROFICHE				
Fiches	3,629	0	0	3,629
Titles	2	0	0	2
16mm FILMS				
Films	3	0	0	3
Titles	3	0	0	3
LASER DISCS				
Discs	24	0	0	24
Titles	24	0	0	24
OVERALL				
ITEMS	269,550	16,094	19,008	266,636
TITLES	141,771	8,080	1,679	148,172

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 15, 1993

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Dan Gaumer, Edmund McClure, Barbara Ohlsen, Stanley Sitton, Robert Smith, and John Stengel. Absent: Janice Lambert and Trisha Williams. Staff present: John Moorman, Joann Stanbery, and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of the regular meeting of March 18 and the special meeting of March 26 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public was present.

IV. CITY LIBRARIAN'S REPORT

Mr. Merrick is ill and will make his departmental presentation next month.

The City Librarian's report was previously mailed.

Mr. Moorman reported that circulation statistics reflect two computer down times. For one of those times the total number of circulation lost was available, but with no breakdowns. For the other down time, all information was lost. The consensus of the Board was to add average estimate numbers when circulation is lost in the computer. March figures will be revised to reflect the estimates.

Mrs. Ohlsen made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. McClure

and unanimously carried on roll call vote. The Board went into closed session at 4:45 p.m. The meeting was re-convened at 5:40 p.m.

Mr. Sitton made a motion to approve the tentative agreement with the union as discussed in closed session. The motion was seconded by Mr. McClure and approved with 6 yes votes and one no vote (Mr. Smith).

## V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The minutes of the April 5, 1993 meeting of the Committee were reviewed. No action was taken.

**Finance and Properties Committee:** Mr. Gaumer made a motion to approved the March bills. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote.

It was noted that the ten year capital equipment budget needs to be reworked. Mr. Sitton made a motion to approve Mr. Moorman's recommendation to transfer \$90,000 to the library capital fund on April 30, 1993. The motion was seconded by Mr. McClure and unanimously carried on roll call vote.

Mr. Moorman is still looking for four additional computers to run InfoTrak and other CD ROM applications. ADM and/or Staley may have some equipment available. If not, Mr. Moorman asked for authorization to purchase up to four new computers from the library capital fund or the Breckenridge Fund. Three of the computers would be new units and one would replace a unit that is currently leased from InfoTrak at a cost of \$1,650 per year. Mr. Gaumer made a motion to authorize Mr. Moorman to spend up to \$5,600 for computers and CD-ROMS if other equipment is not obtained. The motion was seconded by Mr. Sitton and carried with 4 yes votes (Mrs. Ohlsen, Mr. Sitton, Mr. Smith, and Mr. Lockmiller) and 3 no votes (Mr. Stengel, Mr. Gaumer, and Mr. McClure).

**Rolling Prairie:** A ballot has been received for the system Board election. Mr. Lockmiller is one of four candidates running for



three slots. Mr. Moorman will cast the Board's vote for Mr. Lockmiller.

**Foundation:** The Foundation Board met April 1, 1993. The minutes of that meeting were previously mailed. The next meeting will be with the Library Board on Saturday, May 15 at 8:30 a.m.

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

**VI. AVENUES TO EXCELLENCE II**

This was tabled for another month.

**VII. OLD BUSINESS**

The Committees will discuss management pay adjustments at their May meetings.

**VIII. NEW BUSINESS**

There was no new business.

**IX. ADJOURNMENT**

Mr. Lockmiller adjourned the meeting at 6:25 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
May 3, 1993  
Special Meeting

I. CALL TO ORDER

The meeting was called to order at 5:00 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Dan Gaumer, Janice Lambert, Edmund McClure, Barbara Ohlsen, Stanley Sitton, Robert Smith, John Stengel, and Patricia Williams. Staff present: John Moorman, Joann Stanbery, and Linda Humphreys. Others present: Jeff Taylor and Ed Booth.

II. OLD BUSINESS

Mr. Smith made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote. The Board went into closed session at 5:01 p.m. The meeting was re-convened at 5:45 p.m.

Mr. Stengel made a motion to amend the contract approved April 15 to include a revised Article VIII, Section 1. The motion was seconded by Mr. Sitton and unanimously approved on roll call vote.

III. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 5:50 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**May 15, 1993**  
**Special Meeting**

**I. CALL TO ORDER**

The meeting was called to order at 8:30 a.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Stanley Sitton, John Stengel, and Patricia Williams. Absent: Janice Lambert, Edmund McClure, Barbara Ohlsen, and Robert Smith. Staff present: John Moorman and Linda Humphreys. Others present: Richard Thompson, building consultant; Mark Sorensen, Foundation Board member; Herb Dakin, Friends Board member; Sharon Alpi, Foundation Board member; and Bill Gerstner, Foundation Board Member.

**II. NEW BUSINESS**

Mr. Moorman introduced Mr. Thompson, who was hired by the Foundation Board to prepare a needs assessment study for the Library. Mr. Thompson said that he will develop a plan to reconfigure the building for maximum efficiency by looking at service components. Mr. Thompson will leave Decatur sometime Sunday afternoon and leave Mr. Moorman with an uncorrected first draft. The corrected first draft will arrive in the mail in two to three weeks. Mr. Thompson had three length meetings with staff.

The group brought up many concerns, including parking, security, aesthetics, land for future development, periodicals and newspapers, computer rooms, the framed print collection, the local history room, government documents, the Business Information Center, literacy needs, automation, better ways to serve young adults, and an outside sign.

**III. ADJOURNMENT**

Mr. Lockmiller adjourned the meeting at 11:00 a.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

**City Librarian's Report**  
**For the May 27, 1993 Meeting**  
**Of The**  
**Decatur Public Library Board of Trustees**

April 1993 has seen many library staff working towards the introduction of the new on-line public access catalog. Owen Richardson spent considerable time running wire mold and cables to the terminal locations as well as setting up terminal connect units for the system. Terminals arrived and furniture is expected shortly. Joan Bauer headed up staff training on the new system and with Grace Veach and Karen Anderson spent many hours working with GEAC/CLSI as we prepare the database for on-line catalog accessibility. A contest was held with Friends of the Library support to name our new catalog and a winner will be announced in May.

Use statistics remain mixed. Circulation was down 1.5% over last April and 1,813 fewer individuals visited the main library. However, non-directional questions asked of staff were up 49.8% over April of 1992, with the Reference Department showing a 94.1% increase. The Children's Department indicated a 3.7% increase in circulation and Extension reported a 4.1% increase while Adult circulation declined by 5.2%. To quote from Joan Bauer's report: "Service statistics increased once again. Again, much of the increase may be due to the change in statistic keeping. However, most of the staff feel that the public has been asking more questions and need more help in locating materials and information, and some of this information is very complex. The information department deserves a GOLD star for some of the answers found and the referrals in some cases."

The computer network was installed in the Catalog Department. There are six workstations in the network and through LAN connections. Four staff may access OCLC or five staff may access GEAC/CLSI at one time. The network includes MSWorks word processing/database/spreadsheet and two printers. Two stations of the network are still located in the computer room as furniture is not yet available for proper placement. Major changes are beginning in catalog procedures and the last cards have been filed in the public catalogs.

The budget year was 100% completed. Library expenditures were at 94.63% of budget. As per board

resolution, \$90,000 was transferred from the library general fund to the library capital fund.

On Friday, April 23, 1993 the annual staff in-service day was held. This year it was a visit by over 50 staff to the Harold Washington Library Center in Chicago where staff observed the operations of the largest public library building in the United States. Much effort went into planning this day and the Staff Development Committee under the leadership of April Partee and Robin Bowman are to be commended for their hard work. There were many things learned from the day including, as Karen Anderson reports: "I found it interesting that Chicago Public's Circulation Department checks out books only. Other formats are checked out in the individual departments... Their daily circulation total is equal to what we do here in Decatur. The disparity comes in manpower. I have 8.5 full-time equivalents to cover 68.5 hours. Chicago Public has 23 full-time employees to cover 40 hours. No wonder we get stressed out."

The Annual Meeting of the Illinois Library Association was held April 27 - May 1 in Springfield. Some staff got a chance to visit with exhibitors and to see programs of interest. Karen Anderson discussed damaged materials at a meeting of Library Assistants and I was active working with program events and activities in my role as co-chair of the Conference Program Committee. Other than no air conditioning in the exhibit area, the conference went well.

The Friends of the Library had their spring book sale April 16th and 17th. The sale attracted large numbers of buyers and netted \$3,700. With the sale held last October, Friends have raised \$7,055 for library related projects in the past year.

The Grant Assistance Center opened on April 20th with a ribbon cutting ceremony let by Mayor Brechnitz. Since then the center has received heavy use.

As with any month normal duties continued. The circulation department prepared 2,108 first overdue notices, 532 second notices, and 522 final bills. Thirty-eight video tapes were repaired, new carpeting was installed in the 2nd floor women's lounge, book sale setup and takedown was performed, and, for the last time, 10,550 cards were filed in various library catalogs.

Staff involvement in community activities included Steve Serber's participation in the Youth Division of the Human Services Area Consortium, Joan Bauer giving a library talk to the Heartland Kiwanis Club, Cathy Ritchie working with Mark Sturgell to set up staff ADA training, and my

resolution, \$90,000 was transferred from the library general fund to the library capital fund.

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attendance at a Macon County Librarians meeting where a tour of the Illinois Power Technical Information Center was given.

The month of April saw 69 volunteers donating 387 hours of time to the Library. The Circulation Department has been the beneficiary of increased volunteer help in recent months.

DECATUR PUBLIC LIBRARY  
 Monthly Circulation Statistics  
 April 1993

Location	1993	1992	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	194	172	12.8
Adult	27,648	29,151	-5.2
Young Adult	1,539	1,810	-15.0
Children's	14,709	14,184	3.7
<b>TOTAL</b>	<b>44,090</b>	<b>45,317</b>	<b>-2.7</b>
<b>EXTENSION PRINT</b>			
Bookmobile 547	5,647	5,618	0.5
Bookmobile 548	5,319	5,121	3.9
Outreach	1,548	1,283	20.7
<b>TOTAL</b>	<b>12,514</b>	<b>12,022</b>	<b>4.1</b>
<b>TOTAL PRINT</b>	<b>56,604</b>	<b>57,339</b>	<b>-1.3</b>
<b>NON-PRINT</b>			
Films	0	30	-100.0
Videocassettes	7,733	7,821	-1.1
Audiocassettes	2,014	2,103	-4.2
Recordings	1,310	1,347	-2.8
Other	113	65	73.9
<b>TOTAL</b>	<b>11,170</b>	<b>11,366</b>	<b>-1.7</b>
Extension Non-print	16	43	-62.8
<b>TOTAL NON-PRINT</b>	<b>11,186</b>	<b>11,409</b>	<b>-2.0</b>
Renewals	566	654	-13.5
<b>TOTAL CIRCULATION</b>	<b>68,356</b>	<b>69,402</b>	<b>-1.5</b>



DECATUR PUBLIC LIBRARY  
 12 Month Circulation Statistics  
 April 1993

Location	Current Year	Last Year	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	1,913	2,305	-17.0
Adult	316,411	329,608	-4.0
Young Adult	21,138	23,158	-8.7
Children's	197,857	200,009	-1.1
TOTAL	537,319	555,080	-3.2
<b>EXTENSION PRINT</b>			
Bookmobile 547	61,432	67,038	-8.4
Bookmobile 548	61,238	66,956	-8.5
Outreach	16,005	13,499	18.6
TOTAL	138,675	147,493	-6.0
<b>TOTAL PRINT</b>	<b>675,994</b>	<b>702,573</b>	<b>-3.8</b>
<b>NON-PRINT</b>			
Films	108	521	-79.3
Videocassettes	90,464	95,841	-5.6
Audiocassettes	25,820	25,445	1.5
Recordings	15,791	16,539	-4.5
Other	1,085	709	53.0
TOTAL	133,268	139,055	-4.2
Extension Non-print	457	530	-13.8
<b>TOTAL NON-PRINT</b>	<b>133,725</b>	<b>139,585</b>	<b>-4.2</b>
Renewals	6,000	5,878	2.1
<b>TOTAL CIRCULATION</b>	<b>815,719</b>	<b>848,036</b>	<b>-3.8</b>

**STATISTICAL REPORT**  
**April 1993**

TECHNICAL SERVICES

New book volumes added: 1,129  
New book titles added: 658  
AV titles added: 229  
Volumes withdrawn: 1,049  
Books mended: 664

PERSONNEL REPORT

	Previous Month	Terminations	New Staff	Present Strength
Librarians	9	0	0	9
Library Assistants	7 + 5	0	0	7 + 5
Clerical	16 + 9	0	0	16 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 3	0	0	2 + 3

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian;  
Catalog Clerk I; Library Administrative Clerk;

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 28 adult + 4 youth + 4 juvenile = 36 total

PROFESSIONAL ASSISTS: this 12 months to date: 57,065  
last 12 months to date: 50,313

PATRONS IN THE BUILDING: this 12 months to date: 359,698  
last 12 months to date: 375,285

VOLUMES PURCHASED: this 12 months to date: 16,048  
last 12 months to date: 16,145

VOLUNTEERS: 69 volunteers worked 387 hours

FOR PERIOD ENDING 4/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/22/93	D*MASTI	524.05	29826	4/22/93	TRAINING SCHOOL
4/02/93	COMMERCIAL MAIL SERVICES	32.85	61714	4/02/93	POSTAGE
4/02/93	TRI STAR MARKET INC	11.95	61730	4/02/93	GASOLINE
4/05/93	TREAS-CENTRAL FUND	199.75	61148	4/05/93	GASOLINE
4/06/93	TREAS-GENERAL FUND	622.51	61164	4/06/93	POSTAGE
4/06/93	TREAS-SELF INSURANCE FUND	268.41	61174	4/06/93	OFFICE SUPPLIES
4/06/93	TREAS-SELF INSURANCE FUND	15,000.00	61176	4/06/93	TRANSFER TO GENERAL FUND
4/06/93	TREAS-SELF INSURANCE FUND	291.41	61166	4/06/93	MOTOR VEHICLE-INSURANCE
4/06/93	TREAS-SELF INSURANCE FUND	33.59	61166	4/06/93	BOILER INSURANCE
4/06/93	TREAS-SELF INSURANCE FUND	1,190.92	61166	4/06/93	PROPERTY INSURANCE
4/06/93	TREAS-SELF INSURANCE FUND	424.34	61166	4/06/93	GENERAL LIABILITY INSURANCE
4/07/93	PDS/MASTIER	221.33	61194	4/07/93	POSTAGE
4/07/93	TREAS-MEDICAL INSURANCE	3,081.04	61802	4/07/93	HOSPITAL AND MEDICAL INSURANCE
4/07/93	TREAS-NON MEDICAL INS	34.12	61803	4/07/93	LIFE INSURANCE
4/07/93	TREAS-NON MEDICAL INS	686.22	61803	4/07/93	WORKERS COMPENSATION
4/07/93	TREAS-IMRF	8,120.62	61804	4/07/93	RETIREMENTS-IMRF
4/08/93	TREAS-PETTY CASH	12.00	61831	4/08/93	CONFERENCES AND OTHER TRAVEL
4/08/93	TREAS-PETTY CASH	25.00	61831	4/08/93	PROFESSIONAL MEMBERSHIP FEES
4/08/93	TREAS-PETTY CASH	19.40	61831	4/08/93	MATERIALS TO MAINT BLDGS
4/08/93	TREAS-PETTY CASH	18.05	61831	4/08/93	OFFICE SUPPLIES
4/08/93	TREAS-PETTY CASH	16.44	61831	4/08/93	BOOKS-MAIN JUVENILE
4/08/93	TREAS-PETTY CASH	6.00	61832	4/08/93	BOOKS-MAIN REFERENCE
4/08/93	TREAS-PETTY CASH	42.86	61832	4/08/93	BOOKS-MAIN TO MAINT BLDGS
4/08/93	TREAS-PETTY CASH	15.05	61832	4/08/93	MATERIALS TO MAINT BLDGS
4/12/93	MODERN BUSINESS SYSTEMS	1,418.09	61847	4/12/93	SERV TO MAINT OFFICE EQUIP
4/13/93	IOWA CITY PUBLIC LIBRARY	200.00	61866	4/13/93	SMALL CAPITAL ITEMS
4/13/93	RYLAND BASKETBALL	36.47	61871	4/13/93	OFFICE SUPPLIES
4/13/93	ROTARY BASKETBALL	85.00	61872	4/13/93	OTHER PROFESSIONAL SERVICES
4/15/93	AUKAMP, MATTHEW	75.00	61890	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	BECK'S ENGRAVING	12.50	61900	4/15/93	OFFICE SUPPLIES
4/15/93	COMBS	120.00	61908	4/15/93	BOOKS-MAIN REFERENCE
4/15/93	GALE RESEARCH CO	205.86	61912	4/15/93	BOOKS-MAIN REFERENCE
4/15/93	HARVEY, ROBERT	75.00	61913	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	HUGHES, WAYNE	60.00	61924	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	KING, IRVING	18.64	61924	4/15/93	JEMPYRIAL SUPPLIES
4/15/93	MANPOWER EQUIPMENT & PRODUCTS	3,634.05	61928	4/15/93	OFFICE SUPPLIES
4/15/93	PRINTING TREND, INC.	47.90	61928	4/15/93	OFFICE SUPPLIES
4/15/93	RECORDED BOOKS, INC.	45.00	61930	4/15/93	OFFICE SUPPLIES
4/15/93	RIGSBY, PAUL	8.00	61931	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	RUBBINS, SCHWARTZ, NICHOLAS,	60.00	61932	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	SMITH BUS SERVICE, INC	968.75	61934	4/15/93	CONFERENCE AND OTHER TRAVEL
4/15/93	SMITH BUS SERVICE, INC	180.00	61935	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	STEELE, RICHARD G	120.00	61938	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	TORRICE, RICHARD G	120.00	61939	4/15/93	OTHER PROFESSIONAL SERVICES
4/15/93	TRADE SERVICE CORPORATION	498.00	61941	4/15/93	AV-PHONODICS
4/15/93	TREASURER, STATE OF ILLINOIS	100.00	61945	4/15/93	SERV TO MAINT BUILDINGS
4/16/93	ARATEX SERVICES, INC.	2.00	61945	4/16/93	RENTAL-D-P EQUIP
4/16/93	CLS, INC.	847.01	61949	4/16/93	BOOKS-MAIN ADULT
4/16/93	BAKER & TAYLOR CO	99.54	61983	4/16/93	BOOKS-MAIN ADULT
4/16/93	BAKER & TAYLOR CO	41.47	61983	4/16/93	BOOKS-MAIN JUVENILE
4/16/93	BAKER & TAYLOR CO	64.98	61983	4/16/93	BOOKS-MAIN JUVENILE
4/16/93	BAKER & TAYLOR CO	13.92	61983	4/16/93	BOOKS-EXTENSION ADULT
4/16/93	BAKER & TAYLOR CO	45.48	61983	4/16/93	BOOKS-EXTENSION JUVENILE
4/16/93	BAKER & TAYLOR CO	11.18	61983	4/16/93	AV-PHONODICS
4/16/93	BAKER & TAYLOR CO	18.14	61983	4/16/93	AV-CASSETTES
4/16/93	BAKER & TAYLOR CO	32.92	61983	4/16/93	AV-VIDEOS
4/16/93	BAKER & TAYLOR CO	691.69	61984	4/16/93	BOOKS-MAIN ADULT
4/16/93	BAKER & TAYLOR CO	24.59	61984	4/16/93	BOOKS-MAIN JUVENILE
4/16/93	BAKER & TAYLOR CO	16.87	61984	4/16/93	BOOKS-MAIN JUVENILE
4/16/93	BAKER & TAYLOR CO	18.17	61984	4/16/93	AV-CASSETTES
4/16/93	BAKER & TAYLOR CO	119.38	61984	4/16/93	MEMBERSHIP FEES
4/20/93	AMER LIBRARY ASSN	297.00	62000	4/20/93	PROFESSIONAL ADULT
4/20/93	BAKER & TAYLOR CO	221.26	62002	4/20/93	BOOKS-MAIN ADULT
4/20/93	BAKER & TAYLOR CO	8.40	62002	4/20/93	BOOKS-MAIN JUVENILE
4/20/93	BAKER & TAYLOR CO	119.38	62002	4/20/93	BOOKS-MAIN JUVENILE

FOR PERIOD ENDING 4/30/93

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
4/20/93	BAKER & TAYLOR CO	62002	4/20/93	BOOKS-EXTENSION ADULT	15.33
4/20/93	BAKER & TAYLOR CO	62003	4/20/93	BOOKS-MAIN ADULT	1,890.74
4/20/93	BAKER & TAYLOR CO	62003	4/20/93	BOOKS-MAIN YOUTH	311.71
4/20/93	BAKER & TAYLOR CO	62003	4/20/93	BOOKS-MAIN JUVENILE	111.71
4/20/93	BAKER & TAYLOR CO	62003	4/20/93	BOOKS-MAIN REFERENCE	222.46
4/20/93	BAKER & TAYLOR CO	62003	4/20/93	BOOKS-EXTENSION ADULT	18.75
4/20/93	BAKER & TAYLOR CO	62004	4/20/93	AV-CASSETTES	1,240.15
4/20/93	BAKER & TAYLOR CO	62004	4/20/93	BOOKS-MAIN ADULT	172.98
4/20/93	BAKER & TAYLOR CO	62004	4/20/93	BOOKS-MAIN YOUTH	8.40
4/20/93	BAKER & TAYLOR CO	62004	4/20/93	BOOKS-MAIN JUVENILE	80.34
4/20/93	BAKER & TAYLOR CO	62004	4/20/93	BOOKS-EXTENSION ADULT	105.76
4/20/93	BAKER & TAYLOR CO	62004	4/20/93	AV-VIDEOS	1,105.29
4/20/93	BAKER & TAYLOR CO	62005	4/20/93	BOOKS-MAIN ADULT	286.96
4/20/93	BAKER & TAYLOR CO	62005	4/20/93	BOOKS-MAIN YOUTH	52.71
4/20/93	BAKER & TAYLOR CO	62005	4/20/93	BOOKS-MAIN REFERENCE	175.64
4/20/93	BAKER & TAYLOR CO	62005	4/20/93	BOOKS-EXTENSION ADULT	128.86
4/20/93	BAKER & TAYLOR CO	62023	4/20/93	OTHER PROFESSIONAL SERVICES	84.00
4/21/93	ROTARY MEDICAL INSURANCE	62056	4/21/93	HOSPITAL AND MEDICAL SERVICES	3,081.04
4/21/93	TREAS-NON MEDICAL INS	62057	4/21/93	GROUP LIFE INSURANCE	32.12
4/21/93	TREAS-IMRF	62058	4/21/93	WORKERS COMPENSATION	659.97
4/21/93	TREAS-PETTY CASH	62059	4/21/93	RETIREMENT-IMRF	8,295.73
4/21/93	TREAS-PETTY CASH	62059	4/21/93	SERV TO MAINT AUTO EQUIPMENT	4.00
4/21/93	TREAS-PETTY CASH	62059	4/21/93	PROFESSIONAL MEMBERSHIP FEES	15.00
4/21/93	TREAS-PETTY CASH	62059	4/21/93	MATERIALS TO MAINT BLDGS	46.83
4/21/93	TREAS-PETTY CASH	62059	4/21/93	MATERIALS TO MAINT AUTO EQUIP	20.45
4/21/93	TREAS-PETTY CASH	62059	4/21/93	MATERIALS TO MAINT BLDGS	3.75
4/22/93	DOOTH & LITTLE SERVICES, INC.	62081	4/22/93	TRAINING SCHOOL	534.05
4/26/93	CSC CREDIT FAMILY PRACTICE, INC.	62119	4/26/93	OTHER PROFESSIONAL SERVICES	50.00
4/26/93	DUC TOR'S FARM COAL	62117	4/26/93	OTHER PROFESSIONAL SERVICES	71.15
4/26/93	LUNG ISLAND COAL	62123	4/26/93	OTHER PROFESSIONAL SERVICES	90.00
4/26/93	TREAS-PETTY CASH	62128	4/26/93	OTHER PROFESSIONAL SERVICES	30.00
4/26/93	TREAS-PETTY CASH	62146	4/26/93	POSTAGE	10.30
4/26/93	TREAS-PETTY CASH	62151	4/26/93	MATERIALS TO MAINT BLDGS	71.34
4/26/93	TREAS-PETTY CASH	62156	4/26/93	MATERIALS TO MAINT BLDGS	7.77
4/27/93	BAKER & TAYLOR CO	62159	4/27/93	OFFICE SUPPLIES	2,553.00
4/27/93	CARTER, LOUISIANA	62159	4/27/93	OFFICE SUPPLIES	30.00
4/27/93	G. NELL COMPANIES	62161	4/27/93	OFFICE SUPPLIES	24.98
4/27/93	HAROLD WASHINGTON BOOK SERVICE	62166	4/27/93	CONFERENCES AND OTHER TRAVEL	40.61
4/27/93	MCNAUL TREND, INC.	62170	4/27/93	CONFERENCES AND OTHER TRAVEL	3,280.10
4/27/93	PRINTER TREND, INC.	62170	4/27/93	SERV TO MAINT OFFICE EQUIP	70.00
4/27/93	ROBBINS, SCHWARTZ & NICHOLAS,	62177	4/27/93	OFFICE SUPPLIES	125.00
4/27/93	UNIV. MICROFILM INTL	62189	4/27/93	OFFICE SUPPLIES	768.75
4/28/93	MANPOWER PETTY CASH	62194	4/28/93	TEMP PERSONNEL SERVICES	55.00
4/28/93	TREAS-PETTY CASH	62194	4/28/93	TEMP PERSONNEL SERVICES	2,437.70
4/28/93	TREAS-PETTY CASH	62199	4/28/93	OFFICE SUPPLIES	11.00
4/29/93	ILLINOIS POWER COMPANY	62207	4/29/93	ELECTRICITY	6,139.00
4/30/93	ASSOCIATED OFFICE FURNISHINGS	62212	4/30/93	OFFICE SUPPLIES	277.04
4/30/93	AL H. HUMBERT SEED CO.	62218	4/30/93	AV-VIDEOS	429.00
4/30/93	AMER. BINDER	62222	4/30/93	AV-VIDEOS	232.59
4/30/93	BAKER & TAYLOR CO	62222	4/30/93	AV-VIDEOS	219.94
4/30/93	BAKER & TAYLOR CO	62222	4/30/93	AV-VIDEOS	22.20
4/30/93	BAKER & TAYLOR CO	62222	4/30/93	AV-VIDEOS	138.49
4/30/93	BAKER & TAYLOR CO	62222	4/30/93	AV-VIDEOS	1,061.87
4/28/93	BAKER & TAYLOR CO	62223	4/30/93	BOOKS-MAIN REFERENCE	44.40
4/28/93	BAKER & TAYLOR CO	62223	4/30/93	BOOKS-EXTENSION ADULT	1,615.46
4/28/93	BAKER & TAYLOR CO	62223	4/30/93	BOOKS-EXTENSION ADULT	1,221.49
4/28/93	BAKER & TAYLOR CO	62223	4/30/93	BOOKS-EXTENSION ADULT	186.89
4/28/93	BAKER & TAYLOR CO	62223	4/30/93	BOOKS-EXTENSION ADULT	11.86
4/30/93	BAKER & TAYLOR CO	62224	4/30/93	AV-CASSETTES	82.07
4/30/93	BAKER & TAYLOR CO	62224	4/30/93	AV-CASSETTES	1,333.38
4/30/93	BAKER & TAYLOR CO	62224	4/30/93	AV-CASSETTES	63.15

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 4/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/28/93	BAKER & TAYLOR CO	40.21	62224	4/30/93	BOOKS-MAIN JUVENILE
4/30/93	BAKER & TAYLOR CO	166.12	62224	4/30/93	BOOKS-MAIN REFERENCE
4/30/93	BAKER & TAYLOR CO	179.36	62224	4/30/93	BOOKS-EXTENSION ADULT
4/30/93	BAKER & TAYLOR CO	5	62224	4/30/93	AV-CASSETTES
4/30/93	BAKER & TAYLOR CO	465.08	62224	4/30/93	AV-VIDEOS
4/30/93	BAKER & TAYLOR CO	470.50	62225	4/30/93	BOOKS-MAIN ADULT
4/30/93	BAKER & TAYLOR CO	75.13	62225	4/30/93	BOOKS-MAIN YOUTH
4/30/93	BAKER & TAYLOR CO	37.64	62225	4/30/93	BOOKS-MAIN JUVENILE
4/30/93	BAKER & TAYLOR CO	10.40	62225	4/30/93	BOOKS-MAXIN JUVEN ADULT
4/28/93	BOLAND ELECTRIC SUPPLY, INC.	377.62	62228	4/30/93	MATERIALS TO MAINT BLDGS
4/29/93	BRIDGESTON/FIRESTONE STORE	38.94	62235	4/30/93	SERV TO MAINT AUTO EQUIPMENT
4/30/93	BARRY TALK INC	416.79	62238	4/30/93	OTHER PROFESSIONAL SERVICES
4/30/93	BARRON'S EDUCATIONAL SERIES	51.40	62250	4/30/93	BOOKS-MAIN JUVENILE
4/29/93	CHILDREN'S PRESS	47.60	62251	4/30/93	JANITORIAL SUPPLIES
4/28/93	CAPITAL CITY PAPER CO	779.91	62258	4/30/93	OFFICE SUPPLIES
4/30/93	CAPITAL CITY PAPER CO	138.29	62258	4/30/93	OFFICE SUPPLIES
4/29/93	CAVENDISH, MARSHALL GROUP	665.00	62261	4/30/93	BOOKS-MAIN JUVENILE AND EQUIPMENT
4/22/93	C & K CUSTOM SIGNS	380.75	62262	4/30/93	MATERIALS TO MAINT BLDGS
4/28/93	CANDELA CORPORATION	88.75	62265	4/30/93	MATERIALS TO MAINT BLDGS
4/30/93	COMBS EDGAR	60.00	62267	4/30/93	OTHER PROFESSIONAL SERVICES
4/22/93	DECATUR SPRING	228.80	62274	4/30/93	MATERIAL TO MAINT AUTO EQUIP
4/28/93	DEMCO EDUCATIONAL CORP	13.96	62275	4/30/93	POSTAGE SUPPLIES
4/28/93	DEMCO EDUCATIONAL CORP	201.99	62275	4/30/93	OFFICE CAPITAL ITEMS
4/28/93	DEMCO EDUCATIONAL CORP	164.55	62275	4/30/93	SMALL CAPITAL ITEMS
4/30/93	DAVIDSON TITLES, INC	277.67	62283	4/30/93	BOOKS-MAIN ADULT
4/21/93	FIRST NATL BANK OF DECATUR	2,463.06	62299	4/30/93	RENTAL-D P EQUIPMENT
4/21/93	FAYLORD BROS	17.02	62303	4/30/93	BOOKS-MAIN ADULT
4/29/93	GAYLORD BROS	287.00	62308	4/30/93	OFFICE SUPPLIES
4/21/93	G J BUILDERS	147.00	62320	4/30/93	MATERIALS TO MAINT BLDGS
4/26/93	HIGHSMITH CO., INC.	277.17	62322	4/30/93	RENTAL-EQUIPMENT
4/26/93	ILLINOIS BELL	277.17	62322	4/30/93	JANITORIAL SUPPLIES
4/23/93	INGRAM'S VIDEO	586.06	62327	4/30/93	POSTAGE
4/23/93	INGRAM'S VIDEO	27.62	62327	4/30/93	POSTAGE
4/28/93	ILL STATE LIBRARY	255.00	62331	4/30/93	SUPPLIES
4/28/93	ILL STATE LIBRARY	682.26	62331	4/30/93	PRINTING AND BINDING
4/28/93	ILL STATE LIBRARY	44.00	62331	4/30/93	SERV TO MAINT OFFICE EQUIP
4/28/93	ILL STATE LIBRARY	430.75	62331	4/30/93	TELEPHONE
4/28/93	ILL STATE LIBRARY	62.75	62331	4/30/93	TELEPHONE
4/29/93	ILL STATE SUPPLY CO., INC.	2,057.80	62336	4/30/93	POSTAGE
4/28/93	JAN SAN SUPPLY	184.14	62336	4/30/93	RENTAL-EQUIPMENT
4/28/93	JOHNSTONE SUPPLY	6.50	62338	4/30/93	JANITORIAL SUPPLIES
4/30/93	JOHNSTONE SUPPLY	135.49	62338	4/30/93	POSTAGE
4/30/93	K'S MERCHANDISE MART	239.49	62344	4/30/93	MATERIALS TO MAINT BLDGS
4/29/93	KING LEAR	2,084.49	62344	4/30/93	OFFICE MACHINERY AND EQUIPMENT
4/23/93	KING LEAR	1,550.05	62348	4/30/93	SERV TO MAINT BLDGS
4/23/93	KING LEAR	22.05	62348	4/30/93	MATERIALS TO MAINT BLDGS
4/23/93	KING LEAR	85.12	62351	4/30/93	BOOKS-MAIN REFERENCE
4/29/93	LUGARIS	25.61	62351	4/30/93	SERV TO MAINT AUTO EQUIPMENT
4/29/93	LACO ELECTRONICS, INC	283.56	62357	4/30/93	MATERIALS TO MAINT AUTO EQUIP
4/30/93	MICROAGE COMPUTER CENTER	4,640.20	62381	4/30/93	MATERIALS TO MAINT BLDGS
4/28/93	MILLER O'NEILL	84.00	62382	4/30/93	OFFICE MACHINERY AND EQUIPMENT
4/28/93	MILLER O'NEILL	430.90	62382	4/30/93	SERV TO MAINT IMPROVEMENTS
4/21/93	MULTIMEDIA ELECTRONICS	94.90	62387	4/30/93	MATERIALS TO MAINT BLDGS
4/21/93	NEWARK ELECTRONICS	50.25	62391	4/30/93	OFFICE SUPPLIES
4/21/93	NET RESEARCH	16.95	62400	4/30/93	MATERIALS TO MAINT BLDGS
4/30/93	NLWMAN-DULLMAN	171.00	62401	4/30/93	BOOKS-MAIN REFERENCE
4/30/93	OMINGRAPHICS, INC.	171.50	62401	4/30/93	JANITORIAL SUPPLIES
4/21/93	PROFESSIONAL BOOKS, INC.	178.57	62413	4/30/93	BOOKS-MAIN REFERENCE
4/30/93	RECORDED BOOKS, INC.	485.55	62421	4/30/93	AV-CASSETTES
4/30/93	REGENT BOOK CO	84.21	62424	4/30/93	BOOKS-MAIN ADULT
4/30/93	REGENT BOOK CO	50.94	62424	4/30/93	BOOKS-EXTENSION ADULT
4/29/93	RIGSBERRY, PAUL	50.00	62426	4/30/93	OTHER PROFESSIONAL SERVICES
4/29/93	REED REFERENCE PUBL	50.00	62427	4/30/93	OTHER PROFESSIONAL SERVICES
4/28/93	SATTLEYS, INC.	424.89	62431	4/30/93	BOOKS-MAIN ADULT
4/28/93	SATTLEYS, INC.	202.28	62431	4/30/93	OFFICE SUPPLIES

FOR PERIOD ENDING 4/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/27/93	STRIGLOS/HAINES & ESSICK	39.61	62440	4/30/93	OFFICE SUPPLIES
4/30/93	SCHUER-TEL COMMUNICATIONS	112.50	62441	4/30/93	TELEPHONE
4/21/93	SPRINGFIELD ELECTRIC SUPPLY	84.05	62450	4/30/93	MATERIALS TO MAINT BLDGS
4/30/93	SLEETH, ALAN	120.00	62454	4/30/93	OTHER PROFESSIONAL SERVICES
4/30/93	STEIL, RICHARD G	180.00	62455	4/30/93	OTHER PROFESSIONAL SERVICES
4/29/93	TRUMP PRINTING, INC.	336.00	62460	4/30/93	PRINTING AND BINDING
4/30/93	TORTORICE, DENNIS R	180.00	62463	4/30/93	OTHER PROFESSIONAL SERVICES
4/30/93	TELECOM U S A	69.14	62468	4/30/93	TELEPHONE
4/29/93	UNIVERSITY BOOK SERVICE	47.62	62472	4/30/93	BOOKS-MAIN JUVENILE
4/29/93	WEST PUBLISHING COMPANY	635.45	62478	4/30/93	BOOKS-MAIN REFERENCE
4/28/93	WOOD PRINTING SERVICE, INC.	173.00	62479	4/30/93	PRINTING AND BINDING
TOTAL		108,589.83			

FOR PERIOD ENDING 4/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/16/93	C L S I, INC.	14,974.37	61949	4/16/93	COMPUTER SOFTWARE EXPENSE
TOTAL		14,974.37			

FOR PERIOD ENDING 4/30/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/20/93	BAKER & TAYLOR CO	12.00-	62002	4/20/93	EXPENDITURES
4/20/93	BAKER & TAYLOR CO	144.96	62004	4/20/93	EXPENDITURES
4/30/93	BAKER & TAYLOR CO	33.75	62222	4/30/93	EXPENDITURES
TOTAL		166.71			

DECATUR PUBLIC LIBRARY		PERIOD ENDING 04/30/93				
CCT. O.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED % BALANCE REAL
<b>FUND BALANCE</b>						
0001-000	BEGINNING FUND BALANCE	.00	202,570.00	247,392.55	166,232.00	81,160.55- 148
	TOTAL	.00	202,570.00	247,392.55	166,232.00	81,160.55- 148
<b>TAXES</b>						
0100-107	PROPERTY TAX-LIBRARY	.00	1,954,999.99	1,955,000.00	1,955,000.00	.00 100
	TOTAL	.00	1,954,999.99	1,955,000.00	1,955,000.00	.00 100
<b>INTER GOVERNMENTAL REVENUE</b>						
0200-104	REPLACEMENT TAX	28,068.05	115,999.99	138,730.89	116,000.00	22,730.89- 119
0200-107	STATE GRANTS OR OTHER	.00	109,200.00	88,596.16	109,200.00	20,603.84 81
	TOTAL	28,068.05	225,199.99	227,327.05	225,200.00	2,127.05- 100
<b>FINES AND FEES</b>						
0500-509	LIBRARY FINES AND FEES	7,665.22	55,000.00	68,880.10	55,000.00	13,880.10- 125
0500-510	LIBRARY NON-RESIDENT FEES	187.50	1,999.99	2,501.35	2,000.00	501.35- 125
0500-511	LIBRARY LOST AND DAMAGED BOOKS	730.10	4,000.00	5,899.11	4,000.00	1,899.11- 147
0500-514	VERIFAX	150.90	1,800.00	1,914.25	1,800.00	114.25- 106
0500-515	RESERVES	1,174.73	4,999.99	9,977.11	5,000.00	4,977.11- 199
	TOTAL	9,908.45	67,799.98	89,171.92	67,800.00	21,371.92- 131
<b>INVESTMENT INCOME</b>						
0700-101	INVESTMENT INTEREST	1,185.29	19,000.00	21,594.83	19,000.00	2,594.83- 113
	TOTAL	1,185.29	19,000.00	21,594.83	19,000.00	2,594.83- 113
<b>OTHER INCOME</b>						
0800-805	CONTRIBUTIONS AND DONATIONS	211.95	4,000.00	4,258.17	4,000.00	258.17- 106
0800-899	MISCELLANEOUS INCOME	1,291.50	1,200.00	2,592.40	1,200.00	1,392.40- 216
	TOTAL	1,503.45	5,200.00	6,850.57	5,200.00	1,650.57- 131
	<b>FUND TOTAL</b>	<b>40,665.24</b>	<b>2,474,769.96</b>	<b>2,547,336.92</b>	<b>2,438,432.00</b>	<b>108,904.92- 104</b>

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
<b>SALARIES &amp; WAGES</b>								
090	REGULAR SALARIES	1,233,031	75,555.43	982,138.59	1,233,030	250,892.41	.00	250,892.41
092	HOLIDAYS	0	7,497.72	58,050.27	0	58,050.27	.00	58,050.27
094	OTHER LEAVE WITH PAY	0	66.76	2,430.90	0	2,430.90	.00	2,430.90
096	SICK TIME	0	2,600.61	31,451.98	0	31,451.98	.00	31,451.98
098	VACATION TIME	0	3,060.68	68,686.21	0	68,686.21	.00	68,686.21
		1,233,031	88,811.23	1,142,757.95	1,233,030	90,273.05	.00	90,273.05
<b>PERSONAL SERVICES</b>								
102	TEMPORARY SALARIES	18,568	2,868.39	26,507.62	18,567	7,939.42	.00	7,939.42
111	RETIREMENT - IMRF	244,364	16,503.35	222,665.28	244,363	21,498.72	.00	21,498.72
114	GROUP LIFE INSURANCE	1,134	68.24	79,138.84	1,134	199.80	.00	199.80
112	HOSPITAL AND MEDICAL	87,900	6,162.08	17,483.76	87,900	8,761.16	.00	8,761.16
114	WORKERS COMPENSATION	19,390	1,383.09	17,483.76	19,389	1,906.24	.00	1,906.24
115	SERVICE RECOGNITION	2,583	227.50	2,530.00	2,583	53.00	.00	53.00
		373,939	27,212.65	349,259.50	373,936	24,679.50	.00	24,679.50
<b>CONTRACTUAL SERVICES</b>								
201	ADVERTISING	1,000	.00	149.45	999	850.55	.00	850.55
202	PRINTING AND BINDING	18,000	1,489.26	13,059.89	18,000	4,940.11	.00	4,940.11
210	SERV TO MAINT BUILDINGS	13,200	2,086.49	19,553.40	12,999	3,446.50	.00	3,446.50
211	SERV TO MAINT IMPROVEMENTS	2,200	84.00	154.00	199	46.00	.00	46.00
212	SERV TO MAINT AUTO EQUIP	5,000	128.06	5,445.62	4,999	445.62	.00	445.62
213	SERV TO MAINT OFFICE EQUIP	12,500	1,536.09	8,989.22	12,499	3,510.78	.00	3,510.78
231	ELECTRICITY	12,500	6,139.00	59,838.65	12,499	15,161.35	.00	15,161.35
232	GAS	21,000	.00	7,860.82	21,000	4,639.18	.00	4,639.18
233	TELEPHONE	1,000	1,484.04	18,915.81	999	2,886.19	.00	2,886.19
234	WATER	1,500	.00	18,915.81	1,500	84.20	.00	84.20
238	ADULTING SERVICES	3,500	.00	1,447.63	3,499	1,500.00	.00	1,500.00
240	TRAINING SCHOOL	1,500	524.05	2,534.20	1,500	2,052.37	.00	2,052.37
241	CONFERENCES AND OTHER TRAVE	1,500	766.61	8,954.20	1,500	1,034.65	.00	1,034.65
245	POSTAGE	18,900	997.17	8,954.20	18,899	9,545.80	.00	9,545.80
247	COMPUTER SOFTWARE EXPENSE	33,510	6,068.75	1,368.96	33,500	468.90	.00	468.90
271	TUITION REIMBURSEMENT	1,500	.00	1,928.80	1,500	25,642.68	.00	25,642.68
273	TRAVEL EXPENSE FOR INTERVIEW	4,500	.00	2,975.10	4,499	428.80	.00	428.80
280	OTHER PROFESSIONAL SERVICES	3,300	3,999.31	29,920.54	3,300	24.90	.00	24.90
284	PROFESSIONAL MEMBERSHIP FEE	35,000	337.00	2,061.00	34,999	14,579.46	.00	14,579.46
289	RENTAL-EQUIPMENT	23,000	1,215.05	37,341.24	22,999	2,341.24	.00	2,341.24
		327,910	29,337.68	292,454.93	327,897	2,310.63	.00	2,310.63
						35,455.07	.00	35,455.07
<b>COMMODITIES</b>								
310	GASOLINE	3,200	211.60	1,757.89	3,199	1,442.11	.00	1,442.11
312	JANITORIAL SUPPLIES	4,000	76.38	3,797.71	3,999	202.29	.00	202.29
320	MATERIALS TO MAINT BLDGS	14,000	3,941.23	12,436.75	13,999	1,563.25	.00	1,563.25
328	MATERIALS TO MAINT EQUIPMENT	0	.00	140.00	0	140.00	.00	140.00
337	OFFICE SUPPLIES	5,000	274.86	4,553.54	4,999	446.46	.00	446.46
357	EMPLOYEE RECOGNITION SUPPLI	34,000	2,826.89	27,641.61	33,999	6,358.39	.00	6,358.39
		34,375	.00	164.10	33,375	210.90	.00	210.90
		60,575	8,045.96	50,491.60	60,570	10,083.40	.00	10,083.40
<b>OTHER CHARGES</b>								
400	CONTINGENCIES	10,000	.00	30,000.00	9,999	10,000.00	.00	10,000.00
415	TRANSFER TO GENERAL FUND	30,000	.00	3,497.00	30,000	.00	.00	.00
418	MOTOR VEHICLE-INSURANCE	3,497	291.41	3,497.00	3,496	.00	.00	.00
420	BOILER INSURANCE	3,403	333.59	403.00	3,402	.00	.00	.00



CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED PRCNT
<b>OTHER CHARGES</b>							
421	PROPERTY INSURANCE	14,291	1,190.92	14,291.00	14,290	.00	.00
423	GENERAL LIABILITY INSURANCE	5,092	424.34	5,092.00	5,091	.00	.00
429	TRANSFER TO CAP IMPROVMENTS	67,130	90,000.00	90,000.00	67,129	22,870.00	22,870.00
499	SMALL CAPITAL ITEMS	1,500	364.95	4,075.79	1,500	2,575.79	2,575.79
		131,913	107,305.21	147,356.79	131,907	15,443.79	15,443.79
<b>CAPITAL OUTLAY</b>							
515	OFFICE MACHINERY AND EQUIPM	7,450	5,545.17	10,741.36	7,449	3,291.36	3,291.36
520	OTHER MACHINERY AND EQUIPME	0	.00	745.00	0	745.00	745.00
		7,450	5,545.17	11,486.36	7,449	4,036.36	4,036.36
<b>CAPITAL OUTLAY</b>							
801	BOOKS-MAIN ADULT	94,700	15,414.51	96,183.68	94,699	1,483.68	1,483.68
802	BOOKS-MAIN YOUTH	8,000	605.25	6,389.60	7,999	1,710.40	1,710.40
803	BOOKS-MAIN JUVENILE	30,000	2,448.20	38,874.04	30,000	8,128.27	8,128.27
804	BOOKS-MAIN REFERENCE	56,000	30.00	3,801.63	55,999	2,874.04	2,874.04
805	BOOKS-PROFESSIONAL	3,000	763.57	3,875.64	3,000	801.63	801.63
821	BOOKS-EXTENSION ADULT	15,000	.00	15,363.09	15,000	875.64	875.64
822	BOOKS-EXTENSION YOUTH	400	.00	9,272.45	399	36.91	36.91
823	BOOKS-EXTENSION JUVENILE	9,000	12.94	3,465.87	9,000	272.45	272.45
830	AV-PHOTOPTICS	4,000	509.18	3,551.82	3,999	445.29	445.29
831	AV-CASSETTES	7,000	1,038.29	17,259.82	6,999	482.15	482.15
832	AV-VIDEOS	18,000	.00	17,459.82	18,064	605.38	605.38
841	MAG/PAPERS-MAIN ADULT	435	.00	527.56	435	92.56	92.56
842	MAG/PAPERS-MAIN JUVENILE	1,083	.00	1,086.26	1,083	3.26	3.26
843	MAG/PAPERS-MAIN REFERENCE	9,817	.00	10,901.23	9,816	1,084.23	1,084.23
844	MAG/PAPERS-MAIN PROFESSIONA	936	.00	932.99	936	3.01	3.01
845	MAG/PAPERS-MAIN ADULT	3,424	.00	2,960.18	3,423	463.82	463.82
846	MAG/PAPERS-EXTEN YOUTH	90	.00	174.34	90	84.34	84.34
848	MAG/PAPERS-EXTEN JUVENILE	137	.00	100.70	136	36.30	36.30
		277,087	23,631.00	288,665.71	277,076	11,578.71	11,578.71
<b>** DIVISION TOTAL **</b>		2,411,905	289,888.90	2,282,472.84	2,411,865	129,432.16	129,432.16

LIBRARY CAPITAL		PERIOD ENDING 04/30/93						
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	168,000.00	173,881.19	168,000.00	5,881.19-	103	
	TOTAL	.00	168,000.00	173,881.19	168,000.00	5,881.19-	103	
TRANSFERS FROM								
30600-709	TRANSFER FROM DPL	90,000.00	.00	90,000.00	.00	90,000.00-		
	TOTAL	90,000.00	.00	90,000.00	.00	90,000.00-		
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	425.04	7,600.00	6,009.34	7,600.00	1,590.66	79	
	TOTAL	425.04	7,600.00	6,009.34	7,600.00	1,590.66	79	
	FUND TOTAL	90,425.04	175,600.00	269,890.53	175,600.00	94,290.53-	153	

LIBRARY CAPITAL EXPENDITURES		REPORT OF EXPENDITURES TO BUDGET					LIBRARY CAPITAL		
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	20,000	14,974.37	14,974.37	19,999	5,025.63	.00	5,025.63	74.9
280	OTHER PROFESSIONAL SERVICES	35,000	.00	.00	34,999	35,000.00	.00	35,000.00	
		55,000	14,974.37	14,974.37	54,998	40,025.63	.00	40,025.63	27.2
CAPITAL OUTLAY									
510	AUTOMOTIVE EQUIPMENT	15,000	.00	13,972.00	15,000	1,028.00	.00	1,028.00	93.1
515	OFFICE MACHINERY AND EQUIPM	13,000	.00	2,773.00	12,999	10,227.00	.00	10,227.00	21.3
		28,000	.00	16,745.00	27,999	11,255.00	.00	11,255.00	59.8
** DIVISION TOTAL **		83,000	14,974.37	31,719.37	82,997	51,280.63	.00	51,280.63	38.2

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
900	EXPENDITURES	10,000	166.71	4,217.50	9,999	5,782.50	.00	5,782.50	42.2
		10,000	166.71	4,217.50	9,999	5,782.50	.00	5,782.50	42.2
	** DIVISION TOTAL **	10,000	166.71	4,217.50	9,999	5,782.50	.00	5,782.50	42.2

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	CAPITAL CUTLAY								
	EXPENDITURES								
900	EXPENDITURES	10,000	.00	.00	9,999	10,000.00	.00	10,000.00	
		10,000	.00	.00	9,999	10,000.00	.00	10,000.00	
	** DIVISION TOTAL **	10,000	.00	.00	9,999	10,000.00	.00	10,000.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
900	EXPENDITURES	1,500	.00	306.37	1,500	1,193.63	.00	1,193.63	20.4
		1,500	.00	306.37	1,500	1,193.63	.00	1,193.63	20.4
	** DIVISION TOTAL **	1,500	.00	306.37	1,500	1,193.63	.00	1,193.63	20.4

**Finance and Properties Committee**  
**May 4, 1993**

Mr. Sitton called the meeting to order at 4:30 p.m. Members present: Mr. Sitton, Dick Lockmiller, Barb Ohlsen, and John Stengel. Absent: Ed McClure and Bob Smith. Staff present: John Moorman, Joann Stanbery, and Linda Humphreys.

Technical Services office furnishings: After discussion, it was determined that proper bid specifications should be sent out to all vendors who submitted quotes for the furniture as well as the local vendors. Mr. Moorman will prepare a recommendation for the next Board meeting based on the bids received. The furniture will be paid for out of the capital fund. Mr. Moorman reported that there are no statutory requirements for libraries for obtaining bids for purchases. The committee suggested that the Personnel, Policy and Public Relations Committee should prepare written guidelines for a purchasing procedure for major purchases.

Transfer to capital fund: Mr. Moorman reported that \$90,000 was transferred from the library general fund to the library capital fund. The capital fund balance is now \$237,746.12. The Breckenridge fund balance is \$97,150.19.

Budget & Technology Operational Audit: Mr. Moorman prepared a written response to the first 25 of 74 summary recommendations. These responses will be refined and presented at the May Board meeting.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

John A. Moorman  
City Librarian

On July 18, 1991 Linda J. Love, Supervisor of the City of Decatur's Office of Budget and Technology, transmitted to James C. Seidl, Decatur City Librarian, the completed report for the Operational Review of the Decatur Public Library for his review and consideration. In her letter of transmission, Linda Love stated "the issues faced by the Project Team were very complex and inter-related ... because of the broad scope of the issues addressed, additional time for further research would have been helpful to further refine the recommendations."

The intent of the report and its accompanying recommendations was "to serve as a guideline for strategic planning and the formulation of long-range plans." In this light the report has been studied in detail by the Board of Library Trustees and library staff. During this period of examination and study, James Seidl resigned as City Librarian in January of 1992 and John A. Moorman became the new City Librarian on July 2, 1992. This administrative change necessitated a longer time frame for consideration of the report than otherwise might have been the case.

In responding to the recommendations made in the Operational Review of the Decatur Public Library, the Library Board expresses its appreciation to all who have contributed not only to the report but to its examination as well. As the Board of Trustees embarks upon a new five year planning cycle in the fall of 1993, this report and its evaluation will be an important part of our planning process.

The first five recommendations of the study concern the Library's CLSI computer system and its operation. The Board has no intention of establishing an in-house data processing position. The library uses on a regular basis the services of the City of Decatur's Data Processing Division, now MIS, to deal with computer problems and has found this arrangement to be highly satisfactory. The timely and excellent assistance given to the Library by Ed Long and his staff preclude the library considering adding staff in this area.

Since the generation of this report, the Library has progressed with the installation of its on-line catalog. In so doing, consideration was given to the concerns expressed in the report and a study was done to document traffic patterns at the card catalog. In addition, other libraries were surveyed on their on-line catalog experience and visits were made to several to view catalogs in operation. One

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result of this process is the elimination of one position in the catalog department and the reorganization of work loads in this department, enabling more efficient use of personnel. This process has been accomplished within the library's regular revenue stream, a concern expressed in the report.

Computer training is an essential aspect of library operations and staff receive training on all aspects of computer operations relating to their job duties. Manuals of operation of both the circulation and on-line catalog procedures are kept in locations readily accessible to library staff and are kept up to date.

Any further upgrading or changing of the ALTOS system for either circulation or on-line catalog use will be discussed with the city's MIS and purchasing departments to make certain that the best possible deal is obtained for the Library. Inherent in any discussion of future computer upgrades or changes to the basic system is a discussion with GEAC/CLSI, our system vendor, concerning their plans for system support and development.

As a part of our on-line catalog development, the retrospective conversion of library holdings was done in-house as recommended in the report at a considerable savings to the library.

The Library Board, as per recommendation number six, will not consider the removal of the overhead cable which connects the library to the city's computer operations until it can be accomplished as a part of regular work on Franklin Street.

The library has identified and put into place new procedures in the handling of cash and the entry of its receipts at the Circulation Desk. These procedures address the concerns listed in recommendation number seven.

Since the fall of 1992, the Library has instituted new collection weeding procedures. Selected library staff in the information services area are now assigned specific areas of the collection to weed of outdated and worn materials. In this process, the library's CLSI system is used to gather use data on library materials. Material which was originally purchased in multiple copies to meet initial demand is now weeded more heavily as demand decreases. The recommendation that the library consider the establishment of an optional field in the MARC database for

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recording an item's status in standard library indices was considered. It was not done as it is questionable how helpful it would be in the weeding process and it would have been a very labor intensive undertaking to have done so. In the process of examining items for possible removal from the collection, staff look closely at the number of copies on the shelf and remove excess copies, particularly of fiction items shelved on the main floor. This step addresses the concern found in recommendation number twenty-four.

When an adult library card is issued, it is now a permanent plastic card which can be renewed every three years. Thus the same user number is kept for the duration of the individual's use of the library. This addresses the concern outlined in recommendation number nine. In addition, the library user database is now purged on an annual basis which permits the library to have an accurate count of regular library users. The use of the CLSI system to print bar codes for library cards was investigated. This investigation found that print quality was very poor and it was much more economical to have outside firms print bar code labels.

As was done with collection weeding, selected members of the library's information services area and extension services are responsible for selecting materials in specific collection areas. This and the previously mentioned weeding procedures are steps in the development of a total collections management program for the library as discussed in recommendation sixteen. As a part of this process, the contract with Baker and Taylor was reexamined as well as the McNaughton book leasing plan. The result of this process was an increase in the discount level offered us by Baker and Taylor and an increasing effort to use the McNaughton plan wherever possible to decrease the number of duplicate copies of titles purchased for regular addition to the library's collection. This allows more individual titles to be purchased with regular funding and addresses the concern indicated by recommendation number twenty-three.

In the process of purchasing materials as well as all items necessary for the operation of the Library, we are working much closer with the City of Decatur's purchasing department. Through both our efforts, the library is receiving more value per item purchased as well as decreasing the cost of purchasing. Just recently we encumbered book purchases with Baker and Taylor on an annual purchase order basis which should save considerable office expense in the payment of book orders.

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We have subscribed to Baker and Taylor's electronic book ordering system so that orders can be generated with a minimum of paperwork and we can issue most needed reports through the computer. This step positively addresses the concerns listed in recommendations thirteen through fifteen. In addition we no longer purchase video laser discs as recommendation number twelve requested.

As a part of developing the on-line public access catalog, the catalog department had in April of 1993, a personal computer user network installed. This network enables all catalog department staff to have access to both our computer catalog and the national OCLC database which we use in the collection cataloging process. With this network our cataloging staff is making the most efficient use of their time and skills. This network will cause the revision of cataloging guidelines as proposed in recommendation number eighteen. During this process all obsolete memoranda will be rescinded.

Any library staff must have a commitment to the provision of quality user service if it is to be successful. In light of recommendation number twenty, evaluation procedures are being implemented which will stress the importance of user service provision in the evaluation process. In line with this concern with user service provision, the library is examining the possibility of permitting telephonic renewal of library materials. State laws concerning the privacy of circulation records limit how and what information may be given out on library usage.

Changes have been made in the shelving of material new to the collection. Now new items acquired within a six month period are shelved in the new book section as requested in recommendation number twenty-five. There is no current program to shelve all new acquisitions in this area as many retrospective purchases are more properly shelved with, and looked for by library users with, other similar titles on the regular shelves.

Several recommendations dealt with the Extension Department, its staffing level, and the use of computers on the bookmobile. Currently, there is no plan to discontinue the direct computer hookup to the bookmobiles, as to do so would result in poorer public service being given to bookmobile users. There is also no plan to adjust the staffing level of the department. The department has started a long-range planning process which will result in a



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reexamination of all departmental services and the staffing levels needed to perform services in the future.