

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, July 15, 1999 4:30 p.m.  
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
  - A. Regular meeting of June 17, 1999
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. Meeting of July 8, 1999
  - B. Finance and Properties Committee
    - 1. Approval of bills for June 1999
    - 2. Approval of payment to Mid-States General & Mechanical Contracting Corporation
    - 3. Approval of payment to Craftmasters, Inc.
  - C. Grand Opening Committee
  - D. Rolling Prairie Library System
    - 1. Report on July 1999 system board meeting
  - E. Friends of the Library
    - 1. Meeting of July 14, 1999
  - F. Foundation
    - 1. No meeting
- VI. Old business
- VII. New business
- VIII. Adjournment









**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**June 17, 1999**

**I. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Mark Gibson, Mary Gladney, Patricia Greanias, Judi Moss, Russell Reimer, and John Stengel. Absent: Wayne Dunning. Staff present: John Moorman, Susan Hemp, Linda Humphreys, and Karen Anderson.

**II. APPROVAL OF MINUTES**

The minutes of the regular meeting of May 27, 1999, were approved as mailed.

The minutes of the annual meeting of May 27, 1999, were approved as mailed.

**III. COMMUNICATION FROM THE PUBLIC**

No one from the public addressed the Board.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's written report was previously mailed.

Closing dates for the move were discussed. Bookmobile service will continue during the shutdown. Limited interlibrary loan service will be offered through the bookmobiles as well. Mr. Stengel made a motion to close the library at 5 p.m. Friday, August 13, 1999 for the move with a planned opening date of September 7, 1999 in the new library. The motion was seconded by Mrs. Gladney and unanimously approved. Mrs. Arnold made a motion that materials checked out July 12 or later have a due date of October 4, 1999. The motion was seconded by Mr. Reimer and unanimously approved.

Mr. Moorman reported that over 1,100 children in the city can not use their library card because of fines. Mrs. Gladney made a motion to waive the fines on all children's accounts when the new library opens. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

Regarding the donor wall, the proposals were reviewed and discussed. No action was taken.

The meeting room policy for the new library was discussed. This will be reviewed at the next Personnel, Policy and Public Relations Committee meeting.

Regarding parking during the Decatur Celebration, Mr. Moorman reported that Teena Zindel-McWilliams is working with a Boy Scout Troop to coordinate the other troops working together

on this project. Mr. Cardwell has said that the building he leases in the parking lot at the new library will be closed during the Decatur Celebration. Mrs. Gladney made a motion to authorize the Friends of the Library to work with the Boy Scouts this year to coordinate the use of the library's parking lot during the Decatur Celebration as a fundraiser for both organizations. The motion was seconded by Mrs. Greanias and approved on roll call vote with 7 yes votes and 1 no vote (Mrs. Moss).

## V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met June 3, 1999. The committee reviewed a revised sexual harassment policy. Mrs. Moss made a motion to approve the policy with an addition from Mr. Booth. The motion was seconded by Mr. Gibson and unanimously approved.

Mrs. Moss reported that the committee discussed library hours during the Decatur Celebration. Mrs. Moss made a motion that the library close Friday, August 6 at 5 p.m. and close all day Saturday, August 7, 1999 during the Decatur Celebration. The motion was seconded by Mrs. Arnold and unanimously approved.

Mr. Moorman has 12 vacation days that he will not be able to take by his anniversary date on July 2 because of the building project. Mrs. Moss made a motion to allow Mr. Moorman to carry his vacation days over until December 31, 1999. The motion was seconded by Mrs. Arnold and unanimously approved.

**Finance and Properties Committee:** Mr. Stengel made a motion to approve the May 1999 bills. The motion was seconded by Mr. Gibson and unanimously carried on roll call vote.

Mr. Stengel made a motion to approve the second billing from Craftmasters for \$94,678 for the roof on the new library. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

Mr. Stengel made a motion to approve partial payment to MidStates General & Mechanical Contracting Corporation for \$607,862 upon submission of the final waivers for construction of the new library. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

The committee did not meet.

**Grand Opening Committee:** Mrs. Moss reviewed the plans of the committee for the grand opening celebration.

**Rolling Prairie Library System:** Mrs. Moore attended the meeting. She reported that the system would still like to have Decatur Public Library in its DRA users group. Renovations at the system are expected to be completed in July.

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



**Foundation:** The Foundation Board of Directors met June 1, 1999. Mr. Moorman reported that the building project and donor wall were discussed. The next project will be a fundraiser for a new bookmobile.

## VI. OLD BUSINESS

There was no old business.

## VII. NEW BUSINESS

Mr. Gibson made a motion to approve the Ordinance Determining Prevailing Wage Rates. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

Mrs. Gladney made a motion to approve and submit the FY2000 per capita grant application as presented. The motion was seconded by Mr. Reimer and unanimously approved on roll call vote.

Bids for moving the library were reviewed. The lower bid was submitted by Federal Johnson Moving and Storage. That company moved the Illinois State Library as well as the Schaumburg Public Library. Mrs. Greanias made a motion to accept the bid of Federal Johnson Moving and Storage for \$114,995 to move the library to its new location. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote.

Mr. Moorman presented an Ordinance Prohibiting Solicitation and Acceptance of Gifts. After discussion, Mrs. Arnold made a motion to approve the ordinance as presented. The motion was seconded by Mrs. Gladney and approved with 7 yes votes and 1 no vote (Mr. Stengel).

A list of names for various areas in the new library was discussed. Mrs. Moss made a motion to approve the following: The Archer Daniels Midland Children's Area, the Penny Severns Quiet Study Room, the A.E. Staley Manufacturing Company Conference Room, and the large public meeting room and entrance foyer named as requested by Dean and Marilynn Madden. Any changes to this list or any additions will require future Board action. The motion was seconded by Mrs. Greanias and unanimously approved.

Mrs. Moore renewed the committee appointments for the coming fiscal year.

## VIII. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:20 p.m.

Respectfully submitted,



Mary Gladney, Secretary  
Decatur Public Library Board of Trustees

**City Librarian's Report**  
**For the July 15, 1999 Meeting**

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

Progress continues on the new library building. The major remaining problem is the main staircase. It has not yet arrived and the new scheduled arrival date is July 19. If it arrives on that date, then the scheduled substantial completion date for the project will slip to August 16, which is when we are planning to begin our move. I will be working with the general contractor and PSA this week to see if we can continue to operate on our current move schedule.

Grace Veach and Sue Hemp represented the library at the annual conference of the American Library Association in New Orleans the week of June 24-30. Grace was able to attend the moving discussion group sessions. Both she and Sue attended the GEAC users breakfast and National Users' Group meetings. There they received an update on new GEAC pricing policies and a schedule for a new patch for release 2.6. This is now due in July 1999 and should resolve all Y2K problems with the system.

The focus of the Adult Division is turning to planning and physical preparation for the move. Staff members are discarding material that can be simply discarded and beginning to inventory other materials, such as those in Local History.

Internet usage by the public was up this month, and so were professional assists at the reference desk. This despite the fact that we lost nearly a full day of Internet access earlier in the month when our connection with Millikin was down.

Nicole Muhs has designed a new LAN menu screen for the computers that run Infotrac, Newsbank, Electric Library and FirstSearch. The screen includes a brief description of the contents of each database, which should be helpful to patrons. Sue Hemp is working with Richland Community College to set up an internship program at DPL that would give us about 20 hours a week of student assistance with the LAN computers. The intern would be able to troubleshoot computer problems and help patrons use the Internet and word processing programs.

The extension division has gained five new home service patrons during the month. They came from Tanglewood, Belvedere, and Wellington Way. A new assisted living facility called Keystone Manor has just opened its doors on West Mound Road. Judy Ellison has contacted the facility and talked to the activity director about home service for the new residents. Karen Anderson indicates that the new day care stops are also coming along well.

Larry Harris and the maintenance division spent considerable time during June working on yard work at the new building. The grounds look much better after their work in trimming and



**City Librarian's Report**

**July 15, 1999**

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removing bushes. Randy Callison, Decatur City Forester, and his crews removed several trees and did additional tree trimming during the month. Larry is also learning operating procedures for equipment at the new building.

By the end of June 1,298 children had signed up for the "Library Kids Are Cool" summer reading program. There were 1,425 return visits during June. WAND sent a crew to film a segment for the evening news of June 10 and Katie Gross was a guest for a 30 minute interview on WAND with Karen Benjamin from the park district as the other guest. This program aired the weekend of June 12.

During the month 23 groups visited the department, most to check out books and participate in the summer reading program, but four were school classes that had storytimes. Day care groups included First Methodist (6), YWCA(4), Decatur Day Care(6), and Lutheran Day Care(2). Baby TALK came in with a training group. Eight Lap-Sits were attended by 128 people. There were 31 Baby TALK contacts, including 7 birthday books, 1 mom for a hop-to-it book, and 5 new-borns whose moms missed their Baby TALK visit in the hospital. Departmental staff photographed 19 babies.

The Circulation Division reports that 2,835 items were checked out on the Self-Check during the month, which was 5.3% of circulation. There were 506 re-registrations during the month and 380 new registrations. Circulation staff helped 736 people with their library cards during June, averaging 28 cards per day.

DECATUR PUBLIC LIBRARY  
Monthly Circulation Statistics

June 1999

Location	June 1999	June 1998	% Change
CENTRAL LIBRARY, PRINT			
Adult	21,245	23,830	-10.9
Young Adult	1,467	1,553	-5.5
Children's	19,171	24,923	-23.1
TOTAL	41,883	50,306	-16.7
EXTENSION PRINT			
Bookmobile 548	3,948	4,420	-10.7
Bookmobile 549	2,328	2,517	-7.5
Outreach	497	322	54.4
TOTAL	6,773	7,259	-6.7
TOTAL PRINT	48,656	57,565	-15.5
NON-PRINT			
Videocassettes	7,003	7,418	-5.6
Audiocassettes	2,377	2,739	-13.2
Recordings	1,850	1,958	-5.5
TOTAL	11,230	12,115	-7.3
Extension Non-print	1,071	1,093	-2.0
TOTAL NON-PRINT	12,301	13,208	-6.9
Renewals	480	456	5.3
TOTAL CIRCULATION	61,437	71,229	-13.8

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

June 1999

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	248,928	269,071	-7.5
Young Adult	12,062	14,287	-15.6
Children's	145,334	160,716	-9.6
TOTAL	406,324	444,074	-8.5
EXTENSION PRINT			
Bookmobile 548	85,493	88,456	-3.4
Bookmobile 549	29,730	32,022	-7.2
Outreach	4,541	5,630	-19.3
TOTAL	119,764	126,108	-5.0
TOTAL PRINT	526,088	570,182	-7.7
NON-PRINT			
Videocassettes	84,647	84,367	0.3
Audiocassettes	29,821	30,349	-1.7
Recordings	23,603	22,072	6.9
TOTAL	138,071	136,788	0.9
Extension Non-print	11,253	11,417	-1.4
TOTAL NON-PRINT	149,324	148,205	0.8
Renewals	8,484	8,347	1.6
TOTAL CIRCULATION	683,896	726,734	-5.9

STATISTICAL REPORT  
June 1999

TECHNICAL SERVICES

New book volumes added: 1,625  
New book titles added: 820  
AV titles added: 163  
Volumes withdrawn: 1,422  
Books mended: 796

PERSONNEL ACTIVITY:

6/16/99 Hugh David (Telephone Page half-time) resigned  
6/24/99 Patti Freitag (Library Page half-time) promoted to  
Library Page (full-time)  
6/24/99 Marcia Stanckiewicz hired for Bookmobile Clerk-Driver

CURRENT VACANCIES: Building Custodian (half-time), Telephone Page  
(half-time), Library Page (half-time)

NEW PATRONS REGISTERED: 350 main + 30 extension = 380 total

PROFESSIONAL ASSISTS: this 12 months to date: 83,172  
last 12 months to date: 87,259

PATRONS IN THE BUILDING: this 12 months to date: 328,956  
last 12 months to date: 359,969

VOLUMES PURCHASED: this 12 months to date: 20,028  
last 12 months to date: 18,532

VOLUNTEERS: 26 volunteers worked 253 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 667 patrons, 1393 time slots  
Word processing usage: 124 patrons, 144 time slots



**Personnel, Policy and Public Relations Committee**  
**July 8, 1999**

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

Meeting room policy: After much discussion, it was agreed that an appropriate charge for the new meeting rooms would be \$25 for a maximum of 4 hours for the large room and \$15 for a maximum of 4 hours for any other conference room. The policy will be revised and presented for Board action at the August meeting.

New job description: A job description for the new position of Information Specialist--Children's Division was reviewed and will be recommended for approval at the Board meeting.

Other business: Parking at the new building was discussed. Signs are needed. Tags will be made for library and village mall staff. An official policy will be prepared for the next committee meeting.

Mr. Cardwell has agreed to pay one-half of the cost of the main sign for the new library and the village mall. The library will pay the other one-half.

Mr. Moorman worked with C&K Signs for lettering for the names of the meeting rooms. The letters will be copper.

The revised draft of the donor wall was reviewed.

Evaluation of City Librarian: The committee began the process of the performance evaluation of the City Librarian.

There was no further business. The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

## Job Description

### Information Specialist--Children's Services

#### Decatur Public Library

##### **Nature of Work**

This is specialized professional library work involving the provision of information to individuals.

Work involves the supervising and physical maintaining of the children's collection as required. Supervises selection of materials for this collection and provides library users with requested information. Involves the management of library operations when assigned as librarian-in-charge.

##### **Supervision Received**

Work is performed with considerable independence under the guidance of the Head of the Children's Division. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

##### **Supervision Exercised**

Exercises supervision over personnel and volunteers assigned to duties within the children's division.

##### **Examples of Work (Typical work examples, but not limited to the following)**

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

Assists library users in locating and securing information in print and non-print sources.

Performs on-line data base searching in response to information requests.

Selects materials for the children's division.

Provides verification information on book titles, prices, authors, and related matters.

Plans and organizes assigned work and supervises and evaluates assigned staff.

Recommends improvements in procedures and operating policies, rules, and regulations; prepares appropriate statistical and activity reports.

Weeds library materials.

Provides reader's advisory services. Instructs library users on the use of library resources.

Prepares appropriate work reports.

**Information Specialist--Children's Division  
Decatur Public Library  
Job Description  
Page 2**

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of principles and practices of library science.

Extensive knowledge of materials in all formats and authors.

Some knowledge of and experience in library administration.

Ability to assist in preparation of library budgets and plans.

Ability to supervise and evaluate the work of assigned staff and to correlate activities to the needs of the library.

Ability to deal with the public and employees in general and difficult work situations.

**Desired Training and Experience**

An earned Masters Degree in Library Science from an ALA-accredited university. Previous information service in a public library preferred.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 3

Approved by the Library Board of Trustees  
July 15, 1999



## DECATUR PUBLIC LIBRARY SEXUAL HARASSMENT POLICY

### DEFINITION OF SEXUAL HARASSMENT

Sexual harassment means unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### EXAMPLES OF SEXUAL HARASSMENT

The following examples are provided for guidance only and should not be construed as encompassing all the conduct or actions which might constitute sexual harassment:

1. Sexually oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
3. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
4. Bringing into and displaying in the workplace pictures, graffiti, objects or other materials that are sexually suggestive, sexually demeaning or pornographic.



### STATEMENT OF POLICY

Sexual harassment is against Library policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act. When the authority inherent in the supervisor/subordinate relationship is abused by any form of sexual harassment, there is potentially great damage to the employee, to the supervisor, and to the employment climate of the Decatur Public Library. The Decatur Public Library reaffirms the principle that its employees have a right to be free from sexual harassment.

### COMPLAINT PROCESS FOR INCIDENTS OF SEXUAL HARASSMENT

Any employee who believes he or she has been the victim of sexual harassment is encouraged to file a complaint. Complaints may be filed with any supervisor. The purpose of permitting complaints to be filed with any supervisor is to avoid a situation where an employee would be faced with complaining to the person, or a close associate of the person, who was the subject of the complaint. A complaint involving the City Librarian shall be made to the Personnel Committee of the Board of Trustees.

The supervisor or the Personnel Committee, as the case may be, to whom the complaint is made shall have the responsibility to see that a thorough and fair investigation of the complaint is promptly conducted. There shall be a written report of the investigation to the City Librarian, or to the Board of Trustees if the City Librarian is the subject of the complaint. After review of the written report and at the conclusion of any additional investigation deemed appropriate, the City Librarian, or the Board of Trustees, as the case may be, shall impose appropriate disciplinary action or remedial measures.

The right to confidentiality of all employees will be respected as far as possible in both informal and formal procedures.

This sexual harassment policy is primarily concerned with incidents involving Library employees. However, if an employee believes that he or she has been the victim of sexual harassment in the workplace by a non-employee, for example a patron or delivery person, the employee is encouraged to file a complaint. In such event the procedure stated above shall apply and the City Librarian shall take appropriate remedial measures.

#### **DISCIPLINARY ACTION**

If the City Librarian concludes that an employee has been guilty of sexual harassment, depending upon the facts and circumstances involved, such employee will be subject to discipline up to and including discharge. The City Librarian may, again depending upon the circumstances involved, advise and counsel with the offending party, or require that the offending party receive professional counseling.

#### **PROTECTION AGAINST RETALIATION**

Library policy expressly prohibits retaliation against employees for bringing complaints of sexual harassment. Further, the Illinois Human Rights Act provides that it is a civil rights violation for a person to retaliate against a person because he or she has opposed that which he or she reasonably and in good faith believes to be sexual harassment in employment.

Approved by the Library Board of Trustees  
July 15, 1999



BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/1999

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1	06/02/1999	BRODART CO.	3,660.00	123229	06/02/1999	BOOKS AND PERIODICALS
2	06/02/1999	COMMERCIAL MAIL SERVICES	105.45	123231	06/02/1999	POSTAGE
3	06/02/1999	TREAS-PETTY CASH	21.00	123252	06/02/1999	SERV-AUTO EQUIPMENT
4	06/02/1999	TREAS-PETTY CASH	10.00	123252	06/02/1999	CONFERENCES AND OTHER TRAVEL
5	06/02/1999	TREAS-PETTY CASH	16.84	123252	06/02/1999	OTHER PROFESSIONAL SERVICES
6	06/02/1999	TREAS-PETTY CASH	8.45	123252	06/02/1999	MATERIAL-BLDGS
7	06/02/1999	TREAS-PETTY CASH	8.77	123252	06/02/1999	OFFICE SUPPLIES
8	06/02/1999	TREAS-PETTY CASH	5.95	123252	06/02/1999	BOOKS AND PERIODICALS
9	06/02/1999	TREAS-PETTY CASH	5.22	123252	06/02/1999	MAG/PAPERS-MAIN PROFESSIONAL
10	06/02/1999	TREAS-PETTY CASH	25.22	123388	06/09/1999	MEDICAL INSURANCE
11	06/09/1999	TREAS-MEDICAL INSURANCE	4,946.95	123388	06/09/1999	LIFE INSURANCE
12	06/09/1999	TREAS-NON MEDICAL INS	29.97	123389	06/09/1999	UNEMPLOYMENT COMPENSATION
13	06/09/1999	TREAS-NON MEDICAL INS	47.74	123389	06/09/1999	WORKERS COMPENSATION
14	06/09/1999	TREAS-NON MEDICAL INS	445.78	123390	06/09/1999	RETIREMENT-IMRF
15	06/09/1999	TREAS-IMRF	8,278.84	123391	06/09/1999	POSTAGE
16	06/09/1999	TREAS-PETTY CASH	63.00	123391	06/09/1999	MATERIAL-BLDGS
17	06/09/1999	TREAS-PETTY CASH	27.36	123391	06/09/1999	OFFICE SUPPLIES
18	06/09/1999	TREAS-PETTY CASH	25.53	123391	06/09/1999	BOOKS AND PERIODICALS
19	06/09/1999	TREAS-PETTY CASH	45.95	123400	06/10/1999	SERV-OFFICE EQUIP
20	06/10/1999	A B DICK PRODUCTS	45.84	123400	06/10/1999	OFFICE SUPPLIES
21	06/10/1999	ARAMARK	37.83	123402	06/10/1999	MATERIAL-BLDGS
22	06/10/1999	C C FIRE EQUIP CO	28.10	123404	06/10/1999	MATERIAL-BLDGS
23	06/10/1999	DECATUR MEMORIAL HOSPITAL	67.00	123406	06/10/1999	OTHER PROFESSIONAL SERVICES
24	06/10/1999	HOUCHEN BENDERY LTD	590.55	123410	06/10/1999	PRINTING AND BINDING
25	06/10/1999	TYLERTYPES	27.52	123420	06/10/1999	OTHER PROFESSIONAL SERVICES
26	06/10/1999	W W GRAINGER, INC.	73.80	123422	06/10/1999	MATERIAL-BLDGS
27	06/11/1999	DECATUR PLATING	150.00	123432	06/11/1999	SERV-BUILDINGS
28	06/11/1999	EDUCATIONAL RESOURCE	149.95	123435	06/11/1999	COMPUTER SOFTWARE EXPENSE
29	06/11/1999	IBM	369.35	123443	06/11/1999	SERV-OFFICE EQUIP
30	06/11/1999	PSI PLASTIC GRAPHICS	2,222.92	123448	06/11/1999	PRINTING AND BINDING
31	06/11/1999	TREAS-FLEET MAINTENANCE	195.07	123452	06/11/1999	GASOLINE
32	06/11/1999	UNITED PARCEL SERVICE	1,000.00	123454	06/11/1999	POSTAGE
33	06/14/1999	MORRELL, STERLING	162.00	123466	06/14/1999	OTHER PROFESSIONAL SERVICES
34	06/14/1999	RIGSBY, PAUL	243.70	123470	06/14/1999	OTHER PROFESSIONAL SERVICES
35	06/14/1999	BAVER, DOUGLAS	81.00	123471	06/14/1999	OTHER PROFESSIONAL SERVICES
36	06/14/1999	SLEETH, ALAN	162.00	123473	06/14/1999	OTHER PROFESSIONAL SERVICES
37	06/14/1999	TAYLOR, DELBERT	243.00	123478	06/14/1999	OTHER PROFESSIONAL SERVICES
38	06/14/1999	BAKER & TAYLOR CO	3,726.78	123485	06/15/1999	BOOKS AND PERIODICALS
39	06/14/1999	BAKER & TAYLOR CO	1,722.87	123486	06/15/1999	BOOKS AND PERIODICALS
40	06/14/1999	BAKER & TAYLOR CO	1,414.88	123487	06/15/1999	BOOKS AND PERIODICALS
41	06/14/1999	BAKER & TAYLOR CO	377.92	123488	06/15/1999	BOOKS AND PERIODICALS
42	06/14/1999	BAKER & TAYLOR CO	1,184.61	123492	06/15/1999	BOOKS AND PERIODICALS
43	06/15/1999	MCFEDUSA	120.15	123495	06/15/1999	TELEPHONE
44	06/14/1999	AMERITECH	362.07	123504	06/15/1999	TELEPHONE
45	06/14/1999	ILLINOIS POWER COMPANY	5,295.08	123505	06/15/1999	ELECTRICITY
46	06/14/1999	TREAS-WATER FUNDS	283.37	123520	06/15/1999	WATER
47	06/16/1999	TREAS-PETTY CASH	3.00	123236	06/16/1999	SERV-AUTO EQUIPMENT
48	06/16/1999	TREAS-PETTY CASH	20.46	123236	06/16/1999	TELEPHONE
49	06/16/1999	TREAS-PETTY CASH	11.00	123536	06/16/1999	CONFERENCES AND OTHER TRAVEL
50	06/16/1999	TREAS-PETTY CASH	7.59	123536	06/16/1999	MATERIAL-BLDGS
51	06/16/1999	TREAS-PETTY CASH	10.54	123536	06/16/1999	MATERIAL TO MAINT AUTO EQUIP
52	06/16/1999	TREAS-PETTY CASH	49.60	123536	06/16/1999	OFFICE SUPPLIES
53	06/17/1999	TREAS-PETTY CASH	359.00	123544	06/17/1999	BOOKS AND PERIODICALS
54	06/17/1999	AMERICAN KENNEL CLUB	96.00	123558	06/17/1999	MAG/PAPERS-MAIN PROFESSIONAL
55	06/17/1999	INED TO GO	95.54	123559	06/17/1999	SERV-OFFICE EQUIP
56	06/17/1999	IDS CAPITAL	50.00	123298	06/17/1999	AV-PHONODICS
57	06/17/1999	SCHWANN-OPUS	28.96	123570	06/17/1999	MATERIAL-BLDGS
58	06/17/1999	SAM'S CLUB	714.18	123572	06/17/1999	POSTAGE
59	06/17/1999	TREAS-GENERAL FUND	159.65	123572	06/17/1999	POSTAGE
60	06/17/1999	DECATUR TRIBUNE	40.00	123583	06/18/1999	OFFICE SUPPLIES
61	06/18/1999	LINCOLN MUSEUM	30.00	123592	06/18/1999	MAG/PAPER S-MAIN
62	06/22/1999	TREAS-GENERAL FUND	100.00	123681	06/22/1999	TRANSFER TO GENERAL FUND
63	06/22/1999	TREAS-SELF INSURANCE FUND	212.83	123682	06/22/1999	MOTOR VEHICLE-INSURANCE
64	06/22/1999	TREAS-SELF INSURANCE FUND	877.95	123682	06/22/1999	BOILER INSURANCE
65	06/22/1999	TREAS-SELF INSURANCE FUND	877.98	123682	06/22/1999	PROPERTY INSURANCE
66	06/22/1999	TREAS-SELF INSURANCE FUND	336.22	123682	06/22/1999	GENERAL LIABILITY INSURANCE
67	06/22/1999	TREAS-MIS OPERATING	1,867.08	123683	06/22/1999	MIS SERVICES
68	06/23/1999	TREAS-MEDICAL INSURANCE	5,071.10	123752	06/23/1999	MEDICAL INSURANCE
69	06/23/1999	TREAS-NON MEDICAL INS	30.78	123753	06/23/1999	LIFE INSURANCE







CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/1999

LIBRARY CAPITAL

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/04/1999	ADT SECURITY SERVICES	2,264.00	123283	06/04/1999	OTHER PROFESSIONAL SERVICES
06/04/1999	ILLINOIS POWER COMPANY	19,508.14	123287	06/04/1999	ARCH AND ENGINEERING SERVICES
06/11/1999	PSA ASSOCIATES	11,545.02	123449	06/11/1999	ARCH AND ENGINEERING SERVICES
06/21/1999	CRAFTMASTERS	94,678.00	123614	06/21/1999	BUILDINGS
06/24/1999	CITYSCAPE COMMUNICATIONS	13,000.00	123777	06/24/1999	OFFICE MACHINERY AND EQUIPMENT
TOTAL		140,995.16			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/1999

DPL BOND CAPITAL FUND

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/21/1999	MID-STATES GENERAL E. MECH	607,862.00	123626	06/21/1999	BUILDINGS
TOTAL		607,862.00			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/1999

LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/04/1999	MACON COUNTY COLLECTOR	37,442.49	123288	06/04/1999	TAX AND INSURANCE PAYMENTS
TOTAL		37,442.49			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/1999

PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/14/1999	BAKER & TAYLOR CO	51.31	123486	06/15/1999	EXPENDITURES
06/17/1999	BAKER & TAYLOR CO	11.58	123866	06/30/1999	EXPENDITURES
06/23/1999	BAKER & TAYLOR CO	10.13	123868	06/30/1999	EXPENDITURES
06/23/1999	BAKER & TAYLOR CO	75.17	123869	06/30/1999	EXPENDITURES
06/17/1999	GROLIER PUBLISHING CO., INC	1,261.00	123950	06/30/1999	EXPENDITURES
TOTAL		1,409.19			

GLA3030

FUND 19

CITY OF DECATUR FY 1999-2000  
REVENUE REPORT

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PERIOD ENDING 19990630

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
4	FUND BALANCE						
5	30001-000 BEGINNING FUND BALANCE	.00	32,006.83	197,769.47	192,041.00	5,728.47-	103
6	TOTAL	.00	32,006.83	197,769.47	192,041.00	5,728.47-	103
7	INVESTMENT INCOME						
8	30700-101 INVESTMENT INTEREST	656.94	380.00	1,384.98	2,280.00	895.02	60
9	TOTAL	656.94	380.00	1,384.98	2,280.00	895.02	60
10	FUND TOTAL	656.94	32,386.83	199,154.45	194,321.00	4,833.45-	102

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

PAGE 45

40000 EXPENSES	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
OB DESCRIPTION								
CAPITAL OUTLAY								
502-BUILDINGS	194,321	.00	.00	32,386	194,321.00	.00	194,321.00	
TOTAL	194,321	.00	.00	32,386	194,321.00	.00	194,321.00	
**-DIVISION-TOTAL**	194,321	.00	.00	32,386	194,321.00	.00	194,321.00	



REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

41000 SEVERNS 1999 GRANT

FUND 19 DPL-EQUIP REPLACEMENT FUND 06/30/1999

OB CO DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXTENDED BALANCE ENCUMBRANCE UNENCUMBERED BALANCE PRCT COMM

CONTRACTUAL SERVICES

280 OTHER-PROFESSIONAL SERVICES 0 .00 .00 .00 0 0 11,000.00 11,000.00 11,000.00

COMMODITIES

345 OFFICE SUPPLIES 0 .00 .00 .00 0 0 6,928.61 6,928.61 6,928.61

CAPITAL OUTLAY

515 OFFICE-MACHINERY AND EQUIPMENT 0 .00 .00 .00 0 0 6,993.00 6,993.00 6,993.00

\*\* DIVISION TOTAL \*\* 0 .00 .00 .00 0 0 24,921.61 24,921.61 24,921.61

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75

DECATUR PUBLIC LIBRARY

PERIOD ENDING 1/990630

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
4	FUND BALANCE						
5	30001-000 BEGINNING FUND BALANCE	.00	56,589.17	340,117.00	339,535.00	582.00-	100
6	TOTAL	.00	56,589.17	340,117.00	339,535.00	582.00-	100
7	30100-107 PROPERTY TAX-LIBRARY	.00	400,938.17	.00	2,405,629.00	2,405,629.00	
8	TOTAL	.00	400,938.17	.00	2,405,629.00	2,405,629.00	
9	INTER GOVERNMENTAL REVENUE						
10	30200-104 REPLACEMENT TAX	303.90	33,333.33	25,569.28	200,000.00	174,430.72	12
11	30200-107 STATE GRANTS OR OTHER	.00	17,333.33	.00	104,000.00	104,000.00	
12	TOTAL	303.90	50,666.66	25,569.28	304,000.00	278,430.72	8
13	FINES AND FEES						
14	30500-509 LIBRARY FINES AND FEES	5,204.43	12,333.33	8,895.36	74,000.00	65,104.64	12
15	30500-510 LIBRARY NON-RESIDENT FEES	225.00	83.33	325.00	500.00	175.00	35
16	30500-511 LIBRARY LOST AND DAMAGED BOOKS	752.44	666.67	1,235.87	4,000.00	2,764.13	60
17	30500-514 VERIFAX	.00	291.67	.00	1,750.00	1,750.00	
18	30500-515 RESERVES	715.07	1,416.67	1,197.47	8,500.00	7,302.53	14
19	TOTAL	6,896.94	14,791.67	11,653.70	88,750.00	77,096.30	13
20	TRANSFERS FROM						
21	30600-752 TRANS-FR WALMART-IIF	.00	1,000.00	.00	6,000.00	6,000.00	
22	TOTAL	.00	1,000.00	.00	6,000.00	6,000.00	
23	INVESTMENT INCOME						
24	30700-101 INVESTMENT INTEREST	494.62	6,333.33	1,460.22	38,000.00	36,539.78	3
25	TOTAL	494.62	6,333.33	1,460.22	38,000.00	36,539.78	3
26	OTHER INCOME						
27	30800-805 CONTRIBUTIONS AND DONATIONS	11,531.53	583.33	11,806.53	3,500.00	8,306.53-	337
28	30800-899 MISCELLANEOUS INCOME	.00	500.00	505.00	3,000.00	2,495.00	16
29	TOTAL	11,531.53	1,083.33	12,311.53	6,500.00	5,811.53-	189
30	FUND TOTAL	19,226.99	531,402.33	391,111.73	3,188,414.00	2,797,302.27	12



REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	DECATUR PUBLIC LIBRARY									06/30/1999
08	SALARIES & WAGES									
090	REGULAR SALARIES	1,513,748	90,025.48	181,759.67	252,291	1,331,988.33	0.00	0.00	1,331,988.33	12.0
092	HOLIDAYS	0	5,790.06	7,170.24	0	7,170.24	0.00	0.00	7,170.24	
096	SICK TIME	0	2,897.14	7,294.41	0	7,294.41	0.00	0.00	7,294.41	
098	VACATION TIME	0	9,547.83	18,758.72	0	18,758.72	0.00	0.00	18,758.72	
		1,513,748	108,260.51	214,983.04	252,291	1,298,764.96	0.00	0.00	1,298,764.96	14.2
	PERSONAL SERVICES									
101	OVERTIME	10,900	1,020.80	2,125.77	1,816	8,774.23	0.00	0.00	8,774.23	19.5
102	TEMPORARY SALARIES	22,892	1,480.16	2,827.09	3,815	20,064.91	0.00	0.00	20,064.91	12.3
104	RETIREMENT-IMRF	234,564	16,776.09	33,361.97	39,094	201,202.03	0.00	0.00	201,202.03	14.2
111	LIFE INSURANCE	924	60.75	120.69	154	803.31	0.00	0.00	803.31	13.1
112	MEDICAL INSURANCE	160,464	10,018.05	19,883.33	26,744	140,580.67	0.00	0.00	140,580.67	12.4
113	UNEMPLOYMENT COMPENSATION	1,100	96.25	190.19	183	909.81	0.00	0.00	909.81	17.3
114	WORKERS COMPENSATION	10,285	898.75	1,775.93	1,714	8,509.07	0.00	0.00	8,509.07	17.3
115	SERVICE RECOGNITION	9,685	638.52	1,552.42	1,614	8,132.58	0.00	0.00	8,132.58	16.0
		450,814	30,989.37	61,837.39	75,134	388,976.61	0.00	0.00	388,976.61	13.7
	CONTRACTUAL SERVICES									
201	ADVERTISING	250	386.00	542.65	41	292.65	0.00	3.90	296.55	218.6
202	PRINTING AND BINDING	14,000	2,834.70	3,660.90	2,333	10,339.10	0.00	781.62	9,557.48	31.7
210	SERV-BUILDINGS	5,000	188.88	227.76	833	4,472.24	0.00	325.34	4,446.90	11.1
211	SERV-IMPROVEMENTS	200	0.00	0.00	33	200.00	0.00	0.00	200.00	0.0
212	SERV-AUTO EQUIPMENT	3,000	24.00	24.00	500	2,976.00	0.00	0.00	2,976.00	8.8
213	SERV-OFFICE EQUIP	10,000	4,326.38	6,920.16	1,666	3,079.84	0.00	1,029.91	2,049.93	79.5
230	MIS-SERVICES	22,405	1,865.08	3,734.16	3,734	18,670.84	0.00	0.00	18,670.84	16.7
231	ELECTRICITY	65,000	5,295.00	9,940.38	10,833	55,059.62	0.00	0.00	55,059.62	15.3
232	CAS	13,500	0.00	0.00	2,250	13,500.00	0.00	0.00	13,500.00	0.0
233	TELEPHONE	28,000	2,522.73	4,876.82	4,666	23,123.18	0.00	0.00	23,123.18	17.4
234	WATER	1,250	283.37	283.37	208	966.63	0.00	0.00	966.63	22.7
238	AUDITING SERVICES	1,500	0.00	0.00	250	1,500.00	0.00	0.00	1,500.00	0.0
240	TRAINING SCHOOL	8,000	0.00	0.00	350	8,000.00	0.00	0.00	8,000.00	0.0
241	CONFERENCES AND OTHER TRAVEL	7,000	21.00	32.00	1,333	6,968.00	0.00	0.00	6,968.00	5.5
245	POSTAGE	15,000	1,995.86	3,206.47	2,500	11,793.53	0.00	53.38	11,740.15	21.7
247	COMPUTER SOFTWARE EXPENSE	10,000	568.40	4,452.40	4,166	5,547.60	0.00	235.00	5,312.60	46.9
271	TEMP PERSONNEL SERVICES	25,000	4,769.61	9,497.80	4,166	15,502.20	0.00	0.00	15,502.20	38.0
272	TUITION REIMBURSEMENT	3,000	0.00	0.00	500	3,000.00	0.00	0.00	3,000.00	0.0
273	TRAVEL EXPENSE FOR INTERVIEWS	1,000	0.00	0.00	166	1,000.00	0.00	0.00	1,000.00	0.0
280	OTHER PROFESSIONAL SERVICES	101,250	6,744.36	14,930.96	16,875	85,319.04	0.00	6,791.00	79,528.04	21.5
284	PROFESSIONAL MEMBERSHIP FEES	2,600	0.00	80.00	433	2,520.00	0.00	1,195.00	1,325.00	49.0
286	RENTAL-D P EQUIPMENT	20,000	0.00	0.00	3,333	20,000.00	0.00	0.00	20,000.00	0.0
289	RENTAL-EQUIPMENT	26,800	1,187.40	2,472.58	4,466	24,327.42	0.00	0.00	24,327.42	9.2
		383,755	33,034.85	64,882.41	63,951	318,872.59	0.00	10,415.15	308,457.44	19.6
	COMMODITIES									
310	GASOLINE	3,000	195.07	463.81	500	2,536.19	0.00	0.00	2,536.19	15.5
312	JANITORIAL SUPPLIES	6,000	337.70	750.11	1,000	5,249.89	0.00	0.00	5,249.89	12.0
320	MATERIAL-BLDGS	7,000	1,742.26	493.14	1,166	6,506.86	0.00	0.00	6,506.86	17.0
337	MATERIAL TO MAINT AUTO EQUIP	3,500	85.54	85.54	583	3,414.46	0.00	0.00	3,414.46	2.4
345	OFFICE SUPPLIES	35,000	1,823.84	2,603.33	5,833	32,396.67	0.00	2,160.17	30,236.50	13.6
357	EMPLOYEE RECOGNITION SUPPLIES	200	0.00	0.00	33	200.00	0.00	0.00	200.00	0.0
		54,700	2,618.41	4,395.93	9,115	50,304.07	0.00	2,160.17	48,143.90	12.0
	OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	100.00	200.00	200	1,000.00	0.00	0.00	1,000.00	16.7
418	MOTOR VEHICLE-INSURANCE	2,554	212.83	425.66	425	2,128.34	0.00	0.00	2,128.34	16.7
420	BOILER INSURANCE	420	12.75	25.50	25	127.50	0.00	0.00	127.50	16.7
421	PROPERTY INSURANCE	10,525	877.08	1,754.16	1,754	8,770.84	0.00	0.00	8,770.84	16.7
423	GENERAL LIABILITY INSURANCE	6,435	536.25	1,072.50	1,072	5,362.50	0.00	0.00	5,362.50	16.7



REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	DECATUR PUBLIC LIBRARY							06/30/1999	
OB	OTHER CHARGES	4,000	.00	.00	666	4,000.00	529.00	3,471.00	13.2
499	SMALL CAPITAL ITEMS	24,867	1,738.91	3,477.82	4,142	21,389.18	529.00	20,860.18	16.1
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPMENT	48,995	838.00	838.00	8,165	48,157.00	.00	48,157.00	1.7
		48,995	838.00	838.00	8,165	48,157.00	.00	48,157.00	1.7
800	BOOKS AND PERIODICALS	372,000	26,003.04	44,513.21	62,000	327,486.79	.00	327,486.79	12.0
830	AV-PHONODICS	0	50.00	97.00	0	97.00	.00	97.00	
841	MAG/PAPERS-MAIN ADULT	0	40.00	525.67	0	525.67	.00	525.67	
844	MAG/PAPERS-MAIN REFERENCE	0	0	1,115.71	0	1,115.71	.00	1,115.71	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	151.22	249.76	0	249.76	.00	249.76	
		372,000	26,244.26	46,501.35	62,000	325,498.65	.00	325,498.65	12.5
**	DIVISION-TOTAL **	2,848,879	203,724.31	396,915.94	474,798	2,451,963.06	13,104.32	2,438,858.74	14.4

LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30001-000	BEGINNING FUND BALANCE	.00	63,606.17	663,335.31	381,637.00	281,698.31-	173
	TOTAL	.00	63,606.17	663,335.31	381,637.00	281,698.31-	173
	TRANSFERS FROM						
30600-726	TRANSFER FROM FD 35-BLDG LEASE	.00	18,333.33	.00	110,000.00	110,000.00	
	TOTAL	.00	18,333.33	.00	110,000.00	110,000.00	
	INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	1,374.47	66.67	3,804.75	400.00	3,404.75-	951
	TOTAL	1,374.47	66.67	3,804.75	400.00	3,404.75-	951
	OTHER INCOME						
30800-805	CONTRIBUTIONS AND DONATIONS	8,250.00	83,333.33	8,250.00	500,000.00	491,750.00	1
30800-870	DPL FOUNDATION CONTRIBUTION	11,545.03	.00	29,773.72	.00	29,773.72-	
	TOTAL	19,795.03	83,333.33	38,023.72	500,000.00	461,976.28	7
	TRANSFERS IN						
30900-900	BOND OR NOTE PROCEEDS	.00	66,666.67	.00	400,000.00	400,000.00	
	TOTAL	.00	66,666.67	.00	400,000.00	400,000.00	
	FUND TOTAL	21,169.50	232,006.17	705,163.78	1,392,037.00	686,873.22	50

40000 LIBRARY CAPITAL EXPENDITURES

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	CONTRACTUAL SERVICES								
237	ARCH AND ENGINEERING SERVICES	0	31,053.16	49,281.85	0	49,281.85-	.00	49,281.85-	
280	OTHER PROFESSIONAL SERVICES	0	2,264.00	2,264.00	0	2,264.00-	.00	2,264.00-	
	TOTAL	0	33,317.16	51,545.85	0	51,545.85-	.00	51,545.85-	
	CAPITAL OUTLAY								
502	BUILDINGS	1,282,036	94,678.00	303,741.00	213,672	978,295.00	15,843.10	978,295.00	23.7
515	OFFICE MACHINERY AND EQUIPMENT	0	13,000.00	13,000.00	0	13,000.00-	15,843.10	28,843.10-	
	TOTAL	1,282,036	107,678.00	316,741.00	213,672	965,295.00	15,843.10	949,451.90	25.9
	** DIVISION TOTAL **	1,282,036	140,995.16	368,286.85	213,672	913,749.15	15,843.10	897,906.05	30.0

FUND 21 LIBRARY CAPITAL



ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
DPL BOND-CAPITAL FUND PERIOD ENDING 19990630							
4	FUND BALANCE						
5	30001-000 BEGINNING FUND BALANCE	.00	335,574.17	1,728,216.67	2,013,445.00	285,228.33	85
7	TOTAL	.00	335,574.17	1,728,216.67	2,013,445.00	285,228.33	85
9	INVESTMENT INCOME						
10	30700-101 INVESTMENT INTEREST	3,914.18	1,166.67	10,210.26	7,000.00	3,210.26-	145
12	TOTAL	3,914.18	1,166.67	10,210.26	7,000.00	3,210.26-	145
13	FUND TOTAL	3,914.18	336,740.84	1,738,426.93	2,020,445.00	282,018.07	86

OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
4	40000 DPL-BOND CAPITAL FUND								06/30/1999
5	CAPITAL OUTLAY								
6	502-BUILDINGS	2,020,445	607,862.00	965,276.00	336,740	1,054,169.00	.00	1,054,169.00	47.8
7	TOTAL	2,020,445	607,862.00	965,276.00	336,740	1,054,169.00	.00	1,054,169.00	47.8
9	**-DIVISION-TOTAL **	2,020,445	607,862.00	965,276.00	336,740	1,054,169.00	.00	1,054,169.00	47.8

GLA3030 FUND 33

CITY OF DECATUR FY 1999-2000  
REVENUE REPORT

PERIOD ENDING 19990630

DPL-STATE GRANT FOR BLDG

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
4	FUND BALANCE						
5	30001-000 BEGINNING FUND BALANCE	.00	.00	1,789.55	.00	1,789.55-	
6	TOTAL	.00	.00	1,789.55	.00	1,789.55-	
7	INTER GOVERNMENTAL REVENUE						
8	30200-107 STATE GRANTS OR OTHER	.00	4,166.67	.00	25,000.00	25,000.00	
9	TOTAL	.00	4,166.67	.00	25,000.00	25,000.00	
10	INVESTMENT INCOME						
11	30700-101 INVESTMENT INTEREST	5.94	.00	12.53	.00	12.53-	
12	TOTAL	5.94	.00	12.53	.00	12.53-	
13	FUND TOTAL	5.94	4,166.67	1,802.08	25,000.00	23,197.92	7

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CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

40000 DPL-STATE GRANT FOR BUILDING

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
	CAPITAL OUTLAY								
	502-BUILDINGS	25,000	.00	.00	4,166	25,000.00	.00	25,000.00	
	TOTAL	25,000	.00	.00	4,166	25,000.00	.00	25,000.00	
	** DIVISION TOTAL **	25,000	.00	.00	4,166	25,000.00	.00	25,000.00	

FUND 33 DPL-STATE GRANT FOR BLDG 06/30/1999



GLA3030 FUND 35

CITY OF DECATUR FY 1999-2000  
REVENUE REPORT

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LIBRARY BUILDING LEASES PERIOD ENDING 19990630

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
4	FUND BALANCE						
5	30001-000 BEGINNING FUND BALANCE	.00	.00	15,012.79	.00	15,012.79-	
7	TOTAL	.00	.00	15,012.79	.00	15,012.79-	
9	INVESTMENT INCOME						
10	30700-101 INVESTMENT INTEREST	6.80	.00	62.07	.00	62.07-	
11	TOTAL	6.80	.00	62.07	.00	62.07-	
13	OTHER INCOME						
14	30800-846 LEASE OF LIBRARY PROPERTY	.00	25,000.00	.00	150,000.00	150,000.00	
15	TOTAL	.00	25,000.00	.00	150,000.00	150,000.00	
16	FUND TOTAL	6.80	25,000.00	15,074.86	150,000.00	134,925.14	10

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REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

OB CO	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
4	40000 SURFACE WATER DRAINAGE BD-1982								06/30/1999
5	CONTRACTUAL SERVICES								
6	231-ELECTRICITY	30,000	.00	.00	5,000	30,000.00	.00	30,000.00	
7	246 LEGAL SERVICES	10,000	.00	.00	1,666	10,000.00	.00	10,000.00	
8	TOTAL	40,000	.00	.00	6,666	40,000.00	.00	40,000.00	
10	OTHER CHARGES								
11	478 TRANSFER TO LIBRARY CAPITAL	110,000	.00	.00	18,333	110,000.00	.00	110,000.00	
12	492 TAX AND INSURANCE PAYMENTS	0	37,442.49	37,442.49	0	37,442.49-	.00	37,442.49-	
13	TOTAL	110,000	37,442.49	37,442.49	18,333	72,557.51	.00	72,557.51	34.0
14	** DIVISION TOTAL **	150,000	37,442.49	37,442.49	24,999	112,557.51	.00	112,557.51	25.0



ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PUBLIC LIBRARY-IRUSIS							
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	19,421.00	121,214.32	116,526.00	4,688.32	104
30001-923	BEG FUND BAL-BRIDGES	.00	268.33	1,665.10	1,610.00	55.10	103
	TOTAL	.00	19,689.33	122,879.42	118,136.00	4,743.42	104
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	401.67	935.83	848.15	5,615.00	4,766.85	15
30700-103	DISTRIBUTION FR BRIDGES TRUST	5.30	116.67	11.17	700.00	688.83	1
	TOTAL	406.97	1,052.50	859.32	6,315.00	5,455.68	13
	FUND TOTAL	406.97	20,741.83	123,738.74	124,451.00	712.26	99

CITY OF DECATUR									
REPORT OF EXPENDITURES TO BUDGET FY 1999-2000									
FUND 92 PUBLIC LIBRARY-TRUSTS									
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	DPL-CANTONI TRUST	9,500	1,409.19	1,774.81	1,583	7,725.19	212.00	7,513.19	20.9
900	EXPENDITURES	9,500	1,409.19	1,774.81	1,583	7,725.19	212.00	7,513.19	20.9
	** DIVISION TOTAL **	9,500	1,409.19	1,774.81	1,583	7,725.19	212.00	7,513.19	20.9

CITY OF DECATUR									
REPORT OF EXPENDITURES TO BUDGET FY 1999-2000									
FUND 92 PUBLIC LIBRARY-TRUSTS									
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST	700	.00	.00	116	700.00	.00	700.00	0.0
900	EXPENDITURES	700	.00	.00	116	700.00	.00	700.00	0.0
	** DIVISION TOTAL **	700	.00	.00	116	700.00	.00	700.00	0.0