

City Librarian's Report

For the April 20, 2000 Meeting

of the

Decatur Public Library Board of Trustees

The disaster plan committee met for the first time on March 28. Karen Anderson is chairing this committee which is working on a new disaster plan for the library. Police officers Kenny Dahman and Paul Rigsby talked to the committee at their first meeting about staff safety. Both officers suggested that the library purchase two-way radios for emergency situations. The committee is meeting on a weekly basis until a plan is developed for presentation to the Board's personnel, policies and public relations committee.

Two new home service patrons were signed on during the month. Shelly Whiteside spoke to a group of homeworkers from CHELP about our outreach services. This organization will make their homebound clients aware of our home service program.

Several technical service division staff members are working on a project to add prices to item records. Grace Veach indicates that this project is making good progress. During the month there were 2,425 changes made to the library's database, 749 periodicals processed, 794 items mended and 240 book jackets replaced.

We are in the process of hiring a new information specialist. This individual will take the position vacated by Bev Hackney when she was promoted to head the adult division. Several good applications were received and I hope to have a person in this position in the near future.

Staff gave several programs during the month. J Merrick gave an investment talk to about thirty individuals on March 2, Katie Gross went to an after school class at Durfee to tell stories, George Roberts read to a class at Brush College School, Karen Anderson did a St. Patrick's Day program for clients at St. Mary's Adult Day Care and I read stories to several classes at Head Start. Grace Veach presented a copy cataloging workshop for Illinet and a Theory of Cataloging presentation to the Illinois Correctional School District Central Conference. Dr. Fred Schlipf of the Urbana Free Library and I presented a program on public library architecture to attendees at the PLA National Conference.

Staff training and enrichment opportunities included Shelly Whiteside, Lee Wiley, Christine Stern and Nancy Rostek attending a workshop entitled, "Achieving Cooperative Compliance", several members of the adult division attending the "On the Front Lines" conference at the University of Illinois at Springfield, Amy Fuller attending a workshop on stress and one on services to young adults, Grace Veach attending a Heads of Technical Services workshop at the University of Wisconsin, Mary Lou Dwyer,

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Lenore Snyder and Katie Gross attending the Children's Literature Institute at Northern Illinois University and Nancy Law and Julie Martin attending a mock Caldecott session in Champaign. The Caldecott session showed Julie new ways of evaluating picture books, and gave both individuals an in-depth look at some of the most outstanding new picture books.

Dayle Irwin of the adult division is now a member of the Historic Properties Preservation Foundation. During the month, she worked unpacking and inventorying six boxes of materials donated to the library by the Oglesby Mansion Board of Directors. These materials, primarily dealing with Abraham Lincoln, will be a valuable addition to the library's local history room.

The children's division had an attendance of 408 individuals at twenty-eight programs during the month. Seventeen groups visited the children's area for storytimes and/or tours. There were twenty-four BABY Talk encounters including ten photographs. Katie Gross reports that the puppets are getting quite a workout.

During March and April the children's division has had a display of Pysanky eggs in the locked display case at the desk. These eggs were decorated by Lenore Snyder's daughter Naomi and have been a wonderful addition to our displays.

Work continues on completion of the building project. A change order was signed to bring exit and emergency staircases up to ADA code requirements. Work should begin on this in the next month as soon as the hand rails can be fabricated and brought on site. The main staircase had the inner vinyl removed and replaced with paint. Problems remaining include odor in the local history room and problems with carpeting in the entrance area. I hope that these can be resolved in the near future and the project closed out so that the library may receive the remainder of the state construction grant. The library's boiler had another crack welded during the month.

One exciting project is underway. This is the master gardeners' project to landscape the Franklin Street side of the library, including the northwest and southwest corners. I appreciate the willingness of the master gardeners to take on this project and the assistance given them by the individuals with the local extension office of the University of Illinois. This project is an excellent example of what can be done when various agencies work together. I especially thank the forestry and public works departments of the City of Decatur for their provision of staff and equipment to assist in this project.

April 29 will see the beginning of the library's 125 anniversary celebration. At 3:00 p.m. in the Library's Madden Auditorium, Preston Jackson will be giving an presentation on Art. His art exhibition will be in the library's upper level gallery area during the month

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of May. April 30 will see an afternoon musicale in the Madden Auditorium at 2:00 p.m. by Millikin University students and faculty. This program will also be the first use of the library's grand piano, a gift from Leo and Anne Pondelick. Later programs will include children's programs and a historical visit from Mrs. Johns, who played an important role in the library's establishment. There will be a special celebration on August 10 the date of the library's chartering in 1875. A brochure will be developed celebrating the library's 125 years and special banners celebrating the event will be placed on poles on the Franklin Street side of the building.

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

March 2000

Location	March 2000	March 1999	% Change
CENTRAL LIBRARY, PRINT			
Adult	22,739	23,184	-1.9
Young Adult	967	1,051	-8.0
Children's	12,741	11,815	7.8
TOTAL	36,447	36,050	1.1
EXTENSION PRINT			
Bookmobile 548	9,168	9,225	-0.6
Bookmobile 549	3,137	3,325	-5.7
Outreach	698	310	125.2
TOTAL	13,003	12,860	1.1
TOTAL PRINT	49,450	48,910	1.1
NON-PRINT			
Videocassettes	6,796	8,382	-18.9
Audiocassettes	2,059	2,762	-25.5
Recordings	1,851	2,337	-20.8
TOTAL	10,706	13,481	-20.6
Extension Non-print	1,087	949	14.5
TOTAL NON-PRINT	11,793	14,430	-18.3
Renewals	1,127	1,225	-8.0
TOTAL CIRCULATION	62,370	64,565	-3.4

DECATUR PUBLIC LIBRARY

CORRECTED 12 Month Circulation Statistics

March 2000

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	246,588	254,024	-2.9
Young Adult	11,830	12,521	-5.5
Children's	153,481	152,214	0.8
TOTAL	411,899	418,759	-1.6
EXTENSION PRINT			
Bookmobile 548	85,264	86,161	-1.0
Bookmobile 549	30,725	29,250	5.0
Outreach	4,972	4,497	10.6
TOTAL	120,961	119,908	0.9
TOTAL PRINT	532,860	538,667	-1.1
NON-PRINT			
Videocassettes	78,890	84,662	-6.8
Audiocassettes	28,921	30,591	-5.5
Recordings	23,096	23,309	-0.9
TOTAL	130,907	138,562	-5.5
Extension Non-print	10,821	11,097	-2.5
TOTAL NON-PRINT	141,728	149,659	-5.3
Renewals	8,688	8,633	0.6
TOTAL CIRCULATION	683,276	696,959	-2.0

STATISTICAL REPORT

March 2000

TECHNICAL SERVICES

New book volumes added: 1,693
New book titles added: 765
AV titles added: 226
Volumes withdrawn: 1,153
Books mended: 794

PERSONNEL ACTIVITY:

3/29/00 Susan Hemp, Head of Adult Division, resigned
3/30/00 Beverly Hackney, Information Specialist--Periodicals,
appointed to Head of Adult Division
3/31/00 Darla Donaldson, Library Page ($\frac{1}{2}$ time), resigned

CURRENT VACANCIES: Information Specialist--Periodicals, Library
Page ($\frac{1}{2}$ time)

LIBRARY CARDS: 535 main + 8 extension = 543 new
578 main + 12 extension = 590 re-registrations
1,133 library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 79,663
last 12 months to date: 84,589

PATRONS IN THE BUILDING: this 12 months to date: 322,151
last 12 months to date: 330,528

VOLUMES PURCHASED: this 12 months to date: 18,601
last 12 months to date: 22,613

VOLUNTEERS: 28 volunteers worked 300 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1,451 people, 3,231 time slots
Word processing usage: 228 people, 434 time slots

Personnel, Policy and Public Relations Committee
April 13, 2000

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Patricia Greanias, and Shirley Moore. Absent: Mark Gibson. Staff present: Karen Anderson, Arthur Gross, Katie Gross, Beverly Hackney, Linda Humphreys, Dayle Irwin, and John Moorman. Others present: Mike Antoline.

Internet policy: Staff expressed concerns and problems with public internet access. Specific problems being encountered with computers in the adult division were discussed at length. Mr. Antoline addressed first amendment issues. He said that the current internet access policy needs to be revised. Privacy screens, intervention, and filtering were all discussed. The committee will continue working on how to provide internet access to the children's division.

The management pay plan and the library's arrangement with security guards will be discussed at the board meeting.

The other items on the agenda were tabled until the May meeting.

There was no further business. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

To: Mr. John Moorman
City of Decatur Librarian

03/28/00

From: Officer Paul Rigsbey
Head Library Security Officer

Re: Possible salary increase for security officers

Dear Mr. Moorman:

Recently we lost Officer Doug Raver from the ranks of work as the Security Officer on Monday evenings. Doug indicated, that the reason he was quitting was the fact he had to pay a large amount of taxes due to his employment at the library. Doug advised, that when he went to file his federal & state taxes he found out, that he had to file self-employment tax for the money made working at the library. Doug advised, that the taxes on his library salary amounted to be several hundred dollars! I myself have checked into paying the self-employment tax, and it does come out to several hundred dollars in taxes I would have to pay!

See when all the police officers began working at the library we all just assumed, that we were library employees since our employer was still the City of Decatur. Here within the past year several of the officers were contacted by the IRS about not claiming the money earned working at the library as self-employment. Up until this time myself and the others just lumped the money in as earned income and dealt with it that way. At no time did any of us know that self-employment taxes had to be paid! We just assumed we were not considered self-employed, because we still were working for the same employer. Well we were all advised by the IRS, that we were considered self-employed unless we could get the library to agree to put us on as library employees and take out taxes.

I then contacted Linda Humphries, I asked her about this matter, and asked if the library would consider taking taxes out of our salary. Linda explained, that they could not put us on as employees and take taxes out! Linda explained, that if the library put us on as employees they would have to pay us overtime for the time worked at the library. Linda stated, that this was because we would be working for the same employer, and be working past a 40 hr work week.

Well we now have another officer who is probably going to leave due to the above self-employment taxes! Officer Del Taylor who works on Thursday evening advised me the other day, that he too is probably going to quit the library due to the self-employment taxes he will have to pay! Officer Taylor mentioned to me, that with the paying of the self-employment taxes he is working for around \$12.00 per hour. Officer Taylor advised, that he is currently working at other places where taxes are taken out, and he doesn't get hit with the self-employment taxes.

Due to the fact all the Security Officers now have to file self-employment tax for the money made at the library, I would like to request two possible remedies?

#1. Would the library consider paying the officers at the current rate of \$18.00 per hour, but increase the times from 5pm - 10pm? Currently we usually get out of the library sometime around 9:20pm - 9:30pm. There have been several times however, that we have gone past up to and after 10:00pm. The above increase in time paid would take care of any times worked past 9:30pm.

Presently we now are paid \$18.00 per hour with a 4.5 hr work day totaling: \$81.00. With the increase in work hours to 5.0, we would then receive \$90.00. The extra 1/2hr would go for the self-employment tax.

#2. Or would the library consider increasing the hourly salary to \$20.00 per hour with a 4.5 hour work day. This increase would also take us up to \$90.00 per day. This extra \$2.00 per hour would go for the self-employment taxes.

Respectfully,

A handwritten signature in black ink, appearing to read "Paul Rigsbey". The signature is written in a cursive style with a large, looping initial "P".

MPO Paul Rigsbey

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1	03/01/2000	TREAS-MEDICAL INSURANCE	6,396.74	E00202	03/01/2000	MEDICAL INSURANCE
2	03/01/2000	TREAS-NON MEDICAL INS	3,483	E00203	03/01/2000	LIFE INSURANCE
3	03/01/2000	TREAS-NON MEDICAL INS	53.13	E00203	03/01/2000	UNEMPLOYMENT COMPENSATION
4	03/01/2000	TREAS-NON MEDICAL INS	496.11	E00203	03/01/2000	WORKERS COMPENSATION
5	03/01/2000	TREAS-IMRF	8,740.08	E00204	03/01/2000	RETIREMENT-IMRF
6	03/15/2000	TREAS-MEDICAL INSURANCE	6,396.74	E00225	03/15/2000	MEDICAL INSURANCE
7	03/15/2000	TREAS-NON MEDICAL INS	348.83	E00225	03/15/2000	LIFE INSURANCE
8	03/15/2000	TREAS-NON MEDICAL INS	53.13	E00225	03/15/2000	UNEMPLOYMENT COMPENSATION
9	03/15/2000	TREAS-NON MEDICAL INS	496.11	E00225	03/15/2000	WORKERS COMPENSATION
10	03/29/2000	TREAS-MEDICAL INSURANCE	8,740.08	E00247	03/29/2000	RETIREMENT-IMRF
11	03/29/2000	TREAS-NON MEDICAL INS	348.83	E00247	03/29/2000	MEDICAL INSURANCE
12	03/29/2000	TREAS-NON MEDICAL INS	52.36	E00247	03/29/2000	LIFE INSURANCE
13	03/29/2000	TREAS-NON MEDICAL INS	488.92	E00247	03/29/2000	UNEMPLOYMENT COMPENSATION
14	03/01/2000	IRWIN, DAYLE	9,246.64	E00248	03/01/2000	RETIREMENT-IMRF
15	03/01/2000	L.B.I.-INTL BUSINESS INDEX	41.95	130747	03/01/2000	BOOKS AND PERIODICALS
16	03/01/2000	PARAGON	314.00	130748	03/01/2000	BOOKS AND PERIODICALS
17	03/01/2000	WIESNERBERG	72.00	130756	03/01/2000	BOOKS AND PERIODICALS
18	03/01/2000	COMMERCIAL MAIL SERVICES	468.95	130764	03/01/2000	POSTAGE
19	03/02/2000	OLIVE LLP	110.60	130768	03/02/2000	AUDITING SERVICES
20	03/02/2000	HARRIS, KATHRYN	1,500.00	130772	03/02/2000	OTHER PROFESSIONAL SERVICES
21	03/02/2000	IRWIN, DAYLE	200.00	130772	03/02/2000	BOOKS AND PERIODICALS
22	03/02/2000	STRIKLOS/HAINES & ESSICK	61.80	130774	03/02/2000	OTHER PROFESSIONAL SERVICES
23	03/02/2000	TREAS-GENERAL FUND	107.72	130774	03/02/2000	BOOKS AND PERIODICALS
24	03/02/2000	TREAS-SELF INSURANCE FUND	100.00	130783	03/02/2000	OFFICE SUPPLIES
25	03/02/2000	TREAS-SELF INSURANCE FUND	212.83	130786	03/02/2000	TRANSFER TO GENERAL FUND
26	03/02/2000	TREAS-SELF INSURANCE FUND	12.75	130787	03/02/2000	MOTOR VEHICLE-INSURANCE
27	03/02/2000	TREAS-SELF INSURANCE FUND	877.08	130787	03/02/2000	BOILER INSURANCE
28	03/02/2000	TREAS-SELF INSURANCE FUND	59.25	130787	03/02/2000	PROPERTY INSURANCE
29	03/02/2000	TREAS-SELF INSURANCE FUND	1,864.08	130787	03/02/2000	GENERAL LIABILITY INSURANCE
30	03/02/2000	K & G SPECIALTIES, INC	1,000.00	130788	03/02/2000	MIS-SERVICES
31	03/07/2000	K & G SPECIALTIES, INC	354.07	130825	03/07/2000	SERV-AUTO EQUIPMENT
32	03/07/2000	POSTMASTER	1,000.00	130825	03/07/2000	MATERIAL TO MAINT AUTO EQUIP
33	03/08/2000	ADITECH CELLULAR	83.74	130828	03/07/2000	POSTAGE
34	03/09/2000	AMT SECURITY SERVICES	429.50	130839	03/08/2000	TELEPHONE
35	03/09/2000	BOOTH & ANTOLINE	922.50	130863	03/09/2000	OTHER BUILDINGS
36	03/09/2000	DECATUR PAINT & VARNISH	30.98	130870	03/09/2000	OTHER PROFESSIONAL SERVICES
37	03/09/2000	SENIORAMA	40.00	130870	03/09/2000	MATERIAL-BLDGS
38	03/09/2000	G.J. BUILDERS	118.50	130877	03/09/2000	MATERIAL-BLDGS
39	03/09/2000	MORNINGSTAR, INC.	910.00	130877	03/09/2000	MAGPAPERS-MAIN REFERENCE
40	03/09/2000	MUZE, INC	576.00	130882	03/09/2000	MAGPAPERS-MAIN REFERENCE
41	03/09/2000	RECORD SYSTEMS INC.	489.00	130883	03/09/2000	AV-PHONODICS
42	03/09/2000	TREAS-FLEET MAINTENANCE	335.21	130887	03/09/2000	OFFICE SUPPLIES
43	03/09/2000	W W GRAINGER, INC.	64.78	130889	03/09/2000	GASOLINE
44	03/09/2000	WATTS COPY SYSTEMS, INC	317.00	130893	03/09/2000	MATERIAL-BLDGS
45	03/09/2000	WALLIAM STREET PRESS	239.50	130894	03/09/2000	SERV-OFFICE EQUIP
46	03/09/2000	TREAS-PETTY CASH	107.56	130894	03/09/2000	OFFICE SUPPLIES
47	03/13/2000	TREAS-PETTY CASH	3.71	130895	03/09/2000	PRINTING AND BINDING
48	03/13/2000	TREAS-PETTY CASH	7.00	130947	03/13/2000	SERV-OFFICE EQUIP
49	03/13/2000	TREAS-PETTY CASH	35.06	130947	03/13/2000	OFFICES AND OTHER TRAVEL
50	03/13/2000	TREAS-PETTY CASH	8.15	130947	03/13/2000	CONFERENCE AND OTHER TRAVEL
51	03/13/2000	TREAS-PETTY CASH	42.62	130947	03/13/2000	MATERIAL-BLDGS
52	03/13/2000	TREAS-PETTY CASH	14.50	130947	03/13/2000	MATERIAL TO MAINT AUTO EQUIP
53	03/13/2000	TREAS-PETTY CASH	15.94	130947	03/13/2000	OFFICE SUPPLIES
54	03/13/2000	TREAS-PETTY CASH	17.78	130947	03/13/2000	BOOKS AND PERIODICALS
55	03/14/2000	A B DICK PRODUCTS	92.95	130947	03/13/2000	MAGPAPERS-MAIN JUVENILE
56	03/14/2000	ARMON CORPORATION	26.72	130949	03/13/2000	MAGPAPERS-EXTEN ADULT
57	03/14/2000	BOOK LINKS	41.50	130949	03/13/2000	SERV-OFFICE EQUIP
58	03/14/2000	CHILDREN'S BOOK COUNCIL	39.60	130953	03/14/2000	OTHER PROFESSIONAL SERVICES
59	03/14/2000	FAST IMPRESSIONS	196.40	130953	03/14/2000	MAGPAPERS-MAIN JUVENILE
60	03/14/2000	FASTENEL CO.	39.42	130956	03/14/2000	OFFICE SUPPLIES
61	03/14/2000	IRM	399.33	130960	03/14/2000	PRINTING AND BINDING
62	03/14/2000	MENARDS	31.18	130962	03/14/2000	MATERIAL-BLDGS
63	03/14/2000	TREAS-GENERAL FUND	658.13	130971	03/14/2000	POSTAGE
64	03/14/2000	TREAS-GENERAL FUND	65.36	130979	03/14/2000	OFFICE SUPPLIES
65	03/14/2000	O & B REFUSE SERVICE	335.75	130979	03/14/2000	OFFICE SUPPLIES
66	03/13/2000	BAKER & TAYLOR CO	4,938.72	130986	03/15/2000	SERV-BUILDINGS
67	03/13/2000	BAKER & TAYLOR CO	1,663.70	130991	03/15/2000	BOOKS AND PERIODICALS
68	03/13/2000	BAKER & TAYLOR CO		130992	03/15/2000	BOOKS AND PERIODICALS

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
13	03/13/2000	BAKER & TAYLOR ENTERTAINMENT	865.31	130997	03/15/2000	BOOKS AND PERIODICALS
13	03/15/2000	COMPUTER & COPIER CENTER	1,036.00	130994	03/15/2000	SMALL CAPITAL ITEMS
13	03/16/2000	AMERITECH POWER COMPANY	420.95	131018	03/15/2000	TELEPHONE
13	03/17/2000	HOULT, DANNY R.	9,605.45	131020	03/15/2000	ELECTRICITY
13	03/17/2000	AMERITECH	162.00	131088	03/17/2000	OTHER PROFESSIONAL SERVICES
13	03/17/2000	MORRELL, STERLING	420.95	131088	03/17/2000	TELEPHONE
13	03/17/2000	RIGSBY, PAUL	243.00	131092	03/17/2000	OTHER PROFESSIONAL SERVICES
13	03/17/2000	STREIB, ALAN	324.00	131099	03/17/2000	OTHER PROFESSIONAL SERVICES
13	03/17/2000	TAYLOR, DELBERT	1,295.00	131100	03/17/2000	OTHER PROFESSIONAL SERVICES
13	03/20/2000	ACQUETHER, INC.	162.00	131109	03/20/2000	BOOKS AND PERIODICALS
13	03/20/2000	AMERITECH	420.95	131122	03/20/2000	TELEPHONE
13	03/20/2000	IRWIN, DAYLE	104.49	131123	03/20/2000	BOOKS AND PERIODICALS
13	03/20/2000	WEEKLY READER	32.95	131136	03/20/2000	MAG/PAPERS--MAIN ADULT
13	03/21/2000	BODINE ELECTRIC	144.00	131140	03/21/2000	SERV-AUTO EQUIPMENT
13	03/21/2000	C & K CUSTOM SIGNS	56.50	131142	03/21/2000	MATERIAL TO MAINT AUTO EQUIP
13	03/21/2000	CHAR'S COPY SHOP	470.34	131144	03/21/2000	PRINTING AND BINDING
13	03/21/2000	DECATUR SHEET METAL	196.92	131145	03/21/2000	OTHER PROFESSIONAL SERVICES
13	03/21/2000	ILLINOIS LIBRARY ASSOCIATION	180.00	131150	03/21/2000	ADVERTISING
13	03/21/2000	MUSE, INC	9.00	131154	03/21/2000	POSTAGE
13	03/21/2000	MUSE, INC	76.00	131154	03/21/2000	OFFICE SUPPLIES
13	03/21/2000	ORIN PEST CONTROL	60.00	131158	03/21/2000	SERV-BUILDINGS
13	03/21/2000	RESEARCH PRODUCTS/BLANKENSHIP	43.05	131162	03/21/2000	SERV-BUILDINGS
13	03/21/2000	SECURITY DOOR & HARDWARE CO	90.00	131165	03/21/2000	MATERIAL-BLDGS
13	03/21/2000	VEACH, GRACE	204.31	131171	03/21/2000	TRAINING-SCHOOL
13	03/22/2000	MCLEOD USA	33.44	131190	03/22/2000	TELEPHONE
13	03/23/2000	A M BEST COMPANY, INC.	1,223.90	131203	03/23/2000	BOOKS AND PERIODICALS
13	03/23/2000	IRWIN, DAYLE	28.42	131217	03/23/2000	BOOKS AND PERIODICALS
13	03/23/2000	BABY TALK INC.	30.00	131241	03/24/2000	TRAINING SCHOOL
13	03/28/2000	ACE MECHANICAL	202.40	131271	03/28/2000	SERV-BUILDINGS
13	03/28/2000	MCLAIN, JO	800.00	131279	03/28/2000	OTHER PROFESSIONAL SERVICES
13	03/28/2000	SHOWCASE S	152.28	131285	03/28/2000	OFFICE SUPPLIES
13	03/28/2000	UPSTART	29.25	131288	03/28/2000	OFFICE SUPPLIES
13	03/30/2000	A B DICK PRODUCTS	44.72	131316	03/30/2000	SERV-OFFICE EQUIP
13	03/30/2000	RODINE ELECTRIC	585.00	131317	03/30/2000	SERV-IMPROVEMENTS
13	03/30/2000	JAN WAY COMPANY	409.87	131326	03/30/2000	PRINTING AND BINDING
13	03/30/2000	T A BRINKMEIER & SONS, INC.	1,367.00	131328	03/30/2000	SERV-BUILDINGS
13	03/16/2000	ASSOCIATED OFFICE FURNISHINGS	344.47	131336	03/31/2000	OFFICE SUPPLIES
13	03/17/2000	AMERITECH CELLULAR	69.92	131348	03/31/2000	TELEPHONE
13	03/20/2000	ALTSCHUL GROUP CORPORATION	412.40	131351	03/31/2000	BOOKS AND PERIODICALS
13	03/21/2000	AMERITECH CELLULAR	14.40	131353	03/31/2000	TELEPHONE
13	03/21/2000	APPLE BOOKS	32.40	131354	03/31/2000	BOOKS AND PERIODICALS
13	03/17/2000	BAKER & TAYLOR CO	1,929.14	131356	03/31/2000	BOOKS AND PERIODICALS
13	03/17/2000	BAKER & TAYLOR CO	1,231.22	131357	03/31/2000	BOOKS AND PERIODICALS
13	03/21/2000	BAKER & TAYLOR CO	3,038.49	131358	03/31/2000	BOOKS AND PERIODICALS
13	03/24/2000	BAKER & TAYLOR CO	3,649.50	131359	03/31/2000	BOOKS AND PERIODICALS
13	03/29/2000	BAKER & TAYLOR CO	1,736.65	131360	03/31/2000	BOOKS AND PERIODICALS
13	03/30/2000	BAKER & TAYLOR CO	3,778.54	131361	03/31/2000	BOOKS AND PERIODICALS
13	03/31/2000	BAKER & TAYLOR CO	146.74	131362	03/31/2000	BOOKS AND PERIODICALS
13	03/21/2000	BLACK'S HARKOWARE	34.14	131368	03/31/2000	MATERIAL-BLDGS
13	03/27/2000	BABY TALK INC.	275.00	131370	03/31/2000	OTHER PROFESSIONAL SERVICES
13	03/17/2000	BAKER & TAYLOR ENTERTAINMENT	21.52	131371	03/31/2000	BOOKS AND PERIODICALS
13	03/27/2000	BAKER & TAYLOR ENTERTAINMENT	172.72	131372	03/31/2000	OFFICE SUPPLIES
13	03/06/2000	CALMSON INC	645.10	131392	03/31/2000	BOOKS AND PERIODICALS
13	03/16/2000	DEMCO INC	177.98	131401	03/31/2000	BOOKS AND PERIODICALS
13	03/16/2000	DEMCO INC	1,182.47	131406	03/31/2000	POSTAGE
13	03/16/2000	DUNN COMPANY	75.00	131410	03/31/2000	OFFICE MACHINERY AND EQUIPMENT
13	03/06/2000	HERALD & REICRIC	63.06	131411	03/31/2000	SERV-IMPROVEMENTS
13	03/28/2000	DUNKER SUBSCRIPTION SERVICES	192.10	131412	03/31/2000	BOOKS AND PERIODICALS
13	03/31/2000	FESCO SUBSCRIPTION SERVICES	39.00	131412	03/31/2000	MATERIAL-BLDGS
13	03/16/2000	FORDHAM EQUIPMENT	50.35	131424	03/31/2000	BOOKS AND PERIODICALS
13	03/16/2000	FORDHAM EQUIPMENT	757.95	131426	03/31/2000	POSTAGE SUPPLIES
13	03/29/2000	EAST IMPRESSIONS	309.73	131428	03/31/2000	PRINTING AND BINDING
13	03/27/2000	GAYLORD BROS.	164.56	131435	03/31/2000	OFFICE SUPPLIES
13	03/16/2000	THE GALE GROUP	262.45	131442	03/31/2000	BOOKS AND PERIODICALS
13	03/31/2000	HOULT, DANNY R.	162.00	131449	03/31/2000	OTHER PROFESSIONAL SERVICES

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/17/2000	AMERITECH	92.69	131451	03/31/2000	TELEPHONE
03/29/2000	AMERITECH	1,405.93	131452	03/31/2000	TELEPHONE
03/27/2000	IL STATE LIBRARY	17.33	131458	03/31/2000	POSTAGE
03/27/2000	IL STATE LIBRARY	1,483.39	131458	03/31/2000	RENTAL-EQUIPMENT
03/29/2000	LIBRARY VIDEO CO	707.70	131468	03/31/2000	BOOKS AND PERIODICALS
03/31/2000	MORRELL, STEVEN	162.00	131487	03/31/2000	OTHER PROFESSIONAL SERVICES
03/31/2000	METAL EDGE, INC	482.70	131488	03/31/2000	OFFICE SUPPLIES
03/24/2000	NORRELL SERVICES, INC.	3,307.23	131495	03/31/2000	TEMP PERSONNEL SERVICES
03/09/2000	NORRELL	12.53	131496	03/31/2000	TEMP PERSONNEL SERVICES
03/16/2000	QUALITY BOOKS, INC.	513.50	131510	03/31/2000	BOOKS AND PERIODICALS
03/31/2000	R D MCMILLAN	1,499.80	131512	03/31/2000	JANITORIAL SUPPLIES
03/16/2000	RECORDED BOOKS, INC.	86.37	131514	03/31/2000	BOOKS AND PERIODICALS
03/06/2000	REGENT BOOK CO	162.00	131517	03/31/2000	BOOKS AND PERIODICALS
03/31/2000	RIGSBY, PAUL	756.22	131518	03/31/2000	OTHER PROFESSIONAL SERVICES
03/17/2000	R.R. BOWKER	128.11	131520	03/31/2000	BOOKS AND PERIODICALS
03/29/2000	SATILEY, S, INC.	144.98	131522	03/31/2000	OFFICE SUPPLIES
03/16/2000	SPECIALTY COMPUTER RIBBONS	124.35	131528	03/31/2000	OFFICE SUPPLIES
03/16/2000	STRIGLOS/HAINES & ESSICK	162.00	131529	03/31/2000	OFFICE SUPPLIES
03/31/2000	SLEETH, ALAN	14.96	131536	03/31/2000	OTHER PROFESSIONAL SERVICES
03/24/2000	TIME LIFE EDUCATION INC.	6.00	131542	03/31/2000	BOOKS AND PERIODICALS
03/31/2000	TREAS-PETTY CASH	4.35	131546	03/31/2000	SERV-OFFICE EQUIP
03/31/2000	TREAS-PETTY CASH	19.60	131546	03/31/2000	TELEPHONE
03/31/2000	TREAS-PETTY CASH	60.00	131546	03/31/2000	CONFERENCES AND OTHER TRAVEL
03/31/2000	TREAS-PETTY CASH	3.20	131546	03/31/2000	POSTAGE
03/31/2000	TREAS-PETTY CASH	11.19	131546	03/31/2000	MATERIAL-BLDGS
03/31/2000	TREAS-PETTY CASH	4.00	131546	03/31/2000	OFFICE SUPPLIES
03/31/2000	TREAS-PETTY CASH	5.95	131546	03/31/2000	BOOKS AND PERIODICALS
03/31/2000	TAYLOR, DELBERT	162.00	131547	03/31/2000	OTHER PROFESSIONAL SERVICES
03/17/2000	UNIVERSITY BOOK SERVICES	448.81	131549	03/31/2000	BOOKS AND PERIODICALS
03/30/2000	W W GRAINGER, INC.	95.00	131561	03/31/2000	MATERIAL-BLDGS
03/17/2000	WESTON WOODS	1,876.17	131565	03/31/2000	BOOKS AND PERIODICALS

TOTAL 127,797.66

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CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND	DPL-EQUIP REPLACEMENT FUND	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/31/2000	BROWN & ASSOCIATES		2,495.00	131382	03/31/2000	OFFICE MACHINERY AND EQUIPMENT
	TOTAL		2,495.00			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND	LIBRARY CAPITAL	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/09/2000	C & K CUSTOM SIGNS		345.06	130867	03/09/2000	OFFICE MACHINERY AND EQUIPMENT
03/21/2000	PSA ASSOCIATES		858.86	131160	03/21/2000	ARCH AND ENGINEERING SERVICES
03/29/2000	HENRICKSEN & COMPANY		1,839.50	131447	03/31/2000	ARCH AND ENGINEERING SERVICES
03/16/2000	LANDSCAPE FORMS		1,120.00	131467	03/31/2000	OFFICE MACHINERY AND EQUIPMENT
03/16/2000	WILEY OFFICE EQUIPMENT		926.10	131563	03/31/2000	OFFICE MACHINERY AND EQUIPMENT
	TOTAL		5,089.32			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND	LIBRARY BUILDING LEASES	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/09/2000	PARK, CHUB		360.00	130886	03/09/2000	OTHER PROFESSIONAL SERVICES
03/14/2000	ILLINOVA POWER MARKETING INC.		464.44	130966	03/14/2000	ELECTRICITY
03/21/2000	MID-STATES GENERAL & MECH		11,322.00	131155	03/21/2000	OTHER PROFESSIONAL SERVICES
	TOTAL		12,146.44			

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 03/31/2000

FUND	PUBLIC LIBRARY-TRUSTS	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
03/13/2000	BAKER & TAYLOR CO		35.17	130992	03/15/2000	EXPENDITURES
03/17/2000	BAKER & TAYLOR CO		27.03	131356	03/31/2000	EXPENDITURES
03/17/2000	BAKER & TAYLOR CO		33.50	131357	03/31/2000	EXPENDITURES
03/21/2000	BAKER & TAYLOR CO		57.20	131358	03/31/2000	EXPENDITURES
03/24/2000	BAKER & TAYLOR CO		34.11	131359	03/31/2000	EXPENDITURES
	TOTAL		187.01			

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FUND 19

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

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PERIOD-ENDING-20000331

DPL-EQUIP REPLACEMENT FUND

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	176,037.58	197,769.47	192,041.00	5,728.47	103
	TOTAL	.00	176,037.58	197,769.47	192,041.00	5,728.47	103
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	27,500.00	24,899.48	30,000.00	5,100.52	83
	TOTAL	.00	27,500.00	24,899.48	30,000.00	5,100.52	83
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	2,090.00	6,399.02	2,280.00	4,119.02	280
	TOTAL	.00	2,090.00	6,399.02	2,280.00	4,119.02	280
	FUND TOTAL	.00	205,627.58	229,067.97	224,321.00	4,746.97	102

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CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

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OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	EXPENSES								
502	BUILDINGS	194,321	.00	207,613.62	178,127	13,292.62	.00	13,292.62	106.8
	CAPITAL OUTLAY	194,321	.00	207,613.62	178,127	13,292.62	.00	13,292.62	106.8
	** DIVISION TOTAL **	194,321	.00	207,613.62	178,127	13,292.62	.00	13,292.62	106.8

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CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

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OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	1999 GRANT								
280	OTHER PROFESSIONAL SERVICES	30,000	.00	11,000.00	27,500	19,000.00	.00	19,000.00	36.7
	CONTRACTUAL SERVICES	30,000	.00	11,000.00	27,500	19,000.00	.00	19,000.00	36.7
345	OFFICE SUPPLIES	0	.00	6,906.48	0	6,906.48	.00	6,906.48	
	CAPITAL OUTLAY	0	.00	6,906.48	0	6,906.48	.00	6,906.48	
515	OFFICE MACHINERY AND EQUIPMENT	0	2,495.00	9,488.00	0	9,488.00	.00	9,488.00	
	** DIVISION TOTAL **	30,000	2,495.00	27,394.48	27,500	2,605.52	.00	2,605.52	91.3

DECATUR PUBLIC LIBRARY
PERIOD ENDING 20000331

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
3	FUND BALANCE						
8	30001-000 BEGINNING FUND BALANCE	.00	311,240.41	340,117.00	339,535.00	582.00-	100
9	TOTAL	.00	311,240.41	340,117.00	339,535.00	582.00-	100
10	30100-107 PROPERTY TAX-LIBRARY	.00	2,205,159.91	2,380,136.87	2,405,629.00	25,492.13	98
11	TOTAL	.00	2,205,159.91	2,380,136.87	2,405,629.00	25,492.13	98
12	INTER GOVERNMENTAL REVENUE						
13	30200-104 REPLACEMENT TAX	17,047.91	183,333.33	178,438.60	200,000.00	21,561.40	89
14	30200-107 STATE GRANTS OR OTHER	.00	95,333.33	105,238.17	104,000.00	1,238.17-	101
15	TOTAL	17,047.91	278,666.66	283,676.77	304,000.00	20,323.23	93
16	FINES-AND FEES						
17	30500-509 LIBRARY FINES AND FEES	6,454.55	67,833.33	57,151.23	74,000.00	16,848.77	77
18	30500-510 LIBRARY NON-RESIDENT FEES	25.00	458.33	925.00	500.00	425.00-	185
19	30500-511 LIBRARY LOST AND DAMAGED-BOOKS	610.88	3,666.66	7,236.68	4,000.00	3,236.68-	180
20	30500-514 VERIFAX	.00	1,604.16	1,759.22	1,750.00	49.22-	102
21	30500-515 RESERVES	1,704.35	7,791.66	10,510.69	8,500.00	2,010.69-	123
22	TOTAL	8,794.78	81,354.14	77,622.82	88,750.00	11,127.18	87
23	TRANSFERS FROM						
24	30600-752 TRANS FR WALMART TIF	.00	5,500.00	6,000.00	6,000.00	.00-	100
25	TOTAL	.00	5,500.00	6,000.00	6,000.00	.00	100
26	INVESTMENT INCOME						
27	30700-101 INVESTMENT INTEREST	3,024.44	34,833.33	38,927.16	38,000.00	927.16-	102
28	TOTAL	3,024.44	34,833.33	38,927.16	38,000.00	927.16-	102
29	OTHER INCOME						
30	30800-805 CONTRIBUTIONS AND DONATIONS	370.00	3,208.33	3,677.77	3,500.00	177.77-	105
31	30800-899 MISCELLANEOUS INCOME	991.00	2,750.00	21,075.64	3,000.00	18,075.64-	702
32	TOTAL	1,361.00	5,958.33	24,753.41	6,500.00	18,253.41-	380
33	FUND TOTAL	30,228.13	2,922,712.78	3,151,234.03	3,188,414.00	37,179.97	98

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY		UNENCUMBERED BALANCE	PRCT COMM
						UNEXPENDED BALANCE	ENCUMBRANCE		
40000	DECATUR PUBLIC LIBRARY								03/31/2000
090	SALARIES & WAGES	1,513,748	160,132.55	1,179,977.53	1,387,602	333,770.47	0.00	333,770.47	78.0
092	REGULAR SALARIES	0	6,678.38	56,544.96	0	56,544.96	0.00	56,544.96	
094	HOLIDAYS	0	0.00	7,397.45	0	7,397.45	0.00	7,397.45	
096	OTHER LEAVE WITH PAY	0	6,872.32	43,928.71	0	43,928.71	0.00	43,928.71	
098	SICK TIME	0	3,503.28	70,526.52	0	70,526.52	0.00	70,526.52	
098	VACATION TIME	0	0.00	0.00	0	0.00	0.00	0.00	
		1,513,748	177,186.53	1,358,375.17	1,387,602	155,372.83	0.00	155,372.83	89.7
	PERSONAL SERVICES								
101	OVERTIME	10,900	2,220.14	24,412.51	9,991	13,512.51	0.00	13,512.51	224.0
102	TEMPORARY SALARIES	22,892	3,529.72	18,121.79	20,984	4,770.21	0.00	4,770.21	79.2
104	RETIEMENT-IMRF	234,564	26,735.42	210,354.14	215,017	24,209.86	0.00	24,209.86	89.7
111	LIFE INSURANCE	924	104.49	808.38	847	115.92	0.00	115.92	87.5
112	MEDICAL INSURANCE	160,464	19,190.22	140,168.73	147,092	20,295.27	0.00	20,295.27	87.4
113	UNEMPLOYMENT COMPENSATION	1,100	158.22	1,187.34	1,008	87.34	0.00	87.34	107.9
114	WORKERS COMPENSATION	10,285	1,481.14	11,086.98	9,427	801.98	0.00	801.98	107.8
115	SERVICE RECOGNITION	9,685	920.88	8,118.16	8,877	1,566.84	0.00	1,566.84	83.8
		450,814	54,340.63	414,258.03	413,243	36,555.97	0.00	36,555.97	91.9
	CONTRACTUAL SERVICES								
201	ADVERTISING	250	80.00	1,544.95	229	1,294.95	0.00	1,294.95	618.0
202	PRINTING AND BINDING	14,000	1,080.16	12,025.15	12,833	1,977.85	0.00	1,977.85	94.9
210	SERV-BUILDINGS	5,000	2,394.15	8,008.64	4,583	3,008.64	24.00	3,008.64	160.7
211	SERV-IMPROVEMENTS	200	660.32	5,860.32	183	5,660.32	0.00	5,660.32	930.2
212	SERV-AUTO EQUIPMENT	3,000	1,150.00	3,436.39	2,750	436.39	0.00	436.39	114.5
213	SERV-OFFICE EQUIP	10,000	861.96	18,796.75	9,166	8,796.75	280.85	8,796.75	190.8
230	MIS SERVICES	22,405	1,867.08	22,404.96	20,537	0.04	0.00	0.04	100.0
231	ELECTRICITY	65,000	9,605.45	131,216.23	59,583	66,216.23	0.00	66,216.23	201.9
232	GAS	13,500	2,140.67	13,281.06	12,375	6,218.94	0.00	6,218.94	53.9
233	TELEPHONE	28,000	2,140.67	29,243.66	25,666	1,242.66	0.00	1,242.66	104.4
234	WATER	1,250	1,500.00	674.67	1,145	575.33	0.00	575.33	54.0
238	AUDITING SERVICES	9,000	234.31	886.57	7,333	7,113.43	0.00	7,113.43	111.1
240	TRAINING SCHOOL	7,000	67.00	4,028.56	6,416	2,921.44	0.00	2,921.44	58.3
241	CONFERENCES AND OTHER TRAVEL	15,000	2,026.59	14,853.89	13,750	1,466.11	0.00	1,466.11	99.5
245	POSTAGE	25,000	3,677.52	56,897.35	22,916	31,897.35	0.00	31,897.35	227.6
271	COMPUTER SOFTWARE EXPENSE	1,000	0.00	0.00	2,750	3,000.00	0.00	3,000.00	
272	TEMP PERSONNEL SERVICES	101,250	4,516.26	80,625.00	92,812	1,000.00	0.00	1,000.00	
273	TUITION REIMBURSEMENT	2,800	0.00	2,830.00	2,383	20,625.00	0.00	20,625.00	79.6
280	OTHER PROFESSIONAL SERVICES	20,000	0.00	0.00	18,333	230.00	0.00	230.00	108.8
284	PROFESSIONAL MEMBERSHIP FEES	26,800	1,483.39	15,912.55	24,566	10,887.45	0.00	10,887.45	59.4
286	RENTAL MEMBERSHIP FEES	383,755	33,344.84	428,021.69	351,766	44,266.69	1,572.71	45,839.40	111.9
289	RENTAL-EQUIPMENT								
	COMMODITIES								
310	GASOLINE	3,000	335.21	2,278.34	2,750	721.66	0.00	721.66	75.9
312	JANITORIAL SUPPLIES	7,000	513.50	8,121.49	5,500	2,151.49	0.00	2,151.49	135.9
320	MATERIAL-BLOCKS	3,500	407.12	20,581.12	6,416	13,581.12	0.00	13,581.12	294.0
337	MATERIAL TO MAINT AUTO EQUIP	35,000	3,565.17	3,307.16	3,208	192.84	0.00	192.84	94.5
345	OFFICE SUPPLIES	200	0.00	28,124.71	32,083	6,875.29	2,411.78	4,463.51	87.2
357	EMPLOYEE RECOGNITION SUPPLIES				183	200.00	0.00	200.00	
	OTHER CHARGES	54,700	5,803.12	62,442.82	50,140	7,742.82	2,411.78	10,154.60	118.6
415	TRANSFER TO GENERAL FUND	1,200	100.00	1,100.00	1,100	100.00	0.00	100.00	91.7
418	MOTOR VEHICLE-INSURANCE	2,554	212.83	2,341.13	2,341	212.87	0.00	212.87	91.7
420	ROLLER-INSURANCE	153	12.75	140.25	140	12.75	0.00	12.75	91.7
421	PROPERTY INSURANCE	10,525	877.08	9,647.88	9,647	877.12	0.00	877.12	91.7

GLA3030 FUND 21

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

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LIBRARY CAPITAL PERIOD ENDING 20000331

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	349,833.91	663,335.31	381,637.00	281,698.31-	173
6	TOTAL	.00	349,833.91	663,335.31	381,637.00	281,698.31-	173
7	TRANSFERS FROM						
8	30600-726 TRANSFER FROM FD 35-BLDG LEASE	.00	100,833.33	.00	110,000.00	110,000.00	
9	TOTAL	.00	100,833.33	.00	110,000.00	110,000.00	
10	INVESTMENT INCOME						
11	30700-101 INVESTMENT INTEREST	.00	366.66	9,354.41	400.00	8,954.41-	338
12	TOTAL	.00	366.66	9,354.41	400.00	8,954.41-	338
13	OTHER INCOME						
14	30800-805 CONTRIBUTIONS AND DONATIONS	.00	458,333.33	22,315.03	500,000.00	477,684.97	4
15	30800-870 DPL FOUNDATION CONTRIBUTION	7,158.86	.00	779,132.60	.00	779,132.60-	
16	TOTAL	7,158.86	458,333.33	801,447.63	500,000.00	301,447.63-	160
17	TRANSFERS IN						
18	30900-900 BOND OR NOTE PROCEEDS	.00	366,666.66	.00	400,000.00	400,000.00	
19	TOTAL	.00	366,666.66	.00	400,000.00	400,000.00	
20	FUND TOTAL	7,158.86	1,276,033.89	1,474,137.35	1,392,037.00	82,100.35-	105

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CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

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40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

03/31/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENGUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
5	CONTRACTUAL SERVICES								
6	202 PRINTING AND BINDING	0	.00	450.00	0	450.00-	.00	450.00-	
7	210 SERV-BUILDINGS	0	.00	40,777.26	0	40,777.26-	.00	40,777.26-	
8	237 ARCH AND ENGINEERING SERVICES	0	2,698.16	438,494.74	0	438,494.74-	.00	438,494.74-	
9	280 OTHER PROFESSIONAL SERVICES	0	.00	243,418.77	0	243,418.77-	.00	243,418.77-	
10	TOTAL	0	2,698.16	723,140.77	0	723,140.77-	.00	723,140.77-	
11	COMMODITIES								
12	320 MATERIAL-BLDGS		.00	2,031.13	0	2,031.13-	.00	2,031.13-	
13	TOTAL	0	.00	2,031.13	0	2,031.13-	.00	2,031.13-	
14	CAPITAL OUTLAY								
15	502 BUILDINGS	1,282,036	0	653,006.05	1,175,199	629,029.95	2,733.00	626,296.95	51.1
16	515 OFFICE MACHINERY AND EQUIPMENT	0	2,391.16	113,933.12	0	113,933.12-	2,733.00	116,666.12-	
17	TOTAL	1,282,036	2,391.16	766,939.17	1,175,199	515,096.83	5,466.00	509,630.83	60.2
18	** DIVISION TOTAL **	1,282,036	5,089.32	1,492,111.07	1,175,199	210,075.07-	5,466.00	215,541.07-	116.8

GLA3030 FUND 31

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

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PERIOD ENDING 20000331

DPL BOND CAPITAL FUND

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	1,845,657.91	1,728,216.67	2,013,445.00	285,228.33	85
TOTAL		.00	1,845,657.91	1,728,216.67	2,013,445.00	285,228.33	85
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	6,416.66	13,168.28	7,000.00	6,168.28-	188
TOTAL		.00	6,416.66	13,168.28	7,000.00	6,168.28-	188
FUND TOTAL		.00	1,852,074.57	1,741,384.95	2,020,445.00	279,060.05	86

GLA3010

CITY OF DECATUR

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REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

40000	DPL-BOND CAPITAL FUND	FUND 31	DPL BOND CAPITAL FUND	03/31/2000	UNENCUMBERED BALANCE	PRCNT COMM
OB	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE
	CAPITAL OUTLAY					
502	BUILDINGS	.00	1,741,384.95	1,852,074	279,060.05	86.2
		2,020,445	1,741,384.95	1,852,074	279,060.05	86.2
**	DIVISION TOTAL **	.00	1,741,384.95	1,852,074	279,060.05	86.2

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

PERIOD ENDING 20000331

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	.00	1,789.55	.00	1,789.55-	
	TOTAL	.00	.00	1,789.55	.00	1,789.55-	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	22,916.66	.00	25,000.00	25,000.00	
	TOTAL	.00	22,916.66	.00	25,000.00	25,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	.00	27.09	.00	27.09-	
	TOTAL	.00	.00	27.09	.00	27.09-	
	FUND TOTAL	.00	22,916.66	1,816.64	25,000.00	23,183.36	7

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CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

OB DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COM
FUND 33 DPL-STATE GRANT FOR BLDG 03/31/2000								
40000 DPL-STATE GRANT FOR BUILDING								
CAPITAL OUTLAY								
502-BUILDINGS	25,000	.00	23,800.00	22,916	1,200.00	.00	1,200.00	95.2
	25,000	.00	23,800.00	22,916	1,200.00	.00	1,200.00	95.2
** DIVISION TOTAL **	25,000	.00	23,800.00	22,916	1,200.00	.00	1,200.00	95.2

GLA3030 FUND 35

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

PAGE 31

PERIOD ENDING 20000331

LIBRARY-BUILDING LEASES

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	80.50	.00	605.52	.00	605.52-	
12	TOTAL	80.50	.00	605.52	.00	605.52-	
13	OTHER INCOME						
14	30800-846 LEASE OF LIBRARY PROPERTY	.00	137,500.00	13,166.64	150,000.00	136,833.36	8
17	TOTAL	.00	137,500.00	13,166.64	150,000.00	136,833.36	8
19	FUND TOTAL	80.50	137,500.00	28,784.95	150,000.00	121,215.05	19

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REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

OB-DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
40000 LIBRARY LEASES				FUND 35 LIBRARY BUILDING LEASES			03/31/2000	
231 ELECTRICITY	30,000	464.44	1,393.32	27,500	28,606.68	.00	28,606.68	4.6
246 LEGAL SERVICES	10,000	.00	.00	9,166	10,000.00	.00	10,000.00	
280 OTHER PROFESSIONAL SERVICES	0	11,682.00	16,711.27	0	16,711.27-	.00	16,711.27-	
	40,000	12,146.44	18,104.59	36,666	21,895.41	.00	21,895.41	45.3
OTHER CHARGES								
478 TRANSFER TO LIBRARY CAPITAL	110,000	.00	.00	100,833	110,000.00	.00	110,000.00	
	110,000	.00	.00	100,833	110,000.00	.00	110,000.00	
** DIVISION TOTAL **	150,000	12,146.44	18,104.59	137,499	131,895.41	.00	131,895.41	12.1

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	106,815.50	121,214.32	116,526.00	4,688.32	104
30031-923	BEG FUND BAL-BRIDGES	.00	1,475.83	1,665.10	1,610.00	55.10	103
8	TOTAL	.00	108,291.33	122,879.42	118,136.00	4,743.42	104
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	551.00	5,147.08	5,087.17	5,615.00	527.83	90
30700-105	DISTRIBUTION FR BRIDGES TRUST	7.55	641.66	778.08	700.00	78.08	111
13	TOTAL	558.55	5,788.74	5,865.25	6,315.00	449.75	92
15	FUND TOTAL	558.55	114,080.07	128,744.67	124,451.00	4,293.67	103

OB	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	DPL-CANTONI TRUST							03/31/2000
900	EXPENDITURES	187.01	4,401.38	8,708	5,098.62	212.00	4,886.62	48.6
900	EXPENDITURES	187.01	4,401.38	8,708	5,098.62	212.00	4,886.62	48.6
**	DIVISION TOTAL **	187.01	4,401.38	8,708	5,098.62	212.00	4,886.62	48.6

OB	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST							03/31/2000
900	EXPENDITURES	700	700.00	641	.00	.00	.00	100.0
900	EXPENDITURES	700	700.00	641	.00	.00	.00	100.0
**	DIVISION TOTAL **	700	700.00	641	.00	.00	.00	100.0

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range planning keep current on products and services so that informed decisions can be made if funding becomes available.

Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in chapter VIII, Facilities.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library’s materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library’s collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association’s *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)

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- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public include a minimum of two evenings (total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 27.** The library informs its community about the collections and services available in and through the library.

Supplemental Standards

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See appendix 6 for recommended hours of service by population.)
3. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing all both locations at all hours the library is open.
4. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
5. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
6. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron.
7. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.

8. Lending regulations facilitate maximum use of library materials.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
10. Accurate and easily understood bibliographic access is provided through a computerized or manual card catalog.
11. The library's bibliographic and holdings information are in machine-readable form using the MARC format.
12. A current record of the library's holdings is available on ILLINET Online.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.
15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and telefax numbers are listed in both white and yellow pages. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

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Valauskas, Edward J., and Nancy R. John. *Internet Initiative: Libraries Providing Internet Services and How They Plan, Pay, and Manage.* Chicago: ALA, 1995.



CITY OF DECATUR ILLINOIS

1 GARY K. ANDERSON PLAZA

DECATUR, ILLINOIS 62523-1196

April 14, 2000

Mr. John Moorman
Decatur Public Library
130 North Franklin Street
Decatur, Illinois 62523

RE: 2000 Preservation Awards

Dear John:

Annually, the City of Decatur's Historical and Architectural Sites Commission recognizes individuals and organizations who demonstrate appreciation for the preservation of historical and architectural heritage through renovation or restoration projects. These individuals receive accolade at the Preservation Awards Program held each year during Preservation Week. We are pleased to inform you that the **Decatur Public Library** will receive a 2000 Preservation Award for **Adaptive Reuse**. Congratulations!

A member of the Commission will be contacting you soon to ask about the details of your project such as special techniques, materials, or other points of interest. Slides may be taken of your project. We will also be asking for the names of persons who should also be included for recognition and the names of guests you would like to invite to the presentation.

Award winning projects will be highlighted during the award presentation on Wednesday, May 17, 2000, 7:00 PM at Kaeuper Hall, Perkinson Music Center, Millikin University, 1184 West Main Street. A dessert reception will be held immediately following the presentations. You will receive a formal invitation to the award's program. If you have any questions, please call me at 424-2786. I look forward to seeing you soon.

Sincerely,

Kathy J. Miller, AICP, Planner
Economic and Urban Development Department

L00-86

2000 HASC PRESERVATION AWARDS

Excellence in Landscape and Streetscape

- Jimmy Ryan's Courtyard
- 665 West Prairie (garden)
- 462 West Macon - Taylor restoration of pond and garden

Excellence in New Construction and Additions

- 321 West William - (Birks garage)
- Grisson porch addition, 309 Edward Street

Organizational Achievement

- Macon Place Neighborhood Group

Excellence in Architectural Restoration

- First United Methodist Church
- Leonard's House - David Stahl
- Millikin Music Building
- 334 West Macon
- Goods Furniture - Main Street
- 531 West William (Potter)

Adaptive Reuse

- Decatur Public Library
- Village Mall

Educational Awareness

- Jasper DeVidal - "Historic Homes in Decatur"

Arthur Ploeger Award

- Rhonda Glidwell
- Lee Slider