

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, March 19, 1998 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Meeting of February 19, 1998
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. No meeting
 - B. Finance and Properties Committee
 - 1. Approval of bills for February 1998
 - 2. No meeting
 - C. Rolling Prairie Library System
 - 1. Report on March 1998 system board meeting
 - D. Friends of the Library
 - 1. Meeting of March 11, 1998
 - E. Foundation
 - 1. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter VIII: Facilities
- VII. Old business
- VIII. New business
 - A. Adjusted project schedule
 - B. Universal service discount program
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 19, 1998

I. CALL TO ORDER

The meeting was called to order at 4:38 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Wayne Dunning, Judi Moss, and Russell Reimer. Absent: Mark Gibson, Mary Lee, Ellen Spycher, and John Stengel. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: David Pritts.

New trustee Wayne Dunning was introduced and the oath of office was administered.

David Pritts was recognized for his dedication and years of service as a trustee. Mrs. Moore presented him with a plaque.

II. APPROVAL OF MINUTES

The minutes of the meeting of January 15, 1998 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman asked if anyone would like to attend the system membership meeting in Springfield on March 21. He also asked if anyone would like to run for election to represent the library as a trustee on the system board of trustees.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met February 5, 1998.

Mrs. Moss reported that the committee reviewed proposals to sell the current library and to lease space in the new library. Mrs. Moss made a motion to approve contracts with John Cardwell and to authorize Mrs. Moore to approve the contracts. The motion was seconded by Mrs. Arnold and unanimously carried on roll call vote.

The committee also reviewed a proposal from the union to change the definition of seniority as it applies to vacations. Mrs. Moss made a motion to delete the word "Department" in Article IX, Section 5, line 3 (page 13) of the collective bargaining agreement. The motion was seconded by Mr. Reimer and unanimously carried. This change will be submitted to the City Manager for approval.

The committee reviewed a proposal to allow Mr. Rush Copy and Print to make copies of photographs and negatives from the library's Herald & Review collection of prints and negatives. Mrs. Moss made a motion to approve the agreement as presented. The motion was seconded by Mrs. Arnold and unanimously carried.

Mrs. Moss reported on a project she is working on with the public school children to raise funds for the library fund drive.

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

The committee did not meet.

Rolling Prairie Library System: Mr. Moorman attended the system meeting and highlighted plans for the new library. He reported that the system has asked that the library consider becoming part of the system computer network. Mr. Moorman will be looking at options.

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

Foundation: The Foundation Board of Directors met January 21, 1998. Mr. Moorman reported on the status of the fund drive.

VI. SERVING OUR PUBLIC : STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VII, Public Relations and Marketing, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

The library's Internet use policy was discussed at length. It was agreed that the policy places responsibility for what children view on the Internet with the parents or guardians. Mr. Moorman also reported that privacy screens have been added to the monitors.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:06 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

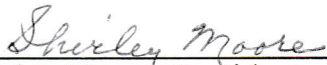
RESOLUTION #98-01

**RESOLUTION AUTHORIZING EXPENDITURE OF FUNDS
DECATUR PUBLIC LIBRARY**

**BE IT RESOLVED BY THE DECATUR PUBLIC LIBRARY BOARD OF
TRUSTEES OF THE CITY OF DECATUR, ILLINOIS:**


Section 1. That the Library Board of Trustees hereby authorizes use of the balance of the library equipment replacement fund, the carryover fund in the library general fund, and the balance of the library capital fund for use in the Sears renovation library project.

PRESENTED AND ADOPTED this 19th day of March, 1998.



Shirley Moore, President
Decatur Public Library Board of Trustees

ATTEST:



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the March 19, 1998 Meeting

of the
Decatur Public Library Board of Trustees

My schedule has again caught my monthly report. I am leaving on Wednesday, March 10 for the PLA National Conference in Kansas City where I will be giving a program on public library architecture with Fred Schlipf of the Urbana Free Library. As library division head reports are not due to me until March 10, I will not have all reports in hand as I prepare this month's report.

Again, the highlight of the month was March 4 and 5 when architects and engineers worked with library staff in further development of the design phase for the Sears library renovation project. Items discussed during these meetings included millwork, floor coverings, lighting and electrical placements. It was hoped to have initial discussions on furniture arrangements but PSA was having problems with computer programs so no furniture layouts were available.

The first meeting of the 1998 staff in service committee was held on Monday, March 8. They are beginning planning for a fall staff in service day. I will be getting with the board in the next few months to select a day for this event.

Dixie McGregor returned to the extension division this past month as a volunteer. She is beginning a systematic weeding and inventory of the division's adult fiction collection. This is in preparation for our move to the Sears building. So far she is into the "B's". At present the extension division is serving as a last copy center for fiction titles held by the library. Karen Anderson has worked on the division's non-fiction collection and is currently weeding the "J" fiction collection. As a part of this process, the division is replacing worn out copies to upgrade the quality of the collections on the bookmobiles.

Karen Anderson has been meeting with Sandy Jacobs from the county extension office to coordinate story hours by extension staff at summer bookmobile stops. We are targeting inner city neighborhoods for this program using stops such as Woodrow Wilson and Southeast school.

During February there were no bookmobile stops at the Lutheran School due to their move to their new facility. Library maintenance staff have been working on installing the necessary hook-up for service at the new facility and it is hoped that service can resume in the near future. As this is one of our best bookmobile stops, bookmobile circulation was affected by this situation.

Due to requests from home service individuals, the library is purchasing several cassette recorders so that these patrons may enjoy our books on tape materials.

We are still working with GEAC on the installation of patch 8. This patch will correct the

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March 19, 1998

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problem we have had with a lack of catalog authority control. This has been a very time consuming and frustrating process as it has taken over 7 months since the problem was first noticed. If all goes well, by the board meeting this patch should have been installed on our rs6000. We are also dealing with GEAC over problems in statistical record keeping. While in Kansas City, I intend to talk to GEAC about our concerns with recent system operation.

Larry Harris has been holding meetings with the evening cleaning staff to keep them better informed on library operations. He is in the process of painting the 2nd floor women's staff restroom. During the month, a collection of tools were purchased so that maintenance staff will have access to tools for repairs and service needs. He is also working on an equipment data card system for the building so that all equipment will have a specific record as to type and service record. In coming weeks he will be working on wall repairs in the 2nd floor storage area.

Grace Veach reports that the new CATME software system arrived and was installed. The installation was difficult due to the age and lack of enough memory of the technical services server. It is hoped that the server will last until the new fiscal year begins on May 1. With CATME, library staff will be able to cut one search out of every record cataloged presenting a savings to the library of \$160 to \$200 per month.

The library's collection now totals 286,299 volumes and 181,910 titles. During the month there were 1,130 changes made to the library's database. There were 1,184 items mended, 787 periodicals processed, and 458 book jackets were replaced.

As of March 10, 1998 the library had completed 86.2% of its fiscal year. Library expenses and encumbrances stood at 82% of budget.

During February 1998 28 volunteers gave 175 hours of service to the library.

The children's division reports that preschool story times have been going well. So far 112 children have attended 8 programs. There were 8 lapsits during the month attended by 164 parents and toddlers and Baby TALK's "Booktimes for Parents" program was attended by 11 individuals. During the month twenty-one groups visited the division, 15 for story times and tours, 3 for tours, and 3 to use the story room and look at books. The Head Start Family Literacy class come for their monthly Monday night story time. The topic this month was "music and song". During the program comb kazoos were made and the group played "I've Been Workin' On the Railroad" to end the program. Katie Gross indicates that this program was the most enjoyable of the programs presented to the group over the past three years.

The month saw 26 Baby TALK assists, including 5 photos, 4 birthday books, and 1 book for a newborn. Eighteen people came in for SPARK certificates.

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March 19, 1998

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Katie Gross reported that the month included a visit from a children's book author from Turkey, Aytul Akal who was visiting her son, an exchange student in Decatur. She showed the staff some of her books and one of them, about two brothers, showed that brothers in Istanbul act pretty much the same as brothers in Decatur. Her visit provided a delightful change of pace for division staff.

The adult division has been previewing several Information Access databases to see if we want to add them to our collection. In addition they have been viewing Electric Library, which is being offered through a Rolling Prairie Library System discount program, to see if we wish to subscribe to this information source.

NWRAPS has sent in the rest of their pledge money for the framing of historic pictures. Dayle Irwin has been selected to serve on the NWRAPS board as their reference/history contact.

The Century of Change book published by the Friends of the Library has been received and will be on sale shortly. The pictures of Decatur in the book are remarkable and the juxtaposition of the old scene with the current building or site clearly shows the effect of time. Congratulations are to be given to all who have worked on this valuable historical record.

The FirstSearch database has been bookmarked for use on InfoTrac workstations in the basement network. This database is an important information source which is being provided to Illinois libraries through the Illinois State Library.

Margie Wollitz and Sherry Mallory are weeding the vertical file. Much of the material does not circulate and is outdated. The adult division is emphasizing topics such as travel, catalogs, holidays, house plans and Illinois for future inclusion in the vertical file. The advent of electronic access to information has superseded many of the brochures and pamphlets that used to be a staple of vertical files.

The Seven Deadly Sins
of
Public Library Architecture

- 1. Bad Lighting**
- 2. Inflexibility**
- 3. Bad Location**
- 4. Complex Maintenance Requirements**
- 5. Insufficient Work and Storage Space**
- 6. Bad Security**
- 7. Signature Architecture**

Presenters:

Frederick A. Schlipf
Executive Director
The Urbana Free Library
201 South Race Street
Urbana, Illinois 61801-3283
Tel (217) 367-4057
FAX (217) 367-4061

John A. Moorman
City Librarian
Decatur Public Library
247 East North Street
Decatur, Illinois 62523-1128
Tel (217) 424-2900 ext. 13
FAX (217) 423-5741

To: John, Carolyn, Katie, Grace + Lar, - , Helen

This was turned in at Circ.
Pat on our backs! Beth

WED. 03/04/1998

TO: DECATUR, IL
DOWNTOWN LIBRARY
STAFF

FROM: TEMPORARY
RESIDENT -- KATHLEEN

H. MARY

YOU HAVE A VERY FINE
LIBRARY. MY COMPLI-
MENTS ON YOUR VERY
INTELLIGENTLY

ORGANIZED AREAS.
ESPECIALLY, THE
MAIN ENTRANCE, CHECK-
"CHECK-IN AND CHECK-
OUT" AREA, 'STAIRWELL
(CONT. OVER)

ARTISTS' GALLERY' AREA,
REFERENCE CENTER --
EXEMPLARY; AND
CHILDREN'S STORY
ROOM AND CHILDREN'S
CENTER STRICT AND
STRIDENT STAFF.

MY GRATITUDE TO
THIS LIBRARY'S STAFF
AND POLICIES BEING
UPHELD TO PROVIDE
A QUIETING STUDY
AND LEARNING SITE.

THANK YOU,
Kathleen A. Mary

STATISTICAL REPORT
February 1998

TECHNICAL SERVICES

New book volumes added: 1,061
New book titles added: 662
AV titles added: 89
Volumes withdrawn: 1,205
Books mended: 1,184

PERSONNEL ACTIVITY:

2/6/98 Eula Spates hired for Library Clerk I (1/2 time)

CURRENT VACANCIES: Library Telephone Page (1/2 time).

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 378 main + 33 extension = 411 total

PROFESSIONAL ASSISTS: this 12 months to date: 85,521
last 12 months to date: 69,657

PATRONS IN THE BUILDING: this 12 months to date: 366,038
last 12 months to date: 357,251

VOLUMES PURCHASED: this 12 months to date: 17,602
last 12 months to date: 22,523

VOLUNTEERS: 28 volunteers worked 175 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 February 1998

Location	February 1998	February 1997	% Change
CENTRAL LIBRARY, PRINT			
Adult	22,973	25,073	-8.4
Young Adult	1,030	1,187	-13.2
Children's	13,028	12,828	1.6
TOTAL	37,031	39,088	-5.3
EXTENSION PRINT			??
Bookmobile 548	7,172	6,984	2.7
Bookmobile 549	2,570	3,384	-24.1
Outreach	383	1,195	-68.0
TOTAL	10,125	11,563	-12.4
TOTAL PRINT	47,156	50,651	-6.9
NON-PRINT			
Videocassettes	7,554	7,389	2.2
Audiocassettes	2,560	3,075	-16.8
Recordings	1,872	2,311	-19.0
TOTAL	11,986	12,775	-6.2
Extension Non-print	882	831	6.1
TOTAL NON-PRINT	12,868	13,606	-5.4
Renewals	665	659	0.9
TOTAL CIRCULATION	60,689	64,916	-6.5

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 February 1998

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	276,557	287,740	-3.9
Young Adult	14,658	15,381	-4.7
Children's	159,874	158,959	0.6
TOTAL	451,089	462,080	-2.4
EXTENSION PRINT			
Bookmobile 548	83,463	82,882	0.7
Bookmobile 549	33,031	35,473	-6.9
Outreach	9,330	10,039	-7.1
TOTAL	125,824	128,394	-2.0
TOTAL PRINT	576,913	590,474	-2.3
NON-PRINT			
Videocassettes	83,946	77,676	8.1
Audiocassettes	31,911	34,998	-8.8
Recordings	22,964	24,398	-5.9
TOTAL	138,821	137,072	1.3
Extension Non-print	11,218	10,315	8.8
TOTAL NON-PRINT	150,039	147,387	1.8
Renewals	8,478	10,467	-19.0
TOTAL CIRCULATION	735,430	748,328	-1.7

FOR PERIOD ENDING 2/28/98

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
2/02/98	COMMERCIAL MAIL SERVICES	109963	2/02/98	POSTAGE	112.45
2/03/98	CARR, GERALD	109983	2/03/98	OTHER PROFESSIONAL SERVICES	144.00
2/03/98	RIGSBY, PAUL	109994	2/03/98	OTHER PROFESSIONAL SERVICES	144.00
2/03/98	RAVER, DOUGLAS	109995	2/03/98	OTHER PROFESSIONAL SERVICES	144.00
2/03/98	SLEETH, ALAN	109996	2/03/98	OTHER PROFESSIONAL SERVICES	144.00
2/03/98	TAYLOR, DELBERT	110001	2/03/98	OTHER PROFESSIONAL SERVICES	144.00
2/03/98	HARD, JAMES H.	110003	2/03/98	OTHER PROFESSIONAL SERVICES	144.00
2/04/98	TREAS-MEDICAL INSURANCE	110047	2/04/98	MEDICAL INSURANCE	4,876.10
2/04/98	TREAS-NON MEDICAL INS	110048	2/04/98	LIFE INSURANCE	33.21
2/04/98	TREAS-NON MEDICAL INS	110048	2/04/98	UNEMPLOYMENT COMPENSATION	444.18
2/04/98	TREAS-IMRF	110049	2/04/98	WORKERS COMPENSATION	1,056.00
2/04/98	TREAS-PETTY CASH	110050	2/04/98	RETIREMENT-IMRF	9,420.71
2/04/98	TREAS-PETTY CASH	110050	2/04/98	PRINTING AND BINDING	15.78
2/04/98	TREAS-PETTY CASH	110050	2/04/98	SERV-AUTO EQUIPMENT	32.85
2/04/98	TREAS-PETTY CASH	110050	2/04/98	OTHER PROFESSIONAL SERVICES	62.21
2/04/98	TREAS-PETTY CASH	110050	2/04/98	CONFERENCES AND OTHER TRAVEL	10.27
2/04/98	TREAS-PETTY CASH	110050	2/04/98	OTHER PROFESSIONAL SERVICES	30.27
2/04/98	TREAS-PETTY CASH	110050	2/04/98	MATERIAL-BLDGS	23.24
2/04/98	TREAS-PETTY CASH	110050	2/04/98	OFFICE SUPPLIES	11.90
2/04/98	TREAS-PETTY CASH	110050	2/04/98	BOOKS AND PERIODICALS	19.95
2/04/98	TREAS-PETTY CASH	110051	2/04/98	MAG/PAPERS-MAIN ADULT	31.04
2/04/98	TREAS-PETTY CASH	110051	2/04/98	OFFICE SUPPLIES	261.96
2/05/98	HERALD & REVIEW	110067	2/05/98	BOOKS AND PERIODICALS	852.90
2/09/98	TREAS-GENERAL FUND	110128	2/09/98	POSTAGE	224.14
2/09/98	TREAS-AWARDS & SCREEN PRINTING	110144	2/09/98	OFFICE SUPPLIES	150.00
2/11/98	AUDIO BOOK CONNECTION	110145	2/11/98	OFFICE SUPPLIES	47.00
2/11/98	BECK, S	110146	2/11/98	OFFICE SUPPLIES	36.53
2/11/98	MENARDS	110164	2/11/98	MATERIAL-BLDGS	265.39
2/11/98	RADIO TRANSPORTATION SERVICES	110169	2/11/98	OFFICE SUPPLIES	62.98
2/11/98	RYDER	110170	2/11/98	OTHER PROFESSIONAL SERVICES	146.28
2/11/98	SENIORAMA 1998	110172	2/11/98	OTHER PROFESSIONAL SERVICES	40.00
2/11/98	TREAS-CENTRAL GARAGE FD	110175	2/11/98	GASOLINE	224.00
2/16/98	CARR, GERALD	110200	2/16/98	OTHER PROFESSIONAL SERVICES	144.00
2/09/98	DEMCO EDUCATIONAL CORP	110206	2/16/98	POSTAGE	13.19
2/09/98	DEMCO EDUCATIONAL CORP	110206	2/16/98	POSTAGE SUPPLIES	999.02
2/09/98	EMBURY LTD.	110211	2/16/98	POSTAGE SUPPLIES	25.00
2/09/98	EMBURY LTD.	110211	2/16/98	OFFICE SUPPLIES	667.65
2/09/98	AMERITECH	110223	2/16/98	TELEPHONE	534.30
2/16/98	RIGSBY, PAUL	110239	2/16/98	OTHER PROFESSIONAL SERVICES	216.00
2/16/98	RAVER, DOUGLAS	110240	2/16/98	OTHER PROFESSIONAL SERVICES	216.00
2/16/98	SLEETH, ALAN	110244	2/16/98	OTHER PROFESSIONAL SERVICES	144.00
2/16/98	TAYLOR, DELBERT	110249	2/16/98	OTHER PROFESSIONAL SERVICES	144.00
2/18/98	TREAS-MEDICAL INSURANCE	110309	2/18/98	MEDICAL INSURANCE	216.00
2/18/98	TREAS-NON MEDICAL INS	110310	2/18/98	LIFE INSURANCE	4,687.98
2/18/98	TREAS-NON MEDICAL INS	110310	2/18/98	UNEMPLOYMENT COMPENSATION	32.40
2/18/98	TREAS-NON MEDICAL INS	110310	2/18/98	WORKERS COMPENSATION	450.91
2/18/98	TREAS-IMRF	110311	2/18/98	RETIREMENT-IMRF	1,972.00
2/18/98	C & K CUSTOM SIGNS	110311	2/18/98	PRINTING AND BINDING	8,741.26
2/19/98	GLATZ TRUCK & TRAILER SALES	110326	2/19/98	SERV-AUTO EQUIPMENT	43.10
2/19/98	GLATZ TRUCK & TRAILER SALES	110333	2/19/98	MATERIAL TO MAINT-AUTO EQUIP	1,245.00
2/19/98	HOUCHEN BINDERY LTD	110334	2/19/98	PRINTING AND BINDING	663.95
2/19/98	THM	110336	2/19/98	SERV-OFFICE EQUIP	72.15
2/24/98	BOOTH & LITTLE	110390	2/24/98	OFFICE SUPPLIES	738.70
2/24/98	GROSS, CATHERINE	110392	2/24/98	OFFICE SUPPLIES	1,395.60
2/24/98	ILLINOIS STATE CURRICULUM	110394	2/24/98	TRAINING SCHOOL	35.43
2/24/98	J D M SANDBLASTING	110395	2/24/98	SERV-IMPROVEMENTS	35.00
2/24/98	ROTARY CLUB OF DECATUR	110400	2/24/98	OTHER PROFESSIONAL SERVICES	150.00
2/24/98	TREAS-MVPS	110402	2/24/98	RENTAL-EQUIPMENT	173.75
2/26/98	AIR CLEAN FILTER SERVICE	110411	2/26/98	MATERIAL-BLDGS	55.00
2/26/98	CSC CREDIT SERVICES, INC.	110420	2/26/98	OTHER PROFESSIONAL SERVICES	262.86
2/26/98	GEAC COMPUTERS, INC.	110428	2/26/98	RENTAL-PER EQUIPMENT	123.29
2/26/98	MILLIKIN UNIVERSITY	110435	2/26/98	OTHER PROFESSIONAL SERVICES	4,748.66
2/26/98	NATIONAL LEAGUE OF CITIES	110437	2/26/98	MAG/PAPERS-MAIN PROFESSIONAL	125.10
2/26/98	R.D. MC MILLEN	110441	2/26/98	MATERIAL SUPPLIES	198.00
2/26/98	SEARS, ROEBUCK AND COMPANY	110442	2/26/98	JANITORIAL SUPPLIES	110.00
2/26/98					304.95

FOR PERIOD ENDING 2/28/98

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
2/26/98	T A BRINKHOETTER & SONS, INC.	110448	2/26/98	SERV-BUILDINGS	161.00
2/26/98	T A BRINKHOETTER & SONS, INC.	110448	2/26/98	MATERIAL-BLDGS	23.02
2/26/98	TYLERTYPES	110453	2/26/98	OTHER PROFESSIONAL SERVICES	181.25
2/26/98	UPSTART	110454	2/26/98	OFFICE SUPPLIES	185.00
2/27/98	ARAMARK SERVICES, INC.	110458	2/27/98	TELEPHONE	8.00
2/27/98	AUTUMN, INC.	110461	2/27/98	SERV-BUILDINGS	155.52
2/27/98	AMERITECH	110461	2/27/98	TELEPHONE	59.01
2/27/98	ALDRICH, JACK	110468	2/27/98	BOOKS AND PERIODICALS	89.90
2/27/98	BAKER & TAYLOR CO	110471	2/27/98	BOOKS AND PERIODICALS	2,010.09
2/25/98	BAKER & TAYLOR CO	110473	2/27/98	BOOKS AND PERIODICALS	1,058.97
2/26/98	BAKER & TAYLOR CO	110474	2/27/98	BOOKS AND PERIODICALS	1,047.63
2/26/98	BAKER & TAYLOR CO	110475	2/27/98	BOOKS AND PERIODICALS	2,621.63
2/26/98	BAKER & TAYLOR CO	110476	2/27/98	BOOKS AND PERIODICALS	1,990.16
2/26/98	BAKER & TAYLOR CO	110477	2/27/98	BOOKS AND PERIODICALS	3,736.93
2/26/98	BAKER & TAYLOR CO	110478	2/27/98	BOOKS AND PERIODICALS	2,037.24
2/26/98	BAKER & TAYLOR CO	110479	2/27/98	BOOKS AND PERIODICALS	622.64
2/27/98	BAKER & TAYLOR CO	110480	2/27/98	BOOKS AND PERIODICALS	3,373.48
2/27/98	BAKER & TAYLOR CO	110481	2/27/98	BOOKS AND PERIODICALS	1,943.79
2/27/98	BAKER & TAYLOR CO	110482	2/27/98	BOOKS AND PERIODICALS	1,055.11
2/25/98	BABY TALK INC.	110487	2/27/98	OTHER PROFESSIONAL SERVICES	275.00
2/27/98	BAKER & TAYLOR ENTERTAINMENT	110490	2/27/98	BOOKS AND PERIODICALS	1,599.06
2/27/98	BLUE MILL CITY PAPER CO	110490	2/27/98	OFFICE SUPPLIES	43.46
2/27/98	CAPITAL CITY PAPER CO	110501	2/27/98	OFFICE SUPPLIES	43.46
2/20/98	CONSOLIDATED COMMUNICATIONS	110501	2/27/98	JANITORIAL SUPPLIES	234.53
2/27/98	CHELSEA HOUSE PUBLISHERS	110515	2/27/98	TELEPHONE	74.90
2/25/98	DEMCO EDUCATIONAL CORP	110515	2/27/98	BOOKS AND PERIODICALS	15.96
2/25/98	DUN & BRADSTREET INFO SERVICES	110523	2/27/98	OFFICE SUPPLIES	125.94
2/25/98	FILMS FOR HUMANITIES & SCIENCE	110537	2/27/98	OFFICE SUPPLIES	473.25
2/25/98	GENERAL BUSINESS SYSTEMS	110537	2/27/98	BOOKS AND PERIODICALS	35.90
2/27/98	AMERITECH	110537	2/27/98	OFFICE SUPPLIES	314.25
2/26/98	ILLINOIS POWER COMPANY	110562	2/27/98	RENTAL-EQUIPMENT	1,421.32
2/25/98	ILLINOIS POWER COMPANY	110574	2/27/98	RENTAL-EQUIPMENT	4,020.56
2/27/98	IL STATE LIBRARY	110575	2/27/98	TELEPHONE	2,115.42
2/27/98	IL STATE LIBRARY	110581	2/27/98	ELECTRICITY	22.27
2/20/98	INGRAM LIBRARY SERVICES	110581	2/27/98	POSTAGE	1,574.31
2/27/98	JAN SAN SUPPLY CO., INC.	110583	2/27/98	RENTAL-EQUIPMENT	61.20
2/27/98	LUGARI, S	110584	2/27/98	BOOKS AND PERIODICALS	124.25
2/27/98	LIBRARIES UNLIMITED	110592	2/27/98	JANITORIAL SUPPLIES	45.00
2/27/98	LIBRARIES UNLIMITED	110594	2/27/98	SERV-AUTO EQUIPMENT	96.74
2/25/98	LIBRARIES UNLIMITED	110596	2/27/98	MATERIAL TO MAINT-AUTO-EQUIP	37.53
2/27/98	MENARDS	110610	2/27/98	BOOKS AND PERIODICALS	28.92
2/27/98	MENARDS	110610	2/27/98	JANITORIAL SUPPLIES	7.08
2/20/98	MCGRAW-HILL, INC	110617	2/27/98	MATERIAL-BLDGS	18.11
2/23/98	NIMS ASSOCIATES INC.	110627	2/27/98	BOOKS AND PERIODICALS	4,166.00
2/20/98	NORRELL SERVICES, INC.	110630	2/27/98	OTHER PROFESSIONAL SERVICES	2,774.01
2/20/98	OMNIGRAPHICS, INC	110635	2/27/98	TEMP PERSONNEL SERVICES	229.93
2/27/98	PBS VIDEO	110647	2/27/98	BOOKS AND PERIODICALS	229.93
2/27/98	QUILL CORPORATION	110648	2/27/98	OFFICE SUPPLIES	10.32
2/27/98	REGENT BOOK CO	110659	2/27/98	BOOKS AND PERIODICALS	595.93
2/20/98	STRIGLOS/HAINES & ESSICK	110670	2/27/98	OFFICE SUPPLIES	547.10
2/27/98	SIMON & SCHUSTER	110680	2/27/98	OFFICE SUPPLIES	49.95
2/27/98	SEGNO COMMUNICATIONS INC	110681	2/27/98	BOOKS AND PERIODICALS	5,583.00
2/27/98	STANBERRY, JOANN	110682	2/27/98	TELEPHONE	49.95
2/20/98	TIME LIFE EDUCATION-INC.	110682	2/27/98	TELEPHONE	389.74
2/27/98	TREAS-PETTY CASH	110693	2/27/98	EMPLOYEE RECOGNITION SUPPLIES	13.50
2/27/98	TREAS-PETTY CASH	110700	2/27/98	BOOKS AND PERIODICALS	9.00
2/27/98	TREAS-PETTY CASH	110700	2/27/98	SERV-AUTO EQUIPMENT	9.99
2/27/98	TREAS-PETTY CASH	110700	2/27/98	CONFERENCES AND OTHER TRAVEL	9.99
2/27/98	TREAS-PETTY CASH	110700	2/27/98	POSTAGE	11.48
2/27/98	TREAS-PETTY CASH	110700	2/27/98	OTHER PROFESSIONAL SERVICES	15.00
2/27/98	TREAS-PETTY CASH	110700	2/27/98	PROFESSIONAL MEMBERSHIP FEES	14.27
2/27/98	TREAS-PETTY CASH	110700	2/27/98	MATERIAL-BLDGS	9.23
2/27/98	UNIVERSITY BOOK-SERVICE	110705	2/27/98	OFFICE SUPPLIES	64.64
2/25/98	UNIQUE BOOKS, INC	110708	2/27/98	BOOKS AND PERIODICALS	440.61
	TOTAL				98,131.26

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/27/98	BAKER & TAYLOR CO	53.92	110473	2/27/98	EXPENDITURES
2/26/98	BAKER & TAYLOR CO	675.81	110476	2/27/98	EXPENDITURES
2/26/98	BAKER & TAYLOR CO	71.58	110477	2/27/98	EXPENDITURES
2/26/98	BAKER & TAYLOR CO	101.07	110478	2/27/98	EXPENDITURES
2/26/98	BAKER & TAYLOR CO	43.86	110479	2/27/98	EXPENDITURES
2/27/98	BAKER & TAYLOR CO	201.71	110481	2/27/98	EXPENDITURES
2/27/98	BAKER & TAYLOR CO	19.95	110482	2/27/98	EXPENDITURES
TOTAL					1,167.90

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/11/98	BABY TALK	357.88	110147	2/11/98	OTHER PROFESSIONAL SERVICES
2/26/98	BABY TALK	729.55	110148	2/26/98	OTHER PROFESSIONAL SERVICES
TOTAL					1,097.43

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/02/98	TASK FORCE X	64.50	109976	2/02/98	REGULAR SALARIES
2/02/98	TASK FORCE X	1,608.00	109976	2/02/98	REGULAR SALARIES
2/05/98	BANK OF RANTOUL	822.72	110062	2/05/98	REGULAR SALARIES
2/06/98	BLADEN, CARLA	789.89	110089	2/06/98	REGULAR SALARIES
2/20/98	BLADEN, CARLA	789.89	110355	2/20/98	REGULAR SALARIES
TOTAL					4,075.00

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	202,570.00	341,645.77	338,082.00	3,563.77-	101
TOTAL		.00	202,570.00	341,645.77	338,082.00	3,563.77-	101
TAXES							
30100-107	PROPERTY TAX-LIBRARY	85,998.61	1,891,311.66	2,259,807.72	2,269,574.00	9,766.28	99
TOTAL		85,998.61	1,891,311.66	2,259,807.72	2,269,574.00	9,766.28	99
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	286.58	137,500.00	156,587.19	165,000.00	8,412.81	94
30200-107	STATE GRANTS OR OTHER	.00	86,660.68	118,293.95	104,000.00	14,293.95-	113
TOTAL		286.58	224,160.68	274,881.14	269,000.00	5,881.14-	102
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,483.38	61,666.66	57,414.27	74,000.00	16,585.73	77
30500-510	LIBRARY NON-RESIDENT FEES	25.00	1,250.00	1,000.00	1,500.00	500.00	66
30500-511	LIBRARY LOST AND DAMAGED BOOKS	475.89	3,333.33	5,425.08	4,000.00	1,425.08-	135
30500-514	VERIFAX	528.90	1,638.33	1,942.95	1,750.00	192.95-	111
30500-515	RESERVES	855.08	7,083.33	7,077.16	8,500.00	1,422.84	83
TOTAL		7,368.25	74,791.65	72,859.46	89,750.00	16,890.54	81
TRANSFERS FROM							
30600-752	TRANS FR WALMART IIF	.00	5,000.00	3,645.52	6,000.00	2,354.48	60
TOTAL		.00	5,000.00	3,645.52	6,000.00	2,354.48	60
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	3,678.74	27,500.00	41,873.82	33,000.00	8,873.82-	126
TOTAL		3,678.74	27,500.00	41,873.82	33,000.00	8,873.82-	126
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	299.11	2,083.33	3,132.89	2,500.00	632.89-	125
30800-892	MISCELLANEOUS INCOME	2,603.25	5,833.33	9,500.79	7,000.00	2,500.79-	135
TOTAL		2,902.36	7,916.66	12,633.68	9,500.00	3,133.68-	133
FUND TOTAL		100,224.54	2,433,256.63	3,007,347.11	3,014,906.00	7,558.89	99

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
092	REGULAR SALARIES	1,424,326	101,416.31	944,564.51	1,186,938	479,761.49	.00	479,761.49	66.3
093	HOLIDAYS	0	4,345.98	53,759.81	0	53,759.81	.00	53,759.81	
094	OTHER LEAVE WITH PAY	0	0	2,201.89	0	2,201.89	.00	2,201.89	
095	SICK TIME	0	3,633.67	27,415.03	0	27,415.03	.00	27,415.03	
099	VACATION TIME	0	2,228.76	70,127.07	0	70,127.07	.00	70,127.07	
PERSONAL SERVICES									
101	OVERTIME SALARIES	8,900	762.84	4,237.56	7,416	4,662.44	.00	4,662.44	47.6
102	TEMPORARY SALARIES	15,000	997.05	14,250.83	12,500	746.37	.00	746.37	95.0
104	RETIREMENT-IMRF	242,933	18,161.97	184,738.83	202,444	58,194.17	.00	58,194.17	76.0
111	LIFE INSURANCE	819	65.81	92,472.23	832	110.09	.00	110.09	86.6
112	MEDICAL INSURANCE	118,193	9,568.68	9,085.50	98,494	25,720.77	.00	25,720.77	78.2
113	UNEMPLOYMENT COMPENSATION	12,075	895.00	21,600.00	10,062	2,989.50	.00	2,989.50	75.2
114	WORKERS COMPENSATION	28,754	2,123.00	4,682.52	23,920	7,104.00	.00	7,104.00	75.3
115	SERVICE RECOGNITION	2,678	668.58	331,776.18	2,231	2,004.52	.00	2,004.52	174.9
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	0.00	502.02	208	252.02	.00	252.02	200.8
202	PRINTING	14,500	131.03	9,677.75	11,666	4,032.25	338.00	3,694.25	73.6
210	SERV-BUILDINGS	10,000	316.52	5,576.61	6,333	4,323.39	464.86	3,858.53	61.4
211	SERV-IMPROVEMENTS	200	153.00	846.83	160	646.83	.00	646.83	423.4
212	SERV-AUTO EQUIPMENT	1,500	1,336.35	4,378.46	1,250	2,878.46	.00	2,878.46	291.9
213	SERV-OFFICE EQUIP	10,000	738.70	14,529.18	3,333	4,529.18	2,037.00	6,566.18	165.7
230	MIS SERVICES	22,544	0.00	15,908.03	18,786	5,635.97	.00	5,635.97	78.0
231	ELECTRICITY	65,000	4,020.56	57,097.80	54,166	7,902.20	.00	7,902.20	82.9
232	GAS	13,500	2,115.42	3,794.91	11,250	7,705.49	.00	7,705.49	42.9
233	TELEPHONE	26,000	2,147.43	18,098.31	21,666	7,901.69	.00	7,901.69	69.6
234	WATER	1,250	0.00	649.80	1,041	600.20	.00	600.20	52.0
238	AUDITING SERVICES	1,500	0.00	1,793.73	1,250	1,500.00	.00	1,500.00	44.8
240	TRAINING SCHOOL	4,000	35.00	6,492.65	3,333	2,206.27	.00	2,206.27	108.2
241	CONFERENCES AND OTHER TRAVE	6,000	71.21	13,000.16	5,000	492.65	.00	492.65	104.2
245	POSTAGE	12,500	1,025.80	6,380.84	10,416	500.16	235.00	523.47	104.2
247	COMPUTER SOFTWARE EXPENSE	3,000	2,774.01	42,933.37	2,500	3,380.84	.00	3,615.84	20.7
271	TEMP PERSONNEL SERVICES	25,000	0.00	1,428.50	20,833	17,933.37	.00	17,933.37	171.7
272	TUITION REIMBURSEMENT	3,000	0.00	1,571.50	2,500	1,571.50	.00	1,571.50	47.6
273	TRAVEL EXPENSE FOR INTERVIE	1,000	0.00	83,634.83	833	1,000.00	.00	1,000.00	92.2
280	OTHER PROFESSIONAL SERVICES	97,983	8,310.02	2,882.00	81,652	14,348.17	6,667.00	7,681.17	156.8
284	PROFESSIONAL MEMBERSHIP FEE	2,600	15.00	14,079.32	2,166	282.00	1,195.00	1,477.00	70.4
286	RENTAL-D P EQUIPMENT	20,000	4,748.86	17,421.87	16,833	5,920.68	.00	5,920.68	61.3
289	RENTAL-EQUIPMENT	31,000	1,943.56	324,496.57	25,833	13,578.13	1,581.99	11,996.14	92.9
COMMODITIES									
310	GASOLINE	47,200	29,860.32	40,837.49	309,847	47,330.43	12,542.16	34,788.27	90.6
312	JANITORIAL SUPPLIES	2,000	224.00	2,327.21	1,666	327.21	.00	327.21	116.4
320	MATERIAL-BLDGS	3,500	602.89	3,622.90	2,916	122.67	.00	122.67	103.5
335	MATERIAL TO MAINT AUTO EQUI	3,500	760.69	3,785.90	5,833	385.90	.00	385.90	105.5
347	OFFICE SUPPLIES	31,000	3,239.15	23,537.45	25,833	7,462.52	3,009.95	4,452.60	85.6
357	EMPLOYEE RECOGNITION SUPPLI	200	80.65	179.24	166	20.76	.00	20.76	89.6
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	.00	900.00	1,000	300.00	.00	300.00	75.0
418	MOTOR VEHICLE-INSURANCE	2,234	.00	1,675.53	1,861	558.47	.00	558.47	75.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT COMMITMENT
	OTHER CHARGES								
421	BOILER INSURANCE	114	.00	85.50	95	28.50	.00	28.50	75.0
421	PROPERTY INSURANCE	7,972	.00	5,722.72	6,380	1,914.28	.00	1,914.28	75.0
423	GENERAL LIABILITY INSURANCE	4,000	.00	4,554.00	5,080	1,518.00	.00	1,518.00	75.0
499	SMALL CAPITAL ITEMS		.00	4,265.39	3,333	265.39	.00	265.39	106.6
		21,277	.00	17,223.14	17,729	4,053.86	.00	4,053.86	80.9
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIP	10,000	.00	10,876.25	8,333	876.25	.00	876.25	108.8
		10,000	.00	10,876.25	8,333	876.25	.00	876.25	108.8
	CAPITAL OUTLAY								
803	BOOKS AND PERIODICALS	371,072	31,084.72	238,455.87	309,226	132,616.13	.00	132,616.13	64.3
805	BOOKS-PROFESSIONAL	0	.00	51.32	0	51.32	.00	51.32	
830	AV-PHONODICS	0	.00	187.87	0	187.87	.00	187.87	
841	MAG/PAPERS-MAIN ADULT	0	19.95	21,674.37	0	21,674.37	.00	21,674.37	
842	MAG/PAPERS-MAIN YOUTH	0	.00	789.51	0	789.51	.00	789.51	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,274.01	0	1,274.01	.00	1,274.01	
844	MAG/PAPERS-MAIN REFERENCE	0	51.92	13,042.99	0	13,042.99	.00	13,042.99	
845	MAG/PAPERS-MAIN PROFESSIONA	0	99.00	1,712.13	0	1,712.13	.00	1,712.13	
847	MAG/PAPERS-EXTEN ADULT	0	.00	3,295.19	0	3,295.19	.00	3,295.19	
		371,072	31,151.75	280,483.26	309,226	90,588.74	.00	90,588.74	75.6
	EXPENDITURES								
**	DIVISION TOTAL **	2,675,004	211,511.61	2,103,761.20	2,229,152	571,242.80	15,552.11	555,690.69	79.2

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	106,313.33	109,029.60	127,576.00	18,546.40	85
TOTAL							
TRANSFERS FROM							
30600-729	FROM CAPITAL IMPROVEMENT FUND	.00	3,313.33	8,812.63	3,976.00	4,836.63-	221
TOTAL							
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	488.77	.00	5,301.89	.00	5,301.89-	
TOTAL							
OTHER INCOME							
30800-899	MISCELLANEOUS INCOME	.00	1,961.66	.00	2,354.00	2,354.00	
TOTAL							
FUND TOTAL							
		488.77	111,588.32	123,144.12	133,906.00	10,761.88	92

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT COM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	20,000	.00	.00	16,666	20,000.00	.00	20,000.00	
TOTAL									
		20,000	.00	.00	16,666	20,000.00	.00	20,000.00	
OTHER CHARGES									
CAPITAL OUTLAY									
CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	0	.00	1,206.02	0	1,206.02-	.00	1,206.02-	
TOTAL									
		0	.00	1,206.02	0	1,206.02-	.00	1,206.02-	
** DIVISION TOTAL **									
		20,000	.00	1,206.02	16,666	18,793.98	.00	18,793.98	6.0

PERIOD ENDING 02/28/98

LIBRARY CAPITAL

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	328,313.33	400,000.00	393,976.00	6,024.00-	101
TOTAL		.00	328,313.33	400,000.00	393,976.00	6,024.00-	101
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	8,333.33	8,812.63	10,000.00	1,187.37	88
TOTAL		.00	8,333.33	8,812.63	10,000.00	1,187.37	88
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	16,000.00	.00	16,000.00-	
30800-875	DPL FOUNDATION TRANSFER	6,569.20	.00	58,354.58	.00	58,354.58-	
TOTAL		6,569.20	.00	74,354.58	.00	74,354.58-	
FUND TOTAL							
		6,569.20	336,646.66	483,167.21	403,976.00	79,191.21-	119

40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	Y-T-D BUDGET	YEAR-TO-DATE EXPENDITURES	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
237	ARCH AND ENGINEERING SERVICE	0	.00	0	51,785.38	51,785.38-	.00	51,785.38-	
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	8,333	16,000.00	16,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	190,000	.00	158,333	190,000.00	190,000.00	.00	190,000.00	
TOTAL		200,000	.00	166,666	148,214.62	148,214.62	.00	148,214.62	25.9
OTHER CHARGES									
404	TR TO EQUIP REPLACEMENT FD	3,976	.00	3,313	8,812.63	4,836.63-	.00	4,836.63-	
TOTAL		3,976	.00	3,313	8,812.63	4,836.63-	.00	4,836.63-	
CAPITAL OUTLAY									
502	BUILDINGS	200,000	.00	166,666	400,000.00	200,000.00-	.00	200,000.00-	200.0
TOTAL		200,000	.00	166,666	400,000.00	200,000.00-	.00	200,000.00-	200.0
** DIVISION TOTAL **									
		403,976	.00	336,645	460,598.01	56,622.01-	.00	56,622.01-	114.0

PERIOD ENDING 02/28/98

PUBLIC LIBRARY-TRUSTS

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	115,293.00	115,247.23	114,779.00	468.23-	100
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	926.97	800.00	126.97-	115
TOTAL		.00	117,908.00	116,174.20	115,579.00	595.20-	100
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	479.69	5,833.33	5,351.01	7,000.00	1,648.99	76
30700-105	DISTRIBUTION FR BRIDGES TRUST	3.63	666.66	814.38	800.00	14.38-	101
TOTAL		483.32	6,499.99	6,165.39	7,800.00	1,634.61	79
FUND TOTAL		483.32	124,407.99	122,339.59	123,379.00	1,039.41	99

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
7,000	1,167.90	2,865.71	5,833	4,134.29	212.00	3,922.29	44.0
7,000	1,167.90	2,865.71	5,833	4,134.29	212.00	3,922.29	44.0
7,000	1,167.90	2,865.71	5,833	4,134.29	212.00	3,922.29	44.0
** DIVISION TOTAL **							

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
0	.00	.00	0	.00	.00	.00	.00
** DIVISION TOTAL **							

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
800	.00	62.72	666	737.28	.00	737.28	7.8
800	.00	62.72	666	737.28	.00	737.28	7.8
800	.00	62.72	666	737.28	.00	737.28	7.8
** DIVISION TOTAL **							

DPL-CHILDCARE CONNECTION GRANT

PERIOD ENDING 02/28/98

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	8,126.34-	.00	8,126.34	
TOTAL		.00	.00	8,126.34-	.00	8,126.34	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	11,127.50	19,325.86	13,353.00	5,972.86-	144
TOTAL		.00	11,127.50	19,325.86	13,353.00	5,972.86-	144
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	32.60	.00	36.55	.00	36.55-	
TOTAL		32.60	.00	36.55	.00	36.55-	
FUND TOTAL		32.60	11,127.50	11,236.07	13,353.00	2,116.93	84

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
40000	GRANT EXPENSES								
090	SALARIES & WAGES	2,857	.00	.00	2,380	2,857.00	.00	2,857.00	
		2,857	.00	.00	2,380	2,857.00	.00	2,857.00	
245	POSTAGE	0	.00	38.40	0	38.40-	.00	38.40-	
271	TEMP PERSONNEL SERVICES	2,857	.00	2,430.00	2,380	427.00	.00	427.00	85.1
		2,857	.00	2,468.40	2,380	388.60	.00	388.60	86.4
	CONTRACTUAL SERVICES								
345	OFFICE SUPPLIES	24	.00	.00	20	24.00	.00	24.00	
		24	.00	.00	20	24.00	.00	24.00	
	OTHER CHARGES								
	CAPITAL OUTLAY								
	CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	7,615	.00	635.51	6,345	6,979.49	.00	6,979.49	8.3
		7,615	.00	635.51	6,345	6,979.49	.00	6,979.49	8.3
**	DIVISION TOTAL **	13,353	.00	3,103.91	11,125	10,249.09	.00	10,249.09	23.2

FAMILY LITERACY GRANT

PERIOD ENDING 02/28/98

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	.00	20,955.60	.00	20,955.60-	
	TOTAL	.00	.00	20,955.60	.00	20,955.60-	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	44.18	.00	86.66	.00	86.66-	
	TOTAL	44.18	.00	86.66	.00	86.66-	
	FUND TOTAL	44.18	.00	21,042.26	.00	21,042.26-	

GLA3030

40000 DPL-FAMILIES LEARNING GRANT

REPORT OF EXPENDITURES TO BUDGET FY 1996-97

CD	DESCRIPTION	MONTHLY EXPENDITURES	ANNUAL BUDGET	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
280	OTHER PROFESSIONAL SERVICES	1,097.43	0	10,380.39	0	10,380.39-	.00	10,380.39-	
	PERSONAL SERVICES	1,097.43	0	10,380.39	0	10,380.39-	.00	10,380.39-	
	COMMODITIES								
345	OFFICE SUPPLIES	.00	0	427.45	0	427.45-	1,493.15	1,920.60-	
	OTHER CHARGES	.00	0	427.45	0	427.45-	1,493.15	1,920.60-	
	CAPITAL OUTLAY								
	CAPITAL OUTLAY EXPENDITURES								
**	DIVISION TOTAL **	1,097.43	0	10,807.84	0	10,807.84-	1,493.15	12,300.99-	

Chapter VIII Facilities

Introduction

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, storytimes, and other library programs. The Supplemental Standards for this section are divided into two sections -- Existing Facilities and New or Expanded Facilities.

Applicable Core Standards

- Core 3. The library is in compliance with all federal laws that affect library operations including but not limited to, the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8], and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
- Core 4. The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
- 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 (this is part of the library's collection management policy) and the use of library materials and facilities. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core. 20. The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.

- Core 23. The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.
- Core 28. At least every 10 years and more frequently if necessary, the Board of Trustees determines if the physical facility is sufficient to meet the needs of the community. Should the facility be found insufficient to meet the needs of the community, the Board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long- term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well- lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, there should be one space per 500 sq. ft.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.

10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of first aid kit.
12. The library has an emergency manual and a disaster plan which are reviewed biennially.
13. The library has telephones and associated communications devices sufficient to meet user and staff needs.
 - a.) Telephones in all offices and at all service desks.
 - b.) Telephone number listed in both white and yellow pages.
 - c.) Automatic equipment to inform callers of library hours when the library is closed.
14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. The library has allocated space for child and family use and provided furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
15. The library has enough shelving and other types of display and/or storage to provide patrons with easy access to all materials. All shelving and other display/and or storage is designed for library purposes. Shelving in the area serving young children is scaled to their needs.
16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor to ceiling illumination of all vertical surfaces. **For more information on lighting, see #8 under Supplemental Standards for new or expanded facilities.**
17. The library has fireproof facilities for the return of library materials when the library is closed.
18. The library has heating, ventilating, and air conditioning systems (HVAC) capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for new or expanded facilities.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, except those that are part of a home rule unit of government, selects an architect in compliance with the **Local Government Professional Services Selection Act [50 ILCS 510/0.01]**. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.
5. Flexibility of design and furnishings.
 - a.) Buildings are designed with extensive data and electrical conduit, or with alternative methods of providing service to all locations in the library.
 - b.) Lighting is designed to allow extensive rearrangement of library furnishings
 - c.) All areas of the library are designed to meet the floor loading standard of 150 pounds per square foot. Heavier loads such as microform storage cabinets and compact shelving require 300 pounds per square foot.
 - d.) Service counters, service desks, and office work areas are free-standing modular units.
6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate to the material stored.

7. All construction complies with federal, state, and local codes and regulations including, but not limited to:
 - a.) **National codes**, including the **Americans with Disabilities Act** [Public Law 101-336].
 - b.) Illinois codes, including the **Illinois Environmental Barriers Act of 1985** (410 ILCS 25/1 et seq.) the **Illinois Plumbing Code**, and the **Illinois Accessibility Code**, published by the Capital Development Board to implement the **Illinois Environmental Barriers Act**.
 - c.) Local codes. Many Illinois municipalities have adopted nationally formulated codes as their local codes. Most municipalities adopt either the **Building Officials and Construction Administrators (BOCA) Code** or the **Uniform Building Codes** established by the International Conference of Building Officials (ICBO).

8. High quality lighting is critically important to libraries.
 - a.) Indirect lighting provides uniform, non-glare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from single points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where CRTs and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a CRT and look for reflections of concentrated light sources.
 - b.) Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and eliminate hum and flicker.
 - c.) High pressure sodium lighting is the ideal choice for parking lots.
 - d.) The most recent edition of the IES Lighting Handbook, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. For example, the IES recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision. IES standards are also included in *Administrator's Guide to Library Building Maintenance*, an excellent publication by Dianne Lueder and Sally Webb. Both publications are included in the bibliography following this section.

9. Provide enough storage space. This is one of the most frequently overlooked needs in the design of new or expanded facilities.
10. Safety and low maintenance are primary concerns when considering the design of landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, there are some standard guidelines for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. **See Appendix 7.1, "Determining Space Needs" for more detailed information.**

Examples of unique needs include extensive local history or genealogy collections, community need for a large meeting room, frequent programming, and extensive art and graphics related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

Bibliography

The Americans with disabilities act: its impact on libraries. Edited by Joanne L. Crispen. Association of specialized and cooperative agencies. Chicago: ALA, 1993.

Dahlgren, Anders. *Public library space needs: a planning outline.* Madison (WI): Wisconsin Department of Public Instruction, 1988. Out of print but available through ILLINET Online.

Fraley, Ruth A. and Anderson, Carol Lee. *Library space planning.* New York: Neal - Schuman, 1990. Includes an excellent section on moving a library.

Lueder, Dianne and Webb, Sally. *Administrator's guide to library building maintenance.* Chicago: American Library Association, 1992.

McCarthy, Richard. *Designing better libraries: selecting and working with building professionals.* Highsmith. Fort Atkinson(WI), 1995.

Surveying public libraries for the ADA. Available through the Bureau of Library Development, Division of Library and Information Services, 500 S. Bronough Street, Tallahassee, FL 32399-0250.

Wisconsin library building project handbook. 2nd rev. ed. Edited by Anders Dahlgren. . Madison (WI): Wisconsin Department of Public Instruction, 1990.



Phillips Swager Associates

March 3, 1998

Mr. John Moorman, City Librarian
Decatur Public Library
247 East North Street
Decatur, IL 62523-1128

Re: Sears Building Renovation Work
PSA Project No. 3091.01

Dear John,

Pursuant to your request, we have updated the project schedule (attached) to increase the amount of time allocated for Owner move in. This period has been adjusted to reflect a six week duration (August 5, 1999 through September 15, 1999).

Please do not hesitate to contact me should you have any additional questions or comments.

Sincerely,

PHILLIPS SWAGER ASSOCIATES

Randall E. Gibson, S.E., P.E.
Vice President

REG/rl

attachment

pc: Harry Cook
MRL
DCW

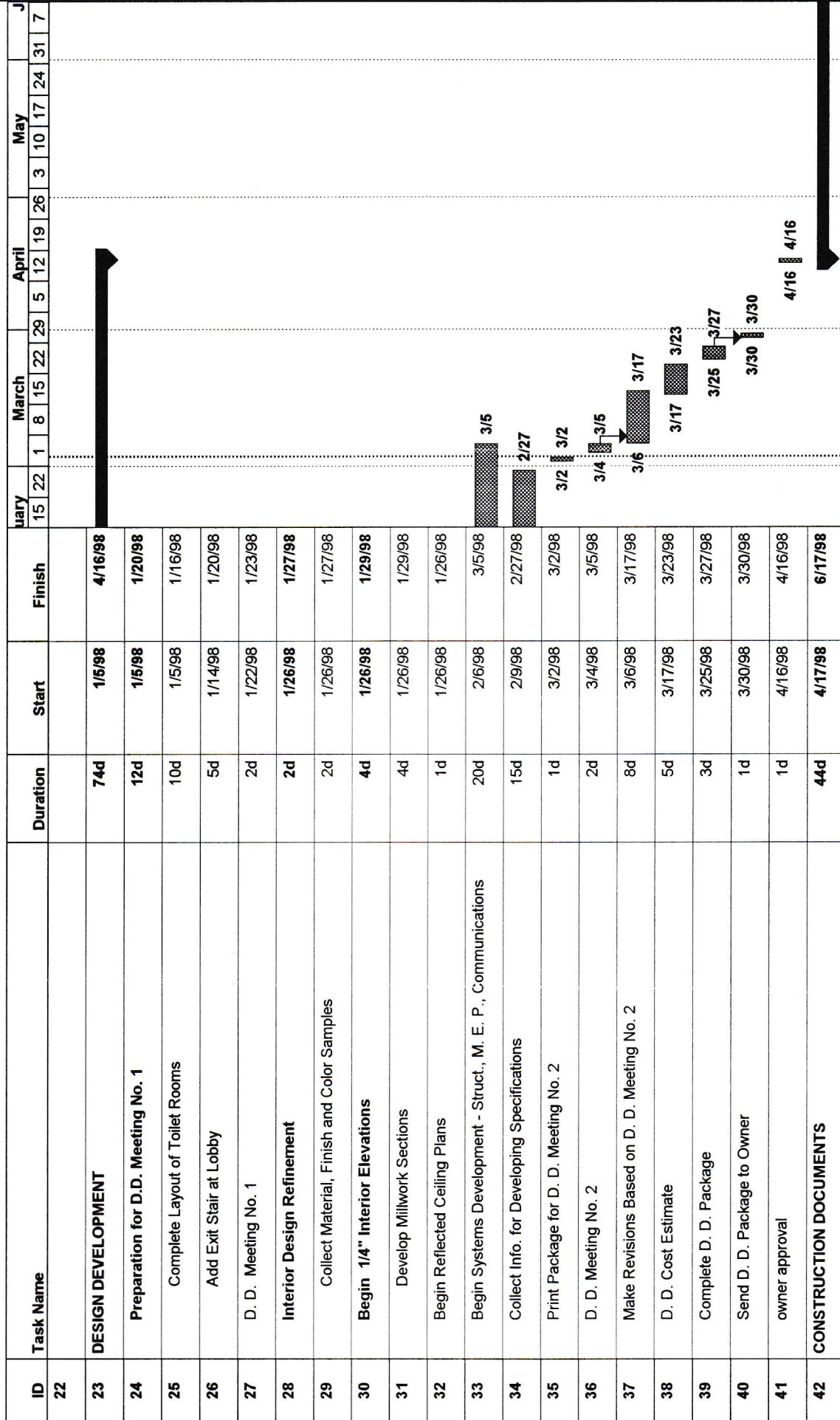
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Architects
Engineers
Planners

10 Shuman Boulevard, Suite 175
Naperville, IL 60563-8465
TEL: 630-983-5445
FAX: 630-983-5468
email@psa-ae.com

Offices in Peoria,
Illinois & Dallas, Texas

DECATUR PUBLIC LIBRARY
 PROJECT SCHEDULE 3/3/98 (VERSION D. D. NO. 3)
 Phillips Swager Associates



Project: DECATUR PUBLIC LIBRARY
 Date: 3/3/98

Task: Summary: Rolled Up Progress:
 Progress: Rolled Up Task:
 Milestone: Rolled Up Milestone:

DECATUR PUBLIC LIBRARY
 PROJECT SCHEDULE 3/3/98 (VERSION D. D. NO. 3)
 Phillips Swager Associates

ID	Task Name	Duration	Start	Finish	January				February				March				April				May				June
					15	22	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7				
43	construction documents	44d	4/17/98	6/17/98																					
44	BIDDING	20d	6/18/98	7/15/98																					
45	bidding	20d	6/18/98	7/15/98																					
46	BID EVALUATION	26d	7/16/98	8/20/98																					
47	bid evaluation	26d	7/16/98	8/20/98																					
48	BID AWARD	1d	8/20/98	8/20/98																					
49	BUILDING POSSESSION	1d	10/1/98	10/1/98																					
50	ABATEMENT WORK	12d	10/1/98	10/16/98																					
51	floor and paint removal	12d	10/1/98	10/16/98																					
52	CONSTRUCTION	208d	10/19/98	8/4/99																					
53	construction	208d	10/19/98	8/4/99																					
54	OWNER MOVE	30d	8/5/99	9/15/99																					
55	FURNITURE INSTALLATION	8d	8/9/99	8/18/99																					
56	FINAL COMPLETION	1d	8/31/99	8/31/99																					

Task

Progress

Milestone

Summary

Rolled Up Task

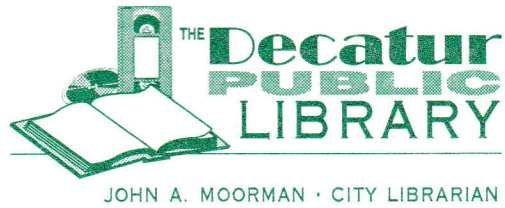
Rolled Up Milestone

Rolled Up Progress

Agenda Item Note
Board of Library Trustees
March 19, 1998

UNIVERSAL SERVICE DISCOUNT PROGRAM

Under the requirements of the universal service discount program the Library Board is required to select a vendor for purchases under this program by April 15, 1998. As the next Board meeting is April 16, 1998 this will have to be done at the March 19, 1998 meeting. Carolyn Jensen and Julie McNamara have been working on this program and will be at the Board meeting with a recommendation for a vendor for our purchases under this program.



To: Decatur Public Library Board of Trustees
From: Julie McNamara, Computer Consultant
Carolyn Jensen, Assistant City Librarian
Date: 3/19/98
Time: 4:30 pm
Location: Decatur Public Library Board Room
Subject: Universal Service Program, "E-Rate" information

On May 7, 1997, the Federal Communications Commission (FCC) adopted a Universal Service Order implementing the Telecommunications Act of 1996. The Order ensures that all eligible schools and libraries have affordable access to modern telecommunications and information services. Up to \$2.25 billion annually is available to provide eligible schools and libraries with discounts, often referred to as the "E-rate", for authorized services, beginning January 1, 1998. The FCC created a list of eligible services that includes more than 50 items under the broad categories of telecommunications services, Internet Access, and internal connections.

Discounts range from 20 percent to 90 percent, depending on economic need and location (urban or rural). The discount rate is based on the percentage of students eligible for **participation in the national school lunch program** and the school's classification as **rural or urban**. Libraries will use the school lunch eligibility percentage and urban/rural status for their local school district. The Decatur Public Library falls into the **Urban** category and qualifies for a **80%** discount.

The Schools & Libraries Corporation (SLC) is a non-profit organization that was created to administer the new "E-rate" and reimburse telecommunications companies for the technology discounts made to schools and libraries.

3/18/98 board info.cwk

Here is a list of the services / equipment that we are requesting and our vendor of choice.

Vendors:	Equipment or Services requested:	Cost:	80 % discount	Cost for DPL (remaining 20%):
Computer Center of Decatur	Network File Server for the Tech Services Dept * For Year 2000 Compliance *	\$6,326.00	\$5,060.80	\$1,265.20
Computer Center of Decatur	Network Operating System * For Year 2000 Compliance *	\$1,149.00	\$919.20	\$229.80
	For Tech Services Network:	\$859.00	\$687.20	\$171.80
	For Basement Network:	\$512.00	\$409.60	\$102.40
Geac Computers, Inc.	Internet Server for connection of our in-house catalog to the internet.	\$14,853.00	\$11,882.40	\$2,970.60
	Total Cost of services / equipment purchases:	\$23,699.00	\$18,959.20	\$4,739.80
	Total cost paid by the Government:			
	Total cost paid by the Decatur Public Library:			