

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
May 27, 1999 4:30 p.m.

Regular Meeting

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Meeting of April 15, 1999
- III. Communication from the public
 - A. Teena Zindel--Library parking lot during Decatur Celebration
 - B. Ed Walker--Update on library art collection
- IV. City Librarian's report
 - A. Report from City Librarian
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of May 5, 1999
 - B. Finance and Properties Committee
 - 1. Approval of bills for April 1999
 - 2. Approval of first partial billing from Craftmasters for \$209,063.00
 - 3. Approval of partial payment to MidStates General & Mechanical Contracting Corporation for \$358,414.00.
 - C. Rolling Prairie Library System
 - 1. Report of May RPLS board meeting
 - D. Foundation Board of Directors
 - 1. No meeting
 - E. Friends of the Library
 - 1. Meeting of May 12, 1999

- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter X, System & ILLINET Membership Responsibilities
- VII. Old Business
- VIII. New Business
 - A. Acceptance of bids for telecommunications for new library
(recommendation will be presented at Board meeting)
- IX. Adjournment

Annual Meeting

- I. Call to Order - Shirley Moore, President
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Annual Report to the City Council
- V. Nomination of Officers for 1999/00
- VI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 15, 1999

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

The minutes of the meeting of March 30, 1999 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. FURNITURE BIDS FOR NEW LIBRARY

Mr. Moorman presented quotes for the furniture for the new library. The total furniture budget, including the contingency, is \$384,527. After discussion, Mr. Reimer made a motion to approve the bid of Agati Co. for architectural millwork for \$95,109. The motion was seconded by Mr. Gibson and approved on roll call vote with 8 yes votes and 1 present vote (Mr. Dunning). Mrs. Arnold made a motion to approve the bid of Hendrikson Co. not to exceed \$169,214.92 for library furniture. The motion was seconded by Mr. Dunning and unanimously approved on roll call vote. Mr. Gibson made a motion to authorize Mr. Moorman to work with PSA, Wiley Furniture, and the Herman Miller Company to negotiate a contract to purchase Herman Miller furniture, with the total cost of all furniture bids not to exceed \$384,527. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote.

V. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman presented a rough draft of the official plaque for the new library. Mr. Gibson will work with Mr. Moorman to finalize the wording. The project is now scheduled for substantial completion on July 20, 1999. Plumbing and electrical problems were discussed. Mr. Cardwell's mini-mall in the former Sears auto center is scheduled to open June 15.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met April 8, 1999. Mrs. Moss reported that the committee reviewed the management pay scale which had not been adjusted since 1996. Mr. Dunning made a motion to approve increasing the pay scale by 4.5%. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

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

Mr. Moorman reported that the bill from Mid-States General & Mechanical Contracting Corporation is not yet ready. Mrs. Moss made a motion to authorize Mr. Gibson, Mr. Stengel, and Mr. Moorman to review the bill when it arrives and approve it for payment. The bill should be around \$600,000. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

Mr. Stengel reported that the committee reviewed the fiscal year-end status. He made a motion to authorize the City Treasurer to make any necessary transfers to balance library funds with any surplus to be transferred to the library equipment replacement fund. The motion was seconded by Mrs. Arnold and unanimously approved.

Rolling Prairie Library System: Mrs. Moore attended the meeting. She said that the state is applying for the Gates incentive so that Illinois libraries will be eligible. She also reported on a freedom of information request regarding the Internet.

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

Foundation: The Foundation Board of Directors did not meet.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IX, Facilities, was reviewed.

VIII. OLD BUSINESS

The Cardwell mini-mall in the former Sears auto center was discussed. Mr. Moorman will review some maintenance concerns regarding the outside of the building with Mr. Cardwell.

IX. NEW BUSINESS

Mrs. Moore appointed Mr. Stengel and Mr. Reimer to the Nominating Committee.

Mr. Moorman reported that Illinois Power needs to do some extensive electrical work to the library Tuesday, April 20. They have asked if the library could be closed at 6 p.m. to accommodate their work. This was approved by the Board.

X. ADJOURNMENT

Mrs. Moore adjourned the meeting at 5:55 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the May 27, 1999 Meeting

of the
Decatur Public Library Board of Trustees

The recent rainy weather has hampered Craftmasters, Inc. with work on the re-roofing of our new library facility. As of day's end Friday, May 14 approximately 70% of the roof had been covered with new roofing. They need one more good day of clear weather with low wind to complete the installation of the roof base.

At the new building, the east emergency staircase for the lease space has been installed, most lighting for the public area of the lower level is in place and work has begun on installing the upstairs ceiling grid. Wall prep for the installation of wall coverings continues and public bathroom tile installation should begin shortly. On May 26, the chiller unit will be started up and we will begin to have climate control again in the building. The end of the month should see the arrival of the two elevators. Other work related to the project continues. On May 17, the library will be receiving bids for telecommunications wiring and phone systems and on June 7 moving bids will be due.

The Friends of the Library Book Sale held at the Civic Center Arena on Saturday, April 24 and Sunday, April 25 was very successful. The net proceeds to the Friends from the sale was \$ 6,342.05. This surpassed expectations since it had been less than a year since their previous sale. Their next sale will be labor day weekend of 2000.

As indicated in an attached thank you note from Macon Resources, the extension division is giving old unneeded periodicals to them for their use.

Judy Ellison continues to read to clients at Macon Resources and has taped her second radio spot with Orv Graham. In May, she will talk about the summer reading program during her taping session.

The technical division assisted with withdrawing weeded books from the collection for the Friends book sale. During the month, Maureen Jesse retired from her position within the department. She was a valued worker and will be missed by all. Robert Edwards will be transferring from the extension division to fill her position.

The circulation division has been using the counter that Larry Harris made for the workstation 995. Larry will be lowering the surface of the counter to assist in the proper placement of large books on the counter. During April the 3M self-check unit had 2,260 checkouts or 5% of monthly circulation. Beth Kent is working with Norrell to get additional temporary workers trained to fill in when needed. She is finding it difficult to locate individuals who are interested and available for this type of work. On a daily basis there were an average of 4.12 boxes of

City Librarian's Report

May 27, 1999

Page 2

books returned from remote site book drops and 15.87 video's rewind.

The circulation division reports that 12 accounts were sent to the credit bureau during the month. There were two credit bureau accounts paid, one from 1993, one from 1996. There were 47 items assessed for damages during the month with 26 being withdrawn from the collection.

The renovation project of Illinois Power in our current location continues. They should have 40 or more employees working in this building as of Monday, May 17. I am hopeful that this working situation will be a good one for both our staff and theirs during the summer. On April 12 and April 20 the library had to alter hours to allow Illinois Power to cut off power to the building for electrical repair and additions. I express appreciation to library staff for their patience and understanding during this renovation process. At times it was not a pleasant experience for either staff or library users.

During the month videos for children on geography, reading and foreign languages were ordered. A shipment of withdrawn records was sent to Wheaton College and the Millikin University choral director will be selecting other withdrawn records for use with Millikin students.

Jerald Merrick received the Commodore of the Month award from the Chamber of Commerce for April 1999. He also gave two presentations of cowboy poetry during the month. Len Walter has been assisting with government documents processing. During the month 231 new items were added to this collection. The local history room received 132 visits and Dayle Irwin is working to expand the volunteer base so that the room may be open more hours. This is an increasing use area. Dayle also gave five programs during the month. She and Bev Hackney did an excellent main floor display of "staff favorites" for National Library Week. During the month 638 patrons used 1,271 Internet time slots. There were also 166 patrons using 309 word processing time slots.

Len Walter and Sherry Mallory of the adult division are continuing with the last class of the Library Technical Assistant series. These classes, conducted through the College of DuPage are received by satellite at Rolling Prairie Library System.

Sue Hemp, Assistant City Librarian and Head of the Adult Division, gave two talks during the month; a talk on "What's New at the Library" to local members of the National Association of Retired Federal Employees on April 7, and a library tour for foreign students who are in an ESL program at MacArthur High School on April 21.

The book discussion group met on April 15 and talked about "Dead Man Walking," by Helen Prejean.

City Librarian's Report

May 27, 1999

Page 3

Darla Donaldson, resigned from her position as head page effective May 6. Darla's competence and efficiency in managing the page department will be missed. Allison Stith, a work-study student from Millikin University, also left us on May 6 but plans on returning this fall.

The library continues to receive assistance at reference desks from Connie Butts and Amy Fuller graduate students at the University of Illinois and Amy has begun to input data into a reference resource in Microsoft Access.

The children's division is beginning work on the upcoming summer reading program. This includes designing flyers, acquiring tickets for Paul's Putting' Place and the Children's Museum, assembling and distributing sample packets to 25 elementary schools, and making a display board for the Children's Department. Katie Gross, head of children's division, spoke to a Head Start faculty meeting, to encourage teachers to push the program with parents at the end of school meeting.

During April, thirteen groups visited the children's department, bringing 283 people. Preschool classes visited from the YWCA, Co-Op (2), and Little People's Prep. Elementary classes visited from Oak Grove (2), Baum (2), Holy Family and Stevenson (2). Other groups were a GED group from Head Start, and Delta Kappa Gamma to find out about the new library. Katie went to MacArthur High School and spoke to 3 child care classes about sharing books with preschoolers. She also read a poem at the 5th grade poetry tea at Brush College.

Marnie Elliott, who owns the dollhouse displayed in the children's area, did a program on miniatures attended by 16 individuals. The dollhouse is currently undergoing repairs and will be on display in our new facility.

On April 28, I gave a presentation on library foundations to a Rural Libraries Conference in Mount Vernon, Illinois.

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

April 1999

Location	April 1999	April 1998	% Change
CENTRAL LIBRARY, PRINT			
Adult	21,057	22,374	-5.9
Young Adult	970	1,144	-15.2
Children's	10,160	10,139	0.2
TOTAL	32,187	33,657	-4.4
EXTENSION PRINT			
Bookmobile 548	9,079	9,104	-0.3
Bookmobile 549	3,335	3,290	1.4
Outreach	326	321	1.6
TOTAL	12,740	12,715	0.2
TOTAL PRINT	44,927	46,372	-3.1
NON-PRINT			
Videocassettes	7,065	7,067	-0.0
Audiocassettes	2,304	2,481	-7.1
Recordings	2,118	1,813	16.8
TOTAL	11,487	11,361	1.1
Extension Non-print	1,097	947	15.8
TOTAL NON-PRINT	12,584	12,308	2.2
Renewals	787	912	-13.7
TOTAL CIRCULATION	58,298	59,592	-2.2

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 April 1999

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	252,707	270,877	-6.7
Young Adult	12,347	14,476	-14.7
Children's	152,235	156,389	-2.7
TOTAL	417,289	441,742	-5.5
EXTENSION PRINT			
Bookmobile 548	86,136	87,451	-1.5
Bookmobile 549	29,295	32,898	-11.0
Outreach	4,502	6,803	-33.8
TOTAL	119,933	127,152	-5.7
TOTAL PRINT	537,222	568,894	-5.6
NON-PRINT			
Videocassettes	84,660	84,026	0.8
Audiocassettes	30,414	30,615	-0.7
Recordings	23,614	22,311	5.8
TOTAL	138,688	136,952	1.3
Extension Non-print	11,247	11,337	-0.8
TOTAL NON-PRINT	149,935	148,289	1.1
Renewals	8,508	8,534	-0.3
TOTAL CIRCULATION	695,665	725,717	-4.1

STATISTICAL REPORT
April 1999

TECHNICAL SERVICES

New book volumes added: 1,213
New book titles added: 608
AV titles added: 181
Volumes withdrawn: 2,259
Books mended: 804

PERSONNEL ACTIVITY:

4/14/99 Maureen Jesse, Catalog Clerk II, resigned
5/6/99 Darla Donaldson, Head Library Page, resigned
5/10/99 Robert Edwards transferred to Catalog Clerk II
5/13/99 Robyn Hendricks hired as Library Assistant

CURRENT VACANCIES: Information Specialist--Adult Services,
Building Custodian (half-time), Head Library Page, Bookmobile
Clerk-Driver

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 313 main + 15 extension = 328 total

PROFESSIONAL ASSISTS: this 12 months to date: 84,366
last 12 months to date: 86,087

PATRONS IN THE BUILDING: this 12 months to date: 333,032
last 12 months to date: 370,541

VOLUMES PURCHASED: this 12 months to date: 22,928
last 12 months to date: 17,698

VOLUNTEERS: 28 volunteers worked 178 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 638 users, 1271 time slots
Word processing usage: 166 users, 309 time slots
InfoTrac usage:
FirstSearch usage:

MACON RESOURCES INC.

A PRIVATE NON-PROFIT CORPORATION
2121 HUBBARD AVENUE, P.O. BOX 2760 ~ DECATUR, IL 62524-2760
(217) 875-1910 ~ FAX (217) 875-8899 ~ TDD (217) 875-8898



April 16, 1999

John Moorman
Decatur Public Library
247 E. North Street
Decatur, IL 62523

Dear Mr. Moorman:

The staff and individuals served at Macon Resources, Inc. (MRI) extend our grateful thanks to the Decatur Public Library for the donation of several magazines which will be used for training purposes.

This donation is very much appreciated. It will be used in our classrooms and day programs for training purposes with many adults served. Each year, over 875 individuals receive supports and services through MRI.

Once again, thank you for your support and dedication to our mission; to promote growth, independence and self-worth for children and adults with developmental disabilities.

Sincerely,

A handwritten signature in cursive script that reads "Debbie".

Debbie Schniederjan
Director, Public Relations/Development

mm

cc: Kay Scrogin, Executive Director
Sue Senner-Donaldson

Executive Director
Kay Scrogin

1998 - 99
Board of Directors

President
Charles Bernard

Vice President
Glenn Livingston

Secretary
Jo Ann Wayne

Treasurer
Steve Minder

Directors
Kathy Arnold
Cheryl Banning
Sandy Cole
Cheryl Dampeer
Jerre Fercho
Rhonda Heinz
Ginny Karl
Lin Malachowski
Mark McAfee
Paul McCann
Paul Rosenberger

Personnel, Policy and Public Relations Committee
May 5, 1999

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

Internet policy: Mr. Moorman reported that he discussed the current policy with the adult division staff. He recommended that the policy be amended to allow internet access to all library users rather than just those with resident library cards. The consensus was to recommend the change to the Board for approval.

New positions: In the current budget, a full-time assistant to the Head of the Children's Division was added. In addition, the three Building Custodian (half-time) positions were upgraded to full-time positions. Mr. Moorman reviewed his plans for filling the positions.

Disaster Preparedness Policy: The policy was reviewed. It was agreed that the policy needs to be completely reworked after the move.

Other business: Mr. Moorman reviewed the status of power meter issues in regard to the lease of the former auto garage.

There was no further business. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/1999

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/01/1999	TREAS-GENERAL FUND	100.00	121649	04/01/1999	TRANSFER TO GENERAL FUND
04/01/1999	TREAS-MIS OPERATING	1,868.50	121650	04/01/1999	SERVICES
04/05/1999	DELGADO, TONY	300.00	121658	04/05/1999	MISCELLANEOUS INCOME
04/05/1999	MORRELL, STERLING	243.00	121661	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	RIGSBY, PAUL	243.00	121666	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	SLAETH, DOUGLAS	162.00	121668	04/05/1999	SERV-AUTO EQUIPMENT
04/05/1999	TREAS-PETTY CASH	8.50	121670	04/05/1999	CONFERENCES AND OTHER TRAVEL
04/05/1999	TREAS-PETTY CASH	24.82	121670	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	16.00	121670	04/05/1999	JANITORIAL SUPPLIES
04/05/1999	TREAS-PETTY CASH	11.95	121670	04/05/1999	MATERIAL SUPPLIES
04/05/1999	TREAS-PETTY CASH	10.45	121670	04/05/1999	OFFICE SUPPLIES
04/05/1999	TREAS-PETTY CASH	21.45	121670	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	17.60	121678	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	162.00	121678	04/05/1999	POSTAGE
04/05/1999	TREAS-PETTY CASH	103.86	121680	04/05/1999	PRINTING AND BINDING
04/05/1999	TREAS-PETTY CASH	197.12	121681	04/05/1999	CONFERENCES AND OTHER TRAVEL
04/05/1999	TREAS-PETTY CASH	2,607.13	121681	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	60.07	121711	04/05/1999	GASOLINE EQUIP
04/05/1999	TREAS-PETTY CASH	207.60	121715	04/05/1999	SERV-OFFICE EQUIP
04/05/1999	TREAS-PETTY CASH	60.07	121715	04/05/1999	SERV-OFFICE TO MAINT AUTO EQUIP
04/05/1999	TREAS-PETTY CASH	30.00	121717	04/05/1999	MATERIAL
04/05/1999	TREAS-PETTY CASH	30.00	121721	04/05/1999	POSTAGE
04/05/1999	TREAS-PETTY CASH	295.72	121722	04/05/1999	RENTAL-D P EQUIPMENT
04/05/1999	TREAS-PETTY CASH	39.50	121731	04/05/1999	JANITORIAL SUPPLIES
04/05/1999	TREAS-PETTY CASH	126.25	121735	04/05/1999	SERV-OFFICE EQUIP
04/05/1999	TREAS-PETTY CASH	50.00	121747	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	714.00	121752	04/05/1999	MAG/PAPERS-MAIN PERIODICALS
04/05/1999	TREAS-PETTY CASH	30.00	121760	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	145.89	121761	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	60.00	121770	04/05/1999	MAG/PAPERS-MAIN PERIODICALS
04/05/1999	TREAS-PETTY CASH	750.29	121770	04/05/1999	MAG/PAPERS-MAIN ADULT
04/05/1999	TREAS-PETTY CASH	37.24	121793	04/05/1999	POSTAGE
04/05/1999	TREAS-PETTY CASH	199.99	121825	04/05/1999	OFFICE SUPPLIES
04/05/1999	TREAS-PETTY CASH	825.00	121830	04/05/1999	MATERIAL-BLDGS
04/05/1999	TREAS-PETTY CASH	5,042.48	121836	04/05/1999	MAG/PAPERS-MAIN REFERENCE
04/05/1999	TREAS-PETTY CASH	30.78	121857	04/05/1999	MEDICAL INSURANCE
04/05/1999	TREAS-PETTY CASH	474.30	121857	04/05/1999	LIFE INSURANCE
04/05/1999	TREAS-PETTY CASH	841.28	121857	04/05/1999	UNEMPLOYMENT COMPENSATION
04/05/1999	TREAS-PETTY CASH	2,059.84	121857	04/05/1999	WORKERS COMPENSATION
04/05/1999	TREAS-PETTY CASH	1,436.27	121879	04/05/1999	RETIREMENT-IMRF
04/05/1999	TREAS-PETTY CASH	889.64	121880	04/05/1999	SERV-BUILDINGS
04/05/1999	TREAS-PETTY CASH	3,941.08	121882	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	1,214.35	121883	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	1,784.88	121884	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	386.74	121885	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	2,911.99	121891	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	294.73	121892	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	243.00	121920	04/05/1999	TELEPHONE
04/05/1999	TREAS-PETTY CASH	162.00	121923	04/05/1999	ELECTRICITY
04/05/1999	TREAS-PETTY CASH	162.00	121954	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	207.00	121957	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	369.35	121963	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	162.00	122012	04/05/1999	TRAINING-SCHOOL
04/05/1999	TREAS-PETTY CASH	157.50	122014	04/05/1999	SERV-OFFICE EQUIP
04/05/1999	TREAS-PETTY CASH	1,170.50	122015	04/05/1999	BOOKS AND PERIODICALS
04/05/1999	TREAS-PETTY CASH	67.50	122070	04/05/1999	TELEPHONE
04/05/1999	TREAS-PETTY CASH	35.00	122072	04/05/1999	MATERIAL-BLDGS
04/05/1999	TREAS-PETTY CASH	161.70	122077	04/05/1999	OTHER PROFESSIONAL SERVICES
04/05/1999	TREAS-PETTY CASH	218.28	122081	04/05/1999	SERV-OFFICE EQUIP
04/05/1999	TREAS-PETTY CASH	1,813.99	122082	04/05/1999	JANITORIAL SUPPLIES
04/05/1999	TREAS-PETTY CASH	1,130.00	122083	04/05/1999	OTHER PROFESSIONAL SERVICES

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/1999

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
DECATUR PUBLIC LIBRARY	04/22/1999	T A BRINKOETTER & SONS, INC.	196.00	122089	04/22/1999	SERV-BUILDINGS
	04/22/1999	T A BRINKOETTER & SONS, INC.	1,189.26	122089	04/22/1999	MATERIAL-BLDGS
	04/23/1999	KOVALESKY, KATHERINE	95.00	122104	04/23/1999	OTHER PROFESSIONAL SERVICES
	04/26/1999	TREAS-PETTY CASH	13.92	122137	04/26/1999	PRINTING AND BINDING
	04/26/1999	TREAS-PETTY CASH	8.98	122137	04/26/1999	SERV-AUTO EQUIPMENT
	04/26/1999	TREAS-PETTY CASH	23.84	122137	04/26/1999	TELEPHONE SCHOOL
	04/26/1999	TREAS-PETTY CASH	10.00	122137	04/26/1999	TRAINING AND OTHER TRAVEL
	04/26/1999	TREAS-PETTY CASH	15.00	122137	04/26/1999	CONFERENCES AND OTHER TRAVEL
	04/26/1999	TREAS-PETTY CASH	23.34	122137	04/26/1999	OTHER PROFESSIONAL SERVICES
	04/26/1999	TREAS-PETTY CASH	24.99	122137	04/26/1999	MATERIAL-SUPPLIES
	04/26/1999	TREAS-PETTY CASH	29.37	122137	04/26/1999	OFFICE SUPPLIES
	04/26/1999	TREAS-PETTY CASH	37.02	122137	04/26/1999	BOOKS AND PERIODICALS
	04/26/1999	TREAS-PETTY CASH	110.85	122142	04/26/1999	BOOKS AND PERIODICALS
	04/27/1999	MBNA AMERICAN BUSINESS CARD	32.35	122151	04/28/1999	MATERIAL-BLDGS
	04/28/1999	BOLAND ELECTRIC SUPPLY, INC.	778.00	122151	04/28/1999	OFFICE MACHINERY AND EQUIPMENT
	04/28/1999	COMPUTER COMMUNICATIONS	151.25	122152	04/28/1999	TELEPHONE
	04/28/1999	CUSTOM COMPUTERS, INC	19,610.00	122172	04/28/1999	RENTAL P EQUIPMENT
	04/28/1999	HODGE & DWYER, INC	149.05	122174	04/28/1999	OTHER PROFESSIONAL SERVICES
	04/28/1999	JAN MASTER SUPPLY	354.84	122184	04/28/1999	JANITORIAL SUPPLIES
	04/28/1999	LUGARIS	2,111.70	122189	04/28/1999	SERV-AUTO EQUIPMENT
	04/28/1999	LUGARIS	1,602.98	122189	04/28/1999	MATERIAL TO MAINT AUTO EQUIP
	04/28/1999	MORRELL, STERLING	243.00	122196	04/28/1999	OTHER PROFESSIONAL SERVICES
	04/28/1999	MIDAS AUTO SYSTEM	48.24	122197	04/28/1999	SERV-AUTO EQUIPMENT
	04/28/1999	MIDAS AUTO SYSTEM	449.94	122197	04/28/1999	OTHER PROFESSIONAL SERVICES
	04/28/1999	RECORD SYSTEMS INC.	310.00	122210	04/28/1999	MATERIAL SUPPLIES
	04/28/1999	ROLLING PRAIRIE LIBRARIES	102.00	122211	04/28/1999	TRAINING SCHOOL
	04/28/1999	RISBEY, PAUL	81.00	122212	04/28/1999	OTHER PROFESSIONAL SERVICES
	04/28/1999	RYAN, DOUGLAS	81.00	122215	04/28/1999	RENTAL EQUIPMENT
	04/28/1999	SLEETH, ALAN	192.00	122220	04/28/1999	OTHER PROFESSIONAL SERVICES
	04/28/1999	TEPPER ELECTRIC	356.25	122225	04/28/1999	MATERIAL-BLDGS
	04/28/1999	TREAS-MEDICAL INSURANCE	4,913.33	122225	04/28/1999	MEDICAL INSURANCE
	04/28/1999	TREAS-NON MEDICAL INS	29.97	122228	04/28/1999	LIFE INSURANCE
	04/28/1999	TREAS-NON MEDICAL INS	245.52	122228	04/28/1999	EMPLOYMENT COMPENSATION
	04/28/1999	TREAS-NON MEDICAL INS	474.30	122228	04/28/1999	WORKERS COMPENSATION
	04/28/1999	TREAS-IMRF	8,152.91	122232	04/28/1999	RETIREMENT-IMRF
	04/28/1999	TREAS-IMRF	162.00	122240	04/28/1999	OTHER PROFESSIONAL SERVICES
	04/28/1999	TAYLOR, DELBERT	2,800.00	122244	04/28/1999	RENTAL EQUIPMENT
	04/28/1999	TAYLOR, DELBERT	230.05	122249	04/28/1999	OFFICE SUPPLIES
	04/16/1999	ASSOCIATED OFFICE FURNISHINGS	38.88	122259	04/29/1999	SERV-BUILDINGS
	04/16/1999	D & B REFUSE SERVICE	35.00	122259	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	AMERICAN LIBRARY ASSO	3.18	122260	04/29/1999	POSTAGE
	04/28/1999	A B DICK PRODUCTS	83.80	122260	04/29/1999	SUPPLIES
	04/28/1999	ACADEMY RECORDS CORPORATION	230.95	122264	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	ALTSCHUL GROUP	3,400.00	122265	04/29/1999	BOOKS AND PERIODICALS
	04/28/1999	BAKER & TAYLOR CO	4,735.64	122268	04/29/1999	BOOKS AND PERIODICALS
	04/28/1999	BRADFIELD S COMPUTER SUPPLY	272.00	122272	04/29/1999	OFFICE SUPPLIES
	04/23/1999	BABY TALK INC.	5.00	122274	04/29/1999	OTHER PROFESSIONAL SERVICES
	04/16/1999	BERNAN ASSOCIATES	22.95	122285	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	BURKAR	175.00	122287	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	CLASSIC PRINTING CO	75.00	122291	04/29/1999	PRINTING AND BINDING
	04/16/1999	CAPITAL CITY PAPER CO	135.79	122296	04/29/1999	JANITORIAL SUPPLIES
	04/16/1999	CAPITAL CITY PAPER CO	131.26	122309	04/29/1999	OFFICE SUPPLIES
	04/19/1999	MCLEODUSA	706.51	122314	04/29/1999	TELEPHONE
	04/16/1999	DEJCO EDUCATIONAL CORP	59.80	122316	04/29/1999	ADVERTISING
	04/16/1999	HERALD & REVIEW	105.36	122330	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	HERALD & REVIEW	69.36	122330	04/29/1999	POSTAGE
	04/16/1999	FORDHAM EQUIPMENT	877.35	122330	04/29/1999	OFFICE SUPPLIES
	04/16/1999	FORDHAM EQUIPMENT	808.31	122333	04/29/1999	OFFICE SUPPLIES
	04/16/1999	GAYLORD	1,847.58	122339	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	GROLIER EDUCATION CORPORATION	838.47	122341	04/29/1999	BOOKS AND PERIODICALS
	04/16/1999	THE GALE GROUP	675.00	122342	04/29/1999	BOOKS AND PERIODICALS
	04/19/1999	AMERITECH	77.94	122347	04/29/1999	TELEPHONE
	04/26/1999	AMERITECH	1,752.42	122348	04/29/1999	TELEPHONE
	04/28/1999	IL STATE LIBRARY	25.75	122352	04/29/1999	POSTAGE
	04/28/1999	IL STATE LIBRARY	1,474.72	122352	04/29/1999	POSTAGE
	04/16/1999	LIBRARY VIDEO CO	1,652.31	122358	04/29/1999	RENTAL-EQUIPMENT
	04/16/1999	LIBRARY VIDEO CO	1,652.31	122358	04/29/1999	BOOKS AND PERIODICALS

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/1999

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/20/1999	NIMS ASSOCIATES INC.	8,582.00	122395	04/29/1999	OTHER PROFESSIONAL SERVICES
04/28/1999	NORRELL SERVICES, INC.	4,942.47	122398	04/29/1999	TEMP PERSONNEL SERVICES
04/23/1999	NEXSBANK, INC.	23,455.00	122399	04/29/1999	BOOKS AND PERIODICALS
04/19/1999	OXFORD UNIVERSITY PRESS	2,075.00	122401	04/29/1999	BOOKS AND PERIODICALS
04/16/1999	R D MCMILLAN	137.00	122414	04/29/1999	JANITORIAL SUPPLIES
04/16/1999	R.R. BOWKER	264.24	122421	04/29/1999	BOOKS AND PERIODICALS
04/20/1999	SATTLEYS, INC.	13.53	122423	04/29/1999	OFFICE SUPPLIES
04/20/1999	SPECIALTY COMPUTER RIBBONS	72.49	122430	04/29/1999	OFFICE SUPPLIES
04/20/1999	T A BRINKMEYER & SONS, INC.	6,050.00	122450	04/29/1999	MATERIAL-BLOGS
04/16/1999	TEACHING COMPANY	2,054.50	122456	04/29/1999	BOOKS AND PERIODICALS
04/16/1999	WEST GROUP	1,009.25	122469	04/29/1999	BOOKS AND PERIODICALS
TOTAL					165,160.95

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/1999

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/09/1999	BAKER & TAYLOR CO	44.24	121880	04/15/1999	EXPENDITURES
04/14/1999	BAKER & TAYLOR CO	46.89	121881	04/15/1999	EXPENDITURES
04/14/1999	BAKER & TAYLOR CO	8.37	121882	04/15/1999	EXPENDITURES
04/15/1999	BAKER & TAYLOR CO	109.56	121883	04/15/1999	EXPENDITURES
04/15/1999	BAKER & TAYLOR CO	15.26	121884	04/15/1999	EXPENDITURES
04/16/1999	BERNAN ASSOCIATES	80.00	122285	04/29/1999	EXPENDITURES
TOTAL					304.32

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/1999

FUND DPL BOND CAPITAL FUND

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/21/1999	MID-STATES GENERAL & MECH	632,578.00	075568	04/21/1999	BUILDINGS
TOTAL					632,578.00

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/1999

FUND LIBRARY CAPITAL

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
04/06/1999	PSA ASSOCIATES	23,832.19	121684	04/06/1999	ARCH AND ENGINEERING SERVICES
04/23/1999	ADT SECURITY SERVICES	5,422.00	122095	04/23/1999	OTHER PROFESSIONAL SERVICES
TOTAL					29,254.19

GLA3030 FUND 19

CITY OF DECATUR FY 1998-1999
REVENUE REPORT

DPL-EQUIP REPLACEMENT FUND

PERIOD ENDING 19990430

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	124,195.00	123,113.38	124,195.00	1,081.62	99
TOTAL		.00	124,195.00	123,113.38	124,195.00	1,081.62	99
TRANSFERS FROM							
30600-709	TRANSFER FROM DPL	68,412.65	.00	68,412.65	.00	68,412.65-	
TOTAL		68,412.65	.00	68,412.65	.00	68,412.65-	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	274.54	6,199.99	6,663.28	6,200.00	463.28-	107
TOTAL		274.54	6,199.99	6,663.28	6,200.00	463.28-	107
FUND TOTAL		68,687.19	130,394.99	198,189.31	130,395.00	67,794.31-	152

GLA3010

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 EXPENSES

FUND 19 DPL-EQUIP REPLACEMENT FUND 04/30/1999

OB CO DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCTG COMM
800 BOOKS AND PERIODICALS	0	.00	419.84	0	419.84-	.00	419.84-	
TOTAL	0	.00	419.84	0	419.84-	.00	419.84-	
** DIVISION TOTAL **	0	.00	419.84	0	419.84-	.00	419.84-	

DECATUR PUBLIC LIBRARY PERIOD ENDING 19990430

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	341,646.00	337,515.55	341,646.00	4,130.45	98
	TOTAL	.00	341,646.00	337,515.55	341,646.00	4,130.45	98
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	2,335,561.99	2,317,604.31	2,335,562.00	17,957.69	99
	TOTAL	.00	2,335,561.99	2,317,604.31	2,335,562.00	17,957.69	99
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	46,814.66	175,000.00	227,892.90	175,000.00	52,892.90-	130
30200-107	STATE GRANTS OR OTHER	214.28	103,999.99	105,865.76	104,000.00	1,865.76-	101
	TOTAL	47,028.94	278,999.99	333,758.66	279,000.00	54,758.66-	119
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	8,348.62	73,999.99	70,570.62	74,000.00	3,429.38	95
30500-510	LIBRARY NON-RESIDENT FEES	347.23	1,000.00	1,276.69	1,000.00	276.69-	127
30500-511	LIBRARY LOST AND DAMAGED BOOKS	1,244.95	4,000.00	8,991.17	4,000.00	4,991.17-	224
30500-514	VERIFAX	544.25	1,750.00	2,539.70	1,750.00	789.70-	145
30500-515	RESERVES	1,018.68	8,500.00	10,225.47	8,500.00	1,725.47-	120
	TOTAL	11,503.73	89,249.99	93,603.65	89,250.00	4,353.65-	104
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	6,000.00	3,689.06	6,000.00	2,310.94	61
30600-756	TRANSFER FROM FUND 95	8,095.61	.00	8,095.61	.00	8,095.61-	
	TOTAL	8,095.61	6,000.00	11,784.67	6,000.00	5,784.67-	196
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	7,636.29	33,000.00	51,758.15	33,000.00	18,758.15-	156
	TOTAL	7,636.29	33,000.00	51,758.15	33,000.00	18,758.15-	156
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	95.00	3,499.99	5,235.21	3,500.00	1,736.21-	149
30800-899	MISCELLANEOUS INCOME	229.90	7,000.00	7,686.18	7,000.00	686.18-	109
	TOTAL	324.90	10,499.99	12,922.39	10,500.00	2,422.39-	123
FUND TOTAL		74,589.47	3,094,957.96	3,158,947.38	3,094,958.00	63,989.38-	102

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCMT COMM
40000 DECATUR PUBLIC LIBRARY 04/30/1999									
SALARIES & WAGES									
090	REGULAR SALARIES	1,433,419	58,714.05	1,229,988.93	1,433,419	203,430.07	.00	203,430.07	85.8
092	HOLIDAYS	0	9,021.02	54,755.77	0	64,755.77	.00	64,755.77	
094	OTHER LEAVE WITH PAY	0	0	4,683.44	0	4,683.44	.00	4,683.44	
096	SICK TIME	0	2,352.51	41,553.18	0	41,553.18	.00	41,553.18	
098	VACATION TIME	0	8,248.67	83,655.07	0	83,655.07	.00	83,655.07	
PERSONAL SERVICES									
101	OVERTIME	10,900	1,601.94	11,153.25	10,900	253.26	.00	253.26	102.3
102	TEMPORARY SALARIES	30,787	1,246.46	13,156.47	30,787	17,632.53	.00	17,632.53	42.7
104	RETIREMENT-TIME	236,047	18,570.19	223,225.64	236,047	7,821.36	.00	7,821.36	96.7
111	LIFE INSURANCE	840	50.75	839.16	840	.84	.00	.84	99.9
111	MEDICAL INSURANCE	9,960.81	9,960.81	129,734.92	161,369	31,634.08	.00	31,634.08	80.4
112	UNEMPLOYMENT COMPENSATION	3,408	491.34	5,605.28	5,408	1,197.28	.00	1,197.28	126.1
114	WORKERS COMPENSATION	10,448	948.60	12,760.20	10,448	2,312.20	.00	2,312.20	125.0
115	SERVICE RECOGNITION	13,060	592.38	8,537.17	13,060	4,522.83	.00	4,522.83	65.4
CONTRACTUAL SERVICES									
201	ADVERTISING	250	59.80	504.45	250	254.45	.00	254.45	201.8
202	PRINTING AND BINDING	14,000	329.72	8,062.28	14,000	5,937.72	.00	5,937.72	57.6
210	SERV-BUILDINGS	10,000	242.88	5,569.73	10,000	3,430.27	.00	3,430.27	65.7
211	SERV-IMPROVEMENTS	200	0	0	200	200.00	.00	200.00	
212	SERV-AUTO-EQUIPMENT	1,500	2,174.92	4,931.77	1,500	3,431.77	.00	3,431.77	328.8
213	SERV-MEALS-EQUIP	10,000	830.52	12,160.93	10,000	5,160.93	.00	5,160.93	151.6
230	MIS-SERVICES	22,422	1,868.50	22,422.00	22,422	.00	.00	.00	100.0
231	ELECTRICITY	65,000	6,311.58	72,564.55	65,000	7,564.55	.00	7,564.55	11.9
232	GAS	13,500	0	5,089.84	13,500	8,410.16	.00	8,410.16	37.7
233	TELEPHONE	26,000	2,588.54	22,292.64	26,000	3,292.64	.00	3,292.64	112.7
234	WATER	1,250	0	1,110.47	1,250	139.53	.00	139.53	88.8
238	TRAINING SERVICES	1,500	0	0	1,500	1,500.00	.00	1,500.00	
240	TRAINING SCHOOL	4,000	319.00	5,027.78	4,000	1,027.78	.00	1,027.78	125.7
241	CONFERENCES AND OTHER TRAVEL	6,000	136.74	5,175.80	6,000	824.20	.00	824.20	86.3
245	POSTAGE	12,500	979.54	15,024.04	12,500	2,524.04	.00	2,524.04	120.2
247	COMPUTER SOFTWARE EXPENSE	10,000	4,942.47	5,033.75	10,000	3,966.25	.00	3,966.25	60.3
271	TEMP PER SONNEL SERVICES	25,000	0	30,341.71	25,000	5,341.71	.00	5,341.71	121.4
272	TUITION REIMBURSEMENT	3,000	0	1,425.00	3,000	1,574.00	.00	1,574.00	47.5
273	TRAVEL EXPENSE FOR INTERVIEWS	1,000	0	0	1,000	1,000.00	.00	1,000.00	
290	OTHER PROFESSIONAL SERVICES	87,795	14,620.77	113,637.49	87,795	25,842.49	.00	25,842.49	129.4
294	PROFESSIONAL MEMBERSHIP FEES	2,600	0	2,950.00	2,600	350.00	.00	350.00	113.5
296	RENTAL-EQUIPMENT	20,000	21,231.33	40,687.33	20,000	20,687.33	.00	20,687.33	203.4
299	RENTAL-EQUIPMENT	31,000	4,355.50	21,361.53	31,000	9,638.47	.00	9,638.47	68.9
COMMODITIES									
310	GASOLINE	2,000	207.60	2,239.38	2,000	239.38	.00	239.38	112.0
312	JANITORIAL SUPPLIES	3,500	1,003.52	5,257.13	3,500	2,757.13	.00	2,757.13	178.8
320	MATERIAL TO MAINT AUTO EQUIP	3,500	2,279.32	3,149.49	3,500	3,149.49	.00	3,149.49	190.0
345	OFFICE SUPPLIES	31,000	5,544.88	34,037.20	31,000	3,037.20	.00	3,037.20	109.8
357	EMPLOYEE RECOGNITION SUPPLIES	200	0	0	200	200.00	.00	200.00	
OTHER CHARGES									
404	TR TO EQUIP REPLACEMENT FUND	0	68,412.65	68,412.65	0	68,412.65	.00	68,412.65	
415	TRANSFER TO GENERAL FUND	1,200	100.00	1,200.00	1,200	.00	.00	.00	100.0
418	NOTICE VEHICLE INSURANCE	2,453	0	2,453.04	2,453	.04	.00	.04	100.0
420	BOILER INSURANCE	141	0	141.00	141	.00	.00	.00	100.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	DECATUR PUBLIC LIBRARY								
421	PROPERTY INSURANCE	7,547	.00	7,547.04	7,547	.04	.00	.04	100.0
423	GENERAL LIABILITY INSURANCE	5,093	.00	5,093.04	5,093	.04	.00	.04	100.0
478	TRANSFER TO LIBRARY CAPITAL	200,000	.00	200,000.00	200,000	0.00	.00	200,000.00	
499	SMALL CAPITAL ITEMS	4,000	.00	5,731.41	4,000	2,731.41	.00	2,731.41	168.3
		220,434	68,512.65	91,578.18	220,434	128,855.82	.00	128,855.82	41.5
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPMENT	42,883	778.00	37,723.97	42,883	5,159.03	.00	5,159.03	88.0
		42,883	778.00	37,723.97	42,883	5,159.03	.00	5,159.03	88.0
800	BOOKS AND PERIODICALS	372,000	57,295.78	332,432.80	372,000	39,567.20	.00	39,567.20	89.4
830	AV-PHONODICS	0	.00	576.00	0	576.00	.00	576.00	
833	AV-VIS/SOULPTURE	0	.00	15.93	0	15.93	.00	15.93	
841	MAG/PAPERS--MAIN ADULT	0	10.10	21,634.79	0	21,634.79	.00	21,634.79	
842	MAG/PAPERS--MAIN YOUTH	0	.00	668.26	0	668.26	.00	668.26	
843	MAG/PAPERS--MAIN JUVENILE	0	.00	1,582.09	0	1,582.09	.00	1,582.09	
844	MAG/PAPERS--MAIN REFERENCE	0	825.00	11,588.79	0	11,588.79	.00	11,588.79	
845	MAG/PAPERS--MAIN PROFESSIONAL	0	195.89	2,158.31	0	2,158.31	.00	2,158.31	
847	MAG/PAPERS--EXTEN ADULT	0	.00	3,572.47	0	3,572.47	.00	3,572.47	
		372,000	58,306.57	374,229.44	372,000	2,229.44	.00	2,229.44	100.6
**	DIVISION TOTAL **	2,953,312	343,263.61	2,818,788.37	2,953,312	134,523.63	.00	134,523.63	95.4

17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	6,024.00	172,614.80	6,024.00	166,590.80-	865
TOTAL		.00	6,024.00	172,614.80	6,024.00	166,590.80-	865
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,369.18	30,499.99	14,774.21	30,500.00	15,725.79	48
TOTAL		1,369.18	30,499.99	14,774.21	30,500.00	15,725.79	48
OTHER INCOME							
30800-802	SALE OF OWNED PROPERTY	23,832.19	.00	564,000.00	.00	564,000.00-	
30800-870	DPL FOUNDATION CONTRIBUTION	23,832.19	.00	334,874.28	.00	334,874.28-	
TOTAL		23,832.19	.00	898,874.28	.00	898,874.28-	
FUND TOTAL							
		25,201.37	36,523.99	1,086,263.29	36,524.00	1,049,739.29-	974

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
LIBRARY CAPITAL EXPENDITURES									
CONTRACTUAL SERVICES									
237	ARCH AND ENGINEERING SERVICES	159,700	23,832.19	334,874.28	159,700	175,174.28-	.00	175,174.28-	209.7
280	OTHER PROFESSIONAL SERVICES	60,700	5,422.00	79,114.43	60,700	18,414.43-	.00	18,414.43-	130.3
TOTAL		220,400	29,254.19	413,988.71	220,400	193,588.71-	.00	193,588.71-	187.8
CAPITAL OUTLAY									
502	BUILDINGS	4,208,400	.00	8,939.27	4,208,400	4,208,400.00	.00	4,208,400.00	
515	OFFICE MACHINERY AND EQUIPMENT	4,208,400	.00	8,939.27	4,208,400	4,208,400.00	.00	4,208,400.00	
TOTAL		8,416,800	.00	17,878.54	8,416,800	8,416,800.00	.00	8,416,800.00	
** DIVISION TOTAL **									
		14,428,800	29,254.19	422,927.98	4,428,800	4,005,872.02	.00	4,005,872.02	9.5

PERIOD ENDING 19990430

DPL-STATE GRANT FOR BLDG

DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
GOVERNMENTAL REVENUE						
9-107 STATE GRANTS OR OTHER	.00	.00	225,000.00	.00	225,000.00-	
TOTAL	.00	.00	225,000.00	.00	225,000.00-	
INVESTMENT INCOME						
9-101 INVESTMENT INTEREST	3.55	.00	1,789.55	.00	1,789.55-	
TOTAL	3.55	.00	1,789.55	.00	1,789.55-	
FUND TOTAL	3.55	.00	226,789.55	.00	226,789.55-	

DPL-STATE GRANT FOR BUILDING

FUND 33 DPL-STATE GRANT FOR BLDG 04/30/1999

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
PITAL OUTLAY								
BUILDINGS	250,000	.00	225,000.00	250,000	25,000.00	.00	25,000.00	90.0
	250,000	.00	225,000.00	250,000	25,000.00	.00	25,000.00	90.0
* DIVISION TOTAL **	250,000	.00	225,000.00	250,000	25,000.00	.00	25,000.00	90.0

13

14

15

16

17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

32

33

34

35

36

37

38

39

40

41

42

43

44

45

46

47

48

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30700-101	INVESTMENT INTEREST	12.79	.00	12.79	.00	12.79-	
	TOTAL	12.79	.00	12.79	.00	12.79-	
30800-846	LEASE OF LIBRARY PROPERTY	15,000.00	.00	15,000.00	.00	15,000.00-	
	TOTAL	15,000.00	.00	15,000.00	.00	15,000.00-	
	FUND TOTAL	15,012.79	.00	15,012.79	.00	15,012.79-	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PUBLIC LIBRARY-TRUSTS							
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	115,246.99	119,535.42	115,247.00	4,288.42-	103
30001-923	BEG FUND BAL-BRIDGES	.00	925.99	.00	926.00	926.00	
	TOTAL	.00	116,172.98	119,535.42	116,173.00	3,362.42-	102
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	241.99	7,000.00	6,327.43	7,000.00	672.57	90
30700-105	DISTRIBUTION FR BRIDGES TRUST	3.17	799.99	775.31	800.00	24.69	96
	TOTAL	245.16	7,799.99	7,102.74	7,800.00	697.26	91
	FUND TOTAL	245.16	123,972.97	126,638.16	123,973.00	2,665.16-	102

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000 DPL-CANTONI TRUST									
900	EXPENDITURES	7,000	304.32	2,961.16	7,000	4,038.84	.00	4,038.84	42.3
	TOTAL	7,000	304.32	2,961.16	7,000	4,038.84	.00	4,038.84	42.3
	** DIVISION TOTAL **	7,000	304.32	2,961.16	7,000	4,038.84	.00	4,038.84	42.3

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000 DPL-BRIDGES TRUST									
900	EXPENDITURES	800	.00	797.58	800	2.42	.00	2.42	99.7
	TOTAL	800	.00	797.58	800	2.42	.00	2.42	99.7
	** DIVISION TOTAL **	800	.00	797.58	800	2.42	.00	2.42	99.7

GLA3030 FUND 94

CITY OF DECATUR FY 1998-1999
REVENUE REPORT

PAGE 59

DPL-CHILDCARE CONNECTION GRANT

PERIOD ENDING 19990430

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
3	FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	9,000.00	8,095.61	9,000.00	904.39	90
	TOTAL	.00	9,000.00	8,095.61	9,000.00	904.39	90
	FUND TOTAL	.00	9,000.00	8,095.61	9,000.00	904.39	90

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

PAGE 116

40000 GRANT EXPENSES

FUND 94

DPL-CHILDCARE CONNECTION GRANT 04/30/1999

03 DESCRIPTION

MONTHLY EXPENDITURES

YEAR-TO-DATE EXPENDITURES

Y-T-D BUDGET

UNEXPENDED BALANCE

ENCUMBRANCE

UNENCUMBERED BALANCE

PRCNT COMM

OTHER CHARGES

486 TRANSFER TO LIBRARY

600 BOOKS AND PERIODICALS

** DIVISION TOTAL **

0	3,095.61	3,095.61	0	8,095.61-	.00	8,095.61-
0	3,095.61	8,095.61	0	8,095.61-	.00	8,095.61-
6,230	.00	.00	6,230	6,230.00	.00	6,230.00
6,230	.00	.00	6,230	6,230.00	.00	6,230.00
6,230	3,095.61	8,095.61	6,230	1,865.61-	.00	1,865.61-129.9

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	12,199.99	12,154.14	12,200.00	45.86	99
	TOTAL	.00	12,199.99	12,154.14	12,200.00	45.86	99
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	3,562.99	1,801.89	3,563.00	1,761.11	50
	TOTAL	.00	3,562.99	1,801.89	3,563.00	1,761.11	50
	FUND TOTAL	.00	15,762.98	13,956.03	15,763.00	1,806.97	88

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	OPL-FAMILIES LEARNING GRANT								
	SALARIES & WAGES								
090	REGULAR SALARIES	0	.00	632.81	0	632.81-	.00	632.81-	
	PERSONAL SERVICES								
102	TEMPORARY SALARIES	2,425	.00	1,693.02	2,425	731.98	.00	731.98	69.8
104	RETIREMENT-IMRF	185	.00	.00	185	185.00	.00	185.00	
	CONTRACTUAL SERVICES								
238	EDITING SERVICES	0	.00	1,600.00	0	1,600.00-	.00	1,600.00-	
241	CONFERENCES AND OTHER TRAVEL	0	.00	172.90	0	172.90-	.00	172.90-	
280	OTHER PROFESSIONAL SERVICES	5,500	.00	5,330.26	5,500	169.74	.00	169.74	96.9
	COMMODITIES								
345	OFFICE SUPPLIES	3,470	.00	1,538.65	3,470	1,931.35	.00	1,931.35	44.3
	800 BOOKS AND PERIODICALS								
620		620	.00	2,988.39	620	2,368.39-	.00	2,368.39-	482.0
**	DIVISION TOTAL **	12,200	.00	13,956.03	12,200	1,756.03-	.00	1,756.03-	114.4

TO OWNER: Board of Trustees
 Decatur Public Library
 247 E North Street
 Decatur, IL 62523

PROJECT: Sears Building
 New Public Library
 Conversion

VIA ARCHITECT: Phillips Swager Assoc
 3622 N Knoxville Ave
 Peoria, IL 61603

FROM CONTRACTOR: Craftmasters, Inc.
 1900 N 22nd St
 Decatur, IL 62526

CONTRACT FOR: Re-Roofing Work

APPLICATION NO.: _____
 PERIOD TO: _____
 PROJECT NOS.: _____

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

CONTRACT DATE: 3-15-99

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 394,000.00
2. Net change by Change Orders \$ (41,905.00)
3. CONTRACT SUM TO DATE (Line 1 ± 2) \$ 352,095.00
4. TOTAL COMPLETED & STORED TO DATE \$ 232,292.00
 (Column G on G703)
5. RETAINAGE:
 - a. _____% of Completed Work \$ 6,674.00
 (Columns D + E on G703)
 - b. _____% of Stored Material \$ 16,555.00
 (Column F on G703)
 Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ 23,229.00
6. TOTAL EARNED LESS RETAINAGE \$ 209,063.00
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT \$ ---
 (Line 6 from prior Certificate)
8. CURRENT PAYMENT DUE \$ 209,063.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 143,032.00
 (Line 3 less Line 6)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

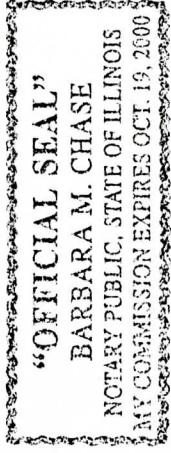
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Michael Randlee Date: 5-12-99

By: Michael Randlee

State of: ILLINOIS
 County of: MACON
 Subscribed and sworn to before me this 12 day of MAY, 1999

Notary Public: Barbara M. Chase
 My Commission expires: 10-19-00



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$ 209,063.00

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Michael Randlee Date: 5/12/99

By: Michael Randlee

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.



CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO.:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE) RATE
			FROM PREVIOUS APPLICATION (D - E)						
	BOND	3500.00			3500.00		3500.00	---	350.00
	INS	400.00			400.00		400.00	---	40.00
	WARRANTY	7800.00			---		---	7800.00	--
	OVERHEAD	46504.00			18601.00		18601.00	27903.00	1860.00
	PROFIT	17600.00			7040.00		7040.00	10560.00	704.00
	ROOFING MATERIAL (INS DEALERS)	165550.00				165550.00	165550.00	---	16555.00
	ROOFING LABOR	91775.00			36710.00		36710.00	55065.00	3671.00
	SHEETMETAL MATERIAL	11275.00			---		---	11275.00	--
	SHEETMETAL LABOR	7200.00			---		---	7200.00	--
	SUB-CONT PLUMBING (T A BRINKOETTER)	36100.00			36100.00		36100.00	---	3610.00
	SUB-CONT GRAVEL REMOVAL (VAC-IT-ALL)	6296.00			6296.00		6296.00	---	630.00
	C/O #1	(41905.00)			(41905.00)		(41905.00)	---	(4191.00)
		352095.00			66742.00	165550.00	232292.00	119803.00	23229.00



AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20004-5202 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

This standard document is NOT a model form. Its inclusion in the Architect's Handbook of Professional Practice, 12th Edition, does not constitute a grant of any implied or explicit license to copy it in whole or in part. See the Instruction Sheet for information on licensed reproduction.

WAIVER OF LIEN

STATE OF Illinois
COUNTY OF Macon

Re:
Invoice# - 22027

TO ALL WHOM IT MAY CONCERN:

WHEREAS, the undersigned Craftmasters, Inc. has been
Board of Trustees
employed by Decatur Public Library to furnish labor and material
for the building known as New Decatur Public Library located at
130 N. Franklin, Decatur, Illinois

NOW, THEREFORE, KNOW YE, that the undersigned, for and in consider-
ation of the sum of Two Hundred Nine Thousand Sixty Three and 00/100

DOLLARS \$ 209,063.00, and other good and valuable considerations,
the receipt whereof is hereby acknowledged by the undersigned, does
hereby waive and release any and all lien or claim of or right of
lien on the above described building and premises under the Statutes
of the State of Illinois relating to Mechanics Liens, on account of
labor, services, material, fixtures, apparatus of machinery hereto-
fore furnished by the undersigned, to or on account of the said
Craftmasters, Inc. for the above said premises, but only to the
extent of the payment aforesaid.

Dated this 12 day of May, 1999.

Michael P. Randles
(signature of sole owner or of
authorized representative of
corporation or partnership)

APPLICATION AND CERTIFICATE FOR PAYMENT

TO (OWNER): Decatur Public Library
 247 East North Street
 Decatur, Illinois 62523

PROJECT: The Decatur Public Library
 Sears Building Renovation

APPLICATION NO: 7

PERIOD TO: 5/5/99

ARCHITECTS: 3091.01

PROJECT NO: 3091.01

FROM (CONTRACTOR): Mid-States Gen. & Mech. VIA
 4170 North Bearsdale Road
 Decatur, Illinois 62524

CONTRACT FOR: Renovation of Sears Store for a New Public Library

CONTRACT DATE: 9/1/98

CONTRACTOR'S APPLICATION FOR PAYMENT

Change Order Summary		Additions	Deductions
Change Orders approved in previous months by Owner		\$64,095.00	(\$56,547.00)
TOTAL			
Approved This Month	Date Approved		
C. O. #19-27		\$30,141.00	(\$18,651.00)
TOTALS		\$94,236.00	(\$56,547.00)
Net change by Change Orders			\$37,689.00

Application is made for Payment, as shown, in connection with the Contract Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM..... \$ 4,039,753.
2. Net change by Change Orders..... \$ 37,689.
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 4,077,442.
4. TOTAL COMPLETED & STORED TO DATE..... \$ 2,672,412.
 (Column G on G703)
5. RETAINAGE:
 - a. 10% of Completed Work \$ 267,243.00
 (Column D + E on G703)
 - b. 10% of Stored Material \$ _____
 (Column F on G703)
- Total Retainage (Line 5a + 5b or Total in Column I of G703)..... \$ 267,243
6. TOTAL EARNED LESS RETAINAGE..... \$ 2,405,169.
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$ 2,046,755.
8. CURRENT PAYMENT DUE..... \$ 358,414
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ 1,672,273.
 (Line 3 less Line 6)

The undersigned Contractor certifies that to the best of his knowledge, information and belief the Work covered by this Applications for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Mid-States General & Mechanical Contracting Corp.

By: *[Signature]* Date: 5/5/99

State of: Illinois County of: Mac66 OFFICIAL SEAL
 Subscribed and sworn to before me this 5th day of MAY 1999. MCDANIEL
 Notary Public, State of Illinois
 My Commission expires: December 5, 1999

AMOUNT CERTIFIED..... \$ 358,414.⁰⁰
 (Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: *[Signature]* Date: 5/17/99

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this contract.

APPLICATION NUMBER: 7
 APPLICATION DATE: 5/5/99
 PERIOD TO: 5/5/99
 ARCHITECT'S PROJECT NO: 3091.01

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.
 In tabulations below, amounts are stated to the nearest dollar.
 Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
1	General Conditions	\$95,910	\$57,546	\$	9,591	-	\$67,137	\$28,773	\$6,714
2	Performance Bond	\$30,464	\$30,464	\$	-	-	\$30,464	\$0	\$3,046
3	Builders Risk Insurance	\$7,462	\$7,462	\$	-	-	\$7,462	\$0	\$746
4	Overhead and Profit	\$263,893	\$147,780	\$	29,028	-	\$176,808	\$87,085	\$17,681
5	Demolition Labor Material	\$60,017 \$26,953	\$60,017 \$26,953	\$	- -	- -	\$60,017 \$26,953	\$0 \$0	\$6,002 \$2,695
6	Concrete Labor Material	\$13,338 \$6,600	\$12,004 \$5,940	\$	667 330	- -	\$12,671 \$6,270	\$667 \$330	\$1,267 \$627
7	Architectural Precast Concrete Cary Concrete Products	\$58,000	\$6,670	\$	-	-	\$6,670	\$51,330	\$667
8	Glass Unit Masonry Bruckner Masonry	\$73,992	\$63,263	\$	7,399	-	\$70,662	\$3,330	\$7,066
9	Structural Steel Ferguson Steel	\$62,000	\$37,200	\$	-	-	\$37,200	\$24,800	\$3,720
10	Structural Steel Erection Labor	\$21,607	\$18,205	\$	2,161	-	\$18,366	\$3,241	\$1,637
Page 2 Subtotal		\$720,236	\$471,504	\$	49,176	\$	\$520,680	\$199,556	\$52,068

AIA DOCUMENT G703 Decatur Public Library Sears Building Renovation

CONTINUATION SHEET

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	FROM PREVIOUS THIS PERIOD					
11	Carpentry Labor Material	\$1,069 \$450	\$856 \$360	- -	- -	- -	\$856 \$360	\$213 \$90	\$86 \$36
12	Slatwall System Labor Material	\$3,999 \$28,077	\$0 \$0	- -	- -	- -	\$0 \$0	\$3,999 \$28,077	\$0 \$0
13	Cabinetry Labor Material	\$8,527 \$27,381	\$0 \$0	- -	- -	- -	\$0 \$0	\$8,527 \$27,381	\$0 \$0
14	Fireproofing Wilkin	\$5,975	\$0	5,975	-	-	\$5,975	\$0	\$598
15	Elastomeric Roofing Craftmasters	\$6,700	\$0	-	-	-	\$0	\$6,700	\$0
16	Caulking & Sealants Subcontractor	\$500	\$0	-	-	-	\$0	\$500	\$0
17	Metal Doors & Frames Labor Material	\$5,269 \$30,000	\$4,742 \$10,500	- 18,450	- -	- -	\$4,742 \$28,950	\$527 \$1,050	\$474 \$2,895
18	Wood Doors Labor Material	\$3,239 \$35,000	\$0 \$0	- -	- -	- -	\$0 \$0	\$3,239 \$35,000	\$0 \$0
19	Aluminum Entrances Poland's Glass	\$75,980	\$24,057	2,279	-	-	\$26,336	\$49,644	\$2,634
Page 3 Subtotal		\$232,166	\$40,515	26,704	-	-	\$67,219	\$164,947	\$6,723

Decatur Public Library Sears Building Renovation

WBS NUMBER: 1010100001

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
20	Finish Hardware Labor Material	\$8,428 \$17,640	\$0 \$ \$0 \$	- -	- -	15,999.00	\$0 \$15,999	0% 91%	\$8,428 \$1,641	\$0 \$1,600
21	Gypsum Wallboard Von Alst Section 7200	\$12,000 \$13,029	\$11,400 \$ \$12,443 \$	600 566	600 566	- -	\$12,000 \$13,029	100% 100%	\$0 \$0	\$1,200 \$1,303
22	Section 9255	\$107,881 \$347,210	\$98,136 \$ \$300,560 \$	8,630 -	8,630 -	- -	\$106,766 \$300,560	99% 87%	\$1,115 \$46,650	\$10,677 \$30,056
23	Flooring Tile Specialists Ceramic Walls	\$41,200 \$16,850	\$0 \$ \$0 \$	6,592 2,359	6,592 2,359	- -	\$6,592 \$2,359	16% 14%	\$34,608 \$14,491	\$669 \$236
24	Ceramic Floors	\$20,400 \$13,400	\$0 \$ \$0 \$	2,244 1,474	2,244 1,474	- -	\$2,244 \$1,474	11% 11%	\$18,156 \$11,926	\$224 \$147
25	Resilient Flooring	\$5,800 \$3,950	\$0 \$ \$0 \$	- -	- -	5,800.00	\$5,800 \$0	100% 0%	\$0 \$3,950	\$580 \$0
26	Carpet	\$277,600 \$42,400	\$0 \$ \$0 \$	- -	- -	24,984.00	\$24,984 \$0	9% 0%	\$252,616 \$42,400	\$2,498 \$0
27	Acoustical Ceilings Von Alst Section 9511	\$143,773 \$106,935	\$40,256 \$ \$21,921 \$	41,694 48,121	41,694 48,121	- -	\$81,950 \$70,042	57% 65%	\$61,823 \$36,893	\$8,195 \$7,004
Page 4 Subtotal		\$1,178,486	\$ 484,716	\$ 112,300	\$ 46,783	\$ 643,789	55%	\$ 534,697	\$ 64,379	

AIA DOCUMENT G703 Decatur Public Library Sears Building Renovation

CONTINUATION SHEET

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)		E WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/G)	H BALANCE TO FINISH (C - G)	I RETAINAGE 10%
28	Section 9580 Material Labor	\$32,000	\$20,453	\$0	\$0	\$32,000	\$8,999	-	\$32,000	100%	\$0	\$3,200
29	Floor Preparation / Underlayment Subcontractor	\$51,498		\$51,498					\$51,498	100%	\$0	\$5,150
30	Fabric Wrapped Panels Labor Material	\$2,943	\$2,997	\$0	\$0	\$0			\$0	0%	\$2,943	\$0
31	Painting Moomey Painting	\$163,800		\$3,112		\$4,914			\$8,026	5%	\$155,774	\$803
32	Chalkboards Subcontractor	\$5,700		\$5,700					\$5,700	100%	\$0	\$570
33	Metal Toilet Compartments M.J. Products	\$7,320		\$0					\$0	0%	\$7,320	\$0
34	Wall & Corner Guards Labor Material	\$1,353	\$3,610	\$0	\$0				\$0	0%	\$1,353	\$0
35	Exterior Metal Letters Labor Material	\$1,142	\$1,650	\$0	\$0				\$0	0%	\$1,142	\$0
36	Interior Signs Labor Material	\$1,859	\$5,127	\$0	\$0				\$0	0%	\$1,859	\$0
Page 5 Subtotal		\$301,452		\$60,310		\$45,913			\$106,223	35%	\$195,229	\$10,623

CONTINUATION SHEET

AIA DOCUMENT G703

Decatur Public Library Sears Building Renovation

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D.O.R.E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	RETAINAGE	
			FROM PREVIOUS APPLICATION (D+E)	% (G/G)						
37	Lockers	\$10,900	\$0	\$0	-	-	\$0	\$10,900	0%	\$0
38	Fire Extinguishers	\$1,500	\$0	\$0	-	-	\$0	\$1,500	0%	\$0
39	Telephone Enclosures	\$700	\$0	\$0	-	-	\$0	\$700	0%	\$0
40	Toilet Accessories	\$1,993	\$0	\$0	-	-	\$0	\$1,993	0%	\$0
41	Book Drops	\$9,250	\$0	\$0	9,250	-	\$9,250	\$0	100%	\$925
			\$3,630	\$0	\$0	390	-	\$3,630	\$0	100%
42	Projection Screens	\$3,049	\$0	\$0	-	-	\$0	\$3,049	0%	\$0
43	Blinds	\$6,467	\$0	\$0	-	-	\$0	\$6,467	0%	\$0
44	Coat Racks	\$8,600	\$0	\$0	-	4,400.00	\$4,400	\$4,400	50%	\$440
45	Elevators	\$77,516	\$3,643	\$0	-	-	\$3,643	\$73,873	5%	\$364
46	Demolition of Escalators	\$4,500	\$4,500	\$0	-	-	\$4,500	\$0	100%	\$450
			\$0	\$0	-	-	-	\$0	\$0	
Page 6 Subtotal		\$128,695	\$11,773	\$9,640		\$4,400	\$25,813	\$102,882	20%	\$2,581

CONTINUATION SHEET

AIA DOCUMENT G703

Decatur Public Library Sears Building Renovation

Page 7 of 14

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)	H BALANCE TO FINISH (C - G)	RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
FIRE PROTECTION										
47	Pipco Head Changes	\$94,000	\$47,000	\$	18,800	-	\$65,800	70%	\$28,200	\$6,580
48	Demolition	\$2,000	\$2,000	\$	-	-	\$2,000	100%	\$0	\$200
49	Flushing	\$8,000	\$7,200	\$	800	-	\$8,000	100%	\$0	\$800
50	Main Reroute	\$4,000	\$4,000	\$	-	-	\$4,000	100%	\$0	\$400
PLUMBING / H.V.A.C										
T.A. Brinkoetter & Sons										
51	Fixtures	\$9,022	\$0	\$	1,804	-	\$1,804	20%	\$7,218	\$180
		\$22,294	\$0	\$	22,294	-	\$22,294	100%	\$0	\$2,229
52	Plumbing Demolition	\$4,211	\$4,211	\$	-	-	\$4,211	100%	\$0	\$421
		\$274	\$274	\$	-	-	\$274	100%	\$0	\$27
53	W & V Underground	\$5,413	\$5,413	\$	-	-	\$5,413	100%	\$0	\$541
		\$2,626	\$2,626	\$	-	-	\$2,626	100%	\$0	\$263
54	W & V Aboveground	\$18,044	\$18,044	\$	-	-	\$18,044	100%	\$0	\$1,804
		\$14,192	\$14,192	\$	-	-	\$14,192	100%	\$0	\$1,419
55	Domestic Water	\$16,841	\$16,841	\$	-	-	\$16,841	100%	\$0	\$1,684
		\$12,034	\$12,034	\$	-	-	\$12,034	100%	\$0	\$1,203
56	Hand Excavation	\$6,615	\$6,615	\$	-	-	\$6,615	100%	\$0	\$662
		\$438	\$438	\$	-	-	\$438	100%	\$0	\$44
Page 7 Subtotal		\$220,004	\$140,888	\$	\$43,698	\$0	\$184,586	84%	\$35,418	\$18,457

AIA DOCUMENT G703 Decatur Public Library Sears Building Renovation

CONTINUATION SHEET

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)	H BALANCE TO FINISH (C - G)	RETAINAGE 10%
		FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD	FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
57	Roof Drains Labor Material	\$960 \$440	\$ - \$88	\$352 \$ -	\$ - \$88	\$ - \$88	- -	\$0 \$440	0% 100%	\$960 \$0	\$0 \$44
58	Heating Specialty	\$16,127	\$14,514	\$14,514	\$1,613	\$1,613	-	\$16,127	100%	\$0	\$1,613
59	Heating Demolition Labor Material	\$9,811 \$280	\$9,811 \$280	\$9,811 \$280	- -	- -	- -	\$9,811 \$280	100% 100%	\$0 \$0	\$981 \$28
60	Hydronic Piping Labor Material	\$18,219 \$13,553	\$18,219 \$13,553	\$18,219 \$13,553	- -	- -	- -	\$18,219 \$13,553	100% 100%	\$0 \$0	\$1,822 \$1,355
61	Mechanical Room Piping Labor Material	\$33,636 \$9,648	\$28,590 \$9,165	\$28,590 \$9,165	3,046 483	3,046 483	- -	\$31,636 \$9,648	94% 100%	\$2,000 \$0	\$3,164 \$955
62	Gas Piping Labor Material	\$1,402 \$3,329	\$1,262 \$2,995	\$1,262 \$2,995	140 334	140 334	- -	\$1,402 \$3,329	100% 100%	\$0 \$0	\$140 \$333
63	Humidifier Labor Material	\$1,402 \$28,090	\$350 \$28,090	\$350 \$28,090	1,052 -	1,052 -	- -	\$1,402 \$28,090	100% 100%	\$0 \$0	\$140 \$2,809
64	Cooling Tower Labor Material	\$2,523 \$26,500	\$2,271 \$26,500	\$2,271 \$26,500	252 -	252 -	- -	\$2,523 \$26,500	100% 100%	\$0 \$0	\$252 \$2,650
65	Chiller Labor Material	\$3,083 \$95,400	\$3,083 \$95,400	\$3,083 \$95,400	- -	- -	- -	\$3,083 \$95,400	100% 100%	\$0 \$0	\$308 \$9,540
66	Sheet Metal Fabrication Labor Material	\$11,451 \$4,993	\$10,880 \$4,745	\$10,880 \$4,745	- -	- -	- -	\$10,880 \$4,745	95% 95%	\$571 \$248	\$1,088 \$475
Page 8 Subtotal		\$280,847	\$270,060	\$270,060	\$7,008	\$7,008	\$0	\$277,068	99%	\$3,779	\$27,707

CONTINUATION SHEET

AIA DOCUMENT G703

Stur Public Library Sears Building Renovation

Page 9 of 4

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	E WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D O R E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE 10%
		SCHEDULED VALUE		THIS PERIOD						
67	Sheet Metal Installation Labor Material	\$32,237 \$35,422	\$30,627 \$35,420	\$2 -				\$30,627 \$35,422	\$1,610 \$0	\$3,063 \$3,542
68	Sheet Metal Grilles / Regulators Labor Material	\$10,687 \$9,414	\$0 \$9,414	4,275				\$4,275 \$9,414	\$6,412 \$0	\$428 \$941
69	Sheet Metal Demolition Labor Material	\$17,558 \$385	\$17,558 \$385	- -				\$17,558 \$385	\$0 \$0	\$1,756 \$39
70	Heating Equipment Labor Material	\$6,108 \$26,920	\$5,803 \$25,574	1,346				\$5,803 \$26,920	\$305 \$0	\$580 \$2,692
71	Refrigeration Piping Labor Material	\$1,527 \$330	\$1,145 \$248	382 62				\$1,527 \$330	\$0 \$0	\$153 \$33
72	Plumbing Insulation Labor Material	\$6,707 \$14,140	\$3,353 \$7,070	3,018 6,363				\$6,371 \$13,433	\$336 \$707	\$637 \$1,343
73	Duct Insulation Labor Material	\$13,781 \$67,190	\$8,958 \$45,689	4,134 14,782				\$13,092 \$60,471	\$689 \$6,719	\$1,309 \$6,047
74	Temperature Control Labor Material	\$636 \$6,375	\$636 \$0	- -				\$636 \$0	\$0 \$6,375	\$64 \$0
75	Roof Flashing Labor Material	\$432 \$3,057	\$432 \$2,293	764				\$432 \$3,057	\$0 \$0	\$43 \$306
76	Air / Water Balance Excavation / Backfill									
77	Plumbing Contractor Equipment									
78	Plumbing Contractor Equipment									
Page 9 Subtotal		\$252,906	\$194,605	\$35,148	\$0	\$229,753	91%	\$23,153	\$22,976	

CONTINUATION SHEET

A/A DOCUMENT G703

Decatur Public Library Sears Building Renovation

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	RETAINAGE 10%
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/GC)		
79	Piping Contractor Equipment	\$5,408	\$4,326	\$	1,082	-	\$5,408	100%	\$0	\$541
80	H.V.A.C. Contractor Equipment	\$12,535	\$10,029	\$	1,880	-	\$11,909	95%	\$626	\$1,191
81	Electrical Demolition-Mid-States Labor Material	\$22,800 \$5,100	\$20,520 \$4,590	\$	- -	- -	\$20,520 \$4,590	90% 90%	\$2,280 \$510	\$2,052 \$459
ELECTRICAL-Bodine Electric										
82	Demolition - Labor	\$6,909	\$6,218	\$	-	-	\$6,218	90%	\$691	\$622
83	Wire and Cable	\$34,816 \$26,756	\$22,631 \$22,475	\$	696 -	- -	\$23,327 \$22,475	67% 84%	\$11,489 \$4,281	\$2,333 \$2,248
84	Raceways, Conduit & Fittings	\$92,538 \$41,102	\$79,657 \$37,813	\$	925 -	- -	\$80,582 \$37,813	87% 92%	\$11,956 \$3,289	\$8,058 \$3,781
85	Panelboards, Starters, and Transformers	\$15,340 \$63,550	\$9,971 \$45,757	\$	1,074 -	- -	\$11,045 \$45,757	72% 72%	\$4,295 \$17,793	\$1,105 \$4,576
86	Light Fixtures	\$61,251 \$256,047	\$9,188 \$256,047	\$	14,700 -	- -	\$23,888 \$256,047	39% 100%	\$37,303 \$0	\$2,389 \$25,005
87	Wiring Devices / Floor Boxes	\$10,417 \$19,101	\$8,750 \$15,471	\$	- -	- -	\$8,750 \$15,471	84% 81%	\$1,667 \$3,630	\$875 \$1,547
Page 10 Subtotal		\$873,670	\$553,443	\$	\$20,357	\$0	\$573,800	85%	\$99,870	\$57,382

CONTINUATION SHEET

AIA DOCUMENT G703

Decatur Public Library Sears Building Renovation

Page 11 of 14

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE		D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	E WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	RETAINAGE
									% (G/C)		
88	Fire Alarm		\$9,491	\$2,468	\$	1,519	-	\$3,987	\$5,504	42%	\$399
			\$16,740	\$14,062	\$	-	-	\$14,062	\$2,678	84%	\$1,406
89	Special Systems		\$8,578	\$7,034	\$	-	-	\$7,034	\$1,544	82%	\$703
			\$13,260	\$9,945	\$	-	-	\$9,945	\$3,315	75%	\$995
90	Alternate G1		\$1,110	\$0	\$	500	-	\$500	\$610	45%	\$50
			\$2,102	\$0	\$	504	-	\$504	\$1,598	24%	\$50
91	CHANGE ORDER #1 Delete underlayment at lease area		(\$42,478)	(\$42,478)	\$	-	-	(\$42,478)	\$0	100%	(\$4,248)
92	CHANGE ORDER #2 Infill escalator pits		\$5,231	\$5,231	\$	-	-	\$5,231	\$0	100%	\$523
93	CHANGE ORDER #3 Parking lot striping, Fire alarm, and Sound systems changes		\$4,040	\$0	\$	-	-	\$0	\$4,040	0%	\$0
94	CHANGE ORDER #4 Door and hardware changes		\$3,725	\$0	\$	3,725	-	\$3,725	\$0	100%	\$373
95	CHANGE ORDER #5 Revised Carpet, delete door frame grout and lower height of walls		(\$15,390)	\$0	\$	(15,390)	-	(\$15,390)	\$0	100%	(\$1,539)
96	CHANGE ORDER #6 Remove precast sign		\$3,284	\$3,284	\$	-	-	\$3,284	\$0	100%	\$328
97	CHANGE ORDER #7 Correct window types		\$3,692	\$3,692	\$	-	-	\$3,692	\$0	100%	\$369
Page 11 Subtotal			\$13,385	\$3,238	\$	(\$9,142)	\$0	(\$5,904)	\$19,289	-44%	(\$591)

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E WORK COMPLETED THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	% (G/C)					
98	CHANGE ORDER #8 Replace Plate Glass in North and West Storefronts Delete Lockers in IS30 and IS31	\$5,504	\$5,504	\$	-	-	\$5,504	\$0	10%
99	CHANGE ORDER #9 Install Plumbing Backflow Preventer	\$12,155	\$12,155	\$	-	-	\$12,155	\$0	10%
100	CHANGE ORDER #10 Revise Janitor's Closets & Pay Phone Location	\$3,146	\$0	\$ 3,146	-	-	\$3,146	\$0	10%
101	CHANGE ORDER #11 Add Additional Janitor's Closet	\$7,677	\$3,839	\$ 1,919	-	-	\$5,758	\$1,919	75%
102	CHANGE ORDER #12 Revise Administrative Office Area	\$11,437	\$5,719	\$	-	-	\$5,719	\$5,718	50%
103	CHANGE ORDER #13 Replace Valves Raise Lintels at Three Door Openings	\$2,099	\$2,099	\$	-	-	\$2,099	\$0	100%
104	CHANGE ORDER #14 Remove Existing Concrete and Replace with New 6" Concrete	\$5,594	\$5,594	\$	-	-	\$5,594	\$0	100%
105	CHANGE ORDER #15 Changes to Upper Level Ductwork and Fire Dampers	\$3,983	\$3,983	\$	-	-	\$3,983	\$0	100%
106	CHANGE ORDER #16 Electrical and Sprinkler Changes	\$4,228	\$4,228	\$	-	-	\$4,228	\$0	100%
107	CHANGE ORDER #17 Pay phone, Paint changes, Tactile Warning Strip, H.M. Changes	\$3,752	\$0	\$	-	-	\$0	\$3,752	0%
108	CHANGE ORDER #18 Relocate VFD, Hardware Changes	\$4,520	\$0	\$	-	-	\$0	\$4,520	0%
Page 12 Subtotal		\$64,095	\$43,121	\$5,065	\$0	\$0	\$48,186	\$15,909	75%
									\$4,819

AMERICAN LIBRARY SEALS BUILDING RESTORATION

ITEM NO.	DESCRIPTION OF WORK	C		D		E		F	G		H	RETAINAGE
		SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS STORED PRESENTLY (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/G)		BALANCE TO FINISH (C - G)			
109	CHANGE ORDER #19 Remove Ductwork not Shown on Plans	\$3,596	\$0	\$3,596	-	\$3,596	100%	\$0	\$360			10%
110	CHANGE ORDER #20 Revise Prairie Street Entrance	\$3,537	\$0	-	-	\$3,537	0%	\$0	\$0	\$3,537		\$0
111	CHANGE ORDER #21 Additional Communications Cabling	\$3,944	\$0	\$3,944	-	\$3,944	100%	\$0	\$394			
112	CHANGE ORDER #22 Floor Revisions, Stair Footings & Vestibule Revisions	\$3,617	\$0	-	-	\$3,617	0%	\$0	\$0	\$3,617		\$0
113	CHANGE ORDER #23 Add Trench Drain	\$3,419	\$0	-	-	\$3,419	0%	\$0	\$0	\$3,419		\$0
114	CHANGE ORDER #24 Misc. Plumbing Changes and Change Grounding Bond Wire	\$4,460	\$0	-	-	\$4,460	0%	\$0	\$0	\$4,460		\$0
115	CHANGE ORDER #25 Revise Wallcovering from Type 2 to Type 1	(\$7,800)	\$0	-	-	(\$7,800)	0%	\$0	\$0	(\$7,800)		\$0
116	CHANGE ORDER #26 Revise Wallcovering from Type 2 to Type 1	(\$4,500)	\$0	-	-	(\$4,500)	0%	\$0	\$0	(\$4,500)		\$0
117	CCD #2, PART 2	(\$6,351)	\$0	(\$6,351)	-	(\$6,351)	100%	(\$6,351)	(\$635)			
118	CHANGE ORDER #27 Pressure Wash East Wall	\$7,568	\$0	-	-	\$7,568	0%	\$0	\$0	\$7,568		\$0
Page 13 Subtotal		\$11,490	\$0	\$1,189	\$0	\$1,189	10%	\$1,189	\$10,301			\$119
JOB TOTALS		\$4,077,442	\$2,274,173	\$347,056	\$51,163	\$2,672,412	66%	\$1,405,030	\$287,243			

Chapter X System and ILLINET Membership Responsibilities

Through the regional multitype library systems of Illinois, public, academic, school, and special libraries are able to offer their patrons additional services and access to larger collections than they could individually. These self-governing, cooperative systems and their member libraries together with the Research and Reference Centers and designated Resource Centers make up ILLINET. Any library that is a member of a system is automatically a member of ILLINET. The dual purpose of this statewide network is to facilitate the sharing of library information and materials and to provide services that cannot be provided locally.

The systems are funded by the state of Illinois and are governed by local libraries through area-library representatives. Local library involvement is essential to the success of Illinois library systems.

Applicable Core Standards

- 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 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.

Supplemental Standards

1. Library board members, administrators, and staff volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Representatives who accept the responsibility of system board membership are willing to represent the interests of both their own libraries and their expanded constituencies, which include all member libraries in their systems.
2. As members of regional library systems, all Illinois public libraries agree to make their resources and information available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other appropriate local arrangements.
3. All public libraries share with systems the responsibility for promoting statewide tax-supported public library service.
4. Library boards and staffs are aware of the services offered by their systems, including such standard services as interlibrary loan, delivery, reference backup, and maintenance of multilibrary online catalogs.
5. Systems serve libraries just as libraries serve their individual users. System services are actively promoted to library patrons of all ages as essential components of local library service.

Bibliography

Standards for the Services of Illinois Multitype Library Systems. Springfield: Secretary of State of Illinois, 1993.

Decatur Public Library

IDENTIFICATION

- 1. Location Decatur, IL
- 2. Librarian John A. Moorman
Title City Librarian
- 3. Legal name of library Decatur Public Library
- 4. Library telephone number (217) 424-2900
- 5. Library fax number (217) 423-5741
- 6. Internet address:
Library Director's E-mail jmoorman@decaturnet.org
Automated System NA
WWW Home Page http:// decatur.lib.il.us

7a. Address of Library
247 East North Street
 Number and Street
Decatur IL
 City State
62523-1128
 Zip Code

7b. Mailing address, if different:
 Number and Street or PO Box
 City State
 Zip Code

- 8. Library system. RPLS
- 9. Type of library CI

10. Population residing in tax base. 85306

11. Does your library contract with another library to RECEIVE ALL your library service? (Y)es/(N)o N
 IF YES, list the name(s) of the library(s) with whom you contract:

- 1. _____
- 2. _____

12. Is your library a combined public and school library?. . . . (Y)es/(N)o N

SERVICE HOURS

13a. Report the time the central library opened and the number of hours open to the public per day in a typical week last October (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

	Opening Time	Hrs Open/Day		Opening Time	Hrs Open/Day
Monday	<u>09:00am</u>	<u>12.0</u>	Friday	<u>09:00am</u>	<u>12.0</u>
Tuesday	<u>09:00am</u>	<u>12.0</u>	Saturday	<u>09:00am</u>	<u>8.5</u>
Wednesday	<u>09:00am</u>	<u>12.0</u>	Sunday	<u>01:00pm</u>	<u>4.0</u>
Thursday	<u>09:00am</u>	<u>12.0</u>			

- 13b. Number of DAYS per week the central library was open past 6 pm 5
- 13c. Number of HOURS per week the central library was open past 6 pm . . . 15.0
- 14. Total scheduled public service hours in a typical week last October for
ALL service outlets 131.0

SERVICE OUTLETS AND ATTENDANCE

- 15a. Total annual attendance in library 332032
- 15b. Did your library use an automated counter to collect the above
attendance figure? (Y)es/(N)o Y
- 16. Total number of bookmobiles. 2
- 17a. Total number of branch libraries 0

17b. List branch libraries:

Name _____
 Telephone () - _____
 Street Address _____
 City _____ State _____ Zip Code _____ -

REGISTERED BORROWERS

- 18. Total number of resident borrower's cards in force as of the last day
of the fiscal year 59179
- 19. Non-resident LOCAL (for use in this library) borrower's cards:
 Family fee (for use in this library) \$ 75.00
 Number of family fees paid 35
 Student fee (for use in this library) \$.00
 Number of student fees paid. _____
- 20. Total number of non-resident borrower's cards purchased. 17
- 21. Total amount of fees collected for non-resident borrower's cards \$ 1275

CHILDREN

- 22. Children's Program Attendance 7743
- 23. Children's Holdings 65986
- 24. Children's Materials Expenditures \$ 53797

REFERENCE QUESTIONS

25. Number of reference questions asked by . . .			
	Adults	Children	Total
a. For the Year	<u>53496</u>	<u>30870</u>	<u>84366</u>
b. For any one week in October	_____	_____	_____
c. For any one week in April	_____	_____	_____

Decatur Public Library

RESOURCES OWNED	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	248482	20060	19716	248138
27. Serials: Newspapers				
28. Serials: Periodicals				
29. Videos/Films	8747	543	1376	9580
30. Audio recordings	16848	1744	1844	16948
31. Number of subscriptions currently received				860
32. Number of microforms held				12417
Computer-Readable Materials:				
33. CD-ROM	3364	132	945	4177
34. Other computer-readable materials	516	0	93	609

USE OF RESOURCES (Report for your entire fiscal year)

35. Number of adult materials loaned	457990
36. Number of children's materials loaned	237675
37. Total number of materials loaned (sum of lines 35 and 36)	695665
38. Does your library participate in reciprocal borrowing? . . . (Y)es/(N)o Y IF YES, report the number of materials loaned	15224
39. Number of interlibrary loans lent to other libraries	1548
40. Number of interlibrary loans borrowed from other libraries	1711

LIBRARY RECEIPTS BY SOURCE

EXCLUDE funds spent by others "on behalf of" the library, the balance from the previous year, and income from tax anticipation warrants.

41. Local government	
a. Local government (except capital income bond sales)	\$ 2317604
b. Capital income from bond sales	\$ 5200000
42. State government	
a. Per capita grants	\$ 105651
b. Equalization aid	\$ 0
c. Corporate replacement tax	\$ 227893
d. Educate and automate grants	\$ 0
e. Other building, family literacy, SOS	\$ 227016
43. Federal government	
a. LSCA funds received	\$ 0
b. LSTA funds received	\$ 0
c. Other federal funds received	\$ 0
44. All other receipts	\$ 1234845
45. TOTAL receipts (sum of lines 41 to 44)	\$ 9313009

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds) INCLUDE expenditures paid by other taxing agencies "on behalf of" your library if the information is available to your library and the expenditures are supported by documents (such as invoices, contracts, payroll records, etc.), not estimated, at the point of disbursement.

Table with 2 columns: Line number and Amount. Rows include Salaries and wages for all library staff (\$148,782.3), Fringe benefits for all library staff (\$37,816.5), Printed materials (\$26,994.3), Nonprint materials (\$10,922.0), All other operating expenditures not entered above (\$89,974.9), Capital outlay for building construction (\$382,531.3), Capital outlay for all other fixed assets (\$46,663), and TOTAL expenditures (sum of lines 46 to 52) (\$701,687.6).

PERSONNEL

Include all positions funded in the library's budget whether those positions are filled or not.

54. STAFF DATA (Report status as of the last day of the fiscal year)

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

Position Title HEAD LIBRARIAN
Education Code MLS
Sex m
Total Hours Per Week 40.0
Hourly Rate \$ 33.84

Position Title Head of Extension Division
Education Code MLS
Sex F
Total Hours Per Week 40.0
Hourly Rate \$ 20.66
Assignment 1: Work Area Code bkmb Hours per week 40.0
Assignment 2: Work Area Code Hours per week .0
Assignment 3: Work Area Code Hours per week .0

Position Title Asst. City Lib./Head of Adult
Education Code MLS
Sex F
Total Hours Per Week 40.0
Hourly Rate \$ 18.51
Assignment 1: Work Area Code adir Hours per week 20.0
Assignment 2: Work Area Code ref Hours per week 20.0
Assignment 3: Work Area Code Hours per week .0

Decatur Public Library

Position Title Info. Specialist--Periodicals
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 17.12
 Assignment 1: Work Area Code REF Hours per week 40.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Info. Specialist--Audiovisual
 Education Code MLS
 Sex M
 Total Hours Per Week 40.0
 Hourly Rate \$ 16.70
 Assignment 1: Work Area Code OTH Hours per week 40.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Head of Children's Division
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 20.51
 Assignment 1: Work Area Code CHI Hours per week 40.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Head of Circulation Division
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 17.97
 Assignment 1: Work Area Code CIR Hours per week 40.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Info. Specialist--Business Ser
 Education Code MLS
 Sex M
 Total Hours Per Week 40.0
 Hourly Rate \$ 16.90
 Assignment 1: Work Area Code REF Hours per week 40.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Position Title Info. Specialist--Adult Servs.
 Education Code MLS
 Sex _____
 Total Hours Per Week 40.0
 Hourly Rate \$.00
 Assignment 1: Work Area Code REF Hours per week 40.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title Head of Technical Division
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 20.55
 Assignment 1: Work Area Code CAT Hours per week 40.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Group B: Full-time/part-time technical and clerical employees
 Total hours worked in a typical week by all Group B employees . . . 1180.0
 Minimum hourly rate actually paid. \$ 8.72
 Maximum hourly rate actually paid. \$ 16.73

Group C: Full-time/part-time pages or shelvers
 Total hours worked in a typical week by all Group C employees . . . 380.0
 Minimum hourly rate actually paid. \$ 6.87
 Maximum hourly rate actually paid. \$ 9.55

Group D: Full-time/part-time building maintenance, security, or plant operation employees
 Total hours worked in a typical week by all Group D employees . . . 145.0
 Minimum hourly rate actually paid. \$ 9.88
 Maximum hourly rate actually paid. \$ 16.35

55a. Librarian Vacancies

Position Title Info. Specialist--Adult Servs.
 Hours Per Week 40.0
 Work Area REF
 Education Required MLS
 Number of Weeks Vacant 4
 Minimum Annual Salary \$ _____
 Maximum Annual Salary \$ _____

55b. Newly Created Librarian Positions

Position Title _____
 Hours Per Week .0
 Work Area _____
 Education Required _____
 (F)illed or (U)nfilled _____
 Date Filled / /

Decatur Public Library

55c. Eliminated Librarian Positions

Position Title _____
 Hours Per Week .0
 Work Area _____
 Education Required _____
 Date Eliminated /
 Last Annual Salary Paid \$ _____
 Reason Eliminated _____

AUTOMATION

56. How many of the following does your library have?	Number in Library	Number for Public Use
IBM Compatible Microcomputers: 386 or lower	<u>1</u>	<u>0</u>
486.	<u>7</u>	<u>1</u>
Pentium.	<u>53</u>	<u>16</u>
Macintosh Microcomputers	<u>0</u>	<u>0</u>
Printers: Dot Matrix.	<u>18</u>	<u>9</u>
Ink Jet	<u>6</u>	<u>2</u>
Laser	<u>10</u>	<u>3</u>
Computer Modems.	<u>13</u>	<u>0</u>
Highest Baud Rate <u>36.6</u>		

(Y)es/(N)o

57. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Y
58. Does your library have a local area network (LAN)? Y
59. Are your catalog records part of an online public access catalog (OPAC)? Y
 IF YES, can patrons access this OPAC from within the library? Y
60. Does your library provide patron access to electronic services? Y

(Y)es/(N)o

61. Does your library have telephone devices for the deaf (TDD)? Y
 (IF YES) a. Report the number of TDDs in your library. 1
 b. Are any TDDs available for public use? Y

62. Operating Expenditures for library materials in electronic format.	\$ <u>4975</u>
63. Operating Expenditures for electronic access.	\$ <u>143066</u>
64. Telecommunications Expenditures	\$ <u>3240</u>

INTERNET

65. Does your library have access to the Internet? (Y)es/(N)o Y
 IF YES, enter the code (1 to 3) for who can use the Internet. 3
 Library staff only (1)
 Patrons through a staff intermediary only (2)
 Patrons and staff directly (3)

66. How many workstations/terminals are available for accessing the Internet?

	Dedicated (Internet Only)	Not Dedicated
For Staff Use Only.	_____	45
For Public Use.	_____	5

67. Does your library allow patrons to make printouts of materials obtained from the Internet? (Y)es/(N)o Y

68. Does your library provide the public with modem access to the Internet from outside the library? (Y)es/(N)o N
 IF YES, what is the maximum number of modem connections available for public use? _____

69. What Internet connection provider(s) does your library use?
 a. Local/state government organization. _____
 b. Local educational organization. _____
 c. Community Information Network (Free-Net):
 Heartland Regional Network. _____
 LincolnNet. _____
 NorthStarNet. _____
 Prairienet. _____
 Sinnissippi Valley Network. _____
 Other DecaturNet X
 d. Your library system network. _____
 e. Commercial provider. _____
 f. Other _____

70. What type of Internet services are available to the library's staff and/or patrons?

	Available to Staff Directly	Available to Patrons Directly
a. Electronic Mail Accounts	<u>X</u>	_____
b. Newsgroup/Usenet Services.	<u>X</u>	_____
c. Graphical Web Browsing	<u>X</u>	<u>X</u>
d. Text-based Web Browsing.	_____	_____
e. FTP (File Transfer Protocol)	<u>X</u>	<u>X</u>
f. Telnet/Remote Login.	<u>X</u>	<u>X</u>
g. Other _____	_____	_____
_____	_____	_____

Decatur Public Library

- 71. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet? (Y)es/(N)o N
- 72. Has your library board adopted a policy for public access to electronic information networks? (Y)es/(N)o Y

REFERENDA

73. Was your library involved in a referendum in FY1998/99? . . . (Y)es/(N)o N

74. Report each referendum presented to the voters:	Date of Referendum	(P)assed/ (F)ailed	Effective Date
Annexation.	/ /	---	/ /
Bond Issue.	/ /	---	/ /
Conversion.	/ /	---	/ /
District Establishment.	/ /	---	/ /
Maintenance Tax	/ /	---	/ /
Public Library Establishment.	/ /	---	/ /
Tax Increase.	/ /	---	/ /
Restoration Fund Tax.	/ /	---	/ /
Mortgage Tax.	/ /	---	/ /
Working Cash.	/ /	---	/ /
Other _____	/ /	---	/ /

75. If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under P.A.86-346 and P.A.86-713); your district library annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8); or your district library took any other action by backdoor referendum, indicate the EFFECTIVE DATE of the action.

Conversion	/ /
Annexation	/ /
Other _____	/ /
Other _____	/ /

CURRENT LIBRARY BOARD

76. President
 Name Shirley Moore Present Term Ends 07/01
 Telephone (217)422-2565
 Home Address 418 Woodhill Dr.
 City Decatur State IL Zip Code 62521-

77. Vice President
 Name Judi Moss Present Term Ends 07/01
 Telephone (217)428-3981
 Home Address 1550 Lynnwood Dr.
 City Decatur State IL Zip Code 62521-

Decatur Public Library

Page 10

78. Treasurer

Name _____ Present Term Ends /
Telephone () - _____
Home Address _____
City _____ State _____ Zip Code _____ - _____

79. Secretary

Name Mary Gladney Present Term Ends 07/99
Telephone (217)422-3849
Home Address 340 N. Calhoun
City Decatur State IL Zip Code 62521-

80. Other Members:

Name Sherri Arnold Present Term Ends 07/01
Telephone (217)428-6063
Home Address #1 Millikin Place
City Decatur State IL Zip Code 62522-

Name Wayne Dunning Present Term Ends 07/99
Telephone (217)422-3434
Home Address 360 W. Prairie
City Decatur State IL Zip Code 62522-

Name Mark Gibson Present Term Ends 07/99
Telephone (217)422-8507
Home Address 4452 Mt. Vernon Pl.
City Decatur State IL Zip Code 62521-

Name Patricia Greanias Present Term Ends 07/00
Telephone (217)428-1004
Home Address 31 Oakridge Dr.
City Decatur State IL Zip Code 62521-

Name Russell Reimer Present Term Ends 07/00
Telephone (217)423-6506
Home Address 906 Cedar Hill Dr.
City Decatur State IL Zip Code 62521-

Name John Stengel Present Term Ends 07/00
Telephone (217)429-6357
Home Address 431 Shoreline Dr.
City Decatur State IL Zip Code 62521-

Decatur Public Library

- 81. Amount of surety bond. \$ 1000000
- 82. Amount of construction surety bond, if applicable \$ 4039753
- 83. Space (square footage) of the main library building _____ 64448 square feet
- 84. Total amount of major contributions. \$ 334874
- 85. This annual report is filed for the fiscal year commencing 05/01/98
and ending 04/30/99
- 86. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)

PUBLIC LIBRARY DISTRICT SUPPLEMENT (Only District Libraries must complete)

- 1. During the last fiscal year, were there any changes in the limits or boundaries of your district? (Y)es/(N)o _____
(IF YES) a. How did this change occur (ex. referendum)? _____
b. Describe the changes by county, township, and/or municipality giving the area and population for each: _____

- 2. During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)? (Y)es/(N)o _____
(IF YES) a. How was the property acquired? Enter "x" after all that apply.
Purchase _____ Legacy _____ Gift _____ Other _____
b. General description of the property acquired: _____

- 3. Does your library have any outstanding liabilities? (Y)es/(N)o _____
(IF YES) a. Amount of outstanding liabilities \$ _____
b. Description of all outstanding liabilities: _____

(End of the Public Library District Supplement)

Certification

Illinois Public Library Annual Report FY1998-99
Illinois State Library

Please return the original certification to your library system and a copy to the Library Research Center.

Name of Library Decatur Public Library

This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing May 1 1998 and ending April 30 1999.

John M. Moorman
Head Librarian (signature)

The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute. (REQUIRES the signature of the secretary and president of the current library board.)

Mae T. Gladney
Secretary (signature)

May 27 1999
Date

Shirley Moore
President (signature)

May 27 1999
Date

Annual Report of the
City Librarian
For the Fiscal Year Ending
April 30, 1999

This year began with work continuing on the Decatur Public Library Foundation's capital fund campaign and with planning for the renovation of the former Sears building into a new main library facility.

The foundation's fund drive continued through the summer of 1998 and on August 19, the Foundation held a press conference to indicate that its \$1.6 million goal had been reached. That this goal was reached was in large part due to the efforts of Richard Lockmiller and Edith Rossiter campaign co-chairs and Library Board President Shirley Moore. Without their long hours of tireless work this campaign would not have been as successful as it was. At years end campaign pledges stood at \$ 1,610,883.12 with \$ 889,091.26 already in hand. Sheila Robinson is to be thanked for the time spent in keeping foundation giving records up-to-date.

On June 22, 1998, the Decatur City Council passed a bond ordinance authorizing the issuance of \$5.2 million in bonds for the renovation of the former Sears building into a new main library facility. On June 30, there was a bond closing and the money from the sale of bonds was transferred to the library.

The final piece of the financial package for the new building came into place on August 12, 1998 when Secretary of State George Ryan signed a grant agreement between his office and the Decatur Public Library for \$250,000 in State Public Library Construction Grant funds. I thank Shirley Moore, Library Board President, for her many hours of work on this grant. Without her diligent and dedicated effort this grant would not have been accomplished.

At the August 20, 1998 meeting of the Library Board of Trustees, Mid-States General and Mechanical Contracting Corporation of Decatur was awarded the contract in the amount of \$4,033,000 for the renovation of the former Sears building into a new main library facility. At the same meeting, Thornburgh Abatement of St. Louis, Missouri was awarded the contract in the amount of \$85,569 for asbestos abatement in the building. Work was scheduled to begin on October 1, 1998 when the library received possession on the building.

On September 30, 1998, as a part of the \$2,400,000 purchase agreement with Decatur Foresight, Inc., the library paid \$1,600,000 and received possession of the building from Decatur Foresight. On October 1, there was a ribbon cutting ceremony at

Annual Report
City Librarian
Fiscal Year Ending April 30, 1999
Page 2

the building with Mayor Howley, State Representatives Duane Noland and Julie Curry and Bridget Lamont Director of the Illinois State Library and other dignitaries present.

Work began on the project after the ribbon cutting with a scheduled completion date of 300 days hence (July 27, 1999). As with any renovation project, there have been unanticipated problems. A major one arose during the initial demolition process when it was discovered that asbestos removal plan would have to be changed. Initial planning had called for the tile under carpeting to be covered rather than removed. However when the carpet was removed the tile was found to be loose so it too had to be removed. On November 3, 1998 the Library Board of Trustees authorized a change in the contract with Thornburgh Abatement in the amount of \$143,594 to cover removing all asbestos in the building. There was also an approval for a credit of \$48,829 from Mid-States General and Mechanical Corporation for floor latexing work that would not have to be done as a result of the change in asbestos removal plans.

With the sale of our current location to Illinois Power Company the end of December 1998, it became possible to re-roof the new facility. On March 10, 1999 the Library Board of Trustees approved a contract with Craftmasters in the amount of \$394,000 for this project. At year's end, work had begun with an anticipated completion date of the end of May 1999.

The renovation project has occupied a considerable amount of my time in the past year. Most days some time has been spent on site working with Oscar Hadley Mid-State's project superintendent and various trades and some days has seen me on site for most of the day. Michael Huebner, field representative from Phillips Swager Associates, our architectural firm, had been on site on Wednesdays and his assistance has been of extreme value to the project. I have been impressed with the cooperation of all involved in the project and this spirit of concern and cooperation has made the project go very smoothly. As of year's end, interior walls were up, ceiling grid mostly completed, much of the downstairs lighting in place, most of the HVAC ductwork completed, some interior painting had taken place, interior window frames and door frames installed, and steel work for the exterior vestibule was in place. The project remains on schedule for a late July completion date.

In early March Illinois Power began renovation of 8,500 square feet in our current facility. This was a difficult experience for library staff and users. For several weeks the building was very noisy and dust levels were high as walls were torn down, flooring removed and work done on electrical and

Annual Report
City Librarian
Fiscal Year Ending April 30, 1999
Page 3

ventilation systems. By years end, construction was being completed with a move in date of Illinois Power staff of May 17, 1999. I deeply appreciate those staff and library users who were tolerant and understanding of less than ideal working and library using conditions during this period.

A final part of this renovation project has been working with John Cardwell on the lease of the former auto garage and space in our new building. On February 10, 1999 a lease with John Cardwell was approved by the Board of Library Trustees for the former auto garage and he began work on developing this facility into a mall to include a variety of shops. A considerable portion of my time has been spent working with John Cardwell and others on seeing that this project becomes a reality. As of April 30, work was progressing on this facility and it is anticipated that individual shops will be opening during June of 1999. John Cardwell and his associate, Gina Dingman continue to work on finding tenants for the 35,000 square feet of available space in the main facility that the library will not be using.

In June of 1998, I appointed a move committee to work with me on the process of moving from our current facility to our new building. This committee has met throughout the year and is currently working on bid documents for the move.

While, as indicated above, a considerable part of my time during this past fiscal has been taken up with various aspects of the new library building project, the essential part of our operation, that of providing quality service to our user public has continued. Without the steady leadership and hard work of Carolyn Jensen, assistant city librarian/head of the adult division daily activities of the library would not have been accomplished in the quality way that they were. She resigned her position the end of March 1999 as her husband had been transferred to Oklahoma and her presence is missed by all.

The 1998-1999 budget projected a balanced budget with expenditures and revenue of \$ 2,753,312.00. Actual figures indicated a revenue of \$ 2,821,431.83 and expenditures of \$2,818,788.37. The increased revenue was again the result of increased interest income and an increase in personnel property replacement tax income from the state. Included in these expenditures was a transfer to the library's equipment replacement fund of \$ 68,412.65. At years end, the library's capital fund had a balance of \$ 663,335.31 and the equipment replacement fund had a balance of \$ 197,769.47. The capital fund balance included income from the sale of our current facility to Illinois Power. These funds will be used in the building project during the coming fiscal year.

Annual Report
City Librarian
Fiscal Year Ending April 30, 1999
Page 4

The technical services division has seen the number of items added to the collection increase by 30% with 22,931 items being added. There were 13,393 titles added to the collection an increase of 42% from last year. A strong collection weeding effort saw 22,348 volumes being withdrawn from the collection an increase of 63% from last year. There was \$ 374,229.44 spent on materials for the collection during the year. This was \$1,699.29 more than last year.

Another area of increase over last year has been in the interlibrary loan area. While requests from other libraries for DPL materials increased by only 1% during the year, requests of our users for materials from other libraries increased by 38% and we were able to fill 42% more of these requests than last year. While this increase indicates that we are responding to user needs, it means that a 1/2 time interlibrary loan 1/2 time order department position has become almost a full-time interlibrary loan position with a corresponding loss of staff time in the order department.

As a part of regular collection maintenance, 3,180 paperbacks were bound an increase of 36% from last year, 9,017 periodicals were processed down 3.3%, 8,335 items were mended down 28%, 2,979 book jackets replaced down 30% and 22,915 changes were made to the database up 32%. Much of the decrease in mending statistics were due to the increase in material weeding and volume of materials added to the collection, as mending staff were needed to help in these areas. Major collection maintenance projects continued to include the reclassification of the 780 area of the collection to new numbers according to DDC21, providing call numbers into item fields for older items of the collection, the fixing of J catalog records, the retrospective cataloging of unbound paperbacks. During the year the main library children's collection was changed to a new DCR collection agency. This will identify the materials in the catalog as being in the children's area to better assist users in locating them.

On August 24, 1998, several staff members and I visited with staff of the Lincoln Library in Springfield to discuss their participation in the Rolling Prairie Library System's DRA automation network. After that meeting I held several meetings with Rolling Prairie Library System administrative staff to gather data about the costs of joining their automation system. I concluded that, with the building renovation underway and a move in the near future, it was not the time to also consider changing our automation vendor. Once our move is completed and we have time to settle in our new facility, I feel that we need to examine in depth our automation needs and determine what course of action we need to take in this area. Our current system will,

Annual Report
City Librarian
Fiscal Year Ending April 30, 1999
Page 5

at the least, need to be upgraded within the next few years to be able to continue to provide necessary services to our public.

The 1998 summer reading program "Book a Trip" had over 1500 children sign up for summer activities. The theme lent itself to broadening reading interests. Children division staff prepared 13 booklists from "Australia" to "The Wild West" to encourage participants to read around the world. Karen Anderson, head of extension division booked "The Truly Remarkable Loon" a juggler from Madison, Wisconsin for two end of program shows at Nelson Park. Over 600 people attended these shows.

The Children's division offered 128 programs attended by 2,248 individuals. Lap-sit continues to be popular, and made up the largest portion of their programs, with four offered the second and fourth Fridays of the month. During the summer, the division had six weeks of storytimes, with two preschool programs and one school age storytime per week. They also did another session of two preschool storytimes a week during October. On November 19, in cooperation with Project READ and Head Start, the children's division had "Family Reading Night" with 48 people in attendance.

During the year 193 groups visited the children's department with 3,275 people in attendance. Most groups received a tour and a program. There were 7 outreach visits made with 9 presentations to 201 individuals.

The children's division continues to have a close relationship with Baby TALK as they assist us with lap-sit programs and other activities and staff work with the organization on projects such as the recent update to booklists in their Read For Joy publication.

For six weeks beginning May 12, 1998, the extension division participated in a special summer program at Head Start. Financed by the third year of our literacy grant, the summer session targeted forty families. Baby TALK, Head Start, SPARK, and the library cooperated in designing this program. By the end of the six week period over 90 children had been reached and each had received six books for their own use as well as being exposed to book related activities that parents and children could do together.

The library, through the extension division continues to provide over 40 community stops every two weeks through two bookmobiles. These stops range from community stops such as Fairview Plaza Shopping Center, to neighborhood stops such as Meadowlark and Robin, school stops such as Ben Franklin School

and special stops such as the Intergenerational Center. The division continues to have on-site collections at Imboden Creek, Fair Havens Christian Home, Bivens-Whitten Juvenile facility and Macon Resources. They are looking at the possibility of putting collections at other locations such as the Salvation Army. Their home service to individuals who are unable to come to the library and have no family members who can bring books to them continues to serve a community need. This year they added ten new home service patrons. Thanks go out to individuals with the Senior Volunteer Division of HSAC and Meals on Wheels who provide the volunteers to make this service possible.

Both bookmobile 548 and 549 have suffered many mechanical problems during the year. Bookmobile 549 had the exhaust system replaced, and the carburetor and thermostat worked on, among other problems. Bookmobile 548 had new brakes, tires and has had springs replaced. It was off the road for 12 of 18 possible days during January due to mechanical and weather related problems. Each bookmobile is over 15 years old and needs to be replaced in the near future if we are to be able to continue to effectively provide bookmobile service to our community.

Library use statistics for the past year indicate that main library attendance totaled 333,032 individuals for the year. This figure was down from 370,541 visits last year. It is hard to determine a pattern with attendance, as May 1998's attendance figure of 21,788 individuals was the lowest since May of 1988, while April 1999's attendance of 36,147 was the highest figure recorded for any April in recent times. Total circulation of library materials was down by 4.1%. Staff answered 84,366 informational inquiries during the year. Staff continue to see changes in library usage with more time being spent assisting individuals with computer databases and computer related usage problems.

During the year 11,188 people came into the library on 27 Sundays as compared to 7,995 on 23 Sundays last year. 20,280 items were checked out on Sundays, an average of 751 items per four hour period.

The circulation division sent 171 accounts to the credit bureau during the fiscal year. These accounts amounted to over \$16,000 in costs for non-returned library materials. Kathy Collett also worked with Rolling Prairie Library System in getting member libraries to reimburse DPL for losses of materials charged out from our library to their patrons through reciprocal borrowing privileges. Through her efforts many accounts have been cleared up.

Annual Report
City Librarian
Fiscal Year Ending April 30, 1999
Page 7

While there were no upgrades to the GEAC system this year, there were use issues that arose during the year. In July 1988 there were 22 issues that resulted in 11 open calls with GEAC. The customer response center staff of GEAC has been better this year in responding to system performance and in working with the library to resolve outstanding issues.

In addition to regular duties (such as staffing public service desks, ordering books, and AV materials, and keeping up with changes in information technology), two main projects occupied adult division staff members during the year; weeding and planning for the move to the new building. Staff members were able to accomplish much in the way of weeding, although the process, if done correctly, is very time consuming. Areas that were weeded included CDs, audiocassettes and vinyl records, the entire reference collection, the majority of the fiction collection and periodicals collection and government documents. Various other projects have been started during the year, including cataloging of the government documents collection.

Added this fiscal year to the public-access local area network in the basement was Newsbank, an excellent resource of newspapers and statistics, and PowerFinder, a residential and business phone resources. Staff members working on the basement desk have also vastly expanded their knowledge of the Internet and use it more and more to answer reference questions. Probably over a hundred tax forms (more specialized than the giveaway copies we receive each year from the IRS) were downloaded and printed for patrons, for example. These new information resources are exciting but they also provide for sometimes difficult and frustrating new duties for staff members.

This year has seen increasing responsibilities placed on the maintenance division as they have had more than one facility to take care of as well as a vehicle fleet to keep in operation. Larry Harris and his staff have done an excellent job of keeping our current building in working order as well as performing yard and grounds work at our new facility. They have also moved items from storage space needed by Illinois Power to several locations around Decatur awaiting the completion of our new facility. It is a challenging situation to be responsible for building cleaning while being tenants in someone else's building but Larry and our maintenance staff are doing this job very well. I deeply appreciate the efforts of Larry and his staff to keep our facilities clean and operational during this difficult transitional period.

Staff changes during the year saw twelve staff leave through resignation, retirement, death or termination. Long term adult services staff member Phyllis Johnson retired on June 24, 1998, Cathy Ritchie Young Adult specialist resigned on July 17, 1998 to pursue further graduate work at the University of Illinois Graduate School of Library and Information Science, and Maureen Jesse resigned from her clerk II position in Technical Services on April 14, 1998. Each of these individuals made a substantial contribution to the Library and will be missed.

In my last year's report to the Board, I indicated that more emphasis needs to be placed on staff training. I feel that the library has fallen short in this area. While staff have been able to attend a variety of training opportunities, much remains to be accomplished in providing adequate and appropriate training opportunities for staff. It is also difficult to send staff to training opportunities when staffing levels do not always permit staff absences from public service duties.

Another area that needs consideration in the near future is our computer services area. We have had a contract with Nims Associates for 40 hours per week of computer network assistance for the past several years. With our increasing dependence on computers in the provision of information services and our daily operations, coupled with our 72 hour per week public service operation, this is an area that needs reexamination.

As the year ends, the library is looking towards moving into its new facility later this summer. I look forward to working with staff, board and community as we put final touches on both the building and our move into it.

I wish to thank my office staff of Linda Humphreys, Sheila Robinson, and Joann Stanbery for all the work they have done in the past year. Knowing that they were there, enabled me to take on the additional duties with the building project confident that the office would function well. I thank Library Board members for their dedication and hard work. Special thanks go to Library Board President Shirley Moore and the board building committee of John Stengel and Mark Gibson who have given many days in oversight of the project. I also thank city department heads and governing officials for their assistance with, and support of, our operations. But most of all, I wish to commend library staff for their efforts under less than ideal conditions. I have not had the time to individually, or as a group, communicate with you as I would have liked, but I know you are there giving good service to our users. For this I thank you and look forward to

Annual Report
City Librarian
Fiscal Year Ending April 30, 1999
Page 9

working with you in the coming fiscal year.

Respectfully submitted on May 27, 1999.

John A. Mookman

John A. Mookman
City Librarian



JOHN A. MOORMAN · CITY LIBRARIAN

May 27, 1999

Honorable Mayor and City Council
City of Decatur
#1 Gary K. Anderson Plaza
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1998/99.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in the compilation of uniform public library statistics, and the Annual Report of the City Librarian.

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

Sincerely,

Shirley Moore

Shirley Moore, President
Library Board of Trustees

SM:lh

cc: City Manager
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES
1998/99**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1999 and is a report of the condition of the Board's trusts on April 30, 1999.

STATEMENT OF MONIES RECEIVED--LIBRARY OPERATING FUND

Fund balance, May 1, 1998	337,515.55
Property tax	2,317,604.31
Replacement tax	227,892.90
State grants or other	105,865.76
Fines & fees	70,570.62
Non-resident fees	1,276.69
Lost & damaged books	8,991.17
Photocopier	2,539.70
Reserves & miscellaneous	10,225.47
Transfer from Walmart TIF	3,689.06
Transfer from Fund 95	8,095.61
Investment interest	51,758.15
Contributions & donations	5,236.21
Miscellaneous income	7,686.18
Fund total	3,158,947.38

STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND

Regular salaries and wages	1,424,636.39
Overtime	11,153.26
Temporary salaries	13,154.47
Retirement-IMRF	228,225.64
Group life insurance	839.16
Hospital & medical insurance	129,734.92
Unemployment compensation	6,605.28
Workers compensation	12,760.20
Service recognition	8,537.17
Advertising	504.45
Printing & binding	8,062.28
Services to maintain buildings	6,569.73
Services to maintain improvements	0
Services to maintain auto equipment	4,931.77

Services to maintain office equipment	15,160.93
Management information services (MIS)	22,422.00
Electricity	72,564.55
Gas	5,089.84
Telephone	29,292.64
Water	1,110.47
Auditing services	0
Training school	5,027.78
Conferences and other travel	5,175.80
Postage	15,024.04
Computer software expense	6,033.75
Temporary personnel services	30,341.71
Tuition reimbursement	1,426.00
Travel expense for interviews	0
Other professional services	113,637.49
Professional membership fee	2,950.00
Rental--DP equipment	40,687.33
Rental--Equipment	21,361.53
Gasoline	2,239.38
Janitorial supplies	6,257.13
Materials to maintain buildings	23,053.00
Materials to maintain auto equipment	6,649.49
Office supplies	34,037.20
Employee recognition supplies	0
Transfer to equipment replacement fund	68,412.65
Transfer to general fund	1,200.00
Motor vehicle insurance	2,453.04
Boiler insurance	141.00
Property insurance	7,547.04
General liability insurance	5,093.04
Small capital items	6,731.41
Office machinery and equipment	37,723.97
Books, audiovisual, and periodicals	374,229.44
Division total	2,818,788.37

LIBRARY OPERATING FUND BALANCE

Fund balance 4/30/99

\$340,159.01

STATEMENT OF MONIES RECEIVED AND EXPENDED--EQUIPMENT REPLACEMENT FUND

Fund balance 5/1/98	123,113.38
Transfer from Library capital fund	68,412.65
Interest	6,663.28
Expenditures	419.84
Fund balance 4/30/99	197,769.47

STATEMENT OF MONIES RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND

Fund balance 5/1/98	172,614.80
Interest	14,774.21
Sale of property	564,000.00
DPL Foundation contribution	334,874.28
Expenditures	422,927.98
Fund balance 4/30/99	663,335.31

STATEMENT OF MONIES RECEIVED AND EXPENDED--DPL BOND CAPITAL FUND

Fund balance 5/1/99	0.00
Bond proceeds	5,200,000.00
Interest	128,654.23
Expenses	3,600,437.56
Fund balance 4/30/99	1,728,216.67

STATEMENT OF MONIES RECEIVED AND EXPENDED--DPL STATE GRANT FOR BUILDING

Fund balance 5/1/99	0.00
State grant funds	225,000.00
Interest	1,789.55
Expenses	225,000.00
Fund balance 4/30/99	1,789.55

STATEMENT OF MONIES RECEIVED AND EXPENDED--LIBRARY BUILDING LEASES

Fund balance 5/1/99	0.00
Lease income	15,000.00
Interest	12.79
Expenses	0.00
Fund balance 4/30/99	15,012.79

STATEMENT OF MONIES RECEIVED AND EXPENDED--BRIDGES TRUST FUND

Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/98	1,687.37
Interest	55.00
Income	720.31
Expenditures	797.58
Fund balance 4/30/99	1,665.10

STATEMENT OF MONIES RECEIVED AND EXPENDED--CANTONI TRUST FUND

Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/98	117,848.05
Interest	6,327.43
Expenditures	2,961.16
Fund balance 4/30/99	121,214.32
** Fund restricted to book purchases	

STATEMENT OF CONDITION OF GRANT FUNDS

DPL-Childcare Connection Grant	
Fund balance 5/1/98	8,095.61
Receipts	0.00
Expenditures	8,095.61
Fund balance 4/30/99	0.00

DPL-Family Literacy Grant	
Fund balance 5/1/98	12,154.14
Receipts	1,801.89
Expenditures	13,956.03
Fund balance 4/30/99	0.00

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

<u>Materials available</u>	<u>1998/99</u>	<u>1997/98</u>
Book stock, volumes	248,138	248,482
Phonodiscs, albums	6,179	7,248
Audiocassettes, cassettes	5,509	5,429
Microfilm, reels	8,788	8,692
Videocassettes, tapes	9,468	8,635
Compact discs, discs	3,862	3,262
Books on tape, tapes	1,083	909
Filmstrips, films	88	88
Microfiche, fiches	3,629	3,629
16 mm films, films	3	3
Laser discs, discs	21	21

CD-ROMs	315	102
Government documents	52,660	50,150
Government microfiche & CDs	12,159	11,642
Telephone directories	584	584
College catalogs	734	768
Total number of items in collections	353,220	349,644

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

	<u>1998/99</u>	<u>1997/98</u>
Adult	293,274	313,127
Young adult	14,781	16,919
Children's	237,675	247,382
Audiovisual	149,935	148,289
Total	695,665	725,717

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

	<u>1998/99</u>	<u>1997/98</u>
Adult books--main library	252,707	270,877
Young adult books--main library	12,347	14,476
Children's books--main library	152,235	156,389
Videocassettes--main library	84,660	84,026
Audiocassettes--main library	30,414	30,615
Recordings and other--main library	23,614	22,311
Extension print materials	119,933	127,152
Extension audiovisual	11,247	11,337
Renewals	8,508	8,534
	695,665	725,717

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

The Library received a distribution of \$720.31 as its share in the income from the trust established by the will of Maude E. Bridges.

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

During the fiscal year, the Library Board of Trustees purchased the existing Sears facility, located at 130 North Franklin Street, Decatur, Illinois, for renovation into a new Decatur Public Library. The library is scheduled to open in its new facility in September 1999. No other personal property was purchased except for items required in the normal operation of the Library.

LIABILITIES

The library is obligated for \$400,000 to Decatur Foresight to complete the purchase of the former Sears building. The library is also obligated for \$74,884.98 for property tax proration on the new library building purchase. Contracts for renovation and furnishings of the new library of approximately \$3,300,000 will be due upon completion.

STATEMENT OF MONIES REQUIRED FOR LIBRARY OPERATION IN 2000/01

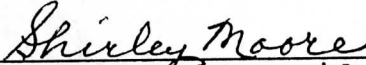
The Library Board will provide the City Council with an estimate of funds required to operate the Library for fiscal year 2000/01 by November 30, 1999.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 1998/99 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1998/99 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 27, 1999.

Dated this 27th day of May, 1999.



Shirley Moore, President
Decatur Public Library Board of Trustees

LIBRARY MATERIALS REPORT - 1998/99

	PREVIOUS BALANCE	ITEMS ADDED	ITEMS WITHDRAWN	NEW NET BALANCE
BOOK MATERIALS				
Volumes	248,482	19,716	20,060	248,138
Titles	157,329	11,463	6,568	162,224
RECORDS				
Albums	7,248	0	1,069	6,179
Titles	5,729	0	367	5,362
AUDIOCASSETTES				
Cassettes	5,429	555	475	5,509
Titles	4,708	276	194	4,790
MICROFILM				
Reels	8,692	96	0	8,788
Titles	166	0	0	166
VIDEOCASSETTES				
Tapes	8,635	1,376	543	9,468
Titles	7,375	659	105	7,929
COMPACT DISCS				
Discs	3,262	731	131	3,862
Titles	3,132	596	41	3,687
BOOKS ON TAPE				
Tapes	909	243	69	1,083
Titles	905	197	31	1,071
FILMSTRIPS				
Films	88	0	0	88
Titles	87	0	0	87
MICROFICHE				
Fiches	3,629	0	0	3,629
Titles	2	0	0	2
16mm FILMS				
Films	3	0	0	3
Titles	3	0	0	3
LASER DISCS				
Discs	21	0	0	21
Titles	22	0	0	22
CD-ROMs				
CDs	102	214	1	315
Titles	98	202	0	300
OVERALL				
Items	286,500	22,931	22,348	287,083
Titles	179,556	13,393	7,306	185,643