

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

August 19, 1993 4:30 P.M.

- I. Call to Order - Stanley Sitton, President
- II. Approval of Minutes
  - A. Meeting of July 15, 1993
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from John Moorman
  - B. Report from Owen Richardson
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. Meeting of August 2, 1993
  - B. Finance and Properties Committee
    - 1. Approval of Bills for July 1993
    - 2. Meeting of August 3, 1993
  - C. Rolling Prairie Library System
    - 1. Report on August RPLS Board Meeting
  - D. Foundation
    - 1. Meeting of August 2, 1993
  - E. Friends of the Library
- VI. Avenues to Excellence II
  - A. Chapter 4
- VII. Old Business
- VIII. New Business
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**July 15, 1993**

**I. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Edmund McClure, Stanley Sitton, John Stengel, and Patricia Williams. Absent: Janice Lambert. Staff present: John Moorman and Joann Stanbery. Others present: Jeff Taylor.

The oath of officers was administered to the new officers.

Mr. Sitton, new President, thanked Mr. Lockmiller for serving two terms as President.

Mr. Lockmiller made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mrs. Williams and unanimously carried on roll call vote. The Board went into closed session at 4:37 p.m. The meeting was re-convened at 4:50 p.m.

**II. APPROVAL OF MINUTES**

The minutes of the meeting of June 17, 1993 were approved as mailed.

**III. COMMUNICATIONS FROM THE PUBLIC**

No one was present to address the Board.

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's report was previously mailed.

Mr. Moorman reported that he had received positive comments from the staff about the new on-line catalog computer terminals.

Fifteen hundred and eighty-three children have signed up for the Summer Reading Program. This is somewhat lower than last year, probably due to vacations and lay-offs.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The Committee did not meet.

**Finance and Properties Committee:** Mrs. Williams made a motion to approved the June bills. The motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote. The Committee did not meet.

**Rolling Prairie:** Mr. Lockmiller reported on the July system Board meeting. A new long range plan for 1993-98 was discussed. There was also discussion about restoring pay cuts and bonuses for employees.

**Foundation:** There was no meeting. A trustee will be appointed to the Foundation Board of Directors soon, since Bob Smith is no longer a trustee.

**Friends of the Library:** The Friends met July 8. A new Board representative will be appointed soon, since Barb Ohlsen is no longer a trustee.

**VI. AVENUES TO EXCELLENCE II**

Chapter III was reviewed.

**VII. OLD BUSINESS**

There was no old business.

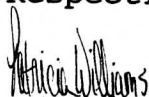
**VIII. NEW BUSINESS**

Mr. Sitton made new committee appointments. Personnel, Policy, and Public Relations Committee: Mr. Gaumer, Chairman; Mrs. Lambert, Mr. Stengel, the two new trustees, and Mr. Sitton, ex-officio. Finance and Properties Committee: Mr. Stengel, Chairman; Mrs. Williams, Mr. Lockmiller, Mr. Gaumer, Mr. McClure, and Mr. Sitton, ex-officio.

**IX. ADJOURNMENT**

Mr. Sitton adjourned the meeting at 5:20 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
July 19, 1993

I. CALL TO ORDER

The special meeting was called to order at 4:30 p.m. by Stanley Sitton, President. Members present: Mr. Sitton, Daniel Gaumer, Richard Lockmiller, Edmund McClure, John Stengel, and Patricia Williams. Absent: Janice Lambert. Staff present: John Moorman and Joann Stanbery. Others present: Jeff Taylor.

Mr. Lockmiller made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mrs. Williams and unanimously carried on roll call vote. The Board went into closed session at 4:32 p.m. The meeting was re-convened at 4:50 p.m.

Mr. Lockmiller made a motion to approve the contract as presented following the signing by the union. This would then be presented to the City Manager for his approval. The motion was seconded by Mr. Gaumer and unanimously approved on roll call vote.

Mr. McClure made a motion to approve an eight week trial period for Sunday hours beginning September 26 through November 14 from 1:00 until 5:00 p.m. The motion was seconded by Mr. Gaumer and unanimously carried on roll call vote.

The next Personnel, Policy and Public Relations Committee meeting will be Monday, August 2 at 5:00 p.m.

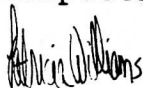
The next Finance and Properties Committee meeting will be Tuesday, August 3 at 4:30 p.m.

There was no further business.

II. ADJOURNMENT

Mr. Sitton adjourned the meeting at 5:05 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

**City Librarian's Report**  
**For the August 19, 1993 Meeting**  
**of the**

**Decatur Public Library Board of Trustees**

The first of July marked the end of my first year as City Librarian. I wish to express my appreciation to both the Board and to library staff for making this year of learning and adjustment a good one. I look forward to the coming year and the opportunities it holds for public library service in Decatur.

The biggest change in recent library history occurred on July 15 when F.R.E.D. became a reality. Overnight the card catalog was gone for good and users had access to our 150,200 title, 267,903 volume collection through terminals with unlimited searching potential. That the move went smoothly is a credit to the hard work and excellent planning of library staff who had spent recent months in preparing for the move. Instructional classes given by the adult services area have not received the participation anticipated, but those in attendance have been delighted with the one-to-one assistance. Overall responses to F.R.E.D. have been very positive.

The Summer Reading Program was again well received with 1772 children signed up. Evaluations received from participants indicate a positive response to the program as well as giving good suggestions for future program efforts. Since 1885 summer reading program participation has increased by 96%. This increase highlights the need to look at additional departmental staffing during program months. In addition to summer reading program activities, the department held 24 programs with an attendance of 660. Fourteen groups also visited the library.

July 31 marked the end of a one year LSCA grant-- "Families and Books". In this grant the Decatur Public Library Children's Department coordinated with other local agencies a program which sought to reach families whose children were at risk of educational failure. These families were invited to participate in family story times. In addition to story presentations these times included give-away books, family activities related to the book, instruction in reading aloud techniques and parenting education. As a part of this grant DPL had 102 family story times reaching 1,714 people. Thirty-seven programs were in the Library and sixty-five at various community sites. \$2,184 worth of picture books were purchased for the

## City Librarian's Report

August 19, 1993

Page 2

collection and many quality paperbacks were given out at story times.

Library materials circulation as well as library visits declined in July over July of 1992. Part of this decline in circulation can be attributed to a change in reading requirements for the summer reading club, as six fewer books were required per reader to collect all club prizes. Katie Gross indicates that July children's circulation always varies with the number of books required to acquire club prizes. Professional assists continue to increase and the reference area experienced a 54.7% increase over last July. Some of this increase can be attributed to F.R.E.D.'s arrival during the month.

On July 23 the first contract between the Library and AFSCME Local 268 representing library bargaining unit employees was signed. The contract is for a two year period, May 1, 1992 through April 30, 1994. Administrative staff have spent considerable time seeing that contract pay obligations were met and that seniority lists and other contract requirements are promptly met. Management staff are to receive training in contract obligations and requirements on Wednesday, August 18. With this major step in labor relations, I am hopeful that the Library can now vigorously pursue the many opportunities for new and improved services to our user community.

The Catalog Department continues to work with GEAC/CLSI on problems with authority control records and is awaiting a LAN driver update necessary before their network will be fully functional. The furniture for their workstations should arrive on August 13 and be installed over that weekend. The retroconversion of records to MARC format continues to march towards its anticipated late 1993 completion. During the month 1,485 titles were retroconverted.

In the reference area InfoTrac was expanded from one to three stations and a microfilm reader-printer was added. The microfilm for InfoTrac was made available for public access. This new information area should enhance public access to needed periodical information.

The Stair Gallery for July contained the drawings and paintings of staff artist Leta Burch. Bookings were made for the gallery for May and June of 1994 and seven prospective exhibitors contracted for future exhibits. The background to the "Sand Dollar" sculpture on the first floor was painted to increase the visibility of the work.

**City Librarian's Report**

**August 19, 1993**

**Page 3**

In addition to normal tasks, the Maintenance Department was kept very busy with wiring preparations for the Catalog Department's workstation arrangement, new wiring for the InfoTrac center, and final preparations for F.R.E.D. Time was also spent dealing with HVAC problems and bookmobile unit repairs.

During July, 68 volunteers gave 328 hours of service. The Grant Assistance Center worked with ten individuals/agencies on the preparation of grant requests. The final ADA staff orientation is scheduled for August 24 and staff training on our TTY is being planned so that we can finally make this service available to our user community.

The Extension Department worked closely with Partners-In-Education in setting up stops at Durfee and Coppenbarger. These stops did not prove successful in terms of attendance and circulation and contributed to the downturn in bookmobile usage over July of 1992. Audio-visual circulation on bookmobiles continues to show a steady increase. The department will shortly be placing an outreach collection at the Adolf Meyer Mental Health and Developmental Center. Further cross-training of bookmobile assistants will be implemented in coming months.

DECATUR PUBLIC LIBRARY

Monthly Circulation Statistics

July 1993

Location	July 1993	July 1992	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	151	188	-19.7
Adult	26,575	28,028	-5.2
Young Adult	2,370	2,545	-6.9
Children's	20,950	23,016	-9.0
TOTAL	50,046	53,777	-6.9
<b>EXTENSION PRINT</b>			
Bookmobile 547	4,981	5,600	-11.1
Bookmobile 548	3,889	4,737	-17.9
Outreach	1,453	1,290	12.6
TOTAL	10,323	11,627	-11.2
<b>TOTAL PRINT</b>	<b>60,369</b>	<b>65,404</b>	<b>-7.7</b>
<b>NON-PRINT</b>			
Films	0	22	-100.0
Videocassettes	8,385	8,290	1.2
Audiocassettes	2,273	2,220	2.4
Recordings	1,314	1,404	-6.4
Other	83	48	72.9
TOTAL	12,055	11,984	0.6
Extension Non-print	238	48	395.8
<b>TOTAL NON-PRINT</b>	<b>12,293</b>	<b>12,032</b>	<b>2.2</b>
Renewals	467	422	10.7
<b>TOTAL CIRCULATION</b>	<b>73,129</b>	<b>77,858</b>	<b>-6.1</b>



DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

July 1993

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,886	2,085	-9.5
Adult	310,790	329,394	-5.7
Young Adult	20,535	22,705	-9.6
Children's	193,197	197,112	-2.0
TOTAL	526,408	551,296	-4.5
EXTENSION PRINT			
Bookmobile 547	63,315	66,883	-5.3
Bookmobile 548	59,696	66,795	-10.6
Outreach	16,741	13,705	22.2
TOTAL	139,752	147,383	-5.2
TOTAL PRINT	666,160	698,679	-4.7
NON-PRINT			
Films	44	456	-90.4
Videocassettes	90,540	94,114	-3.8
Audiocassettes	26,272	24,951	5.3
Recordings	15,411	16,660	-7.5
Other	1,198	705	69.9
TOTAL	133,465	136,886	-2.5
Extension Non-print	980	570	71.9
TOTAL NON-PRINT	134,445	137,456	-2.2
Renewals	5,892	5,827	1.1
TOTAL CIRCULATION	806,497	841,962	-4.2

# STATISTICAL REPORT

July 1993

## TECHNICAL SERVICES

New book volumes added: 1,243  
New book titles added: 698  
AV titles added: 98  
Volumes withdrawn: 696  
Books mended: 819

## PERSONNEL REPORT

	Previous Month	Terminations	New Staff	Present Strength
Librarians	9	0	0	9
Library Assistants	7 + 5	1	0	7 + 4
Clerical	16 + 10	0	1	16 + 11
Pages	3 + 6	0	5	3 + 11
Maintenance	2 + 3	1	0	2 + 2

CURRENT VACANCIES: Audiovisual Librarian; Library Clerk Typist (half-time); Library Clerk I (half-time) Head Library Page; Building Custodian (half-time); Library Assistant (half-time).

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 236 adult + 26 youth + 61 juvenile = 323 total

PROFESSIONAL ASSISTS: this 12 months to date: 59,913  
last 12 months to date: 49,555

PATRONS IN THE BUILDING: this 12 months to date: 356,344  
last 12 months to date: 373,419

VOLUMES PURCHASED: this 12 months to date: 16,481  
last 12 months to date: 15,441

VOLUNTEERS: 68 volunteers worked 328 hours

July 28, 1993  
2389 Longwood Dr.  
Decatur, Il. 62526

John Moorman, Director  
Decatur Public Library  
247 E. North St.  
Decatur, Il. 62523

Dear John,

What a great children's department staff! During the time I worked at the library, from October 1992 to July 1993, through the Family Literacy Grant, I was impressed by the dedication to service that Katie, Mary Lou, Joyce and Kelly displayed. EVERYONE is made to feel welcome in the children's area by every staff member.

I felt my presence was also valued as the staff helped me to become familiar with the collection and arrangement but at the same time allowed me to interact with patrons and find materials even if I had to venture up to the extension department. I appreciated their confidence in me.

The children's collection at the library is superb. Katie is thorough in her search for the best materials to satisfy the needs and requests of patrons. Any time I have wanted a children's book, seldom do I ever have to get the material on interlibrary loan because it is in the DPL collection.

Aside from all the professionalism displayed by the staff, I can honestly say that we have all become friends. It was not only a pleasure to work in the department but it was a pleasure to talk to and get to know the staff better. Decatur Public Library is fortunate to have such a dedicated, professional group of employees.

Sincerely,



Sally Wachter

July 21, 1993

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

Dear Mr. Moorman:

My wife, Linda, and I recently attending a training session on the use of FRED at the library.

We wish to commend Mr. Arthur Gross of the library staff, who conducted the session. We found him knowledgeable, efficient and patient with our lack of expertise. Because of him, we feel very comfortable with the use of the computer.

Please thank Mr. Gross on our behalf.

Very truly yours,

  
Gordon A. Hutton

GAH:ljh

# Richland Community College



July 28, 1993

John Moorman, Librarian  
Decatur Public Library  
247 East North Street  
Decatur, Illinois 62523

Dear Mr. <sup>John</sup>Moorman:

The Richland adult education staff would like to thank you and your organization for providing a class site for our FY93 program. This year over 900 students participated in our program and successfully reached their goals of improving their basic skill level and/or attaining their GED certificate. Through your community site, students were allowed to attend class in a convenient location and to pursue their personal educational goals.

To give you a more accurate picture of what transpired in your facility, we have enclosed a statistical report for your specific site. Perhaps this information will be helpful for your own reporting system, as well as reaffirming how valuable our coordinate effort is.

In preparation for the next year, I would also like to inform you of your class schedule for the fall semester. Your class will begin August 24, 1993, meeting Tuesday and Thursday from 9:30 a.m. to 11:20 a.m. for 16 weeks. The class will conclude December 16, 1993 and the instructor will be Joyce Griffith.

Once again, thank you for helping us serve the educational needs of the adults in our community. If you have any questions concerning the fall schedule, please contact our office at any time.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Yanna Lutovsky'.

Yanna Lutovsky  
Associate Dean of College  
Preparatory Division

STATISTICAL INFORMATION  
DECATUR PUBLIC LIBRARY/RCC READING PROGRAM

This report gives information regarding the reading class that was held at the Decatur Public Library, during the Fall 1992 and Spring 1993 semesters.

Fall 1992

Total enrollment: 19

Retention rate: 95%

Average beginning reading level: 2.41

Spring 1993

Total enrollment: 18

Retention rate: 89%

Average beginning reading level: 2.51

YEARLY FIGURES:

PERCENTAGE OF PUBLIC ASSISTANCE STUDENTS ENROLLED: 75%

NUMBER OF VOLUNTEERS: 14

NUMBER OF STUDENTS PROMOTED TO THE GED PROGRAM: 3

NOVANET HOURS USED BY SITE: 1,877

**Personnel, Policy, and Public Relations Committee**  
**August 2, 1993**

Dan Gaumer called the meeting to order at 5:00 p.m. Members present: Mr. Gaumer, Gary Pasek, David Pritts, John Stengel, and Stan Sitton. Absent: Janice Lambert. Staff present: John Moorman and Linda Humphreys. Others present: Jerry Bauer, Risk Manager for the City of Decatur, and Chuck Phillips, Director of Human Resources for the City of Decatur.

Mr. Sitton gave the oath of office to Mr. Pasek and Mr. Pritts, new trustees.

Personnel Policy: Mr. Bauer discussed with the Committee two areas of the personnel policy and the union contract and how they relate to Risk Management.

Management Pay Plan: Mr. Moorman reported that a tool is not in place to evaluate and rate management staff based totally on merit. He proposed a two-step system in which part of an increase would be based on merit and part would be a general increase. A new pay scale needs to be adopted which would use ranges, not steps and grades. Goals in a merit system would have to be measurable. Goals could and should be a part of the employee's regular job. Management staff will also need training on implementing a union contract. The consensus was to move forward as discussed.

City Librarian's Performance Evaluation: Mr. Sitton made a motion to adjourn to closed executive session to discuss the performance evaluation of the City Librarian. The motion was seconded by Mr. Pasek and unanimously carried on roll call vote. The Committee went into closed session at 6:30 p.m. The meeting was re-convened at 6:50 p.m.

Security Guards: Mr. Pasek made a motion to adjourn to closed executive session to consider information regarding the employment of an employee. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote. The Committee went into closed session at 6:50 p.m. The meeting was re-convened at 7:10 p.m.

Library Reorganization: Mr. Moorman reported that he is working on plans for reorganization.

Sunday Hours: Sign-up sheets have been posted for Sunday hours.

Other Business: Mr. Moorman distributed a draft sexual harassment policy which will be reviewed next month. Such a policy must be adopted by the Board at the September meeting.

There was no further business. The meeting was adjourned at 7:15  
p.m.

Respectfully submitted,

John A. Moorman  
City Librarian



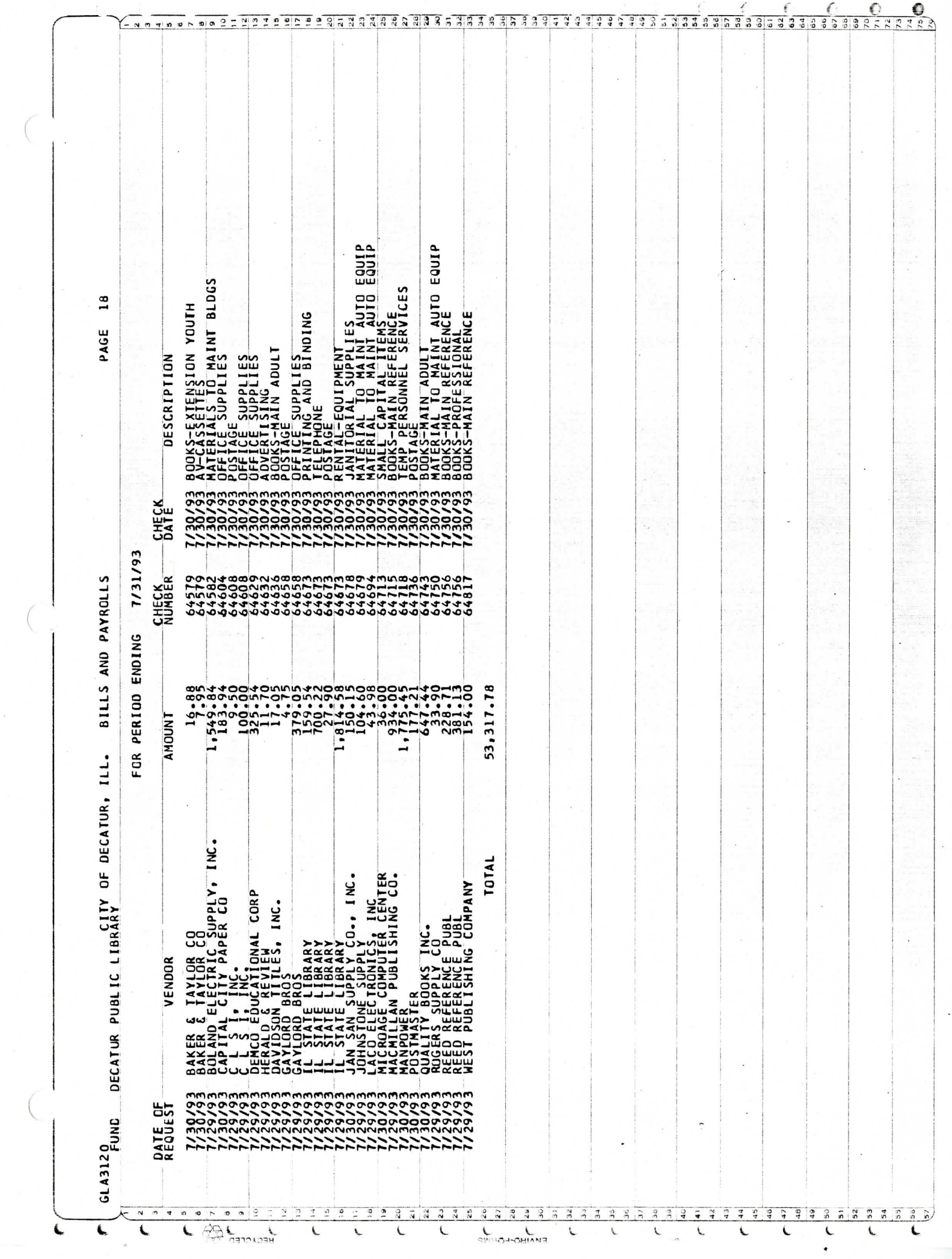
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/01/93	MANPOWER	2,891.90	64046	7/01/93	TEMP PERSONNEL SERVICES
7/07/93	COMMERCIAL MAIL SERVICES	36.91	64136	7/07/93	POSTAGE
7/08/93	POSTMASTER	34.25	64177	7/08/93	POSTAGE
7/08/93	TREAS-PETTY CASH	2.41	64180	7/08/93	TRAINING SCHOOL
7/08/93	TREAS-PETTY CASH	4.69	64180	7/08/93	POSTAGE
7/08/93	TREAS-PETTY CASH	20.86	64180	7/08/93	MATERIALS TO MAINT BLDGS
7/08/93	TREAS-PETTY CASH	18.94	64180	7/08/93	MATERIALS TO MAINT AUTO EQUIP
7/12/93	MOORMAN, JOHN	351.53	64198	7/12/93	OFFICE SUPPLIES
7/12/93	POPULAR SUBSCRIPTION SERV.	462.83	64199	7/12/93	CONFERENCES AND REFERENCE
7/13/93	TREAS-PETTY CASH	63.70	64223	7/13/93	MAG/PAPERS-MAIN BLDGS
7/13/93	TREAS-PETTY CASH	20.25	64223	7/13/93	MATERIALS TO MAINT BLDGS
7/13/93	TREAS-MEDICAL INSURANCE	3,025.66	64263	7/13/93	BOOKS-MAIN REFERENCE
7/14/93	TREAS-NON MEDICAL INS	34.04	64264	7/14/93	HOSPITAL AND MEDICAL INSURANCE
7/14/93	TREAS-NON MEDICAL INS	662.66	64264	7/14/93	GROUP LIFE INSURANCE
7/14/93	TREAS-CENTRAL GARAGE FD	211.20	64265	7/14/93	WORKERS COMPENSATION
7/14/93	TREAS-IMRF	8,333.62	64266	7/14/93	GASOLINE
7/15/93	DOCTORS FAMILY PRACTICE	150.00	64283	7/15/93	RETIREMENT-IMRF
7/15/93	MCCALLS	35.94	64308	7/15/93	OTHER PROFESSIONAL SERVICES
7/16/93	INFORMATION RESEARCHERS	20.00	64333	7/16/93	MAG/PAPERS-EXTEN ADULT
7/16/93	STRIGLOS, HAINES & ESSICK	148.16	64359	7/16/93	BOOKS-MAIN ADULT
7/16/93	TREAS-GENERAL FUND	292.52	64360	7/16/93	OFFICE SUPPLIES
7/16/93	TREAS-GENERAL FUND	688.85	64361	7/16/93	OFFICE SUPPLIES
7/20/93	BOOTH & LITTLE	70.00	64366	7/20/93	POSTAGE
7/20/93	CSC CREDIT SERVICES, INC.	64.76	64368	7/20/93	OTHER PROFESSIONAL SERVICES
7/20/93	FARM & FLEET	131.80	64370	7/20/93	OTHER PROFESSIONAL SERVICES
7/20/93	MANPOWER	1,908.80	64377	7/20/93	JANITORIAL SUPPLIES
7/20/93	NOVA GALLERY OF ART	112.50	64378	7/20/93	TEMP PERSONNEL SERVICES
7/20/93	POPULAR SUBSCRIPTION SERV.	22.50	64380	7/20/93	OFFICE SUPPLIES
7/20/93	ROBBINS, SCHWARTZ, NICHOLAS,	425.00	64381	7/20/93	MAG/PAPERS-MAIN ADULT
7/21/93	ARATEX SERVICES, INC.	2.00	64388	7/21/93	OTHER PROFESSIONAL SERVICES
7/22/93	FIRST NATIONAL BANK	1,231.53	64415	7/22/93	SERV TO MAINT BUILDINGS
7/27/93	TREAS-GENERAL FUND	2,790.00	64410	7/27/93	RENTAL-D P EQUIPMENT
7/27/93	TREAS-SELF INSURANCE FUND	179.00	64411	7/27/93	TRANSFER TO GENERAL FUND
7/27/93	TREAS-SELF INSURANCE FUND	33.58	64411	7/27/93	MOTOR VEHICLE INSURANCE
7/27/93	TREAS-SELF INSURANCE FUND	849.58	64411	7/27/93	BOLLERTY INSURANCE
7/27/93	TREAS-SELF INSURANCE FUND	408.25	64411	7/27/93	PROPERTY INSURANCE
7/28/93	ROTARY CLUB OF DECATUR CO	132.00	64451	7/28/93	GENERAL LIABILITY INSURANCE
7/28/93	SENTINEL PEST CONTROL CO	157.80	64453	7/28/93	OTHER PROFESSIONAL SERVICES
7/28/93	TREAS-MEDICAL INSURANCE	3,025.66	64543	7/28/93	SERV TO MAINT BUILDINGS
7/28/93	TREAS-NON MEDICAL INS	37.04	64545	7/28/93	HOSPITAL AND MEDICAL INSURANCE
7/28/93	TREAS-NON MEDICAL INS	677.97	64546	7/28/93	GROUP LIFE INSURANCE
7/28/93	TREAS-IMRF	8,385.77	64548	7/28/93	WORKERS COMPENSATION
7/28/93	TREAS-PETTY CASH	8.08	64549	7/28/93	RETIREMENT-IMRF
7/28/93	TREAS-PETTY CASH	85.16	64549	7/28/93	POSTAGE
7/28/93	TREAS-PETTY CASH	30.35	64549	7/28/93	MATERIALS TO MAINT BLDGS
7/28/93	TREAS-PETTY CASH	17.50	64549	7/28/93	OFFICE SUPPLIES
7/28/93	TREAS-PETTY CASH	26.66	64549	7/28/93	BOOKS-MAIN JUVENILE
7/28/93	TREAS-PETTY CASH	590.50	64550	7/28/93	BOOKS-MAIN REFERENCE
7/30/93	AMEX BINDERY	111.27	64552	7/30/93	OFFICE SUPPLIES
7/30/93	BAKER & TAYLOR CO	83.00	64557	7/30/93	PRINTING AND BINDING
7/30/93	BAKER & TAYLOR CO	167.63	64577	7/30/93	BOOKS-MAIN ADULT
7/30/93	BAKER & TAYLOR CO	456.87	64578	7/30/93	BOOKS-MAIN REFERENCE
7/30/93	BAKER & TAYLOR CO	299.17	64578	7/30/93	BOOKS-MAIN ADULT
7/30/93	BAKER & TAYLOR CO	9.90	64578	7/30/93	BOOKS-MAIN JUVENILE
7/30/93	BAKER & TAYLOR CO	53.68	64578	7/30/93	BOOKS-MAIN REFERENCE
7/30/93	BAKER & TAYLOR CO	13.20	64578	7/30/93	BOOKS-EXTENSION ADULT
7/30/93	BAKER & TAYLOR CO	189.64	64578	7/30/93	BOOKS-EXTENSION JUVENILE
7/30/93	BAKER & TAYLOR CO	7.70	64578	7/30/93	AV-PHONODISCS
7/30/93	BAKER & TAYLOR CO	1,940.02	64579	7/30/93	BOOKS-MAIN YOUTH
7/30/93	BAKER & TAYLOR CO	123.04	64579	7/30/93	BOOKS-MAIN REFERENCE
7/30/93	BAKER & TAYLOR CO	14.10	64579	7/30/93	BOOKS-MAIN JUVENILE
7/30/93	BAKER & TAYLOR CO	495.03	64579	7/30/93	BOOKS-MAIN REFERENCE
7/30/93	BAKER & TAYLOR CO	414.70	64579	7/30/93	BOOKS-EXTENSION ADULT

FOR PERIOD ENDING 7/31/93

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77

FOR PERIOD ENDING 7/31/93

DATE OF REQUEST	VENDOR	CHECK NUMBER	AMOUNT	CHECK DATE	DESCRIPTION
7/30/93	BAKER & TAYLOR CO	64579	16.88	7/30/93	BOOKS-EXTENSION YOUTH
7/30/93	BAKER & TAYLOR CO	64579	17.95	7/30/93	AV CASSETTES
7/29/93	BOLAND ELECTRIC SUPPLY, INC.	64582	1,549.84	7/30/93	MATERIALS TO MAINT BLDGS
7/29/93	CAPITAL CITY PAPER CO	64604	183.94	7/30/93	OFFICE SUPPLIES
7/29/93	C L S I, INC.	64608	9.50	7/30/93	POSTAGE
7/29/93	DEMCO EDUCATIONAL CORP	64629	100.00	7/30/93	OFFICE SUPPLIES
7/29/93	HERALD & REVIEWS	64632	325.54	7/30/93	ADVERTISING
7/29/93	DAVIDSON TILES, INC.	64636	17.05	7/30/93	BOOKS-MAIN ADULT
7/29/93	GAYLORD BROS	64658	11.75	7/30/93	POSTAGE
7/29/93	GAYLORD BROS	64658	4.72	7/30/93	OFFICE SUPPLIES
7/29/93	IL STATE LIBRARY	64673	379.05	7/30/93	PRINTING AND BINDING
7/29/93	IL STATE LIBRARY	64673	159.54	7/30/93	TELEPHONE
7/29/93	IL STATE LIBRARY	64673	700.22	7/30/93	POSTAGE
7/29/93	IL STATE LIBRARY	64673	27.90	7/30/93	POSTAGE
7/29/93	JAN SAN SUPPLY CO., INC.	64673	1,814.58	7/30/93	RENTAL-EQUIPMENT
7/29/93	JOHNSTONE SUPPLY CO., INC.	64678	150.15	7/30/93	JANITORIAL SUPPLIES
7/29/93	JACO ELECTRONICS INC	64679	104.60	7/30/93	MATERIAL TO MAINT AUTO EQUIP
7/29/93	MICROAGE COMPUTER CENTER	64694	143.98	7/30/93	MATERIAL TO MAINT AUTO EQUIP
7/30/93	MILLMAN PUBLISHING CO.	64713	36.00	7/30/93	SMALL CAPITAL ITEMS
7/30/93	MANPOWER	64715	934.00	7/30/93	BOOKS-MAIN REFERENCE
7/30/93	POSTMASTER	64718	1,775.45	7/30/93	TEMP PERG
7/30/93	QUALITY BOOKS INC.	64736	177.21	7/30/93	BOOKS-PERSONNEL SERVICES
7/30/93	ROGERS SUPPLY CO	64743	647.44	7/30/93	POSTAGE
7/29/93	REED REFERENCE PUBL	64750	33.90	7/30/93	BOOKS-MAIN ADULT
7/29/93	REED REFERENCE PUBL	64756	228.71	7/30/93	MATERIAL TO MAINT AUTO EQUIP
7/29/93	WEST PUBLISHING COMPANY	64759	361.13	7/30/93	BOOKS-MAIN REFERENCE
7/29/93	WEST PUBLISHING COMPANY	64817	154.00	7/30/93	BOOKS-PROFESSIONAL
	TOTAL		53,317.78		BOOKS-MAIN REFERENCE



OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMB
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,307,362	72,297.83	283,163.48	326,840	1,024,198.52	.00	1,024,198.52	21.7
092	HOLIDAYS	0	5,000.27	11,371.10	0	11,371.10	.00	11,371.10	10-
094	OTHER LEAVE WITH PAY	0	135.21	1,023.22	0	1,023.22	.00	1,023.22	22-
096	SICK TIME	0	1,693.82	5,815.48	0	5,815.48	.00	5,815.48	48-
098	VACATION TIME	0	10,923.34	28,441.73	0	28,441.73	.00	28,441.73	73-
		1,307,362	90,052.47	329,815.01	326,840	977,546.99	.00	977,546.99	25.2
<b>PERSONAL SERVICES</b>									
102	TEMPORARY SALARIES	14,436	1,446.44	9,911.06	3,609	4,524.94	.00	4,524.94	68.7
104	RETIREMENT-IMRF	244,274	16,719.39	61,303.09	61,068	182,970.91	.00	182,970.91	25.1
111	GROUP LIFE INSURANCE	90,453	6,808.08	21,224.12	234	699.48	.00	699.48	25.3
112	HOSPITAL AND MEDICAL INSURANCE	20,454	1,340.63	4,772.52	5,113	15,681.48	.00	15,681.48	23.5
115	WORKERS COMPENSATION	2,723	385.00	1,007.50	680	1,715.50	.00	1,715.50	37.0
		373,276	26,010.86	98,454.81	93,317	274,821.19	.00	274,821.19	26.4
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING AND BINDING	500	11.70	11.70	124	488.30	.00	488.30	2.3
202	PRINTING	16,000	750.80	1,809.41	3,999	14,190.59	440.00	13,750.59	14.1
210	SERV TO MAINT BUILDINGS	10,000	159.80	644.30	2,499	9,355.70	486.56	8,869.14	11.3
211	SERV TO MAINT IMPROVEMENTS	2,500	.00	274.00	624	2,226.00	149.27	2,076.73	16.9
212	SERV TO MAINT AUTO EQUIPMEN	12,500	.00	1,055.00	3,124	11,445.00	.00	11,445.00	8.4
213	SERV TO MAINT OFFICE EQUIP	12,500	.00	7,160.70	18,617	67,309.36	.00	67,309.36	9.6
231	ELECTRICITY	21,000	.00	4,455.34	3,124	8,044.66	.00	8,044.66	35.8
232	GAS	1,250	700.22	3,555.54	5,250	17,444.46	.00	17,444.46	16.9
233	TELEPHONE	1,500	.00	1,215.30	312	1,034.70	.00	1,034.70	17.2
234	WATER	1,500	.00	1,500.00	375	1,500.00	.00	1,500.00	5.7
238	AUDITING SERVICES	2,500	2.41	142.41	724	2,357.59	.00	2,357.59	21.9
240	TRAINING SCHOOL	3,500	35.53	856.01	750	2,743.99	.00	2,743.99	22.3
241	CONFERENCES AND OTHER TRAVE	13,000	992.14	2,896.83	3,249	10,103.17	7.00	10,096.17	6.5
245	POSTAGE	2,000	.00	.00	499	2,000.00	129.00	1,871.00	6.5
247	COMPUTER SOFTWARE EXPENSE	0	6,576.15	14,312.35	0	14,312.35	.00	14,312.35	45.6
272	TRAVEL EXPENSE FOR REIMBURSEMENT	2,500	.00	1,139.00	624	1,361.00	.00	1,361.00	45.6
273	OTHER PROFESSIONAL SERVICES	2,500	.00	4,059.23	124	500.00	.00	500.00	14.5
280	TRAVEL EXPENSE FOR INTERVIEW	29,400	841.76	4,059.23	7,350	25,340.77	208.33	25,132.44	14.5
284	OTHER PROFESSIONAL SERVICES	2,600	.00	15.00	649	2,585.00	.00	2,585.00	53.9
286	PROFESSIONAL MEMBERSHIP FEE	29,000	1,231.53	4,541.60	7,249	24,458.40	11,083.77	13,374.63	53.9
289	RENTAL-D P EQUIPMENT	23,000	1,814.58	9,768.77	5,749	13,231.23	.00	13,231.23	42.5
		259,920	13,431.86	56,712.49	64,964	203,207.51	12,503.93	190,703.58	26.6
<b>COMMODITIES</b>									
310	GASOLINE	2,200	211.20	599.06	549	1,600.94	.00	1,600.94	27.6
312	JANITRIAL SUPPLIES	2,000	281.95	590.35	499	1,409.65	128.50	1,281.15	35.9
320	MATERIALS TO MAINT BLDGS	9,000	1,742.86	2,864.45	2,250	6,135.55	253.00	5,882.55	34.6
337	MATERIAL TO MAINT AUTO EQUI	4,000	203.34	228.89	999	3,771.11	77.21	3,693.90	7.7
345	OFFICE SUPPLIES	28,401	1,615.66	7,910.18	7,100	20,490.82	1,935.81	18,555.01	34.7
357	EMPLOYEE RECOGNITION SUPPLI	400	.00	.00	99	400.00	.00	400.00	0.0
		46,001	4,055.01	12,192.93	11,496	33,808.07	2,394.52	31,413.55	31.7
<b>OTHER CHARGES</b>									
400	CONTINGENCIES	3,000	2,790.00	8,370.00	1,249	5,000.00	5,936.00	936.00	118.7
415	TRANSFER TO GENERAL FUND	33,480	179.00	537.00	8,370	1,110.00	.00	1,110.00	25.0
418	MOTOR VEHICLE-INSURANCE	2,148	33.58	100.74	537	1,611.26	.00	1,611.26	25.0
420	BOILER INSURANCE	403	849.58	2,548.74	100	7,646.26	.00	7,646.26	25.0
421	PROPERTY INSURANCE	10,195	849.58	2,548.74	2,548	7,646.26	.00	7,646.26	25.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT
OTHER CHARGES									
423	GENERAL LIABILITY INSURANCE	4,899	408.25	1,224.75	1,224	3,674.25	.00	3,674.25	75.0
499	SMALL CAPITAL ITEMS	1,500	36.00	218.88	375	1,281.12	.00	1,281.12	14.6
		57,625	4,296.41	13,000.11	14,403	44,624.89	5,936.00	38,688.89	32.9
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIP	0	.00	3,181.24	0	3,181.24	3,102.84	6,284.08	
		0	.00	3,181.24	0	3,181.24	3,102.84	6,284.08	
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	96,000	3,192.65	18,311.37	24,000	77,688.63	64,350.66	13,337.97	86.1
802	BOOKS-MAIN YOUTH	6,200	123.04	1,380.29	1,549	4,819.71	42.65	4,777.06	23.0
803	BOOKS-MAIN JUVENILE	32,000	403.77	5,637.48	7,999	26,362.52	25,254.64	1,107.88	96.5
804	BOOKS-MAIN REFERENCE	70,000	2,027.47	11,986.61	17,999	58,013.39	28,209.89	29,803.50	57.4
805	BOOKS-PROFESSIONAL	5,500	381.13	1,774.93	1,374	4,725.07	2,040.00	2,685.07	51.2
821	BOOKS-EXTENSION ADULT	25,000	468.38	3,467.45	6,249	21,532.55	19,649.01	1,884.54	92.5
822	BOOKS-EXTENSION YOUTH	0	16.88	42.30	0	45.30	0	45.49	
823	BOOKS-EXTENSION JUVENILE	0	15.20	611.66	0	611.66	27.11	638.77	
830	AV-PRONODICES	30,000	189.64	2,120.68	7,500	27,879.32	18,913.91	8,965.41	70.1
831	AV-CASSETTES	0	15.65	224.43	0	224.43	0	224.43	
832	AV-VIDEOS	0	.00	2,358.02	0	2,358.02	618.72	2,976.74	
841	MAG/PAPERS-MAIN ADULT	18,500	22.50	67.00	4,624	18,432.50	0	18,432.50	4
842	MAG/PAPERS-MAIN YOUTH	500	.00	.00	0	500.00	0	500.00	
843	MAG/PAPERS-MAIN JUVENILE	1,500	.00	.00	375	1,500.00	0	1,500.00	
844	MAG/PAPERS-MAIN REFERENCE	10,000	462.83	1,265.83	2,499	8,734.17	20.00	8,714.17	12.9
845	MAG/PAPERS-MAIN PROFESSIONAL	800	.00	104.00	199	696.00	.00	696.00	13.0
847	MAG/PAPERS-EXTEN ADULT	4,000	35.94	35.94	999	3,964.06	.00	3,964.06	9.9
		300,000	7,355.08	48,388.49	74,990	251,611.51	159,128.73	92,482.78	69.2
**	DIVISION TOTAL **	2,344,184	145,201.69	561,745.08	586,010	1,782,438.92	183,066.02	1,599,372.90	31.8

DECATUR PUBLIC LIBRARY		PERIOD ENDING 07/31/93				
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
<b>FUND BALANCE</b>						
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	264,864.08	286,517.00	21,652.92 92
	TOTAL	.00	202,570.00	264,864.08	286,517.00	21,652.92 92
<b>TAXES</b>						
30100-107	PROPERTY TAX-LIBRARY	1,035,000.00	504,404.25	1,035,000.00	2,017,617.00	982,617.00 51
	TOTAL	1,035,000.00	504,404.25	1,035,000.00	2,017,617.00	982,617.00 51
<b>INTER GOVERNMENTAL REVENUE</b>						
30200-104	REPLACEMENT TAX	32,126.23	30,750.00	50,524.48	123,000.00	72,475.52 41
30200-107	STATE GRANTS OR OTHER	.00	21,977.00	10,111.25	87,908.00	77,796.75 11
	TOTAL	32,126.23	52,727.00	60,635.73	210,908.00	150,272.27 28
<b>FINES AND FEES</b>						
30500-509	LIBRARY FINES AND FEES	5,043.62	15,000.00	15,364.26	60,000.00	44,635.74 25
30500-510	LIBRARY NON-RESIDENT FEES	225.00	500.00	337.50	2,000.00	1,662.50 16
30500-511	LIBRARY LOST AND DAMAGED BOOKS	457.08	1,125.00	1,171.09	4,500.00	3,328.91 26
30500-514	VERIFAX	226.10	375.00	391.05	1,500.00	1,108.95 26
30500-515	RESERVES	675.28	2,000.00	2,401.54	8,000.00	5,598.46 30
	TOTAL	6,627.08	19,000.00	19,665.44	76,000.00	56,334.56 25
<b>INVESTMENT INCOME</b>						
30700-101	INVESTMENT INTEREST	1,804.61	5,250.00	2,418.85	21,000.00	18,581.15 11
	TOTAL	1,804.61	5,250.00	2,418.85	21,000.00	18,581.15 11
<b>OTHER INCOME</b>						
30800-805	CONTRIBUTIONS AND DONATIONS	115.00	1,125.00	200.00	4,500.00	4,300.00 4
30800-899	MISCELLANEOUS INCOME	96.75	250.00	182.25	1,000.00	817.75 18
	TOTAL	211.75	1,375.00	382.25	5,500.00	5,117.75 7
	<b>FUND TOTAL</b>	<b>1,075,769.67</b>	<b>785,326.25</b>	<b>1,382,966.35</b>	<b>2,617,542.00</b>	<b>1,234,575.65 52</b>

CITY OF DECATUR FY 1993-94  
REVENUE REPORT

LIBRARY CAPITAL

PERIOD ENDING 07/31/93

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	.00	34,877.25	238,171.16	139,509.00	98,662.16-	170
	TOTAL	.00	34,877.25	238,171.16	139,509.00	98,662.16-	170
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	934.53	700.00	2,115.87	2,800.00	684.13	75
	TOTAL	934.53	700.00	2,115.87	2,800.00	684.13	75
	<b>FUND TOTAL</b>	<b>934.53</b>	<b>35,577.25</b>	<b>240,287.03</b>	<b>142,309.00</b>	<b>97,978.03-</b>	<b>168</b>

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1993-94

40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

7/31/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CGMM
<b>CONTRACTUAL SERVICES</b>									
247	COMPUTER SOFTWARE EXPENSE	0	.00	847.01	0	847.01-	-00	847.01-	
280	OTHER PROFESSIONAL SERVICES	0	.00	3,180.42	0	3,180.42-	-00	3,180.42-	
		0	.00	4,027.43	0	4,027.43-	-00	4,027.43-	
<b>CAPITAL OUTLAY</b>									
502	BUILDINGS	27,000	.00	.00	6,750	27,000.00	5,195.87	21,804.13	19.2
515	OFFICE MACHINERY AND EQUIPM	56,510	.00	.00	14,127	56,510.00	20,708.85	35,801.15	36.6
		83,510	.00	.00	20,877	83,510.00	25,904.72	57,605.28	31.0
	<b>** DIVISION TOTAL **</b>	<b>83,510</b>	<b>.00</b>	<b>4,027.43</b>	<b>20,877</b>	<b>79,482.57</b>	<b>25,904.72</b>	<b>53,577.85</b>	<b>35.8</b>

GLA3010		CITY OF DECATUR					PAGE 138			
41000 DPL-CANTONI TRUST		REPORT OF EXPENDITURES TO BUDGET FY 1993-94					FUND 92 PUBLIC LIBRARY-TRUSTS 7/31/93			
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM	
EXPENDITURES										
900	EXPENDITURES	3,200	.00	136.37	799	3,063.63	913.95	2,149.68	32.8	
		3,200	.00	136.37	799	3,063.63	913.95	2,149.68	32.8	
** DIVISION TOTAL **		3,200	.00	136.37	799	3,063.63	913.95	2,149.68	32.8	

GLA3010		CITY OF DECATUR					PAGE 139			
42000 DPL-BRECKENRIDGE TRUST		REPORT OF EXPENDITURES TO BUDGET FY 1993-94					FUND 92 PUBLIC LIBRARY-TRUSTS 7/31/93			
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM	
CAPITAL OUTLAY										
515	OFFICE MACHINERY AND EQUIPM	20,000	.00	.00	4,999	20,000.00	.00	20,000.00		
		20,000	.00	.00	4,999	20,000.00	.00	20,000.00		
EXPENDITURES										
900	EXPENDITURES	0	.00	25,385.00	0	25,385.00-	.00	25,385.00-		
		0	.00	25,385.00	0	25,385.00-	.00	25,385.00-		
** DIVISION TOTAL **		20,000	.00	25,385.00	4,999	5,385.00-	.00	5,385.00-126.9		

GLA3010		CITY OF DECATUR					PAGE 140			
43000 DPL-BRIDGES TRUST		REPORT OF EXPENDITURES TO BUDGET FY 1993-94					FUND 92 PUBLIC LIBRARY-TRUSTS 7/31/93			
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT COMM	
EXPENDITURES										
900	EXPENDITURES	870	.00	5.85	217	864.15	.00	864.15	.7	
		870	.00	5.85	217	864.15	.00	864.15	.7	
** DIVISION TOTAL **		870	.00	5.85	217	864.15	.00	864.15	.7	

**Finance and Properties Committee**  
**August 3, 1993**

John Stengel called the meeting to order at 4:30 p.m. Members present: Mr. Stengel, Dan Gaumer, Dick Lockmiller, Ed McClure, Patricia Williams, and Stanley Sitton. Staff present: John Moorman and Linda Humphreys.

Budget & Technology report, #26-50: After discussion, it was agreed that Mr. Moorman will prepare a concise report for the next Board meeting which generally addresses the executive summary. After Board review, copies will be sent to the City Council and City Manager.

Budget Preparation for FY95: Mr. Moorman reported that the City Council wants levy request figures in September. The Board will meet with the Council on Monday, September 27 in study session to present a tentative budget request. Some charts which were presented to the Council last year will be updated. Mr. Moorman will prepare a list of broad categories which will impact the levy request. Two proposals will be prepared--one including Sunday hours and one without.

Live and Learn Program: Mr. Moorman reported that the Live and Learn program was approved by the Governor on July 9. Mr. Moorman reported that the City Council approved \$100,000 over the Library's estimated expenditures to allow for budgetary changes throughout the year.

Card Catalog Units: Mr. Moorman said that several card catalog units now need to be disposed of. He has had interest in purchasing some of the smaller ones, but no interest in the large ones. Mr. Moorman will contact John Ballog at Associated Office Furnishings to see if he is interested. The consensus was to offer the catalogs at market price.

Equipment Expenses: Mr. Moorman reported that some equipment purchases will have to be made throughout the year, even though no funds were budgeted for that purpose. The budget will be adjusted to reflect this need sometime later this fiscal year.

Other business: Mr. Moorman reported that the union contract was signed and implemented. He met with the union today to discuss some clarifications in the wording.

The meeting was adjourned at 5:28 p.m.

Respectfully submitted,

John A. Moorman  
City Librarian



**Decatur Public Library Foundation**  
**August 2, 1993**

The Decatur Public Library Foundation Board of Directors met Monday, August 2 at 7:30 p.m. in the Library Board Room. Members present: Dick Lockmiller, Sharon Alpi, Bill Gerstner, and Martin Seidman. Members absent: Bob Smith. Others present: John Moorman and Linda Humphreys.

Mr. Lockmiller read and accepted a letter of resignation from Mark Sorensen. Mr. Lockmiller will ask the Library Board of Trustees to appoint a new Foundation board member at the next meeting.

Minutes: The minutes of the meeting of June 1 were approved as mailed.

Treasurer's report: Mr. Smith was out of town. There was no Treasurer's report.

Corrected First Draft from the building consultant: A revised sheet showing the current size of all areas, as well as the recommended size, was mailed. After much discussion, it was decided that it is time to talk to an architect. It was agreed that Mr. Moorman and Mr. Lockmiller will meet informally with Gary Likins to begin looking at the plan. It will also be necessary for a meeting later with both Mr. Likins and Dick Thompson.

Report on fund-raising proposal: Two proposals were received and reviewed. Mr. Moorman reported that he had checked some of the references listed. References for Staley, Robeson, Ryan and St. Lawrence, Inc. reported an adequate job with a lot of boiler plate work--and not very focused. Maranville and Associates is a relatively new company with good but limited references. Mr. Gerstner said that he had talked to people in local fundraising offices and did not find anyone interested. Mr. Lockmiller said that he would contact Royce Boaz about the proposals received, and see if Mr. Boaz would come to a Foundation meeting. Mrs. Alpi agreed to talk to some of her contacts, and Mr. Moorman will talk to Merlin Outcalt. The consensus was that Maranville and Associates may be called in for an interview after some other sources are checked. Mr. Moorman will write the two companies and let them know that the proposals were received and are being evaluated.

The next meeting will be Monday, August 30, 1993 at 3:00 p.m.

There was no other business. The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

N. Richard Lockmiller  
President



Annual report (brochure, flyer, or bookmark).

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Attractive and frequently changed exhibits, displays, and bulletin boards.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Active advocacy of staff and board members as they participate in community affairs.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

In order to fulfill the library's purpose, a public library shall have an active, ongoing, planned, and coordinated approach to achieving a positive image. Marketing refers to the overall philosophy for promoting the library's image. Poor marketing is as much a deterrent to people's ability and willingness to make use of the world of information available through the library, as are limited hours and physical barriers.

2. All new staff shall receive an orientation on public relations and public service attitudes which will contribute to the positive image of the library. This shall be done within the first two months of their employment.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

3. Libraries shall either sponsor in-service training sessions on public relations and public service attitudes for all staff members or cooperate with their system, neighboring libraries, or other organizations to provide such training at least every two years.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

4. A staff member shall be given primary responsibility for coordinating publicity regardless of the size of the library.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

5. Funds for publicity and other marketing activities shall be included in the library budget.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

6. During the review process library policies shall be evaluated for their public impact.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

As noted in Section III.—Administration, every library shall determine, on the basis of a citizen survey to be conducted at least every ten years, the awareness residents have of various library services.

7. The citizen survey shall ascertain the level of awareness for five services chosen by the staff or board, or for five services targeted in the library's goals and objectives. Some examples are 1) photocopy service; 2) circulation of periodicals; 3) telephone renewals; 4) Sunday hours; 5) circulation of audio or videotapes.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

### LIBRARY IMAGE BIBLIOGRAPHY

Berry, John W. & Beverly Bagan, eds. Great Library Promotion Ideas III: JCD Library Public Relations Award Winners and Notables, 1986. ALA, 1987.

Kies, Cosette. Marketing and Public Relations for Libraries. Scarecrow, 1987.

Liebold, Louise Condak. Fireworks, Brass Bands, and Elephants: Promotional Events with Flair for Libraries and other Nonprofit Organizations. Oryx Press, 1986.

### FOR FURTHER READING

Baeckler, Virginia. Sparkle: PR for Library Staff. Sources, 1980.

Ford, Gary T. ed. Marketing and the Library. Hawthorn Press, 1984.

Grunewald, Joseph P. Developing a Marketing Program for Libraries. Clarion State College, 1983.

Harrison, R. C. Public Relations for Librarians. 2nd ed. Lexington Books, 1982.

Leerburger, Benedict A. Marketing the Library. Knowledge Industry Publications, 1982.

Rummel, Kathleen & Esther Perica, eds. Persuasive Public Relations for Libraries. ALA, 1983.

Sherman, Steve. ABC's of Library Promotion. 2nd ed. Scarecrow, 1980.

Shaw, Jane Belon and Ida Andrus Bullen. Cooperation Between Your Library and Other Agencies. Trustee Facts File. Chicago: ILA, 1986.

Tuggle, Ann M. & Dawn H. Heller. Grand Schemes & Nitty-Gritty Details: Library PR that Works. Libraries Unlimited, 1987.

A WORKSHOP PRESENTED BY THE ILA TRUSTEES FORUM

"CAN WE TALK?"

Saturday and Sunday, October 2-3, 1993  
HYATT LISLE in LISLE, ILLINOIS

FOR INFORMATION ABOUT THE WORKSHOP,  
CONTACT KATHY PIERCE, 312-794-0060 OR  
JIM MITCHELL, 708-265-0748

REGISTRATION INCLUDES: SATURDAY CONTINENTAL BREAKFAST  
AND SATURDAY LUNCH

Detach and mail to Illinois Library Association

REGISTRATION DEADLINE: FRIDAY, SEPTEMBER 10, 1993

"CAN WE TALK?" WORKSHOP - OCTOBER 2-3, 1993

NAME \_\_\_\_\_  
Last First MI  
Daytime Phone (\_\_\_\_) \_\_\_\_\_  
ILA Membership Number \_\_\_\_\_

LIBRARY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_  
ZIP CODE \_\_\_\_\_  
Library Phone Number (\_\_\_\_) \_\_\_\_\_

WORKSHOP FEES (Includes Saturday Breakfast & Lunch)

ILA Member \$65 \_\_\_\_\_  
Non-personal member \$80 \_\_\_\_\_  
On-site registration-extra \$10 \_\_\_\_\_  
TOTAL WORKSHOP FEES \$ \_\_\_\_\_  
TOTAL MEAL FUNCTIONS \$ \_\_\_\_\_  
AMOUNT ENCLOSED \$ \_\_\_\_\_

SEPARATE MEAL FUNCTIONS:  
Saturday Dinner-Trustee @ \$27 \_\_\_\_\_  
Saturday Dinner-Guest @ \$27 \_\_\_\_\_  
Sunday Breakfast-Trustee @\$10 \_\_\_\_\_

\* REGISTRATION CONFIRMATION AND MEAL TICKETS WILL BE SENT.

\*\*CANCELLATION REQUESTS POSTMARKED BEFORE SEPTEMBER 15, 1993 WILL BE HONORED.

METHOD OF PAYMENT

\_\_\_\_ Check or Money Order enclosed for \$ \_\_\_\_\_ made payable to Illinois Library Association  
\_\_\_\_ Charge \$ \_\_\_\_\_ to my \_\_\_\_\_ Visa \_\_\_\_\_ Mastercard  
Account # \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Name of Card Holder \_\_\_\_\_  
Signature \_\_\_\_\_

"CAN WE TALK?" WORKSHOP

October 2-3, 1993, Hyatt Lisle in Lisle, Illinois

Make Checks Payable to: ILLINOIS LIBRARY ASSOCIATION  
MAIL TO: 33 West Grand Avenue - Suite 301  
Chicago, Illinois 60610

## "CAN WE TALK?" WORKSHOP

HYATT LISLE, LISLE, ILLINOIS

### Saturday, October 2, 1993

- 8:45 - 9:45 Registration and Continental Breakfast (included in fee)
- 9:45 - 10:00 Welcome and Introductions - Jim Mitchell, Trustee Forum Manager
- 10:00 - 10:30 Legal Issues, Public vs. City vs. Municipal - Mr. Patrick Lucansky, Attorney and Ms. Maggie Field, Woodstock Public Library
- 10:30 - 12 Noon Mr. Arch Lustberg - Communications Training Session
- 12 Noon - 1:30 Lunch (included in fee)
- 1:30 - 3:00 Mr. Arch Lustberg - Communications Training Session
- 3:00 - 3:15 Beverage break (included in fee)
- 3:15 - 4:45 "You Asked For It" - Open Discussion and question and answer session  
Mr. Patrick Lucansky, Atty., Ms. Pat Norris, Ill. State Library, Ms. Maggie Field, Woodstock Public Library, Mr. Alex Todd, Fountaindale Public Library, Ms. Sarah Long, North Suburban Library System
- 4:45 - 5:00 Announcements
- 5:00 - 6:30 Leisure Time
- 6:30 - 7:30 Social/Cash bar
- 7:30 - 8:45 Dinner (separate meal fee)
- 8:45 - 9:15 After Dinner Speaker -

### Sunday, October 3, 1993

- 8:00 - 8:45 Executive Committee Meeting
- 9:00 - 9:30 Breakfast buffet (separate meal ticket)
- 9:30 - 10:30 Trustee Forum Meeting
- 10:30 - 10:45 Break
- 10:45 - 12 Noon "Censorship" Mr. Jack Pfister, Ms. Susan Hagen Land, Skokie Public Library
- 2 Noon Closing / Adjournment

HAVE A SAFE TRIP HOME!  
SEE YOU NEXT YEAR AND BRING OTHER TRUSTEES WITH YOU!

## ILLINOIS LIBRARY ASSOCIATION

CIRCLE PREFERRED ACCOMMODATIONS	GROUP RATE	
ONE PERSON	SGL	\$59.00
TWO PERSONS	DBL	\$59.00
THREE PERSONS	TPL	
FOUR PERSONS	QUAD	
CIRCLE PREFERRED BEDDING:	▶ ONE KING	TWO DOUBLES

Rates subject to applicable taxes and include existing bedding only.  
Type of bedding provided is based on availability at time of arrival.

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE (     ) \_\_\_\_\_

SHARE WITH \_\_\_\_\_

ARRIVAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_

Unless guaranteed by credit card (AE, MC, VS, DC, CB) or first  
nights deposit, reservation will only be held until 6 p.m.

CARD \_\_\_\_\_ EXP. DATE \_\_\_\_\_

NUMBER \_\_\_\_\_

*(Check-in time is 3 p.m. / Check-out time is noon)*

To guarantee availability of space and rate,  
reservation must be received no later than

SEPTEMBER 17, 1993



Hyatt Lisle reservations at (708) 852-1234  
Hyatt Hotels & Resorts 1-800-228-9000