

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
April 16, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of March 19, 1992
- III. Communication from the Public
 - A. Jack Taylor--CLOSED SESSION Report on Labor Negotiations
- IV. Interim City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. No Meeting
 - B. Finance & Properties Committee
 - 1. Approval of Bills for March 1992
 - C. Rolling Prairie
 - 1. Report on RPLS April Board Meeting
 - D. Foundation
 - 1. Meetings of March 26 and April 15, 1992
 - E. Friends of the Library
 - 1. No meeting
 - F G. Interview Committee
 - 1. Status of Applications
- VI. Avenues to Excellence II
 - A. Chapter II, Finances
- VII. Old Business
 - A. Long Range Plan 1991 Review, Goal II
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 19, 1992

I. **CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Daniel Gaumer, Jerrodean Martin, Robert Oakes, John Stengel, and Patricia Williams. Members absent: Stanley Sitton. Staff present: Jerald Merrick, Linda Humphreys, Karen Anderson, Margaret Sommerfeldt, and Grace Veach. Others present: Owen Balding.

New trustee John Stengel was introduced to the Board. Mr. Smith administered the oath of office to Mr. Stengel.

II. **APPROVAL OF MINUTES**

There were no additions or corrections to the February minutes; they stood approved as mailed.

III. **COMMUNICATIONS FROM THE PUBLIC**

Owen Balding addressed the Board on a variety of his concerns.

IV. **INTERIM CITY LIBRARIAN'S REPORT**

The Interim City Librarian's report was previously mailed.

Library circulation has continued to increase. Libraries are traditionally a lot more heavily used during slow economic times.

Longer lines at the circulation desk were also discussed. Ms. Anderson reported that there have been very few complaints from the patrons.

Volumes received was down this month compared to last year. Ms. Veach reported that ordering has been held up because it is near the end of the fiscal year and the materials budget is nearly spent.

V. **REPORTS OF COMMITTEES**

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

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

The library budget will probably be reviewed at City Council study session on March 30.

Rolling Prairie: Mr. Oakes reported that in an effort to balance declining revenue, Rolling Prairie Library System has eliminated one professional librarian position and 1.5 support staff positions from the 1992/93 budget. The system board has recently been restructured. After discussion, Mr. Oakes made a motion to nominate Jerald Merrick to represent Decatur Public Library on the new system board. The motion was seconded by Mrs. Martin and unanimously approved.

Foundation: The Foundation Board met February 26. A Foundation annual report will be prepared. The next meetings will be March 26 and April 15 at 4:00 p.m.

Friends of the Library: Mrs. Ohlsen reported that the Friends of the Library will sponsor a book sale on April 10 from noon until 6:00 p.m. and April 11 from 9 a.m. until 4:00 p.m. The Friends may support an exterior sign for the library, but would like a specific proposal. Claudia Quigg asked that Baby TALK be made a part of the Friends' budget annually. The store is doing well but needs more volunteers to be open more hours. A name is being sought for the store.

Interview Committee: A new ad has been run for the City Librarian's position. The only change is that the salary has been increased to \$50,000. Applications are being accepted until April 20. Mr. Lockmiller attended the Illinois Library Association conference in Chicago yesterday and received three resumes. About 120 people were registered at the placement center, but most were recent graduates looking for entry level positions.

VI. AVENUES TO EXCELLENCE II

Chapter I, Structure and Governance, was reviewed.

VII. OLD BUSINESS

Mr. Lockmiller reported that the budget changes made by the Board last month were submitted to the city. The conference and travel line item was increased by \$1,100 as requested. The changes to Form C were not made, and in fact, Form C was revised by Linda Love to put even more emphasis on the Budget & Technology report. The draft was sent to the City Council. Mr. Lockmiller will be meeting with Mr. Bacon next Wednesday, March 25 to discuss the situation.

There was some discussion about the cost and need for repainting the tractors and trailers. The consensus was that the tractors are too old to be repainted, but the trailers should be considered. This item will be referred to the Foundation.

Mr. Lockmiller said that it is important to review the Long Range Plan 1991 Review regularly. Next month, the Board will review Goal II: To improve library awareness of community needs in programs, materials, and services.

The January 1992 issue of Illinois Libraries includes an article by Carol Gibson entitled "The Business Network: Libraries in Macon County Enhance Economic Development". The Board expressed interest in sending the article to the City Council, Chamber of Commerce, and local legislators, but permission must be obtained to reproduce the article.

VIII. NEW BUSINESS

The Disaster Preparedness Plan was previously mailed. Mrs. Ohlsen made a motion to accept the report with thanks to Mr. Serber for preparing it. A Disaster Preparedness Committee was approved as part of the plan. The motion was seconded by Ms. Williams and unanimously approved.

An updated report on automation was previously mailed; Ms. Veach and Ms. Anderson were present to answer questions. After discussion, Mr. Oakes made a motion to implement items one through four from the report. The motion was seconded by Mr. Gaumer and unanimously approved.

A press release from Rolling Prairie about the system reorganization and realignment was discussed.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 6:05 p.m.

Respectfully submitted,



Robert C. Smith, Secretary
Decatur Public Library Board of Trustees

**Interim City Librarian's Report
March 1992**

I. STATISTICS

Total library circulation for the month is up 4.5% (3,406 items) over March 1991. Twelve month circulation is up 5.4% (43,521 items) over the previous 12 month period.

Circulation for the McNaughton rental collection was 269 in March, compared to 222 in February. A complete report on the McNaughton plan will be made at the April Board meeting.

Circulation figures for specific departments or media can be found in the circulation statistical report which is attached. There were 25 working days in both March 1992 and March 1991.

Service statistics are up 1.1% (50 contacts) over March 1991 and up 12.3% (5,293 contacts) for the 12 month period.

The main library was used by 34,584 people this month, up 6% (1,935 people) over March 1991.

II. BUDGET

The 1991/92 budget is 87.8% spent or encumbered. The materials budget is 101.8% spent or encumbered. Revenue received is at 103%.

III. PERSONNEL

Joan Bauer, Adult Services Librarian, had a baby girl on March 23. She will return to work part-time in the evenings beginning April 23 and will return full-time May 7.

Charles Brown, Bookmobile Clerk-Driver, has been off work (leave without pay) since March 3. He had back surgery on March 27 and hopes to return to work in August. Extension staff have been covering the vacancy and a Manpower person was hired April 7.

There have been problems in filling the Library Driver position; a Manpower person has also been hired for this position until a permanent replacement is hired.

IV. PUBLIC RELATIONS

The Film Series concluded in March with a viewer survey which has yielded some positive feedback.

The reference fill rate survey was completed. Patron response cards were also distributed this year. Nearly all responses from the cards were positive. A report will be compiled later. This was done as part of the Illinois State Library per capita grant requirements.

On March 9, Kristie Baines, graduate student in the Library of Information Science program at the University of Illinois, interviewed Joan Bauer for a paper on collection development. She is comparing the collection development policies of the public libraries in Champaign, Springfield, Bloomington, and Decatur.

On March 31, Dan Guillory presented a reading from his latest book Alligator Intentions in the Auditorium. About 30 people attended and all enjoyed Professor Guillory's poems.

Sixteen groups visited the children's department in March, bringing in 299 people. Twenty-one programs were attended by 362 people. Twenty-five contacts were made for Baby TALK. Katie Gross visited MacArthur High School and spoke to three child care classes about using books with preschoolers.

Mrs. Gross and Claudia Quigg are applying for a Family Literacy Grant from the Illinois State Library for approximately \$35,000. The deadline is April 15.

A new dinosaur display in the children's department is attracting a lot of attention. This original art work was created by Leta Burch, staff artist.

V. AUTOMATION

Early in March, the library received 7 boxes of multiple hit printouts. The bulk of the time of everyone in the catalog department has been spent working on them. As of the end of March, four boxes were completed and returned. Staff from other departments have also been helping out.

Two clerks in the catalog department have begun using the cataloging microenhancer program for all current cataloging. In some ways it is faster than working online, but there are some differences in the program that take more time, so there is a trade-off. At some point a decision will need to be made whether to continue to use it for cataloging or not. It has also been used for retrospective conversion and is very successful used that way.

**STATISTICAL REPORT
March 1991**

Volumes purchased this 12 months to date: 15,261
 Volumes purchased last 12 months to date: 15,470

TECHNICAL SERVICES

New book volumes added	1,090
New book titles added	531
AV titles added	55
Books withdrawn	223
Books mended	885
Gift books	996

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1991/92</u>	<u>YTD Expended 1990/91</u>	<u>Unexpended</u>
Personal Services	1,685,593	1,432,824	1,576,775	252,769
Operating	383,689	335,121	308,342	48,568
Capital & books	260,300	247,295	260,190	13,005

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	8 + 1	0	0	8 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 8	0	0	18 + 8
Pages	4 + 6	0	0	4 + 6
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time Library Driver; 1/2 time T.S. Clerk I; Assistant Library Director; Audiovisual Librarian; Library Director

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 602 adult + 59 youth + 158 juvenile = 819 total

PATRON CONTACTS: this 12 months to date: 48,370
 last 12 months to date: 43,077

VOLUNTEERS: 70 volunteers worked 215 hours

DPL CIRCULATION STATISTICS
March 1992

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL MONTH	TOTAL 12 MONTH
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH		
PRINT 1992	37723	395148	2317	26446	25769	289467	65809	711061
PRINT 1991	35893	361978	2184	27405	23951	278157	62028	667540
A-V 1992	13084	140356					13084	140356
A-V 1991	13459	140356					13459	140356
TOTAL 92	50807	535504	2317	26446	25769	289467	78893	851417
TOTAL 91	49352	502334	2184	27405	23951	278157	75487	807896

	Current	Month	Percentage	Current	Previous	Percentage
	Month			12 Months	12 Months	
Central Library, Print						
Reference	142	246	-42.28	2317	2557	-7.04
Adult Materials	31808	29988	6.07	329286	295702	11.36
Young Adult Materials	2004	1925	4.10	23345	23552	-0.88
Childrens's Materials	17933	16858	6.38	201458	195361	3.12
Total Central Library	51887	49017	5.86	556466	517172	7.60
Extension Print						
Bookmobile 547	6107	5206	17.31	67388	64917	3.81
Bookmobile 548	5895	5886	0.15	67963	66016	2.95
Outreach Services	1123	1356	-17.18	13516	14601	-7.43
Total Extension	13125	12448	5.44	148867	145534	2.29
Total Print	65012	61465	5.77	705333	662706	6.43
Non-print Materials						
Films	24	53	-54.72	539	620	-13.06
Videocassettes	8931	8950	-0.21	96276	93369	3.11
Audiocassettes	2314	2559	-9.57	25645	26093	-1.72
Recordings	1704	1775	-4.00	16662	19163	-13.05
Other non-print	63	81	-22.22	730	775	-5.81
Total Central Non-print	13036	13418	-2.85	139852	140020	-0.12
Extension Non-print	48	41	17.07	504	336	50.00
Total Non-print Materials	13084	13459	-2.79	140356	140356	0.00
Renewals	787	563	41.56	5728	4834	18.49
*Total Circulations	78893	75487	4.51	851417	807896	5.39

*These circulation statistics include the first day of April.

BLANCO FUND DECATUR PUBLIC LIBRARY FOR PERIOD ENDING 3/31/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/05/92	MATL GEOGRAPHIC SOCIETY	4.50	51293	3/02/92	BOOKS-MAIN JUVENILE
3/05/92	MATL GEOGRAPHIC SOCIETY	4.50	51293	3/02/92	BOOKS-EXTENSION JUVENILE
3/05/92	TREAS-PETTY CASH	4.41	51297	3/02/92	POSTAGE
3/05/92	TREAS-PETTY CASH	87.94	51297	3/02/92	MATERIALS TO MAINT BLDGS
3/05/92	TREAS-PETTY CASH	4.52	51333	3/02/92	OFFICE SUPPLIES
3/04/92	BAKER & TAYLOR CO	71.06	51333	3/04/92	BOOKS-MAIN ADULT
3/04/92	BAKER & TAYLOR CO	33.65	51333	3/04/92	BOOKS-MAIN YOUTH
3/04/92	BAKER & TAYLOR CO	611.22	51333	3/04/92	BOOKS-MAIN JUVENILE
3/04/92	BAKER & TAYLOR CO	240.80	51333	3/04/92	BOOKS-EXTENSION JUVENILE
3/04/92	BAKER & TAYLOR CO	102.34	51333	3/04/92	BOOKS-EXTENSION JUVENILE
3/04/92	BAKER & TAYLOR CO	97.03	51333	3/04/92	AV-VIDEOS
3/04/92	BAKER & TAYLOR CO	597.01	51333	3/04/92	AV-CASSETTES
3/04/92	BAKER & TAYLOR CO	26.53	51344	3/05/92	POSTAGE
3/04/92	POSTMASTER	6.14	51351	3/06/92	POSTAGE
3/04/92	COMMERCIAL MAIL SERVICES	64.90	51355	3/06/92	POSTING AGENCIES
3/04/92	HOLIDAY INN OF DECATUR	1,204.25	51358	3/06/92	TEMP PERSONNEL SERVICES
3/04/92	MANPOWER	225.00	51360	3/06/92	OFFICE SUPPLIES
3/04/92	PRINTER TRENDS INC	254.08	51366	3/06/92	MOTOR VEHICLE-INSURANCE
3/04/92	TREAS-NON MEDICAL INS	39.58	51366	3/06/92	BOILER INSURANCE
3/04/92	TREAS-NON MEDICAL INS	1,182.08	51366	3/06/92	PROPERTY INSURANCE
3/04/92	TREAS-NON MEDICAL INS	425.00	51366	3/06/92	GENERAL LIABILITY INSURANCE
3/04/92	TREAS-NON MEDICAL INS	2,290.69	51368	3/06/92	GAS
3/04/92	TREAS-GENERAL FUND	23.22	51368	3/06/92	OFFICE SUPPLIES
3/04/92	TREAS-GENERAL FUND	2,407.00	51368	3/06/92	TRANSFER TO GENERAL FUND
3/04/92	TREAS-GENERAL FUND	153.69	51369	3/06/92	TELEPHONE
3/04/92	TELECOM U S A	4.00	51370	3/06/92	AV-VIDEOS
3/04/92	ILL STATE TREASURER	100.00	51378	3/09/92	SERV TO MAINT BUILDINGS
3/04/92	TREAS-CENTRAL GARAGE FD	205.97	51387	3/09/92	GASOLINE
3/04/92	TREAS-PETTY CASH	11.58	51388	3/09/92	CONFERENCES AND OTHER TRAVEL
3/04/92	TREAS-PETTY CASH	11.58	51388	3/09/92	POSTAGE
3/04/92	TREAS-PETTY CASH	27.79	51388	3/09/92	MATERIALS TO MAINT BLDGS
3/04/92	TREAS-PETTY CASH	10.17	51388	3/09/92	MATERIALS TO MAINT AUTO EQUIP
3/04/92	TREAS-PETTY CASH	28.95	51388	3/09/92	OFFICE SUPPLIES
3/04/92	TREAS-PETTY CASH	45.45	51398	3/10/92	RENTAL-EQUIPMENT
3/04/92	TREAS-GENERAL FUND	17.86	51417	3/11/92	TELEPHONE
3/04/92	ILL BELL TELEPHONE CO	827.88	51436	3/11/92	OFFICE SUPPLIES
3/04/92	STRAIGHTS	2,877.10	51439	3/11/92	HOSPITAL AND MEDICAL INSURANCE
3/04/92	TREAS-MEDICAL INSURANCE	40.00	51440	3/11/92	GROUP LIFE INSURANCE
3/04/92	TREAS-NON MEDICAL INS	916.20	51441	3/11/92	WORKERS COMPENSATION
3/04/92	TREAS-NON MEDICAL INS	8,796.58	51441	3/11/92	RETIREMENT-IMRF
3/04/92	TREAS-IMRF	715.00	51459	3/13/92	BOOKS-MAIN ADULT
3/04/92	BAKER & TAYLOR CO	96.00	51488	3/16/92	OTHER PROFESSIONAL SERVICES
3/04/92	BAKER & TAYLOR CO	144.00	51489	3/16/92	OTHER PROFESSIONAL SERVICES
3/04/92	HUGHES, WAYNE	48.00	51494	3/16/92	OTHER PROFESSIONAL SERVICES
3/04/92	HULL, ROBERT	96.00	51496	3/16/92	OTHER PROFESSIONAL SERVICES
3/04/92	RIGSBY, PAUL	310.96	51497	3/16/92	CONFERENCES
3/04/92	SLEETH, ALAN	96.00	51499	3/16/92	OTHER PROFESSIONAL SERVICES
3/04/92	STATION, STAN	611.43	51518	3/17/92	TELEPHONE P EQUIPMENT
3/04/92	TORJANCE, DENNIS R	602.01	51572	3/23/92	RENTAL-D P EQUIPMENT
3/04/92	ILL BELL TELEPHONE CO	42.80	51573	3/23/92	OTHER PROFESSIONAL SERVICES
3/04/92	C L S I	35.00	51582	3/23/92	CONFERENCES AND OTHER TRAVEL
3/04/92	C S C CREDIT SERVICES, INC.	208.33	51592	3/23/92	OTHER PROFESSIONAL SERVICES
3/04/92	J A LEGISLATIVE DAY	1,531.25	51593	3/23/92	OTHER PROFESSIONAL SERVICES
3/04/92	ROLLING PRAIRIE LIBRARIES	85.27	51597	3/23/92	CONFERENCES AND OTHER TRAVEL
3/04/92	ROBBING, SCHWARTZ, NICHOLAS,	1,062.25	51601	3/23/92	SERV TO MAINT AUTO EQUIP
3/04/92	SHAW'S CATERING, INC	65.94	51601	3/23/92	MATERIAL TO MAINT AUTO EQUIP
3/04/92	TREAS-CENTRAL GARAGE FD	81.02	51603	3/23/92	CONFERENCES
3/04/92	TREAS-CENTRAL GARAGE FD	4.40	51615	3/24/92	CONFERENCES AND OTHER TRAVEL
3/04/92	WEIBEL, KATHLEEN	6.10	51615	3/24/92	POSTAGE
3/04/92	TREAS-PETTY CASH	41.67	51615	3/24/92	MATERIALS TO MAINT BLDGS
3/04/92	TREAS-PETTY CASH	39.14	51615	3/24/92	OFFICE SUPPLIES
3/04/92	TREAS-PETTY CASH	513.20	51619	3/25/92	BOOKS-MAIN ADULT
3/04/92	BAKER & TAYLOR CO	1.00	51619	3/25/92	BOOKS-MAIN YOUTH
3/04/92	BAKER & TAYLOR CO	21.37	51619	3/25/92	BOOKS-MAIN JUVENILE

DATE OF REQUEST	FUND	DECATUR PUBLIC LIBRARY	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/25/92			BAKER & TAYLOR CO	17.96	51619	3/25/92	BOOKS-EXTENSION ADULT
3/25/92			BAKER & TAYLOR CO	22.42	51619	3/25/92	BOOKS-EXTENSION JUVENILE
3/25/92			BAKER & TAYLOR CO	42.83	51619	3/25/92	AV-VIDEOS
3/25/92			TELEPHONE CO	115.83	51632	3/25/92	TELEPHONE
3/25/92			MANPOWER	1,974.25	51645	3/25/92	TEMP PERSONNEL SERVICES
3/25/92			TRIAS-MEDICAL INSURANCE	2,766.41	51658	3/25/92	HOSPITAL AND MEDICAL INSURANCE
3/25/92			TRIAS-NON MEDICAL INS	39.00	51659	3/25/92	GROUP LIFE INSURANCE
3/25/92			TRIAS-NON MEDICAL INS	900.93	51660	3/25/92	WORKERS COMPENSATION
3/25/92			TRIAS-EMRI	8,795.33	51660	3/25/92	RETIREMENT-IMRF
3/25/92			LOCKMILLER, RICHARD	380.64	51680	3/27/92	POSTAGE
3/26/92			TRIAS-GENERAL FUND	96.00	51702	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			HUGHES, WAYNE	96.00	51703	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			HULL, ROBERT	40.00	51706	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			KUPLISH, JAMES A	29.19	51709	3/30/92	POSTAGE
3/30/92			POSTMASTER	96.00	51711	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			RIGSBY, PAUL	96.00	51714	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			SLITH, ALAN	96.00	51714	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			TURKOLIC, DENNIS R	96.00	51716	3/30/92	OTHER PROFESSIONAL SERVICES
3/30/92			APPLAUSE THEATRE BOOKS	21.15	51729	3/31/92	BOOKS-MAIN ADULT
3/30/92			AAA/PRIORLY VIDEO, INC.	82.00	51730	3/31/92	AV-VIDEOS
3/30/92			A B DICK PRODUCTS CO OF	103.90	51733	3/31/92	OFFICE SUPPLIES
3/31/92			BAKER & TAYLOR CO	193.90	51737	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	20.96	51737	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	78.34	51737	3/31/92	BOOKS-MAIN JUVENILE
3/31/92			BAKER & TAYLOR CO	1,145.20	51737	3/31/92	BOOKS-MAIN REFERENCE
3/31/92			BAKER & TAYLOR CO	32.92	51737	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	41.92	51737	3/31/92	BOOKS-EXTENSION JUVENILE
3/31/92			BAKER & TAYLOR CO	496.15	51738	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	321.26	51738	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	48.40	51738	3/31/92	BOOKS-MAIN JUVENILE
3/31/92			BAKER & TAYLOR CO	312.07	51738	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	392.34	51739	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	159.76	51739	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	285.28	51739	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	22.14	51739	3/31/92	BOOKS-EXTENSION YOUTH
3/31/92			BAKER & TAYLOR CO	91.81	51739	3/31/92	AV-PHONODICS
3/31/92			BAKER & TAYLOR CO	6.60	51739	3/31/92	AV-CASSETTES
3/31/92			BAKER & TAYLOR CO	102.52	51739	3/31/92	AV-VIDEOS
3/31/92			BAKER & TAYLOR CO	210.37	51740	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	14.03	51740	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	1,255.25	51740	3/31/92	BOOKS-MAIN JUVENILE
3/31/92			BAKER & TAYLOR CO	39.50	51740	3/31/92	BOOKS-MAIN REFERENCE
3/31/92			BAKER & TAYLOR CO	143.11	51740	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	445.03	51740	3/31/92	BOOKS-EXTENSION JUVENILE
3/31/92			BAKER & TAYLOR CO	21.42	51740	3/31/92	AV-PHONODICS
3/31/92			BAKER & TAYLOR CO	3.30	51740	3/31/92	AV-CASSETTES
3/31/92			BAKER & TAYLOR CO	117.26	51740	3/31/92	AV-VIDEOS
3/31/92			BAKER & TAYLOR CO	1,068.45	51741	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	115.29	51741	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	1,065.51	51741	3/31/92	BOOKS-MAIN JUVENILE
3/31/92			BAKER & TAYLOR CO	598.36	51741	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	28.62	51741	3/31/92	BOOKS-EXTENSION JUVENILE
3/31/92			BAKER & TAYLOR CO	349.03	51742	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	50.92	51742	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	101.54	51742	3/31/92	BOOKS-MAIN JUVENILE
3/31/92			BAKER & TAYLOR CO	25.95	51742	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	133.57	51742	3/31/92	BOOKS-EXTENSION JUVENILE
3/31/92			BAKER & TAYLOR CO	20.82	51742	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	50.76	51742	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	773.28	51743	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	71.28	51743	3/31/92	BOOKS-EXTENSION JUVENILE
3/31/92			BAKER & TAYLOR CO	136.67	51743	3/31/92	BOOKS-MAIN ADULT
3/31/92			BAKER & TAYLOR CO	222.78	51743	3/31/92	BOOKS-MAIN YOUTH
3/31/92			BAKER & TAYLOR CO	222.42	51743	3/31/92	BOOKS-EXTENSION ADULT
3/31/92			BAKER & TAYLOR CO	965.11	51743	3/31/92	AV-PHONODICS

FOR PERIOD ENDING 3/31/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/23/92	BAKER G TAYLOR CO	37.50	51743	3/31/92	AV-CASSETTES
3/23/92	BAKER G TAYLOR CO	233.68	51743	3/31/92	AV-VIDEOS
3/23/92	BAKER G TAYLOR CO	88.26	51744	3/31/92	BOOKS-MAIN ADULT
3/23/92	BAKER G TAYLOR CO	61.27	51744	3/31/92	BOOKS-MAIN YOUTH
3/23/92	BAKER G TAYLOR CO	44.14	51744	3/31/92	BOOKS-MAIN JUVENILE
3/23/92	BAKER G TAYLOR CO	33.36	51744	3/31/92	BOOKS-EXTENSION ADULT
3/23/92	BAKER G TAYLOR CO	105.66	51744	3/31/92	BOOKS-EXTENSION JUVENILE
3/23/92	BAKER G TAYLOR CO	42.74	51744	3/31/92	AV-PHONODISCS
3/23/92	BAKER G TAYLOR CO	6.88	51744	3/31/92	AV-CASSETTES
3/23/92	BAKER G TAYLOR CO	184.14	51744	3/31/92	AV-VIDEOS
3/23/92	BRADFIELD'S COMPUTER SUPPLY	194.40	51756	3/31/92	OFFICE SUPPLIES
3/23/92	BROADART, INC.	35.96	51765	3/31/92	OFFICE SUPPLIES
3/23/92	WANG LINE LEASING CORP	2,425.85	51767	3/31/92	RENTAL-D P EQUIPMENT
3/23/92	CAPITAL CITY PAPER CO	124.62	51776	3/31/92	OFFICE SUPPLIES
3/23/92	CAHNER'S PUBLISHING CO	408.25	51784	3/31/92	OTHER PROFESSIONAL SERVICES
3/23/92	COUNCIL OF BETTER BUSINESS	7.95	51787	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	DECATUR BLUE PRINT	108.00	51794	3/31/92	OFFICE SUPPLIES
3/23/92	DECATUR SPRING	488.59	51798	3/31/92	MATERIAL TO MAINT AUTO EQUIP
3/23/92	DUKE'S OFFICE SUPPLY	51.48	51802	3/31/92	OFFICE SUPPLIES
3/23/92	DUKE'S OFFICE SUPPLY	211.07	51810	3/31/92	OFFICE SUPPLIES
3/23/92	DUKE'S MARKETING SERVICES	333.25	51813	3/31/92	OFFICE SUPPLIES
3/23/92	FACTS MULTIMEDIA, INC.	75.15	51828	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	FACTS ON FILE	741.34	51830	3/31/92	BOOKS-MAIN ADULT
3/23/92	IL BELL TELEPHONE CO	81.57	51858	3/31/92	TELEPHONE
3/23/92	IL POWER CO	3,265.42	51860	3/31/92	ELECTRICITY
3/23/92	INGRAM'S VIDEO	34.53	51865	3/31/92	AV-CASSETTES
3/23/92	INGRAM'S VIDEO	12.07	51867	3/31/92	AV-CASSETTES
3/23/92	IL STATE HISTORICAL SOCIETY	8.00	51868	3/31/92	MAG/PAPERS-MAIN JUVENILE
3/23/92	IL STATE LIBRARY	245.56	51869	3/31/92	PRINTING AND BINDING
3/23/92	IL STATE LIBRARY	33.77	51869	3/31/92	SERV TO MAINT OFFICE EQUIP
3/23/92	IL STATE LIBRARY	444.23	51869	3/31/92	TELEPHONE
3/23/92	IL STATE LIBRARY	28.76	51869	3/31/92	POSTAGE
3/23/92	IL STATE LIBRARY	548.29	51869	3/31/92	EQUIPMENT
3/23/92	IL STATE LIBRARY	60.00	51869	3/31/92	OFFICE SUPPLIES
3/23/92	IL STATE LIBRARY	312.76	51874	3/31/92	BOOKS-MAIN ADULT
3/23/92	JOHN CURLEY & ASSOCIATES	14.95	51882	3/31/92	MAG/PAPERS-MAIN JUVENILE
3/23/92	KIDS DISCOVERY	74.00	51893	3/31/92	MAG/PAPERS-MAIN PROFESSIONAL
3/23/92	LIBRARY HOLLINE	1,350.58	51907	3/31/92	SERV TO MAINT OFFICE EQUIP
3/23/92	MODERN BUSINESS SYSTEMS	65.91	51907	3/31/92	RENTAL-EQUIPMENT
3/23/92	MODERN BUSINESS SYSTEMS	363.35	51907	3/31/92	OFFICE SUPPLIES
3/23/92	MODERN BUSINESS SYSTEMS	207.73	51918	3/31/92	MATERIALS TO MAINT BLDGS
3/23/92	MENARDS	385.00	51919	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	MORNING STAR	991.82	51928	3/31/92	MATERIALS TO MAINT BLDGS
3/23/92	MULINE ELECTRIC SUPPLY CO.	422.40	51928	3/31/92	TEMP PERSONNEL SERVICES
3/23/92	MANPOWER	22.10	51941	3/31/92	OFFICE SUPPLIES
3/23/92	U P C, INC.	110.00	51948	3/31/92	MAG/PAPERS-MAIN PROFESSIONAL
3/23/92	POPULAR SUBSCRIPTION SERV.	1.79	51953	3/31/92	MAG/PAPERS-MAIN YOUTH
3/23/92	POPULAR SUBSCRIPTION SERV.	5.95	51953	3/31/92	AV-CASSETTES
3/23/92	RECORDED BOOKS, INC.	31.44	51959	3/31/92	BOOKS-MAIN ADULT
3/23/92	R R BOWKER	64.66	51959	3/31/92	BOOKS-MAIN ADULT
3/23/92	REGENT BOOK CO	50.94	51959	3/31/92	BOOKS-MAIN ADULT
3/23/92	REGENT BOOK CO	25.40	51959	3/31/92	BOOKS-EXTENSION ADULT
3/23/92	READERS DIGEST ASSN	50.80	51960	3/31/92	MAG/PAPERS-MAIN ADULT
3/23/92	READERS DIGEST ASSN	179.50	51963	3/31/92	MAG/PAPERS-EXTEN ADULT
3/23/92	REED REFERENCE PUBL	40.00	51968	3/31/92	AV-VIDEOS
3/23/92	SUPT OF DOCUMENTS	17.00	51979	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	SOCIAL ISSUES RESOURCES SERIES	95.90	51984	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	SPECIALTY INTEREST VIDEO	15.60	51985	3/31/92	AV-VIDEOS
3/23/92	SIMON & SCHUSTER AUDIO	258.21	52006	3/31/92	BOOKS-MAIN ADULT
3/23/92	THORNDIKE PRESS	35.00	52007	3/31/92	TELEPHONE
3/23/92	TELECOM U S A	35.00	52013	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	UNIVERSITY OF ILLINOIS	20.97	52017	3/31/92	AV-VIDEOS
3/23/92	VIDEO REVIEW	154.85	52020	3/31/92	AV-VIDEOS
3/23/92	VIDEO CATALOG	121.25	52022	3/31/92	BOOKS-MAIN REFERENCE
3/23/92	WEST PUBLISHING COMPANY	205.00	52023	3/31/92	PRINTING AND BINDING
3/05/92	WOOD PRINTING SERVICE, INC.				

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 3/31/92					
3/04/92	BAKER & TAYLOR CO	68.34	51333	3/04/92	EXPENDITURES
3/04/92	GROSS, CATHERINE	24.67	51580	3/23/92	EXPENDITURES
3/05/92	BAKER & TAYLOR CO	73.97	51619	3/25/92	EXPENDITURES
3/05/92	BAKER & TAYLOR CO	341.01	51738	3/31/92	EXPENDITURES
3/12/92	BAKER & TAYLOR CO	512.35	51739	3/31/92	EXPENDITURES
3/12/92	BAKER & TAYLOR CO	298.46	51740	3/31/92	EXPENDITURES
3/13/92	BAKER & TAYLOR CO	579.56	51741	3/31/92	EXPENDITURES
3/13/92	BAKER & TAYLOR CO	173.02	51742	3/31/92	EXPENDITURES
3/23/92	BAKER & TAYLOR CO	179.04	51743	3/31/92	EXPENDITURES
3/25/92	BAKER & TAYLOR CO	160.43	51744	3/31/92	EXPENDITURES
3/26/92	WESTON WOODS	306.50	52026	3/31/92	EXPENDITURES
TOTAL		2,569.41			

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 3/31/92					
3/16/92	ZUM	423.96	52031	3/31/92	OFFICE SUPPLIES
TOTAL		74,865.75			

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
FOR PERIOD ENDING 3/31/92					
3/05/92	C L S I, INC.	10,988.72	51780	3/31/92	OTHER PROFESSIONAL SERVICES
TOTAL		10,988.72			

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 3/31/92

UNENCUMBERED BALANCE UNEXPENDED BALANCE ENCUMBERANCE UNENCUMBERED BALANCE PERCENT COMPLETED

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
090		SALARIES & WAGES	1,286,708	80,310.61	958,890.19	1,179,482	327,817.81	.00	327,817.81	74.5
092		REGULAR SALARIES	0	1,436.06	46,794.01	0	46,794.01	.00	46,794.01	
094		HOLIDAY, SICK LEAVE WITH PAY	0	496.13	2,576.19	0	2,576.19	.00	2,576.19	
096		OTHER LEAVE WITH PAY	0	3,775.22	31,633.05	0	31,633.05	.00	31,633.05	
098		SICK TIME	0	2,014.22	65,017.77	0	65,017.77	.00	65,017.77	
098		VACATION TIME	0			0				
			1,286,708	88,036.24	1,104,911.21	1,179,482	181,796.79	.00	181,796.79	85.9

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
101		PERSONAL SERVICES	398,885	26,886.52	327,913.12	365,642	70,971.88	.00	70,971.88	82.2
101		OVER TIME	0	263.73	1,086.48	0	1,086.48	.00	1,086.48	
102		TEMPORARY SALARIES	25,704	1,366.22	14,920.81	23,562	10,783.19	.00	10,783.19	58.0
104		RETIREMENT PLAN	261,624	17,591.93	214,626.26	239,822	46,997.74	.00	46,997.74	82.0
111		GROUP LIFE INSURANCE	1,134	75.00	975.00	1,039	159.00	.00	159.00	86.0
112		HOSPITAL AND MEDICAL INSURANCE	84,462	5,643.51	72,038.54	77,423	12,423.46	.00	12,423.46	85.3
114		WORKERS COMPENSATION	23,391	1,817.13	21,973.53	21,441	1,417.47	.00	1,417.47	93.9
115		SERVICE RECOGNITION	2,570	125.00	2,292.50	2,355	277.50	.00	277.50	89.2
			398,885	26,886.52	327,913.12	365,642	70,971.88	.00	70,971.88	82.2

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
201		CONTRACTUAL SERVICES	2,700	.00	3,119.75	2,475	415.75	.00	415.75	115.5
202		ADVERTISING	10,000	450.56	8,213.93	9,166	1,786.07	.00	1,786.07	82.1
210		PRINTING AND Duplicating	11,000	100.00	4,069.80	10,083	6,930.20	6,540.00	390.20	96.5
211		RENT TO MAINT BUILDINGS	3,200	.00	.00	183	200.00	.00	200.00	
212		RENT TO MAINT EQUIPMENT	3,500	1,062.25	3,160.93	3,208	339.07	759.60	420.53	12.0
213		RENT TO MAINT AUTO EQUIPMENT	10,500	1,384.35	9,466.73	9,625	1,033.27	118.00	915.27	91.3
231		ELECTRICITY	70,000	3,265.42	61,760.95	64,166	8,239.05	.00	8,239.05	88.2
232		GAS	11,000	2,290.69	8,281.83	10,083	2,718.17	.00	2,718.17	75.2
233		TELEPHONE	20,200	1,460.51	14,608.11	18,516	5,591.89	383.00	5,208.89	74.2
234		WATER	950	.00	925.36	870	24.64	.00	24.64	97.4
238		AUDITING SERVICES	1,300	.00	1,400.00	1,391	100.00	.00	100.00	107.7
240		TRAINING SCHOOL	3,965	.00	2,067.54	3,634	1,897.46	.00	1,897.46	52.1
241		COURTESIES AND OTHER TRAVEL	3,131	170.10	1,779.10	2,870	1,351.90	.00	1,351.90	56.8
245		POSTAGE	14,500	494.35	9,632.90	13,251	4,867.10	43.00	4,824.10	66.7
247		COMPUTER SOFTWARE EXPENSE	500	.00	1,999.49	458	1,499.49	.00	1,499.49	395.9
271		TOLLEN REIMBURSEMENT	8,750	3,500.90	3,075.08	8,020	28,325.08	.00	28,325.08	423.7
272		OTHER PROFESSIONAL SERVICES	1,500	.00	1,112.00	1,375	388.00	.00	388.00	74.1
280		PROFESSIONAL MEMBERSHIP FEE	41,400	3,190.63	25,150.93	37,850	16,249.07	.00	16,249.07	60.8
284		RENTAL OF EQUIPMENT	2,250	3,027.86	2,287.00	2,062	5,422.76	.00	5,422.76	101.6
286		RENTAL OF EQUIPMENT	34,400	659.65	28,977.24	31,583	2,888.53	1,063.00	1,825.53	84.2
289		RENTAL OF EQUIPMENT	17,000	.00	14,111.47	15,583	2,888.53	.00	2,888.53	89.3
			268,746	21,057.27	239,200.14	246,342	29,545.86	8,906.60	20,639.26	92.3

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
310		GASOLINE	3,500	205.97	2,162.70	3,208	1,337.30	.00	1,337.30	61.6
312		JANITORIAL SUPPLIES	3,500	.00	2,905.62	3,208	594.38	248.20	346.18	90.1
320		MATERIALS TO MAINT BUDGS	12,000	1,356.95	6,614.33	11,000	5,385.67	2,086.50	3,299.17	72.5
330		MATERIALS TO MAINT AUTO EQUI	3,000	564.70	5,681.90	2,750	2,681.90	540.01	3,221.91	207.4
345		OFFICE SUPPLIES	30,000	2,846.65	25,134.90	27,500	4,865.10	1,824.14	3,040.96	89.9
357		EMPLOYEE RECOGNITION SUPPLY	200	.00	217.64	183	17.64	.00	17.64	108.8
			52,200	4,974.27	42,717.09	47,849	9,482.91	4,698.85	4,784.06	90.8

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
400		OTHER CHARGES	10,000	456.88	4,249.28	9,166	5,750.72	.00	5,750.72	42.5
415		TRANSFER TO GENERAL FUND	28,884	2,407.00	26,477.00	26,477	2,407.00	.00	2,407.00	91.7
418		MBTOR VEHICLE-INSURANCE	3,475	254.08	2,794.88	2,794	254.12	.00	254.12	91.7
420		BOILER INSURANCE	475	39.58	435.38	435	39.62	.00	39.62	91.7
421		PROPERTY-INSURANCE	14,185	1,182.08	13,002.88	13,002	1,182.12	.00	1,182.12	91.7

REPORT OF EXPENDITURES TO BUDGET

DECATUR PUBLIC LIBRARY

3/31/92

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CCM
7	40000 DECATUR PUBLIC LIBRARY								
8	000 DEFECTION								
9	0000 OTHER CHARGES								
7	423 GENERAL LIABILITY INSURANCE	5,100	425.00	4,675.00	4,675	425.00	.00	425.00	91.7
8	499 SMALL CAPITAL ITEMS	1,050	.00	1,565.59	962	519.59	.00	519.59	149.5
9		62,743	4,764.62	53,204.01	57,511	9,538.99	.00	9,538.99	84.8
10	CAPITAL OUTLAY								
12	515 OFFICE MACHINERY AND EQUIPM	10,800	.00	10,142.98	9,900	657.02	.00	657.02	93.9
13		10,800	.00	10,142.98	9,900	657.02	.00	657.02	93.9
16	CAPITAL OUTLAY								
17	801 BOOKS-MAIN ADULT	81,500	5,580.51	78,427.26	74,708	3,072.74	4,899.11	1,826.37	102.2
18	802 BOOKS-MAIN YOUTH	5,800	847.42	5,127.46	5,316	672.54	366.98	305.56	94.7
19	803 BOOKS-MAIN JUVENILE	29,400	3,355.66	29,284.88	26,950	115.12	722.71	607.59	102.1
20	804 BOOKS-MAIN REFERENCE	46,800	2,839.15	47,411.17	42,900	611.17	2,673.23	3,284.40	107.0
21	805 BOOKS-PROFESSIONAL	3,120	25.95	1,553.77	2,860	1,596.23	409.74	1,186.49	62.9
22	821 BOOKS-EXTENSION ADULT	15,600	1,762.35	15,368.45	14,300	321.55	1,312.92	1,081.37	106.9
23	822 BOOKS-EXTENSION YOUTH	970	42.96	344.72	614	325.28	79.94	245.34	63.4
24	823 BOOKS-EXTENSION JUVENILE	8,700	917.29	7,870.51	7,975	829.49	61.73	767.76	91.2
25	830 AV-PHONOGRS	4,750	1,223.42	3,016.66	4,354	1,733.34	2,137.63	404.29	108.5
26	831 AV-CASSETTES	5,970	219.46	5,170.12	5,472	1,799.88	608.83	191.05	96.8
27	832 AV-VIDEOS	15,850	1,804.91	14,255.59	14,529	1,594.41	3,671.52	2,077.11	113.1
28	841 MAG/PAPERS-MAIN ADULT	17,116	25.40	16,411.26	15,689	1,704.74	.00	2,701.74	95.9
29	842 MAG/PAPERS-MAIN YOUTH	1,166	22.95	824.27	803	145.58	.00	147.58	83.4
30	843 MAG/PAPERS-MAIN JUVENILE	8,017	851.67	7,851.67	7,348	271.73	.00	271.73	97.9
31	844 MAG/PAPERS-MAIN REFERENCE	932	75.79	730.27	854	165.33	.00	165.33	76.4
32	845 MAG/PAPERS-EXTEN ADULT	2,874	50.80	2,302.77	2,634	201.73	.00	201.73	78.4
33	846 MAG/PAPERS-EXTEN YOUTH	148	.00	147.62	135	571.23	.00	571.23	80.1
34	849 MAG/PAPERS-EXTEN JUVENILE	210	.00	252.12	192	42.12	.00	42.12	120.1
35		249,500	18,938.02	237,151.99	228,701	12,348.01	16,944.34	4,596.33	101.8
36	** DIVISION TOTAL **	2,329,582	164,656.94	2,015,240.54	2,135,427	314,341.46	30,549.79	283,791.67	87.8

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30600-702	TRANSFER FROM GENERAL FUND	.00	113,666.66	124,000.00	124,000.00	.00	100
	TOTAL	.00	113,666.66	124,000.00	124,000.00	.00	100
30700-101	INVESTMENT INTEREST	244.49	.00	518.26	.00	518.26-	
	TOTAL	244.49	.00	518.26	.00	518.26-	
	FUND TOTAL	244.49	113,666.66	124,518.26	124,000.00	518.26-	100

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
40000	LIBRARY CAPITAL EXPENDITURES								3/31/92
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	6,000	.00	5,910.34	5,500	89.66	.00	89.66	98.5
280	OTHER PROFESSIONAL SERVICES	65,000	10,988.72	10,988.72	59,583	54,011.28	.00	54,011.28	16.9
	TOTAL	71,000	10,988.72	16,899.06	65,083	54,100.94	.00	54,100.94	23.8
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIP	53,000	.00	34,000.00	48,583	19,000.00	.00	19,000.00	64.2
	TOTAL	53,000	.00	34,000.00	48,583	19,000.00	.00	19,000.00	64.2
**	DIVISION TOTAL **	124,000	10,988.72	50,899.06	113,666	73,100.94	.00	73,100.94	41.0

ACCT. NO.	DESCRIPTION	PERIOD ENDING 03/31/92 MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
DECATUR PUBLIC LIBRARY							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	211,800.31	141,306.00	70,494.31-	149
	TOTAL	.00	202,570.00	211,800.31	141,306.00	70,494.31-	149
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,773,873.75	1,935,135.00	1,935,135.00	.00	100
	TOTAL	.00	1,773,873.75	1,935,135.00	1,935,135.00	.00	100
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	17,573.01	110,000.00	105,005.43	120,000.00	14,994.57	87
30200-107	STATE GRANTS OR OTHER	76,335.35	89,833.33	124,330.74	98,000.00	26,330.74-	126
	TOTAL	93,908.36	199,833.33	229,336.17	218,000.00	11,336.17-	105
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,754.89	45,833.33	61,063.57	50,000.00	11,063.57-	122
30500-510	LIBRARY NON-RESIDENT FEES	157.50	3,666.66	3,106.50	4,000.00	893.50	77
30500-511	LIBRARY LOST AND DAMAGED BOOKS	324.45	3,666.66	3,825.74	4,000.00	174.26	95
30500-514	VERTICAL	.00	641.66	1,651.70	700.00	951.70-	236
30500-515	RESERVE	604.44	5,041.66	5,420.37	5,500.00	79.63	98
	TOTAL	6,841.28	58,849.97	75,067.88	64,200.00	10,867.88-	116
TRANSFERS FROM							
30600-702	TRANSFER FROM GENERAL FUND	.00	9,166.66	10,000.00	10,000.00	.00	100
	TOTAL	.00	9,166.66	10,000.00	10,000.00	.00	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,726.12	30,250.00	28,427.54	33,000.00	4,572.46	86
	TOTAL	1,726.12	30,250.00	28,427.54	33,000.00	4,572.46	86
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	109.00	916.66	4,998.64	1,000.00	3,998.64-	499
30800-899	MISCELLANEOUS INCOME	.00	7,333.33	1,437.11	8,000.00	6,562.89	18
	TOTAL	109.00	8,249.99	6,435.75	9,000.00	2,564.25	71
	FUND TOTAL	102,584.76	2,282,793.70	2,496,202.65	2,410,641.00	85,561.65-	103

Decatur Public Library Foundation
March 26, 1992

The meeting was called to order at 4:00 p.m. by President Dick Lockmiller. Members present: Mr. Lockmiller, Bob Smith, Martin Seidman, Mark Sorensen, and Sharon Alpi. Staff present: Jerald Merrick and Linda Humphreys. Others present: Bill Gerstner.

Mr. Lockmiller opened the meeting and asked Mr. Gerstner to speak to the Board about fundraising. Mr. Gerstner said that one year ago he was asked by Carol Gibson and Jan Mandernach to raise money in the community for the operating expenses for the Business Information Center. At that time, he prepared a report to take to businesses showing both available funding and expenses for the next three years. The difference is what he needed to raise from the community businesses. The "wish list" was also distributed to area businesses.

Mr. Gerstner said that he thinks that BIC is now fairly well equipped, except for problems with the computers--and a lack of staff training on the computers. He suggested that we now approach the Metro Decatur Chamber of Commerce and ask them if we are meeting their needs. He also suggested that Mrs. Mandernach be approached about looking over the BIC to see if she finds any additional needs.

No one is regularly scheduled to staff BIC except two SCORE volunteers.

Possible needs were noted as follows: continuing Infotrac (we receive two disks monthly and microfilm updates); out-of-state telephone books are aging (we only have books for towns with a population of 40,000 and above) and the cost to replace is estimated at \$7,000; the Minolta microfilm reader-printer is used a lot and we probably could use another; Moody's; Standard and Poor's.

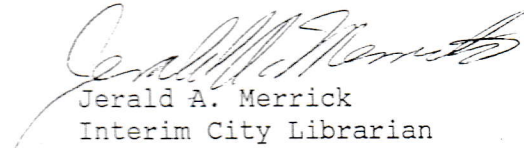
The consensus was that Mr. Merrick should contact Mrs. Mandernach about evaluating the BIC on a one-day consulting basis (maximum fee \$250) and advising the Foundation Board what she thinks the BIC needs. Mr. Gerstner can then use the wish list or an updated wish list to go out into the community and ask businesses for more financial support for specific items.

Other business: Janna Lutovsky has contacted the library about funding for the two NovaNET terminals located in the reference department. Mr. Merrick stated that in his opinion the terminals are not used a lot by Project READ students, but more often by people playing games or messing around.

The next meeting is scheduled for April 15 at 4:00 p.m.

There was no other business. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,


Jerald A. Merrick
Interim City Librarian

II. FINANCES

Library boards have the responsibility to provide the best possible library service to their communities. This requires taxing at a level sufficient to provide this service. Library boards are mandated to spend tax money and all other income for library service in the best interest of the community it serves.

The annual public library tax is only one of several taxes which may be levied. The following special taxes may be levied when necessary without referendum:

Audit Tax: Chapter 24; 8-8-1 as to municipal libraries and Chapter 85: 701 et seq., as to townships and library districts.

Building and Maintenance Fund: (Subject to back-door referendum.) Chapter 81: 3-1, 3-4, or 1003-1.

Building Commission Rentals: Municipal libraries only. Chapter 85: 1031 et seq.

"Errors and Omissions" Insurance: Chapter 85; 1-101 et seq. Also known as officers and directors insurance.

Restoration Tax: Municipal libraries: Chapter 24: 11-70-1.

Retirement Tax: IMRF: Chapter 108-1/2: 7-101 et seq.

Risk Management Fund: Chapter 85: 9-105, et seq.

Social Security Tax: Employer's share. Chapter 108-1/2 7-10 et seq.

Tort Liability Insurance Premiums: Chapter 85: 9-103.

Unemployment Compensation: Chapter 85: 9-107.

Worker's Compensation: Chapter 85: 9-107.

Working Cash Fund: (Subject to back-door referendum.) Chapter 81: 4-13 or 1003-1.

1. On an annual basis, library boards shall determine if the tax rate is sufficient to meet the standards set forth in this document, and to accomplish the objectives in the library's long-range plan.

_____ _____ _____ _____ _____

2. On an ongoing basis library boards shall monitor their levy process and other funding sources.

_____ _____ _____ _____ _____

If libraries are currently unable to provide an adequate level of support for their locally chosen roles, alternatives such as the following should be explored:

- a. Utilizing the special taxes as outlined above when appropriate.
- b. Initiating a referendum either to raise the tax rate or issue bonds.
- c. Forming a larger unit of service, either by combining with other small community libraries, or contracting for some services with other libraries, or expanding current boundaries to include untaxed areas.
- d. Considering fund raising activities and encouraging gifts and bequests.

FINANCE BIBLIOGRAPHY

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- Lucas, John A. and Michael Madden. Budgeting for Your Library. Trustee Facts File. Chicago: ILA, 1986.
- Trumpeter, Margo C. and Richard S. Rounds. Basic Budgeting Practices for Librarians. Chicago: American Library Association, 1985.

FOR FURTHER READING

- Alley, Brian, and Jennifer Cargill. Keeping Track of What You Spend: The Librarian's Guide to Simple Bookkeeping. Phoenix, AZ: Oryx Press, 1982.
- Boss, Richard W. Grant Money and How to Get It. New York: R. R. Bowker Company, 1980.
- Lee, Sul H., ed. Library Fund-Raising: Vital Margin for Excellence. Ann Arbor, MI: Pierian Press, 1984.
- Morgan, Jane and Elizabeth Mueller. Holding A Successful Referendum. Trustee Facts File. Chicago: ILA, 1986.
- Prentice, Ann E. Financial Planning for Libraries. Metuchen, NJ: Scarecrow Press, Inc., 1983.
- Rosenberg, Philip. Cost Finding for Public Libraries. Chicago: American Library Association, 1985.
- Schauer, Bruce P. The Economics of Managing Library Service. Chicago: American Library Association, 1986.
- Smith, G. Stevenson. Accounting for Librarians and Other Not-for-Profit Managers. Chicago: American Library Association, 1983.

DECATUR PUBLIC LIBRARY LONG RANGE PLAN, 1989-1994
Reviewed October 1991

II. GOAL: To improve library awareness of community needs in programs, materials, and services.

- A. Objective: Using results of the 1987 Citizen Survey, review library collections, programs, and services annually to determine whether they are meeting the community's needs.

Action Steps:

1. Administration and staff will use Output Measures for Public Libraries as recommended by Avenues to Excellence II to measure current use of collections, programs, and services against the 1987 Citizen Survey results.

COMMENTS:

2. Board and administration will use annual checklists from Avenues to Excellence II to assess the overall quality of library service given by Decatur Public Library.

- B. Objective: Review library hours of service annually.

Action Steps:

1. In FY 1991, Library Board and administration will investigate the need for service hours on Sunday and establish a plan to implement these hours, if warranted.
2. In FY 1992, Library Board and administration will establish a trial period to determine the feasibility of Sunday hours.
3. At the end of this trial period, in FY 1993--if Sunday hours prove to be feasible--the Library Board, along with administration and staff, will:
 - a. Determine the continued availability of funds for Sunday hours, and
 - b. Adjust staffing levels where necessary for effective service on Sundays.

COMMENTS: Not been thoroughly investigated. Perceived barriers include cost/staffing and employee preferences against working Sundays.

- C. Objective: Promote cooperation with area libraries by FY 1991.

Action Steps:

1. Beginning in FY 1990, administration and staff will develop an organization known as the Decatur Area Library Consortium--for Decatur area school, public, academic, and institutional library staff members.

COMMENTS: Rolling Prairie Library System holds quarterly meetings with Decatur area administrative librarians to discuss current relevant topics. No formal interlibrary program exists at this time. Need to develop further and expand this to support staff.

2. Administration and staff will work with the Decatur Area Library Consortium to plan for cooperative collection development, by the end of FY 1991.

COMMENTS: No Decatur Area Library Consortium is currently working on this. Adult Services staff have attended workshops on cooperative collection development as outlined in Avenues to Excellence II. Per Avenues to Excellence II we must develop a written cooperative collection development plan for next year for the per capita grant.

- D. Objective: Continue Library's commitment to ongoing collection development.

Action Steps:

1. The Assistant City Librarian, City Librarian, and Public Service Librarians, as well as designated staff, will continue to select materials based on the community's need for information, education, and recreation.

COMMENTS: Ongoing. Need to develop a written collection maintenance plan for the entire library including all departments.

2. Public Service Librarians and designated staff will continue to weed items from collections as needed, to ensure their effectiveness.

COMMENTS: Ongoing, but halted temporarily during retrospective conversion.

You can plan for the future (retirement) and protect the library (building, contents, equipment, property, boiler) in many ways; it's just not a good idea to trust dumb luck.

The program will cover:

- . IMRF fundamentals
- . How becoming district affects IMRF
- . IMRF Benefits
- . Insurances you need
- . Protecting your building and equipment
- . When disaster strikes
- . Determining building value

Insurance is a topic that most of us avoid at all cost...but that's just the point!

Thursday, April 30, 1992

The

Rolling Prairie Library System
345 West Eldorado Street
Decatur, Illinois 62522
Phone: 217/429-2586

FEATURING

Bill Pettry.....IMRF Representative
Mike O'Brien.....Director of Suburban Library System

9:00 - 9:30

Coffee, registration

9:00 - 10:15

Bill Pettry, The Ins and Outs of IMRF
BREAK

10:30 - 12:00

Mike O'Brien: Insuring Your Library
With Appropriate Coverages.

There will be time for questions and answers.

BEYOND DUMB LUCK: A WORKSHOP FOR LIBRARIANS AND TRUSTEES
Thursday, April 30, 1992

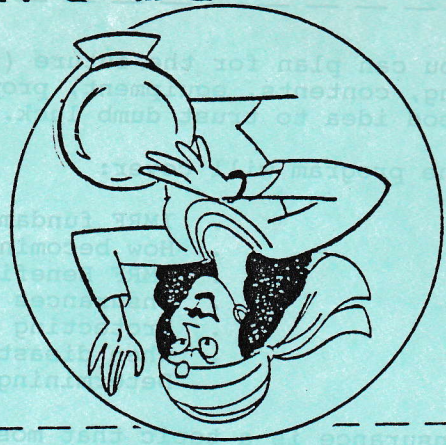
NAME(S) _____

LIBRARY _____

Please return to Jean Campbell by April 25, 1992

Rolling Prairie Library System Headquarters
A workshop for librarians and trustees

BEYOND DUMB LUCK



Thursday, April 30, 1992

The

Rolling Prairie Library System
345 West Eldorado Street
Decatur, Illinois 62522
Phone: 217/429-2586

FEATURING

Bill Petry, IMRF Representative
Miss O'Brien, Director of Suburban Library System

9:00 - 9:30 Coffee registration
9:00 - 10:15 Bill Petry, The Ins and Outs of IMRF
10:30 - 12:00 Miss O'Brien, Insuring Your Library
With Appropriate Coverage.

There will be time for questions and answers.

BEYOND DUMB LUCK: A WORKSHOP FOR LIBRARIANS AND TRUSTEES
Thursday, April 30, 1992

NAME (s) _____

LIBRARY _____

Please return to Jean Campbell by April 28, 1992