

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
December 17, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of November 19, 1992
 - B. Meeting of November 27, 1992
- III. Communication from the Public
- IV. City Librarian's Report
 - A. Report from Leta Burch, Staff Artist
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of December 7, 1992
 - B. Finance and Properties Committee
 - 1. Approval of Bills for November 1992
 - 2. Meeting of December 8, 1992
 - C. Rolling Prairie Library System
 - 1. Report on December RPLS Board Meeting
 - D. Foundation
 - 1. Meeting of December 14, 1992
 - E. Friends of the Library
 - 1. No Meeting
- VI. Avenues to Excellence II
 - A. Chapter VII, Personnel
- VII. Old Business
- VIII. New Business
 - A. Statewide Library Borrower's Card
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 19, 1992

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Stanley Sitton, Vice President. Members present: Mr. Sitton, Daniel Gaumer, Janice Lambert, Edmund McClure, Barbara Ohlsen, Robert Smith, John Stengel, and Patricia Williams. Absent: Richard Lockmiller. Staff present: John Moorman and Linda Humphreys. Others present: Owen Balding, Chuck Phillips, and Jack Taylor.

II. APPROVAL OF MINUTES

The minutes of the meeting of October 15, 1992 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

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

Mrs. Williams made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote. The Board went into closed session at 4:38 p.m. The meeting was re-convened at 4:50 p.m.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

There were 17 calls from library patrons to Night Owl in October. This service will be further publicized on bulletin boards and through public service announcements. Publicity will be sent to the schools.

The new library delivery van is expected November 28.

Refinancing the CLSI loan from Bank One to First National Bank in Decatur will save \$347.42 per month. This will be offset by higher maintenance costs from CLSI on the upgraded system. The library has not been billed for these costs during the past year due to a clerical error at CLSI.

A 30% decline in circulation on bookmobile 548 was discussed. Mr. Moorman noted changing school use patterns and restriction on use by school principals as possible reasons. Mr. Moorman or Mr. Serber will work with the schools and talk to principals about bookmobile use.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: Mrs. Williams reported on the meeting of November 2, 1992.

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

The Committee met November 3. The current millage rate of .4174 plus a 2.5% projected increase in the equalized assessed valuation would equal \$2,096,391. Therefore, a request of \$2,087,512 would not result in a millage increase. This is more than the amount received last year. These additional funds are being sought for a pay increase for the staff, Sunday hours, and an increase in the materials budget. Mr. McClure made a motion to request \$2,087,512 from the City Council. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote.

Bolling Prairie: Mr. Moorman attended the November meeting in Cerro Gordo. The system is considering a merger with Corn Belt Library System in Bloomington.

Foundation: The Foundation Board met on November 9 and 12, 1992. Mr. Moorman reported that plans are progressing for the Shilling Local History Room open house on January 12. Mr. Moorman will be preparing a mission statement and developing a five year plan for the Foundation.

Friends of the Library: The Friends met November 12 and agreed to lease four new copiers for the public--two for the main floor and two to replace the ones in the basement. In addition, there will be a new copier for business use by the staff to be located on the main floor. The Friends agreed to sponsor the Fine Arts Film Series again this year. The gift shop will be open on Saturdays from noon until 3:00 p.m. in December.

VI. AVENUES TO EXCELLENCE II

Chapter VI, Reference Service, was reviewed.

VII. OLD BUSINESS

Long Range Plan 1991 Review, Goal V: Mr. Sitton reported on the progress made toward this goal.

Mr. Moorman prepared data for the City Council in response to the questions raised on October 26.

VIII. NEW BUSINESS

A proclamation will be issued by the City Council for Family Reading Night.

Mr. Moorman received an agreement from ICMA to update the existing contract. Ed Booth analyzed the new proposal and recommended its approval. Mrs. Ohlsen made a motion to authorize Mr. Moorman to approve the agreement. The motion was seconded by Mr. Stengel and unanimously approved.

The contents of the library's safety deposit box were examined by Mr. Smith and Mr. Moorman. They found a lot of historical materials as well as a glass positive of Abraham Lincoln. Mrs. Ohlsen made a motion to approve a resolution authorizing access to the safety deposit box by any officer of the Board or the City Librarian. The motion was seconded by Mrs. Lambert and unanimously carried.

IX. ADJOURNMENT

Mr. Sitton adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Patricia Williams, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
SPECIAL MEETING
November 27, 1992

I. CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Stanley Sitton, Vice President. Members present: Mr. Sitton, Daniel Gaumer, Barbara Ohlsen, Robert Smith, John Stengel, and Patricia Williams. Members absent: Janice Lambert, Richard Lockmiller, and Edmund McClure. Staff present: John Moorman and Joann Stanbery. Others present: Reid Magney, Decatur Herald & Review.

II. 1993/94 LEVY REQUEST

At the November 19, 1992 meeting, the levy request of \$2,087,512 was presented to the Board as a request that could be met without increasing the library millage rate. This had been figured using the new gross equalized assessed valuation obtained from the county clerk's office. The percentage figure which had been used the last four years was then applied to obtain the adjusted equalized assessed valuation used in levy determination. However, this percentage was wrong because several Tax Incremental Funding (TIF) districts were added this year. Thus, it was felt that the levy discussion needed to be revised by the Board.

It was noted that the levy request included an increase to provide a pay raise for the staff, Sunday hours, and an increase in the materials budget. The library's dependence on property tax was discussed.

Mr. Moorman read a letter he had drafted to be presented to the City Council at their meeting on December 21.

A motion was made to approve presenting a levy request of \$2,087,512 to the City Council. The motion was approved with four yes votes and two no votes (Mr. Stengel and Mr. Smith).

III. ADJOURNMENT

There was no further business. Mr. Sitton adjourned the meeting at 3:15 p.m.

Respectfully submitted,



Patricia Williams, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the December 17, 1992 Meeting

of the

Decatur Public Library Board of Trustees

The public access copy machine service provided by the Friends of the Library was expanded and upgraded this month. There are now two public access coin-operated units on each service floor of the library. The new machines allow for reduction and enlargement of copies, as well as the regular features contained in the previous copy machine units. As a part of this expanded service project the administrative office copy machine was upgraded to include two-sided copying and sorting capabilities. The Friends of the Library are to be commended on their continuing support of library operations and services.

The Library Christmas Gift Tree is up across from the circulation desk and response has been positive. Thanks go to the many library departments which have made this project possible.

Progress continues on long-term projects. The first of the new terminals have arrived for the on-line catalog. Once installed these terminals will enable staff to practice using the on-line catalog prior to its public unveiling late next spring. The grantsmanship center concept being discussed with Communities In Partnership now has an advisory committee to assist with its development. Jearld Merrick, reference librarian is working with Communities In Partnership on this project. A visit scheduled to Iowa City, Iowa to view their on-line catalog operation had to be postponed due to bad weather. It is hoped that the visit may be made in January. I am working with the DPL Foundation on the Shilling Room ceremonies scheduled for January 12, 1993 and on defining the efforts of the Foundation through the development of a long-range plan.

During the past month I have been active in planning the 1993 Illinois Library Association Annual Conference to be held in Springfield, in April of 1993. A preliminary conference program has been sent out and I hope that all Library Board members will be able to attend some of the conference. On Friday December 4th, I attended a meeting of the ILA Public Policy Committee where several proposed programs of interest to DPL, such as the statewide borrowers card program, were discussed. The legislative agenda for ILA for the upcoming session was given preliminary discussion. On Wednesday December 2nd I appeared on radio station WSOY's morning call-in program to discuss the library's levy request.

I am reviewing with all library departments the statistics that are collected on a monthly basis to determine why and what we should collect, how we should count, and in what format it should be reported. As a part of this process, I would like to know what statistics board members are interest in receiving. The goal is to collect only those statistics which are useful to library evaluation and to present them in an understood format that takes the minimum amount of staff time to prepare.

The annual Friends of the Library Volunteer Tea was held on Wednesday December 9th to honor the many volunteers who regularly assist the Library in a wide variety of areas from the Local History Room, to catalog card filing, to operating hospital book carts, to delivering books to homebound individuals. Their services are greatly appreciated. This past month 72 volunteers contributed 197 hours of service to the library. Other statistics show that circulation is down for the month, personal assists are up, and library visits are down slightly from a year ago. The Children's Department had 25 programs with an attendance of 416. Thirteen classes visited the department for tours and story-times.

As of December 10, 1992 60.82% of the fiscal year had passed and 57.9% of the budget had been expended or encumbered.

**STATISTICAL REPORT
November 1992**

Volumes purchased this 12 months to date: 13,374
 Volumes purchased last 12 months to date: 15,929

TECHNICAL SERVICES

New book volumes added	1,367
New book titles added	554
AV titles added	140
Books withdrawn	1,498
Books mended	625
Gift books	574

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1992/93</u>	<u>YTD Expended 1991/92</u>	<u>Unexpended</u>
Personal Services	1,606,970	866,109	906,689	740,861
Operating	453,268	209,533	212,716	243,735
Capital & books	284,537	180,956	195,603	103,581

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	9	0	0	9
Library Assistants	7 + 6	0	0	7 + 6
Clerical	16 + 9	0	0	16 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 1	0	0	2 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian; Building Custodian, Catalog Clerk I, Library Administrative Clerk

COMPUTER DOWN-TIME FOR MONTH: 0

PERSONS REGISTERED: 156 adult + 26 youth + 36 juvenile = 218 total

PERSON CONTACTS: this 12 months to date: 49,185
 last 12 months to date: 47,186

VOLUNTEERS: 72 volunteers worked 197 hours

DECATUR PUBLIC LIBRARY

Circulation Statistics

November 1992

Location	November 1992	November 1991	% Change
CENTRAL LIBRARY, PRINT			
Reference	204	149	36.91
Adult	24,825	26,223	-5.33
Young Adult	1,100	1,609	-31.63
Children's	15,436	14,593	5.77
TOTAL	41,565	42,574	-2.36
EXTENSION			
Bookmobile 547	4,634	5,319	-12.87
Bookmobile 548	4,701	7,136	-34.12
Outreach	1,313	993	32.22
TOTAL	10,648	13,448	-20.82
TOTAL PRINT	52,213	56,022	-6.79
NON-PRINT			
Films	2	50	-96.00
Videocassettes	7,191	7,606	-5.45
Audiocassettes	2,755	2,023	36.18
Recordings	593	1,213	-51.11
Other	110	54	103.70
TOTAL	10,651	10,946	-2.69
Extension Non-print	24	70	-65.71
TOTAL NON-PRINT	10,675	11,016	-3.09
Renewals	441	530	-16.79
TOTAL CIRCULATION	63,329	67,568	-6.27

DECATUR PUBLIC LIBRARY

Circulation Statistics

November 1992

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,766	2,615	-32.46
Adult	325,842	317,685	2.56
Young Adult	22,159	23,284	-4.83
Children's	199,731	196,084	1.85
TOTAL	549,498	539,668	1.82
EXTENSION			
Bookmobile 547	67,036	66,355	1.02
Bookmobile 548	61,645	68,882	-10.50
Outreach	14,926	14,198	5.12
TOTAL	143,607	149,435	-3.90
TOTAL PRINT	693,105	689,103	.58
NON-PRINT			
Films	370	508	-27.16
Videocassettes	92,526	95,501	-3.11
Audiocassettes	25,937	26,357	-1.59
Recordings	15,976	16,903	-5.48
Other	801	769	4.16
TOTAL	135,610	140,038	-3.16
Extension Non-print	545	449	21.38
TOTAL NON-PRINT	136,155	140,487	-3.08
Renewals	5,923	5,329	11.14
TOTAL CIRCULATION	835,183	834,919	.03

Personnel, Policy, and Public Relations Committee
December 7, 1992

Stan Sitton called the meeting to order at 5:05 p.m. Members present: Mr. Sitton, Dan Gaumer, Janice Lambert, Dick Lockmiller, and Barb Ohlsen. Absent: Patricia Williams. Staff present: John Moorman and Linda Humphreys. Others present: Chuck Phillips.

Proposed personnel changes: Mr. Moorman reported that he needed two office staff members (one in addition to his secretary) for his management team who are not part of the union. He proposed eliminating one Library Administrative Clerk position that is now vacant and creating the position of Library Administrative Aide. Mr. Lockmiller made a motion to recommend approval of the Library Administrative Aide position to the full Board. The motion was seconded by Mr. Gaumer and unanimously carried.

Mr. Moorman also proposed a change in the vacant full-time Building Custodian position. For the past month, the position has been filled by two Manpower people--one working 20 hours per week and one working 24 hours. This arrangement has worked out much better for the library, and Mr. Moorman would like to make the arrangement permanent. There is now a maintenance department person in the building nearly all of the hours the library is open. The responsibilities would be the same as before. There will be a savings for the library--even at 44 hours per week--because the new people will be on the lower pay scale with no health insurance. Mrs. Ohlsen made a motion to recommend approval of Mr. Moorman's proposal to the full Board. The motion was seconded by Mrs. Lambert and unanimously carried.

Management pay plan: Mr. Moorman presented proposals for a management pay plan for both the current year and next fiscal year. Mr. Lockmiller made a motion to recommend Mr. Moorman's proposal for the current year to the full Board. The motion was seconded by Mrs. Lambert and unanimously carried. Mr. Lockmiller made a motion to recommend Mr. Moorman's proposal for 1993/94 to the full Board. The motion was seconded by Mrs. Ohlsen and unanimously carried. The consensus was that the management pay plan should take effect the same time as the agreement with the union.

There was no further business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,



John A. Moorman
City Librarian

CITY OF DECATUR, ILL. BILLS AND PAYROLLS
DECATUR PUBLIC LIBRARY
FOR PERIOD ENDING 11/30/92

DATE OF RECEIPT	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/19/92	POSTMASTER	118.89	30466	11/19/92	POSTAGE
11/02/92	POSTMASTER	84.00	30467	11/02/92	POSTAGE
11/03/92	COMMERCIAL MAIL SERVICES	30.19	30468	11/03/92	POSTAGE
11/04/92	TREAS-MEDICAL INSURANCE	3,192.24	30469	11/04/92	HOSPITAL AND MEDICAL INSURANCE
11/04/92	TREAS-NON MEDICAL INS	35.96	30470	11/04/92	GROUP LIFE INSURANCE
11/04/92	TREAS-NON MEDICAL INS	710.73	30471	11/04/92	WORKERS COMPENSATION
11/04/92	TREAS-IMRF	0.94	30472	11/04/92	RETIREMENT-IMRF
11/04/92	TREAS-PETTY CASH	9.00	30473	11/04/92	SERV TO MAINT AUTO EQUIPMENT
11/04/92	TREAS-PETTY CASH	2.21	30474	11/04/92	TRAINING SCHOOL
11/09/92	TREAS-PETTY CASH	20.81	30475	11/09/92	MATERIALS TO MAINT BLDGS
11/09/92	TREAS-PETTY CASH	15.00	30476	11/09/92	MATERIALS TO MAINT AUTO EQUIP
11/09/92	TREAS-PETTY CASH	28.80	30477	11/09/92	OFFICE SUPPLIES
11/09/92	TREAS-PETTY CASH	115.80	30478	11/09/92	MATERIALS TO MAINT BLDGS
11/10/92	FARM & FLEET	50.00	30479	11/10/92	PROFESSIONAL MEMBERSHIP FEES
11/10/92	HSAC - C/O RICHARD REUDI	95.00	30480	11/10/92	OTHER PROFESSIONAL SERVICES
11/10/92	PRETRITE ARCHIVES	698.52	30481	11/10/92	POSTAGE SUPPLIES
11/10/92	TREAS-GENERAL FUND	160.39	30482	11/10/92	SERV TO MAINT AUTO EQUIPMENT
11/10/92	TREAS-GENERAL FUND	155.20	30483	11/10/92	SMALL CAPITAL ITEMS
11/12/92	BRIDGESTON/FIRESTONE STORE	677.10	30484	11/12/92	TEMP PERSONNEL SERVICES
11/12/92	DEMCO EDUCATIONAL CORP	2,096.60	30485	11/12/92	GASOLINE
11/12/92	TREAS-CENTRAL GARAGE FD	179.22	30486	11/12/92	SERV TO MAINT BUILDINGS
11/12/92	ARATEX SERVICES, INC.	2.00	30487	11/12/92	SERV TO MAINT AUTO EQUIPMENT
11/13/92	R D McMILLAN	44.00	30488	11/13/92	JANITORIAL SUPPLIES
11/13/92	R D McMILLAN	6.00	30489	11/13/92	OFFICE SUPPLIES
11/13/92	TREAS-DPL FUNDS	78.09	30490	11/13/92	TELEPHONE
11/13/92	TELECOM U S A	175.48	30491	11/13/92	RENTAL D-P EQUIPMENT SERVICES
11/13/92	CELLS I WAYNE	80.00	30492	11/13/92	OTHER PROFESSIONAL MEMBERSHIP FEES
11/13/92	JL LIBRARY ASSN	50.00	30493	11/13/92	PROFESSIONAL AND OTHER TRAVEL
11/13/92	IL LIBRARY ASSN	107.25	30494	11/13/92	CONFERENCE AND OTHER SERVICES
11/13/92	PAR-TEL-QUE	180.00	30495	11/13/92	OTHER PROFESSIONAL SERVICES
11/13/92	RIGSBY, PAUL	120.00	30496	11/13/92	OTHER PROFESSIONAL SERVICES
11/13/92	SLEETH, ALAN	120.00	30497	11/13/92	OTHER PROFESSIONAL SERVICES
11/13/92	STILL, RICHARD G	120.00	30498	11/13/92	OTHER PROFESSIONAL SERVICES
11/13/92	FORTORICE, DENNIS R	120.00	30499	11/13/92	OTHER PROFESSIONAL SERVICES
11/13/92	WANTAW/DOUBLEDAY/DELL	162.00	30500	11/13/92	BOOKS-MAIN JUVENILE
11/13/92	ILLINDIS BELL	827.04	30501	11/13/92	TELEPHONE
11/13/92	ILLACHEM INC.	208.80	30502	11/13/92	BOOKS-PROFESSIONAL
11/13/92	TREAS-MEDICAL INSURANCE	3,192.24	30503	11/13/92	HOSPITAL AND MEDICAL INSURANCE
11/13/92	TREAS-NON MEDICAL INS	35.96	30504	11/13/92	GROUP LIFE INSURANCE
11/13/92	TREAS-NON MEDICAL INS	710.73	30505	11/13/92	WORKERS COMPENSATION
11/13/92	TREAS-IMRF	0.94	30506	11/13/92	RETIREMENT-IMRF
11/13/92	TREAS-PETTY CASH	2.10	30507	11/13/92	TRAINING SCHOOL
11/13/92	TREAS-PETTY CASH	12.03	30508	11/13/92	CONFERENCE AND OTHER TRAVEL
11/13/92	TREAS-PETTY CASH	6.03	30509	11/13/92	POSTAGE
11/13/92	TREAS-PETTY CASH	21.74	30510	11/13/92	MATERIALS TO MAINT BLDGS
11/13/92	TREAS-PETTY CASH	5.98	30511	11/13/92	MATERIALS TO MAINT AUTO EQUIP
11/13/92	TREAS-PETTY CASH	20.98	30512	11/13/92	OFFICE SUPPLIES
11/13/92	TREAS-PETTY CASH	96.00	30513	11/13/92	BOOKS-MAIN REFERENCE
11/13/92	TREAS-PETTY CASH	10.00	30514	11/13/92	BOOKS-PROFESSIONAL
11/13/92	TREAS-PETTY CASH	8,314.14	30515	11/13/92	ELECTRICITY
11/13/92	JUDGE RICHARD W. CARTER	132.30	30516	11/13/92	BOOKS-MAIN ADULT
11/13/92	LAWYERS CO-OPERATIVE PUBL	71.25	30517	11/13/92	BOOKS-MAIN REFERENCE
11/13/92	NATIONAL EASTER SEAL SOCIETY	27.90	30518	11/13/92	BOOKS-MAIN ADULT
11/13/92	WORLDRD MAP PUBLISHERS, INC	28.50	30519	11/13/92	BOOKS-MAIN JUVENILE
11/13/92	BOOKS-MAIN REFERENCE	1,952.86	30520	11/13/92	BOOKS-MAIN REFERENCE
11/13/92	TREAS-SELF INSURANCE FUND	134.34	30521	11/13/92	BOILER INSURANCE
11/13/92	TREAS-SELF INSURANCE FUND	7,145.50	30522	11/13/92	PROPERTY LIABILITY INSURANCE
11/13/92	TREAS-SELF INSURANCE FUND	2,546.00	30523	11/13/92	GENERAL LIABILITY INSURANCE
11/13/92	AMEF LIBRARY ASSN	175.00	30524	11/13/92	PROFESSIONAL MEMBERSHIP FEES
11/13/92	AAA/PRIORITY VIDEO, INC	86.93	30525	11/13/92	AV-VIDEOS
11/13/92	ALAN MAYERS & ASSOCIATES	62.00	30526	11/13/92	AV-VIDEOS
11/13/92	AMER WANDERY	292.35	30527	11/13/92	PRINTING
11/13/92	ARGENTAYOREANA LIBRARY DIST.	67.95	30528	11/13/92	OTHER PROFESSIONAL SERVICES

BLADISS FUND DECATUR PUBLIC LIBRARY CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/92

DATE OF PAYROLL	VENDOR	AMOUNT	NUMBER	CHECK DATE	DESCRIPTION
11/30/92	BAKER & TAYLOR CO	390.14	28540	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	34.95	28540	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	365.91	28540	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	77.90	28540	11/30/92	BOOKS--PROFESSIONAL
11/30/92	BAKER & TAYLOR CO	53.13	28540	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	81.34	28540	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	499.14	28541	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	9.52	28541	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	2,014.96	28541	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	223.00	28541	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	49.60	28541	11/30/92	BOOKS--EXTENSION YOUTH
11/30/92	BAKER & TAYLOR CO	4.70	28541	11/30/92	BOOKS--EXTENSION JUVENILE
11/30/92	BAKER & TAYLOR CO	733.10	28541	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	163.69	28541	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	283.30	28541	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	67.51	28541	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	1,156.28	28542	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	29.73	28542	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	1,528.28	28542	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	442.68	28542	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	476.59	28542	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	4.14	28542	11/30/92	BOOKS--EXTENSION YOUTH
11/30/92	BAKER & TAYLOR CO	485.82	28542	11/30/92	BOOKS--EXTENSION JUVENILE
11/30/92	BAKER & TAYLOR CO	9.11	28542	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	1,737.88	28543	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	87.75	28543	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	2,465.70	28543	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	107.93	28543	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	1,186.78	28543	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	37.70	28543	11/30/92	BOOKS--EXTENSION YOUTH
11/30/92	BAKER & TAYLOR CO	1,158.01	28543	11/30/92	BOOKS--EXTENSION JUVENILE
11/30/92	BAKER & TAYLOR CO	53.98	28544	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	399.75	28544	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	374.95	28544	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	314.97	28544	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	104.15	28544	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	86.22	28544	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	219.69	28544	11/30/92	BOOKS--EXTENSION YOUTH
11/30/92	BAKER & TAYLOR CO	990.26	28544	11/30/92	BOOKS--EXTENSION JUVENILE
11/30/92	BAKER & TAYLOR CO	21.53	28545	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	83.27	28545	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	66.03	28545	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	249.61	28545	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	17.06	28545	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	27.12	28545	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	208.80	28545	11/30/92	BOOKS--EXTENSION YOUTH
11/30/92	BAKER & TAYLOR CO	321.45	28545	11/30/92	BOOKS--EXTENSION JUVENILE
11/30/92	BAKER & TAYLOR CO	78.60	28545	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	765.57	28545	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	46.12	28546	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	301.14	28546	11/30/92	BOOKS--MAIN JUVENILE
11/30/92	BAKER & TAYLOR CO	121.99	28546	11/30/92	BOOKS--MAIN REFERENCE
11/30/92	BAKER & TAYLOR CO	17.04	28546	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	19.12	28546	11/30/92	BOOKS--EXTENSION YOUTH
11/30/92	BAKER & TAYLOR CO	40.57	28546	11/30/92	BOOKS--EXTENSION JUVENILE
11/30/92	BAKER & TAYLOR CO	20.66	28547	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	18.18	28547	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	173.96	28547	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	8.00	28549	11/30/92	BOOKS--EXTENSION ADULT
11/30/92	BAKER & TAYLOR CO	175.00	28554	11/30/92	AV-CASSETTES
11/30/92	BAKER & TAYLOR CO	150.50	28555	11/30/92	AV-VIDEOS
11/30/92	BAKER & TAYLOR CO	110.46	28556	11/30/92	BOOKS--MAIN ADULT
11/30/92	BAKER & TAYLOR CO	29.95	28556	11/30/92	BOOKS--EXTENSION ADULT

SUPPLY, INC.
ELECTRIC
POLYALK INC.
BABY TALK INC.
BOOTH & LITTLE
CAP CREDIT SERVICES, INC.
CITY PAPER CO
CLEANPOINT PRODUCTIONS

GLASSBORO FUND DECATUR PUBLIC LIBRARY CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/30/92	CHIVERS NORTH AMERICA, INC	137.24	58672	11/30/92	BOOKS-MAIN ADULT
11/30/92	DESIGN PRINTING	117.20	58674	11/30/92	PRINTING AND BINDING
11/30/92	DAVIDSON LITLES, INC.	41.63	58581	11/30/92	BOOKS-MAIN ADULT
11/30/92	DR. STEVE DEKARD	22.00	58584	11/30/92	BOOKS-MAIN REFERENCE
11/17/92	GCG PRODUCTIONS	33.50	58593	11/30/92	AV-VIDEOS
11/30/92	HUGHES WAYNE	120.00	58596	11/30/92	OTHER PROFESSIONAL SERVICES
11/30/92	ILLINOIS BELL	184.96	58598	11/30/92	TELEPHONE
11/30/92	INGRAM'S VIDEO	24.60	58601	11/30/92	POSTAGE
11/30/92	IL LIBRARY ASSN	255.00	58602	11/30/92	OFFICE SUPPLIES
11/30/92	MICROAGE COMPUTER CENTER	500.00	58626	11/30/92	PROFESSIONAL MEMBERSHIP FEES
11/30/92	MANPOWER	69.00	58626	11/30/92	COMPUTER SOFTWARE EXPENSE
11/30/92	NAIL GEOGRAPHIC SOCIETY	220.00	58630	11/30/92	SMALL CAPITAL ITEMS
11/30/92	NAIL GEOGRAPHIC SOCIETY	4.45	58637	11/30/92	TEMP PERSONNEL SERVICES
11/30/92	OK'S TRANSMISSION, INC	8.90	58640	11/30/92	BOOKS-MAIN JUVENILE
11/17/92	QUILL CORPORATION	47.84	58648	11/30/92	BOOKS-EXTENSION JUVENILE
11/30/92	REGENT BOOK CO	5.97	58656	11/30/92	SERV TO MAINT AUTO EQUIPMENT
11/30/92	RIGSBY, PAUL	28.78	58656	11/30/92	BOOKS-MAIN ADULT
11/30/92	ROBBINS, SCHWARTZ, NICHOLAS,	25.47	58657	11/30/92	BOOKS-EXTENSION ADULT
11/7/92	SELECTIVE VIDEO PUBLISHING	60.00	58671	11/30/92	OTHER PROFESSIONAL SERVICES
11/30/92	SLEETH, ALAN	60.00	58674	11/30/92	OTHER PROFESSIONAL SERVICES
11/30/92	STEIL, RICHARD G	60.00	58680	11/30/92	OTHER PROFESSIONAL SERVICES
11/30/92	TORTORICE, DENNIS R	182.53	58681	11/30/92	OFFICE SUPPLIES
11/30/92	TEACHEM INC	13.00	58684	11/30/92	BOOKS-PROFESSIONAL
11/30/92	TEAS-WATER FUNDS	227.78	58685	11/30/92	WATER
11/30/92	TEAS-PETTY CASH	12.99	58686	11/30/92	SERV TO MAINT AUTO EQUIPMENT
11/30/92	TEAS-PETTY CASH	75.97	58686	11/30/92	MATERIALS TO MAINT BLDGS
11/30/92	TEAS-PETTY CASH	1.38	58689	11/30/92	MATERIALS TO MAINT AUTO EQUIP
11/30/92	THORNDIKE PRESS	192.39	58689	11/30/92	BOOKS-MAIN ADULT
11/30/92	TELECOM U S A	81.00	58688	11/30/92	TELEPHONE
11/12/92	M W GRAINGER, INC.	401.65	58697	11/30/92	MATERIALS TO MAINT BLDGS
	TOTAL	84,786.57			

GLASSBORO FUND LIBRARY CAPITAL CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/30/92	NORTHTOWN FORD, INC.	13,972.00	58634	11/30/92	AUTOMOTIVE EQUIPMENT
	TOTAL	13,972.00			

PERIOD ENDING 11/30/92

DECATUR PUBLIC LIBRARY

ACCT. NO. DESCRIPTION MONTHLY ACTUAL ESTIMATE Y-T-D ACTUAL AMOUNT UNREALIZED REBAL

FUND BALANCE

30001-000 BEGINNING FUND BALANCE .00 202,570.00 247,392.55 166,232.00 01,160.55- 148

TOTAL .00 202,570.00 247,392.55 166,232.00 01,160.55- 148

TAXES

30100-107 PROPERTY TAX-LIBRARY .00 1,140,416.66 1,842,000.00 1,955,000.00 113,000.00 94

TOTAL .00 1,140,416.66 1,842,000.00 1,955,000.00 113,000.00 94

INTER GOVERNMENTAL REVENUE

30200-104 REPLACEMENT TAX 365.78 67,666.66 67,853.80 116,000.00 48,146.20 58

30200-107 STATE GRANTS OR OTHER 1,599.22 44,525.83 1,599.22 76,330.00 74,730.78 2

TOTAL 1,965.00 112,192.49 69,453.02 192,330.00 122,876.98 36

FINES AND FEES

30500-509 LIBRARY FINES AND FEES 6,768.67 32,083.33 38,338.09 55,000.00 16,641.91 69

30500-510 LIBRARY NON-RESIDENT FEES 282.60 1,166.66 1,426.35 2,000.00 573.55 71

30500-511 LIBRARY LOST AND DAMAGED BOOKS 748.11 2,333.33 3,084.25 4,000.00 915.75 77

30500-512 VERTAX .00 1,050.00 939.90 1,800.00 860.10 52

30500-513 RESERVES 719.86 2,916.66 5,288.28 5,000.00 288.28- 105

TOTAL 8,519.24 39,549.98 49,076.87 67,800.00 18,723.13 72

INVESTMENT INCOME

30700-101 INVESTMENT INTEREST 2,759.38 11,083.33 12,410.70 19,000.00 6,589.30 65

TOTAL 2,759.38 11,083.33 12,410.70 19,000.00 6,589.30 65

OTHER INCOME

30800-805 CONTRIBUTIONS AND DONATIONS 50.00 2,333.33 1,811.15 4,000.00 2,188.85 45

30800-809 MISCELLANEOUS INCOME 67.50 700.00 547.30 1,200.00 652.70 45

TOTAL 117.50 3,033.33 2,358.45 5,200.00 2,841.55 45

FUND TOTAL

13,361.12 1,508,845.79 2,222,691.59 2,405,562.00 182,870.41 92

CD	DESCRIPTION	BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE	BUDGET	UNRECORDED BALANCE	ENCUMBRANCE	UNRECORDED BALANCE
090	SALARIES & WAGES	1,233,031	79,537.32	572,919.13	719,268	660,313.02	.00	660,313.02
092	REGULAR SALARIES	0	5,039.22	26,342.13	0	26,342.13	.00	26,342.13
094	HOLIDAYS	0	4.37	1,189.29	0	1,189.29	.00	1,189.29
096	OTHER LEAVE WITH PAY	0	2,050.58	15,497.67	0	15,497.67	.00	15,497.67
098	SICK TIME	0	2,564.66	48,790.20	0	48,790.20	.00	48,790.20
098	VACATION TIME	0			0			
		1,233,031	89,086.22	664,637.46	719,268	568,393.54	.00	568,393.54
	PERSONAL SERVICES							
102	TEMPORARY SALARIES	18,568	2,976.64	12,015.82	10,831	6,552.18	.00	6,552.18
104	RETIREMENT-IMRF	244,364	17,852.90	132,514.39	142,545	111,849.61	.00	111,849.61
111	GROUP LIFE INSURANCE	1,134	71.92	556.20	661	377.80	.00	377.80
112	HOSPITAL AND MEDICAL	87,900	6,394.48	44,682.72	51,275	43,217.28	.00	43,217.28
113	WORKERS COMPENSATION	19,390	1,421.46	10,004.88	11,310	9,385.12	.00	9,385.12
113	SERVICE RECOGNITION	2,583	82.50	1,697.50	1,506	885.50	.00	885.50
		373,939	28,799.90	201,471.51	218,128	172,467.49	.00	172,467.49
	CONTRACTUAL SERVICES							
201	ADVERTISING	1,000	.00	118.35	583	881.65	10.00	871.65
202	PRINTING AND BINDING	18,000	412.55	3,870.23	10,500	14,429.77	4,434.00	9,995.77
210	REPAIR TO MAINT BUILDINGS	13,000	2.00	2,147.71	7,583	10,852.29	2,596.00	8,256.29
211	SERV TO MAINT IMPROVEMENTS	200	.00	.00	116	200.00	.00	200.00
212	SERV TO MAINT OFFICE EQUIP	5,000	173.03	3,101.99	2,916	1,898.01	1,848.00	1,898.01
213	SERV TO MAINT AUTO EQUIP	12,500	8,314.14	2,083.45	7,291	10,416.55	.00	8,568.55
213	ELECTRICITY	12,500	1,074.51	39,740.32	43,750	35,859.68	.00	35,859.68
222	TELEPHONE	2,000	1,171.09	11,874.51	7,291	11,425.49	.00	11,425.49
233	WATER	1,000	227.78	9,254.06	12,250	11,045.94	1,149.00	9,896.94
234	AUDITING SERVICES	1,500	.00	692.70	583	307.30	.00	307.30
240	TRAINING SCHOOL	3,500	4.31	881.30	875	1,500.00	.00	1,500.00
241	CONFERENCES AND OTHER TRAVE	1,500	169.28	536.42	2,041	2,618.70	.00	2,618.70
242	COMPUTER SOFTWARE EXPENSE	18,000	936.19	4,176.54	10,791	14,323.46	86.00	14,237.46
243	TEMP PERM PERSONNEL SERVICES	33,510	68.00	1,368.96	525	468.96	.00	468.96
244	TUTION RETOURNEMENT	1,500	3,650.70	3,659.05	19,547	169.05	.00	169.05
271	TRAVEL EXPENSE FOR INTERVIEW	3,000	.00	1,052.10	1,750	24.90	.00	24.90
272	TRAVEL EXPENSE FOR SERVICES	4,400	2,947.70	18,483.71	25,958	26,016.29	208.33	25,807.96
284	PROFESSIONAL MEMBERSHIP FEE	2,300	1,205.00	1,617.00	1,341	685.00	500.00	1,83.00
286	RENTAL-EQUIPMENT	35,000	2,754.08	20,939.05	20,416	14,060.95	2,425.85	11,635.10
289	RENTAL-EQUIPMENT	23,000	.00	10,890.20	13,416	12,109.80	2,126.00	9,983.80
		327,910	22,036.85	159,392.75	191,273	168,517.25	15,383.18	153,134.07
	COMMODITIES							
310	GENERAL SUPPLIES	3,200	179.22	830.05	1,866	2,369.95	.00	2,369.95
312	REPAIR TO MAINT BLDGS	4,000	6.00	2,218.34	2,333	1,781.66	276.00	1,505.66
320	REPAIR TO MAINT EQUIP	14,000	809.03	2,759.38	8,166	11,240.62	.00	10,964.62
329	REPAIR TO MAINT AUTO EQUI	0	.00	140.00	0	140.00	.00	140.00
337	OPERATIONAL SUPPLIES	5,000	26.36	2,786.96	2,916	2,213.04	78.96	2,134.08
345	EMPLOYEE RECOGNITION SUPPLI	34,000	758.16	10,322.84	19,833	23,677.16	1,402.89	22,274.27
357	EMPLOYEE RECOGNITION SUPPLI	375	.00	147.70	218	227.30	.00	227.30
		60,575	1,778.77	19,205.27	35,332	41,369.73	1,757.85	39,611.88
	OTHER CHARGES							
400	CONTINGENT GENERAL FUND	10,000	.00	15,000.00	5,833	10,000.00	.00	10,000.00
418	PROPERTY DAMAGE-INSURANCE	3,000	.00	2,826.91	17,500	15,000.00	.00	15,000.00
420	ROLLER INSURANCE	3,497	1,952.66	2,335.09	2,039	167.91	.00	167.91
		403	134.34	235.09	2,335	167.91	.00	167.91

REPORT OF EXPENDITURES TO BUDGET BY MONTHLY EXPENDITURES YEAR-TO-DATE UNEXPENDED BALANCE UNRECORDED P&M

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FY-90 BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNRECORDED P&M
01	OTHER CHARGES	64,783	12,675.60	30,934.58	37,788	33,848.42	.00	47.8
02	PROPERTY INSURANCE	14,221	3,442.38	9,336.31	9,336	2,924.59	.00	30.3
03	GENERAL LIABILITY INSURANCE	5,652	2,446.68	2,578.31	2,578	2,121.67	.00	30.3
04	SMALL CAPITAL ITEMS	1,500	897.18	1,565.84	875	65.84	.00	104.4
10	CAPITAL OUTLAY	7,450	.00	3,646.19	4,345	3,803.81	350.00	53.6
11	OFFICE MACHINERY AND EQUIPME	0	.00	745.00	0	745.00	.00	
12	OTHER MACHINERY AND EQUIPME	7,450	.00	4,391.19	4,345	3,058.81	350.00	63.6
20	CAPITAL OUTLAY	94,700	7,284.14	42,075.93	55,241	52,624.07	4,816.72	49.5
21	BOOKS - MAIN ADULT	8,000	248.43	2,776.69	4,666	2,223.71	232.60	37.6
22	BOOKS - MAIN JUVENILE	30,000	7,026.40	23,046.29	17,900	8,953.71	412.49	78.2
23	BOOKS - MAIN REFERENCE	56,000	1,890.24	46,929.21	32,666	9,070.79	2,050.15	87.5
24	BOOKS - PROFESSIONAL	3,000	309.75	3,426.50	1,750	426.50	641.97	155.6
25	BOOKS - EXTENSION ADULT	15,000	1,320.75	11,347.19	8,750	3,698.01	963.67	81.8
26	BOOKS - EXTENSION YOUTH	400	33.54	347.19	233	52.81	58.59	10.4
27	BOOKS - EXTENSION JUVENILE	9,000	2,522.26	6,714.74	5,250	2,285.26	90.62	75.6
28	AV - PHONODISCS	4,000	272.49	1,545.14	2,333	2,454.86	1,048.20	64.8
29	AV - CASSETTES	7,000	727.38	2,660.57	4,033	4,339.43	1,395.43	57.9
30	AV - VIDEOS	18,065	731.14	3,208.53	9,237	10,791.47	1,423.75	41.5
31	MAG/PAPERS - MAIN ADULT	1,083	.00	16,870.98	10,537	1,394.02	.00	92.3
32	MAG/PAPERS - MAIN JUVENILE	9,817	.00	527.56	253	92.56	.00	15.3
33	MAG/PAPERS - MAIN REFERENCE	936	.00	815.31	631	267.69	.00	75.3
34	MAG/PAPERS - MAIN PROFESSIONAL	3,424	.00	8,499.23	5,726	1,317.77	.00	86.6
35	MAG/PAPERS - EXLUN ADULT	137	.00	853.99	546	82.01	.00	91.2
36	MAG/PAPERS - EXLUN YOUTH	0	.00	2,889.48	1,997	534.52	.00	84.4
37	MAG/PAPERS - EXLUN JUVENILE	0	.00	1,174.34	52	84.34	.00	193.7
38	MAG/PAPERS - EXLUN JUVENILE	137	.00	100.70	79	36.30	.00	73.5
39	** DIVISION TOTAL **	277,087	22,507.47	176,564.37	161,626	100,522.63	13,134.19	68.5
40		2,344,775	176,884.81	1,256,597.13	1,367,760	1,088,177.87	30,625.22	54.9

61A3010		REPORT OF EXPENDITURES TO BUDGET		FY 1991-92		PAGE 136	
41000 DPL-CANTONI TRUST		FUND 92 PUBLIC LIBRARY-TRUSTS		UNEXPENDED BALANCE		11/30/92	
00	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PRCAT CCM
900	EXPENDITURES	10,000	2,214.94	5,833	7,785.06	913.95	6,071.11
		10,000	2,214.94	5,833	7,785.06	913.95	6,071.11
**	DIVISION TOTAL **	10,000	2,214.94	5,833	7,785.06	913.95	6,071.11

61A3010		REPORT OF EXPENDITURES TO BUDGET		FY 1991-92		PAGE 137	
42000 DPL-BRECKENRIDGE TRUST		FUND 92 PUBLIC LIBRARY-TRUSTS		UNEXPENDED BALANCE		11/30/92	
00	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PRCAT CCM
900	EXPENDITURES	10,000	.00	5,833	10,000.00	.00	10,000.00
		10,000	.00	5,833	10,000.00	.00	10,000.00
**	DIVISION TOTAL **	10,000	.00	5,833	10,000.00	.00	10,000.00

61A3010		REPORT OF EXPENDITURES TO BUDGET		FY 1991-92		PAGE 138	
43000 DPL-BRIDGES TRUST		FUND 92 PUBLIC LIBRARY-TRUSTS		UNEXPENDED BALANCE		11/30/92	
00	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED PRCAT CCM
900	EXPENDITURES	1,500	363.99	875	1,136.01	.00	1,136.01
		1,500	363.99	875	1,136.01	.00	1,136.01
**	DIVISION TOTAL **	1,500	363.99	875	1,136.01	.00	1,136.01

ACCT. NO.	DESCRIPTION	PERIOD ENDING 11/30/92	ACTUAL	ESTIMATE	ACTUAL	UNREALIZED REVAL
FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	98,000.00	173,001.19	168,000.00	9,001.19-
	TOTAL	.00	98,000.00	173,001.19	168,000.00	9,001.19-
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	453.68	4,433.33	3,905.40	7,600.00	3,694.60
	TOTAL	453.68	4,433.33	3,905.40	7,600.00	3,694.60
	FUND TOTAL	453.68	102,433.33	177,786.59	175,600.00	2,186.59-

CITY OF DECATUR	FY 1991-92	FUND 21	LIBRARY CAPITAL	PAGE 63
REPORT OF EXPENDITURES TO BUDGET	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE
ANNUAL BUDGET	YEAR-TO-DATE EXPENDITURES	MONTHLY EXPENDITURES	Y-T-D BUDGET	PERCENT CUMM
LIBRARY CAPITAL EXPENDITURES				
CONTRACTUAL SERVICES				
247 COMPUTER SOFTWARE EXPENSE	20,000	.00	11,666	20,000.00
248 OTHER PROFESSIONAL SERVICES	35,000	.00	20,416	35,000.00
	55,000	.00	32,082	55,000.00
CAPITAL OUTLAY				
510 AUTOMOTIVE EQUIPMENT	15,000	13,972.00	8,750	14,450.00
515 OFFICE MACHINERY AND EQUIPM	13,000	2,773.00	7,583	14,450.00
	28,000	16,745.00	16,333	28,900.00
** DIVISION TOTAL **	83,000	16,745.00	48,415	83,000.00

LIBRARY CAPITAL EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT CUMM
20,000	11,666	20,000.00	14,450.00	5,550.00	72.3
35,000	20,416	35,000.00	.00	35,000.00	
55,000	32,082	55,000.00	14,450.00	40,550.00	26.3
15,000	13,972.00	1,028.00	.00	1,028.00	93.1
13,000	2,773.00	10,227.00	.00	10,227.00	21.3
28,000	16,745.00	11,255.00	.00	11,255.00	59.8
83,000	16,745.00	66,255.00	14,450.00	51,805.00	37.6

Finance and Properties Committee
December 8, 1992

Mr. Lockmiller called the meeting to order at 4:30 p.m. Members present: Mr. Lockmiller, Barb Ohlsen, Ed McClure, and John Stengel. Absent: Stan Sitton and Bob Smith. Staff present: John Moorman and Linda Humphreys.

Proposal from Prairie Archives for sale of special collection: Mr. Moorman reported that the library owns a collection of old books. That collection was examined by John Paul, owner of Prairie Archives, who offered \$3,030 for the entire collection. The committee suggested that Mr. Moorman try to obtain another quote.

Management pay plan: Mr. Moorman's plan was discussed at length and will be reviewed at the Board meeting.

1993/94 levy request and budget: The committee recommended that Mr. Moorman meet with Jim Bacon to discuss the amount of money the library pays to the city general fund. The possibility of more funds for the library from the income tax surcharge was also discussed. It was also noted that the Board could reduce the beginning fund balance. Mr. Moorman will also talk to Mr. Bacon about the library using the money in the library capital fund for the first two months of the fiscal year. Mr. Moorman mentioned the possibility of establishing a working cash fund.

Other business: Mr. Moorman reported that 48 people used the second hour of free parking in November at a cost of \$9.60 to the library. Night Owl was used 17 times by Decatur library patrons in October. This will be publicized more. Mr. Moorman is working with the city to find a way to continue using police officers for library security.

There was no further business. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,


John A. Moorman
City Librarian

VII. PERSONNEL

Staffing Levels

Personnel is the library's most valuable resource and usually accounts for the largest portion of the budget. A library must be adequately staffed by competent, well-trained personnel in order to guarantee timely, efficient, and high quality library service to the community.

Planning and providing quality library service is a demanding task. The library profession has recognized that one means of maintaining quality is through approved educational programs. The American Library Association (ALA) has done this through the accreditation of graduate programs in library and information science. While acknowledging that each library employee must be evaluated on his or her specific talents, the commitment of the profession to quality education for its members is supported in this document by recommending the employment of graduates of ALA accredited programs for professional library positions.

1. Every library, no matter how small, shall have a permanent, paid staff member scheduled to work a minimum of 25 hours per week who is responsible for the administration of library services.

_____ _____ _____ _____

2. (Either a or b applies.)

a. Libraries serving populations of 5,000 and over shall have on the staff at least one full-time employee with a graduate degree from an ALA accredited library school. Libraries serving over 5,000 people should employ degreed librarians in reasonable proportion to their population and their locally chosen roles.

_____ _____ _____ _____

b. Libraries serving fewer than 5,000 people shall have on their staff a person with any one of the following educational descriptions: a graduate ALA accredited Masters degree in Library Science, a Bachelor's degree, a Library Technical Assistant Certificate (L-TA) or two years of college

_____ _____ _____ _____

(NOTE: For libraries serving populations under 5,000. A grandfather clause, will be applied to this standard in recognition of the fact that there is often little flexibility in staffing arrangements in small institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)

3. Scheduling of library staff shall reflect library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

_____ _____ _____ _____ _____ _____

Policies

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

_____ _____ _____ _____ _____ _____

5. Job descriptions shall be written and made available to all staff members.

_____ _____ _____ _____ _____ _____

6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

_____ _____ _____ _____ _____ _____

Salaries

7. The library complies with the current federal minimum wage.

_____ _____ _____ _____ _____ _____

8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

- a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Bowker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Bowker Annual is two years prior to the current year.)

b. The base salary for a public school teacher with a fifth year degree in any one of the elementary or secondary school districts within the library's service boundaries.

_____ _____ _____ _____ _____

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

_____ _____ _____ _____ _____

Staff Development

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10 There shall be a planned orientation program for all new employees.

_____ _____ _____ _____ _____

11 Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

_____ _____ _____ _____ _____

Community Awareness

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

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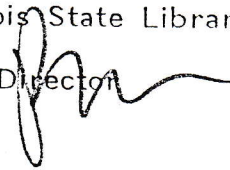
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GEORGE H. RYAN
SECRETARY OF STATE

ILLINOIS STATE LIBRARY
300 South Second Street
Springfield, Illinois 62701-1796

MEMORANDUM

TO: Members of the Illinois State Library Advisory Committee
FROM: Bridget L. Lamont, Director 
DATE: December 3, 1992
RE: Draft Proposal for a Statewide Borrower's Card Program

We have enclosed the latest draft of a proposed Statewide Borrower's Card program for consideration by ISLAC at the December 8 meeting. The concept of a statewide card has been discussed in Illinois for several years. One of the problems has always been the effect that such a program would have on the expansion library service into unserved areas.

We wrote this proposal to provide the kind of statewide access that has been discussed for so many years and, at the same time, do it in a way that would benefit the rural unserved areas of the state. The concept is a response to a number of concerns including the slowing pace of Project PLUS (some statistics are included) and the recommendations of the Rural Library Panel. The success rate of Project PLUS has fallen somewhat in recent years and the size of the individual projects has diminished. Both of these factors make it unlikely that we will see universal library service in the state in any reasonable amount of time. We have also included the text of the first recommendation of the Rural Library Panel and its associated sub-recommendations which deal with this subject.

The result of this proposal would be to postpone awarding any Project PLUS grants for the duration of the two year trial program. The program, described in the accompanying proposal would function similar to a statewide Project PLUS, two years in duration, with referenda planned in all unserved areas for the spring of 1995. Local referenda would be based on planning done at the system and local library level and could use any of several models including school district boundaries, contractual services, county wide districts, etc.

The referenda could be promoted on the state, system, and local levels and would benefit from upcoming public relations programs by the Illinois



Library Association and the Illinois State Library. In fact, referenda campaigns would benefit from any library promotion--a two year program to make everyone in the state aware of libraries!

There are, of course, many details to be worked out. Do we issue a card? A sticker? What kind of access to materials are we actually taking about in participating academic libraries? In schools? In corporate libraries? Is Statewide Borrower's Card an appropriate name for the program? We feel that these topics can all be addressed by the Title I and Title III subcommittees. Ongoing assessments of the program's benefits and flaws can be discussed by both subcommittees and by ISLAC to guide the program through the two year trial period.

A number of elements have converged to make this a promising time to try this new direction. We have clear direction from the Rural Library Panel and the Illinois White House Conference on Libraries and Information Science to find new ways to address the unserved issue. The statewide access issue has been discussed ad infinitum and needs a trial to prove or disprove its value to the citizens of Illinois. The rate at which we are adding areas taxed for library service via Project PLUS is not enough to seriously diminish the number of unserved citizens in the state before the year 2000. We have a Secretary of State with a publicly expressed concern for the children in unserved areas. Perhaps the most compelling reason is also the most emotional one. Nearly all rural librarians and trustees express discomfort at the current situation which requires them to deny library services to students who may be attending school in the same town as their library. To our knowledge, this is the first proposal to deal with all of these issues on a statewide basis.

When it comes to its kids, Illinois rates a C- and worse

"We have a long way to go," governors' adviser agrees

It didn't come as a surprise to people in the Edgar administration that Illinois rates no better than a C- in the way it cares for its children. "Illinois isn't where the governor wants it to be," Felicia Norwood, Governor Jim Edgar's special assistant for human services, says. Still, she notes, "It's difficult to figure out what the difference between a C- and a D+ is."

Norwood, in an interview with Illinois Times, was referring to a report card issued last month by Voices for Illinois Children, a Chicago-based advocacy group that gave the state pretty awful grades for its treatment of kids. The highest grade given to policymakers was a C- for education, while Voices gave a D+ to health care, a D- to services for special needs children (prevalent or abused kids, or those needing treatment to overcome early developmental delays), and an F for the Department of Children and Family Services.

"This is a study report card," James Stermer, president of Voices for Illinois Children, said. "It's not meant to be punitive. It's not meant to be planned to deliver the most aid, along with the best preventive medical services to the state's children." Governor Edgar's administration has failed the challenge, Stermer said. He said the measure is a test for policymakers' commitment to addressing a greater role for the state in funding education, a weak law that would increase the tax used against the employment of non-resident workers.

"I didn't have a report from Voices for Illinois Children for as long as I would like," Norwood says. "And I would be the first to admit we have a long way to go."

A long way, judging by

Kids Count: A Snap Shot of Our Future

The year-long study, funded by a grant from the Annie E. Casey Foundation and conducted by Voices and researchers from the University of Chicago, detailed a grim picture of growing up in Illinois—and in Sangamon County.

"Children in Sangamon County are born healthier than the average child in Illinois," the Voices report noted. "Unfortunately, that success has not translated to other areas of child well-being. The county has less than the recommended amount of money to spend on education. Growing numbers of the county's children are living in poverty."

Among the study's findings: A legislative task force on school finance has recommended that schools spend an average of \$4,053 per student to provide an "adequate" education. School districts in Sangamon County average \$3,858 per pupil (District 186 spends nearly \$4,700). Statewide, 25 percent of Illinois' 102 counties fall below the task force's standard.

The county's infant mortality rate, 8 deaths per 1,000 live births, decreased by 54 percent during the 1980s and now stands below the state average of 10.7, which fell 27 percent since 1980.

Births to teenage mothers fell by nearly 5 percent in Sangamon County during the 1980s; the statewide drop was almost 17 percent. However, births to single teens in Sangamon rose 55 percent, compared to a statewide increase of 39 percent.

Statewide, 22 percent of pregnant women did not receive early prenatal care in 1990, compared to 14 percent in Sangamon County, an improvement in the county of 19.7 percent.

In 1990, 13.4 percent of the children in Sangamon County lived below the federal poverty line, a rise of 21 percent since

1980. Between 1980 and 1990 the number of children living in poverty throughout the state increased by 12 percent; one in six Illinois children lives in poverty.

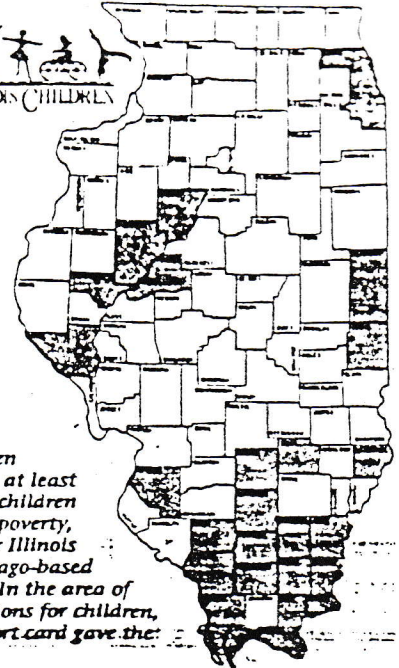
Cases of child abuse or neglect rose 142 percent in Sangamon County during the eighties, 104 percent statewide. The number of children placed in substitute care rose 86 percent in Sangamon County during the decade, 54 percent statewide.

"There is something seriously wrong with how we raise our children," Stermer said. "It's time we sit down and figure out what to do."

He said the study underscores the fact that poverty is not just an inner-city problem. Nearly half a million Illinois children live below the federal poverty standard, according to the report. In twenty-seven counties, most of them clustered in deep southern Illinois or west-central Illinois, at least one child in five lives in poverty. Stermer noted that half of all children eligible for the Head Start preschool program are not served.

Illinois ranks thirtieth among the states in number of low birth-weight babies, a significant factor contributing to delays in the physical or mental development of children. Only 14 percent of youngsters who need services to overcome such developmental delays get such help.

Edgar staffer Norwood says the study's statistics were not surprising, nor even alarming. Evidence of growing poverty among children is a trend seen nationally, she says, as is the rise in reports of child abuse and neglect. "These are things we're seeing nationally; it doesn't surprise me that it's happening in Illinois," she says, adding that "we don't take comfort that the trends are the same across the country." She says the rise in numbers of children placed in foster care is a national phenomenon,



In twenty-seven Illinois counties, at least one of every five children is growing up in poverty, reports Voices for Illinois Children, a Chicago-based advocacy group. In the area of economic conditions for children, Voice's 1992 report card gave the state an "F."

apparently unrelated to matters of resources. She says funding for the Department of Children and Family Services has increased \$133 million under Edgar, a sizable boost made more striking by the deep cuts many other state agencies have endured.

Even so, Stermer said the state must do better. At his press conference, Stermer dramatized a theme of the Kids Count report: small investments in prevention programs reap large payoffs. He held up a dollar bill. "For every dollar you spend on WIC [a nutrition program for women and children] you save three dollars in needed health care," Stermer said. "For every dollar spent on prenatal care you save four dollars in medical costs." A dollar invested in preschool, he said, pays off six-fold in avoided welfare and unemployment costs.

That is a sermon that the governor has been preaching as well, says Felicia Norwood. The administration has this year initiated a \$19 million program, called Healthy Moms, Healthy Kids, to

provide access to health care to 375,000 women and children. Funding of another program, Families with a Future, had helped reduce the state's infant mortality rate, she says. Edgar also has stressed funding of preschool programs in his education budget.

Nonetheless, Norwood says, legislators are often skeptical of financing prevention programs because they see no immediate, visible payoff. "Prevention pays off in five or six years," she explains, "so it is a hard sell. But the fact is, you spend a dollar, you save five or six dollars."

Yet even Norwood concedes that Illinois' budget crisis has hamstrung the administration's commitment to programs like those on Voices agenda. Central to that crisis is Edgar's campaign vow not to raise taxes.

But Stermer insisted the public would be forgiving if the governor broke his pledge to help children. "Polls show that people are willing to pay higher taxes," he said, "if the taxes are fair and if the money is used to invest in the lives of children." □

Ask Extra Frame & cushion

IMPACT OF THE STATEWIDE BORROWER'S CARD ON UNSERVED AREAS

Citizens in rural areas tend to vote for library referenda for their children. This fact and the relative insignificance of library tax rates compared to other items on the tax bill have made it possible for Project PLUS to continue to be successful in spite of the general dissatisfaction with property taxes. If everyone under the age of 18 is given access to library service through the Statewide Borrower's Card program it would be very difficult to pass a library referenda in an unserved rural area. For this reason we need to look at incorporating the Statewide Borrower's Card into a rural initiative that would temporarily replace Project PLUS.

There are approximately 1.4 million people unserved in Illinois. Using the statistics from the Illinois Institute for Rural Affairs we can roughly estimate that 392,000 (28%) of these are children under 18. If there is an even distribution of ages then approximately 304,888 would be between the ages of 4 & 18. A participation rate of 45% would give us about 137,200 card issued to children in unserved areas of the state. (It should be noted that if the program is actively promoted in the schools the participation level could be much greater.)

The average local tax receipts per capita for small libraries is around \$15; however, it is doubtful that we could afford to reimburse libraries that much for issuing these cards to unserved children. \$10 would probably be an acceptable maximum amount since most librarians and library boards are concerned about serving all the children in their community's school. Since this program would supplant Project PLUS we would recommend using Title I LSCA money to pay for this reimbursement. Using the estimates of participation from the preceding paragraph, total reimbursements for student cards could exceed one million dollars. There is only about \$150,000 possible for Year II Project PLUS in FY94 and using LSCA money for the unserved reimbursement would keep the money generated by the Statewide Borrower's Card program free for ILLINET Collection Access Grants as described in the proposal.

At the program's introduction we would announce tentative plans for a statewide library referenda day in the spring of 1995. (The cards issued in this initial trial program would expire at the end of FY95.) This would give us a goal to work toward with statewide public relations and would give systems and local libraries incentive to participate and publicize the program. Both ISL and the systems would probably have to get involved in the planning efforts. For the sake of continuity we should announce that these referenda will be structured on school district boundaries unless local planning efforts suggest otherwise.

We should keep in mind that other options could present themselves in the interim. For example, if it were possible to shift a portion of public library funding to the income tax via a direct payment from the state and a property tax abatement we might be able to fund this program along with it. This would make the library referenda somewhat of a moot point. We should also be ready with some proposals regarding establishment of joint school/public facilities in areas where no public library exists.

DRAFT PROPOSAL

- 8) Since all children in unserved areas will be eligible for library service under this program we would recommend not offering Project PLUS Year I grants for the two years of this trial program. The statewide referenda on library service proposed by the rural task force could be held toward the end of this trial program using the model that has been successful throughout Project PLUS.
- 9) Use \$35,000 in L.S.C.A. money as the initial fund to reimburse for lost materials.
- 10) There will be a \$10 fee for the Statewide Borrower's Card. This money would be used to administer the program and to provide funding for ILLINET Collection Access Grants.
- 11) To enhance the appeal of the Statewide Borrower's Card, the Illinois State Library could offer some ILLINET Collection Access Grants from Title III or state funds. This would ensure acceptance of the card at selected non-public libraries.
- 12) Any library accepting an ILLINET Collection Access Grant will have to agree to honor the Statewide Borrower's Card and to provide no charge ILL to ILLINET.
- 13) The Office of the Secretary of State/Illinois State Library will administer the program with advice and input from the Illinois State Library Advisory Committee.

DRAFT PROPOSAL

STATEWIDE BORROWER'S CARD

Assumptions

- 1) The trial program will be 2 years long: from July 1993 - June 1995.
- 2) The program will not provide "free" library service to adult citizens currently unserved by public library service.
- 3) This card will be available free of charge to all children under the age of 18.
- 4) Since the program is strictly voluntary there will need to be some special consideration to the impact this will have on special / academic / school libraries which may not be able to accommodate 'walk-in' public patrons.
- 5) This project is intended to serve essentially as a statewide "Project PLUS" initiative, and will culminate with a statewide referenda on library service as recommended by the Rural Library Task Force. While obligations to Project PLUS must be weighed against the benefits of this program, the November referenda results clearly indicate a change in promoting and passing library referenda is in order.

Proposal

- 1) The adult Statewide Borrower's Card may honored by any ILLINET library on a voluntary basis.
- 2) Cards issued to unserved persons under age 18 will be honored by all Illinois public libraries and by any non-public library that has agreed to honor the adult Statewide Borrower's Card.
- 3) Only public libraries may issue the Statewide Borrower's Card.
- 4) Participation by public libraries wishing to issue cards for adults will be voluntary in the trial program; however, those who wish to issue the card will have to agree to honor it.
- 5) All public libraries will be required to issue a card free of charge to anyone under the age of 18, regardless of whether or not they hold a current library card. Public libraries will be reimbursed for cards issued to non-resident children (see item 7).
- 6) Anyone who is currently in an area served by public library service or who holds a system-wide non-resident card may apply for the Statewide Borrower's Card.
- 7) Libraries will be able to apply for reimbursement for every Statewide Borrower's Card that they issue to a person under 18 years of age who currently resides in an unserved area. Reimbursement would be based on the local library's per capita tax revenue up to a maximum of \$10 per card issued.

Exerpt from "Strengthening Library Services in Rural Illinois", the report of the Illinois State Library Rural Library Panel--October 1992.

1. As an educational imperative, establish as a goal that all Illinois citizens have public library service, and that students should have access to library services.

To implement this recommendation, the Illinois State Library will take the following actions:

- Direct the library systems to develop and implement regional plans to provide comprehensive local library services. A variety of options can be utilized, such as a major push to hold library establishment or expansion referenda throughout the system area on a single day; organizing county-wide library service areas, including contractual arrangements; and developing joint school - public library service entities.
- Implement and promote a statewide borrowers card program throughout the State of Illinois. All types of libraries are encouraged to participate in this voluntary program.
- The strategies under this recommendation and other recommendations in this report negate the need for non-resident cards beyond 1997. People in the unserved areas of the state will be given opportunities prior to the next century to assure the provision of public library service in the areas where they reside. If they elect not to take advantage of the opportunity, then library service providers are to concentrate on the needs of the citizens providing tax support for libraries.

SUMMARY OF PROJECT PLUS RESULTS
FY 89-FY93

<u>YEAR</u>	<u>NO. OF PROJECTS</u>	<u>SUCCESSFUL PROJECTS</u>	<u>POPULATION ADDED</u>	<u>AVE SIZE PROJECT</u>
FY 89	14	10	44,015	4402
FY90	20	11	41,308	3755
FY91	16	11	28,625	2602
FY92	21	12	44,352	3696
FY93	5	?	13,805	2761

FY92--two projects accounted for 19,946 of the population added. Removing those two projects makes the average project size 2440.

FY93--population added and average size are based on all 5 referenda being successful this spring.