

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA  
May 23, 1996 4:30 P.M.

ANNUAL MEETING

- I. Call to Order - John Stengel, President
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Annual Report to the City Council
- V. Nomination of Officers for 1996/97
- VI. Adjournment

MONTHLY MEETING

- I. Call to Order - John Stengel, President
- II. Approval of Minutes
  - A. Meeting of April 18, 1996
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from City Librarian
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. Meeting of May 6, 1996
  - B. Finance & Properties Committee
    1. Approval of Bills for April 1996
    2. No Meeting
  - C. Rolling Prairie
    1. Report on May RPLS Board meeting
  - D. Foundation
    1. No Meeting
  - E. Friends of the Library
    1. Meeting of May 9, 1996

- VI. Avenues to Excellence II
  - A. No report this month
- VII. Old Business
- VIII. New Business
- IX. Adjournment

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62701-1796  
ILLINOIS PUBLIC LIBRARY ANNUAL REPORT (IPLAR)  
1995-1996

## Part I

Every public library in Illinois is required by law (75 Illinois Compiled Statutes (ILCS) 5/4-10, and elsewhere) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its regional library system headquarters **AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN 30 DAYS AFTER)** completion of its fiscal year ending between July 1, 1995, and June 30, 1996. Please complete and return this form promptly. **According to legislation enacted in 1993, public library districts have until September 1 to file this report.**

Please do **not** leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount. Type your responses or print in black ink. To help prevent mistakes in assembling photocopies of several different libraries' reports, please write the name of your library in the line provided in the right hand margin of pages 1-10.

## IDENTIFICATION

1. Location Decatur 1  
(Name of the municipality (town, city, etc.) in which the central library is located.)
2. Librarian John A. Moorman Title City Librarian 2  
(Give the name of the librarian in the following order: first name, last name)
3. Legal name of library Decatur Public Library 3
4. Library telephone number: (217) 424-2900 4  
Area Code
5. Library fax telephone number: (217) 423-5741 5  
Area Code
6. INTERNET address: a. Library Director's e-mail address: jmoorman@alexia.lis.uiuc.edu 6a  
b. Automated System address: N.A. 6b
- 7a. Address: 7b. Mailing address, if different:
- 247 East North Street \_\_\_\_\_  
Number and Street Number and Street or PO Box
- Decatur, IL \_\_\_\_\_  
City State City State
- 62523-1128 \_\_\_\_\_  
Zip Code Plus Four Zip Code Plus Four 7  
(If four-digit extension is unknown, contact your local post office)
8. Library system Rolling Prairie Library System 8
9. Type of library (please circle one):  
 City County District Park Town Township Village Other \_\_\_\_\_ 9
10. Population residing in tax base (use latest official federal census figure) 85,306 10
11. Is your library involved in a contractual arrangement with another library to receive all your library services? ..... Yes \_\_\_ No x  
IF YES, list the name(s) of the library(s) with whom you contract to receive all your library services:  
\_\_\_\_\_ 11

City  
DecaturLibrary  
Decatur Public Library

SERVICE OUTLETS AND HOURS

12a. Report the time the central library opens and the number of hours open to the public per day in a typical week last October (i.e., a week the library is open its regularly scheduled hours, with no holidays):

Table with columns: Day, Opening Time, Hrs Open/Day. Rows: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday.

12b. Total number of days per week the central library was open past 6:00 PM ..... 5 12b

12c. Total number of hours per week the central library was open past 6:00 PM ..... 15 12c

13. Total scheduled public service hours per week for all service outlets: (i.e., central library, branches, and bookmobiles) ..... 128 13

14. List branch libraries (please attach additional sheets as necessary) (A branch library is an auxiliary unit with at least all of the following: separate quarters; organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)

Table with columns: Name, Complete Address, Telephone. Row: N.A.

15. Total number of bookmobiles..... 2 15 (A bookmobile is at least all of the following: a truck or van that carries an organized collection of library materials; paid staff; and regularly scheduled hours open to the public.)

16. Total annual attendance in library ..... 354,836 16 (Report the total number of persons entering the library, including persons attending activities or requiring no staff services. Use an actual annual count, if available; or use an annual estimate calculated from a count taken during a typical week.)

REGISTERED BORROWERS

17. Total number of resident borrower's cards in force as of the last day of the fiscal year ..... 48,976 17

18. Non-resident local (for use in this library) borrower's cards: (If tax bill method is used to calculate non-resident fee, please indicate T.B.M. in "fee" blank.)

Table with columns: Number of family fees paid, Family fee (for use of this library), Number of student fees paid, Student fee (for use of this library).

19. Total number of non-resident borrower's cards purchased during the past fiscal year ..... 63 19

20. Total amount of fees collected for non-resident borrower's cards in the past fiscal year \$ 2,966 20

CHILDREN

21. Children's Program Attendance..... 2,932 21 (Report the annual attendance of both adults and children at programs which have a portion or all of their target market intended for children age 14 and younger.)

22. Children's Holdings ..... 69,130 22 (Report the number of cataloged ITEMS (NOT number of titles) intended for patrons age 14 and younger. Also include children's paperbacks and children's cassettes, even if uncataloged. Do NOT include children's periodicals whether cataloged or uncataloged.)

23. Children's Materials Expenditures ..... \$ 61,550 23 (Report expenditures for material in all formats which were purchased for use by patrons age 14 and younger.)

REFERENCE QUESTIONS

24. Number of reference questions: (Answer line 24a if you have data for the year; if not, use lines 24b and 24c.)

a. For the year: asked by adults 51,131 asked by children 18,539 total 69,670
b. For any one week in October: asked by adults asked by children total
c. For any one week in April: asked by adults asked by children total 24

(A reference question requires the use of information sources such as print or non-print materials, index tools, the library catalog, on-line databases, or people outside the library. The request may come in person, by phone, fax, mail, or e-mail.)

City Decatur

Lit Y Decatur Public Library

**RESOURCES OWNED**

	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY	
25. Books	240,243	16,742	16,591	240,092	25
<i>(Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Report the number of different physical volumes owned (not leased) by your library. Include government documents arranged by Su Docs classification. Exclude periodicals, books on tape, and microforms.)</i>					
26. Serials	NOT AVAILABLE				26
<i>(Serials are publications issued in successive parts, usually at regular intervals, and as a rule, intended to be continued indefinitely. Include all formats (i.e. on paper, microform, CD-ROM) of periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.)</i>					
27. Videos/Films	6,077*	481	855	6,451	27
<i>(Report the number of physical copies of materials which contain video, with or without sound. Include all formats, i.e. videotapes, CD-ROMs, videocassettes, laser discs, motion picture films, filmstrips, and slides.)</i>					
28. Audio recordings	14,215	432	1,349	15,132	28
<i>(Report the number of physical copies of materials on which only sound is stored and can be reproduced mechanically or electronically. Include all formats, i.e. CD-ROMs, talking books, phonorecords, tapes, cassettes, etc.)</i>					
29. Number of subscriptions (magazines and newspapers only) currently received				1,275	29
<i>(Count titles, including duplicates, not individual issues. Include periodicals received by gift subscriptions, or as government documents and in all formats (i.e. on CD-ROM, on microform, etc.))</i>					

**Computer-Readable Materials**

*Of the above reported resources owned (questions 25 to 29), report the number of computer-readable materials in questions 30 and 31.*

30. CD-ROM	1,916	68	570	2,418	30
<i>(Report the number of physical copies of CD-ROMs which produce sound only (e.g. music CD-ROM, books on CD-ROM) or video, with or without sound (e.g. encyclopedia, databases, reference tools, serials on CD-ROM). Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.)</i>					
31. Other computer-readable Materials	79	0	90	169	31
<i>(Report the number of physical copies of magnetic tapes and magnetic discs (diskettes), that are designed to be processed by a computer. Examples are US Census data tapes, locally-mounted databases, reference tools, or serials on magnetic tape or magnetic discs (diskettes). Exclude CD-ROMs and bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.)</i>					

**USE OF RESOURCES (Report for your entire fiscal year)**

32. Number of adult materials loaned	515,048	32
<i>(Report all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agencies), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)</i>		
33. Number of children's materials loaned	264,401	33
<i>(Report all children's materials (intended for patrons age 14 and younger) borrowed by patrons from your library (and any branches, bookmobiles or other agencies). Include interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.)</i>		
34. Total number of materials loaned (sum of lines 32 and 33)	779,449	34
35. Does your library participate in reciprocal borrowing?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	35
<i>(Reciprocal borrowing is the loaning of materials directly to card holders from other libraries.)</i>		
IF YES, report the number of materials loaned during the fiscal year	63,350	

**Interlibrary Loans**

36. Number of interlibrary loans lent to other libraries	1,865	36
<i>(These are library materials, or copies of the materials, lent by your library to another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)</i>		
37. Number of interlibrary loans borrowed from other libraries	2,115	37
<i>(These are library materials, or copies of the materials, borrowed by your library from another upon request during the fiscal year. The libraries involved in interlibrary loans are not under the same library administration.)</i>		

\* filmstrips and 16 mm films were not included 3

City Decatur Library Decatur Public Library

**FINANCIAL INFORMATION**

(DO NOT ENTER CENTS; ROUND TO NEAREST WHOLE DOLLAR. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)

**Library Receipts by Source** (Exclude balance from previous year or income from tax anticipation warrants.)

38.	Local government Exclude income from tax anticipation warrants.		
a.	Local government (except capital income from sale of bonds)	\$ 2,140,781	38a
b.	Capital income from sale of bonds	\$ 0	38b
39.	State government Exclude federal funds distributed by the state		
a.	Per capita grants	\$ 104,875	39a
b.	Equalization aid	\$ 0	39b
c.	Corporate replacement tax	\$ 189,589	39c
d.	Other (SPECIFY)	\$	39d
40.	Federal government. Include federal money received through the state (e.g., LSCA grants, paid directly, to your library)		
a.	LSCA funds received	\$ 6,146	40a
b.	Other federal funds received	\$	40b
41.	All other receipts	\$ 174,370	41
	<i>Include all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.</i>		
42.	TOTAL receipts (sum of lines 38-41)	\$ 2,615,761	42

City Decatur

**Library Expenditures by Category** (regardless of the source of funds)

43.	Salaries and wages for all library staff INCLUDING building maintenance staff	\$ 1,307,706	43
	<i>Include salaries and wages before deductions. Exclude fringe benefits for all library staff.</i>		
44.	Fringe benefits paid by the library for all library staff INCLUDING building maintenance staff	\$ 356,402	44
	<i>Include fringe benefits paid by the library, such as insurance, IMRF, social security, etc.</i>		
45.	Printed materials	\$ 290,486	45
	<i>Include expenditures for print materials purchased or leased for use by the public, such as books, periodicals, microforms, pamphlets, government documents, etc.</i>		
46.	Nonprint materials	\$ 61,091	46
	<i>Include expenditures for nonprint materials purchased or leased for use by the public, which are computer-readable (i.e. CD-ROM, magnetic tapes, magnetic diskettes) or used by video projection and/or sound reproduction (e.g., films, records, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.</i>		
47.	All other operating expenditures not entered above	\$ 523,674	47
	<i>Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 49.</i>		
48.	Capital outlay for building construction	\$ 0	48
	<i>Include expenditures this year for construction of a new building, or for an addition to or remodeling of an existing building which cost at least \$1,000.</i>		
49.	Capital outlay for all other fixed assets	\$ 68,097	49
	<i>Include expenditures for land and improvements to land, for the purchase of an existing building, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1,000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1,000.</i>		
50.	TOTAL expenditures (sum of lines 43-49)	\$ 2,607,456	50
	<i>Lines 42 and 50 need not agree.</i>		

City Decatur Public Library

**PERSONNEL (Report status as of the last day of the fiscal year.)**

**51. Staff Data (Only for employees paid by the library)**

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

For each Group A employee, list his/her position title (given by your library) and enter a code for that person's level of education, sex, total number of hours worked per week, and up to three assignments that are most characteristic of this employee's duties with the number of hours spent working in each of those assignments in a typical week. For example, some Group A employees will have only 1 assignment and some will have 2 or 3 assignments. List each Group A employee on a separate line. The head librarian's information must be listed on the first line, as marked, and is considered to have only one work area, head librarian. Do not include persons employed as short-term substitutes. Business manager or other person(s) not a librarian should be counted under Group B below. Attach additional pages, if necessary.

- I. **Position Title**—The position title created and assigned to this Group A employee by your library.
- II. **Educ.**—Use the highest appropriate code to indicate the extent of formal education.
  - HS —Less than a bachelor's degree
  - BAC—Bachelor's degree
  - MAS—Master's degree from other than ALA accredited library school program
  - MLS—Master's degree from ALA accredited library school program
- III. **Sex**—Use M for male and F for female.
- IV. **Total Hrs/Wk**—Total number of hours worked per week. If the exact number is not known, supply your best estimate.
- V. **Hourly Rate**—If the hourly rate is unknown, enter the annual salary.

**Work Area Codes**—Use the following codes when completing columns VI, VII, and VIII.

- CHI —Children's/Youth Services
  - CAT —Cataloging
  - REF —Reference/Adult Services
  - COL —Collection Development
  - CIR —Circulation
  - AUTO —Automation/Systems
  - ADIR —Assistant Library Director
  - BKMB —Bookmobile
  - ASST —\*Assistant Librarian
  - OTH —Other Type of Librarian
- \* [Assistant Librarian refers to a librarian who has a broad range of assignments, due to the small staff size of the library. Usually found in smaller libraries.]

- VI. **Assignment 1**—The assignment in which this Group A employee works the largest number of hours per week.
  - Code**—Use one of the Work Area Codes listed above.
  - Hrs/Wk**—The number of hours spent in a typical week performing work related to Assignment 1.
- VII. **Assignment 2**—If this person has more than one assignment, the work area in which this Group A employee works the second largest number of hours per week.
  - Code**—Use one of the Work Area Codes listed above.
  - Hrs/Wk**—The number of hours spent in a typical week performing work related to Assignment 2.
- VIII. **Assignment 3**—If this person has more than two assignments, the work area in which this Group A employee works the third largest number of hours per week.
  - Code**—Use one of the Work Area Codes listed above.
  - Hrs/Wk**—The number of hours spent in a typical week performing work related to Assignment 3.

(I) Position Title	(II) Educ. Code	(III) Sex	(IV) Total Hrs/Wk	(V) Hourly Rate	(VI) Assignment 1		(VII) Assignment 2		(VIII) Assignment 3	
					Code	Hrs/Wk	Code	Hrs/Wk	Code	Hrs/Wk
City Librarian	MLS	M	40	29.33	Head Librarian					
see attached										

<b>Group B: Full-time or part-time technical and clerical employees</b>		
Total number of hours all Group B employees worked in a typical week.....		1,160
Minimum hourly rate actually paid (convert annual salary to hourly rate).....	\$	7.97
Maximum hourly rate actually paid (convert annual salary to hourly rate).....	\$	15.51
<b>Group C: Full-time or part-time pages or shelvers</b>		
Total number of hours all Group C employees worked in a typical week .....		380
Minimum hourly rate actually paid (convert annual salary to hourly rate).....	\$	6.22
Maximum hourly rate actually paid (convert annual salary to hourly rate).....	\$	8.75
<b>Group D: Full-time or part-time building maintenance, security or plant operation employees</b>		
Total number of hours all Group D employees worked in a typical week .....		145
Minimum hourly rate actually paid (convert annual salary to hourly rate).....	\$	9.06
Maximum hourly rate actually paid (convert annual salary to hourly rate).....	\$	15.90
52. How many hours per week is considered full-time equivalence in your library? .....		40 52

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Library Decatur Public Library

**AUTOMATION**

53. Are your catalog records part of an electronic catalog? ..... Yes  No   
**IF YES**, are you ..... Yes No Is it . . . ? (Check all that apply.)  
 a. part of a regional library system catalog? ..... 1  On line  CD-ROM   
 b. part of another shared system? ..... 1  On line  CD-ROM   
 c. a stand alone, in-house system? .....  2 On line  CD-ROM  53
54. Check all of the following activities for which your library uses computers. (Check all that apply.)  
 a. Internet  g. Library Statistics   
 b. Cataloging  h. On-line Catalog   
 c. Acquisitions  i. Interlibrary Loans   
 d. Reference  j. Word Processing   
 e. Serials Control  k. Graphics   
 f. Serials Union List   
 Something else? (Please Specify) \_\_\_\_\_ 54
55. How many of the following does your library have?  

	Total Number in Library	Number Available for Public Use
a. IBM Compatible Micro Computers:		
386 or less .....	9	3
486 or higher.....	23	11
b. Macintosh Micro Computers.....		
c. Printers .....	19	6
d. Computer Modems .....	8	0
Highest Baud Rate (circle one):		
1200   2400   4800   9600   14.4K <b>28.8K</b> 36.6K   other   unknown		

 55
56. On what type of diskette would you like to receive the FY97 Electronic IPLAR? (Circle one code)  
 5-1/4 double density (360K) ..... 5dd  
 5-1/4 high density (1.2MB) ..... 5hd  
 3-1/2 double density (720K) ..... 3dd  
 3-1/2 high density (1.44MB) .....  3hd 56
57. Does your library currently use a computerized circulation system? ..... Yes  No   
**IF NO**, are you planning to switch to such a system within a year? ..... Yes  No  57
58. Does your library have access to the following?  
 (Access is the availability of the service to either staff or patrons.)  

	Yes	No
a. DIALOG .....	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2
b. OCLC.....	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2
c. SILO .....	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2
d. IO (ILLINET Online) .....	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2
e. Commercial Databases (Example: WILSONDISC).....	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2

 58
59. Does your library provide patron access to electronic services? ..... Yes  No  59  
 (Patron access may be either direct or staff access on behalf of patrons. Electronic services include remote databases and commercial services (e.g., bibliographic and full-text databases, multi-media products). **Electronic services does NOT include Internet access**).
60. Does your library have access to the Internet? ..... Yes  No  60  
 (Internet access is defined as having one or more of the following services accessible from the library: telnet, gopher, file transfer protocol, or the World Wide Web. Access to electronic mail only is not Internet access.)  
**IF YES**, who uses the Internet (Circle one):  
 Library staff only .....  1  
 Patrons through a staff intermediary only ..... 2  
 Patrons directly ..... 3

City Decatur Lib Decatur Public Library



REFERENDA

61. Was your library involved in a referendum during the last fiscal year? ..... Yes \_\_\_ No x 61
IF NO, go directly to question 63. IF YES, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

62. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. 62

Table with 4 columns: Date of Referendum, Passed, Failed, Effective Date. Rows include Annexation Referendum, Bond Issue Referendum, Conversion Referendum, District Establishment Referendum, Maintenance Tax Referendum, Public Library Establishment Referendum, Tax Increase Referendum, Working Cash Referendum, and Other (Please Specify).

63. If in the last year, or in the period before filing this report, you took action to convert to public library district status by approval of your corporate authority (under P.A. 86-346 and P.A. 86-713), or your district library annexed additional territory in an unincorporated area by backdoor referendum (under 75 Illinois Compiled Statutes (ILCS) 15/2-8), indicate the effective date of either action. 63

Effective Date
Conversion \_\_\_\_\_
Annexation \_\_\_\_\_

64. Amount of surety bond..... \$ 1,000,000 64
NOTE: 75 Illinois Compiled Statutes (ILCS) 5/4-9, requires that the bond be "not less than 50% of the total funds received by the library in the last fiscal year" for municipalities of less than 500,000 population (Paragraph 4-9), and for public library districts (75 Illinois Compiled Statutes (ILCS) 16/30-35(e)).

65. Person to contact (if necessary) concerning the information reported on this form:
Name: Linda Humphreys Telephone: ( 217 ) 424-2900 65

CERTIFICATION

66. This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing May 1 19 95 and ending April 30 1996 66
(Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year.)

67. Signature of the librarian [Signature] 67
(The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.)

68. [Signature] 5-23-96 68
Secretary (signature) Date signed by the secretary of the board.
(Requires the signature of the secretary and president of the current library board.)

69. [Signature] 5-23-96 69
President (signature) Date signed by the president of the board.

City Decatur

Library Decatur Public Library

## CURRENT LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes and for meeting the annual legal reporting requirements of library districts. REPORT THE MOST RECENT INFORMATION AVAILABLE.

70. President (a) <u>John Stengel</u> Name	(b) <u>(217) 429-6357</u> (Area Code) Telephone	(c) <u>7/97</u> 70 Mo. & Yr. When Present Term Ends
(d) <u>431 Shoreline Drive, Decatur, IL 62521</u> Complete Home Address		
71. Vice-President (a) <u>David Pritts</u>	(b) <u>(217) 422-2016</u>	(c) <u>7/96</u> 71
(d) <u>30 South Shores Drive, Decatur, IL 62521</u>		
72. Treasurer (a) <u>N.A.</u>	(b) _____	(c) _____ 72
(d) _____		
73. Secretary (a) <u>Judi Moss</u>	(b) <u>(217) 428-3981</u>	(c) <u>7/98</u> 73
(d) <u>1550 Lynnwood Drive, Decatur, IL 62521</u>		
74. Other Members (a) <u>Janice Lambert</u>	(b) <u>(217) 767-2713</u>	(c) <u>7/98</u> 74
(d) <u>3206 Pinehurst, Decatur, IL 62521</u>		
75. (a) <u>Mary Lee</u>	(b) <u>(217) 422-3849</u>	(c) <u>7/96</u> 75
(d) <u>340 N. Calhoun, Decatur, IL 62521</u>		
76. (a) <u>Richard Mannweiler</u>	(b) <u>(217) 428-8196</u>	(c) <u>7/97</u> 76
(d) <u>2320 Kenwood Court, Decatur, IL 62526</u>		
77. (a) <u>Shirley Moore</u>	(b) <u>(217) 422-2565</u>	(c) <u>7/98</u> 77
(d) <u>418 Woodhill Drive, Decatur, IL 62521</u>		
78. (a) <u>Stanley Sitton</u>	(b) <u>(217) 423-4803</u>	(c) <u>7/96</u> 78
(d) <u>115 Bayshore Drive, Decatur, IL 62521</u>		
79. (a) <u>Ellen Spycher</u>	(b) <u>(217) 429-3042</u>	(c) <u>7/97</u> 79
(d) <u>255 Cobb Avenue, Decatur, IL 62522</u>		
80. (a) _____	(b) _____	(c) _____ 80
(d) _____		

City Decatur  
Library Decatur Public Library

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the University of Illinois Library Research Center, and send the original to the State Library.

You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.

(For System Use Only)

Full name of system staff member who reviewed this form: \_\_\_\_\_

>> GO TO PART II (PAGE 9) <<

Illinois Public Library Annual Report (IPLAR) FY1995-96

Part II

1. Operating Expenditures for library materials in electronic format .....\$ 35,000 1  
(Report operating expenditures for materials considered to be part of the collection, whether purchased or leased, that are designed to be processed by a computer. Include CD-ROMs, magnetic tapes, and magnetic discs. Exclude library operating system and networking software and computer software used only by the staff.)
2. Operating Expenditures for electronic access .....\$ 135,000 2  
(Report operating expenditures associated with access to electronic materials and services. Include computer hardware and software, whether purchased or leased; maintenance; services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services; and fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.)
3. Telecommunications Expenditures .....\$ 6,807 3  
(Report all expenditures associated with telecommunications. EXCLUDE voice communications. If an actual figure is not available, estimate expenditures.)
4. Estimated number of titles in MARC format: 165,646 Volumes: 273,871 4
5. Number of Microforms Held ..... 12,196 5  
(Report the number of units of microforms that have been photographically reduced in size for storage, protection and inexpensive publication purposes, and which must be read with the help of enlarging instruments. Examples of microforms are: roll microfilm, microcard, microfiche, and ultrafiche. Include government documents.)

(NOTE: The above questions will be placed in Part I of future IPLARs)

6. Does your library have a library friends group? .....Yes x No      6
7. Does your library charge fees for the following?  
(Please circle 1 for "yes" and 2 for "no".)

			If YES, what type of fee? (Circle ONE)	
	Yes	No	Flat	Graduated
a. Library Card Replacement.....	<u>1</u>	2	<u>3</u>	4
b. Lost/damaged Material Replacement .....	<u>1</u>	2	3	<u>4</u>
c. Overdue Juvenile Materials.....	<u>1</u>	2	<u>3</u>	4
d. Overdue Adult Materials .....	<u>1</u>	2	<u>3</u>	4
e. Placing a Reserve.....	<u>1</u>	2	<u>3</u>	4
f. Photocopies.....	<u>1</u>	2	<u>3</u>	4
1. Multiple Copies Only.....	1	<u>2</u>	3	4
g. Interlibrary Loan Fill Charges.....	1	<u>2</u>	3	4
h. Add'l Postage to Mail Interlibrary Loan to Home.....	1	<u>2</u>	3	4
i. Computer Printout.....	<u>1</u>	2	3	<u>4</u>
j. Computer Access.....	1	<u>2</u>	3	4
1. FirstSearch Block Searches.....	1	<u>2</u>	3	4
2. Internet.....	1	<u>2</u>	3	4
3. Other Use.....	1	<u>2</u>	3	4
k. Fax Use.....	1	<u>2</u>	3	4
l. In-Library Equipment Use.....	1	<u>2</u>	3	4
m. Meeting Room Use.....	<u>1</u>	2	<u>3</u>	<u>4</u>
n. In-depth Reference Search.....	<u>1</u>	2	<u>3</u>	4
o. Rental Book Collection (e.g., recent best sellers loan charge) .....	<u>1</u>	2	<u>3</u>	4
p. Video Rental.....	1	<u>2</u>	3	4
q. CD-ROM Rental.....	1	<u>2</u>	3	4
r. A-V Equipment Rental.....	1	<u>2</u>	3	4
s. Other (Specify).....	1	2	3	4
_____	1	2	3	4
_____	1	2	3	4
_____	1	2	3	4

Continued on Reverse Side

City Decatur

Library Decatur Public Library

Illinois Public Library Annual Report (IPLAR) FY1995-96  
Part II *continued*

8. Using the Work Area Codes and Education Codes listed below and supplying the other information needed, please complete the following personnel questions. (Attach additional pages, if necessary)

**Work Area Codes** - Use when completing column (III)

CHI —Children's/Youth Services  
CAT —Cataloging  
REF —Reference/Adult Services  
COL —Collection Development  
CIR —Circulation

AUTO —Automation/Systems  
ADIR —Assistant Library Director  
BKMB —Bookmobile  
ASST —Assistant Librarian  
OTH —Other Type of Librarian

**Education Codes** - Use when completing column (IV)

HS —Less than a bachelor's degree  
BAC —Bachelor's degree  
MAS —Master's degree (not ALA Accredited)  
MLS —Master's degree (ALA Accredited)

**A. Librarian Vacancies**

(Include only those budgeted librarian positions vacant on the last day of this fiscal year for which there was an active search while the position remained vacant.)

(I) Position Title	(II) Hours/ Week	(III) Work Area	(IV) Education Required	(V) Number of Weeks Vacant during FY95-96	(VI) Annual Salary Range Minimum      Maximum	
N. A.						

**B. Newly Created Librarian Positions**

(Include any newly created librarian positions which were created in either FY1994-95 or FY1995-96.)

(I) Position Title	(II) Hours/ Week	(III) Work Area	(IV) Education Required	(V) Fiscal Year Created (Circle One)	(VI) Current Status (F)illed/(U)nfilled	(VII) Date Filled (if applicable)
N. A.				94-95 or 95-96		
				94-95 or 95-96		
				94-95 or 95-96		
				94-95 or 95-96		
				94-95 or 95-96		

**C. Eliminated Librarian Positions**

(An eliminated librarian position is one that was budgeted for in FY 1995-96 but is not in the budget for FY 1996-97.)

(I) Position Title	(II) Hours/ Week	(III) Work Area	(IV) Education Required	(V) Date Position Eliminated (mm/yy)	(VI) Last Annual Salary Paid	(VII) Reason Eliminated (i.e. lack of funds or need, etc.)
N. A.						

City Decatur

Lib Decatur Public Library

Decatur Public Library  
Decatur, IL

51. Staff Data

Position title	Educ.	Sex	Hours	Hr. Rate	Assi. I Code	Hours
Head of Extension Division	MLS	F	40	18.06	BKMB	40
Head of Adult Division	MLS	F	40	16.05	REF	40
Information Specialist--Periodicals	MLS	F	40	16.46	REF	40
Information Specialist--Audiovisual	MLS	M	40	15.37	OTH	40
Head of Children's Division	MLS	F	40	18.06	CHI	40
Head of Circulation Division	MLS	F	40	14.93	CIR	40
Information Specialist--Business Services	MLS	M	40	16.90	REF	40
Information Specialist--Young Adult	MLS	F	40	15.37	CHI	40
Head of Technical Division	MLS	F	40	18.06	CAT	40

**Annual Report of the  
City Librarian  
For the Fiscal Year Ending  
April 30, 1996**

This is my fourth annual report to the Board of Library Trustees. In thinking about this past year, and the period since assuming the position of City Librarian on July 2, 1992, two words come immediately to mind: change and technology. The 1995 annual report dealt with change and how it affects library staff and users. Change continues to be a driving force in library programs, services, and operations. Technology, particularly the rapid increase in digitization of information and its increasing accessibility through computer based formats such as CD-ROM, the internet and direct on-line database access, is determining not only how effective we may be as an information provider, but also is bringing hard financial questions to the whole picture of library operations. For technology is not inexpensive, but a certain level is necessary if we are to continue to effectively serve our user public.

Change was seen in plans for a main library facility. As the year began, BLDD Architects was working with the Library Board, staff and Library Foundation on schematic plans for a renovation of the main library facility. These plans were developed and discussed over the summer and fall of 1995 and by early fall a renovation plan with an estimated cost of \$4,512,625 was finalized. This plan would totally renovate the current library building, bring it technologically up to date, expand the area available for children's services, and make meeting rooms more accessible to the general public. This plan was presented to City Council on November 27, 1995. There was concern expressed at this meeting about the cost of the renovation and the fact that it would not solve the lack of on-site parking. After this meeting, members of the Board and I had individual discussions with City Council members, the Mayor and the City Manager. As a result of these discussions, it was decided to pursue the option of a new main library facility.

Thus, since early December 1995, much of my time has been spent on this project. Richard Thompson, Director of the Wilmette Public Library who had earlier done a library space needs study for Decatur Public Library, was employed by the Board to update his earlier study. His revised study indicated that the Library needed a minimum of 75,000 square feet to meet the needs of the Decatur community for the next twenty years. In conjunction with this study, architectural firms were interviewed to prepare a cost estimate for the new building. The firm of Pecsok, Randall, Lockwood and Van Allen of Indianapolis was selected and on February 28, 1996 presented the Library with a cost estimate of \$9,468,413.86 for a building of 73,800 gross square feet. This estimate was discussed with Decatur City Council on March 4, 1996. As a result of these discussions, the Library was authorized by Council to spend up to \$25,000 on a study of city garage c as a possible library site and on schematic drawings for a new library facility. The Board has entered into a contract with the firm of Blank, Wesselink, Cook and Associates, Inc. of

Decatur, Illinois to conduct a study of city garage c. This study should be completed by the end of May 1996.

The process of selecting an architectural firm to do schematic drawings of a new main library facility was underway at year's end. During the last week of April, visits were made by board members and library staff to buildings designed by the three firms under consideration. Other sites for the facility were also being examined as to their suitability. Board and staff members are excited about the opportunity to design and build a main library facility that will be capable of using the technology of today's and tomorrow's world and will speak to the importance of the library as a linchpin of the city's infrastructure.

While plans were going on for a change in the library's facilities, necessary repairs were made to the current building to keep it operational. After a quarter of a century of Illinois summers and winters, the library roof was replaced during the year. This project, with its cost of \$104,990 funded by city capital funds, was begun in early October 1995 and substantially completed by month's end. The winter weather and other factors held up final completion until early in March 1996.

Several grants were received by the library during the year. In addition to the regular per capita grant, the library received an ARIEL grant from the State Library. This grant was for the purpose of purchasing hardware and software to enable the library to use the Internet to interlibrary loan scanned documents. At year's end, this equipment was not yet operational as our Internet connection had not yet been installed. The Library was a part of the Millikinet grant funded by the Illinois State Library through LSCA Title III Interlibrary Cooperation funds. This grant provided funding to purchase the necessary hardware and software for Millikin University to become an Internet access point for local agencies and to develop a community free net where community members would be able to access locally-developed information databases. At year's end the hardware had been purchased and Decatur Public Library was in the process of being connected to Millikin for internet access. I am serving on the grant's advisory committee as the process of developing the local free net continues. A third grant in which the library participated was the Family Literacy Grant which involved Richland Community College, Project Head Start, Baby TALK and the library. Through this grant, the library provided bookmobile service to the grant site at Project Head Start on a weekly basis, assisted in material selection and development for grant participants, and provided a monthly main library story-hour and library use session for participants.

Internet access was made available for Adult Services staff during the year through commercial vendors. This access, and Internet training sessions and workshops attended by most division staff, enabled staff to familiarize themselves with the Internet and prepare themselves for

the planned installation of public access Internet terminals at the Library. Reference questions were answered by staff using resources found on the Internet and sites found for specific library users to visit on their own. The Personnel, Policies, and Public Relations Committee of the Board worked on an Internet use policy for when public access becomes available. It is anticipated that this policy will be completed by early summer 1996, with actual public access finally becoming a reality in late September 1996.

During the fall of 1995, the Maintenance Division under the leadership of Owen Richardson renovated one of our tractor trailer bookmobiles. The Board of Trustees also approved the purchase of a newer tractor to pull this bookmobile, replacing the 1973 International tractor currently being used. Thus on December 22, 1995, the newly renovated unit pulled by a 1986 Mack tractor was placed into service. Thanks go to the maintenance staff, ADM for their assistance with the tractor purchase, and the Extension Division staff for their hard work in transferring and reassigning materials. This renovated unit is a fine example of what can be accomplished by a dedicated, hardworking staff.

With the purchase of the smaller bookmobile described in last year's report, the extension division has been establishing neighborhood stops throughout the city. Many of these stops have become highly successful and some stops--such as Butler and Garfield Estates--are used to the point that numbers almost have to be handed out to users. The division is continuing to weed its collection as time permits and is looking forward to adding new formats, including a multi-media computer and FRED terminal to the large bookmobile unit in the coming year.

One frustration of the past year has been release 2.5 from GEAC. This release to upgrade our on-line catalog and materials circulation system had been promised during the summer of 1995. It is necessary before we can add the children's catalog, have the capability to add additional databases for display over our FRED terminals, and provide a self-check unit for our Circulation Division. However, by year's end it still had not arrived. In addition the library has been having trouble with the software system in providing back-up tapes for the system's data. This second problem is hopefully at a resolution stage as this report is being written.

Any public library is dependent on support groups to provide the extras that regular budgets do not provide. The Decatur Public Library is blessed with an excellent Friends of the Library group. This past year they moved their main fund-raiser--an annual booksale--out of the library to the Decatur Civic Center. This sale, held over Labor Day weekend, sold over \$7,400 worth of books and another sale is planned for the Civic Center this coming Labor Day weekend. In addition to providing assistance with the Summer Reading Program, including providing funding for the program's final event, the Friends have purchased equipment, donated art work and enabled library staff to attend educational meetings. Without their dedication and support the library would not be able to offer all the quality programs and services it does.



The 1995-96 budget projected a balanced budget with expenditures and revenue of \$2,502,140, a slight increase from the previous year's \$2,493,490 figure. With a much higher than anticipated investment interest income, an increase in personal property replacement tax income from the state, and the ARIEL grant mentioned earlier actual revenue was \$ 2,584,786.18. Expenditures for the year were \$2,557,095.71. Included in these expenditures was a transfer of \$111,652.20 to the library's capital fund. The library's capital fund had a balance of \$393,976.42 at year's end.

During the year 18,864 volumes were added to the collection, an increase of 10% over last year. Areas of greatest increase included cassettes up 24% and videos up 30%. The library spent \$ 350,940.37 on materials for the year, an increase of 3.7% over last year. This amounts to \$4.11 per Decatur resident. The library currently receives 1,275 periodical titles.

As a part of regular collection maintenance, 17,655 volumes representing 3,826 titles were withdrawn during the year, 3,128 paperbacks were bound, 9,486 periodicals were processed, 12,927 items were mended, 4,093 book jackets were replaced and 38,816 changes were made to the library's database. The relabeling of the local history and fiction collections continued for a third year with 91 books processed for the local history project and 517 books processed for the fiction project. Additional projects included adding the Grant Center books to the regular circulating collection and cataloging previously uncataloged paperbacks so that library users would have direct access to a portion of the collection previously available only through browsing. Through this project over 2,300 items and 1,000 titles have been entered into the on-line catalog.

The 1995 summer reading program--"Reading is Tremendous"--had 2,199 children sign up for it including 430 bookmobile participants. This is down 3.4% from a year ago. However, return visits during the program were up 15.5% over last year, indicating a more active participation in the program by participants. As a parent of a child who participated in the program, I thank the division for their excellent effort in providing a quality summer experience for Decatur youth. The program closed with three excellent presentations by Madcap Puppet Productions of "A Forest Full of Fables." These programs were attended by over 600 individuals.

The Children's Division continued its close relationship with Baby TALK and SPARK. During the year, 95 lap-sit programs were held attended by 1817 toddlers and their parents. There were 312 Baby TALK contacts including photographing 126 babies, signing up 27 babies, and giving birthday books to 68 babies. There were 306 SPARK contacts. During the year, Katie Gross, Head of the Children's Division, spoke to 8 SPARK classes and the division prepared 4 annotated booklists about toys for a SPARK reading project.

Other projects completed by the Children's Division included an update of the "Preschool Concept Booklist," and a revision of the Dinosaurs, Railroads, Newbery and Caldecott lists. In preparation are annotated lists of African-American picture books and fiction.

Through the use of volunteers and the presence of Mr. Wil Hawbaker on Monday through Friday from 9:00 a.m. to 1:00 p.m. through a green thumb grant, the Shilling Local History Room was open more hours for the public this past year. A 27.1% increase in usage is evidence that this met a need. Work continues on indexing the flexible film negatives obtained from the Herald and Review and estimates are being sought on scanning our glass plate negative collection into CD-ROM format.

Much time has been spent this year by various Adult Services Division staff in preparing booklists on a wide variety of subject matter to aid users in locating items of interest in our collection. Fiction booklists including topics such as mysteries with clerics as sleuths, romantic suspense, and "classic" westerns led users to new and interesting reading. One of the most popular lists was the "John Grisham Read-A-Likes" which listed legal thrillers.

The library passed the federal depository inspection. A concern was expressed about how the library weeds and displays the collection, but with the collection likely to be available only in electronic format by 1998, these concerns were of minor long-term importance.

A paper listing of the periodical holdings was prepared and distributed to area libraries. The reference 500 area was updated using Sapp's Building a Popular Science Library Collection for High School to Adult Learners as a guide. Additions to the business collection included Value Line Expanded Edition, Kiplinger's Retirement Report and MoneyPaper. The young adult area was weeded and collection additions emphasized "high-quality non-fiction for general reading and reports plus popular and substantial fiction." That this was successful, is noted by the fact that the library owned 48 of the 56 titles chosen by the American Library Association as this year's "Best Books for Young Adults." Substantial work was done in the audio-visual area in filling in gaps in the collection. Music selections emphasized rock, rhythm and blues, country, Christian popular, as well as classic country and western artists, and rock 'n' roll standards. Video selections included classical, foreign, dance instruction, Time Life medical series and the Lost Civilization series. A gift allowed significant additions to our popular books on tape collection.

Library use statistics for the past year indicate that main library attendance increased by 7.9%, material circulation was down 2.8%, and professional assists (or questions asked of staff which are non-directional in nature) were down 1.2%. Including all circulation, except renewals, extension division circulation was down 12.7% and main library circulation was down by less than .5%. The increase in main library attendance can partially be attributed to a new, more accurate counting system which was installed early in the year.

Last year's report indicated that the library was preparing to receive an information kiosk containing basic information on community service agencies. This kiosk--"The Answer Machine"-- has been housed near our front entrance since last summer. It has received many favorable comments and the project, a joint effort of Communities in Partnership, Millikin University and the Decatur Public Library, was declared one of four national winners by the Coalition on Educational Initiatives in the General Category of outstanding programs providing learning opportunities for young people through comprehensive community involvement. Its companion--"Ask Sarah"--a more detailed community service information database, was placed on our downstairs network where community individuals could search it as well as download its information for use in their business or home. We will work in the coming year with the United Way of Decatur and Macon County on both of these databases, as they will be taking over responsibility from Communities in Partnership for their upkeep and further development.

Again this year, as the accompanying list indicates, heavy use was made of our meeting rooms, an 11.5% increase over last year. There were days when both rooms were in use and groups had to be turned away and library meetings held in other parts of the building. This usage indicates a continuing need in the community for the provision of this service and any new library building needs to include adequate meeting space in its design.

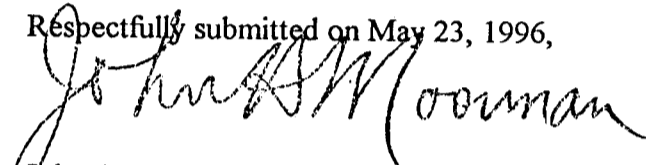
As in previous years, not enough can be said about our maintenance staff. Through their diligent work and care, the building is clean and operational, our extension services functional, and we are able to provide effective service to our user public. I have worked in many libraries over the past 25 years and this staff is better than any I have come into contact with. Without their hard labors and concerned care, the problems and faults of our equipment and facilities would become more evident to staff and users alike.

This year a conscious change was made in the provision of staff training and development. Each division was given a certain amount of the training and conference budget to provide training opportunities for their staff. As a result, many individuals were able to attend workshops on a wide variety of topics from Internet to children's stories. Conferences attended varied from conferences on literature for young adults to the annual conference of the Public Library Association. I continue to view staff training as an essential part of any library operation, for in this day of rapid technological advances, each of us will need to be continually upgrading our knowledge if we are to remain successful as providers of information. I am considering recommending to the Board that an in-service day be reinstated. For while individual training remains important, it is also essential that each of us see more of the whole library operation, rather than the narrow view that our specific area often presents. For to be a successful service operation, we must view the library in its entirety, and have the knowledge to be able to support its goals and purposes. This can only be accomplished by group experiences and training.

Where has this year brought us? It has brought us to the edge of the technological revolution in the provision of information. We sit poised to provide Internet access to our user public. This, in and of itself, will drastically alter our service patterns in coming years. We are looking at new formats such as CD-ROM to add to our circulating collection. We are seeking to expand local area networks to the children's area as well as expand computer availability throughout the library. We are also looking at a new building to enable us to more easily accommodate to changing technology and user expectations. As mentioned in the beginning, all this has a cost, and it is not inexpensive. Just to replace our dumb terminals for FRED to pc's to allow for user downloading of information would cost over \$30,000. I intend to be discussing with staff and the Board in the coming year plans to provide needed technological development within a framework than can be accomplished.

These are trying times and also exciting times. I look forward to being a part of this wonderful institution as it begins the next fiscal year. This report closes with a deep sense of appreciation for all those who have made this year possible. This library remains blessed with a fine and caring staff who remain concerned about "their" library and how it provides service to its user community. The Library Board has been extremely supportive of library needs and services and continues to be an excellent body with which to work. I have found city department heads and governing officials supportive of library operations and their assistance in major projects such as the roof replacement has enabled these projects to be successfully concluded.

Respectfully submitted on May 23, 1996,



John A. Moorman  
City Librarian

MEETING ROOM ACTIVITIES AND PROGRAMS  
FISCAL YEAR 1995-1996

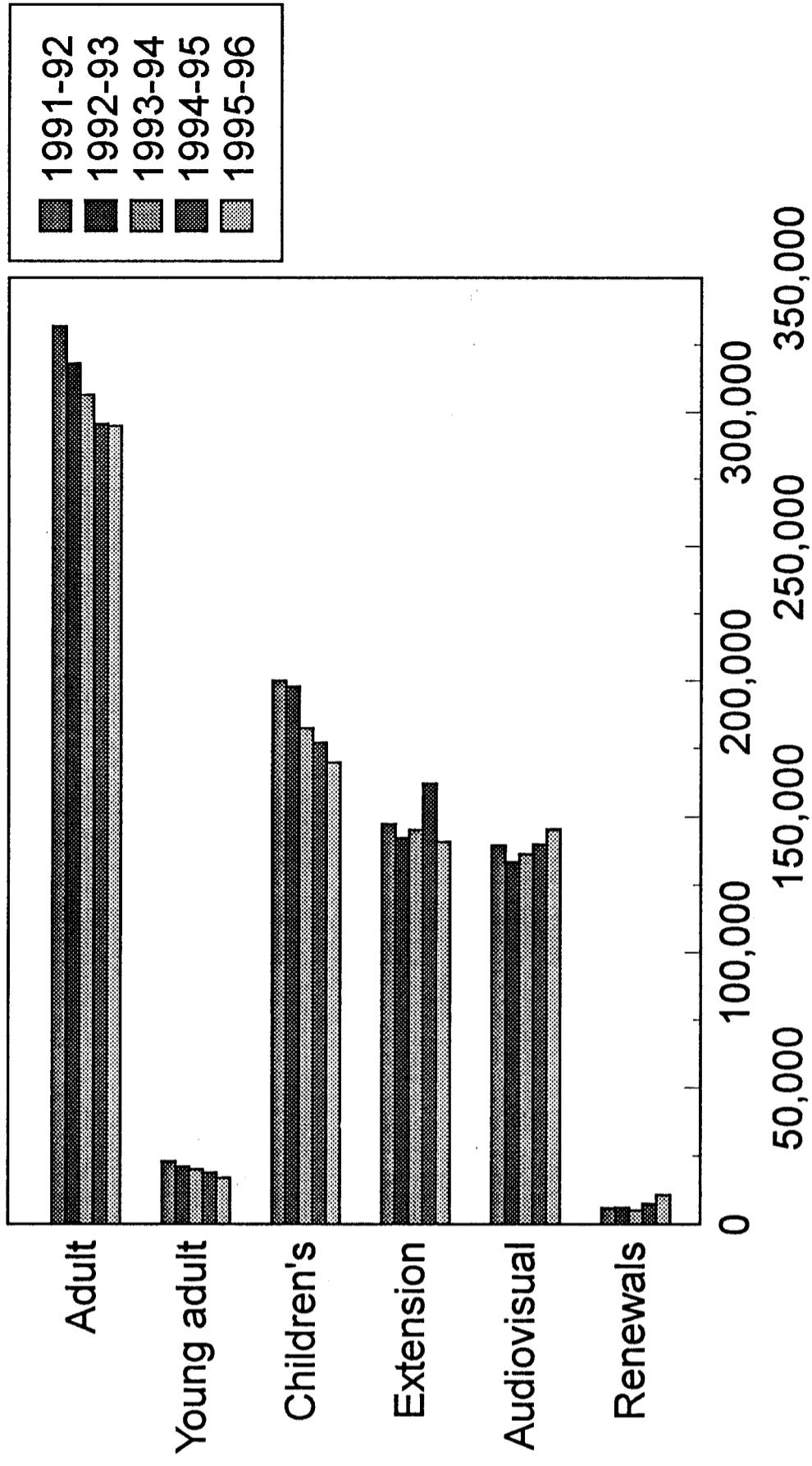
Americorps  
Baby TALK  
Baha'i Community  
Baptist Bible Church  
Barn Colony Artists  
Books Between Bites  
Coalition of Neighborhood Organizations  
Communities in Partnership  
Decatur Genealogical Society  
Decatur Womens' Investment Club  
FINL Financial Consulting  
Freewheelers Bicycle Club  
Friends of the Library  
Great Books  
Heritage Network  
Hypnotherapy Group  
IBEW  
Illinois Library Association  
Keep Decatur Macon Co. Beautiful  
Illinois Central Railroad  
Illinois Interior Design  
JTPA-Macon/DeWitt County  
John Birch Society  
Macon County Mental Health Board  
May, Cocagne & King, P.C.  
Mental Health Association of Macon County  
Merrill Lynch  
Millikin University  
MIRAGE  
NAACP  
NEA Valuebuilder Investor Services, Inc.  
Planned Parenthood  
Press Conference--Curry & Severns  
Press Conference--Poshard  
Pride of the Prairie Investment Club  
Project READ  
Rexall  
Stockpilers Investment Group  
Tupperware  
United Way  
United We Stand  
Women in the Arts

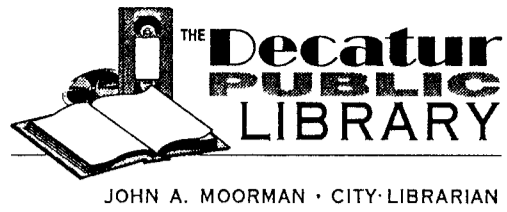
TOTAL MEETINGS HELD - 310

# Decatur Public Library

## Circulation by Area

### 1992 - 1996





May 23, 1996

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

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1995/96.

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

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

Sincerely,

*J.F. Stengel*

John F. Stengel, President  
Library Board of Trustees

JFS:lh

cc: Acting City Manager  
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES  
1995/96**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1996 and is a report of the condition of the Board's trusts on April 30, 1996.

**STATEMENT OF MONIES RECEIVED--LIBRARY OPERATING FUND**

Fund balance, May 1, 1995	310,409.85
Property tax	2,140,780.66
Replacement tax	189,589.31
State grants or other	111,021.00
Fines & fees	69,111.86
Non-resident fees	2,966.27
Lost & damaged books	4,421.27
Photocopier	2,634.70
Reserves & miscellaneous	10,003.36
Transfer from Walmart TIF	3,707.94
Investment interest	37,540.07
Contributions & donations	4,113.20
Miscellaneous income	8,896.54
Fund total	2,895,196.03

**STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND**

Regular salaries and wages	1,281,707.18
Overtime	9,876.46
Temporary salaries	13,692.10
Retirement-IMRF	233,268.22
Group life insurance	911.72
Hospital & medical insurance	108,000.26
Unemployment compensation	1,553.88
Workers compensation	12,667.50
Service recognition	2,430.00
Advertising	181.12
Printing & binding	17,316.63
Services to maintain buildings	12,274.51
Services to maintain improvements	0
Services to maintain auto equipment	4,480.85
Services to maintain office equipment	8,714.99
Management information services (MIS)	46,540.00



Electricity	65,026.73
Gas	5,656.36
Telephone	13,826.40
Water	905.70
Auditing services	1,500.00
Training school	2,700.38
Conferences and other travel	4,439.92
Postage	12,940.55
Computer software expense	4,564.24
Temporary personnel services	43,706.77
Tuition reimbursement	1,160.00
Travel expense for interviews	0
Other professional services	34,953.19
Professional membership fee	2,404.00
Rental--DP equipment	15,147.42
Rental--Equipment	26,089.92
Gasoline	1,467.99
Janitorial supplies	3,997.31
Materials to maintain buildings	22,086.63
Materials to maintain auto equipment	5,295.03
Office supplies	29,604.40
Employee recognition supplies	137.47
Contingencies	0
Transfer to general fund	1,200.00
Motor vehicle insurance	2,277.00
Boiler insurance	272.00
Property insurance	10,432.00
General liability insurance	4,624.00
Transfer to library capital	111,652.20
Small capital items	4,315.46
Office machinery and equipment	20,156.85
Books	244,899.95
Audiovisual materials	70,545.28
Magazines & newspapers	35,495.14
Division total	2,557,095.71

**LIBRARY OPERATING FUND BALANCE**

Fund balance 4/30/96	338,100.32
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**STATEMENT OF MONIES RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND**

Fund balance 5/1/95	309,155.48
Transfer from Library operating fund	111,652.20
Interest	21,108.74
Expenditures	47,940.00
Fund balance 4/30/96	393,976.42

**STATEMENT OF CONDITION OF TRUST FUNDS**

Joseph H. Breckenridge Fund (est. 1972)*	
Fund balance 5/1/95	815.97
Interest on investment	65.27
Expenditures	0
Balance 4/30/96	881.24

Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/95	618.59
Interest on investment	55.74
Income	781.39
Expenditures	636.43
Balance 4/30/96	819.29

Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/94	112,598.57
Interest on investment	8,963.37
Expenditures	1,783.56
Balance 4/30/95	119,778.38

- \* Fund restricted to purchase equipment for online catalog
- \*\* Fund restricted to book purchases

**STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED**

<u>Materials available:</u>	<u>1994/95</u>	<u>1995/96</u>
Book stock, volumes	240,243	240,092
Phonodiscs, albums	7,316	7,287
Audiocassettes, cassettes	4,396	4,786
Microfilm, reels	8,498	8,567
Videocassettes, tapes	5,963	6,337
Compact discs, discs	1,916	2,418
Books on tape, tapes	587	641
Filmstrips, films	88	88
Microfiche, fiches	3,629	3,629
16mm films, films	3	3
Laser discs, discs	23	23
Government documents	48,761	48,686
Telephone directories	499	493
College catalogs	765	777
Total number of items in collections	322,687	323,827

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

	<u>1994/95</u>	<u>1995/96</u>
Adult circulation	356,689	349,589
Young adult circulation	22,267	19,874
Children's circulation	282,715	264,401
Audiovisual	140,109	145,585
Total	801,780	779,449

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

	<u>1994/95</u>	<u>1995/96</u>
Adult	295,738	295,060
Young Adult	19,020	17,053
Children's	177,182	169,932
Extension	162,358	141,108
Videocassettes	75,278	74,345
Audiocassettes	30,990	36,488
Recordings and other	21,409	23,267
Extension audiovisual	12,432	11,485
Renewals	7,373	10,711
TOTAL CIRCULATION	801,780	779,449

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

The Library received a distribution of \$781.39 as its share in the income from the trust established by the will of Maude E. Bridges.

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

No real property was acquired during the year. No personal property was purchased except for items required in the normal operation of the Library.

#### **LIABILITIES**

The library had no bonds or other obligations outstanding during the fiscal year.

#### **STATEMENT OF MONIES REQUIRED FOR LIBRARY OPERATION IN 1996/97**

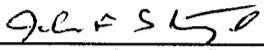
The Library Board will provide the City Council with an estimate of funds required to operate the Library for fiscal year 1997/98 by November 30, 1996.

**OTHER STATISTICS, INFORMATION, AND SUGGESTIONS**

Attached are the 1995/96 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1995/96 Annual Report of the City Librarian, which contains a narrative summary and appropriate graphs of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 23, 1996.

Dated this 23rd of May, 1996.

  
\_\_\_\_\_  
John F. Stengel, President  
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
April 18, 1996

**I. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Mary Lee, Shirley Moore, Stanley Sitton, and Ellen Spycher. Absent: Richard Mannweiler, Judi Moss, and David Pritts. Staff present: Karen Anderson, Grace Veach, Beth Kent, John Moorman, and Linda Humphreys. Others present: Ed Booth and Dan Sommerfeldt.

**II. APPROVAL OF MINUTES**

The minutes of the meeting of March 21, 1996 were approved as mailed.

**III. COMMUNICATIONS FROM THE PUBLIC**

No one from the public addressed the Board.

**IV. CITY LIBRARIAN'S REPORT**

Karen Anderson, Grace Veach, and Beth Kent summarized the functions of their respective divisions' for the Board. They also highlighted their recent trip to the Public Library Association's annual conference in Portland, Oregon.

The City Librarian's report was previously mailed.

Mr. Moorman reported that trips to libraries are scheduled for next week to view libraries designed by various architects. A video will be made of the trip for those trustees unable to go on the tours. Booklets prepared by BLDD were distributed. Mr. Moorman said that he will invited division heads to go on the tour of libraries as seating is available.

**V. OLD BUSINESS**

Mrs. Lambert made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote. The Board went into closed session at 5:05 p.m. The meeting was re-convened at 6:18 p.m.

**VI. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The committee met April 1. The committee reviewed recommendations regarding the library's collection of Lincoln materials. Mrs. Moore made a motion to keep certain items of local significance and give the

remaining items to the Illinois State Historical Library for preservation. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote.

**Finance and Properties Committee:** Mr. Sitton made a motion to approve the March bills. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

The committee met April 2, 1996. Mr. Sitton made a motion to approve increasing the library's carry-over balance by \$25,000 for next year and transfer any remaining unspent funds from the library general fund to the library capital fund on April 30, 1996. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

Mrs. Moore made a motion to approve the necessary transfers to balance the library's individual line items in the budget. The motion was seconded by Mr. Sitton and unanimously carried on roll call vote.

**Rolling Prairie:** No report.

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

**Foundation:** The Foundation Board of Directors has not met, but a replacement needs to be named for Sharon Alpi who has resigned.

#### VII. OLD BUSINESS

Mr. Stengel appointed himself and Mr. Sitton to the Nominating Committee.

#### VIII. NEW BUSINESS

Mr. Sitton reported that he has attended the ILA Trustees Day in past years and highly recommends it. There is a good article for trustees in the current "Trustee Voice." The new "American Libraries" also has a couple of good articles.

#### IX. ADJOURNMENT

Mr. Stengel adjourned the meeting at 6:50 p.m.

Respectfully submitted,

*Judi Moss*

Judi Moss, Secretary  
Decatur Public Library Board of Trustees

## **City Librarian's Report**

**For the May 23, 1996 Meeting**

**of the**

### **Decatur Public Library Board of Trustees**

Work continues on the possibility of a new main library building. Library tours to visit buildings designed by potential architectural firms were conducted this past month. Visits were made to Decatur area libraries designed by BLDD Architects of Decatur, libraries in Danville, Palatine, and Northlake designed by PSA Associates of Peoria, Naperville and Dallas, Texas and libraries in Lafayette and Monticello, Indiana designed by Pecsok, Randall, Lockwood and Van Allen of Indianapolis, Indiana. With approval of the Board, the firm of Blank, Wesselink, Cook and Associates of Decatur was employed to do an engineering study of city garage c as a possible library site. This study should be completed by the end of May.

The committee to study library cooperation and a new library facility, formed at the request of Mayor Terry Howley, has begun work. They have had an initial meeting to examine cooperation among area libraries and will be working on library space needs in coming meetings. A final report from this committee is anticipated before the end of June.

Beginning the first of May, the contractual agreement with Nims Associates for the provision of computer support services went into effect. As a result we have the services of Julie McNamara for 24 hours per week. Her initial schedule is Monday, Wednesday and Friday from 8 a.m. - 5 p.m. So far she has been working with Millikin University to install our Internet connection, training the children's staff on the new computer received from the state, and configuring a software program in the administrative office so that we may resume indexing obituaries found in the **Herald and Review**.

The Head Start Bookmobile stop closed on May 15th with the end of the Family Literacy Grant program. During the two semester grant period 30 new patron cards were issued from this stop and a total of 450 items checked out. If the grant is awarded a second year, the stop will resume and efforts will be made to inform community residents about the stop.

**City Librarian's Report**

**May 23, 1996**

**Page 2**

The Library has loaned six negatives from its collection to the Mueller Museum for their time line of the 20th century display. The negatives are from V-J day and the Transfer House in the 1920's. They will be developed and blown up into poster size prints to be hung inside the museum.

Shirley Edwards, and Karen Anderson participated in the "Baby Shower" program sponsored by the High Risk Infant Registry of Macon County. They handed out rain bags, bookmarks and library information as well as registering attendants for library cards. By program's end the library had 15 new users. Karen Anderson also helped set up for the HSAC community volunteer tea.

The Extension Division will also be providing a story-hour at the Macon County Health Department beginning on June 27th. This is the second summer for this program.

On Tuesday April 16th, Karen Anderson, Joan Bauer, Beth Kent and I attended the annual Illinois Library Association Legislative Day in Springfield. While there we met with Representatives Noland and Currie and discussed library legislative priorities with them. Afterwards, Karen Joan and Beth toured the Illinois Historical Library.

Work continues on the backup tape problem with our on-line circulation system. Recent discussions between GEAC and our hardware support people indicate that a resolution is in the works and the problem should be dealt with prior to our receiving the long awaited 2.5 release. This release should be ready to be installed by the end of May.

The April 17th issue of U.S.A. Today, brought word that "The Answer Machine" had been declared one of four national winners by the Coalition on Educational Initiatives in their general category of programs which provide learning opportunities for young people through comprehensive community involvement.

During the past month 35 volunteers donated 232 hours of service to the Library.



**City Librarian's Report**

**May 23, 1996**

**Page 3**

The maintenance division prepared for the upcoming installation of the 3M Self-Check machine by installing conduit and receptacles, installed the electrical service for the bookmobile stop at the Church of God, took oil samples of air conditioning compressors for analysis, changed filters throughout the building and replaced the heat blower relays on bookmobile unit #548.

Staff training opportunities during the month included internet training, the attendance of Beth Kent at two days of training on GEAC system operations and Katie Gross's attendance at a children's services workshop at Rolling Prairie Library System. A second workshop was scheduled through the Ameritech Satellite Network but problems with the satellite dish at Rolling Prairie Library System kept it from being received. Staff will receive a video tape of this session at a later date.

During the month fifteen groups visited the children's division. Preschools visiting included Northwest Christian, Humpty Dumpty, and the Cooperative Nursery School. There were 34 BABY Talk contacts, 31 SPARK contacts, and eight lapsits were attended by 152 individuals.

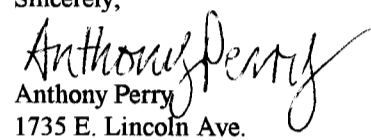
Katie Gross visited three child care classes at MacArthur High School to talk about using books with preschoolers and spoke to a SPARK group at South Shores to promote the summer reading program. Mary Lou Dwyer wrote an article on kids and money for Family Talk '96 a publication of Herald and Review Direct Marketing. This publication was distributed to all Decatur school children and should result in more library usage by enterprising young entrepreneurs.

Decatur Public Library  
247 E. North  
Decatur, Il. 62523

To whom it may concern:

Blur, PJ Harvey, Son Volt, Wilco, Smashing Pumpkins, Pere Ubu, Nine Inch Nails, Aimee Mann, John Hiatt, Love; suddenly the list goes on and on. I just wanted to let you know that I am exceptionally pleased at the recent CD purchases the Library has made. Whoever is responsible for the current selections being made should be commended. Keep this up and your CD collection just might rival that of your already outstanding video collection.

Sincerely,

  
Anthony Perry  
1735 E. Lincoln Ave.  
Decatur, Il. 62521

DECATUR PUBLIC LIBRARY  
Monthly Circulation Statistics

April 1996

Location	April 1996	April 1995	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	26,016	24,659	5.5
Young Adult	1,317	1,363	-3.4
Children's	12,442	11,596	7.3
TOTAL	39,775	37,618	5.7
<b>EXTENSION PRINT</b>			
Bookmobile 547	0	6,332	-100.0
Bookmobile 548	7,805	5,153	51.5
Bookmobile 549	2,673	1,551	72.3
Outreach	1,506	278	441.7
TOTAL	11,984	13,314	-10.0
<b>TOTAL PRINT</b>	<b>51,759</b>	<b>50,932</b>	<b>1.6</b>
<b>NON-PRINT</b>			
Videocassettes	6,597	6,385	3.3
Audiocassettes	3,278	2,879	13.9
Recordings	2,034	1,716	18.5
TOTAL	11,909	10,980	8.5
Extension Non-print	972	839	15.9
<b>TOTAL NON-PRINT</b>	<b>12,881</b>	<b>11,819</b>	<b>9.0</b>
Renewals	1,146	1,077	6.4
<b>TOTAL CIRCULATION</b>	<b>65,786</b>	<b>63,828</b>	<b>3.1</b>

DECATUR PUBLIC LIBRARY  
12 Month Circulation Statistics

April 1996

Location	Current Year	Last Year	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	295,060	295,738	-0.2
Young Adult	17,053	19,020	-10.3
Children's	169,932	177,182	-4.1
TOTAL	482,045	491,940	-2.0
<b>EXTENSION PRINT</b>			
Bookmobile 547	5,933	70,761	-91.6
Bookmobile 548	91,509	64,239	42.5
Bookmobile 549	32,930	9,372	251.4
Outreach	10,736	17,986	-40.3
TOTAL	141,108	162,358	-13.1
<b>TOTAL PRINT</b>	<b>623,153</b>	<b>654,298</b>	<b>-4.8</b>
<b>NON-PRINT</b>			
Videocassettes	74,345	75,278	-1.2
Audiocassettes	36,488	30,990	17.7
Recordings	23,267	21,409	8.7
TOTAL	134,100	127,677	5.0
Extension Non-print	11,485	12,432	-7.6
<b>TOTAL NON-PRINT</b>	<b>145,585</b>	<b>140,109</b>	<b>3.9</b>
Renewals	10,711	7,373	45.3
<b>TOTAL CIRCULATION</b>	<b>779,449</b>	<b>801,780</b>	<b>-2.8</b>

**STATISTICAL REPORT**  
**April 1996**

TECHNICAL SERVICES

New book volumes added: 1,725  
New book titles added: 763  
AV titles added: 229  
Volumes withdrawn: 1,304  
Books mended: 751

PERSONNEL ACTIVITY: No activity

CURRENT VACANCIES: Acquisitions Clerk II/Interlibrary Loan Clerk

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 489 main + 42 extension = 531 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,670  
last 12 months to date: 70,518

PATRONS IN THE BUILDING: this 12 months to date: 354,836  
last 12 months to date: 328,689

VOLUMES PURCHASED: this 12 months to date: 18,864  
last 12 months to date: 17,108

VOLUNTEERS: 35 volunteers worked 232 hours

# Kids alert: How to earn ca\$h this summer

By Mary Lou Dwyer

**ONEY, EVERYONE NEEDS IT!**  
Everyone uses it!

But where will you get your extra spending dollars this summer? From the money tree in your backyard? From the good fairy? From your parents?

Times seem to be tough all around this year. Your tree grows only green leaves! The good fairy doesn't answer when you call her! And parents give you a hug as they say, "No."

There is a solution. You can earn extra cash. It's easy and you may even be surprised at how much fun you can have while you earn. Here are just a few ideas:

- **Pet care:** Walk dogs, feed fish, clean pet cages, and even provide grooming services for dogs and cats. (Suggestion: Don't forget to take along pet snacks.)

- **Vacation home care:** Collect mail and pick up newspapers, water house-plants and lawns. (Suggestion: Leave a welcome note on your last duty day.)

- **Yard care:** Pull weeds; pick up trash and small limbs; water plants and gardens; sweep porches, sidewalks and garages. (Suggestion: Good sweepers can become leaf rakers in the fall and snow shovelers during winter months.)

- **Neighbor helper:** Take garbage and recycling items to the curb, wash cars, carry groceries and other heavy items. (Suggestion: Always wear a smile and remember that this week's good deeds can become next week's paid jobs.)

- **Mother's helper:** Help out at stressful times,

possibly meal and bath times, assist at parties and other special occasions, have a story time for younger children. (Suggestion: Pack a baby sitter's bag with age-appropriate books and games.)

Talk some of these ideas over with your parents. Possibly they can help you design a flyer to pass out in your neighborhood. They can also tell relatives, neighbors and friends what a hard worker you are. The possibilities for fun while you earn are endless.

*Mary Lou Dwyer is an assistant in the Children's Division of the Decatur Public Library.*

*Danielle Edwards, 10, of Decatur has earned extra money as a newspaper carrier.*



## Read all about it!

No matter which jobs you choose, remember to stop by the library. There you will find books with money-making ideas and tips on money management, as well as other information to help you become an entrepreneur this summer.

Here are just a few books that might be of interest to you:

Bernstein, Daryl. *Better Than a Lemonade Stand.* Hillsboro, Ore.: Beyond Words Publishing Inc., 1992.

Kyte, Kathy S. *Kids' Complete Guide to Money.* New York: Alfred A. Knopf, 1984.

Schwartz, David M. *If You Made a Million.* New York: William Morrow & Co. Inc., 1989.

Wilkinson, Elizabeth. *Making Cents.* Covelo, Calif.: Yola Bolly Press, 1989.



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Welcome Neighbors

**Personnel, Policy, and Public Relations Committee**  
**May 6, 1996**

David Pritts called the meeting to order at 4:00 p.m. Members present: Mr. Pritts, Shirley Moore, Stan Sitton, Ellen Spycher, and John Stengel. Staff present: Joan Bauer, Linda Humphreys, and John Moorman.

Discussion of provision of service to Harristown Township: Mr. Moorman reported that since the last meeting, he had spoken to Ed Booth and to the Illinois State Library. It is not legal to offer service to a certain number of residents; it must be offered to the entire township. No estimate is available of the number of people who could be involved. In reviewing contracts from other libraries to provide similar service, every group that contracted for service paid less than the residents paid. Mr. Moorman will continue to work with Harristown Township officials on this issue.

Proposed Internet access policy: Mr. Moorman said that Mr. Booth has said that he did not think the specific language in the policy was of major importance at this time. Mr. Booth recommended that the Board adopt a policy and modify it after the court decisions are final. Mr. Moorman said that public Internet access could be available in the fall. Mr. Stengel asked about financial responsibility if the Board was sued for something on the Internet. Mr. Moorman will check into the existing liability insurance for trustees. Mrs. Bauer reviewed the draft policy and said that she would like to see sign-up sheets for Internet similar to those now in place for personal computers. Also, printing from the personal computers is 15 cents per page.

Closed executive session: Mrs. Moore made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote. The Board went into closed session at 4:18 p.m. The meeting was re-convened at 5:10 p.m.

1987/1997 citizens survey: Copies of the 1987 citizen survey form were distributed and discussed. Mr. Moorman reported that the division heads have reviewed the form and suggested some additional questions and noted some questions that could be deleted. Mr. Sitton said that it is important to retain as many of the questions as possible for accurate comparison purposes. Mr. Moorman will revise the 1987 form for review at the next committee meeting.

Closed executive session: Mr. Sitton made a motion to adjourn to closed executive session to discuss the performance of an individual. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote. The Board went into closed session at 5:18 p.m. The meeting was re-convened at 5:35 p.m.

Other business: The regulation in the Board of Trustees bylaws limiting terms for officers at two years was discussed.

There was no further business. The meeting was adjourned at 5:37  
p.m.

Respectfully submitted,

John A. Moorman, City Librarian



FOR PERIOD ENDING 4/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/01/96	LASER PRINTER WORKS	60.00	91938	4/01/96	SERV-OFFICE EQUIP
4/01/96	REED REFERENCE PUBL	233.74	91944	4/01/96	BOOKS AND PERIODICALS
4/01/96	SCHURMAN LOCK AND KEY, INC	83.35	91945	4/01/96	WATERIAL-BLDGS
4/02/96	COMMERCIAL MAIL SERVICES	41.95	91958	4/02/96	POSTAGE
4/02/96	HARCOURT BRACE & CO	120.44	91966	4/02/96	BOOKS AND PERIODICALS
4/02/96	PECCOCK, RANDALL, LOCKWOOD &	795.89	91973	4/02/96	OTHER PROFESSIONAL SERVICES
4/03/96	THOMPSON, RICHARD	795.89	92037	4/03/96	HOSPITAL AND MEDICAL INSURANCE
4/03/96	TREAS-MEDICAL INSURANCE	4,188.78	92038	4/03/96	GROUP LIFE INSURANCE
4/03/96	TREAS-NON-MEDICAL INS	34.00	92038	4/03/96	EMPLOYMENT COMPENSATION
4/03/96	TREAS-NON-MEDICAL INS	60.72	92038	4/03/96	WORKERS COMPENSATION
4/03/96	TREAS-IMRF	495.00	92038	4/03/96	RETIREMENT FUND
4/03/96	BAKER & TAYLOR-ENTERTAINMENT	8,795.49	92060	4/03/96	BOOKS AND PERIODICALS
4/08/96	TREAS-GENERAL FUND	628.45	92079	4/08/96	POSTAGE
4/08/96	TREAS-GENERAL FUND	747.12	92079	4/08/96	OFFICE SUPPLIES
4/09/96	ANDERSON, KAREN	195.64	92083	4/09/96	TRAINING SCHOOL
4/09/96	TREAS-PETTY CASH	4.00	92097	4/09/96	CONFERENCE AND OTHER TRAVEL
4/09/96	TREAS-PETTY CASH	5.00	92097	4/09/96	OTHER PROFESSIONAL SERVICES
4/09/96	TREAS-PETTY CASH	21.07	92097	4/09/96	MATERIAL-BDGS
4/09/96	TREAS-PETTY CASH	40.56	92097	4/09/96	OFFICE SUPPLIES
4/09/96	WHERE ST. LOUIS	30.00	92102	4/09/96	MAG/PAPERS-MAIN ADULT
4/10/96	GLATZ TRUCK & TRAILER SALES	50.00	92107	4/10/96	SERV-AUTO EQUIPMENT
4/10/96	SKILL PATH INC	237.49	92107	4/10/96	MATERIAL MAINT AUTO EQUIP
4/12/96	CAPITOL PUBLICATIONS	590.00	92114	4/12/96	TRAINING SCHOOL
4/12/96	CD PUBLICATIONS	225.00	92114	4/12/96	BOOKS AND PERIODICALS
4/12/96	CLASS--COLUMBUS	99.00	92144	4/12/96	MAG/PAPERS-MAIN ADULT
4/12/96	HERALD & REVIEW	249.00	92145	4/12/96	TRAINING SCHOOL
4/12/96	DONTECH DIRECTORY DISTRIBUTION	118.00	92145	4/12/96	BOOKS AND PERIODICALS
4/12/96	HOUGHEN BINDER LTD	114.00	92150	4/12/96	BOOKS AND PERIODICALS
4/12/96	TREAS-CENTRAL GARAGE FD	266.89	92171	4/12/96	PRINTING AND BINDING
4/12/96	UNIV MICROFILM INTL	168.89	92171	4/12/96	CASOLINE AND BINDING
4/12/96	WEEKLY READER	627.40	92175	4/12/96	BOOKS AND PERIODICALS
4/08/96	ARMARK SERVICES, INC.	29.95	92175	4/12/96	MAG/PAPERS-MAIN ADULT
4/09/96	BAKER & TAYLOR CO	8.00	92180	4/15/96	SERV-BUILDINGS
4/09/96	BAKER & TAYLOR CO	340.46	92185	4/15/96	BOOKS AND PERIODICALS
4/09/96	BAKER & TAYLOR CO	1,039.19	92185	4/15/96	BOOKS AND PERIODICALS
4/09/96	BAKER & TAYLOR CO	5,534.19	92187	4/15/96	BOOKS AND PERIODICALS
4/09/96	BAKER & TAYLOR ENTERTAINMENT	509.48	92190	4/15/96	BOOKS AND PERIODICALS
4/15/96	CARR, GERALD COMMUNICATIONS	277.50	92200	4/15/96	OTHER PROFESSIONAL SERVICES
4/15/96	CONSOLIDATED COMMUNICATIONS	95.65	92200	4/15/96	TELEPHONE
4/15/96	AMERITECH	12.82	92212	4/15/96	TELEPHONE
4/15/96	IL STATE LIBRARY	210.56	92213	4/15/96	PRINTING AND BINDING
4/15/96	IL STATE LIBRARY	50.00	92213	4/15/96	TELEPHONE
4/15/96	IL STATE LIBRARY	30.21	92213	4/15/96	POSTAGE
4/15/96	IL STATE LIBRARY	1,720.11	92213	4/15/96	RENTAL EQUIPMENT
4/15/96	MODERN BUSINESS SYSTEMS	720.00	92228	4/15/96	SERV-OFFICE EQUIP
4/12/96	RIGSBY, PAUL	67.50	92238	4/15/96	OTHER PROFESSIONAL SERVICES
4/12/96	STRIGLOS/HAINES & ESSICK	553.50	92235	4/15/96	OFFICE SUPPLIES
4/15/96	SLEITH, ALAN	135.00	92235	4/15/96	OTHER PROFESSIONAL SERVICES
4/15/96	STELL, RICHARD G	202.50	92238	4/15/96	OTHER PROFESSIONAL SERVICES
4/17/96	TREAS-MEDICAL INSURANCE	4,188.78	92308	4/17/96	HOSPITAL AND MEDICAL INSURANCE
4/17/96	TREAS-NON-MEDICAL INS	34.04	92309	4/17/96	GROUP LIFE INSURANCE
4/17/96	TREAS-NON-MEDICAL INS	60.72	92309	4/17/96	EMPLOYMENT COMPENSATION
4/17/96	TREAS-NON-MEDICAL INS	495.00	92311	4/17/96	WORKERS COMPENSATION
4/17/96	TREAS-IMRF	8,785.73	92311	4/17/96	RETIREMENT-IMRF
4/17/96	TREAS-PETTY CASH	20.00	92313	4/17/96	SERV-AUTO EQUIPMENT
4/17/96	TREAS-PETTY CASH	8.18	92313	4/17/96	CONFERENCE AND OTHER TRAVEL
4/17/96	TREAS-PETTY CASH	11.82	92313	4/17/96	MATERIAL MAINT AUTO EQUIP
4/17/96	TREAS-PETTY CASH	32.00	92313	4/17/96	BOOKS AND PERIODICALS
4/18/96	CONSOLIDATED COMMUNICATIONS	26.44	92322	4/18/96	TELEPHONE
4/18/96	WESTON WOODS	603.99	92345	4/18/96	BOOKS AND PERIODICALS
4/23/96	BOOTH & LITTLE	850.00	92372	4/23/96	OTHER PROFESSIONAL SERVICES
4/23/96	BROADART CO.	3,468.00	92372	4/23/96	BOOKS AND PERIODICALS
4/23/96	COLUMBIA UNIV. PRESS	894.50	92372	4/23/96	BOOKS AND PERIODICALS

FOR PERIOD ENDING 4/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/23/96	CDI INVEST TECHNOLOGIES, INC	414.95	92380	4/23/96	BOOKS AND PERIODICALS
4/23/96	DONTECH DIRECTORY DISTRIBUTION	62.17	92384	4/23/96	BOOKS AND PERIODICALS
4/23/96	FARM & FLEET	23.80	92387	4/23/96	JANITORIAL SUPPLIES
4/23/96	KENT, ELIZABETH	127.08	92396	4/23/96	TRAINING SCHOOL
4/23/96	MICROTEK	38.50	92397	4/23/96	OFFICE SUPPLIES
4/23/96	MID-STATES GENERAL & MECHANICAL	200.00	92399	4/23/96	SMALL CAPITAL ITEMS
4/23/96	RUYLE CORP	555.80	92405	4/23/96	SERV-BUILDINGS
4/23/96	WEST PUBLISHING COMPANY	844.50	92414	4/23/96	BOOKS AND PERIODICALS
4/24/96	CINEBOOKS	426.24	92419	4/24/96	BOOKS AND PERIODICALS
4/24/96	ROLLING PRAIRIE LIBRARIES	40.00	92432	4/24/96	CONFERENCES AND OTHER TRAVEL
4/24/96	TREAS-GENERAL FUND	100.00	92436	4/24/96	TRANSFER TO GENERAL FUND
4/24/96	TREAS-MIS OPERATING	3,882.00	92437	4/24/96	MIS SERVICES
4/25/96	CARR, GERALD	137.50	92443	4/25/96	OTHER PROFESSIONAL SERVICES
4/25/96	NATIONAL SEMINARS GROUP	195.00	92451	4/25/96	CONFERENCES AND OTHER TRAVEL
4/25/96	RIGSBY, PAUL	135.00	92454	4/25/96	OTHER PROFESSIONAL SERVICES
4/25/96	SLEETH, ALAN	67.50	92456	4/25/96	OTHER PROFESSIONAL SERVICES
4/25/96	STELL, RICHARD G	67.50	92457	4/25/96	OTHER PROFESSIONAL SERVICES
4/25/96	SKILL PATH SEMIAR	65.00	92459	4/25/96	TRAINING SCHOOL
4/26/96	TBM BOOKSTORE	522.50	92480	4/26/96	SERV-OFFICE EQUIP
4/26/96	MERIDITH DAYLE	66.50	92486	4/26/96	BOOKS AND PERIODICALS
4/26/96	TREAS-PETTY CASH	4.00	92507	4/26/96	SERV-AUTO EQUIPMENT
4/26/96	TREAS-PETTY CASH	20.00	92507	4/26/96	TELEPHONE
4/26/96	TREAS-PETTY CASH	5.00	92507	4/26/96	OTHER PROFESSIONAL SERVICES
4/26/96	TREAS-PETTY CASH	36.90	92507	4/26/96	MATERIAL-BLOGS
4/26/96	TREAS-PETTY CASH	18.40	92507	4/26/96	MATERIAL TO MAINT AUTO EQUIP
4/26/96	TREAS-PETTY CASH	1.08	92507	4/26/96	OFFICE SUPPLIES
4/26/96	TREAS-PETTY CASH	28.80	92507	4/26/96	BOOKS AND PERIODICALS
4/26/96	TREAS-PETTY CASH	25.00	92507	4/26/96	MAGPAPERS--MAIN REFERENCE
4/26/96	TREAS-PETTY CASH	20.71	92533	4/26/96	POSTAGE
4/26/96	ANIXSTER	2,517.90	92533	4/26/96	OFFICE MACHINERY AND EQUIPMENT
4/26/96	ALBERTSON, CLAY G. & ASSOC.	2,705.00	92533	4/26/96	BOOKS AND PERIODICALS
4/26/96	LIBRARY ASSOC	142.50	92536	4/26/96	BOOKS AND PERIODICALS
4/10/96	AMERICAN PRODUCTS	40.14	92537	4/26/96	SERV-OFFICE EQUIP
4/10/96	A B DICK PRODUCTS	3.38	92537	4/26/96	POSTAGE
4/10/96	A B DICK PRODUCTS	103.68	92537	4/26/96	OFFICE SUPPLIES
4/29/96	AMERITECH	79.73	92538	4/29/96	TELEPHONE
4/29/96	BAKER & TAYLOR CO	1,132.76	92542	4/29/96	BOOKS AND PERIODICALS
4/15/96	BAKER & TAYLOR CO	569.96	92543	4/29/96	BOOKS AND PERIODICALS
4/15/96	BAKER & TAYLOR CO	1,792.25	92544	4/29/96	BOOKS AND PERIODICALS
4/17/96	BAKER & TAYLOR CO	3,460.84	92545	4/29/96	BOOKS AND PERIODICALS
4/24/96	BAKER & TAYLOR CO	4,315.10	92545	4/29/96	BOOKS AND PERIODICALS
4/24/96	BAKER & TAYLOR CO	1,557.29	92547	4/29/96	BOOKS AND PERIODICALS
4/24/96	BAKER & TAYLOR CO	3,165.18	92548	4/29/96	BOOKS AND PERIODICALS
4/26/96	BABY TALK INC.	27.00	92554	4/29/96	OTHER PROFESSIONAL SERVICES
4/26/96	BAKER & TAYLOR ENTERTAINMENT	1,118.94	92558	4/29/96	BOOKS AND PERIODICALS
4/15/96	BOOKMEN, INC. PAPER CO	620.50	92561	4/29/96	BOOKS AND PERIODICALS
4/24/96	CAPTAL CITY SOURCE CO	166.98	92571	4/29/96	OFFICE SUPPLIES
4/24/96	COMPACT DISC SOURCE	1,143.34	92584	4/29/96	BOOKS AND PERIODICALS
4/29/96	COMPUTERLAND	485.00	92585	4/29/96	COMPUTER SOFTWARE EXPENSE
4/24/96	CHILTON BOOK COMPANY	126.70	92586	4/29/96	BOOKS AND PERIODICALS
4/17/96	CAVENDISH, MARSHALL CORP.	35.93	92588	4/29/96	BOOKS AND PERIODICALS
4/15/96	CAVENDISH, MARSHALL CORP.	35.93	92588	4/29/96	BOOKS AND PERIODICALS
4/24/96	DEMCO EDUCATIONAL CORP	8.78	92595	4/29/96	BOOKS--MAIN JUVENILE
4/24/96	DEMCO EDUCATIONAL CORP	293.55	92595	4/29/96	POSTAGE
4/15/96	FACTS ON FILE	163.66	92626	4/29/96	OFFICE SUPPLIES
4/10/96	GAYLORD BROS	236.20	92630	4/29/96	BOOKS AND PERIODICALS
4/10/96	GAYLORD BROS	404.01	92630	4/29/96	SMALL CAPITAL ITEMS
4/24/96	GEAC/CLSI INC.	350.00	92635	4/29/96	TRAINING SCHOOL
4/24/96	H W WILSON CO	112.00	92648	4/29/96	BOOKS AND PERIODICALS
4/26/96	AMERITECH	179.38	92649	4/29/96	TELEPHONE
4/26/96	AMERITECH	744.64	92650	4/29/96	TELEPHONE
4/26/96	ILLINOIS POWER COMPANY	3,146.24	92651	4/29/96	ELECTRICITY
4/17/96	INFORMATION REFERENCE GROUP	179.55	92655	4/29/96	BOOKS AND PERIODICALS
4/17/96	IL STATE LIBRARY	248.92	92658	4/29/96	PRINTING AND BINDING
4/17/96	IL STATE LIBRARY	362.06	92658	4/29/96	TELEPHONE

FOR PERIOD ENDING 4/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/17/96	IL STATE LIBRARY	50.00	92658	4/29/96	POSTAGE
4/17/96	JAN SAN SUPPLY CO., INC.	1,547.22	92658	4/29/96	RENTAL-EQUIPMENT
4/26/96	KNOGO NORTH AMERICA	97.56	92660	4/29/96	JANITORIAL SUPPLIES
4/29/96	LAWYERS CD-OPERATIVE PUBLI	506.55	92667	4/29/96	OFFICE SUPPLIES
4/15/96	MANPOWER ECONOMICS	102.00	92678	4/29/96	BOOKS AND PERIODICALS
4/26/96	MEDICAL ECONOMICS	3,837.07	92705	4/29/96	TEMP PERSONNEL SERVICES
4/17/96	OMNIGRAPHICS, INC	44.95	92706	4/29/96	BOOKS AND PERIODICALS
4/10/96	PROFORM INC.	67.75	92720	4/29/96	BOOKS AND PERIODICALS
4/26/96	R D MCWILLAN	546.00	92729	4/29/96	OFFICE SUPPLIES
4/24/96	REED REFERENCE PUBL	279.00	92736	4/29/96	JANITORIAL SUPPLIES
4/23/96	TIME LIFE EDUCATION INC.	385.11	92743	4/29/96	BOOKS AND PERIODICALS
4/24/96	UNISOURCE	172.28	92777	4/29/96	BOOKS AND PERIODICALS
4/24/96	URBAN LIBRARIES COUNCIL	442.87	92784	4/29/96	OFFICE SUPPLIES
4/24/96	WORLD BOOK ENCYCLOPEDIA, INC	74.95	92785	4/29/96	BOOKS AND PERIODICALS
4/24/96		12.00	92800	4/29/96	BOOKS AND PERIODICALS
	TOTAL	93,338.71			

FOR PERIOD ENDING 4/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/23/96	UPSTARI	481.25	92413	4/23/96	EXPENDITURES
	TOTAL	481.25			

DECATUR PUBLIC LIBRARY  
 PERIOD ENDING 04/30/96

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	310,409.85	286,153.00	24,256.85-
	TOTAL	.00	202,570.00	310,409.85	286,153.00	24,256.85-
30100-107	PROPERTY TAX-LIBRARY	.00	2,134,390.00	2,140,780.66	2,134,390.00	6,390.66-
	TOTAL	.00	2,134,390.00	2,140,780.66	2,134,390.00	6,390.66-
30200-104	REPLACEMENT TAX	37,872.13	150,000.00	189,589.31	150,000.00	39,589.31-
30200-107	STATE GRANTS OR OTHER	.00	103,999.99	111,021.00	104,000.00	7,021.00-
	TOTAL	37,872.13	253,999.99	300,610.31	254,000.00	46,610.31-
30500-509	LIBRARY FINES AND FEES	5,422.55	64,988.99	69,111.84	65,000.00	4,111.84-
30500-510	LIBRARY NON-RESIDENT FEES	150.00	1,500.00	2,955.27	1,500.00	1,455.27-
30500-511	LIBRARY LOST AND DAMAGED BOOKS	276.90	4,900.00	2,421.57	1,750.00	3,171.57-
30500-514	LIBRARY VERIFAX	378.42	3,500.00	2,634.70	1,750.00	884.70-
30500-515	RESERVES	673.46	8,500.00	10,003.36	8,500.00	1,503.36-
	TOTAL	6,923.36	80,749.99	89,137.46	80,750.00	8,387.46-
30600-752	TRANS FR WALMART TIF	.00	.00	3,707.94	.00	3,707.94-
	TOTAL	.00	.00	3,707.94	.00	3,707.94-
30700-101	INVESTMENT INTEREST	1,923.48	19,999.99	37,540.07	20,000.00	17,540.07-
	TOTAL	1,923.48	19,999.99	37,540.07	20,000.00	17,540.07-
30800-805	CONTRIBUTIONS AND DONATIONS	945.30	1,000.00	4,113.20	1,000.00	3,113.20-
30800-899	MISCELLANEOUS INCOME	487.25	1,999.99	8,896.54	2,000.00	6,896.54-
	TOTAL	1,429.55	2,999.99	13,009.74	3,000.00	10,009.74-
	FUND TOTAL	48,148.52	2,694,709.96	2,895,196.03	2,778,293.00	116,903.03-

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRGNT COMM
08	SALARIES & WAGES	1,337,215	84,736.05	1,096,872.49	1,337,214	240,342.51	.00	240,342.51	82.0
090	REGULAR SALARIES	0	7,150.04	61,551.14	0	61,551.14	.00	61,551.14	
092	HOLIDAYS	0	90.80	1,093.84	0	1,093.84	.00	1,093.84	
094	OTHER LEAVE WITH-PAY	0	2,189.38	39,468.94	0	39,468.94	.00	39,468.94	
096	SICK TIME	0	4,346.03	82,720.77	0	82,720.77	.00	82,720.77	
098	VACATION TIME	0	0	0	0	0	.00	0	
		1,337,215	98,512.30	1,281,707.18	1,337,214	55,507.82	.00	55,507.82	95.8
	PERSONAL SERVICES	8,900	680.65	5,876.46	8,899	976.46	.00	976.46	111.0
101	OVERTIME SALARIES	20,000	688.67	13,692.10	19,999	6,307.90	.00	6,307.90	68.5
102	TEMPORARY SALARIES	245,448	17,581.18	233,268.22	245,448	12,179.78	.00	12,179.78	95.0
104	RETIREMENT-IMRF	936	68.08	911.72	936	24.28	.00	24.28	97.4
111	GROUP LIFE INSURANCE	107,205	8,377.56	108,000.26	107,205	795.26	.00	795.26	100.7
112	HOSPITAL AND MEDICAL INSURANCE	1,284	121.44	1,553.88	1,284	269.88	.00	269.88	121.0
113	UNEMPLOYMENT COMPENSATION	1,328	990.00	12,667.50	1,327	660.50	.00	660.50	95.0
114	WORKERS COMPENSATION	2,718	190.00	2,430.00	2,718	288.00	.00	288.00	89.4
115	SERVICE RECOGNITION	399,819	28,677.58	382,400.14	399,816	17,418.86	.00	17,418.86	95.6
	CONTRACTUAL SERVICES	250	725.98	1,811.12	249	68.88	.00	68.88	72.4
201	ADVERTISING AND BINDING	14,000	563.80	17,316.63	13,999	3,316.63	.00	3,316.63	123.7
202	PRINTING-BUILDINGS	200	.00	12,274.51	199	2,274.51	.00	2,274.51	122.7
211	SERV-IMPROVEMENTS	3,000	66.95	4,480.85	3,000	1,480.85	.00	1,480.85	149.4
212	SERV-AUTO EQUIPMENT	10,000	1,342.64	8,714.99	9,999	1,285.01	.00	1,285.01	87.1
213	SERV-OFFICE EQUIP	46,540	3,882.00	46,540.00	46,539	.00	.00	.00	100.0
220	MIS SERVICES	65,000	3,146.24	65,026.73	64,999	26.73	.00	26.73	100.0
221	ELECTRICITY	13,500	.00	5,656.36	13,500	7,843.64	.00	7,843.64	41.9
222	GAS	16,000	1,149.82	13,826.40	15,999	2,173.60	.00	2,173.60	86.4
223	TELEPHONE	1,250	.00	905.70	1,249	344.30	.00	344.30	72.5
224	WATER	1,500	.00	1,500.00	1,500	.00	.00	.00	100.0
228	AUDITING SERVICES	2,500	1,389.08	2,700.38	2,499	200.38	.00	200.38	108.0
240	TRAINING SCHOOL	4,500	433.64	4,439.92	4,500	60.08	.00	60.08	98.7
241	CONFERENCES AND OTHER TRAVE	13,000	902.19	12,940.55	12,999	59.45	.00	59.45	99.5
245	POSTAGE	3,000	485.00	4,564.24	3,000	1,564.24	.00	1,564.24	152.1
247	COMPUTER SOFTWARE EXPENSE	2,000	3,837.07	4,370.67	2,000	18,706.77	.00	18,706.77	174.8
271	TEMP PERSONNEL SERVICES	3,000	.00	1,160.00	3,000	1,840.00	.00	1,840.00	38.7
272	TUITION REIMBURSEMENT	1,000	.00	1,160.00	999	1,000.00	.00	1,000.00	100.0
273	TRAVEL EXPENSE FOR INTERVIEW	34,761	3,720.89	34,953.19	34,761	192.19	.00	192.19	100.6
280	OTHER PROFESSIONAL SERVICES	2,600	.00	2,404.00	2,599	196.00	.00	196.00	92.5
284	PROFESSIONAL MEMBERSHIP FEE	18,000	.00	15,147.92	18,000	2,852.58	.00	2,852.58	84.2
286	PROFESSIONAL MEMBERSHIP FEE	23,000	3,317.33	26,089.92	22,999	3,089.92	.00	3,089.92	113.4
288	RENTAL-EQUIPMENT	311,601	24,962.63	324,529.68	311,586	12,928.68	.00	12,928.68	104.1
	COMMODITIES	2,300	168.89	1,467.99	2,299	832.01	.00	832.01	63.8
310	GASOLINE	3,500	500.36	3,997.31	3,499	497.31	.00	497.31	14.2
312	JANITORIAL SUPPLIES	10,000	149.50	22,086.63	9,999	12,086.63	.00	12,086.63	220.9
320	MATERIAL-BLOGS	3,000	267.71	5,295.03	3,000	2,295.03	.00	2,295.03	176.5
337	MATERIAL TO MAINT-AUTO-EQUI	29,200	3,130.15	29,604.40	29,199	404.40	.00	404.40	101.4
345	OFFICE SUPPLIES	200	.00	137.47	199	62.53	.00	62.53	68.7
357	EMPLOYEE RECOGNITION SUPPLI	48,200	4,216.61	62,588.83	48,195	14,388.83	.00	14,388.83	129.9
	OTHER CHARGES	29,000	100.00	1,200.00	19,999	20,000.00	.00	20,000.00	100.0
400	CONTINGENCIES	1,200	.00	1,200.00	1,200	.00	.00	.00	100.0
415	TRANSFER TO GENERAL FUND	20,000	100.00	1,200.00	1,200	20,000.00	.00	20,000.00	100.0

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT COMM
<b>OTHER CHARGES</b>									
418	MOTOR VEHICLE-INSURANCE	2,277	.00	2,277.00	2,277	.00	.00	.00	100.0
420	BOILER INSURANCE	2,277	.00	2,277.00	2,277	.00	.00	.00	100.0
421	PROPERTY INSURANCE	10,432	.00	10,432.00	10,432	.00	.00	.00	100.0
423	GENERAL LIABILITY INSURANCE	4,624	.00	4,624.00	4,624	.00	.00	.00	100.0
478	TRANSFER TO LIBRARY CAPITAL	100,000	111,652.20	111,652.20	99,999	11,652.20	.00	11,652.20	111.7
499	SMALL CAPITAL ITEMS	1,500	600.01	4,315.46	1,500	2,815.46	.00	2,815.46	287.7
		140,305	112,352.21	134,772.66	140,300	5,532.34	.00	5,532.34	96.1
<b>CAPITAL OUTLAY</b>									
515	OFFICE MACHINERY AND EQUIPM	15,000	2,517.90	20,156.85	15,000	5,156.85	.00	5,156.85	134.4
		15,000	2,517.90	20,156.85	15,000	5,156.85	.00	5,156.85	134.4
<b>CAPITAL OUTLAY</b>									
800	BOOKS AND PERIODICALS	350,000	32,682.49	312,689.60	349,999	37,310.60	.00	37,310.60	89.3
803	BOOKS-MAIN JUVENILE	0	35.00	83.51	0	83.51	.00	83.51	
830	AV-PHONODICS	0	0	83.51	0	83.51	.00	83.51	
841	MAG/PAPERS-MAIN ADULT	0	143.95	18,406.15	0	18,406.15	.00	18,406.15	
842	MAG/PAPERS-MAIN YOUTH	0	0	681.51	0	681.51	.00	681.51	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,354.91	0	1,354.91	.00	1,354.91	
844	MAG/PAPERS-MAIN REFERENCE	0	25.00	13,175.44	0	13,175.44	.00	13,175.44	
845	MAG/PAPERS-MAIN PROFESSIONA	0	15.00	1,407.39	0	1,407.39	.00	1,407.39	
847	MAG/PAPERS-EXTEN ADULT	0	.00	2,373.93	0	2,373.93	.00	2,373.93	
		350,000	32,902.37	350,940.37	349,999	940.37	.00	940.37	100.3
<b>** DIVISION TOTAL **</b>									
		2,602,140	304,141.60	2,557,095.71	2,602,110	45,044.29	.00	45,044.29	98.3

CITY OF DECATUR FY 1995-96  
REVENUE REPORT

ACCT. NO.	DESCRIPTION	PERIOD ENDING 04/30/96	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL BALANCE
LIBRARY CAPITAL								
30001-000	BEGINNING FUND BALANCE	.00	224,800.99	224,801.00	309,155.48	224,801.00	84,354.48-	137
TOTAL		.00	224,800.99	224,801.00	309,155.48	224,801.00	84,354.48-	137
TRANSFERS FROM								
30600-709	TRANSFER FROM DPL	111,652.20	.00	111,652.20	111,652.20	.00	111,652.20-	
TOTAL		111,652.20	.00	111,652.20	111,652.20	.00	111,652.20-	
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	1,399.89	7,000.00	7,000.00	21,108.74	7,000.00	14,108.74-	301
TOTAL		1,399.89	7,000.00	7,000.00	21,108.74	7,000.00	14,108.74-	301
FUND TOTAL		113,052.09	231,800.99	231,801.00	441,916.42	231,801.00	210,115.42-	190

CITY OF DECATUR  
REPORT OF EXPENDITURES TO BUDGET FY 1995-96

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
LIBRARY CAPITAL EXPENDITURES									
40000	LIBRARY CAPITAL EXPENDITURES	10,000	.00	9,136.00	9,999	10,000.00	.00	864.00	91.4
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	9,136.00	9,999	10,000.00	.00	864.00	91.4
280	OTHER PROFESSIONAL SERVICES	20,000	.00	9,136.00	19,998	10,864.00	.00	10,864.00	45.7
CAPITAL OUTLAY									
502	BUILDINGS	100,000	.00	.00	99,999	100,000.00	.00	100,000.00	
510	AUTOMOTIVE EQUIPMENT	10,000	.00	2,436.00	13,000	11,436.00-	.00	11,436.00-	176.2
515	OFFICE MACHINERY AND EQUIPM	67,329	.00	12,368.00	67,329	54,961.00	.00	54,961.00	18.4
**	DIVISION TOTAL **	182,329	.00	38,804.00	182,328	143,525.00	.00	143,525.00	21.3
**	DIVISION TOTAL **	202,329	.00	47,940.00	202,326	154,389.00	.00	154,389.00	23.7

1 GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1995-96 FUND 92 PUBLIC LIBRARY-TRUSTS PAGE 151  
 2 41000 DPL-CANTONI TRUST  
 3  
 4 OB DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBERANC UNENCUMBERED PRCNT COMM  
 5 CD EXPENDITURES  
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 7  
 8 900 EXPENDITURES 3,000 .00 1,783.56 1,216.44 3,000 1,216.44 .00 1,216.44 59.5  
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 10 3,000 .00 1,783.56 1,216.44 3,000 1,216.44 .00 1,216.44 59.5  
 11  
 12 \*\* DIVISION TOTAL \*\* 3,000 .00 1,783.56 1,216.44 3,000 1,216.44 .00 1,216.44 59.5  
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1 GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1995-96 FUND 92 PUBLIC LIBRARY-TRUSTS PAGE 152  
 2 42000 DPL-BRECKENRIDGE TRUST  
 3  
 4 OB DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBERANC UNENCUMBERED PRCNT COMM  
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 12 \*\* DIVISION TOTAL \*\* 0 .00 .00 .00 0 .00 .00 .00 .00  
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1 GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1995-96 FUND 92 PUBLIC LIBRARY-TRUSTS PAGE 153  
 2 43000 DPL-BRIDGES TRUST  
 3  
 4 OB DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBERANC UNENCUMBERED PRCNT COMM  
 5 CD EXPENDITURES  
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 8  
 9 900 EXPENDITURES 700 481.25 636.43 63.57 699 63.57 .00 63.57 90.9  
 10 700 481.25 636.43 63.57 699 63.57 .00 63.57 90.9  
 11  
 12 \*\* DIVISION TOTAL \*\* 700 481.25 636.43 63.57 699 63.57 .00 63.57 90.9  
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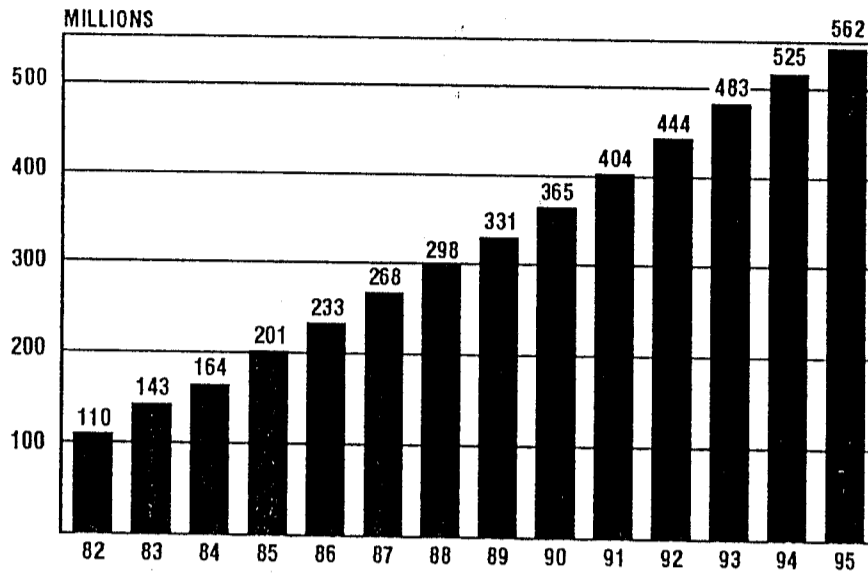




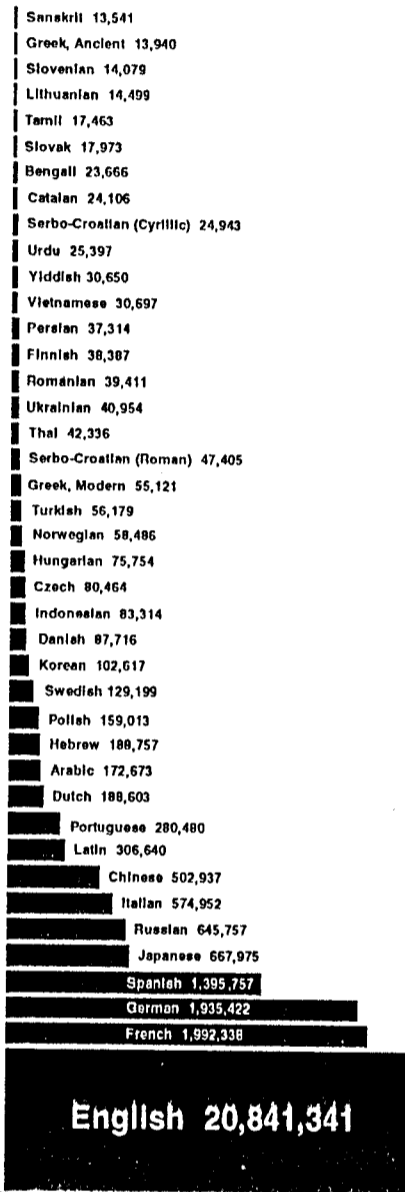
## 25 Years of Library Cooperation

In 1996, the OCLC community of member libraries, regional networks, and international distributors celebrate the silver anniversary of the OCLC Online Union Catalog. The most frequently consulted database in higher education, it contains over 34 million bibliographic records and 560 million location listings, helping libraries and library users in 63 countries to locate, acquire, catalog, lend, and preserve books and other library materials. The figures shown here demonstrate its growth, and more importantly, its breadth and depth.

Growth of Location Listings



### Language Distribution

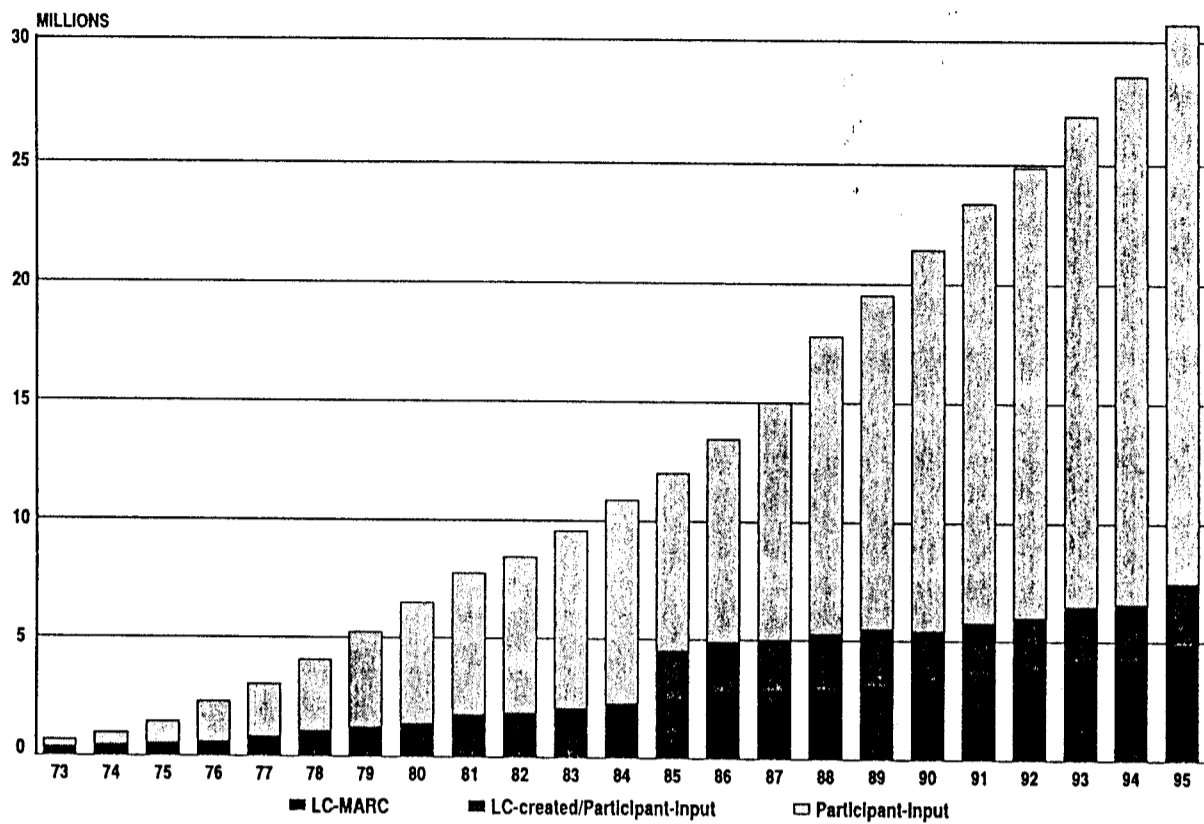


- ↑ Attached to each record are location listings that identify libraries holding the item.
- ⇐ More than 370 languages are represented in the database.
- ↓ Bibliographic records span four millennia of recorded knowledge, from 2000 B.C. to the present

### Date Ranges of Records As of January 1, 1996

2000 B.C. - 1 B.C.	748
1 A.D.-1449	1,878
1450-1699	315,607
1700-1799	488,420
1800-1899	2,608,027
1900-1909	712,974
1910-1919	724,470
1920-1929	891,104
1930-1939	1,063,779
1940-1949	1,076,123
1950-1959	1,695,123
1960-1969	3,162,711
1970-1979	5,534,948
1980-1989	7,193,974
1990-Present	3,848,849

OLUC—Records by Input Source



OLUC—Records by Format as of January 1, 1996

Format	Total LC MARC	Total Participant-input	Total LC-created Participant-Input	Total Records
Books	4,063,059	21,005,964	2,169,740	27,238,763
Serials	178,896	1,480,456	52,034	1,711,386
Audiovisual media	96,529	748,665	23,423	868,617
Maps	153,888	219,031	2,934	375,853
Archives/Manuscripts	132	249,665	266	250,063
Sound recordings	129,911	865,880	48,327	1,044,118
Scores	42,306	692,772	49,717	748,795
Computer files	2,187	66,166	146	68,499
Totals	4,666,908	25,328,599	2,346,587	* 32,306,094

\* Reflects total unique records after duplicate detection resolution is complete.