

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
Thursday, August 17, 2000 4:30 p.m.  
AGENDA

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
  - A. Regular meeting July 20, 2000
- III. Communication from the public
- IV. Interim City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    1. No meeting
  - B. Finance and Properties Committee
    1. Approval of bills for July 2000
    2. No meeting
  - C. Search Committee
    1. Meeting of August 1, 2000
  - D. Rolling Prairie Library System
    1. Report on August 2000 system board meeting
  - E. Friends of the Library
    1. No meeting
  - F. Foundation
    1. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
  - A. Chapter I, Core Standards
- VII. Old business
- VIII. New business
  - A. Request to lease parking from library
  - B. Request to close library Sunday, December 24 and Sunday, December 31, 2000
  - C. Donation from Paul Hoffman, wood sculptor
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 2000

NAME	TERM	TELEPHONE	ADDRESS
Mark Gibson President	1996-2002*	422-8507 (h) 428-4689 (w) 422-7950 (fax)	4452 Mt. Vernon Pl. -21 101 S. Main, Suite 200 -23
Sherri Arnold Vice President	1997-2001	428-6063 (h)	#1 Millikin Place -22
Mary Gladney Secretary	1995-2002*	422-3849 (h) 423-8815 (w)	340 N. Calhoun -21 1149 E. Cantrell -21
Pat Greanias	1998-2003	428-1004 (h)	31 Oakridge Dr. -21
Judi Moss	1994-2001*	428-3981 (h) 424-3236 (w)	1550 Lynnwood Dr. -21
Shirley Moore	1995-2001*	422-2565 (h)	418 Woodhill Dr. -21
John Stengel	1992-2000*	429-6357 (h)	431 Shoreline Dr. -21
Phil Wise	2000-2003	424-1111 (w)	First National Bank 130 N. Water -23

\* - second term

LIBRARY

Phone 424-2900  
Fax 233-4071

Finance & Properties Committee

John Stengel, Chair  
Mary Gladney  
Phil Wise

Mark Gibson, ex-officio

Personnel, Policy & Public Relations Committee

Judi Moss, Chair  
Sherri Arnold  
Patricia Greanias  
Shirley Moore  
Mark Gibson, ex-officio

Representative to the Friends of the Library: Shirley Moore

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 20, 2000

## I CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Mark Gibson, President. Members present: Mr. Gibson, Mary Gladney, Patricia Greanias, Shirley Moore, Judi Moss, John Stengel, and Phil Wise. Absent: Sherri Arnold. Staff present: Karen Anderson and Linda Humphreys. Others present: Ed Booth.

Mr. Gibson introduced new trustee Phil Wise. Ms. Humphreys administered the oath of office.

Mr. Gibson reported that he received a letter of resignation from Wayne Dunning from the Board of Trustees.

## II APPROVAL OF MINUTES

The minutes of the meeting of June 15, 2000 were approved as mailed.

## III COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

## IV OLD BUSINESS

Mr. Wise made a motion to adjourn to closed executive session to discuss collective negotiating matters. The motion was seconded by Mrs. Moore and unanimously approved on roll call vote. The Board went into executive session at 4:35 p.m. The meeting was reconvened at 4:50 p.m.

Mrs. Moore made a motion to approve the collective bargaining agreement between AFSCME Local 268 and the City of Decatur and the Decatur Public Library. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

## V CITY LIBRARIAN'S REPORT

The Interim City Librarian's written report was previously mailed.

Ms. Anderson reported that equipment has been installed in the Circulation Division to provide smaller printouts for library users checking out materials.

The master gardeners met with Ms. Anderson to discuss plans for next year for two children's gardens on the southeast end of the building.



The humidity in the local history room has been reduced to 50%. Work on this problem continues.

## VI. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met July 6, 2000. Mrs. Moss reported that the committee reviewed a proposal to rent the library's computer training room to the public. Mrs. Moss made a motion to approve the policy and application as revised. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.

Ms. Anderson presented a request to allow discretionary power to staff on the bookmobiles to waive fines under special circumstances. The consensus was to approve the plan.

Mrs. Moss reported that the committee also reviewed changes to the fire and bloodborne pathogens sections of the disaster policy. Ms. Anderson reported that a staff in-service day will include training relating to the disaster policy. Mrs. Moss made a motion to approve the changes as presented. The motion was seconded by Mrs. Gladney and unanimously approved.

The committee also reviewed the job description for Head of Circulation Division. Ms. Anderson recommended removing the requirement of a master's degree and reducing the pay grade from 5 to 4. Mrs. Moss made a motion to approve the revised description as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

Mr. Stengel made a motion to reaffirm a previous consensus by the Board to set the salary of the Interim City Librarian at \$59,000. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

Ms. Anderson reported that the job description for Library Network Support Specialist (3/4 time) was approved by the civil service commission and the position is in the process of being filled. This position is new in the current budget.

**Finance and Properties Committee:** Mr. Stengel questioned checks being written directly to a staff member. He said that proper procedure is to pay the vendor directly through check requests or purchase orders. Mr. Stengel made a motion to approve the June bills. The motion was seconded by Mr. Wise and unanimously carried on roll call vote.

The committee met July 11, 2000. Mr. Stengel reported that the committee reviewed a contract for maintenance on the system that runs the library's heating, air conditioning and ventilation system. Mr. Stengel made a motion to approve a contract with Maintenance Inspection Plan & Support for \$2,813 as presented. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote.

Ms. Anderson reported that she contacted Dunn Company regarding their proposal to repair portions of the parking lot and add a non-skid surface near the entrance for \$9,962.00. Mr. Stengel made a motion to approve the proposal. The motion was seconded by Mr. Wise and unanimously approved on roll call vote.



An Invitation to Bid on a new bookmobile was reviewed. Ms. Anderson noted that the state grant application for funding for the bookmobile can not be submitted until the Board approves sending the proposal out for bid. Mrs. Moore made a motion to approve the bid document as modified. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

**Search Committee:** Mr. Gibson reported that the deadline for applications was July 20. The Committee will meet August 1 to review and evaluate applications.

**Rolling Prairie Library System:** Mrs. Moore attended the meeting. She reported that the system is working on the Illinois Century Network which will replace the library's decaturnet internet connection.

**Friends of the Library:** The Friends met July 13. Mrs. Moore reported that plans for the book sale are well underway. Volunteers are needed to work two hour shifts during the sale.

**Foundation:** The Foundation Board of Directors did not meet.

## VII. NEW BUSINESS

Mr. Gibson made committee appointments for 2000/2001. Mr. Stengel will chair the Finance and Properties Committee with Mrs. Gladney and Mr. Wise. Mrs. Moss will chair the Personnel, Policy, and Public Relations Committee with Mrs. Arnold, Mrs. Greanias, and Mrs. Moore.

The Finance and Properties Committee meeting for August is cancelled.

Mrs. Moore reported that the art work has been purchased as required for the state construction grant.

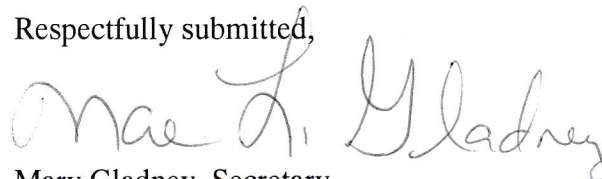
Mrs. Moore reported on the status of the 125 year celebration that will be held on August 10 from 4:00 to 6:00 p.m. at the library.

Mrs. Moore sent a plant from the Board and staff to Mr. Moorman at his new job.

## VIII. ADJOURNMENT

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

Respectfully submitted,



Mary Gladney, Secretary  
Decatur Public Library Board of Trustees

**INTERIM CITY LIBRARIAN'S REPORT  
FOR THE AUGUST 17, 2000 MEETING  
OF THE  
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

The fall bookmobile schedule has been finalized. New stops for the small unit include Harris School, John Adams School, and the Decatur Memorial Hospital Professional Building on North Main Street. Harris School has a student body that numbers over 500, so that stop will be done weekly. Stevenson School will also become a weekly stop on the schedule.

Bookmobile 548's brakes went out at the corner of Grand Avenue and Water Street on July 10th. Lugari's was able to tow the entire unit to our stop at Oak Grove School. Initially, Larry Harris was told that the bookmobile would be off the road for three days. However, Lugari's had problems obtaining parts, and we were not back on the road with our regular schedule until July 18th. Through part time driver Darrell Mollohan, the Extension Division was able to borrow a tractor from Decatur Trailer to move the trailer to Spring Creek Plaza on Friday, July 14th to meet that scheduled stop. On July 25th, driver Marcia Stanckiewicz, realized she had a fuel leak when she backed into the dock at 5:30p.m. We placed the unit at our stop on Wednesday morning, unhitched, and delivered the tractor to Decatur Trailer. Decatur Trailer had the kit needed to make the repair flown in and had us back on the road in time to make our first stop on Thursday afternoon. Mr. Mayo called and told me if we needed to borrow the tractor again that it would be no problem. Their promptness and willingness to help us out in a difficult situation is to be commended.

The summer reading program has been a success for the Extension Division. Between the two bookmobiles, there are about 250 children participating.

Local history still has a large number of old Herald and Review negatives that need to be taken out of envelopes and put into acid free envelopes for preservation purposes. Each envelope is labeled with the subject matter, and they are then placed in fireproof file cabinets in the local history room. This project has been ongoing since 1993 as volunteers have come and gone. There are now three volunteers working on the envelope project. Others have volunteered time to input the information on the local history room's database. The end of this project may finally be within reach. The Friends of the Library have continued to provide financial support for archival supplies to keep the project going. Once the indexing is complete in the database, this information should become accessible to the public.

John Ballog from Associated Calculators gave us a bid of \$1,000 for excess furniture and shelving in the lease space. Before he left for Williamsburg, John Moorman recommended that we take any bid he gave us. Ballog will pick up the materials after Decatur Celebration. A group of Eagle Scout candidates have volunteered their time to come in and help Larry Harris and his staff complete cleaning the lease space.



## **Interim City Librarian's Report**

August 17, 2000

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I gave a talk to residents and staff at Lincoln Manor North on July 13th. Shelley Whiteside and Marcia Stanckiewicz attended a driver's safety class at the city. All new employees who drive city vehicles must take this class. Shelley Whiteside represented the Extension Division at the monthly HSAC Senior Division meeting. Bev Hackney gave tours to groups from Lincoln Manor North and a Sunday school class from East Park Baptist Church.

Monica Skelley from the Technical Services Division is chairing the staff in service committee and called the first meeting on July 26th. A date of October 20th was set for the in service day and Monica assigned committee members to check on suggested programs. Ideas put forth by staff included public service, diversity training, dealing with the homeless, hostage situations, and gangs. Safety training will be on the agenda with other programs scheduled around or concurrent with that training. Monica has confirmed two speakers at this writing including one who deals with the fear of technological change. With a possible computer conversion in our future, I think this program can allay some of the staff's fears and concerns.

Eagles Lodge No. 507 presented the library a \$500 check at their monthly meeting on July 12th. Funds are to be used to purchase large print books.

The Master Gardeners presented a plan to Shirley Moore and I for further development of the grounds next year. Those plans include two children's gardens on the southeast side of the building. The bed next to the building will become a pizza garden containing vegetables and herbs that make up ingredients used on a pizza. A sunflower room will occupy the second garden, and children will be allowed to enter and walk through the area.

Application papers have been completed and mailed to the state to obtain the \$90,000 grant to replace the small bookmobile. As of August 1, 2000, a total of \$4,175 had been pledged to the foundation for the replacement of both bookmobiles.

Students from Tokorazawa, Japan toured the building and presented the library with several gift books.



## Interim City Librarian's Report

August 17, 2000

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Nicole Muhs continues work on our connection to the Illinois Century Network. New virus protection software will be purchased and installed in the next few weeks. Our licenses on many computers in house have expired. Nicole is obtaining pricing and believes we may be able to get a special rate that will save the library approximately \$500 on the purchase price. A tentative date of August 11th has been set to upgrade the memory of the library's in house GEAC computer system. The Order and Catalog Departments received new computers. As of this writing, Grace Veach reports that Nicole has resolved all of the outstanding issues and said there was much less down time than usual when changes are made. The biggest hitch was in the Order Department when they lost the Baker & Taylor link for several days and could not place orders.

On Thursday night, August 3rd, the library took a walk back in time with a program presented by Dayle Irwin of the Adult Services Division. Dayle portrayed Mrs. Jane Martin Johns, who on the same night in 1875 drove her buggy to the mayor's house, roused him from his sick bed, and delivered him to the city council meeting to cast a tie breaking vote to establish the Decatur Public Library as a tax supported institution. A great deal of research and work went into Dayle's portrayal of Mrs. Johns, and she made an excellent presentation. The program was very well attended.

Robyn Hendricks reported that Circulation Division staff have been concentrating on reverting returned items to the shelf as quickly as possible. As a result, the backlog has been reduced to 1-2 days on audio-visual materials and 1 day or less on printed materials. Robyn has also made changes in the desk schedules to allow staff time off the desk to follow through on damages, searches, billing problems, etc. to further improve the efficiency and effectiveness of the staff. The 3M security gate voice message has been changed and the volume lowered. Robyn reports she has received positive comments from patrons and other staff.

Testing and oral interviews have been completed for the position of circulation page. However, the position cannot be filled until September, because the Civil Service Commission has to approve the list of candidates.

Paul Johnson from the Rolling Prairie Library System met with representatives from Data Research Associates (DRA) at the American Library Association meeting in Chicago. He expects grant papers to come through in November, and then activities will begin to pick up as they are pressed to get the application forms filled out and submitted by January. Paul said at that point, Rolling Prairie would need a letter of intent from the board to the effect that we are going to become a part of the consortium.

## Interim City Librarian's Report

August 17, 2000

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Larry Harris reports that T. A. Brinkoetter has finished work on the dehumidification system in the local history room. The system is working, but the humidity levels are still a little high--52%. Maintenance staff completed sealing the tiles in the library's foyer. Staff report that it is much easier to clean.

Storyteller LaRon Williams brought his talents to the Decatur Public Library on July 31st and August 1st. Children who had completed the six-step summer reading program earned a ticket to one of his four sessions. He used his sense of humor and imagination to re-create beloved stories and to tell his own stories. A former pre-school teacher, LaRon grew up in Flint, Michigan and began telling stories professionally about five years ago. Approximately 300 children attended.

Arthur Gross and Bev Hackney both attended the American Library Association conference in Chicago. One of the most thought provoking sessions that both attended was on the future of e-books. Information on this technology is included in the board packet. Mrs. Hackney reports that she has had no requests for e-books here. However, she has had several requests for DVD's. Bev presented the Books Between Bites program in July and reviewed the book *Past Forgetting*.

The library has acquired a new tool called the Aladdin Ambassador with a state Educate and Automate grant. It's located in the reference area, and patrons who have visual or print disabled problems can place a document on the scanner and a computer generated voice will read the text.



# A Look at the Future of Electronic Books

The dishes are done and the kids are finally in bed. You ease yourself onto the living room couch and grab your e-book Reader from the coffee table. Your e-book Reader is about the size and weight of a thin hardcover book. Since it has no cords or wires, you can comfortably curl up with it on the couch. It has a fine leather cover that feels great in your hands. When you open it and press the On button, the screen displays the page of the book you were last reading: the latest translation of Homer's *The Odyssey*.

Pages displayed in your e-book Reader are high-contrast black text and color graphics on a white background. In fact, the pages of *The Odyssey* displayed in your Reader look identical to the hardcover version of the same book: same typeface, same page layout, and same graphics. To turn a page in *The Odyssey*, you simply press the Forward or Back buttons located on the Reader. You can highlight words and choose menu commands by lightly touching them on the screen.

Today a friend of yours said that Michael Crichton has just published a new novel and you're eager to read it. You press the Bookstore button on your Reader. Since the e-book Reader is designed to be as inexpensive and lightweight as possible, it doesn't have its own Internet connection or permanent storage for more than a few dozen books. However, you also have an e-book Bookshelf appliance, which provides both of those functions. Your e-book Bookshelf is a small box that connects directly to the Internet.



Some of your friends use their personal computers as their e-book bookshelf, but your family uses this special purpose appliance.

Your e-book Reader communicates with your Bookshelf using an infrared beam, much like the remote control for your TV only a bit more powerful. The Bookshelf is connected to the Internet, so within a few seconds your e-book Reader is displaying the Web site of the on-line bookstore of your choice. After reading a description of the novel, you touch Buy It and choose the e-book format. It's great that the e-book version is published simultaneously with the hardcover version. And since there is no paper, printing, or shipping, the e-book usually costs somewhat less. You then enter your credit card number and the new Crichton novel is instantly downloaded to your Reader.

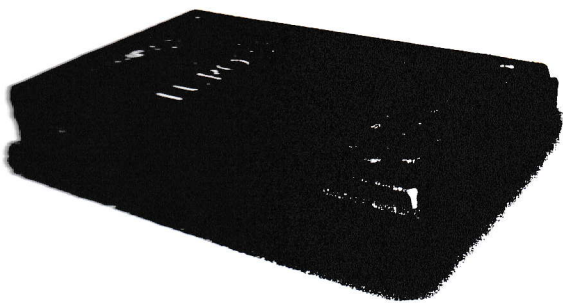


Since your Reader can hold dozens of books and additional books don't weigh any more, you decide to get another book for your trip to the coast tomorrow. You choose the Borrow a Book menu command to connect to your hometown public library's Web site. You choose a book, touch Check-Out, and the book is immediately downloaded into your e-book Reader.

It's getting late so you close your e-book Reader and take it up to your bedroom. The pages glow softly. You won't disturb your sleeping partner with the light or the noise of pages turning.

You start reading Crichton's new novel and right on the first page you read the word Triassic, which is new to you. You touch the word to highlight it and choose the Dictionary command to display a definition from the Reader's built-in unabridged dictionary. Triassic \tri-'as-ik\ The earliest period of the Mesozoic Era. So that's what it means.

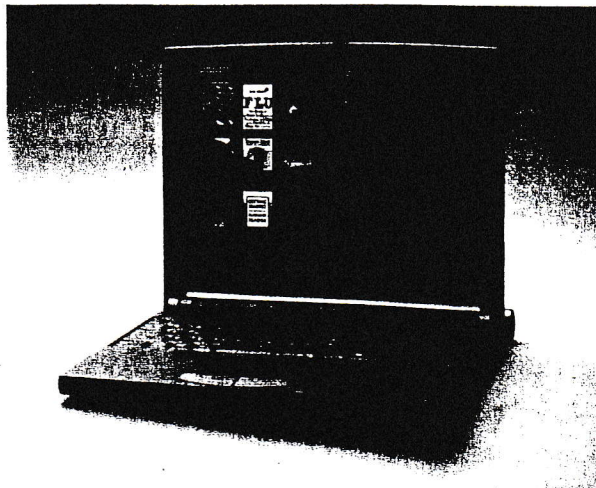
As you're packing for your trip the next morning, you decide it would be handy to bring along the book on contract negotiation that you bought last year. You go to the room with your e-book Bookshelf, open your Reader, and choose the Browse Bookshelf command. A list of the



books in your home e-book Bookshelf is displayed. You simply touch Search and enter "negotiation." Immediately, the title of the book you're looking for, *Getting To Yes*, is displayed so you touch Put In Reader and you're ready for your trip.

While you are on the plane, you finish reading Crichton's novel and decide your mother might

appreciate it. Using the e-book Lend feature, you send the book to your mother. You hope she has a chance to read it soon, since you cannot read a book after you have lent it to someone else; you'll have to wait until the lending period expires to re-read it or lend it again.



This year your son entered high school, and purchased e-book versions of all his textbooks. He uses the e-book Reader on his laptop so that's all he needs to bring to class. The e-book Reader lets him annotate the books all semester long.

It's finally time to fly back home and you decide to relax on the return flight and read a trashy novel. While you are waiting for your plane, you thumb through the bestseller list at the airport's self-service e-book kiosk. You insert your credit card into the kiosk to buy a book and beam it right into your Reader.

While e-books will probably never completely replace paper books, they have definitely made buying, borrowing, lending, and reading books more convenient and enjoyable for your family.

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DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

July 2000

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	242,988	251,424	-3.4
Young Adult	11,499	12,161	-5.4
Children's	160,056	144,932	10.4
TOTAL	414,543	408,517	1.5
EXTENSION PRINT			
Bookmobile 548	79,046	85,180	-7.2
Bookmobile 549	29,374	28,950	1.5
Outreach	5,610	4,694	19.5
TOTAL	114,030	118,824	-4.0
TOTAL PRINT	528,573	527,341	0.2
NON-PRINT			
Videocassettes	73,730	85,682	-13.9
Audiocassettes	26,784	29,605	-9.5
Recordings	21,997	23,796	-7.6
TOTAL	122,511	139,083	-11.9
Extension Non-print	10,153	11,128	-8.8
TOTAL NON-PRINT	132,664	150,211	-11.7
Renewals	9,614	8,795	9.3
TOTAL CIRCULATION	670,851	686,347	-2.3

DECATUR PUBLIC LIBRARY

Monthly Circulation Statistics

July 2000

Location	July 2000	July 1999	% Change
CENTRAL LIBRARY, PRINT			
Adult	21,434	25,101	-14.6
Young Adult	1,132	1,510	-25.0
Children's	17,350	17,729	-2.1
TOTAL	39,916	44,340	-10.0
EXTENSION PRINT			
Bookmobile 548	2,554	4,035	-36.7
Bookmobile 549	1,995	1,805	10.5
Outreach	576	445	29.4
TOTAL	5,125	6,285	-18.5
TOTAL PRINT	45,041	50,625	-11.0
NON-PRINT			
Videocassettes	6,336	8,540	-25.8
Audiocassettes	1,989	2,652	-25.0
Recordings	1,769	2,207	-19.8
TOTAL	10,094	13,399	-24.7
Extension Non-print	855	1,078	-20.7
TOTAL NON-PRINT	10,949	14,477	-24.4
Renewals	855	773	10.6
TOTAL CIRCULATION	56,845	65,875	-13.7



**STATISTICAL REPORT**  
**July 2000**

TECHNICAL SERVICES

New book volumes added: 1,677  
New book titles added: 800  
AV titles added: 207  
Volumes withdrawn: 537  
Books mended: 731

PERSONNEL ACTIVITY:

8/3/00 Lenore Snyder transferred to Library Assistant (full-time) in Adult Division  
8/16/00 John Moorman, City Librarian, resigned

CURRENT VACANCIES: City Librarian, Library Assistant (half-time),  
Library Page (half-time)

LIBRARY CARDS: 337 main + 11 extension = 348 new registrations  
526 main + 7 extension = 533 re-registrations  
881 total library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 75,978  
last 12 months to date: 83,278

PATRONS IN THE BUILDING: this 12 months to date: 314,595  
last 12 months to date: 325,646

VOLUMES PURCHASED: this 12 months to date: 20,251  
last 12 months to date: 21,864

VOLUNTEERS: 37 volunteers worked 275.5 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1909 people, 3413 time slots  
Word processing usage: 99 people, 216 time slots



BILLS AND PAYABLES FOR PERIOD ENDING 07/31/2000

FUND DECATUR PUBLIC LIBRARY

DATE OF RECEIPT	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
07/09/2000	TREAS-MEDICAL INSURANCE FUND	6,362.14	E00466	07/09/2000	MEDICAL INSURANCE
07/09/2000	TREAS-NON MEDICAL INS	36.93	E00467	07/09/2000	LIFT INSURANCE
07/09/2000	TREAS-NON MEDICAL INS	980.72	E00467	07/09/2000	WORKERS COMPENSATION
07/09/2000	TREAS-IMRF	0.50	E00468	07/09/2000	RETIREMENT-IMRF
07/19/2000	TREAS-MEDICAL INSURANCE FUND	6,362.14	E00488	07/19/2000	MEDICAL INSURANCE
07/19/2000	TREAS-NON MEDICAL INS	36.93	E00489	07/19/2000	LIFE INSURANCE
07/19/2000	TREAS-IMRF	589.26	E00489	07/19/2000	WORKERS COMPENSATION
07/03/2000	TREAS-GENERAL FUND	100.00	E00490	07/03/2000	RETIREMENT-IMRF
07/03/2000	TREAS-SELF INSURANCE FUND	280.83	E00490	07/03/2000	TRANSFER TO GENERAL FUND
07/03/2000	TREAS-SELF INSURANCE FUND	39.50	E00490	07/03/2000	MOTOR VEHICLE-INSURANCE
07/03/2000	TREAS-SELF INSURANCE FUND	1,246.42	E00490	07/03/2000	BOILER INSURANCE
07/03/2000	TREAS-SELF INSURANCE FUND	462.17	E00490	07/03/2000	PROPERTY INSURANCE
07/03/2000	TREAS-MIS OPERATING	1,907.00	E00490	07/03/2000	GENERAL LIABILITY INSURANCE
07/05/2000	COMMERCIAL MAIL SERVICES	110.97	E00490	07/05/2000	MIS SERVICE
07/05/2000	AMERITECH	378.95	E00490	07/05/2000	POSTAGE
07/11/2000	GLOCKWORKS PRESS INTERNATIONAL	43.95	E00490	07/11/2000	TELEPHONE
07/11/2000	IRWIN, DAYLE	68.54	E00490	07/11/2000	BOOKS AND PERIODICALS
07/11/2000	MACON-PIATT REG OFFICE OF ED	125.00	E00490	07/11/2000	BOOKS AND PERIODICALS
07/11/2000	UPURUSH COM CLINIC	24.85	E00490	07/11/2000	OTHER PROFESSIONAL SERVICES
07/12/2000	SPRINGFIELD CLINIC	90.00	E00490	07/12/2000	OTHER PROFESSIONAL SERVICES
07/12/2000	TREAS-MIS OPERATING	1,907.00	E00490	07/12/2000	OTHER PROFESSIONAL SERVICES
07/13/2000	BAKER & TAYLOR CO	2,735.25	E00490	07/13/2000	MIS SERVICE
07/13/2000	BAKER & TAYLOR CO	3,654.93	E00490	07/13/2000	BOOKS AND PERIODICALS
07/13/2000	BAKER & TAYLOR CO	104.28	E00490	07/13/2000	BOOKS AND PERIODICALS
07/14/2000	BAKER & TAYLOR ENTERTAINMENT	1,053.21	E00490	07/14/2000	BOOKS AND PERIODICALS
07/14/2000	E Z LAWN CARE	180.00	E00490	07/14/2000	BOOKS AND PERIODICALS
07/14/2000	E Z LAWN CARE	80.00	E00490	07/14/2000	SERV-IMPROVEMENTS
07/14/2000	EAST IMPRESSIONS	781.62	E00490	07/14/2000	SERV-IMPROVEMENTS
07/12/2000	AMERITECH POWER COMPANY	26.90	E00490	07/14/2000	MATERIAL-BLDGS
07/12/2000	ILLINDIS	9,352.99	E00490	07/14/2000	PRINTING-AND BINDING
07/14/2000	JAN MASTER, INC.	1,108.25	E00490	07/14/2000	TELEPHONE
07/14/2000	MENARDS	90.78	E00490	07/14/2000	ELECTRICITY
07/14/2000	MR. VIDEO	58.00	E00490	07/14/2000	JANITORIAL SUPPLIES
07/14/2000	MR. VIDEO	384.00	E00490	07/14/2000	MATERIAL-BLDGS
07/12/2000	STRIKLOS/HAINES & ESSICK	19.36	E00490	07/14/2000	POSTAGE
07/12/2000	TREAS-FLEET MAINTENANCE	433.57	E00490	07/14/2000	OFFICE SUPPLIES
07/14/2000	WILLIAM STREET PRESS	671.29	E00490	07/14/2000	OFFICE SUPPLIES
07/14/2000	A-B DICK PRODUCTS	105.32	E00490	07/14/2000	GASOLINE
07/17/2000	ARGB ASSOCIATES, INC.	858.10	E00490	07/14/2000	PRINTING-AND BINDING
07/17/2000	BOOTH & ANTOLINE	2,075.00	E00490	07/17/2000	SERV-OFFICE EQUIP
07/17/2000	CDS OFFICE TECHNOLOGIES INC.	50.00	E00490	07/17/2000	SMALL CAPITAL ITEMS
07/17/2000	CAHNER'S PUBLISHING CO	81.96	E00490	07/17/2000	OTHER PROFESSIONAL SERVICES
07/17/2000	DUNKER ELECTRIC SUPPLY, INC	270.00	E00490	07/17/2000	SMALL CAPITAL ITEMS
07/17/2000	HOULT, DANNY R.	399.23	E00490	07/17/2000	ADVERTISING
07/17/2000	IBM	180.00	E00490	07/17/2000	MATERIAL-BLDGS
07/17/2000	MORRELL, STERLING	180.00	E00490	07/17/2000	OTHER PROFESSIONAL SERVICES
07/17/2000	ORKIN PEST CONTROL	60.00	E00490	07/17/2000	SERV-OFFICE EQUIP
07/17/2000	POLAND, INC	47.50	E00490	07/17/2000	OTHER PROFESSIONAL SERVICES
07/17/2000	RILEY'S DECATUR SEWER SERVICE	185.00	E00490	07/17/2000	SERV-BUILDINGS
07/17/2000	RIGSBY, PAUL	270.00	E00490	07/17/2000	SERV-BUILDINGS
07/17/2000	SAM'S CLUB	110.00	E00490	07/17/2000	SERV-BUILDINGS
07/17/2000	Taylor, S	51.00	E00490	07/17/2000	SERV-BUILDINGS
07/17/2000	Taylor, S	180.00	E00490	07/17/2000	OTHER PROFESSIONAL SERVICES
07/17/2000	TEACHER'S SWEETING SERVICE	180.00	E00490	07/17/2000	OTHER PROFESSIONAL SERVICES
07/17/2000	WATAS COPY SYSTEMS, INC	317.00	E00490	07/17/2000	OTHER PROFESSIONAL SERVICES
07/18/2000	TREAS-PETTY CASH	2.60	E00490	07/18/2000	SERV-BUILDINGS
07/18/2000	TREAS-PETTY CASH	61.52	E00490	07/18/2000	SERV-BUILDINGS
07/18/2000	TREAS-PETTY CASH	34.85	E00490	07/18/2000	MATERIAL-BLDGS
07/19/2000	TREAS-GENERAL FUND	656.97	E00490	07/18/2000	OFFICE SUPPLIES
07/19/2000	TREAS-GENERAL FUND	235.88	E00490	07/19/2000	BOOKS AND PERIODICALS
07/20/2000	QUINLAN PUBLISHING CO	154.89	E00490	07/19/2000	POSTAGE
07/25/2000	ALLIANCE LIBRARY SYSTEM	135.00	E00490	07/20/2000	OFFICE SUPPLIES
07/25/2000	CAHNER'S PUBLISHING CO	528.00	E00490	07/25/2000	MAG/PAPERS-MAIN
07/25/2000	ELECTRICAL SERVICE CO., INC	85.95	E00490	07/25/2000	CONFERENCES AND OTHER TRAVEL
07/25/2000	ELECTRICAL SERVICE CO., INC	85.95	E00490	07/25/2000	ADVERTISING
07/25/2000	GROGAN, ARTHUR	1,115.17	E00490	07/25/2000	SERV-IMPROVEMENTS
07/25/2000	HACKNEY, BEVERLY	1,079.74	E00490	07/25/2000	MATERIAL-BLDGS
07/25/2000			E00490	07/25/2000	TRAINING SCHOOL
07/25/2000			E00490	07/25/2000	CONFERENCES AND OTHER TRAVEL



BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2000

FUND DECATUR PUBLIC LIBRARY

RATE OF RECEIPT

VENDOR	AMOUNT	ACCOUNT	DATE	DESCRIPTION
MCCLAIN, JO	200.00	134691	07/28/2000	OTHER PROFESSIONAL SERVICES
MONTEAGUE, JILL	65.00	134691	07/28/2000	TRAINING SCHOOLS
P-31 PLASTIC GRAPHICS	1,330.63	134665	07/28/2000	OFFICE SUPPLIES
VERIAD	153.98	134663	07/28/2000	OFFICE SUPPLIES
HEALTH SCIENCE INSTITUTE	107.95	134663	07/28/2000	BOOKS AND PERIODICALS
MONYPAPER	126.00	134665	07/28/2000	MAG/PAPERS-MAIN REFERENCE
ROTH PUBLISHING INC	600.00	134662	07/28/2000	BOOKS AND PERIODICALS
A B DICK PRODUCTS	171.17	134669	07/28/2000	OFFICE SUPPLIES
BODINE ELECTRIC	1,473.00	134671	07/28/2000	SERV-BUILDINGS
HOBLE, DANNY R	360.00	134681	07/28/2000	OTHER PROFESSIONAL SERVICES
MORRELL, STERLING	180.00	134685	07/28/2000	OTHER PROFESSIONAL SERVICES
NATIONAL USERS GROUP	200.00	134688	07/28/2000	CONFERENCES AND OTHER TRAVEL
RIGSBETH, PAUL	90.00	134689	07/28/2000	OTHER PROFESSIONAL SERVICES
SLEETH, ALAN	90.00	134690	07/28/2000	OTHER PROFESSIONAL SERVICES
STENGEL, CHARLENE	564.50	134691	07/28/2000	OTHER PROFESSIONAL SERVICES
TAYLOR, DELBERT	90.00	134693	07/28/2000	OTHER PROFESSIONAL SERVICES
W M GRATINGER, INC	48.94	134694	07/28/2000	MATERIAL-BLDGS
ASSOCIATED OFFICE FURNISHINGS	106.00	134699	07/31/2000	OFFICE SUPPLIES
D & B REFUSE SERVICE	272.70	134702	07/31/2000	SERV-BUILDINGS
AMERITECH CELLULAR	62.09	134710	07/31/2000	TELEPHONE
AMERITECH CELLULAR	34.15	134711	07/31/2000	TELEPHONE
BAKER & TAYLOR CO	1,684.43	134716	07/31/2000	BOOKS AND PERIODICALS
BAKER & TAYLOR CO	2,335.72	134717	07/31/2000	BOOKS AND PERIODICALS
BAKER & TAYLOR CO	2,196.55	134718	07/31/2000	BOOKS AND PERIODICALS
BABY TALK INC.	275.00	134724	07/31/2000	OTHER PROFESSIONAL SERVICES
BAKER & TAYLOR ENTERTAINMENT	492.52	134727	07/31/2000	BOOKS AND PERIODICALS
THE BOOKSOURCE	65.85	134737	07/31/2000	BOOKS AND PERIODICALS
BOOKS IN MOTION	491.75	134738	07/31/2000	BOOKS AND PERIODICALS
CAPITAN CITY PAPER CO	223.78	134745	07/31/2000	OFFICE SUPPLIES
CHIVERS NORTH AMERICA, INC	621.87	134755	07/31/2000	BOOKS AND PERIODICALS
HERALD & REVIEW	514.50	134765	07/31/2000	ADVERTISING
HERALD & REVIEW	200.00	134765	07/31/2000	PRINTING AND BINDING
HERALD & REVIEW	118.79	134765	07/31/2000	BOOKS AND PERIODICALS
FAST IMPRESSIONS	36.60	134782	07/31/2000	PRINTING AND BINDING
THE GALE GROUP	151.32	134792	07/31/2000	BOOKS AND PERIODICALS
AMERITECH	1,201.38	134800	07/31/2000	TELEPHONE
ILSI STATE LIBRARY SERVICES	1,443.75	134808	07/31/2000	RENTAL-EQUIPMENT
INGRAM LIBRARY SERVICES	65.57	134809	07/31/2000	BOOKS AND PERIODICALS
KCRM USA	80.00	134818	07/31/2000	BOOKS AND PERIODICALS
MIDWEST TAPE	293.97	134848	07/31/2000	TELEPHONE
NIMS ASSOCIATES INC.	135.93	134849	07/31/2000	BOOKS AND PERIODICALS
NORRELL SERVICES, INC.	5,709.00	134855	07/31/2000	OTHER PERSONNEL SERVICES
OMNIGRAPHICS, INC	3,499.39	134857	07/31/2000	TEMP PROFESSIONAL SERVICES
ONELIBRARY.COM	73.00	134861	07/31/2000	BOOKS AND PERIODICALS
POLK MCMILLAN	571.50	134862	07/31/2000	BOOKS AND PERIODICALS
RECORDED BOOKS, INC.	274.00	134870	07/31/2000	BOOKS AND PERIODICALS
RECENT BOOK CO	1,613.60	134874	07/31/2000	JANITORIAL SUPPLIES
REGENT BOOK CO	41.12	134877	07/31/2000	BOOKS AND PERIODICALS
R.R. BOWKER	548.81	134882	07/31/2000	BOOKS AND PERIODICALS
STRIGLOS/HAINES & ESSICK	558.59	134882	07/31/2000	BOOKS AND PERIODICALS
TRUMP PRINTING, INC.	508.00	134893	07/31/2000	OFFICE SUPPLIES
WEST GROUP	392.30	134908	07/31/2000	PRINTING AND BINDING
WORLD DATA PUBLISHERS	319.95	134922	07/31/2000	BOOKS AND PERIODICALS
TOTAL	102,258.87	134929	07/31/2000	BOOKS AND PERIODICALS



BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2000

FUND DPL-EQUIP REPLACEMENT FUND

DATE OF REQUEST

VENDOR

AMOUNT

CHECK NUMBER

DESCRIPTION

07/28/2000 BAKER & TAYLOR CO

12.73

134716 07/31/2000 BOOKS AND PERIODICALS

TOTAL

12.73

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2000

FUND DPL-STATE GRANT FOR BLOG

DATE OF REQUEST

VENDOR

AMOUNT

CHECK NUMBER

DESCRIPTION

07/03/2000 WALKER, EDWIN

400.00

134186 07/03/2000 OTHER MACHINERY AND EQUIPMENT

07/14/2000 GALLERY 510 ARTS GUILD

400.00

134365 07/14/2000 BUILDINGS

TOTAL

800.00

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2000

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST

VENDOR

AMOUNT

CHECK NUMBER

DESCRIPTION

07/17/2000 ILLINOVA POWER MARKETING INC.

464.44

134421 07/17/2000 ELECTRICITY

TOTAL

464.44

BILLS AND PAYROLLS FOR PERIOD ENDING 07/31/2000

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST

VENDOR

AMOUNT

CHECK NUMBER

DESCRIPTION

07/12/2000 BAKER & TAYLOR CO

14.37

134344 07/14/2000 EXPENDITURES

TOTAL

14.37





DECATUR PUBLIC LIBRARY

ACCT. DESCRIPTION

PERIOD ENDING 20000731

ACTUAL

BUDGET

DIFFERENCE

FUND BALANCE

30001-000 DESCRIPTION FUND BALANCE

0.00 6,270.00

20,316.77

111

TOTAL

0.00 6,270.00

20,316.77

111

30100-107 PROPERTY TAX-LIBRARY

1,323,053.53 631,477.50

2,525,910.00

52

TOTAL

1,323,053.53 631,477.50

2,525,910.00

52

INTER GOVERNMENTAL REVENUE

30200-104 REPLACEMENT TAX

47,267.24 62,500.00

250,000.00

28

30200-107 STATE GRANTS OR OTHER

.00 26,000.00

104,000.00

28

TOTAL

47,267.24 88,500.00

354,000.00

20

FINES AND FEES

30500-509 LIBRARY FINES AND FEES  
 30500-510 LIBRARY NON-RESIDENT FEES  
 30500-511 LIBRARY LOST AND DAMAGED BOOKS  
 30500-514 VERILEX  
 30500-515 RESERVES

4,130.71 18,500.00  
 75.00 125.00  
 312.34 1,000.00  
 593.88 437.50  
 1,407.89 2,125.00

74,000.00  
 500.00  
 4,000.00  
 1,750.00  
 8,500.00

21  
 80  
 33  
 59  
 41

TOTAL

6,519.62 22,187.50

88,750.00

24

TRANSFERS FROM

30600-752 TRANS FR WALMART I/F

.00 1,500.00

6,000.00

6,000.00

TOTAL

.00 1,500.00

6,000.00

6,000.00

INVESTMENT INCOME

30700-101 INVESTMENT INTEREST

4,685.00 9,500.00

38,000.00

14

TOTAL

4,685.00 9,500.00

38,000.00

14

OTHER INCOME

30800-805 CONTRIBUTIONS AND DONATIONS  
 30800-899 MISCELLANEOUS INCOME

.00 875.00  
 1,358.99 750.00

3,500.00  
 3,000.00

13  
 45

TOTAL

1,358.99 1,625.00

6,500.00

28

FUND TOTAL

1,382,884.38 817,575.00

3,270,300.00

52



REPORT OF EXPENDITURES TO BUDGET FY 2000=2001

610000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 07/31/2000

ACCOUNT	EXHIBIT	YTD EXPENDITURES	BUDGET	UNENCUMBERED BALANCE	ENCUMBRANCE	UNENCUMBERED PRGMA
20 SALARIES & WAGES						
092 REGULAR SALARIES	1,570,679	2,095,023.92	3,996,619	1,279,576.68	.00	1,279,576.68
092 HOLIDAYS	0	6,541.26	0	15,706.92	.00	15,706.92
094 OTHER LEAVE WITH PAY	0	663.04	0	1,454.21	.00	1,454.21
096 SICK TIME	0	3,600.17	0	13,770.50	.00	13,770.50
098 VACATION TIME	0	13,021.96	0	31,720.90	.00	31,720.90
		115,519.39	3,996,619	1,273,161.63	.00	1,273,161.63

PERSONAL SERVICES

101 OVERTIME	10,900	40.98	2,725	9,965.24	.00	9,965.24
102 TEMPORARY SALARIES	41,774	3,702.17	10,443	33,684.85	.00	33,684.85
104 RETIREMENT-IMRF	237,620	17,357.23	59,407	185,665.96	.00	185,665.96
111 LIFE INSURANCE	924	59.66	231	712.59	.00	712.59
112 MEDICAL INSURANCE	189,897	12,724.28	47,474	150,863.72	.00	150,863.72
114 WORKERS COMPENSATION	9,794	1,169.58	2,448	8,275.52	.00	8,275.52
115 SERVICE RECOGNITION	8,750	784.32	2,187	6,552.04	.00	6,552.04
	499,668	35,857.62	124,915	393,719.92	.00	393,719.92

CONTRACTUAL SERVICES

201 ADVERTISING	250	1,092.50	62	2,861.90	.00	2,861.90
202 PRINTING AND BINDING	14,000	2,197.48	3,500	9,494.98	300.80	9,194.18
210 SERV-BUILDINGS	12,000	2,118.20	3,000	6,514.60	2,718.60	3,896.00
211 SERV-IMPROVEMENTS	3,000	914.78	50	763.78	.00	2,997.00
212 SERV-AUTO EQUIPMENT	10,000	.00	750	233.13	280.85	47,702.1
213 SERV-OFFICE EQUIP	22,584	821.55	2,500	15,256.00	.00	15,256.00
230 MIS. SERVICES	80,000	9,352.99	20,000	56,123.07	.00	56,123.07
231 ELECTRICITY	13,500	.00	3,375	13,500.00	.00	13,500.00
232 GAS	28,000	1,997.44	7,000	20,708.55	.00	20,708.55
233 TELEPHONE	1,250	.00	312	1,250.00	.00	1,250.00
240 TRAINING SCHOOL	8,000	1,180.17	2,000	6,786.18	.00	6,786.18
241 CONFERENCES AND OTHER TRAVEL	7,000	1,414.74	1,750	4,435.78	.00	4,435.78
245 POSTAGE	15,000	826.02	3,750	12,123.48	191.00	11,932.48
247 COMPUTER SOFTWARE EXPENSE	10,000	.00	2,500	9,500.00	.00	9,500.00
271 TEMP PERSONNEL SERVICE	50,000	3,499.39	12,750	40,814.20	.00	40,814.20
272 TUITION REIMBURSEMENT	3,000	.00	750	2,850.50	.00	2,850.50
273 TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	250	800.98	.00	800.98
280 OTHER PROFESSIONAL SERVICES	101,250	10,623.50	25,312	76,007.33	.00	67,021.33
284 PROFESSIONAL MEMBERSHIP FEES	2,600	110.00	650	2,465.00	.00	2,465.00
286 RENTAL-EQUIPMENT	20,000	.00	5,000	20,000.00	.00	20,000.00
289 RENTAL-EQUIPMENT	26,800	1,443.75	6,700	23,307.66	3,150.00	20,157.66
	429,734	41,406.51	107,432	321,646.76	15,627.25	306,019.51

COMMODITIES

310 GASOLINE	4,000	433.57	1,000	2,947.73	.00	2,947.73
312 JANITORIAL SUPPLIES	7,000	1,382.25	1,500	2,720.07	.00	2,720.07
320 MATERIAL-BLDGS	7,000	390.15	1,750	4,174.40	.00	4,174.40
337 MATERIAL TO MAINT AUTO EQUIP	3,500	.00	875	3,471.01	.00	3,471.01
345 OFFICE SUPPLIES	35,000	3,254.91	8,750	25,377.54	2,402.97	22,974.57
357 EMPLOYEE RECOGNITION SUPPLIES	200	.00	50	137.82	.00	137.82
	55,700	5,460.88	13,925	38,828.57	2,402.97	36,425.60

OTHER CHARGES

415 TRANSFER TO GENERAL FUND	1,200	100.00	300	900.00	.00	900.00
418 MOTOR VEHICLE INSURANCE	3,370	280.83	842	2,527.51	.00	2,527.51
420 BOILER INSURANCE	474	39.50	118	355.50	.00	355.50
421 PROPERTY INSURANCE	14,957	1,246.42	3,739	11,217.74	.00	11,217.74
423 GENERAL LIABILITY INSURANCE	5,546	462.17	1,386	4,159.49	.00	4,159.49
499 SMALL CAPITAL ITEMS	4,000	1,037.10	1,000	53.05	525.00	578.05



LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	YEAR-TO-DATE	TOTAL	AMOUNT	UNENCUMBERED BAL.
FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	7,035.25	57,998.05	31,361.00	21,657.05= 169
TOTAL		.00	7,035.25	57,998.05	31,361.00	21,657.05= 169
TRANSFERS FROM						
30600-726	TRANSFER FROM FD 35-BLDG LEASE	.00	11,250.00	.00	45,000.00	45,000.00
TOTAL		.00	11,250.00	.00	45,000.00	45,000.00
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	352.48	750.00	766.61	3,000.00	2,233.39 25
TOTAL		352.48	750.00	766.61	3,000.00	2,233.39 25
OTHER INCOME						
30800-870	DPL FOUNDATION CONTRIBUTION	.00	33,500.00	724.61	134,000.00	134,000.00
30800-899	MISCELLANEOUS INCOME	.00	.00	.00	.00	724.61-
TOTAL		.00	33,500.00	724.61	134,000.00	133,275.39
FUND TOTAL		352.48	53,335.25	54,489.27	213,341.00	158,851.73 25

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL 07/31/2000

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES								
237 ARCH AND ENGINEERING SERVICES	0	.00	886.35	0	886.35-	.00	886.35-	
280 OTHER PROFESSIONAL SERVICES	0	.00	919.23	0	919.23-	.00	919.23-	
TOTAL	0	.00	1,805.58	0	1,805.58-	.00	1,805.58-	
COMMODITIES								
320 MATERIAL-BLDGS	0	.00	1,993.63	0	1,993.63-	.00	1,993.63-	
TOTAL	0	.00	1,993.63	0	1,993.63-	.00	1,993.63-	
CAPITAL OUTLAY								
502 BUILDINGS	154,000	.00	.00	38,500	154,000.00	.00	154,000.00	
515 OFFICE MACHINERY AND EQUIPMENT	0	.00	2,733.00	0	2,733.00-	.00	2,733.00-	
TOTAL	154,000	.00	2,733.00	38,500	151,267.00	.00	151,267.00	1.8
** DIVISION TOTAL **	154,000	.00	6,532.21	38,500	147,467.79	.00	147,467.79	4.2

DPL-STATE GRANT FOR BLDG

PERIOD ENDING 20000731

ASCT. DESCRIPTION

MONTHLY APPROPRIATION

ACTUAL

AUDIT

UNENCUMBERED BAL

FUND BALANCE

30001-000 BEGINNING FUND BALANCE

.00 .00

21,983.36-

21,983.36

TOTAL

.00 .00

21,983.36-

21,983.36

INTER GOVERNMENTAL REVENUE

30200-107 STATE GRANTS OR OTHER

.00 6,250.00

.00

25,000.00

TOTAL

.00 6,250.00

.00

25,000.00

FUND TOTAL

.00 6,250.00-

25,000.00

46,983.36

87

GLA3010

C I T Y O F D E C A T U R

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REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DPL-STATE GRANT FOR BUILDING

FUND 33

DPL-STATE GRANT FOR BLDG

07/31/2000

DB DESCRIPTION

ANNUAL BUDGET

MONTHLY EXPENDITURES

YEAR-TO-DATE EXPENDITURES

Y-T-D BUDGET

UNEXPENDED BALANCE

ENCUMBRANCE

UNENCUMBERED PRGNT COMM BALANCE

CAPITAL OUTLAY

502 BUILDINGS

520 OTHER MACHINERY AND EQUIPMENT

25,000 0

400.00 400.00

400.00 400.00

6,250 0

24,600.00 400.00-

.00 .00

1.6

520 OTHER MACHINERY AND EQUIPMENT

25,000 800.00

800.00 800.00

800.00 800.00

6,250 6,250

24,200.00 24,200.00

.00 .00

3.2

\*\* DIVISION TOTAL \*\*

25,000 800.00

800.00 800.00

800.00 800.00

6,250 6,250

24,200.00 24,200.00

.00 .00

3.2



ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	YEAR-TO-DATE ESTIMATE	ACTUAL	AMOUNT	UNENCUMBERED BAL.
FUND BALANCE						
30001-000	ACCOUNTING FUND BALANCE	.00	7,060.25	10,261.10	20,241.00	17,979.02 36
TOTAL		.00	7,060.25	10,261.10	20,241.00	17,979.02 36
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	108.86	250.00	227.81	1,000.00	772.19 22
TOTAL		108.86	250.00	227.81	1,000.00	772.19 22
OTHER INCOME						
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	10,000.00	13,333.32	40,000.00	26,666.68 33
TOTAL		3,333.33	10,000.00	13,333.32	40,000.00	26,666.68 33
FUND TOTAL						
		3,442.19	17,310.25	23,822.31	69,241.00	45,418.69 34

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 35 LIBRARY BUILDING LEASES UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
CONTRACTUAL SERVICES									
231	ELECTRICITY	5,575	464.44	1,857.76	1,393	3,717.24	.00	3,717.24	33.3
280	OTHER PROFESSIONAL SERVICES	6,000	.00	5,196.66	1,500	803.34	.00	803.34	86.6
		11,575	464.44	7,054.42	2,893	4,520.58	.00	4,520.58	60.9
OTHER CHARGES									
478	TR TO LIBRARY CAPITAL	45,000	.00	.00	11,250	45,000.00	.00	45,000.00	
		45,000	.00	.00	11,250	45,000.00	.00	45,000.00	
	** DIVISION TOTAL **	56,575	464.44	7,054.42	14,143	49,520.58	.00	49,520.58	12.5

PUBLIC LIBRARY-TRUSTS

ACCT. DESCRIPTION MONTHLY ACTUAL YEAR-TO-DATE YEAR-TO-DATE

FUND BALANCE				
30001-23A	REG FUND BAL -CANTON	0.00	127,322.00	9,062.92= 100
30001-23A	REG FUND BAL -BRIDGES	0.00	1,666.00	100
TOTAL		0.00	128,988.00	100

INVESTMENT INCOME

30700-103	DPL INTEREST-CANTON TRUST	910.18	6,900.00	4,070.31 32
30700-105	DISTRIBUTION FR BRIDGES TRUST	12.54	700.00	673.57 3
TOTAL		922.72	7,600.00	4,743.88 29

FUND TOTAL 31,423.50 126,022.48 328,481.00

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000 DPL-CANTON TRUST				FUND 92 PUBLIC LIBRARY-TRUSTS				07/31/2000
900 EXPENDITURES	9,500	14.37	496.71	2,375	9,003.29	212.00	8,791.29	7.5
900 EXPENDITURES	9,500	14.37	496.71	2,375	9,003.29	212.00	8,791.29	7.5
** DIVISION TOTAL **	9,500	14.37	496.71	2,375	9,003.29	212.00	8,791.29	7.5

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000 DPL-BRIDGES TRUST				FUND 92 PUBLIC LIBRARY-TRUSTS				07/31/2000
900 EXPENDITURES	700	0.00	0.00	175	700.00	0.00	700.00	
900 EXPENDITURES	700	0.00	0.00	175	700.00	0.00	700.00	
** DIVISION TOTAL **	700	0.00	0.00	175	700.00	0.00	700.00	

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are



provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].

- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)

- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27.** The library informs its community about the collections and services available in and through the library.
- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.