

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617

JAMES C. SEIDL, City Librarian



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### AGENDA

July 21, 1988 4:30 P.M.

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
  - A. Meeting of June 16, 1988
- III. Communication From The Public
- IV. City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations - no meeting
  - B. Finance & Properties Committee
    1. Approval of bills for June 1988
    2. Meeting on June 17 in City Finance Dept.
  - C. Endowments Committee - no meeting
  - D. Rolling Prairie
    1. Report on July RPLS Board meeting
- VI. Avenues to Excellence
  - A. Chapter 5, Public Relations
- VII. Old Business
  - A. Long Range Planning Committee - Mission
- VIII. New Business
- IX. Adjournment

## MINUTES

### DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 21, 1988

#### I. Roll Call

The meeting was called to order at 4:32 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Lutovsky, Mrs. Martin, Mr. Akin, Mrs. Ohlsen, Mrs. Shade, and Mr. Smith. Members absent: Mr. Mueller. Staff present: Ms. Humphreys, Mr. Seidl, Mr. Kupish, Ms. Anderson, and Mrs. Brooks. Others present: Owen Balding.

Mr. Sorensen noted that there are now only eight trustees; five are necessary for a quorum.

#### II. Minutes

The minutes of the June 16 meeting were reviewed. The Board requested that the brochure on Mary Carter Smith be mailed to the City Council members. Mrs. Lutovsky requested that on page 3, under Sunday Hours Committee, last sentence, that "abolished" be changed to "disbanded". On page 4, second paragraph, it was noted that "(see attached memo)" should be added to the first sentence. The minutes were then approved as amended.

#### III. Communications From The Public

Ms. Anderson was present to speak to the Board about staff concerns regarding a recent administrative decision to re-institute name tags.

Mr. Owen Balding spoke to the Board and presented a variety of his concerns.

#### IV. City Librarian's Report

The City Librarian's written report had been previously mailed.

The City Librarian reported that the new half-time Library Assistant for the Reference Department is still expected to begin work on July 25.

The Library is losing about 40 hours of staff time each month rewinding videos which were not rewound by patrons. The Board generally felt that there should be some kind of notice to make patrons aware of the problem. However, if the problem persists, the Board may have to consider instituting a charge.

For the past several years, Rolling Prairie has given \$16,000 per year to Decatur Public Library for services to RPLS patrons and because they have an office and a reference librarian located at Decatur Public Library. However, due to RPLS budget restrictions, that payment has been cut to \$1,000 this year.

Mrs. Lutovsky asked if the Library intended to apply for any mini grants. Mr. Seidl replied that plans were being made to apply for two grants - one for youth services and one for senior citizens.

## V. Reports of Committees

**Personnel, Policies, and Public Relations:** There was no meeting.

**Finance and Properties Committee:** Mr. Akin made a motion to approve the June bill. The motion was seconded by Mrs. Ohlsen, and unanimously carried on roll call vote.

The Board requested that the City Librarian prepare a timetable showing the tax levy request to the City Council, budget preparation, budget approval by City Council, and the appropriation ordinance.

**Rolling Prairie:** Mrs. Lutovsky is now representing the Board on the RPLS Board; however, she was unable to attend their July meeting.

## VI. Avenues to Excellence

Chapter 5, Public Relations, was discussed. The Board felt that a budget line item should be established for public relations, and noted that increased public relations has put an additional burden on the staff.

## VII. Old Business

**Long Range Planning Committee:** The committee has drafted a mission statement for the Library as follows:

The mission of the Decatur Public Library is to provide access to and promote the use of materials that serve the informational, recreational, educational, and cultural needs of the community.

Access to information and ideas will be assured through an efficient and effective staff working in adequate facilities, commensurate with sound and responsible fiscal planning.

Staff recently participated in three brainstorming sessions conducted by Rolling Prairie staff for their input in the five year plan. The results of those sessions will be presented to the Long Range Planning Committee on July 25, 1988. The Board asked that the minutes of the meeting be mailed to them.

Job evaluations: Mrs. Martin noted that the Library Driver position in the Extension Department has been downgraded from a pay grade 11 to pay grade 9. She asked if that change was included in the recommendations from the job evaluations which were conducted by the City Personnel Department last fall. Mr. Seidl said that there has been a complication, however the rough draft of the analysis is expected to be completed within two weeks.

Baby TALK: Effective July 1, 1988, the Baby TALK grant will be administered by Rolling Prairie.

New teacher orientation: Nothing has been done regarding the Library hosting a reception for the new teachers.

Name tags: The Board agreed that they are concerned about staff safety, however, they felt they should support administrative decisions.

Staff morale: Mr. Akin noted that several concerns were brought up in the Sunday hours surveys which were completed by staff. Mr. Sorensen said that the Personnel, Policy, and Public Relations Committee could work with the City Librarian to find ways to improve staff morale.

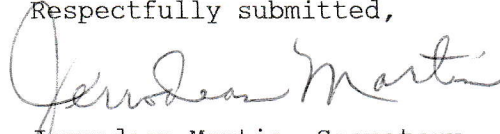
#### VIII. New Business

There was no new business.

#### IX. Adjournment

Mr. Sorensen adjourned the meeting at 5:55 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary  
Decatur Public Library Board of Trustees



## City Librarian's Report

June, 1988

### I. Statistics

June circulation set an all-time monthly high with 73,830 items circulated. The previous record (73,730 items) was set in July 1986. June circulation increased 4.49% (3,175 items) over June 1987.

June	1988	73,830
	1987	70,195
	1986	68,062
	1985	68,190
	1984	64,919

Both the circulation and page staffs are working at maximum effort to keep the materials moving. The summer reading program increased children's circulation 4.7% (1,150 items). Circulation of audio-visual materials increased 30.5% with large gains in videocassettes and audiocassettes. However, circulation on the bookmobiles declined 7% (918 items). June patron usage increased 4.7% (1,252 patrons) over June 1987.

### II. Budget

18.8% of the 1988/89 budget has been spent or encumbered. The Library has saved \$2,000 in personnel since we have been unable to fill the half-time library assistant position in the reference department. The print and non-print materials budget is slightly ahead of projected spending levels. In July, we will start ordering the majority of our books electronically, saving staff time in typing the multi-part order forms and reducing by five to seven days the time it takes to receive the materials from the vendor.

I requested that the City increase the 1988/89 Library budget by \$5,302.12 to reflect two expenses budgeted and ordered in 1987/88 but received in 1988/89. The items were \$4,309.35 for recarpeting the children's room, and \$992.77 for Baby TALK books. June was the final month of the Baby TALK grant, and the Library spent all but \$2.95 of the \$33,075 grant.

Rolling Prairie Library System has informed the Library that they have reduced our payment from \$16,000 to \$1,000 for the 1988/89 fiscal year due to budgetary constraints. During the past twelve months, DPL has loaned 6,673 items through inter-library loan and reference requests and 18,299 items to patrons from neighboring libraries.

### III. Collection Development

The compact disks and books on tape have been received, however, we are unable to catalog them until our OCLC catalog profile is revised. As soon as the changes are made, I will assign a high priority to cataloging these materials.

Several basic foreign language (including Japanese) cassettes have been ordered to supplement items already owned in the record collection. Audiocassettes on improving vocabulary and speaking were also ordered.

A time-consuming problem has developed with patrons returning videocassettes not rewound. Presently, almost 10% of the videos returned are not rewound, resulting in over 40 hours of staff time spent in rewinding them. We are exploring ways of informing patrons of the importance of rewinding videos. Many libraries and most video stores charge a fee for videos not rewound.

### IV. Personnel

Four public service staff members attended a half-day program at Northern Illinois University on adult genre fiction and reader's advisory service for adult fiction readers.

Mr. Merrick attended a seminar on dealing with difficult people.

The vacant half-time library assistant position in the reference department is expected to be filled starting July 25 by Ms. Mary Palmer. She has previous reference experience at Milner Library at Illinois State University.

The City has revised its personnel payroll system and each department/agency will soon be tasked with inputting all personnel payroll information. Ms. Humphreys will input the Library data directly into the City's computer through a terminal.

Forty-seven volunteers worked a total of 198 1/2 hours during June.

### V. Public Relations

As of June 30, 1,299 children have signed up for "Devour a Book", an increase of 19% (205 readers) over last summer. On June 24, Ronald McDonald presented a magic show to promote the summer reading program. Two hundred fifty children and adults attended.

The "Cans Across The County" campaign held during the week of June 27 to July 2 resulted in 351 coupons being given out and 500 cans of food collected. As of 7/14/88, 225 coupons were turned in with an average fine of \$3.40 forgiven. People are still bringing twenty to forty cans of food to the Library every day to support the campaign. The miniature

transfer house model has been started and is drawing both media and public interest. The Cans program was covered by all Decatur media and additional coverage is expected as the construction of the Transfer House continues.

The Library was featured in the June/July 1988 Good Times magazine. A full page article explained library services and the summer reading program for kids.

A series of afternoon film programs for young adults is planned for August. Entitled "Afternoon Delights", the series features six films geared especially for young adults.

The monthly calendar of events was mailed to 800 patrons in June and 500 copies were distributed in the Library.

Storytimes for children were attended by 194 children. Afternoon and evening film programs attracted 153 children.

#### VI. Building and Grounds

The administrative reception area was changed with the addition of a second service desk. Ms. Kikolla has been moved from the back administrative work area to staff the new service desk.

**STATISTICAL REPORT**

June, 1988

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1988	29,489	2,810	32,381	64,680	666,617
1987	28,950	2,778	31,895	63,623	675,344
AV materials, 1988	9,150			9,150	96,215
1987	7,032			7,032	83,000
Total circulation, 1988	37,639	2,810	32,381	73,830	762,832
1987	35,982	2,778	31,895	70,655	758,344

TECHNICAL SERVICES

New books added	1,793
New titles added	657
Books withdrawn	1,251
Books mended	994
Gifts	866

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1988/89</u>	<u>YTD Expended 1987/88</u>	<u>Unexpended</u>
Personal Services	1,556,917	237,466	258,119	1,319,451
Operating	298,409	36,041	34,158	262,368
Capital & books	239,850	46,434	36,125	193,416

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	11	0	0	11
Library Assistants	8 + 4	0	0	8 + 4
Clerical	18 + 10	1	0	18 + 9
Pages	5 + 11	0	0	5 + 11
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: Library Assistant (half-time), Library Driver (half-time)

COMPUTER DOWN-TIME FOR MONTH: 48 minutes

PATRONS REGISTERED: 199 adult, 16 youth, 96 juvenile = 311 total



FOR PERIOD ENDING 6/29/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	DATE	DESCRIPTION
6/09/88	TREAS-PAYROLL CLEARING	48,798.35	670	6/09/88	REGULAR SALARIES
6/09/88	TREAS-PAYROLL CLEARING	123.07	670	6/09/88	TEMPORARY SALARIES
6/09/88	TREAS-PAYROLL CLEARING	968.57	670	6/09/88	AV-PHONODICS
6/08/88	AUDIO BUFF CO., INC	15.10	17312	6/08/88	MATERIAL TO MAINT AUTO EQUIP
6/08/88	LINKONS PEST CONTROL CO	4.56	17323	6/08/88	HAIR TO MAINT BUILDINGS
6/08/88	SINKLINE PEST CONTROL CO	20.90	17332	6/08/88	HOSPITAL AND MEDICAL INSURANCE
6/08/88	TREAS-MEDICAL INS	4,240.75	17336	6/08/88	GROUP LIFE INSURANCE
6/08/88	TREAS-NON MEDICAL INS	101.25	17337	6/08/88	WORKMEN'S COMPENSATION
6/08/88	TREAS-NON MEDICAL INS	1,206.00	17337	6/08/88	MOTOR VEHICLE-INSURANCE
6/08/88	TREAS-NON MEDICAL INS	10.83	17337	6/08/88	PROPERTY INSURANCE
6/08/88	TREAS-NON MEDICAL INS	1,001.00	17337	6/08/88	GENERAL LIABILITY INSURANCE
6/08/88	TREAS-NON MEDICAL INS	617.87	17337	6/08/88	GENERAL SUPPLIES
6/08/88	TREAS-NON MEDICAL INS	137.34	17339	6/08/88	OFFICE SUPPLIES
6/08/88	TREAS-NON MEDICAL INS	11.93	17340	6/08/88	TRANSFER TO GENERAL FUND
6/08/88	TREAS-GENERAL FUND	11.75	17340	6/08/88	LIBRARY LOST AND DAMAGED BOOKS
6/08/88	TREAS-PETTY CASH	2,567.00	17342	6/08/88	CONFERENCES AND OTHER TRAVEL
6/08/88	TREAS-PETTY CASH	11.01	17342	6/08/88	POSTAGE
6/08/88	TREAS-PETTY CASH	10.67	17342	6/08/88	MATERIALS TO MAINT BLDGS
6/08/88	TREAS-PETTY CASH	13.49	17342	6/08/88	OFFICE SUPPLIES
6/08/88	TREAS-PETTY CASH	17.08	17342	6/08/88	MATERIALS TO MAINT BLDGS
6/08/88	TREAS-PETTY CASH	24.32	17347	6/08/88	MATERIALS TO MAINT ADULT
6/08/88	WAGER TRANSFER INC	109.20	17352	6/09/88	MAGAZINES
6/09/88	CHICAGO TRIBUNE	190.88	17366	6/09/88	OFFICE SUPPLIES
6/10/88	STRIGLOS COMPUTER CENTER	41.00	17373	6/10/88	SERV TO MAINT OFFICE EQUIP
6/10/88	C B M TELEPHONE CO	604.72	17379	6/10/88	TELEPHONE SUPPLIES
6/10/88	STRIGLOS	5.46	17386	6/10/88	POSTAGE
6/10/88	TREAS-GENERAL FUND	18.90	17390	6/10/88	REIMBURSEMENT
6/10/88	RUSKIN DARLENE	69.90	17402	6/13/88	TUITION PERS-MAIN ADULT
6/16/88	CONNORS DUB	68.00	17433	6/16/88	MAGAZINES TO MAINT IMPROVEMENTS
6/16/88	TREAS-PETTY CASH	8.00	17448	6/16/88	SERV TO MAINT AND OTHER TRAVEL
6/16/88	TREAS-PETTY CASH	8.85	17448	6/16/88	CONFERENCES
6/16/88	TREAS-PETTY CASH	18.96	17448	6/16/88	POSTAGE
6/16/88	TREAS-PETTY CASH	43.36	17448	6/16/88	MATERIALS TO MAINT BLDGS
6/16/88	TREAS-PETTY CASH	16.20	17448	6/16/88	OFFICE SUPPLIES
6/17/88	AUDIO BUFF CO., INC	605.16	17453	6/17/88	AV-PHONODICS
6/17/88	BAKER & TAYLOR CO	83.66	17453	6/17/88	AV-CASSETTES
6/17/88	BAKER & TAYLOR CO	1,202.79	17455	6/17/88	BOOKS-MAIN JUVENILE
6/17/88	BAKER & TAYLOR CO	14.69	17455	6/17/88	BOOKS-MAIN ADULT
6/17/88	BAKER & TAYLOR CO	223.80	17455	6/17/88	BOOKS-EXTENSION ADULT
6/17/88	BAKER & TAYLOR CO	1,174.78	17455	6/17/88	AV-VIDEOS
6/17/88	DECATUR HERALD & REVIEW	212.20	17456	6/17/88	BOOKS-MAIN REFERENCE
6/17/88	GROSS, CRITERINE	190.83	17460	6/17/88	CONFERENCES AND OTHER TRAVEL
6/22/88	TREAS-PAYROLL CLEARING	47,926.44	17532	6/22/88	REGULAR SALARIES
6/22/88	TREAS-PAYROLL CLEARING	992.51	17532	6/22/88	TEMPORARY SALARIES
6/22/88	TREAS-IMRF	15,242.90	17533	6/22/88	RETIREMENT-IMRF
6/24/88	IL BELL TELEPHONE CO	151.49	17547	6/23/88	TELEPHONE
6/24/88	BAKER & TAYLOR CO	110.34	17564	6/24/88	BOOKS-MAIN ADULT
6/24/88	BAKER & TAYLOR CO	43.28	17564	6/24/88	BOOKS-MAIN JUVENILE
6/24/88	BAKER & TAYLOR CO	4.87	17564	6/24/88	BOOKS-MAIN ADULT
6/24/88	BAKER & TAYLOR CO	15.36	17564	6/24/88	BOOKS-EXTENSION ADULT
6/24/88	BAKER & TAYLOR CO	27.86	17564	6/24/88	BOOKS-EXTENSION JUVENILE
6/24/88	BAKER & TAYLOR CO	489.10	17564	6/24/88	AV-VIDEOS
6/27/88	POSTMASTER	288.48	17576	6/27/88	POSTAGE
6/27/88	TREAS-PETTY CASH	19.90	17580	6/27/88	SERV TO MAINT IMPROVEMENTS
6/27/88	TREAS-PETTY CASH	8.60	17580	6/27/88	CONFERENCES AND OTHER TRAVEL
6/27/88	TREAS-PETTY CASH	.87	17580	6/27/88	POSTAGE
6/27/88	TREAS-PETTY CASH	6.91	17580	6/27/88	MATERIALS TO MAINT BLDGS
6/27/88	TREAS-PETTY CASH	11.88	17580	6/27/88	MATERIAL TO MAINT AUTO EQUIP
6/27/88	TREAS-PETTY CASH	15.45	17580	6/27/88	HAIR TO MAINT ADULT
6/27/88	TREAS-PETTY CASH	178.58	17580	6/27/88	BOOKS-MAIN ADULT
6/27/88	TREAS-PETTY CASH	178.58	17580	6/27/88	MAGAZINES-MAIN ADULT
6/27/88	TREAS-PETTY CASH	483.39	17607	6/27/88	MATERIALS TO MAINT BLDGS
6/27/88	ARCHWAY LIGHTING SUPPLY, INC.	64.39	17610	6/29/88	MATERIALS TO MAINT ADULT
6/27/88	A 1 & 1 TECHNOLOGIES, INC	111.00	17613	6/29/88	BOOKS-MAIN REFERENCE



FOR PERIOD ENDING 6/29/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/24/88	AT&T	10.00	17618	6/29/88	BOOKS-MAIN REFERENCE
6/24/88	BAKER	39.74	17622	6/29/88	BOOKS-MAIN ADULT
6/17/88	BAKER	200.00	17622	6/29/88	BOOKS-MAIN JUVENILE
6/24/88	BAKER	1.21	17622	6/29/88	BOOKS-MAIN REFERENCE
6/17/88	BAKER	93.38	17623	6/29/88	BOOKS-EXTENSION ADULT
6/17/88	BAKER	1.56	17623	6/29/88	BOOKS-MAIN ADULT
6/17/88	BAKER	174.87	17623	6/29/88	BOOKS-MAIN YOUTH
6/17/88	BAKER	3.22	17623	6/29/88	BOOKS-MAIN JUVENILE
6/17/88	BAKER	607.03	17623	6/29/88	BOOKS-EXTENSION ADULT
6/17/88	BAKER	55.94	17623	6/29/88	BOOKS-EXTENSION YOUTH
6/17/88	BAKER	1.64	17624	6/29/88	BOOKS-EXTENSION JUVENILE
6/17/88	BAKER	195.34	17624	6/29/88	BOOKS-MAIN ADULT
6/17/88	BAKER	468.75	17624	6/29/88	BOOKS-MAIN REFERENCE
6/17/88	BAKER	116.33	17624	6/29/88	BOOKS-MAIN JUVENILE
6/17/88	BAKER	20.60	17624	6/29/88	BOOKS-EXTENSION ADULT
6/17/88	BAKER	576.66	17624	6/29/88	BOOKS-EXTENSION JUVENILE
6/17/88	BAKER	1,040.73	17625	6/29/88	BOOKS-MAIN ADULT
6/17/88	BAKER	115.59	17625	6/29/88	BOOKS-MAIN JUVENILE
6/17/88	BAKER	119.00	17625	6/29/88	BOOKS-EXTENSION REFERENCE
6/17/88	BAKER	114.80	17625	6/29/88	BOOKS-EXTENSION ADULT
6/17/88	BAKER	52.39	17625	6/29/88	BOOKS-EXTENSION JUVENILE
6/17/88	BAKER	1,675.25	17626	6/29/88	BOOKS-MAIN ADULT
6/17/88	BAKER	978.14	17626	6/29/88	BOOKS-MAIN YOUTH
6/24/88	BAKER	181.08	17626	6/29/88	BOOKS-MAIN JUVENILE
6/24/88	BAKER	304.97	17626	6/29/88	BOOKS-EXTENSION ADULT
6/28/88	BAKER	622.27	17627	6/29/88	BOOKS-MAIN ADULT
6/24/88	BAKER	14.32	17627	6/29/88	BOOKS-MAIN YOUTH
6/28/88	BAKER	568.56	17627	6/29/88	BOOKS-MAIN JUVENILE
6/24/88	BAKER	98.91	17627	6/29/88	BOOKS-EXTENSION ADULT
6/24/88	BAKER	21.64	17627	6/29/88	BOOKS-EXTENSION YOUTH
6/24/88	BAKER	166.96	17627	6/29/88	BOOKS-EXTENSION JUVENILE
6/28/88	BAKER	279.19	17627	6/29/88	AV-VIDEOS
6/21/88	BOLAND ELECTRIC SUPPL INC	303.99	17631	6/29/88	MATERIALS TO MAINT BLDGS
6/21/88	BULLBOARD, INC.	49.00	17637	6/29/88	OFFICE SUPPLIES
6/23/88	BULLBOARD	275.00	17640	6/29/88	MAG/PAPERS-MAIN ADULT
6/17/88	BAKER	66.40	17645	6/29/88	AV-VIDEOS
6/17/88	C B M COMPUTER CENTER	250.00	17660	6/29/88	OFFICE MACHINERY AND EQUIPMENT
6/08/88	CAROL'S PAINT STORE	15.90	17666	6/29/88	BOOKS-MAIN JUVENILE
6/17/88	DECATUR PAPER HOUSE	55.20	17674	6/29/88	MATERIALS TO MAINT BLDGS
6/27/88	DECATUR PAPER HOUSE	235.62	17682	6/29/88	JANITORIAL SUPPLIES
6/24/88	DEMCO EDUCATIONAL CORP	530.90	17682	6/29/88	OFFICE SUPPLIES
6/13/88	DEMCO EDUCATIONAL CORP	30.90	17683	6/29/88	MATERIALS TO MAINT BLDGS
6/24/88	DOWNTOWN DECATUR COUNCIL	320.00	17688	6/29/88	OFFICE SUPPLIES
6/09/88	DUKE'S OFFICE SUPPLY	921.75	17690	6/29/88	RENTAL-EQUIPMENT
6/27/88	DUNNELLY, TONYA	280.00	17696	6/29/88	SERV TO MAINT OFFICE EQUIP
6/27/88	DANCEMAGAZINE	39.95	17701	6/29/88	MAG/PAPERS-MAIN ADULT
6/17/88	DOVE, INC.	25.00	17701	6/29/88	CONFERENCES AND OTHER TRAVEL
6/17/88	EASTIN-PHELAN CORP	59.98	17706	6/29/88	AV-VIDEOS
6/22/88	FILM COMMENT	26.95	17716	6/29/88	MAG/PAPERS-MAIN ADULT
6/22/88	FACTS ON FILE	445.00	17717	6/29/88	MAG/PAPERS-MAIN REFERENCE
6/17/88	CAYLOR BROS	560.33	17721	6/29/88	OFFICE SUPPLIES
6/17/88	CREANIAS, BOUTH & PASEK	200.00	17725	6/29/88	OTHER PROFESSIONAL SERVICES
6/17/88	HORN BOOK, INC	26.70	17737	6/29/88	BOOKS-MAIN JUVENILE
6/00/88	IL POWER BOOK CO	3,178.58	17751	6/29/88	ELECTRICITY
6/20/88	INACOMP COMPUTER CENTER	37.50	17753	6/29/88	SERV TO MAINT OFFICE EQUIP
6/17/88	INGRAM BOOK CO, INC.	1,228.48	17754	6/29/88	AV-VIDEOS
6/15/88	IL STATE LIBRARY	273.90	17758	6/29/88	PRINTING AND BINDING EQUIP
6/15/88	IL STATE LIBRARY	68.00	17758	6/29/88	SERV TO MAINT OFFICE EQUIP
6/15/88	IL STATE LIBRARY	95.90	17758	6/29/88	TELEPHONE
6/15/88	IL STATE LIBRARY	35.26	17758	6/29/88	POSTAGE
6/15/88	IL STATE LIBRARY	809.14	17758	6/29/88	RENTAL-EQUIPMENT
6/10/88	JAN MASTER SUPPLY	178.54	17761	6/29/88	MATERIALS TO MAINT BLDGS

12  
11  
10  
9  
8  
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5  
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2  
1



DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/10/88	K & G SPECIALTIES, INC	37.34	17768	6/29/88	MATERIAL TO MAINT AUTO EQUIP
6/29/88	K. S. MCKAY AND SONS, INC	108.79	17770	6/29/88	OFFICE SUPPLIES
6/17/88	LIFE MAGAZINE	60.00	17788	6/29/88	MAG/PAPERS-MAIN ADULT
6/17/88	LIFE MAGAZINE	60.00	17789	6/29/88	MAG/PAPERS-EXTEN ADULT
6/28/88	LIFE MAGAZINE	937.40	17815	6/29/88	AV-VIDEOS
6/21/88	MACLEAN'S	121.00	17816	6/29/88	MAG/PAPERS-MAIN ADULT
6/22/88	MOTOR TREND	69.88	17817	6/29/88	SERV TO MAINT AUTO EQUIPMENT
6/08/88	MULTI VIDEO, INC	10.25	17819	6/29/88	MAG/PAPERS-EXTEN YOUTH
6/22/88	NY AIR FILE, INC	158.85	17831	6/29/88	OFFICE SUPPLIES
6/22/88	NY AIR FILE, INC	39.00	17833	6/29/88	MATERIALS TO MAINT BLDGS
6/23/88	NATURAL HISTORY	26.80	17834	6/29/88	AV-CASSETTES
6/24/88	NEW WORLD RECORDS	22.90	17835	6/29/88	MAG/PAPERS-MAIN ADULT
6/17/88	NAIL PARKS & CONSERVATION ASSN	24.34	17836	6/29/88	AV-PHONODICS
6/24/88	NATL GEOGRAPHIC SOCIETY	22.02	17837	6/29/88	BOOKS-MAIN ADULT
6/23/88	NATL GEOGRAPHIC SOCIETY	22.97	17837	6/29/88	BOOKS-MAIN ADULT
6/08/88	NATL GEOGRAPHIC SOCIETY	281.22	17841	6/29/88	BOOKS-EXTENSION JUVENILE
6/17/88	OLD HOUSE JOURNAL	9.95	17842	6/29/88	BOOKS-EXTENSION JUVENILE
6/17/88	OLSON, NANCY B.	22.00	17845	6/29/88	BOOKS-MAIN REFERENCE
6/17/88	OLSON, NANCY B.	22.37	17845	6/29/88	BOOKS-PROFESSIONAL SERVICES
6/27/88	OLSON, NANCY B.	108.10	17865	6/29/88	OTHER-PROFESSIONAL SERVICES
6/17/88	R. L. P. COMPANY	133.00	17871	6/29/88	BOOKS-MAIN REFERENCE
6/17/88	R. R. BOMKER CO.	133.00	17877	6/29/88	MAG/PAPERS-MAIN ADULT
6/17/88	R. R. BOMKER CO.	133.00	17877	6/29/88	MAG/PAPERS-MAIN ADULT
6/17/88	R. R. BOMKER CO.	133.00	17877	6/29/88	MAG/PAPERS-EXTEN ADULT
6/28/88	REGENT BOOK CO	37.06	17880	6/29/88	MAG/PAPERS-EXTEN ADULT
6/24/88	RDDALE PRESS, INC	31.96	17880	6/29/88	BOOKS-MAIN ADULT
6/10/88	SHERWIN WILLIAMS	25.94	17881	6/29/88	BOOKS-EXTENSION ADULT
6/10/88	SHERWIN WILLIAMS	1,379.65	17881	6/29/88	BOOKS-EXTENSION ADULT
6/27/88	SMITH, ELIZABETH	2,929.70	17894	6/29/88	MAG/PAPERS-MAIN BUIIDINGS
6/24/88	SMITH, PRESS	2,929.70	17907	6/29/88	MATERIALS TO MAINT BLDGS
6/24/88	SMITH, PRESS	42.92	17909	6/29/88	OTHER-PROFESSIONAL SERVICES
6/24/88	SMITH, PRESS	14.97	17910	6/29/88	MAG/PAPERS-MAIN ADULT
6/10/88	SALES & MKT MGT	38.00	17913	6/29/88	MAG/PAPERS-MAIN ADULT
6/10/88	SPURTING NEWS	109.00	17914	6/29/88	MAG/PAPERS-MAIN REFERENCE
6/09/88	STANDARD & POOR'S CORP	172.00	17915	6/29/88	MAG/PAPERS-MAIN REFERENCE
6/22/88	STANDARD PEST CONTROL CO	240.00	17918	6/29/88	MAG/PAPERS-MAIN REFERENCE
6/27/88	TELEVISION COMMUNICATIONS	20.15	17923	6/29/88	SERV TO MAINT BUIIDINGS
6/17/88	TELEVISION COMMUNICATIONS	47.50	17927	6/29/88	TELEPHONE
6/29/88	TEMP FORCE	141.00	17937	6/29/88	SERV TO MAINT BUIIDINGS
6/17/88	TEACHERS & WRITERS COLLAB.	111.70	17940	6/29/88	TEMPORARY SALARIES
6/21/88	TELEVISION COMMUNICATIONS	60.00	17947	6/29/88	BOOKS-MAIN YOUTH
6/08/88	WASTE HAULING, INC.	17.50	17959	6/29/88	SERV TO MAINT OFFICE EQUIP
6/22/88	WORLD PRESS REVIEW	44.97	17968	6/29/88	SERV TO MAINT IMPROVEMENTS
6/08/88	XEROX	28.03	17972	6/29/88	MAG/PAPERS-MAIN ADULT
	TOTAL	168,073.29			RENTAL-EQUIPMENT

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FOR PERIOD ENDING 6/29/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6/17/88	DWYER, MARY L	22.21	17457	6/17/88	EXPENDITURES
6/17/88	GROSS, CHERYL	42.56	17460	6/17/88	EXPENDITURES
6/24/88	AUSTRALIAN BOOK SOURCE	16.16	17610	6/29/88	EXPENDITURES
6/17/88	BAKER & TAYLOR CO	5.96	17622	6/29/88	EXPENDITURES
6/17/88	BAKER & TAYLOR CO	6.23	17623	6/29/88	EXPENDITURES
6/17/88	BAKER & TAYLOR CO	277.85	17625	6/29/88	EXPENDITURES
6/24/88	BAKER & TAYLOR CO	9.19	17626	6/29/88	EXPENDITURES
6/24/88	BAKER & TAYLOR CO	11.60	17627	6/29/88	EXPENDITURES

TOTAL 394.76



OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,260,234	96,164.79	190,373.00	210,039	1,069,861.00	.00	1,069,861.00	15.1
		1,260,234	96,164.79	190,373.00	210,039	1,069,861.00	.00	1,069,861.00	15.1
<b>PERSONAL SERVICES</b>									
101	OVERTIME	0	123.04	123.04	0	123.04	.00	123.04	
102	TEMPORARY SALARIES	31,448	2,122.02	5,242.55	5,241	26,205.45	.00	26,205.45	16.7
104	RETIREMENT-IMRF	196,564	15,242.90	30,236.93	32,760	166,327.37	.00	166,327.37	15.4
111	GROUP LIFE INSURANCE	1,215	101.25	202.50	202	1,012.50	.00	1,012.50	16.7
112	HOSPITAL AND MEDICAL INSURANCE	50,889	4,240.75	8,481.50	8,481	42,407.50	.00	42,407.50	16.7
114	WORKMEN'S COMPENSATION	14,472	1,206.00	2,412.00	2,412	12,060.00	.00	12,060.00	16.7
115	SERVICE RECOGNITION	2,095	160.00	395.00	315	1,700.00	.00	1,700.00	18.9
		296,683	23,195.96	47,093.22	49,411	249,589.78	.00	249,589.78	15.9
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING AND BINDING	800	273.90	715.63	133	800.00	10.00	790.00	1.3
202	PRINTING TO MAINT BUILDINGS	7,300	1,968.37	2,739.31	2,100	6,584.37	800.00	5,784.37	20.8
210	SERV TO MAINT IMPROVEMENTS	13,000	43.40	86.80	50	10,260.69	5,272.21	4,988.48	61.6
211	SERV TO MAINT AUTO EQUIP	2,000	57.88	186.29	333	256.60	590.00	333.40	211.1
212	SERV TO MAINT OFFICE EQUIP	25,000	1,128.25	1,240.25	2,270	1,813.71	300.00	1,513.71	24.3
231	ELECTRICITY	12,000	3,178.58	5,575.84	6,310	54,424.16	15,120.00	8,639.75	65.4
232	GAS	15,500	841.36	1,697.21	4,500	15,000.00	.00	15,000.00	9.3
233	TELEPHONE	700	187.30	374.60	2,000	15,802.79	200.00	15,602.79	12.2
234	WATER	500	.00	.00	116	512.70	.00	512.70	26.8
238	AUDITING SERVICES	500	.00	.00	0	500.00	500.00	.00	100.0
240	TRAINING SCHOOL	2,795	.00	302.53	465	2,492.47	.00	2,492.47	10.8
241	CONFERENCES AND OTHER TRAVE	4,730	244.09	1,100.70	537	3,629.30	.00	3,629.30	23.3
245	POSTAGE	9,200	112.79	166.21	1,533	9,033.79	.00	9,033.79	1.8
247	COMPUTER SOFTWARE EXPENSE	500	.00	.00	83	500.00	289.00	211.00	57.8
249	COPYING EXPENSE	200	.00	15.59	33	184.41	.00	184.41	7.8
272	TUITION REIMBURSEMENT	2,000	98.90	411.60	600	1,588.20	.00	1,588.20	20.6
280	OTHER PROFESSIONAL SERVICES	9,300	1,803.37	3,171.70	1,550	6,128.30	.00	6,128.30	34.1
284	PROFESSIONAL MEMBERSHIP FEE	2,100	.00	.00	0	2,100.00	.00	2,100.00	.0
289	RENTAL-EQUIPMENT	17,500	1,157.17	2,451.23	2,640	15,048.77	400.00	14,648.77	16.3
		188,425	10,908.06	20,004.99	26,456	168,420.01	23,481.21	144,938.80	23.1
<b>COMMODITIES</b>									
310	GASOLINE	1,850	137.54	267.68	308	1,582.32	.00	1,582.32	14.5
312	JANITORIAL SUPPLIES	3,500	235.62	264.08	562	3,235.92	192.58	3,043.34	13.0
320	MATERIALS TO MAINT BLDGS	13,000	4,176.90	4,289.12	2,100	8,710.88	.00	8,710.88	33.0
337	MATERIAL TO MAINT AUTO EQUI	2,600	53.78	154.87	433	2,445.13	.00	2,445.13	6.0
345	OFFICE SUPPLIES	29,000	1,430.14	2,160.37	6,800	26,839.63	1,080.62	25,759.01	11.2
		49,950	6,033.98	7,136.12	10,203	42,813.88	1,273.20	41,540.68	16.8
<b>OTHER CHARGES</b>									
400	CONTRAGENCIES	5,000	.00	.00	833	5,000.00	.00	5,000.00	.0
415	TRANSFER TO GENERAL FUND	30,813	2,567.75	5,135.50	5,135	25,677.50	.00	25,677.50	16.7
418	MOTOR VEHICLE-INSURANCE	3,068	255.67	21.66	0	2,556.66	.00	2,556.66	16.7
420	BOILER INSURANCE	130	10.83	21.66	0	108.34	.00	108.34	16.7
421	PROPERTY INSURANCE	12,017	1,001.00	2,002.00	0	10,015.00	.00	10,015.00	16.7
423	GENERAL LIABILITY INSURANCE	7,376	614.67	1,229.34	0	6,146.66	.00	6,146.66	16.7
499	SMALL CAPITAL ITEMS	1,630	.00	.00	1,500	1,630.00	.00	1,630.00	.0
		60,034	4,449.92	8,899.84	7,468	51,134.16	.00	51,134.16	14.8
<b>CAPITAL OUTLAY</b>									



GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 20 DECATUR PUBLIC LIBRARY PAGE 50  
 40000 DECATUR PUBLIC LIBRARY UNENCUMBERED PRCT COMM 6/30/88

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
<b>CAPITAL OUTLAY</b>									
515	OFFICE MACHINERY AND EQUIP	4,850	250.00	250.00	808	4,600.00	4,381.15	218.85	95.5
		4,850	250.00	250.00	808	4,600.00	4,381.15	218.85	95.5
<b>CAPITAL OUTLAY</b>									
801	BOOKS-MAIN ADULT	85,800	7,817.49	17,938.03	14,300	67,861.97	8,293.11	59,568.86	30.6
802	BOOKS-MAIN JUVENILE	3,500	268.09	471.72	4,583	3,028.28	372.94	2,655.34	24.1
803	BOOKS-MAIN REFERENCE	21,000	5,562.71	7,621.39	3,500	19,578.61	3,257.81	16,320.80	40.0
804	BOOKS-PROFESSIONAL	3,000	1,308.57	1,498.81	3,500	19,501.19	10,627.89	8,873.30	57.7
805	BOOKS-EXTENSION ADULT	15,700	22.00	155.63	500	12,844.37	1,374.25	1,470.12	51.0
821	BOOKS-EXTENSION YOUTH	15,700	1,366.79	3,463.60	2,616	12,236.40	2,225.71	10,010.69	36.2
822	BOOKS-EXTENSION JUVENILE	840	62.24	118.18	140	721.82	56.78	665.04	20.8
823	BOOKS-EXTENSION JUVENILE	9,800	2,743.33	3,262.00	1,633	6,538.00	998.82	5,539.18	43.5
830	AV-PHONODICS	6,000	647.06	1,272.66	1,000	4,727.34	1,089.06	3,638.28	39.4
831	AV-CASSETTES	3,000	242.51	715.66	500	2,284.34	752.44	1,531.90	48.9
832	AV-VIDEOS	30,950	4,235.03	6,315.84	5,158	24,634.16	14,958.84	9,675.32	68.7
833	AV-ART/SCULPTURE	50	.00	.00	8	50.00	.00	50.00	.00
841	MAG/PAPERS-MAIN ADULT	14,737	1,202.46	2,163.64	2,456	12,573.36	790.68	11,782.68	20.0
842	MAG/PAPERS-MAIN YOUTH	957	.00	.00	159	957.00	152.88	804.12	16.0
843	MAG/PAPERS-MAIN JUVENILE	541	133.00	182.95	90	358.05	22.97	335.08	38.1
844	MAG/PAPERS-MAIN REFERENCE	7,894	555.00	595.00	1,312	7,339.00	.00	7,339.00	77.0
845	MAG/PAPERS-MAIN PROFESSIONAL	1,111	133.00	133.00	185	978.00	.00	978.00	12.0
847	MAG/PAPERS-EXTEN ADULT	2,714	193.00	245.97	452	2,468.03	485.88	1,982.15	21.0
848	MAG/PAPERS-EXTEN YOUTH	147	69.88	69.88	24	77.12	55.88	21.24	85.6
849	MAG/PAPERS-EXTEN JUVENILE	59	.00	.00	9	59.00	.00	59.00	.00
<b>** DIVISION TOTAL **</b>		235,000	26,562.16	46,183.96	39,161	188,816.04	45,515.94	143,300.10	39.0
<b>** DIVISION TOTAL **</b>		2,095,176	167,564.87	319,941.13	343,546	1,775,234.87	74,651.50	1,700,583.37	18.8

GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 21 DPL-CAPITAL PROJECTS PAGE 51  
 40000 PUBLIC LIBRARY-CAPITAL UNENCUMBERED PRCT COMM 6/30/88

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
<b>EXPENDITURES</b>									
900	EXPENDITURES	2,669	.00	.00	444	2,669.00	.00	2,669.00	.00
		2,669	.00	.00	444	2,669.00	.00	2,669.00	.00
<b>** DIVISION TOTAL **</b>		2,669	.00	.00	444	2,669.00	.00	2,669.00	.00



CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 92 PUBLIC LIBRARY-TRUSTS										PAGE 105 6/30/88	
GLA3010 41000 DB CD	DPL-CANTONI TRUST	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM		
900	EXPENDITURES	5,000	326.99	809.48	833	4,190.52	1,224.17	2,966.35	40.7		
		5,000	326.99	809.48	833	4,190.52	1,224.17	2,966.35	40.7		
**	DIVISION TOTAL **	5,000	326.99	809.48	833	4,190.52	1,224.17	2,966.35	40.7		

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 92 PUBLIC LIBRARY-TRUSTS										PAGE 106 6/30/88	
GLA3010 42000 DB CD	DPL-BRECKENRIDGE TRUST	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM		
900	EXPENDITURES	17,400	.00	.00	2,900	17,400.00	.00	17,400.00			
		17,400	.00	.00	2,900	17,400.00	.00	17,400.00			
**	DIVISION TOTAL **	17,400	.00	.00	2,900	17,400.00	.00	17,400.00			

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 92 PUBLIC LIBRARY-TRUSTS										PAGE 107 6/30/88	
GLA3010 43000 DB CD	DPL-BRIDGES TRUST	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM		
900	EXPENDITURES	1,500	67.77	67.77	250	1,432.23	61.25	1,370.98	8.6		
		1,500	67.77	67.77	250	1,432.23	61.25	1,370.98	8.6		
**	DIVISION TOTAL **	1,500	67.77	67.77	250	1,432.23	61.25	1,370.98	8.6		