

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

September 16, 1993 4:30 P.M.

- I. Call to Order - Stanley Sitton, President
- II. Approval of Minutes
 - A. Meeting of August 19, 1993
- III. Communication from the Public
 - A. Lew Meyers--Sunday Hours
- IV. City Librarian's Report
 - A. Report from John Moorman
 - B. Report from Jerald Merrick
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of September 13, 1993
 - B. Finance and Properties Committee
 1. Approval of Bills for August 1993
 2. Meeting of September 7, 1993
 - C. Rolling Prairie Library System
 1. Report on September RPLS Board Meeting
 - D. Foundation
 1. Meeting of September 9, 1993
 - E. Friends of the Library
 1. Meeting of September 9, 1993
- VI. Avenues to Excellence II
 - A. Chapter V
- VII. Old Business
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
August 19, 1993

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Stanley Sitton, President. Members present: Mr. Sitton, Richard Lockmiller, Gary Pasek, David Pritts, John Stengel, and Patricia Williams. Absent: Dan Gaumer, Janice Lambert, and Edmund McClure. Staff present: John Moorman, Linda Humphreys, and Owen Richardson.

II. APPROVAL OF MINUTES

The minutes of the meetings of July 15 and July 19, 1993, were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public was present.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Mr. Moorman reported that Chuck Phillips met with the management staff for two hours yesterday to review the union contract and discuss its implementation.

Mr. Richardson, Building Maintenance Supervisor, reported on the status of the air conditioning system. There was discussion about whether the compressors were new or rebuilt. This will be investigated.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee met August 2. The minutes were previously mailed.

The Committee discussed a management pay plan. Mr. Moorman said that a reclassification study needs to be conducted before a management pay plan can be implemented. Chuck Phillips has offered to conduct such a study. Mr. Phillips said estimated that it would cost \$15,000 to \$20,000 to hire a consultant for a study. Some job descriptions need to be revised. Mr. Moorman will determine what is needed for reorganization, revise job descriptions, and then a new salary scale will be developed.

Mr. Pritts made a motion to adjourn to closed executive session to consider information regarding the employment of an employee. The motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote. The Board went into closed session at 5:24 p.m.

The meeting was re-convened at 5:40 p.m.

Mr. Lockmiller made a motion to adjourn to closed executive session to consider information regarding the employment of an employee. The motion was seconded by Mrs. Williams and unanimously carried on roll call vote. The Board went into closed session at 5:41 p.m. The meeting was re-convened at 5:47 p.m.

Mr. Lockmiller made a motion to increase the salary of the City Librarian from \$52,000 to \$53,560 effective July 1, 1993. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote.

Finance and Properties Committee: Mrs. Williams made a motion to approved the July bills. The motion was seconded by Mr. Lockmiller and unanimously carried on roll call vote.

The Committee met on August 3, 1993. A written response to Budget and Technology's Operational Review was prepared and signed.

Mr. Moorman has begun preparing figures for the levy request. Mr. Lockmiller made a motion to adjourn to closed executive session to discuss collective negotiating matters. The motion was seconded by Mr. Pritts and unanimously carried on roll call vote. The Board went into closed session at 6:00 p.m. The meeting was re-convened at 6:09 p.m.

Mr. Moorman reported that Associated Office Furnishings has offered to purchase obsolete small card catalogs for \$10 and large ones for \$30. The catalogs will be offered to the staff at those prices, and Associated will be contacted about purchasing any that are not sold.

Rolling Prairie: Mr. Lockmiller was unable to attend the meeting.

Foundation: Mr. Lockmiller made a motion to appoint David Pritts to the Foundation Board of Directors. The motion was seconded by Mr. Stengel and unanimously carried.

Mr. Lockmiller and Mr. Moorman met with Gary Likins to discuss expansion possibilities for the building. Preliminary findings were that a third floor could be added that could carry 100 pounds per square foot. He also estimated the cost of a third floor at \$1.6 million. A written structural report would cost \$500 to \$1000. The Foundation Board will meet again on August 30.

Friends of the Library: The Friends did not meet this month. Mr. Gaumer will be asked if he is interested in representing the Library Board on the Friends Board.

VI. AVENUES TO EXCELLENCE II

Chapter IV, Library Image, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Mr. Moorman reported that he plans to re-design the newsletter with assistance from an intern from Millikin University in the Spring, 1994.

Mr. Sitton asked Board members to bring any objectives they may have for the Board to the meeting next month for discussion.

IX. ADJOURNMENT

Mr. Sitton adjourned the meeting at 6:20 p.m.

Respectfully submitted,

Patricia Williams, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the September 16, 1993 Meeting

of the

Decatur Public Library Board of Trustees

August is usually a month of change in the library as the summer reading program is over and staff, particularly those in the Children's Department, are preparing for the start of school. The school year brings with it library users with special and specific needs in numbers not seen at other times of the year. In preparation for this school year, Katie Gross and members of her staff worked closely with District #61 with presentations at in-service training sessions and curriculum consultations. I have received compliments from school district personnel on the work our staff does with teachers, librarians, and administrative personnel.

F.R.E.D., our on-line public access catalog, continues to get good reviews. Formal training classes by library staff on its use have ended but staff assistance on a one-to-one basis continues as needed. I am hopeful by the end of September to have access to F.R.E.D. available to anyone with a personal computer and a modem. In addition I am working with Karen Anderson and GEAC/CLSI to see if we can make it possible to renew library materials directly with the computer via phone access.

The new furniture arrangement for the catalog department was installed and has proven to be a substantial improvement over the previous situation. The conversion of all our catalog records to MARC format is ahead of schedule and may be completed within the next month. During the month 1,113 titles were retroconverted as a part of this project. The cataloging department is experiencing continuing problems with OCLC access in the network setting and it is hoped that the coming month will see a positive resolution to this situation.

Jerald Merrick, Reference Librarian, gave a presentation on cowboy poetry for the August "Books Between Bites" program sponsored by the Friends of the Library. It was very well received and he has received requests to repeat the performance for other community groups.

Both circulation and building attendance statistics are down from August of 1992. Factors in this decline could include the Staley labor situation and the fact that several bookmobile stops established at the request of civic organizations did not show anticipated usage. However,

City Librarian's Report
September 16, 1993
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professional assists continue to increase over the same period of last year. The Adult Services Department reported a 12.34% increase, the Reference Department a 60.49% increase and the Children's Department a 34% increase. Some of this increase was due to assistance with F.R.E.D., but the remainder may be a trend to more in-house specialized library use as opposed to just checking out materials.

During August 1993, 67 volunteers gave 232 hours of service to the Library.

Maintenance of building and equipment is an on-going process. Among this month's maintenance projects were the completion of the wiring and cables for the order department's new furniture arrangement, replacing a pressure switch and recharging the computer room air conditioner, making a book drop lid for the front entrance book return drop, replacing the floor boards in bookmobile tractor 547, spraying the building for fleas, and repairing 70 video tapes. I have often received comments from visitors in recent months about the clean appearance of our building.

The Children's Department reported 48 Baby TALK contacts, double those of August 1992. They photographed 22 babies, signed up 4 babies, and gave out 11 birthday books (3 to triplets). In addition, nineteen parents collected SPARK certificates and there were 8 lap-sits attended by 155 individuals.

As the attached letter indicates, school principals were contacted concerning bookmobile stops and teachers were encouraged to contact Extension Department staff to supplement materials available for student use. A study is being done of book return drop use.

August 25, 1993

Decatur Christian Elementary School
3475 North Maple
Decatur, Il 62526

Dear Mrs. German:

Welcome back for the '93-'94 school year. We, in the Extension Department at the Decatur Public Library, are hoping you, your staff and students have a wonderful year of learning and fun.

The staffs of the Bookmobiles are looking forward to serving your students again this year and we want to remind you, through enclosed schedules, of the day and time of day when we will be near your school. I have enclosed enough for each teacher and the school librarian.

We also want to remind you of an underutilized feature available to the teachers at your schools; the bringing out of materials on subjects being taught in their classrooms. With no more than a day's advance notice, the Bookmobile Assistants will be able to fill a vital, supplementary role in assisting your staffs in the education of their students. Be it Western Europe, the digestive system, religion, a particular author or book list. etc. Our staff is eager to assist your teachers.

Just have them call the Extension Department at 428-6617 #352, leave their name, school, subject matter request and quality of materials needed and George Roberts and Dixie McGregor will be happy to try to fill their needs.

If possible, please give a copy of this letter to each teacher. Thank you and see you at the Bookmobile.

Sincerely,

Steven Serber
Extension Librarian
Decatur Public Library

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 August 1993

Location	1993	1992	% Change
CENTRAL LIBRARY, PRINT			
Reference	87	109	-20.2
Adult	24,279	25,367	-4.3
Young Adult	1,684	2,075	-18.8
Children's	14,786	15,343	-3.6
TOTAL	40,836	42,894	-4.8
EXTENSION PRINT			
Bookmobile 547	4,116	4,887	-15.8
Bookmobile 548	3,532	3,530	0.1
Outreach	1,477	1,495	-1.2
TOTAL	9,125	9,912	-7.9
TOTAL PRINT	49,961	52,806	-5.4
NON-PRINT			
Films	0	16	-100.0
Videocassettes	7,365	7,416	-0.7
Audiocassettes	1,977	2,267	-12.8
Recordings	1,045	1,274	-18.0
Other	90	58	55.2
TOTAL	10,477	11,031	-5.0
Extension Non-print	332	47	606.4
TOTAL NON-PRINT	10,809	11,078	-2.4
Renewals	335	358	-6.4
TOTAL CIRCULATION	61,105	64,242	-4.9

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 August 1993

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,864	1,896	-1.7
Adult	309,702	328,676	-5.8
Young Adult	20,144	22,631	-11.0
Children's	192,640	197,481	-2.5
TOTAL	524,350	550,684	-4.8
EXTENSION PRINT			
Bookmobile 547	62,544	66,628	-6.1
Bookmobile 548	59,698	66,611	-10.4
Outreach	16,723	14,115	18.5
TOTAL	138,965	147,354	-5.7
TOTAL PRINT	663,315	698,038	-5.0
NON-PRINT			
Films	28	444	-93.7
Videocassettes	90,489	93,711	-3.4
Audiocassettes	25,982	24,870	4.5
Recordings	15,182	16,592	-8.5
Other	1,230	701	75.5
TOTAL	132,911	136,318	-2.5
Extension Non-print	1,265	573	120.8
TOTAL NON-PRINT	134,176	136,891	-2.0
Renewals	5,869	5,767	1.8
TOTAL CIRCULATION	803,360	840,696	-4.4

STATISTICAL REPORT
August 1993

TECHNICAL SERVICES

New book volumes added: 1175
New book titles added: 648
AV titles added: 152
Volumes withdrawn: 586
Books mended: 1137

PERSONNEL REPORT

	Previous Month	Terminations	New Staff	Present Strength
Librarians	9	0	0	9
Library Assistants	7 + 4	0	0	7 + 4
Clerical	16 + 11	1	0	16 + 10
Pages	3 + 11	0	0	3 + 11
Maintenance	2 + 2	0	1	2 + 3

CURRENT VACANCIES: Audiovisual Librarian; Library Clerk Typist (half-time); Head Library Page; Library Clerk Typist (1/2 time) (2 positions); Library Assistant (half-time).

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 204 adult + 24 youth + 46 juvenile = 274 total

PROFESSIONAL ASSISTS: this 12 months to date: 60,968
last 12 months to date: 49,527

PATRONS IN THE BUILDING: this 12 months to date: 355,896
last 12 months to date: 372,364

VOLUMES PURCHASED: this 12 months to date: 16,786
last 12 months to date: 15,284

VOLUNTEERS: 67 volunteers worked 232 hours

Personnel, Policy, and Public Relations Committee
September 13, 1993

Dan Gaumer called the meeting to order at 5:00 p.m. Members present: Mr. Gaumer, Gary Pasek, and David Pritts. Absent: Janice Lambert, John Stengel, and Stan Sitton. Staff present: John Moorman and Linda Humphreys.

Reorganization: Mr. Moorman explained two charts. The first one is his original draft that he developed several months ago. The second one is a revision that includes the children's department as a separate service area. Mr. Moorman plans to present the plan for approval at the October meeting.

Management Pay Plan: Mr. Moorman will develop one management pay scale with ranges rather than steps. It will have three or four different classifications. The current budget includes funds for management salary increases. Mr. Moorman will be classifying staff into the different pay ranges based on discussions with the staff about what they do. Management staff will prioritize their tasks for importance and by time spent. Mr. Moorman will work on this project with assistance from Chuck Phillips and Mr. Pritts, and will report back at the November Committee meeting.

Sexual Harassment Policy: Mr. Moorman prepared a draft that was adapted from a policy that Ed Booth prepared for Rolling Prairie Library System. A few changes were made; the revised policy is attached. The consensus was to recommend the plan for approval as amended.

Sunday Hours Evaluation: Mr. Moorman prepared a survey for Sunday hours users. The survey will be distributed by Friends and other volunteers at specified times. It was suggested that the age/sex question be listed as optional.

There was no other business. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

John A. Moorman
City Librarian

BOARD OF TRUSTEES

CITY LIBRARIAN

Administration/
Business
Office

Information Services
Adult Division

Support Services
Circulation Division

Information Services
Extension Division

Support Services
Technical Division

Information Services
Children's Division

Support Services
Building Division

SEXUAL HARASSMENT POLICY

POLICY

The Decatur Public Library reaffirms the principle that its employees have a right to be free from sex discrimination in the form of sexual harassment by any other employee. Sexual harassment is against our policy and is a violation of Title VII of the Civil Rights Act of 1964 as well as the Illinois Human Rights Act.

DEFINITION

Sexual harassment means unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

EXAMPLES

The following examples are provided for guidance only and should not be construed as encompassing all the conduct or actions which might constitute sexual harassment.

1. Sexually oriented comments or actions directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome.
2. Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward.
3. Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.

PROCEDURE

Any employee who believes he or she has been sexually harassed may obtain redress through the established grievance procedure. Complaints about sexual harassment will be responded to promptly and equitably.

Employees seeking redress or information concerning sexual harassment should contact their supervisor or the City Librarian. The right to confidentiality of all employees will be respected in both informal and formal procedures, insofar as possible. The Decatur Public Library policy expressly prohibits retaliation against employees for bringing complaints of sexual harassment. An employee found to be guilty of sexual harassment is subject to disciplinary action for violation of the Decatur Public Library policy, consistent with existing procedures.

LEGAL RECOURSE

An employee who believes he or she has been sexually harassed may obtain redress by filing, within 180 days after the alleged sexual harassment, with the Illinois Department of Human Rights, a written charge with sufficient details to apprise any party properly concerned as to the time, place, and facts surrounding the alleged sexual harassment. The Illinois Department of Human Rights shall then investigate the charge to determine if there is substantial evidence to believe that the alleged sexual harassment has been committed. A formal complaint may then be filed by the Illinois Department of Human Rights and a hearing on that complaint may be held before the Illinois Human Rights Commission.

Adopted by the Library Board of Trustees
September 16, 1993

September 9, 1993

TO: DPL Board of Trustees
Personnel, Policy and Public Relations Committee

FROM: John A. Moorman

RE: Evaluation of Sunday Hour Service

I would anticipate using the following as major items in the evaluation of our Sunday hour service experience;

1. User count
2. Materials Circulation Figure
3. Experience of staff
4. User survey

The attached is my proposal for the user survey. I have drawn up the draft questionnaire with the assistance of several board members and Professor Rick Bibb of the Tabor School of Business at Millikin University. The schedule for questionnaire distribution was made with Professor Bibb's assistance to hopefully assure a reasonable and statistically significant sample population.

DRAFT

Decatur Public Library
Sunday Service Questionnaire

The Decatur Public Library has initiated a trial period of Sunday Hour service to establish community interest in the provision of such service. Please help us evaluate this service by answering the questions below.

1. Why did you visit the Library today?(check all that apply).

- return library materials
- get a library card
- study and research for class assignments
 - junior high high school
 - college other - please list _____
- check-out reading materials
- check-out Audio-Visual materials
- read magazines and/or newspapers
- use computers
- copy machine use
- visit the Childrens' area
- other - please list _____

2. Including yourself how many people came with you today?

- myself
- 2 - 3 people
- 4 or more people

3. Are the Sunday Hours convenient for you?

- yes
- no - if no what hours would you prefer? _____

Sunday Service Questionnaire
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4. Would you like to see Sunday hours offered on a permanent (September - May) basis?

_____ yes _____ no

5. Do you feel that the availability of Sunday hours would justify a slight increase in your library taxes?

_____ yes _____ no

6. Do you visit the library only on Sundays?

_____ yes _____ no - if no please answer #7

7. How often do you visit the Decatur Public Library?

_____ one or more times a week

_____ one or more times a month

_____ less than once a month

8. Where do you live?

_____ Decatur _____ Mt. Zion _____ Forsyth

_____ Harristown _____ Warrensburg _____ Blue Mound

_____ Macon _____ Argenta _____ Rural Macon County

_____ Other - Please list _____

9. What is your age and sex?

_____ 0 - 10 _____ Male _____ Female

_____ 11 - 14 _____ Male _____ Female

_____ 15 - 21 _____ Male _____ Female

_____ 21 - 39 _____ Male _____ Female

_____ 40 - 60 _____ Male _____ Female

_____ 60+ _____ Male _____ Female

Sunday Service Questionnaire
Page 3

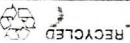
Thank you for taking a few moments to complete this survey. The Decatur Public Library Staff and Board values your opinions and appreciates your taking the time to assist us with our evaluation of Sunday hour service. Please indicate below any thoughts you have on how we may improve services to our user community.

Sunday Hours Survey
Distribution Schedule

September 26th	- 1:00 - 2:00 2:00 - 3:00
October 3rd	- 3:00 - 4:00 4:00 - 5:00
October 10th	- 2:00 - 3:00 3:00 - 4:00
October 17th	- 1:00 - 2:00 4:00 - 5:00
October 24th	- 1:00 - 2:00 3:00 - 4:00
October 31st	- 2:00 - 3:00 4:00 - 5:00
November 7th	- 1:00 - 2:00 3:00 - 4:00
November 14th	- 2:00 - 3:00 4:00 - 5:00

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,307,362	115,444.32	398,607.80	435,787	908,754.20	.00	908,754.20	30.5
092	HOLIDAYS	0	227.09	11,598.19	0	11,598.19	.00	11,598.19	19.2
094	OTHER LEAVE WITH PAY	0	0	1,023.22	0	1,023.22	.00	1,023.22	2.2
096	SICK TIME	0	3,783.03	9,598.51	0	9,598.51	.00	9,598.51	51.1
098	VACATION TIME	0	7,276.67	35,718.40	0	35,718.40	.00	35,718.40	40.1
		1,307,362	126,731.11	456,546.12	435,787	850,815.88	.00	850,815.88	34.9
PERSONAL SERVICES									
102	TEMPORARY SALARIES	14,436	1,605.41	11,516.47	4,812	2,919.53	.00	2,919.53	75.8
104	RETIREMENT-IMRF	244,214	23,595.52	84,898.61	81,424	159,375.39	.00	159,375.39	34.8
111	GROUP LIFE INSURANCE	90,453	68.08	304.60	312	631.40	.00	631.40	32.5
112	HOSPITAL AND MEDICAL INSURANCE	20,454	1,436.84	6,209.36	30,151	63,177.56	.00	63,177.56	30.2
114	WORKERS COMPENSATION	2,723	30.00	1,037.50	6,818	14,244.64	.00	14,244.64	30.1
115	SERVICE RECOGNITION			1,037.50	907	1,685.50	.00	1,685.50	38.1
		373,276	32,787.17	131,241.98	124,424	242,034.02	.00	242,034.02	35.2
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	500	.00	11.70	166	488.30	.00	488.30	2.3
202	PRINTING BUILDINGS	16,000	634.90	2,444.31	5,333	13,555.69	.00	13,555.69	15.3
210	SERV TO MAINT IMPROVEMENTS	10,000	163.88	808.18	3,333	9,191.82	1,189.15	8,002.67	20.0
211	SERV TO MAINT AUTO EQUIPMN	2,500	.00	.00	66	200.00	.00	200.00	8.7
212	SERV TO MAINT OFFICE EQUIP	12,500	856.63	1,305.63	833	1,369.37	.00	1,369.37	63.6
231	ELECTRICITY	74,470	250.00	1,305.00	4,166	11,950.00	.00	11,950.00	14.2
232	GAS	12,500	3,418.85	10,279.55	24,823	65,890.45	.00	65,890.45	35.6
233	TELEPHONE	21,500	2,742.52	4,453.34	4,166	8,644.66	.00	8,644.66	30.6
234	WATER	1,250	.00	215.30	7,000	14,701.94	120.00	14,581.94	17.2
238	TRAINING SERVICES	1,500	.00	.00	416	1,034.70	.00	1,034.70	17.2
240	TRAINING SCHOOL	3,000	230.00	372.41	833	2,127.59	.00	2,127.59	14.9
241	CONFERENCE AND OTHER TRAVE	13,000	10.44	66.45	1,000	2,353.55	.00	2,353.55	22.2
247	COMPUTER SOFTWARE EXPENSE	2,000	742.19	3,653.02	4,333	9,360.98	.00	9,360.98	6.5
271	TEMP PER SONNEL SERVICE	0	1,840.25	16,152.60	666	1,871.00	.00	1,871.00	47.5
272	TUITION REIMBURSEMENT	2,500	48.00	1,187.00	833	1,313.00	.00	1,313.00	17.2
273	TRAVEL EXPENSE FOR INTERVIE	500	1,002.33	5,061.56	1,666	1,500.00	.00	1,500.00	14.9
280	OTHER PROFESSIONAL SERVICES	29,400	125.00	140.00	9,800	24,338.44	.00	24,338.44	17.2
284	PROFESSIONAL MEMBERSHIP FEE	2,600	5,283.54	9,825.14	866	2,460.00	.00	2,460.00	5.4
286	RENTAL-EQUIPMENT	29,000	1,494.44	11,263.21	9,666	19,174.86	9,852.24	9,322.62	67.9
289	RENTAL-EQUIPMENT	23,000	1,494.44	11,263.21	7,666	11,736.79	.00	11,736.79	49.0
		259,920	18,971.97	75,684.46	86,631	184,235.54	11,619.89	172,615.65	33.6
COMMODITIES									
310	GASOLINE	2,200	170.40	769.46	733	1,430.54	.00	1,430.54	35.0
312	JANITORIAL SUPPLIES	2,000	58.80	649.15	666	1,350.85	.00	1,350.85	68.7
320	MATERIALS TO MAINT BLDGS	9,000	357.53	3,221.98	3,000	5,778.02	345.12	5,432.90	36.4
337	MATERIAL TO MAINT AUTO EQUI	4,000	420.81	1,649.70	1,333	3,350.30	280.96	3,069.34	23.3
345	OFFICE SUPPLIES	28,401	1,375.14	9,283.32	9,467	19,117.68	2,035.32	17,082.36	39.9
357	EMPLOYEE RECOGNITION SUPPLI	400	.00	.00	133	400.00	.00	400.00	33.3
		46,001	2,380.68	14,573.61	15,332	31,427.39	2,711.40	28,715.99	37.6
OTHER CHARGES									
400	CONTINGENCIES	5,000	5,936.00	5,936.00	1,666	936.00	.00	936.00	118.7
415	TRANSFER TO GENERAL FUND	33,480	2,790.00	11,160.00	11,160	22,320.00	.00	22,320.00	33.3
418	MOTOR VEHICLE-INSURANCE	2,148	179.00	1,716.00	1,344	1,432.00	.00	1,432.00	33.3
420	BOILER INSURANCE	403	33.58	134.32	134	268.68	.00	268.68	33.3
421	PROPERTY INSURANCE	10,195	849.58	3,398.32	3,398	6,796.68	.00	6,796.68	33.3

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CQPM
40000	DECATUR PUBLIC LIBRARY								
423	GENERAL LIABILITY-INSURANCE	4,899	408.25	1,633.00	1,633	3,266.00	.00	3,266.00	33.3
499	SMALL CAPITAL ITEMS	1,500	.00	218.88	500	1,281.12	.00	1,281.12	14.6
	OTHER CHARGES								
		57,625	10,196.41	23,196.52	19,207	34,428.48	.00	34,428.48	40.3
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	0	3,102.84	6,284.08	0	6,284.08	.00	6,284.08	
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	96,000	6,609.71	24,921.08	32,000	71,078.92	57,979.02	13,099.90	86.4
802	BOOKS-MAIN YOUTH	6,200	461.00	1,841.29	2,066	4,358.71	42.65	4,316.06	30.4
803	BOOKS-MAIN JUVENILE	32,000	3,362.66	9,000.14	10,666	22,999.86	22,722.36	277.50	99.1
804	BOOKS-MAIN REFERENCE	70,000	2,109.36	14,095.97	23,333	55,904.03	27,644.31	28,259.72	59.6
805	BOOKS-PROFESSIONAL	5,500	220.23	1,295.16	1,833	4,204.84	1,585.27	2,619.57	52.4
821	BOOKS-EXTENSION ADULT	25,000	1,536.33	5,003.78	8,333	19,996.22	18,242.02	1,754.20	93.0
822	BOOKS-EXTENSION YOUTH	0	31.50	73.80	0	73.80	3.14	1,324.94	
823	BOOKS-EXTENSION JUVENILE	0	686.21	1,297.87	0	1,297.87	27.11	1,324.98	
831	AV-PHONODICS	30,000	956.47	3,077.15	10,000	26,922.85	18,027.86	8,894.99	70.4
832	AV-CASSETTES	0	.00	224.43	0	224.43	618.72	224.43	
841	MAG/PAPERS-MAIN ADULT	18,500	20.00	87.50	6,166	2,358.02	.00	2,976.74	.5
842	MAG/PAPERS-MAIN YOUTH	500	.00	.00	500	500.00	.00	500.00	
843	MAG/PAPERS-MAIN JUVENILE	1,500	.00	.00	500	1,500.00	.00	1,500.00	
844	MAG/PAPERS-MAIN REFERENCE	10,800	149.00	1,414.83	3,333	8,585.17	20.00	8,565.17	14.3
845	MAG/PAPERS-MAIN PROFESSIONAL	4,000	.00	104.00	1,266	696.00	.00	696.00	13.0
847	MAG/PAPERS-EXTEN ADULT	0	.00	35.94	1,333	3,964.06	.00	3,964.06	.9
		300,000	16,442.47	64,830.96	99,995	235,169.04	146,912.46	88,256.58	70.6
** DIVISION TOTAL **									
		2,344,184	210,612.65	772,357.73	781,376	1,571,826.27	161,243.75	1,410,582.52	39.8



DECATUR PUBLIC LIBRARY

PERIOD ENDING 08/31/93

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	264,864.08	286,517.00	21,652.92	92
	TOTAL	.00	202,570.00	264,864.08	286,517.00	21,652.92	92
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	672,539.00	1,035,000.00	2,017,617.00	982,617.00	51
	TOTAL	.00	672,539.00	1,035,000.00	2,017,617.00	982,617.00	51
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	8,342.64	41,000.00	58,867.12	123,000.00	64,132.88	47
30200-107	STATE GRANTS OR OTHER	8,763.76	29,302.66	18,875.01	87,908.00	69,032.99	21
	TOTAL	17,106.40	70,302.66	77,742.13	210,908.00	133,165.87	36
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,463.50	20,000.00	18,827.76	60,000.00	41,172.24	31
30500-510	LIBRARY NON-RESIDENT FEES	61.20	666.66	398.70	2,000.00	1,601.30	19
30500-511	LIBRARY LOST AND DAMAGED BOOKS	149.70	1,500.00	1,320.79	4,500.00	3,179.21	29
30500-514	VERIFAX	.00	500.00	391.05	1,500.00	1,108.95	26
30500-515	RESERVES	443.49	2,666.66	2,845.03	8,000.00	5,154.97	35
	TOTAL	4,117.89	25,333.32	23,783.33	76,000.00	52,216.67	31
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,997.77	7,000.00	4,416.62	21,000.00	16,583.38	21
	TOTAL	1,997.77	7,000.00	4,416.62	21,000.00	16,583.38	21
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	231.89	1,500.00	431.89	4,500.00	4,068.11	9
30800-899	MISCELLANEOUS INCOME	.00	333.33	182.25	1,000.00	817.75	18
	TOTAL	231.89	1,833.33	614.14	5,500.00	4,885.86	11
	FUND TOTAL	23,453.95	979,578.31	1,406,420.30	2,617,542.00	1,211,121.70	53

RECYCLED

ENVELOPE

REPORT OF EXPENDITURES TO BUDGET FY 1993-94 UNENCUMBERED BALANCE UNENCUMBERED PRCM BALANCE

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	UNENCUMBERED PRCM BALANCE
SALARIES & WAGES									
090	REGULAR-SALARIES	1,307,362	115,444.32	398,607.80	435,787	908,754.20	.00	908,754.20	30.5
092	HOLIDAYS	0	227.09	11,598.19	0	11,598.19	.00	11,598.19	19.0
094	OTHER LEAVE WITH PAY	0	0.00	1,023.22	0	1,023.22	.00	1,023.22	2.2
096	SICK TIME	0	3,783.03	9,598.51	0	9,598.51	.00	9,598.51	51.0
098	VACATION TIME	0	7,276.67	35,718.40	0	35,718.40	.00	35,718.40	40.0
		1,307,362	126,731.11	456,546.12	435,787	850,815.88	.00	850,815.88	34.9
PERSONAL SERVICES									
102	TEMPORARY SALARIES	14,436	1,605.61	11,516.47	4,812	2,919.53	.00	2,919.53	75.8
104	RETIREMENT-TRF	244,274	23,595.52	84,898.61	81,424	159,375.39	.00	159,375.39	34.8
111	GROUP LIFE INSURANCE	90,453	68.08	27,275.44	30,151	63,177.56	.00	63,177.56	30.2
112	HOSPITAL AND MEDICAL	20,454	1,436.84	6,209.36	6,818	14,244.64	.00	14,244.64	30.2
114	WORKERS COMPENSATION	2,723	30.00	1,037.50	907	1,685.50	.00	1,685.50	38.1
115	SERVICE RECOGNITION								
		373,276	32,787.17	131,241.98	124,424	242,034.02	.00	242,034.02	35.2
CONTRACTUAL SERVICES									
201	ADVERTISING	500	.00	11.70	166	488.30	.00	488.30	12.3
202	PRINTING AND BINDING	16,000	634.90	2,444.31	5,333	13,555.69	.00	13,555.69	15.0
210	SERV TO MAINT BUILDINGS	10,000	163.88	808.18	3,333	9,191.82	1,189.15	8,002.67	20.0
211	SERV TO MAINT IMPROVEMENTS	200	.00	.00	66	200.00	.00	200.00	.0
212	SERV TO MAINT AUTO EQUIPMEN	2,500	856.63	1,130.63	833	1,369.37	458.50	910.87	63.6
213	SERV TO MAINT OFFICE EQUIP	12,500	250.00	1,305.00	4,166	11,195.00	.00	11,195.00	10.2
231	ELECTRICITY	74,470	3,418.85	10,579.55	24,823	63,890.45	.00	63,890.45	14.2
232	GAS	12,500	.00	4,455.34	4,166	8,044.66	.00	8,044.66	30.6
233	TELEPHONE	21,000	2,742.52	6,298.06	7,000	14,701.94	120.00	14,581.94	30.9
234	WATER	1,250	.00	215.30	416	1,034.70	.00	1,034.70	17.2
238	AUDITING SERVICES	1,500	.00	.00	500	1,500.00	.00	1,500.00	.0
240	TRAINING SCHOOL	2,500	.00	.00	833	2,121.59	.00	2,121.59	14.9
241	CONFERENCES AND OTHER TRAVE	3,000	230.00	372.41	1,000	2,333.55	.00	2,333.55	22.2
245	POSTAGE	13,000	10.44	666.45	4,333	9,360.98	.00	9,360.98	28.0
247	COMPUTER EXPENSE	2,000	742.19	3,639.02	666	1,871.00	.00	1,871.00	6.5
271	TUITION PER SONNEL SERVICES	0	129.00	129.00	666	16,152.60	.00	16,152.60	60.0
272	TUITION REIMBURSEMENT	2,500	48.00	1,181.00	833	1,313.00	.00	1,313.00	47.5
273	TRAVEL EXPENSE FOR INTERVIE	500	.00	.00	166	500.00	.00	500.00	.0
280	OTHER PROFESSIONAL SERVICES	29,400	1,002.33	5,061.56	9,800	24,338.44	.00	24,338.44	17.2
284	PROFESSIONAL MEMBERSHIP FEE	2,600	125.00	140.00	866	2,460.00	.00	2,460.00	5.4
286	RENTAL-D P EQUIPMENT	29,000	5,283.54	9,823.14	9,666	19,174.86	9,852.24	9,322.62	67.9
289	RENTAL-EQUIPMENT	23,000	1,494.44	11,263.21	7,666	11,736.79	.00	11,736.79	49.0
		259,920	18,971.97	75,684.46	86,631	184,235.54	11,619.89	172,615.65	33.6
COMMODITIES									
310	GASOLINE	2,200	170.40	769.46	733	1,430.54	.00	1,430.54	35.0
312	JANITORIAL SUPPLIES	2,000	58.80	647.15	666	1,350.85	345.12	1,005.73	49.7
320	MATERIAL TO MAINT BLDGS	9,000	357.53	3,221.98	3,000	5,728.02	50.00	5,728.02	36.4
337	MATERIAL TO MAINT AUTO EQUI	4,000	420.81	649.70	1,333	3,350.30	280.96	3,069.34	23.3
345	OFFICE SUPPLIES	28,401	1,373.14	9,283.32	9,466	19,117.68	2,035.32	17,082.36	39.9
357	EMPLOYEE RECOGNITION SUPPLI	400	.00	.00	133	400.00	.00	400.00	.0
		46,001	2,380.68	14,573.61	15,332	31,427.39	2,711.40	28,715.99	37.6
OTHER CHARGES									
400	CONTINGENCIES	5,000	5,936.00	5,936.00	1,666	936.00	.00	936.00	118.7
415	TRANSFER TO GENERAL FUND	33,480	2,780.00	11,160.00	11,160	22,320.00	.00	22,320.00	33.3
418	MOTOR VEHICLE-INSURANCE	2,148	179.00	716.00	134	1,432.00	.00	1,432.00	33.3
420	BOILER INSURANCE	403	33.58	134.32	134	268.68	.00	268.68	33.3
421	PROPERTY INSURANCE	10,195	849.58	3,398.32	3,398	6,796.68	.00	6,796.68	33.3

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

8/31/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COM
	OTHER CHARGES								
423	GENERAL LIABILITY INSURANCE	4,899	408.25	1,633.00	1,633	3,266.00	.00	3,266.00	33.3
499	SMALL CAPITAL ITEMS	1,500	.00	218.88	500	1,281.12	.00	1,281.12	14.6
		57,625	10,196.41	23,196.52	19,207	34,428.48	.00	34,428.48	40.3
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPM	0	3,102.84	6,284.08	0	6,284.08-	.00	6,284.08-	
		0	3,102.84	6,284.08	0	6,284.08-	.00	6,284.08-	
	CAPITAL OUTLAY								
801	BOOKS-MAIN ADULT	96,000	6,609.71	24,921.08	32,000	71,078.92	57,979.02	13,099.90	86.4
802	BOOKS-MAIN YOUTH	6,200	461.00	1,841.29	2,066	4,358.71	42.65	4,316.06	30.4
803	BOOKS-MAIN JUVENILE	32,000	3,362.66	9,000.14	10,666	22,999.86	22,722.36	277.50	99.1
804	BOOKS-MAIN REFERENCE	70,000	2,109.36	14,095.97	23,333	55,904.03	27,644.31	28,259.72	59.6
805	BOOKS-PROFESSIONAL	5,500	520.23	1,295.16	1,833	4,204.84	1,585.27	2,619.57	52.4
821	BOOKS-EXTENSION ADULT	25,000	1,536.33	5,003.78	8,333	19,996.22	18,242.02	1,754.20	93.0
822	BOOKS-EXTENSION YOUTH	0	31.50	73.80	0	73.80-	3.14	76.94-	
823	BOOKS-EXTENSION JUVENILE	0	686.21	1,297.87	0	1,297.87-	27.11	1,324.98-	
830	AV-PHONODICS	30,000	956.47	3,077.15	10,000	26,922.85	18,027.86	8,894.99	70.4
831	AV-CASSETTES	0	.00	224.43	0	224.43-	.00	224.43-	
832	AV-VIDEOS	0	.00	2,358.02	0	2,358.02-	618.72	2,976.74-	
841	MAG/PAPERS-MAIN ADULT	18,500	20.00	87.50	6,166	18,412.50	.00	18,412.50	.5
842	MAG/PAPERS-MAIN YOUTH	500	.00	.00	166	500.00	.00	500.00	
843	MAG/PAPERS-MAIN JUVENILE	1,500	.00	.00	500	1,500.00	.00	1,500.00	
844	MAG/PAPERS-MAIN REFERENCE	10,000	149.00	1,414.83	3,333	8,585.17	20.00	8,565.17	14.3
845	MAG/PAPERS-MAIN PROFESSIONA	800	.00	104.00	266	696.00	.00	696.00	13.0
847	MAG/PAPERS-EXTEN ADULT	4,000	.00	35.94	1,333	3,964.06	.00	3,964.06	.9
		300,000	16,442.47	64,830.96	99,995	235,169.04	146,912.46	88,256.58	70.6
**	DIVISION TOTAL **	2,344,184	210,612.65	772,357.73	781,376	1,571,826.27	161,243.75	1,410,582.52	39.8

RECYCLED

RECYCLED

LIBRARY CAPITAL PERIOD ENDING 08/31/93

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	46,503.00	238,171.16	139,509.00	98,662.16-	170
	TOTAL	.00	46,503.00	238,171.16	139,509.00	98,662.16-	170
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	627.26	933.33	2,743.13	2,800.00	56.87	98
	TOTAL	627.26	933.33	2,743.13	2,800.00	56.87	98
	FUND TOTAL	627.26	47,436.33	240,914.29	142,309.00	98,605.29-	169

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CGMM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	0	.00	847.01	0	847.01-	.00	847.01-	
280	OTHER PROFESSIONAL SERVICES	0	.00	3,180.42	0	3,180.42-	.00	3,180.42-	
		0	.00	4,027.43	0	4,027.43-	.00	4,027.43-	
CAPITAL OUTLAY									
502	BUILDINGS	27,000	5,195.87	5,195.87	9,000	21,804.13		21,804.13	19.2
515	OFFICE MACHINERY AND EQUIPM	56,510	.00	.00	18,836	56,510.00	20,708.85	35,801.15	36.6
		83,510	5,195.87	5,195.87	27,836	78,314.13	20,708.85	57,605.28	31.0
	** DIVISION TOTAL **	83,510	5,195.87	9,223.90	27,836	74,286.70	20,708.85	53,577.85	35.8

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENGUMBERANC	UNENCUMBERED BALANCE	PRCNT CGPM
EXPENDITURES									
900	EXPENDITURES	3,200	.00	136.37	1,066	3,063.63	913.95	2,149.68	32.8
		3,200	.00	136.37	1,066	3,063.63	913.95	2,149.68	32.8
** DIVISION TOTAL **		3,200	.00	136.37	1,066	3,063.63	913.95	2,149.68	32.8

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENGUMBERANC	UNENCUMBERED BALANCE	PRCNT CGPM
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	20,000	.00	.00	6,666	20,000.00	.00	20,000.00	
		20,000	.00	.00	6,666	20,000.00	.00	20,000.00	
EXPENDITURES									
900	EXPENDITURES	0	.00	25,385.00	0	25,385.00	.00	25,385.00	
		0	.00	25,385.00	0	25,385.00	.00	25,385.00	
** DIVISION TOTAL **		20,000	.00	25,385.00	6,666	5,385.00	.00	5,385.00	126.9

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENGUMBERANC	UNENCUMBERED BALANCE	PRCNT CGPM
EXPENDITURES									
900	EXPENDITURES	870	.00	5.85	290	864.15	.00	864.15	.7
		870	.00	5.85	290	864.15	.00	864.15	.7
** DIVISION TOTAL **		870	.00	5.85	290	864.15	.00	864.15	.7

Finance and Properties Committee
September 7, 1993

John Stengel called the meeting to order at 4:30 p.m. Members present: Mr. Stengel, Dan Gaumer, Dick Lockmiller and Ed McClure. Absent: Patricia Williams and Stanley Sitton. Staff present: John Moorman and Linda Humphreys.

Levy Proposal: Mr. Moorman proposed amending the current budget to show additional unanticipated revenue and additional expenses for back pay and a bonus that were not budgeted in this fiscal year. The consensus was to recommend approval of the changes as proposed by Mr. Moorman. For the levy request for the FY95, it was agreed to recommend requesting an additional \$145,000 over the FY94 budget. This will fund increases in personnel, Sunday hours, the materials budget, and equipment line items.

Equipment for Order Department: Mr. Moorman reported that Phase I of the network plan for Technical Services has been implemented and is working well. Phase II is to add the Order Department. Three units will be purchased rather than four as listed on the quote. The Committee asked for confirmation in a letter that service is included. It was also suggested that the Library purchase the hardware directly as before. The consensus was to recommend purchase of the equipment if questions are resolved before the Board meeting.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

John A. Moorman
City Librarian

BUDGET DRAFT #1

FUND: 20 DECATUR PUBLIC LIBRARY

REVENUE

Object Code	Description	1993-94 Budget	1993-94 Proposed
<u>Fund Balance</u>			
30001000	Beginning Fund Balance	264,864	264,864
<u>Taxes</u>			
30100107	Property Tax - Library	2,017,617	2,017,617
<u>Intergovernmental Revenue</u>			
30200104	Replacement Tax	123,000	150,000
30200107	State Grants or Other	87,908	115,908
<u>Fines and Fees</u>			
30500509	Library Fines & Fees	60,000	60,000
30500510	Library Non-Resident Fees	2,000	2,000
30500511	Library Lost & Damaged Books	4,500	4,500
30500514	Verifax	1,500	1,500
30500515	Reserves	8,000	8,000
<u>Investment Income</u>			
30700101	Investment Interest	21,000	21,000
<u>Other Income</u>			
30800805	Contributions & Donations	4,500	4,500
30800899	Misc. Income	1,000	1,000
	Fund Total	2,595,899	2,650,899

Draft #1
September 2, 1993

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1993-94 Budget	1993-94 Proposed
	<u>Personal Services</u>		
090	Regular Salaries	1,307,362	1,329,538
101	Overtime	0	0
102	Temporary Salaries	14,436	26,746
104	Retirement - IMRF	244,274	252,673
111	Group Life Insurance	936	936
112	Hosp. & Medical Insurance	90,453	90,453
114	Worker's Compensation	20,454	20,454
115	Service Recognition	2,723	2,723
	Total	1,680,638	1,723,523
	<u>Contractual Services</u>		
201	Advertising	500	500
202	Printing and Binding	16,000	16,000
210	Serv. to Maint. Buildings	10,000	10,000
211	Serv. to Maint. Improvements	200	200
212	Serv. to Maint. Auto Equip.	2,500	2,500
213	Serv. to Maint. Office Equip.	12,500	12,500
231	Electricity	74,470	74,470
232	Gas	12,500	12,500
233	Telephone	21,000	21,000
234	Water	1,250	1,250
238	Auditing Services	1,500	1,500
240	Training School Expense	2,500	2,500
241	Conf. & Other Travel Expense	3,000	3,000
245	Postage	13,000	13,000
247	Computer Software Expense	2,000	2,000
271	Temporary Personnel Services	0	20,000
272	Tuition Reimbursement	2,500	4,000
273	Travel Expense for Interviews	500	500
280	Other Prof. Services	29,400	29,400
284	Professional Membership Fees	2,600	2,600
286	Rental (Data Processing)	29,000	29,000
289	Rental (Equipment)	23,000	23,000
	Total	259,920	281,420
	<u>Commodities</u>		
310	Gasoline	2,200	2,200
312	Janitorial Supplies	2,000	2,000
320	Materials to Maint. Bldgs.	9,000	9,000
328	Materials to Maint. Equipment	0	0
337	Materials to Maint. Auto Equip	4,000	4,000
345	Office Supplies	28,401	28,401
357	Employee Recognition Supplies	400	400
	Total	46,001	46,001

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1993-94 Budget	1993-94 Proposed
	<u>Other Charges</u>		
400	Contingencies	5,000	10,000
415	Transfer to General Fund	33,480	33,480
418	Motor Vehicle Insurance	2,148	2,148
420	Boiler Insurance	403	403
421	Property Insurance	10,195	10,195
423	General Liability Insurance	4,899	4,899
429	Transfer to Capital Improvements	0	6,200
499	Small Capital Items	1,500	1,500
	Total	57,625	68,825
	<u>Capital Outlay</u>		
515	Office Machinery & Equip.	0	20,000
	Total	0	20,000
	<u>Library Inventory</u>		
800	Books and Periodicals	300,000	300,000
	Fund Total	\$2,344,184	2,439,769

BUDGET DRAFT #1C

FUND: 20 DECATUR PUBLIC LIBRARY

REVENUE

Object Code	Description	1993-94 Proposed Revised	1994-95 Proposed
<u>Fund Balance</u>			
30001000	Beginning Fund Balance	264,864	211,120
<u>Taxes</u>			
30100107	Property Tax - Library	2,017,617	2,162,409
<u>Intergovernmental Revenue</u>			
30200104	Replacement Tax	150,000	150,000
30200107	State Grants or Other	115,908	104,875
<u>Fines and Fees</u>			
30500509	Library Fines & Fees	60,000	60,000
30500510	Library Non-Resident Fees	2,000	2,000
30500511	Library Lost & Damaged Books	4,500	4,500
30500514	Verifax	1,500	1,500
30500515	Reserves	8,000	8,000
<u>Investment Income</u>			
30700101	Investment Interest	21,000	21,000
<u>Other Income</u>			
30800805	Contributions & Donations	4,500	4,500
30800899	Misc. Income	1,000	1,000
	Fund Total	2,650,889	2,730,904

Draft #1C
September 2, 1993

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1993-94 Proposed Revised	1994-95 Proposed
	<u>Personal Services</u>		
090	Regular Salaries	1,329,538	1,307,362
101	Overtime	0	0
102	Temporary Salaries	26,746	14,436
104	Retirement - IMRF	252,673	244,274
111	Group Life Insurance	936	936
112	Hosp. & Medical Insurance	90,453	104,053
114	Worker's Compensation	20,454	20,454
115	Service Recognition	2,723	2,723
	Total	1,723,523	1,694,238
	<u>Contractual Services</u>		
201	Advertising	500	500
202	Printing and Binding	16,000	16,000
210	Serv. to Maint. Buildings	10,000	20,000
211	Serv. to Maint. Improvements	200	200
212	Serv. to Maint. Auto Equip.	2,500	3,500
213	Serv. to Maint. Office Equip.	12,500	17,500
231	Electricity	74,470	81,470
232	Gas	12,500	16,500
233	Telephone	21,000	21,000
234	Water	1,250	1,250
238	Auditing Services	1,500	1,500
240	Training School Expense	2,500	4,000
241	Conf. & Other Travel Expense	3,000	4,500
245	Postage	13,000	13,000
247	Computer Software Expense	2,000	2,000
271	Temporary Personnel Services	20,000	10,000
272	Tuition Reimbursement	4,000	4,500
273	Travel Expense for Interviews	500	500
280	Other Prof. Services	29,400	39,400
284	Professional Membership Fees	2,600	2,600
286	Rental (Data Processing)	29,000	33,000
289	Rental (Equipment)	23,000	28,000
	Total	281,420	320,920
	<u>Commodities</u>		
310	Gasoline	2,200	2,200
312	Janitorial Supplies	2,000	4,000
320	Materials to Maint. Bldgs.	9,000	13,000
328	Materials to Maint. Equipment	0	0
337	Materials to Maint. Auto Equip	4,000	4,000
345	Office Supplies	28,401	28,401
357	Employee Recognition Supplies	400	400
	Total	46,001	52,001

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1993-94 Proposed Revised	1994-95 Proposed
	<u>Other Charges</u>		
400	Contingencies	10,000	10,000
415	Transfer to General Fund	33,480	33,480
418	Motor Vehicle Insurance	2,148	2,148
420	Boiler Insurance	403	403
421	Property Insurance	10,195	10,195
423	General Liability Insurance	4,899	4,899
429	Transfer to Capital Improvements	6,200	15,000
499	Small Capital Items	1,500	1,500
	Total	68,825	77,625
	<u>Capital Outlay</u>		
515	Office Machinery & Equip.	20,000	15,000
	Total	20,000	15,000
	<u>Library Inventory</u>		
800	Books and Periodicals	300,000	360,000
	Fund Total	\$2,439,769	2,519,784

Decatur Public Library
Proposed 1994 - 1995 Budget
Increase Summary

Levy Amount 1993 - 1994	- \$ 2,017,617
Levy Request 1994 - 1995	- \$ 2,162,409
Increase	- \$ 144,792

Major Increases In Budget

Salary and Fringe Benefits For bargaining and management staff 1 LA for Childrens Dept. for summer temporary help for vacation periods	- \$ 63,867.00
Sunday Hour Schedule	- \$ 30,000.00
Library Materials	- \$ 30,000.00
Health Insurance	- \$ 13,600.00
Transfer to Capital Improvements	- \$ 8,800.00
Total	- \$146,267.00

I have been informed by Mark Hill that there should be an increase of \$30,000,000 in Decatur's EAV. At the current levy rate that would bring in an additional \$124,050. Even if \$5,000,000 of that increase is removed due to TIF and other special districts the increase would still be \$103,375.

Decatur Public Library Foundation
September 9, 1993

The Decatur Public Library Foundation Board of Directors met Thursday, September 9 at 3:00 p.m. in the Library Board Room. Members present: Dick Lockmiller, Bill Gerstner, Bob Smith, and Martin Seidman. Members absent: Sharon Alpi and David Pritts. Others present: John Moorman and Linda Humphreys.

Mr. Lockmiller reported that the Library Board of Trustees has appointed David Pritts to the Foundation Board of Directors. Mr. Pritts, who is out of town today, is a retired Staley executive with a background in human resources and fundraising.

Minutes: The minutes of the meeting of August 2 were approved as mailed.

Treasurer's Report: Mr. Smith reported a checking account balance of \$1,029 and a savings account balance of \$22,338.

Report on Meeting with Gary Likins: Mr. Lockmiller reported that he and Mr. Moorman met with Mr. Likins of BLDD. Mr. Likins said that the building was originally designed for a third floor, but that it would only support 100 pounds per square foot. This would not hold book stacks. A third floor would provide an additional 16,000 square feet at an estimated cost of \$1.6 million. There is also 5,000 square feet in the second floor storage area that could be utilized. Mr. Likins said that for approximately \$5,000 to \$6,000 he could provide a study of where the different areas could be located. It was decided that priorities need to be set from the needs assessment study. Mr. Moorman will work with the staff to develop priorities. Mr. Likins also said that he could provide a written structural report for \$500 to \$1,000. Mr. Gerstner made a motion to approve spending \$1,000 maximum for a written structural report of the Library. The motion was seconded by Mr. Smith and unanimously carried. Mr. Moorman will contact Mr. Likins about the report.

Discussion of Fundraising Proposals: Royce Boaz has done a lot of fundraising work for not-for-profit agencies in Decatur. Mr. Lockmiller will contact Mr. Boaz about the proposal. Mr. Moorman will contact Ketchum, Inc. in Pittsburg, Pennsylvania, since they have done a lot of fundraising in the Decatur area. Mr. Lockmiller will contact Jackie Goetter about her fundraising efforts for the Children's Museum. Mr. Moorman will send letters to the two companies that submitted proposals and let them know that the proposals are still being considered.

Mr. Lockmiller will check on corporate donations to the Foundation.

Election of Officers: Mr. Seidman made a motion to re-elect the current officers by acclamation. The motion was seconded by Mr. Smith and unanimously carried. Mr. Lockmiller will continue as

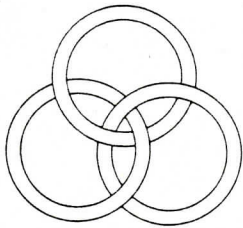
President, Mrs. Alpi as Vice-President, and Mr. Smith as Secretary-Treasurer.

The next two meetings were scheduled for October 13 and November 10, both at 3:00 p.m.

There was no other business. The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

N. Richard Lockmiller
President



**Bloomington
Computer
Service
Company, Inc.**

816 Eldorado, Suite 4
Bloomington, IL 61704
TEL: (309) 662-7723
FAX (309) 662-6421

September 8, 1993

John Moorman
Decatur Public Library
247 E. North Street
Decatur, Illinois 62523

Dear John,

Thank you for considering Bloomington Computer Service Company as a provider of your additional networking needs. We look forward to working with you on this phase of the project. If there are any questions, please do not hesitate to call.

Computers

Qua		Each	Extended
4	Hewlett Packard 486/25NI Model 120W	\$1362	\$5448
4	4MB Memory Upgrades	\$208	\$832
4	Hewlett Packard SuperVGA Color Monitor	\$363	<u>\$1452</u>
			\$7732

CD-ROMs on File Server & Novell Upgrade

1	Novell Netware 4.0 Upgrade	\$1015	\$1015
2	NEC CDR-84 Internal CD-ROM Drive	\$438	<u>\$876</u>
			\$1891

Miscellaneous Software (as needed)

1	Term Software	\$150	\$150
1	Microsoft Works for Windows	\$135	\$135

Installation

There is no charge for the setup of the workstations, installation of the CD-ROM drives in the file server, or installation of additional copies of Term or Microsoft Works. Per your network support agreement, there are two remaining hours of on-site service this quarter that can be used for installation of the Netware upgrade. The installation of this will take approximately two to four hours to install, but could take up to 8 hours if difficulties are encountered. Additional hours above the two hours would be billed at \$50/hour, per the support agreement. Also, we have been asked to re-install the B&T software, in an attempt to fix existing problems. We will provide one hour for this purpose. Again, anything above that will be at the rate of \$50/hour.

Sincerely,


Steve Adams

V. USERS AND USAGE

Each library should address the question of whom it serves. This can be done by making use of the ALA publication Planning and Role Setting for Public Libraries when developing the library's mission statement. Although all residents within the library's boundaries are eligible for service, a library may decide to concentrate on particular groups of the public for the duration of a planning cycle. This is a local decision and must be made on the basis of available resources, community analysis, and role setting.

In order to make such decisions, information on current use and users needs to be collected and analyzed. Most of the following standards relate to this data collection.

1. The expiration date of registered borrower's cards shall be three years or less. This date shall appear on the borrower's card. (Expiration dates--month and year--are necessary for inter-system borrowing.)

_____ _____ _____ _____ _____ _____

2. (Check appropriate option.)

a. In accordance with Illinois Revised Statutes, the library board has chosen not to offer non-resident fee cards. (Chapter 81: 4-7(12) or Chapter 81: 1004-11(12).)

_____ _____ _____ _____ _____ _____

b. The library board has chosen to extend the privilege and use of the library to non-resident non-library taxpayers, and is charging an annual fee in accordance with Illinois Revised Statutes (Chapter 81: 4-7(12) or Chapter 81: 1004-11(12).)

_____ _____ _____ _____ _____ _____

3. Non-resident library property taxpayers, if any, must be issued library cards in accordance with Illinois Statute. (Chapter 81: 4-7(12) or Chapter 81: 1004-11(12).)

_____ _____ _____ _____ _____ _____

Users & Usage: Output Measures

4. Library Visits Per Capita

Every three years Libraries shall determine the number of people who come into the library facility during a specified period of time. (The procedures outlined in the ALA/PLA Output Measures for Public Libraries should be followed when calculating this measure.) While some libraries may wish to do this every year, all libraries shall do this at least every 3 years.

Minimum 4.5. Percentile comparisons (Optional): _____ 50th _____ 75th _____ 90th

_____ _____ _____ _____ _____ _____

5. Registration as a Percentage of the Population

Once a year libraries shall determine the number of registered borrowers compared to the total population served. (The procedures outlined in the ALA/PLA Output Measures for Public Libraries should be followed when calculating this measure.)

Minimum 35%. Percentile comparisons (Optional): _____ 50th _____ 75th _____ 90th

_____ _____ _____ _____ _____ _____

6. Users as a Percentage of the Population

Every ten years libraries shall determine the percentage of the population that has used the library during the last year by means of a citizen survey. (Section III.-Administration.) Some libraries may wish to do a citizen survey in preparation for a major decision-- construction, expansion, rate increase referendum. If, however, the timing of this survey is not prescribed by a local library issue, choosing to complete it six or seven years after a federal census may not only accomplish the receipt of the citizens' perceptions of the library, but it may also serve to update some of the census demographic information.

_____ _____ _____ _____ _____ _____

7. Patrons by Age Groups or Other Specific Characteristics as a Percentage of the Population

During the year of the citizen survey libraries shall determine the percentage of the population that has used the library by age, sex, occupation, and other meaningful groupings. (Section III- Administration.) These percentages can then be compared to the census statistics in order to determine if any group in the community is underserved.

_____ _____ _____ _____ _____ _____

Specific Populations

The development of library service is entirely dependent on the make-up of each community, the priorities of the library roles, and other community agencies. (Libraries are urged to apply the Planning and Role Setting for Public Libraries in this section.) For most libraries it is no longer possible to be all things to all people. For the duration of each library's planning cycle, heavy emphasis may be placed on certain specific target groups, and less emphasis on others. Except for the basic standards designated below, libraries will be responsible for determining their own measures of performance. When current standards other than these are available for serving specific populations, they should be studied and implemented in accordance with the library's long-range plan.

Specific target groups with special needs include but are not limited to the educationally, culturally, and socioeconomically disadvantaged; the elderly; individuals who are illiterate; ethnic minorities; persons with limited English-speaking ability; persons with physical, cognitive, and emotional disabilities; and residents of state, county, and locally funded institutions.

8. At least every five years libraries shall identify specific target groups within their population.

_____ _____ _____ _____ _____ _____

9. At least every five years libraries shall identify the percent of usage by these specific target groups.

_____ _____ _____ _____ _____ _____

The Board shall determine to what extent the library can meet the needs of the special populations identified and address these needs when setting its roles and formulating its long-range plan.

10 Every librarian and trustee shall work toward accomplishing the standards established by the Illinois Library Association for public library service to youth.

_____ _____ _____ _____ _____ _____

11 Each library shall designate one staff member to be responsible for library service to individuals with disabilities. This staff member will attend meetings and workshops to become more aware of this group's needs and report to both the staff and the Board. This person will also monitor the library's efforts to integrate services to individuals with disabilities into the total library program.

_____ _____ _____ _____ _____ _____

When choosing library roles for serving specific populations the staff and Board should answer the following questions:

Is library service provided to people in institutions located in the public library's service area?

Have you surveyed the community to see what other agencies are serving the institutionalized, the individuals with physical and cognitive disabilities, the elderly, the individuals who are illiterate and those who do not speak English?

Does your collection development policy take into account the varied materials that may be needed by these specific groups?

Is the library's community resource file periodically updated to provide current referral information?

Programs

There are a number of reasons why public libraries offer programs. Some of these are:

- To attract new audiences to the library,
- To encourage patrons to use related materials,
- To inform people about a variety of subjects in a format other than the printed word,
- To entertain.

12 If offered, library programs shall be incorporated in the library roles and supported in the budget.

_____ _____ _____ _____ _____ _____

Programs Output Measure

13 Program attendance per capita (to be done annually).

_____ _____ _____ _____ _____ _____

Library Hours

User oriented hours, both in frequency and scheduling, are a key element in guaranteeing public library accessibility. Changes in library hours should not be made frequently.

- 14 Regularly scheduled library hours shall be fixed, posted and include morning, afternoon, evening, and weekend hours based on users and potential users' available time, not staff convenience.

_____ _____ _____ _____ _____ _____

- 15 During open hours all library services shall be offered to all individuals. Hours of the children's, young adult, and other special departments should be the same as the adult department.

_____ _____ _____ _____ _____ _____

- 16 Minimum days and hours of service shall be as follows:

_____ _____ _____ _____ _____ _____

Population

Not less than

Under 5,000

5 days/25 hrs.

5,000-10,000

5 days/48 hrs.

10,001-25,000

6 days/56 hrs.

25,001-50,000

6 days/67 hrs.

50,001-75,000

7 days/71 hrs.

Over 75,000

7 days/72 hrs.

USER AND USAGE BIBLIOGRAPHY

Foundations of Quality: Guidelines for Public Library Service to Children. Chicago, IL: ILA, 1981. (New edition in progress.)

Libraries Serving Youth: Directions for Service in the 1990's. New York, NY: Youth Services Section, New York Library Association, 1987.

Needham, William L. Improving Library Service to Physically Disabled Persons: A Self-Evaluation Checklist. Littleton, CO: Libraries Unlimited, 1983.

Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped. Chicago, IL: ASCLA, American Library Association, 1984.