

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
May 25, 2000 4:30 p.m.

Regular Meeting

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Regular meeting of April 20, 2000
 - B. Special meeting of April 27, 2000
 - C. Special meeting of May 16, 2000
- III. Communication from the public
- IV. City Librarian's report
 - A. Report from City Librarian
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. No meeting
 - B. Finance and Properties Committee
 1. Approval of bills for April 2000
 2. Meeting of May 9, 2000
 - C. Rolling Prairie Library System
 1. Report of May RPLS board meeting
 - D. Foundation Board of Directors
 1. No meeting
 - E. Friends of the Library
 1. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapters VIII, IX and X
- VII. Old Business

VIII. New Business

- A. Proposal from Richland Community College for use of Nims Computer Room (to be presented at meeting)
- B. Lease of real property--closed executive session
- C. Collective negotiating matters--closed executive session
- D. Personnel matters--closed executive session

IX. Adjournment

Annual Meeting

- I. Call to Order - Shirley Moore, President
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Annual Report to the City Council
- V. Nomination of Officers for 2000/2001
- VI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

April 20, 2000

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

The minutes of the meeting of March 23, 2000 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

Mrs. Greanias made a motion to adjourn to closed executive session to discuss: 1) the employment of an individual, 2) collective negotiating matters, and 3) the lease of real property. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote. The Board went into executive session at 4:32 p.m. The meeting was reconvened at 5:38 p.m.

A special board meeting was scheduled for Thursday, April 27 at 4:30 p.m. to discuss the lease of real property.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman reported on the continuing decline of circulation.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met April 13, 2000. Mrs. Moss reported that the committee heard from library staff and Attorney Mike Antoline regarding public internet access.

A request was reviewed from the security officers to work until 10 p.m. to make sure all staff are safely escorted to their vehicles. Mrs. Moss made a motion to approve this request effective May 1, 2000. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

Mr. Moorman reported that the management pay scale needs an annual adjustment to allow for pay increases for management staff. Mr. Stengel made a motion to increase the management pay

scale by 3% across the board. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

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

Mr. Stengel asked Mr. Moorman to make sure the city reduces the library's general fund carry-over balance to \$250,000 on April 30, 2000.

The next committee meeting was rescheduled from May 2 to May 9 at 4:45 p.m.

Rolling Prairie Library System: Mrs. Moore attended the meeting. The library and the system are still discussing the library joining the DRA computer network.

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

Foundation: The Foundation Board of Directors met April 18, 2000. Mrs. Moss made a motion to approve the appointment of Marsha Norman, Robert Yuhás, and Susan Gentry to the Foundation Board of Directors. The motion was seconded by Mrs. Greanias and unanimously approved. Mr. Gibson reported that the brochure promoting the bookmobile fundraiser was approved by the Foundation Board of Directors.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VII, Access, was reviewed.

VII. OLD BUSINESS

There was no old business.

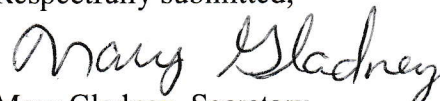
VIII. NEW BUSINESS

Mrs. Moore and Mr. Stengel will present a slate of officers for 2000/2001 at the May board meeting.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:20 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Special Meeting

April 27, 2000

I. CALL TO ORDER

The meeting was called to order at 4:35 p.m. by Judi Moss, Vice President. Members present: Mrs. Moss, Sherri Arnold, Wayne Dunning, Mark Gibson, Mary Gladney, Patricia Greanias, Russell Reimer, and John Stengel. Absent: Shirley Moore. Staff present: John Moorman and Linda Humphreys.

II. NEW BUSINESS

Mr. Gibson made a motion to adjourn to closed executive session to discuss the lease of real property. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The Board went into executive session at 4:37 p.m. The meeting was reconvened at 5:29 p.m.

Mr. Gibson made a motion to approve the proposal by Phillips Swager Associates for plans and specifications for potential lease plans, subject to approval by legal counsel. The motion was seconded by Mrs. Gladney and approved on roll call votes with 7 yes votes and one abstention (Mr. Stengel).

The Personnel, Policy, and Public Relations Committee meeting that was scheduled for Thursday, May 4, 2000 at 4:30 p.m. is cancelled.

III. ADJOURNMENT

Mrs. Moss adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Mary Gladney, Secretary

Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Special Meeting
May 16, 2000

I. CALL TO ORDER

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

II. ACCEPTANCE OF RESIGNATION

Mrs. Arnold made a motion to accept with regrets the resignation of the City Librarian. The motion was seconded by Mrs. Gladney and unanimously approved. Mr. Moorman's last day will be Wednesday, July 5, 2000.

III. APPOINTMENT OF INTERIM CITY LIBRARIAN

Mrs. Gladney made a motion to adjourn to closed executive session to discuss the appointment of an individual. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The Board went into executive session at 4:35 p.m. The meeting was reconvened at 5:08 p.m.

Mrs. Arnold made a motion to appoint Karen Anderson to Interim City Librarian effective July 6, 2000. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote.

IV. DISCUSS PROCESS FOR SELECTING CITY LIBRARIAN

The process of hiring a new City Librarian was discussed. Mr. Moorman said that the advertisement should include a salary range. Mr. Moorman will check prices for search firms. Mrs. Moore will appoint a search committee at the next Board meeting.

V. LEASE OF REAL PROPERTY & UPDATE ON CONTRACT NEGOTIATIONS

Mrs. Greanias made a motion to adjourn to closed executive session to discuss collective negotiating matters and the lease of real property. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote. The Board went into executive session at 5:25 p.m. The meeting was reconvened at 5:50 p.m.

VI. ADJOURNMENT

Mrs. Moore adjourned the meeting at 5:50 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Gladney".

Mary Gladney, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the May 25, 2000 Meeting

of the
Decatur Public Library Board of Trustees

A highlight of the past month has been the improvement to the library grounds. The City's Forestry Department spent several days removing old shrubbery from around the building as well as unused electrical conduit. After their work, a crew from the local probation office worked with Master Gardeners to begin the process of removing gravel and burlap from various library planting areas. The Master Gardeners continued this work as well as bringing in several loads of dirt to spread in appropriate areas. By the end of the month the front planters had been planted with annual flowers and the northwest beds near the flag pole had been planted with a variety of plants. The Master Gardeners will be working with the central area around the large sign and the southwest bed area in coming weeks. Their efforts have already improved the appearance of the library grounds and their long-range plans include using the library as a teaching and demonstration area for area residents.

Larry Harris has been working with T.A. Brinkoetter to have several small leaks in piping in the building fixed. The major building repair during the month was welding a crack in the boiler. This has been completed and the boiler is back in service. During the month the boiler inspector inspected the weld and we have received our boiler certificate. The chiller was brought back into service by Brinkoetter after its winter shutdown. Thompson Electronics is now monitoring our building fire system. Larry has purchased a power washer and will be employing it to clean areas around the building.

Due to staff absences due to surgery and vacation, the technical services department has been scrambling to cover all work areas. The cataloging backlog continues to decrease with an end goal of having only about a two week backlog in the department. Several staff members continue to work on the project of adding prices to book records. It is anticipated that weeding efforts will pick up in the next two months as the annual book sale date approaches. During the month there were 3,844 changes to the database, 733 periodicals processed, 653 items mended and 223 book jackets replaced.

Arthur Gross met with Grace Veach and other department heads to discuss the implementation of a books-on-CD collection. The start-up collection of thirty to fifty titles can be ordered in a few months. This collection is in response to requests for such materials from library users.

Dayle Irwin arranged with Mike Eisenberg at Paragon Graphics to take the group of unstable silver nitrate negatives in the local history collection. He will give us one print

City Librarian's Report

May 25, 2000

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of each negative. Dayle continues to work on the 125 anniversary celebrations, including her upcoming presentation on Jane Martin Johns. She also represents the library on NWRAPS and HPPF and is working with the local history club recently formed by Jack Aldrich and Doug Imboden.

Amy Fuller prepared two library displays during the month; one honoring National Poetry Month and a second display featuring Habitat Awareness Month and Earth Day. She attended Youth Quest 2000, an informational fair for parents. Amy is working on developing a teen advisory board for the Young Adult Collection.

On May 16, 2000 Noel Clevenger began work as Information Specialist - Periodicals. She replaces Bev Hackney, now Head of the Adult Division.

The Disaster Plan Committee continues its work. Their recommendations for a new disaster plan for the library should be ready for the June meeting of the Board's personnel, policies, and public relations committee meeting.

Thanks to the interest of the Herald and Review, the library is now preparing reviews of two adult books and one children's book for the weekly entertainment section of the paper. Children's Division staff are taking turns writing the children's book reviews.

There were 17 group visits to the Children's Division during April. The division also reported a GED class visit as well as a Baby TALK tour. There were 16 programs presented attended by 329 individuals. "Futures" did a short dramatization of Yertle the Turtle which drew about 80 people. The Macon County Reading Council had their April meeting in the children's auditorium, and school librarians Chris Oyer, Leigh Ann Grossman, Mary Jo Novak joined Katie Gross in book talking new books. There were 60 people at four Baby TALK times and 155 individuals attended eight lap-sits.

During April, Katie Gross visited three schools and spoke to 120 people. She had a very enjoyable time talking to one child care class at MacArthur High School, where she gave a presentation on using books with preschoolers.

Preparations are now underway for the 2000 summer reading program. Katie Gross has obtained LaRon Williams, a storyteller from Michigan, for the program finale presentation.

I have continue to spend considerable time on the lease project. I hope by the end of May to be working with PSA on the preparation of bid documents for space buildout to

City Librarian's Report

May 25, 2000

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accommodate a first tenant for this space. Progress continues on the preparation of handrails and grating for the three stairways that do not meet current ADA requirements. The current plan calls for the installation of the handrails and grating the latter part of June. When this installation is finished, the building renovation project should be completed and we will be eligible to receive the remaining \$25,000 from our state grant.

DECATUR PUBLIC LIBRARY

CORRECTED Monthly Circulation Statistics

April 2000

Location	April 2000	April 1999	% Change
CENTRAL LIBRARY, PRINT			
Adult	20,677	21,057	-1.8
Young Adult	857	970	-11.6
Children's	10,957	10,160	7.8
TOTAL	32,491	32,187	0.9
EXTENSION PRINT			
Bookmobile 548	6,410	9,079	-29.4
Bookmobile 549	2,573	3,335	-22.8
Outreach	485	326	48.8
TOTAL	9,468	12,740	-25.7
TOTAL PRINT	41,959	44,927	-6.6
NON-PRINT			
Videocassettes	5,627	7,065	-20.4
Audiocassettes	1,850	2,304	-19.7
Recordings	1,705	2,118	-19.5
TOTAL	9,182	11,487	-20.1
Extension Non-print	840	1,097	-23.4
TOTAL NON-PRINT	10,022	12,584	-20.4
Renewals	1,137	787	44.5
TOTAL CIRCULATION	53,118	58,298	-8.9

DECATUR PUBLIC LIBRARY

CORRECTED 12 Month Circulation Statistics

April 2000

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	246,208	252,707	-2.6
Young Adult	11,717	12,347	-5.1
Children's	154,278	152,235	1.3
TOTAL	412,203	417,289	-1.2
EXTENSION PRINT			
Bookmobile 548	82,595	86,136	-4.1
Bookmobile 549	29,963	29,295	2.3
Outreach	5,131	4,502	14.0
TOTAL	117,689	119,933	-1.9
TOTAL PRINT	529,892	537,222	-1.4
NON-PRINT			
Videocassettes	77,452	84,660	-8.5
Audiocassettes	28,467	30,414	-6.4
Recordings	22,683	23,614	-3.9
TOTAL	128,602	138,688	-7.3
Extension Non-print	10,564	11,247	-6.1
TOTAL NON-PRINT	139,166	149,935	-7.2
Renewals	9,038	8,508	6.2
TOTAL CIRCULATION	678,096	695,665	-2.5

28602

STATISTICAL REPORT
April 2000

TECHNICAL SERVICES

New book volumes added: 1,716
New book titles added: 803
AV titles added: 236
Volumes withdrawn: 446
Books mended: 653

PERSONNEL ACTIVITY:

4/17/00 Scot Stafford hired for Library Page ($\frac{1}{2}$ time)
4/27/00 Library clerks Lisa Tokarz and Nancy Rostek changed
from half-time to full-time
5/4/00 Scot Stafford terminated
5/16/00 Noel Clevenger hired for Information Specialist--
Periodicals

CURRENT VACANCIES: Library Page ($\frac{1}{2}$ time)

LIBRARY CARDS: 346 main + 15 extension = 361 new cards
495 main + 6 extension = 501 re-registrations
862 total library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 78,380
last 12 months to date: 84,366

PATRONS IN THE BUILDING: this 12 months to date: 313,120
last 12 months to date: 333,032

VOLUMES PURCHASED: this 12 months to date: 18,638
last 12 months to date: 22,928

VOLUNTEERS: 28 volunteers worked 261 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1582 people, 2129 time slots
Word processing usage: 290 people, 389 time slots

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2000

FUND DECATUR PUBLIC LIBRARY

LINE	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4	04/12/2000	TREAS-MEDICAL INSURANCE	6,307.66	E00268	04/12/2000	MEDICAL INSURANCE
5	04/12/2000	TREAS-NON MEDICAL INS	34.02	E00269	04/12/2000	LIFE INSURANCE
6	04/12/2000	TREAS-NON MEDICAL INS	52.36	E00269	04/12/2000	UNEMPL COMPENSATION
7	04/12/2000	TREAS-NON MEDICAL INS	488.92	E00269	04/12/2000	WORKERS COMPENSATION
8	04/12/2000	TREAS-IMRF	8,491.65	E00270	04/12/2000	RETIREMENT-IMRF
9	04/26/2000	TREAS-MEDICAL INSURANCE	6,307.66	E00356	04/26/2000	MEDICAL INSURANCE
10	04/26/2000	TREAS-NON MEDICAL INS	34.02	E00357	04/26/2000	LIFE INSURANCE
11	04/26/2000	TREAS-NON MEDICAL INS	53.13	E00357	04/26/2000	UNEMPLOYMENT COMPENSATION
12	04/26/2000	TREAS-IMRF	503.30	E00357	04/26/2000	WORKERS COMPENSATION
13	04/03/2000	TREAS-GENERAL FUND	9,661.82	E00358	04/03/2000	RETIREMENT-IMRF
14	04/03/2000	TREAS-SELF INSURANCE FUND	100.00	131593	04/03/2000	TRANSFER TO GENERAL FUND
15	04/03/2000	TREAS-SELF INSURANCE FUND	212.83	131594	04/03/2000	MOTOR VEHICLE-INSURANCE
16	04/03/2000	TREAS-SELF INSURANCE FUND	12.75	131594	04/03/2000	BOILER INSURANCE
17	04/03/2000	TREAS-SELF INSURANCE FUND	877.08	131594	04/03/2000	PROPERTY INSURANCE
18	04/06/2000	C & K CUSTOM SIGNS	536.25	131594	04/03/2000	GENERAL LIABILITY INSURANCE
19	04/06/2000	DWYER, MARY LOU	258.25	131632	04/06/2000	PRINTING AND BINDING
20	04/06/2000	E Z LAWN CARE	206.58	131635	04/06/2000	CONFERENCES AND OTHER TRAVEL
21	04/06/2000	E Z LAWN CARE	60.00	131638	04/06/2000	SERV-BUILDINGS
22	04/06/2000	GROSS, CATHERINE	80.00	131638	04/06/2000	MATERIAL-BLDGS
23	04/06/2000	HOUGHEN BENDRY LTD	338.55	131642	04/06/2000	CONFERENCES AND OTHER TRAVEL
24	04/06/2000	JAN MASTR, INC.	467.85	131645	04/06/2000	PRINTING AND BINDING
25	04/06/2000	MOORMAN, JOHN	371.69	131647	04/06/2000	JANITORIAL SUPPLIES
26	04/06/2000	RILEY'S DECATUR SEWER SERVICE	625.76	131655	04/06/2000	CONFERENCES AND OTHER TRAVEL
27	04/06/2000	SNYDER, LEONRE	90.00	131661	04/06/2000	SERV-BUILDINGS
28	04/06/2000	TREAS-PETTY CASH	154.72	131665	04/06/2000	CONFERENCES AND OTHER TRAVEL
29	04/06/2000	TREAS-PETTY CASH	10.00	131668	04/06/2000	CONFERENCES AND OTHER TRAVEL
30	04/06/2000	TREAS-PETTY CASH	32.77	131668	04/06/2000	MATERIAL-BLDGS
31	04/06/2000	TREAS-PETTY CASH	6.34	131668	04/06/2000	MATERIAL TO MAINT AUTO EQUIP
32	04/06/2000	TREAS-PETTY CASH	16.85	131668	04/06/2000	OFFICE SUPPLIES
33	04/06/2000	TREAS-PETTY CASH	38.58	131699	04/07/2000	POSTAGE
34	04/07/2000	TOTAL PLASTICS	784.00	131699	04/07/2000	OFFICE SUPPLIES
35	04/07/2000	TOTAL PLASTICS	252.47	131720	04/10/2000	GASOLINE
36	04/13/2000	BOOTH & ANTOLINE	1,820.00	131720	04/13/2000	OTHER PROFESSIONAL SERVICES
37	04/13/2000	BBW MAGAZINE	26.95	131780	04/13/2000	MAG/PAPERS-MAIN ADULT
38	04/13/2000	EBSCO SUBSCRIPTION SERVICES	34.52	131783	04/13/2000	MAG/PAPERS-MAIN ADULT
39	04/13/2000	H C INDUSTRIAL SUPPLY	159.04	131783	04/13/2000	MATERIAL-BLDGS
40	04/13/2000	IBM IN, DAYLE DIGEST ASSN	399.23	131792	04/13/2000	SERV-OFFICE EQUIP
41	04/13/2000	READERS DIGEST ASSN	76.77	131793	04/13/2000	BOOKS AND PERIODICALS
42	04/13/2000	READERS DIGEST ASSN	49.52	131795	04/13/2000	BOOKS AND PERIODICALS
43	04/13/2000	ROTARY CLUB OF DECATUR	49.52	131795	04/13/2000	MAG/PAPERS-EXTEN ADULT
44	04/13/2000	SAM'S CLUB	126.25	131796	04/13/2000	OTHER PROFESSIONAL SERVICES
45	04/13/2000	BAKER & TAYLOR CO	51.41	131797	04/13/2000	JANITORIAL SUPPLIES
46	04/10/2000	BAKER & TAYLOR CO	1,404.81	131808	04/14/2000	BOOKS AND PERIODICALS
47	04/10/2000	BAKER & TAYLOR CO	1,731.05	131809	04/14/2000	BOOKS AND PERIODICALS
48	04/10/2000	BAKER & TAYLOR CO	2,887.50	131810	04/14/2000	BOOKS AND PERIODICALS
49	04/13/2000	BAKER & TAYLOR CO	961.45	131811	04/14/2000	BOOKS AND PERIODICALS
50	04/13/2000	BABY TALK INC.	275.00	131815	04/14/2000	BOOKS AND PERIODICALS
51	04/10/2000	BAKER & TAYLOR ENTERTAINMENT	109.40	131816	04/14/2000	BOOKS AND PERIODICALS
52	04/10/2000	DUNKER ELECTRIC SUPPLY, INC	143.21	131822	04/14/2000	MATERIAL-BLDGS
53	04/10/2000	AMERITECH	40.89	131836	04/14/2000	TELEPHONE
54	04/10/2000	ILLINOIS POWER COMPANY	8,020.77	131837	04/14/2000	ELECTRICITY
55	04/10/2000	IL STATE LIBRARY	18.37	131839	04/14/2000	POSTAGE
56	04/10/2000	MCLEOD USA	1,334.89	131839	04/14/2000	RENTAL EQUIPMENT
57	04/10/2000	NIMS ASSOCIATES, INC.	3,225.96	131852	04/14/2000	TELEPHONE
58	04/14/2000	TREAS-PETTY CASH	8,840.00	131854	04/14/2000	OTHER PROFESSIONAL SERVICES
59	04/14/2000	TREAS-PETTY CASH	5.00	131874	04/14/2000	SERV-OFFICE EQUIP
60	04/14/2000	TREAS-PETTY CASH	3.74	131874	04/14/2000	CONFERENCES AND OTHER TRAVEL
61	04/14/2000	TREAS-PETTY CASH	9.59	131874	04/14/2000	MATERIAL TO MAINT AUTO EQUIP
62	04/14/2000	TREAS-PETTY CASH	56.55	131874	04/14/2000	BOOKS AND PERIODICALS
63	04/10/2000	WATTS COPY SYSTEMS, INC	317.00	131878	04/14/2000	SERV-OFFICE EQUIP
64	04/17/2000	DMCO INC	39.97	131885	04/17/2000	OFFICE SUPPLIES
65	04/17/2000	DELL MARKETING L.P.	401.80	131887	04/17/2000	COMPUTER SOFTWARE EXPENSE
66	04/17/2000	DELL MARKETING L.P.	2,208.00	131887	04/17/2000	OFFICE MACHINERY AND EQUIPMENT
67	04/17/2000	HOULT, DANNY R.	162.00	131890	04/17/2000	OTHER PROFESSIONAL SERVICES
68	04/17/2000	MORRELL, STERLING	162.00	131893	04/17/2000	OTHER PROFESSIONAL SERVICES
69	04/17/2000	ORKIN PE ST CONTROL	60.00	131895	04/17/2000	SERV-BUILDINGS
70	04/17/2000	RIGSBREY, PAUL	162.00	131898	04/17/2000	OTHER PROFESSIONAL SERVICES

BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2000

FUND DECATUR PUBLIC LIBRARY

LINE	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1						
2						
3						
4						
5	04/17/2000	SLEETH, ALAN	162.00	131901	04/17/2000	OTHER PROFESSIONAL SERVICES
6	04/17/2000	STENGEL, CHARLENE	201.25	131902	04/17/2000	PRINTING AND BINDING
7	04/17/2000	TAYLOR, DELBERT	614.73	131905	04/17/2000	OTHER PROFESSIONAL SERVICES
8	04/18/2000	C & K CUSTOM SIGNS	52.20	131910	04/18/2000	PRINTING AND BINDING
9	04/18/2000	POSTMASTER	99.22	131925	04/18/2000	SERV-BUILDINGS
10	04/19/2000	WILLIAM STREET PRESS	30.00	131928	04/19/2000	PRINTING AND BINDING
11	04/19/2000	DECATUR PAINT & VARNISH	28.29	131938	04/19/2000	MATERIAL-BLDGS
12	04/19/2000	TREAS-GENERAL FUND	954.35	131946	04/19/2000	POSTAGE
13	04/19/2000	THOMPSON ELECTRONICS CO.	289.93	131995	04/19/2000	OFFICE SUPPLIES
14	04/19/2000	UNITED PARCEL SERVICE	932.00	131967	04/19/2000	SERV-BUILDINGS
15	04/20/2000	AHSA PUBLICATIONS	1,000.00	131968	04/19/2000	SERV-BUILDINGS
16	04/20/2000	IRWIN, DAYLE	33.50	131970	04/20/2000	POSTAGE
17	04/20/2000	INTERMAIL BUSINESS DIRECTORIES	48.19	131982	04/20/2000	BOOKS AND PERIODICALS
18	04/20/2000	CAREER TRACK	194.00	131983	04/20/2000	BOOKS AND PERIODICALS
19	04/24/2000	COMMERCIAL MAIL SERVICES	149.00	132003	04/24/2000	TRAINING SCHOOL
20	04/24/2000	TREAS-PETTY CASH	114.55	132004	04/24/2000	POSTAGE
21	04/24/2000	TREAS-PETTY CASH	20.00	132006	04/24/2000	SERV-BUILDINGS
22	04/24/2000	TREAS-PETTY CASH	33.00	132006	04/24/2000	TELEPHONE
23	04/24/2000	TREAS-PETTY CASH	29.00	132006	04/24/2000	TELEPHONE
24	04/24/2000	TREAS-PETTY CASH	14.14	132006	04/24/2000	CONFERENCES AND OTHER TRAVEL
25	04/24/2000	TREAS-PETTY CASH	6.44	132006	04/24/2000	MATERIAL SUPPLIES
26	04/24/2000	TREAS-PETTY CASH	65.15	132006	04/24/2000	OFFICE AND PERIODICALS
27	04/25/2000	H W WILSON CO	919.00	132043	04/25/2000	BOOKS
28	04/25/2000	SCHWANN-OPUS	94.95	132054	04/25/2000	MAG/PAPERS-MAIN REFERENCE
29	04/26/2000	BODINE ELECTRIC OF DECATUR	220.00	132067	04/26/2000	AV-PHONODICS
30	04/26/2000	DEMCO INC	65.90	132073	04/26/2000	SERV-AUTO EQUIP
31	04/26/2000	HOULET, DANNY R	93.54	132073	04/26/2000	MATERIAL TO MAINT
32	04/26/2000	MILLER PRODUCTS COMPANY	162.00	132077	04/26/2000	OFFICE SUPPLIES
33	04/26/2000	WENARUS	116.50	132084	04/26/2000	JANITORIAL SUPPLIES
34	04/26/2000	MURRELL, STERLING	299.95	132085	04/26/2000	MATERIAL-BLDGS
35	04/26/2000	RIGSBY, PAUL	81.00	132092	04/26/2000	OTHER PROFESSIONAL SERVICES
36	04/26/2000	SLEEETH, ALAN	81.00	132094	04/26/2000	OTHER PROFESSIONAL SERVICES
37	04/26/2000	TAYLOR, DELBERT	162.00	132099	04/26/2000	OTHER PROFESSIONAL SERVICES
38	04/26/2000	WET INC	804.63	132102	04/26/2000	MATERIAL-BLDGS
39	04/26/2000	D & B REFUSE SERVICE	270.00	132113	04/27/2000	SERV-BUILDINGS
40	04/26/2000	AMERITECH	32.93	132122	04/27/2000	TELEPHONE
41	04/26/2000	ADT SECURITY SERVICES	420.93	132124	04/27/2000	TELEPHONE
42	04/26/2000	ADT SECURITY SERVICES	251.25	132124	04/27/2000	TELEPHONE
43	04/26/2000	ANTIQUE PUBLICATIONS	138.69	132125	04/27/2000	BOOKS AND PERIODICALS
44	04/26/2000	BAKER & TAYLOR CO	3,335.34	132127	04/27/2000	BOOKS AND PERIODICALS
45	04/26/2000	BAKER & TAYLOR CO	1,513.67	132128	04/27/2000	BOOKS AND PERIODICALS
46	04/26/2000	BAKER & TAYLOR CO	2,185.91	132129	04/27/2000	BOOKS AND PERIODICALS
47	04/26/2000	BLACKSTONE AUDIO BOOKS	1,386.12	132130	04/27/2000	BOOKS AND PERIODICALS
48	04/26/2000	BAKER & TAYLOR CO	453.92	132130	04/27/2000	BOOKS AND PERIODICALS
49	04/26/2000	CLASSIC PRINTING CO	187.68	132137	04/27/2000	BOOKS AND PERIODICALS
50	04/26/2000	CAPITAL CITY PAPER CO	666.59	132144	04/27/2000	PRINTING AND BINDING
51	04/26/2000	DEMCO INC	246.47	132152	04/27/2000	OFFICE SUPPLIES
52	04/26/2000	HERALD & REVIEW	1,877.52	132172	04/27/2000	OFFICE SUPPLIES
53	04/26/2000	HERALD & REVIEW	386.40	132175	04/27/2000	ADVERTISING
54	04/26/2000	DRAMATISTS PLAY SERVICE INC	227.08	132175	04/27/2000	BOOKS AND PERIODICALS
55	04/26/2000	FAST IMPRESSIONS	30.00	132189	04/27/2000	BOOKS AND PERIODICALS
56	04/26/2000	FOLLETT LIBRARY RESOURCES	226.88	132197	04/27/2000	PRINTING AND BINDING
57	04/26/2000	GROLIER EDUCATION CORPORATION	294.03	132199	04/27/2000	BOOKS AND PERIODICALS
58	04/26/2000	THE GALE GROUP	273.24	132209	04/27/2000	BOOKS AND PERIODICALS
59	04/26/2000	AMERITECH	22,675.55	132212	04/27/2000	BOOKS AND PERIODICALS
60	04/26/2000	IL STATE LIBRARY	77.87	132220	04/27/2000	BOOKS AND PERIODICALS
61	04/26/2000	IL STATE LIBRARY	14.14	132228	04/27/2000	POSTAGE
62	04/26/2000	INGRAM LIBRARY SERVICES	1,629.53	132228	04/27/2000	RENTAL-EQUIPMENT
63	04/26/2000	INFO USA MARKETING INC.	62.72	132229	04/27/2000	BOOKS AND PERIODICALS
64	04/26/2000	MS LUTZ ENTERPRISES	1,015.00	132230	04/27/2000	BOOKS AND PERIODICALS
65	04/26/2000	M E SHARPE	381.44	132237	04/27/2000	BOOKS AND PERIODICALS
66	04/26/2000	NIMS ASSOCIATES INC.	196.10	132238	04/27/2000	BOOKS AND PERIODICALS
67	04/26/2000	NORRELL SERVICES, INC.	6,420.00	132265	04/27/2000	OTHER PERSONNEL SERVICES
68	04/26/2000	OMNIGRAPHICS, INC	2,301.36	132265	04/27/2000	TEMP PERSONNEL SERVICES
69	04/26/2000		140.60	132270	04/27/2000	BOOKS AND PERIODICALS
70						
71						
72						
73						
74						
75						
76						
77						

GLA3170

FUND DECATUR PUBLIC LIBRARY

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION																																							
04/27/2000	POSTMASTER	195.02	132273	04/27/2000	POSTAGE																																							
04/17/2000	RECORDED BOOKS, INC.	34.60	132289	04/27/2000	BOOKS AND PERIODICALS																																							
04/17/2000	RECENT BOOK CO	58.94	132592	04/27/2000	BOOKS AND PERIODICALS																																							
04/19/2000	R.R. BAKER	188.05	132293	04/27/2000	BOOKS AND PERIODICALS																																							
04/17/2000	TIME LIFE EDUCATION INC.	14.96	132323	04/27/2000	BOOKS AND PERIODICALS																																							
04/19/2000	THOMPSON LEARNING	83.18	132332	04/27/2000	BOOKS AND PERIODICALS																																							
04/27/2000	THOMPSON ELECTRONICS CO.	241.88	132333	04/27/2000	SERV-BUILDINGS																																							
04/26/2000	WEST GROUP	1,870.75	132342	04/27/2000	BOOKS AND PERIODICALS																																							
04/25/2000	WORLD DATA PUBLISHERS	299.00	132350	04/27/2000	BOOKS AND PERIODICALS																																							
	TOTAL	128,263.22																																										

GLA3170

FUND PUBLIC LIBRARY-TRUSTS

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION																																							
04/10/2000	BAKER & TAYLOR CO	19.95	131808	04/14/2000	EXPENDITURES																																							
04/10/2000	BAKER & TAYLOR CO	17.07	131809	04/14/2000	EXPENDITURES																																							
04/10/2000	BAKER & TAYLOR CO	14.22	131810	04/14/2000	EXPENDITURES																																							
04/20/2000	BAKER & TAYLOR CO	36.00	132128	04/27/2000	EXPENDITURES																																							
04/26/2000	BAKER & TAYLOR CO	24.75	132130	04/27/2000	EXPENDITURES																																							
	TOTAL	111.99																																										

GLA3170 CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2000

FUND	DPL-EQUIP REPLACEMENT FUND					
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION	
04/20/2000	BAKER & TAYLOR CO	254.32	132127	04/27/2000	BOOKS AND PERIODICALS	1
04/26/2000	BAKER & TAYLOR CO	16.94	132129	04/27/2000	BOOKS AND PERIODICALS	2
	TOTAL	271.26				3

GLA3170 CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2000

FUND	LIBRARY CAPITAL					
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION	
04/06/2000	PSA ASSOCIATES	76.90	131659	04/06/2000	ARCH AND ENGINEERING SERVICES	1
04/26/2000	WOODCRAFTERS	600.00	132103	04/26/2000	BUILDINGS	2
04/27/2000	ADT SECURITY SERVICES	5,422.00	132124	04/27/2000	OTHER PROFESSIONAL SERVICES	3
	TOTAL	6,098.90				4

GLA3170 CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 04/30/2000

FUND	LIBRARY BUILDING LEASES					
DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION	
04/07/2000	ILLINOVA POWER MARKETING INC.	464.44	131683	04/07/2000	ELECTRICITY	1
	TOTAL	464.44				2

DPL-EQUIP REPLACEMENT FUND

PERIOD ENDING 20000430

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	192,040.99	197,769.47	192,041.00	5,728.47	- 103
	TOTAL	.00	192,040.99	197,769.47	192,041.00	5,728.47	- 103
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	2,495.00	30,000.00	27,394.48	30,000.00	2,605.52	91
	TOTAL	2,495.00	30,000.00	27,394.48	30,000.00	2,605.52	91
TRANSFERS FROM							
30600-709	TRANSFER FROM DPL	3,716.39	.00	3,716.39	.00	3,716.39	-
	TOTAL	3,716.39	.00	3,716.39	.00	3,716.39	-
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	2,280.00	6,399.02	2,280.00	4,119.02	- 280
	TOTAL	.00	2,280.00	6,399.02	2,280.00	4,119.02	- 280
	FUND TOTAL	6,211.39	224,320.99	235,279.36	224,321.00	10,958.36	- 104

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	EXPENSES								04/30/2000
502	BUILDINGS	194,321	.00	207,613.62	194,321	13,292.62-	.00	13,292.62-	106.8
	CAPITAL OUTLAY	194,321	.00	207,613.62	194,321	13,292.62-	.00	13,292.62-	106.8
800	BOOKS AND PERIODICALS	0	271.26	271.26	0	271.26-	.00	271.26-	
**	DIVISION TOTAL **	194,321	271.26	207,884.88	194,321	13,563.88-	.00	13,563.88-	107.0

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	1999 GRANT								04/30/2000
280	OTHER PROFESSIONAL SERVICES	30,000	.00	11,000.00	30,000	19,000.00	.00	19,000.00	36.7
345	OFFICE SUPPLIES	30,000	.00	11,000.00	30,000	19,000.00	.00	19,000.00	36.7
	COMMODITIES								
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPMENT	0	.00	6,906.48	0	6,906.48-	.00	6,906.48-	
**	DIVISION TOTAL **	30,000	.00	27,394.48	30,000	2,605.52	.00	2,605.52	91.3

ACCT. NO.	DESCRIPTION	PERIOD ENDING 20000430	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
DECATUR PUBLIC LIBRARY							
MONTHLY ACTUAL							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	339,535.00	340,117.00	339,535.00	582.00-	100
TOTAL		.00	339,535.00	340,117.00	339,535.00	582.00-	100
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	2,405,629.00	2,380,136.87	2,405,629.00	25,492.13	98
TOTAL		.00	2,405,629.00	2,380,136.87	2,405,629.00	25,492.13	98
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	65,557.67	199,999.99	243,996.27	200,000.00	43,996.27-	122
30200-107	STATE GRANTS OR OTHER	.00	103,999.99	103,238.17	104,000.00	1,238.17-	101
TOTAL		65,557.67	303,999.98	349,234.44	304,000.00	45,234.44-	114
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,435.57	73,999.99	63,586.80	74,000.00	10,413.20	85
30500-510	LIBRARY NON-RESIDENT FEES	.00	499.99	925.00	500.00	425.00-	185
30500-511	LIBRARY LOST AND DAMAGED BOOKS	686.02	4,000.00	7,922.70	4,000.00	3,922.70-	198
30500-514	VERIFAX	527.65	1,750.00	2,326.87	1,750.00	576.87-	133
30500-515	RESERVES	1,158.15	8,500.00	11,668.84	8,500.00	3,168.84-	137
TOTAL		8,807.39	88,749.98	86,430.21	88,750.00	2,319.79	97
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	6,000.00	6,000.00	6,000.00	.00	100
TOTAL		.00	6,000.00	6,000.00	6,000.00	.00	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	2,398.40	37,999.99	41,325.56	38,000.00	3,325.56-	108
TOTAL		2,398.40	37,999.99	41,325.56	38,000.00	3,325.56-	108
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	416.00	3,499.99	4,093.77	3,500.00	593.77-	117
30800-899	MISCELLANEOUS INCOME	17,980.00-	3,000.00	3,095.64	3,000.00	95.64-	103
TOTAL		17,564.00-	6,499.99	7,189.41	6,500.00	689.41-	110
FUND TOTAL							
		59,199.46	3,188,413.94	3,210,433.49	3,188,414.00	22,019.49-	100

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

FUND 20 DECATUR PUBLIC LIBRARY

40000 DECATUR PUBLIC LIBRARY

04/30/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
090	REGULAR SALARIES	1,513,748	94,690.19	1,274,667.72	1,513,748	239,080.28	.00	239,080.28	84.2
092	HOLIDAYS	0	10,833.86	67,378.82	0	67,378.82	.00	67,378.82	
094	OTHER LEAVE WITH PAY	0	204.27	7,601.72	0	7,601.72	.00	7,601.72	
096	SICK TIME	0	3,835.59	47,764.30	0	47,764.30	.00	47,764.30	
098	VACATION TIME	0	3,918.18	74,444.70	0	74,444.70	.00	74,444.70	
	SALARIES & WAGES	1,513,748	113,482.09	1,471,857.26	1,513,748	41,890.74	.00	41,890.74	97.2
	PERSONAL SERVICES								
101	OVERTIME	10,900	1,649.41	26,061.92	10,900	15,161.92	.00	15,161.92	239.1
102	TEMPORARY SALARIES	22,892	2,332.87	20,454.66	22,892	2,437.36	.00	2,437.36	89.4
104	RETIREMENT-IMRF	234,564	17,153.47	227,507.61	234,564	7,056.39	.00	7,056.39	97.0
110	LIFE INSURANCE	160,484	88.04	7,679.58	160,484	47.55	.00	47,679.95	94.9
111	MEDICAL INSURANCE	1,100	12,613.32	152,784.05	1,100	7,679.95	.00	7,679.95	95.2
113	UNEMPLOYMENT COMPENSATION	10,285	105.49	1,292.83	10,285	192.83	.00	192.83	117.5
114	WORKERS COMPENSATION	9,685	992.22	12,079.20	9,685	1,794.20	.00	1,794.20	117.4
115	SERVICE RECOGNITION	450,814	553.92	8,672.08	450,814	1,012.92	.00	1,012.92	89.5
	CONTRACTUAL SERVICES								
201	ADVERTISING AND BINDING	250	386.40	1,931.35	250	1,681.35	.00	1,681.35	772.5
210	SERV-BUILDINGS	14,000	2,202.99	14,225.14	14,000	225.14	.00	225.14	101.6
211	SERV-IMPROVEMENTS	5,000	2,359.81	10,368.45	5,000	5,368.45	.00	5,368.45	207.4
212	SERV-AUTO EQUIPMENT	200	.00	5,860.32	200	5,660.32	.00	5,660.32	930.2
213	SERV-OFFICE EQUIP	3,000	220.00	3,556.39	3,000	656.39	.00	656.39	121.9
230	MIS SERVICES	10,000	721.30	19,518.05	10,000	9,518.05	.00	9,518.05	195.2
231	GAS	22,405	22,404.96	22,404.96	22,405	.04	.00	.04	100.0
232	ELECTRICITY	65,000	8,020.77	139,237.00	65,000	74,237.00	.00	74,237.00	214.2
233	TELEPHONE	13,500	461.90	7,581.06	13,500	6,218.94	.00	6,218.94	53.9
234	WATER	28,000	.00	29,704.56	28,000	1,704.56	.00	1,704.56	106.1
237	AUDITING SERVICES	1,250	.00	674.67	1,250	575.33	.00	575.33	54.0
238	TRAINING-SCHOOL	1,500	.00	1,500.00	1,500	.00	.00	.00	100.0
240	CONFERENCES AND OTHER TRAVEL	8,000	149.00	1,035.57	8,000	6,964.43	.00	6,964.43	12.9
241	POSTAGE	7,000	1,369.61	5,448.12	7,000	1,551.83	.00	1,551.83	77.8
245	COMPUTER SOFTWARE EXPENSE	15,000	2,434.23	17,288.12	15,000	2,288.12	.00	2,288.12	115.3
247	TEMP PERSONNEL SERVICES	10,000	401.80	10,350.79	10,000	350.79	.00	350.79	103.5
271	TUITION REIMBURSEMENT	25,000	2,301.36	59,198.71	25,000	34,198.71	.00	34,198.71	236.8
272	TRAVEL EXPENSE FOR INTERVIEWS	3,000	.00	.00	3,000	3,000.00	.00	3,000.00	100.0
273	OTHER PROFESSIONAL SERVICES	1,000	.00	.00	1,000	1,000.00	.00	1,000.00	97.0
280	PROFESSIONAL MEMBERSHIP FEES	101,250	17,583.58	98,208.98	101,250	3,041.02	.00	3,041.02	108.8
284	RENTAL-EQUIPMENT	2,600	.00	2,830.00	2,600	230.00	.00	230.00	100.0
289	RENTAL-EQUIPMENT	26,800	2,964.42	18,876.97	26,800	7,923.03	.00	7,923.03	70.4
	COMMODITIES	383,755	41,577.57	469,599.26	383,755	85,844.26	.00	85,844.26	122.4
310	GASOLINE	3,000	252.47	2,530.81	3,000	469.19	.00	469.19	84.4
312	JANITORIAL SUPPLIES	6,000	539.60	8,691.09	6,000	2,691.09	.00	2,691.09	144.9
320	MATERIAL-BLDGS	7,000	1,565.77	22,146.89	7,000	15,146.89	.00	15,146.89	316.4
330	MATERIAL TO MAINT AUTO EQUIP	3,500	81.83	3,388.99	3,500	111.01	.00	111.01	96.8
345	OFFICE SUPPLIES	35,000	3,354.72	31,479.43	35,000	3,520.57	.00	3,520.57	89.9
357	EMPLOYEE RECOGNITION SUPPLIES	200	.00	.00	200	200.00	.00	200.00	100.0
	OTHER CHARGES	54,700	5,794.39	68,237.21	54,700	13,537.21	.00	13,537.21	124.7
404	TR TO EQUIP REPLACEMENT FD	0	3,716.39	3,716.39	0	3,716.39	.00	3,716.39	100.0
415	TRANSFER TO GENERAL FUND	1,200	100.00	1,200.00	1,200	.00	.00	.00	100.0
418	MOTOR VEHICLE-INSURANCE	2,554	212.83	2,553.96	2,554	.04	.00	.04	100.0
420	BOILER INSURANCE	153	12.75	153.00	153	.00	.00	.00	100.0

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	ENCUMBRANCE	UNEXPENDED BALANCE	UNENCUMBERED BALANCE	PERCENT COMM
40000	DECATUR PUBLIC LIBRARY									
08	OTHER CHARGES									
421	PROPERTY INSURANCE	10,525	877.08	10,524.96	10,525		.00	.04	.04	100.0
423	GENERAL LIABILITY INSURANCE	6,435	536.25	6,435.00	6,435		.00	.00	.00	100.0
478	TR TO LIBRARY CAPITAL	0	59,072.62	59,072.62	0		.00	59,072.62	59,072.62	
499	SMALL CAPITAL ITEMS	4,000	.00	6,073.06	4,000		.00	2,073.06	2,073.06	151.8
		24,867	64,527.92	89,728.99	24,867		.00	64,861.99	64,861.99	360.8
CAPITAL OUTLAY										
515	OFFICE MACHINERY AND EQUIPMENT	48,995	2,208.00	27,803.29	48,995		.00	21,191.71	21,191.71	56.7
		48,995	2,208.00	27,803.29	48,995		.00	21,191.71	21,191.71	56.7
800	BOOKS AND PERIODICALS	372,000	44,040.27	309,625.55	372,000		.00	62,374.45	62,374.45	83.2
830	AV-PHONODICS	0	94.95	924.95	0		.00	924.95	924.95	
841	MAG/PAPERS-MAIN ADULT	0	110.99	23,307.56	0		.00	23,307.56	23,307.56	
842	MAG/PAPERS-MAIN YOUTH	0	.00	856.22	0		.00	856.22	856.22	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,584.39	0		.00	1,584.39	1,584.39	
844	MAG/PAPERS-MAIN REFERENCE	0	919.00	12,351.91	0		.00	12,351.91	12,351.91	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	0	1,770.26	0		.00	1,770.26	1,770.26	
847	MAG/PAPERS-EXTEN ADULT	0	49.52	3,644.05	0		.00	3,644.05	3,644.05	
		372,000	45,214.73	354,064.89	372,000		.00	17,935.11	17,935.11	95.2
**	DIVISION TOTAL **	2,848,879	308,275.44	2,931,019.67	2,848,879		.00	82,140.67	82,140.67	102.9

ACCT. NO.	DESCRIPTION	PERIOD ENDING	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL								
30001-000	BEGINNING FUND BALANCE		.00	381,637.00	663,335.31	381,637.00	281,698.31	173
TOTAL			.00	381,637.00	663,335.31	381,637.00	281,698.31	173
TRANSFERS FROM								
30600-709	TRANSFER FROM DPL		59,072.62	.00	59,072.62	.00	59,072.62	
30600-726	TRANSFER FROM FD 35-BLDG LEASE		.00	109,999.99	.00	110,000.00	110,000.00	
TOTAL			59,072.62	109,999.99	59,072.62	110,000.00	50,927.38	53
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST		18.05	400.00	9,372.46	400.00	8,972.46	343
TOTAL			18.05	400.00	9,372.46	400.00	8,972.46	343
OTHER INCOME								
30800-805	CONTRIBUTIONS AND DONATIONS		.00	499,999.99	22,315.03	500,000.00	477,684.97	4
30800-870	DPL FOUNDATION CONTRIBUTION		.00	.00	776,132.60	.00	779,132.60	
30800-899	MISCELLANEOUS INCOME		17,980.00	.00	17,980.00	.00	17,980.00	
TOTAL			17,980.00	499,999.99	819,427.63	500,000.00	319,427.63	163
TRANSFERS IN								
30900-900	BOND OR NOTE PROCEEDS		.00	400,000.00	.00	400,000.00	400,000.00	
TOTAL			.00	400,000.00	.00	400,000.00	400,000.00	
FUND TOTAL			77,070.67	1,392,036.98	1,551,208.02	1,392,037.00	159,171.02	111

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
LIBRARY CAPITAL EXPENDITURES									
40000	LIBRARY CAPITAL EXPENDITURES				FUND 21 LIBRARY CAPITAL			04/30/2000	
202	PRINTING AND BINDING	0	.00	450.00	0	450.00	.00	450.00	
210	SERV-BUILDINGS	0	.00	40,777.26	0	40,777.26	.00	40,777.26	
237	ARCH AND ENGINEERING SERVICES	0	1,762.40	436,732.34	0	436,732.34	.00	436,732.34	
280	OTHER PROFESSIONAL SERVICES	0	5,422.00	248,840.77	0	248,840.77	.00	248,840.77	
TOTAL		0	3,659.60	726,800.37	0	726,800.37	.00	726,800.37	
COMMODITIES									
320	MATERIAL-BLDGS	0	1,839.30	3,870.43	0	3,870.43	.00	3,870.43	
TOTAL		0	1,839.30	3,870.43	0	3,870.43	.00	3,870.43	
CAPITAL OUTLAY									
502	BUILDINGS	1,282,036	600.00	653,606.05	1,282,036	628,429.95	.00	628,429.95	51.0
515	OFFICE MACHINERY AND EQUIPMENT	0	.00	113,933.12	0	113,933.12	.00	113,933.12	
TOTAL		1,282,036	600.00	767,539.17	1,282,036	514,496.83	.00	514,496.83	59.9
**	DIVISION TOTAL **	1,282,036	6,098.90	1,498,209.97	1,282,036	216,173.97	.00	216,173.97	116.9

GLA3030 FUND 31

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

DPL BOND CAPITAL FUND
PERIOD ENDING 20000430

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	2,013,445.00	1,728,216.67	2,013,445.00	285,228.33	85
TOTAL		.00	2,013,445.00	1,728,216.67	2,013,445.00	285,228.33	85
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	7,000.00	13,168.28	7,000.00	6,168.28-	188
TOTAL		.00	7,000.00	13,168.28	7,000.00	6,168.28-	188
FUND TOTAL		.00	2,020,445.00	1,741,384.95	2,020,445.00	279,060.05	86

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

4-0000 DPL-BOND CAPITAL FUND

FUND 31 DPL BOND CAPITAL FUND 04/30/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
502	BUILDINGS	2,020,445	.00	1,741,384.95	2,020,445	279,060.05	.00	279,060.05	86.2
	CAPITAL OUTLAY	2,020,445	.00	1,741,384.95	2,020,445	279,060.05	.00	279,060.05	86.2
**	DIVISION TOTAL **	2,020,445	.00	1,741,384.95	2,020,445	279,060.05	.00	279,060.05	86.2

GLA3030 FUND 33

CITY OF DECATUR FY 1999-2000
REVENUE REPORT

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PERIOD ENDING 20000430

DPL-STATE GRANT FOR BLDG

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	.00	1,789.55	.00	1,789.55-	
TOTAL		.00	.00	1,789.55	.00	1,789.55-	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	25,000.00	.00	25,000.00	25,000.00	
TOTAL		.00	25,000.00	.00	25,000.00	25,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	.00	27.09	.00	27.09-	
TOTAL		.00	.00	27.09	.00	27.09-	
FUND TOTAL		.00	25,000.00	1,816.64	25,000.00	23,183.36	7

GLA3010

CITY OF DECATUR

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REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

40000 DPL-STATE GRANT FOR BUILDING

FUND 33 DPL-STATE GRANT FOR BLDG

04/30/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
	CAPITAL OUTLAY								
502	BUILDINGS	25,000	.00	23,800.00	25,000	1,200.00	.00	1,200.00	95.2
TOTAL		25,000	.00	23,800.00	25,000	1,200.00	.00	1,200.00	95.2
**	DIVISION TOTAL **	25,000	.00	23,800.00	25,000	1,200.00	.00	1,200.00	95.2

LIBRARY BUILDING LEASES

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	.00	15,012.79	.00	15,012.79-	
TOTAL		.00	.00	15,012.79	.00	15,012.79-	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	45.26	.00	650.78	.00	650.78-	
TOTAL		45.26	.00	650.78	.00	650.78-	
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	.00	150,000.00	13,166.64	150,000.00	136,833.36	8
TOTAL		.00	150,000.00	13,166.64	150,000.00	136,833.36	8
FUND TOTAL		45.26	150,000.00	28,830.21	150,000.00	121,169.79	19

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY LEASES				FUND 35 LIBRARY BUILDING LEASES			04/30/2000	
	CONTRACTUAL SERVICES								
231	ELECTRICITY	30,000	464.44	1,857.76	30,000	28,142.24	.00	28,142.24	6.2
246	LEGAL SERVICES	10,000	.00	.00	10,000	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	0	.00	16,711.27	0	16,711.27-	.00	16,711.27-	
TOTAL		40,000	464.44	18,569.03	40,000	21,430.97	.00	21,430.97	46.4
	OTHER CHARGES								
478	TR TO LIBRARY CAPITAL	110,000	.00	.00	110,000	110,000.00	.00	110,000.00	
TOTAL		110,000	.00	.00	110,000	110,000.00	.00	110,000.00	
**	DIVISION TOTAL **	150,000	464.44	18,569.03	150,000	131,430.97	.00	131,430.97	12.4

PERIOD ENDING 20000430

PUBLIC LIBRARY-TRUSTS

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30001-921	BEG FUND BAL-CANTONI	.00	116,526.00	121,214.32	116,526.00	4,688.32-	104
30001-923	BEG FUND BAL-BRIDGES	.00	1,609.99	1,685.10	1,610.00	55.10-	103
	TOTAL	.00	118,135.99	122,879.42	118,136.00	4,743.42-	104
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	535.72	5,614.99	5,622.89	5,615.00	7.89-	100
30700-105	DISTRIBUTION FR BRIDGES TRUST	7.34	700.00	785.42	700.00	85.42-	112
	TOTAL	543.06	6,314.99	6,408.31	6,315.00	93.31-	101
	FUND TOTAL	543.06	124,450.98	129,287.73	124,451.00	4,836.73-	103

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

41000 DPL-CANTONI TRUST

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	9,500	111.99	4,513.37	9,500	4,986.63	.00	4,986.63	47.5
	** DIVISION TOTAL **	9,500	111.99	4,513.37	9,500	4,986.63	.00	4,986.63	47.5

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1999-2000

43000 DPL-BRIDGES TRUST

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	700	.00	700.00	700	.00	.00	.00	100.0
	** DIVISION TOTAL **	700	.00	700.00	700	.00	.00	.00	100.0

Finance and Properties Committee

May 9, 2000

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Wayne Dunning, Mary Gladney, and Shirley Moore. Absent: Russell Reimer. Staff present: John Moorman, Karen Anderson, and Linda Humphreys.

Mrs. Gladney made a motion to adjourn to closed executive session to discuss collective bargaining matters and the lease of real property. The motion was seconded by Mr. Stengel and unanimously approved on roll call vote. The committee went into executive session at 4:46 p.m. The meeting was reconvened at 5:20 p.m.

Foundation fund status: Mr. Stengel reported that he reviewed the reports from the Foundation. The Foundation has collected \$1,300,000 on pledges of \$1,600,000. The current account balance is \$100,680. Funds should be available to make the September payment on the building.

Building project: Mr. Moorman presented a financial report on the new library project. Total costs (not including the former auto garage) are \$8,377,027.05. This amount includes the two final payments on the building of \$134,000 due on September 2000 and September 2001. The committee commended Mr. Moorman for completing the project on time and on budget.

Update on receipt and disbursement procedure: Mr. Stengel reported that he has asked Mr. Moorman to ask the city auditors to review library procedures and provide a written report for the Board.

Budget for 1999/2000: Mr. Moorman reported on the year end status.

Budget for 2000/2001: Mr. Moorman reported on the contract with Nims and Associates. The need for new bookmobiles was also discussed. Specifications need to be written. The possibility of grant funds was also discussed. Mr. Moorman said that it is important that the engine, transmission, and generator all be top quality.

Other business: Mr. Moorman reported that some out-of-state libraries are charging for interlibrary loans. The consensus was to charge libraries that charge us.

Mr. Moorman said that he received a request for a program for the meeting rooms that would involve charging a fee. The consensus was that the policy should be followed.

There was no further business. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

New Library Project Costs
As of May 5, 2000

<u>Vendor</u>	<u>Amount Spent</u>
ADT	\$ 15,372.00
Agati	\$ 93,109.00
Bodine Electric	\$ 6,215.65
City Scape Communications	\$ 24,700.00
Craftmasters	\$ 352,095.00
Decatur Foresight *	\$ 2,400,000.00
Federal Companies	\$ 115,812.25
Henkels and McCoy	\$ 90,902.16
Henricksen and Company	\$ 167,008.44
Mid-States General and Mechanical	\$ 4,166,966.00
Midwest Library Systems	\$ 55,433.34
Phillips Swager Associates	\$ 552,050.25
T.A. Brinkoetter	\$ 31,778.74
Thornburgh Abatement	\$ 232,862.00
Wiley Office Equipment	\$ 72,722.22
Total Expenditures	\$ 8,377,027.05

* This includes payments of \$ 134,000 to be made in September of 2000 and 2001.

A public that is aware of all the services and collections offered by its library and that views its library as a positive, vital, and indispensable part of life – this is the ideal that can be achieved through an effective public relations and marketing program.

Applicable Core Standards

Core 1. The library offers uniformly gracious and friendly service to all users.

Core 27. The library informs its service population about the collections and services available in and through the library.

Supplemental Standards

1. The board, administration, and staff assess the library's image at least once a year with a "walk through."
2. The board, administration, and appropriate staff visit other libraries at least once a year.
3. The operating budget includes funds for public relations and marketing.
4. The library, employing a variety of means, markets its services within the library and throughout its jurisdictional area. These methods include but are not limited to newspaper articles; library newsletters; TV or radio announcements; posters or flyers; displays; and presentations to community organizations, businesses, and institutions.
5. The library considers persons with special needs when developing and delivering information about the library's collections and services.
6. The library develops strategies to reach those groups that do not use the library.
7. The board, administration, and staff are encouraged to participate in community activities and organizations. Such participation is made possible through paid time (for administration and staff) and funding for participation.
8. Public relations and marketing efforts are coordinated by one member of the staff.
9. When reviewing and setting library policies, the board evaluates how the policies will affect persons within the jurisdictional population. Are the policies in the best interest of the persons the policies are intended to serve?
10. The library includes public relations and customer service as part of the orientation of all new staff and board members.
11. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

Evaluation Methods

1. Statistics on library use (circulation, gate count, reference questions, program attendance, and reciprocal borrowing patterns for the library's cardholders) and the percentage of registered borrowers can be indicators of how effective the public

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- relations efforts have been. These statistics are used most effectively when a library compares its own numbers from year to year rather than comparing itself with other libraries. Procedures, rules, and methods of gathering statistics vary among libraries.
2. A survey can determine if the public is aware of the services and collections that are offered by the library. Often a small, carefully targeted survey will provide more useable information than a long, general survey. (See appendix 8.)
 3. Placing a suggestion box in a convenient location may elicit helpful information.
 4. Many libraries distribute brief evaluation forms inquiring as to how the patrons heard about library programs or services.

Bibliography

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Karp, Rashelle S., ed. *Part-Time Public Relations with Full Time Results: A PR Primer for Libraries*. Chicago: ALA, Library Administration and Management Association, 1995.

"Look Us Up": *The Public Awareness Campaign for Illinois Libraries—Summary Report on the Campaign Launch*. Special Report Series, 1, no. 2., Springfield, Ill.: Illinois State Library, 1994.

Walters, Suzanne. *Marketing: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 1992.

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, story times, and other library programs. The supplemental standards for this section are divided into two sections—those for existing facilities and for new or expanded facilities.

Applicable Core Standards

- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.

Core 28. At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, the parking space provision should be one space per 500 square feet.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.
10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first-aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of the first-aid kit.
12. The library has an emergency manual and a disaster plan that are reviewed biennially.

13. The library has telephones and associated communications devices sufficient to meet user and staff needs:
 - . telephones in all offices and at all service desks
 - . telephone number listed in both white and yellow pages
 - . automatic equipment to inform callers of library hours when the library is closed
14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. Space is allocated for child and family use with furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
15. The library has enough shelving and other types of display and storage to provide patrons with easy access to all materials. All shelving and other display or storage space is designed for library purposes. Shelving in the area serving young children is scaled to their needs.
16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor-to-ceiling illumination of all vertical surfaces. (For more information on lighting, see #8 under supplemental standards for new or expanded facilities.)
17. The library has fireproof facilities for the return of library materials when the library is closed.
18. The library has heating, ventilating, and air conditioning (HVAC) systems capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for New or Expanded Facilities

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, unless it is part of a home rule unit of government, selects an architect in compliance with the *Local Government Professional Services Selection Act* [50 ILL. COMP. STAT. ANN. 510/0.01 et seq.]. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.

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5. The facilities provide flexibility of design and furnishings.

Buildings are designed with extensive data and electrical conduit or with alternative methods of providing service to all locations in the library.

Lighting is designed to allow extensive rearrangement of library furnishings.

All areas of the library are designed to meet the floor-loading standard of 150 pounds per square foot. Heavier loads, such as microform storage cabinets and compact shelving, require 300 pounds per square foot.

Service counters, service desks, and office work areas are freestanding modular units.

6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket-type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate for the material being stored.
7. All construction complies with federal, state, and local codes and regulations including, but not limited to:

national codes, including the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]

Illinois codes, including the *Illinois Environmental Barriers Act* of 1985 (410 ILL. COMP. STAT. ANN. 25/1 et seq.), the *Illinois Plumbing Code* [225 ILL. ADMIN. CODE 890.110-890.1950], and the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], published by the Capital Development Board to implement the *Illinois Environmental Barriers Act*

local codes. Many Illinois municipalities have adopted nationally-formulated codes as their local codes. Most municipalities adopt either the *Building Officials and Construction Administrators (BOCA) Code* or the *Uniform Building Codes* established by the International Conference of Building Officials (ICBO)

8. High-quality lighting is critically important to libraries.

Indirect lighting provides uniform, nonglare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from individual points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where computer monitors and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a computer monitor and look for reflections of concentrated light sources.

Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and they eliminate hum and flicker.

High-pressure sodium lighting is the ideal choice for parking lots.

The most recent edition of the *IES Lighting Handbook*, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. (For example, the Illuminating Engineering Society [IES] recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision.) IES standards are also included in ALA's *Administrator's Guide to Library Building Maintenance*, by Dianne Lueder and Sally Webb. (See the bibliography following this section.)

9. Provide enough storage space. (This is one of the most frequently overlooked needs in the design of new or expanded facilities.)
10. Especially consider safety and low maintenance when designing landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, some standard guidelines exist for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. (See appendix 7 for more-detailed information.)

Examples of unique needs include extensive local-history or genealogy collections, large meeting rooms, frequent programming, and extensive art- and graphics-related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

Bibliography

Black, J. B. *Surveying Public Libraries for the ADA*. Tallahassee, Fla.: Bureau of Library Development, Div. of Library and Information Services, 1992. (Available through the Bureau at 500 S. Bronough Street, Tallahassee, FL 32399-0250.)

Crispen, Joanne L. *The Americans with Disabilities Act: Its Impact on Libraries*. Chicago: ALA, Association of Specialized and Cooperative Agencies, 1993.

Dahlgren, Anders. *Public Library Space Needs: A Planning Outline*. Madison, Wis.: Wisconsin Department of Public Instruction, 1988. (Out of print but available through ILLINET Online.)

Dahlgren, Anders, ed. *Wisconsin Library Building Project Handbook*. 2d rev. ed. Madison, Wis.: Wisconsin Department of Public Instruction, 1990.

Fraley, Ruth A., and Carol Lee Anderson. *Library Space Planning*. New York: Neal-Schuman, 1990. (Includes an excellent section on moving a library.)

Kaufman, John E., ed. *IES Lighting Handbook, Application Volume*. New York: Illuminating Engineering Society of North America, 1987.

Lueder, Dianne and Sally Webb. *Administrator's Guide to Library Building Maintenance*. Chicago: ALA, 1992.

McCarthy, Richard. *Designing Better Libraries: Selecting and Working with Building Professionals*. Fort Atkinson, Wis.: Highsmith, 1995.

■ Chapter X System and ILLINET Membership ■

Responsibilities

Through the regional multitype library systems of Illinois, public, academic, school, and special libraries are able to offer their patrons additional services and access to larger collections than they could individually. These self-governing, cooperative systems and their member libraries together with the Research and Reference Centers and designated Resource Centers make up ILLINET. Any library that is a member of a system is automatically a member of ILLINET. The dual purpose of this statewide network is to facilitate the sharing of library information and materials and to provide services that cannot be provided locally.

The systems are funded by the state of Illinois and are governed by local libraries through area-library representatives. Local library involvement is essential to the success of Illinois library systems.

Applicable Core Standards

- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.

Supplemental Standards

1. Library board members, administrators, and staff volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Representatives who accept the responsibility of system board membership are willing to represent the interests of both their own libraries and their expanded constituencies, which include all member libraries in their systems.
2. As members of regional library systems, all Illinois public libraries agree to make their resources and information available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other appropriate local arrangements.
3. All public libraries share with systems the responsibility for promoting statewide tax-supported public library service.
4. Library boards and staffs are aware of the services offered by their systems, including such standard services as interlibrary loan, delivery, reference backup, and maintenance of multilibrary online catalogs.
5. Systems serve libraries just as libraries serve their individual users. System services are actively promoted to library patrons of all ages as essential components of local library service.

Bibliography

Standards for the Services of Illinois Multitype Library Systems. Springfield: Secretary of State of Illinois, 1993.

Certification

Illinois Public Library Annual Report FY1999-2000
Illinois State Library

Please return the original certification to your library system and a copy to the Library Research Center.

Name of Library Decatur Public Library

This annual report is filed by the undersigned public library pursuant to Illinois Compiled Statutes (ILCS) for the fiscal year commencing May 1 1999 and ending April 30 2000.

John A. Moorman
Head Librarian (signature)

The Board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute. (REQUIRES the signature of the secretary and president of the current library board.)

<u>Mary A. Gladney</u> Secretary (signature)	<u>May 25</u> Date	<u>2000</u>
<u>Shirley M. Moore</u> President (signature)	<u>May 25</u> Date	<u>2000</u>

IDENTIFICATION

- 1. Location Decatur
- 2. Librarian John A. Moorman
Title City Librarian
- 3. Legal name of library Decatur Public Library
- 4. Library telephone number (217)424-2900
- 5. Library fax number (217)233-4071
- 6. Internet address:
Library Director's E-mail jmoorman@decaturnet.org
Automated System NA
www Home Page http:// decatur.lib.il.us

- 7a. Address of Library
130 N. Franklin
Number and Street
Decatur IL
City State
62523-1327
Zip Code
- 7b. Mailing address, if different:
Number and Street or PO Box
City State
Zip Code

- 8. Library system. RPLS
- 9. Type of library CI

10. Population residing in tax base. 85306

- 11. Does your library contract with another library to RECEIVE ALL your library service? (Y)es/(N)o n
IF YES, list the name(s) of the library(s) with whom you contract:
1. _____
2. _____

12. Is your library a combined public and school library?. . . .(Y)es/(N)o n

SERVICE HOURS

13a. Report the time the central library opened and the number of hours open to the public per day in a typical week last october (i.e., a week when the library was open its regularly scheduled hours, with no holidays):

	Opening Time	Hrs Open/Day		Opening Time	Hrs Open/Day
Monday	<u>09:00am</u>	<u>12.0</u>	Friday	<u>09:00am</u>	<u>12.0</u>
Tuesday	<u>09:00am</u>	<u>12.0</u>	Saturday	<u>09:00am</u>	<u>8.5</u>
wednesday	<u>09:00am</u>	<u>12.0</u>	Sunday	<u>01:00pm</u>	<u>4.0</u>
Thursday	<u>09:00am</u>	<u>12.0</u>			

13b. Number of DAYS per week the central library was open past 6 pm 5
 13c. Number of HOURS per week the central library was open past 6 pm . . 15.0
 14. Total scheduled public service hours in a typical week last October for
 ALL service outlets 128.8

SERVICE OUTLETS AND ATTENDANCE

15a. Total annual attendance in library 313120
 15b. Did your library use an automated counter to collect the above
 attendance figure? (Y)es/(N)o y
 16. Total number of bookmobiles. 2
 17a. Total number of branch libraries 0

17b. List branch libraries:

Name _____
 Telephone () - _____
 Street Address _____
 City _____ State _____ Zip Code _____

REGISTERED BORROWERS

18. Total number of resident borrower's cards in force as of the last day
 of the fiscal year 46129
 19. Non-resident LOCAL (for use in this library) borrower's cards:
 Family fee (for use in this library) . . . \$ 75.00
 Number of family fees paid 12
 Student fee (for use in this library) . . . \$.00
 Number of student fees paid. 0
 20. Total number of non-resident borrower's cards purchased. 12
 21. Total amount of fees collected for non-resident borrower's cards \$ 925

CHILDREN

22. Children's Program Attendance 10180
 23. Children's Holdings 68002
 24. Children's Materials Expenditures \$ 57478

REFERENCE QUESTIONS

25. Number of reference questions asked by . . .

	Adults	Children	Total
a. For the Year	53905	24475	78380
b. For any one week in October	_____	_____	_____
c. For any one week in April	_____	_____	_____

RESOURCES OWNED	Held at End of Last FY	Withdrawn During FY	Added During FY	Held at End of This FY
26. Books	248138	9847	15760	254051
27. Serials: Newspapers				
28. Serials: Periodicals				
29. Videos/Films	9580	532	1477	10525
30. Audio recordings	16948	1173	1314	17089
31. Number of subscriptions currently received				839
32. Number of microforms held				12504
Computer-Readable Materials:				
33. CD-ROM	4177	222	920	4875
34. Other computer-readable materials	609	0	141	750

USE OF RESOURCES (Report for your entire fiscal year)

35. Number of adult materials loaned	438294
36. Number of children's materials loaned	239802
37. Total number of materials loaned (sum of lines 35 and 36)	678096
38. Does your library participate in reciprocal borrowing? . . . (Y)es/(N)o y IF YES, report the number of materials loaned	18535
39. Number of interlibrary loans lent to other libraries	1196
40. Number of interlibrary loans borrowed from other libraries	1924

LIBRARY RECEIPTS BY SOURCE

EXCLUDE funds spent by others "on behalf of" the library, the balance from the previous year, and income from tax anticipation warrants.

41. Local government	
a. Local government (except capital income bond sales)	\$ 2380137
b. Capital income from bond sales	\$ 0
42. State government	
a. Per capita grants	\$ 105238
b. Equalization aid	\$ 0
c. Corporate replacement tax	\$ 243996
d. Educate and automate grants	\$ 2495
e. Other Penny Severns grant	\$ 24899
43. Federal government	
a. LSCA funds received	\$ 0
b. LSTA funds received	\$ 0
c. Other federal funds received	\$ 0
44. All other receipts	\$ 1009566
45. TOTAL receipts (sum of lines 41 to 44)	\$ 3766331

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)
 INCLUDE expenditures paid by other taxing agencies "on behalf of" your library
 if the information is available to your library and the expenditures are
 supported by documents (such as invoices, contracts, payroll records, etc.),
 not estimated, at the point of disbursement.

46. Salaries and wages for all library staff.	\$	1577573
47. Fringe benefits for all library staff	\$	<u>403212</u>
48. Printed materials	\$	264215
49. Nonprint materials.	\$	<u>95882</u>
50. All other operating expenditures not entered above.	\$	<u>541505</u>
51. Capital outlay for building construction	\$	<u>3471009</u>
52. Capital outlay for all other fixed assets.	\$	<u>37291</u>
53. TOTAL expenditures (sum of lines 46 to 52)	\$	<u>6390687</u>

PERSONNEL

Include all positions funded in the library's budget whether those positions
 are filled or not.

54. STAFF DATA (Report status as of the last day of the fiscal year)

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

Position Title HEAD LIBRARIAN
 Education Code MLS
 Sex M
 Total Hours Per Week 40.0
 Hourly Rate \$ 35.19

Position Title Head of Extension Division
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 21.69
 Assignment 1: Work Area Code bkmb Hours per week 40.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title Info. Specialist--Adult Serv.
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 13.70
 Assignment 1: Work Area Code REF Hours per week 40.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title Info. Specialist--Audiovisual

Education Code MLS

Sex M

Total Hours Per Week 40.0

Hourly Rate \$ 17.37

Assignment 1: Work Area Code OTH Hours per week 40.0

Assignment 2: Work Area Code _____ Hours per week .0

Assignment 3: Work Area Code _____ Hours per week .0

Position Title Head of Children's Division

Education Code MLS

Sex F

Total Hours Per Week 40.0

Hourly Rate \$ 21.43

Assignment 1: Work Area Code CHI Hours per week 40.0

Assignment 2: Work Area Code _____ Hours per week .0

Assignment 3: Work Area Code _____ Hours per week .0

Position Title Head of Adult Division

Education Code MLS

Sex F

Total Hours Per Week 40.0

Hourly Rate \$ 19.33

Assignment 1: Work Area Code REF Hours per week 40.0

Assignment 2: Work Area Code _____ Hours per week .0

Assignment 3: Work Area Code _____ Hours per week .0

Position Title Info. Specialist--Business Ser

Education Code MLS

Sex M

Total Hours Per Week 40.0

Hourly Rate \$ 17.58

Assignment 1: Work Area Code REF Hours per week 40.0

Assignment 2: Work Area Code _____ Hours per week .0

Assignment 3: Work Area Code _____ Hours per week .0

Position Title Head of Circulation Division

Education Code MLS

Sex F

Total Hours Per Week 40.0

Hourly Rate \$ 16.59

Assignment 1: Work Area Code CIR Hours per week 40.0

Assignment 2: Work Area Code _____ Hours per week .0

Assignment 3: Work Area Code _____ Hours per week .0

LIBRARY EXPENDITURES BY CATEGORY (Regardless of the source of funds)
 INCLUDE expenditures paid by other taxing agencies "on behalf of" your library
 if the information is available to your library and the expenditures are
 supported by documents (such as invoices, contracts, payroll records, etc.),
 not estimated, at the point of disbursement.

46. Salaries and wages for all library staff.	\$	1577573
47. Fringe benefits for all library staff	\$	<u>403212</u>
48. Printed materials	\$	264215
49. Nonprint materials.	\$	<u>95882</u>
50. All other operating expenditures not entered above.	\$	<u>541505</u>
51. Capital outlay for building construction	\$	<u>3471009</u>
52. Capital outlay for all other fixed assets.	\$	<u>37291</u>
53. TOTAL expenditures (sum of lines 46 to 52)	\$	<u>6390687</u>

PERSONNEL

Include all positions funded in the library's budget whether those positions
 are filled or not.

54. STAFF DATA (Report status as of the last day of the fiscal year)

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

Position Title HEAD LIBRARIAN
 Education Code MLS
 Sex M
 Total Hours Per Week 40.0
 Hourly Rate \$ 35.19

Position Title Head of Extension Division
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 21.69
 Assignment 1: Work Area Code bkmb Hours per week 40.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title Info. Specialist--Adult Serv.
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 13.70
 Assignment 1: Work Area Code REF Hours per week 40.0
 Assignment 2: Work Area Code _____ Hours per week .0
 Assignment 3: Work Area Code _____ Hours per week .0

Position Title Head of Technical Division
 Education Code MLS
 Sex F
 Total Hours Per Week 40.0
 Hourly Rate \$ 21.37
 Assignment 1: Work Area Code CAT Hours per week 40.0
 Assignment 2: Work Area Code Hours per week .0
 Assignment 3: Work Area Code Hours per week .0

Group B: Full-time/part-time technical and clerical employees
 Total hours worked in a typical week by all Group B employees . . . 1180.0
 Minimum hourly rate actually paid. \$ 9.17
 Maximum hourly rate actually paid. \$ 17.29

Group C: Full-time/part-time pages or shelvers
 Total hours worked in a typical week by all Group C employees . . . 380.0
 Minimum hourly rate actually paid. \$ 7.07
 Maximum hourly rate actually paid. \$ 9.84

Group D: Full-time/part-time building maintenance, security, or plant operation employees
 Total hours worked in a typical week by all Group D employees . . . 200.0
 Minimum hourly rate actually paid. \$ 9.75
 Maximum hourly rate actually paid. \$ 18.70

55a. Librarian Vacancies

Position Title Info. Specialist--Periodicals
 Hours Per Week 40.0
 Work Area REF
 Education Required MLS
 Number of Weeks Vacant _____
 Minimum Annual Salary \$ 27383
 Maximum Annual Salary \$ 38884

55b. Newly Created Librarian Positions

Position Title Info. Specialist--Children's
 Hours Per Week 40.0
 Work Area CHI
 Education Required MLS
 (F)illed or (U)nfilled F
 Date Filled 09/02/99

55c. Eliminated Librarian Positions

Position Title _____
 Hours Per Week .0
 Work Area _____
 Education Required _____
 Date Eliminated /
 Last Annual Salary Paid \$ _____
 Reason Eliminated _____

AUTOMATION

56. How many of the following does your library have?	Number in Library	Number for Public Use
IBM Compatible Microcomputers: 386 or lower	1	0
486.	2	0
Pentium.	61	18
Macintosh Microcomputers	0	0
Printers: Termal.	0	0
Dot Matrix.	19	5
Ink Jet	9	2
Laser	8	2
Computer Modems.	30	0
Highest Baud Rate <u>56k</u>		

(Y)es/(N)o

- 57. Does your library have microcomputers containing general software applications (i.e., wordprocessors, spreadsheets, databases, etc.) available to patrons? Y
- 58. Does your library have a local area network (LAN)? Y
- 59. Are your catalog records part of an online public access catalog (OPAC)? Y
IF YES, can patrons access this OPAC from within the library? Y
- 60. Does your library provide patron access to electronic services? Y

(Y)es/(N)o

- 61. Does your library have telephone devices for the deaf (TDD)? Y
(IF YES) a. Report the number of TDDs in your library. 1
b. Are any TDDs available for public use? Y
- 62. Operating Expenditures for library materials in electronic format. \$ 8115
- 63. Operating Expenditures for electronic access. \$ 82370
- 64. Telecommunications Expenditures \$ 240

INTERNET

- 65. Does your library have access to the Internet? (Y)es/(N)o Y
IF YES, enter the code (1 to 3) for who can use the Internet. 3
Library staff only (1)
Patrons through a staff intermediary only (2)
Patrons and staff directly (3)

66. How many workstations/terminals are available for accessing the Internet?	Dedicated (Internet Only)	Not Dedicated
For Staff Use Only.	0	31
For Public Use.	0	6

67. Does your library allow patrons to make printouts of materials obtained from the Internet?(Y)es/(N)o Y

68. Does your library provide the public with modem access to the Internet from outside the library?.(Y)es/(N)o N
 IF YES, what is the maximum number of modem connections available for public use? _____

69. What Internet connection provider(s) does your library use?
- a. Local/state government organization. _____
 - b. Local educational organization. _____
 - c. Community Information Network (Free-Net):
 - Heartland Regional Network. _____
 - LincolnNet. _____
 - NorthStarNet. _____
 - Prairienet. _____
 - Sinnissippi Valley Network. _____
 - Other DecaturNet X
 - d. Your library system network. _____
 - e. Commercial provider. _____
 - f. Other _____

70. What type of Internet services are available to the library's staff and/or patrons?

	Available to Staff Directly	Available to Patrons Directly
a. Electronic Mail Accounts	<u>X</u>	_____
b. Newsgroup/Usenet Services.	<u>X</u>	_____
c. Graphical Web Browsing	<u>X</u>	<u>X</u>
d. Text-based Web Browsing.	_____	_____
e. FTP (File Transfer Protocol)	<u>X</u>	<u>X</u>
f. Telnet/Remote Login.	<u>X</u>	<u>X</u>
g. Other web mail	_____	<u>X</u>
chatting	_____	<u>X</u>

71. Does your library provide instruction (workshops, classes) to patrons on the use of the Internet?(Y)es/(N)o N

72. Has your library board adopted a policy for public access to electronic information networks?(Y)es/(N)o Y

REFERENDA

73. Was your library involved in a referendum in FY1999/99?. . .(Y)es/(N)o N

74. Report each referendum presented to the voters:	Date of Referendum	(P)assed/ (F)ailed	Effective Date
Annexation.	/ /	_____	/ /
Bond Issue.	/ /	_____	/ /
Conversion.	/ /	_____	/ /
District Establishment.	/ /	_____	/ /
Maintenance Tax	/ /	_____	/ /
Public Library Establishment.	/ /	_____	/ /
Tax Increase.	/ /	_____	/ /
Restoration Fund Tax.	/ /	_____	/ /
Mortgage Tax.	/ /	_____	/ /
Working Cash.	/ /	_____	/ /
Other _____	/ /	_____	/ /

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

Conversion / /
 Annexation / /
 Other _____ / /
 Other _____ / /

CURRENT LIBRARY BOARD

76. President

Name Shirley Moore Present Term Ends 07/01
 Telephone (217)422-2565
 Home Address 418 woodhill Drive
 City Decatur State IL Zip Code 62521-5542

77. Vice President

Name Judi Moss Present Term Ends 07/01
 Telephone (217)428-3981
 Home Address 1550 Lynnwood Drive
 City Decatur State IL Zip Code 62521-4564

78. Treasurer

Name _____ Present Term Ends /
 Telephone () -
 Home Address _____
 City _____ State _____ Zip Code -

79. Secretary

Name Mary Gladney Present Term Ends 07/02
 Telephone (217)422-3849
 Home Address 340 N. Calhoun
 City Decatur State IL Zip Code 62521-1904

80. Other Members:

Name Sherri Arnold Present Term Ends 07/01
 Telephone (217)428-6063
 Home Address #1 Millikin Place
 City Decatur State IL Zip Code 62522-2324

Name Wayne Dunning Present Term Ends 07/02
 Telephone (217)422-3434
 Home Address 360 W. Prairie
 City Decatur State IL Zip Code 62522-2418

Name Mark Gibson Present Term Ends 07/02
 Telephone (217)422-8507
 Home Address 4452 Mt. Vernon Place
 City Decatur State IL Zip Code 62521-8790

Name Patricia Greanias Present Term Ends 07/00
 Telephone (217)428-1004
 Home Address 31 Oak Ridge Drive
 City Decatur State IL Zip Code 62521-4662

Name Russell Reimer Present Term Ends 07/00
 Telephone (217)423-6506
 Home Address 906 Cedar Hill Drive
 City Decatur State IL Zip Code 62521-4164

Name John Stengel Present Term Ends 07/00
 Telephone (217)429-6357
 Home Address 431 Shoreline Drive
 City Decatur State IL Zip Code 62521-5511

- 81. Amount of surety bond. \$ 100000
- 82. Amount of construction surety bond, if applicable \$ 4039753
- 83. Space (square footage) of the main library building 104000 square feet
- 84. Total amount of major contributions. \$ 758337
- 85. This annual report is filed for the fiscal year commencing 05/01/99
and ending 04/30/00
- 86. Number of months in this fiscal year 12

(End of the Illinois Public Library Annual Report)

PUBLIC LIBRARY DISTRICT SUPPLEMENT (Only District Libraries must complete)

- 1. During the last fiscal year, were there any changes in the limits or boundaries of your district? (Y)es/(N)o ____
 (IF YES) a. How did this change occur (ex. referendum)? _____
 b. Describe the changes by county, township, and/or municipality giving the area and population for each: _____

- 2. During the last fiscal year, did the district acquire property (real property, i.e. building(s) or land)? (Y)es/(N)o ____
 (IF YES) a. How was the property acquired? Enter "x" after all that apply.
 Purchase _____ Legacy _____ Gift _____ Other _____
 b. General description of the property acquired: _____

- 3. Does your library have any outstanding liabilities? (Y)es/(N)o ____
 (IF YES) a. Amount of outstanding liabilities \$ _____
 b. Description of all outstanding liabilities: _____

(End of the Public Library District Supplement)

If you experienced any problems with the Electronic IPLAR software (such as printing, saving, installing, etc.), please explain below:

**Annual Report of the
City Librarian
For the Fiscal Year Ending
April 30, 2000**

The new main library project occupied the first part of the fiscal year. By May 1999, planning for the move from our old facility at 247 E. North St. to the renovated Sears building at 130 North Franklin was well underway. Under the leadership of Karen Anderson, Head of Extension Division, the move committee, composed of staff and board members, had been meeting on a weekly basis to plan all aspects of the move. At the June 17, 1999 meeting of the Board of Trustees, the bid of Federal Johnson Moving and Storage for the move was accepted.

The early part of the year saw work being completed in our new facility. The late arrival of steel for the main staircase slowed down the project. By late June, the steel was in place and final work on the staircase underway. Carpeting of the floors also took longer than expected but by mid-July most of the carpeting had been installed. One joy of the process was watching Ed Walker, chairman of the Millikin University Art Department and Natalie Wise, a Millikin student, work during this period on the mural that now graces the entrance to the children's area from the main staircase. Each day brought something new and the mural took life before your eyes. Millikin University is to be thanked for their support of this project through a summer faculty-student grant.

The move began with the closing of the library at its 247 East North location on Friday, August 13 at 5:00 p.m. Bookmobile service remained open during the move period. From August 16, until the opening of the new facility to the public on September 7, the move commenced on a Monday-Friday 6 a.m. to 6 p.m. basis. Thanks to the excellent planning of the move committee there were no major problems during the move. Shelving reappeared where it was supposed to, books found their proper locations and furniture and other items were placed according to plan. I can not say enough about the cooperation and hard work of all library staff during this period. This was hard work under pressure and staff did an admirable job in a variety of move related tasks. The library has a very good staff and this fact was amply demonstrated during the move. Thanks also go out to Sherri Arnold and her crew for the excellent chocolate breaks that gave us the energy to face another cart of books, or to unload yet another box.

The new library facility opened with a ribbon cutting ceremony at 10:00 a.m. on Tuesday, September 7, 2000. Since that time the building has become a focal point for community pride and staff continue to receive positive comments from users on a daily basis. The library has been featured in an article in the ILA Reporter, the publication of

Annual Report
City Librarian
Fiscal Year Ending April 30, 2000
Page 2

the Illinois Library Association and several local news and business journals. The facility has also received the "Downtown Improvement of the Year" Award from the Downtown Decatur Council, a "Historic Preservation Award" for adaptive reuse from the Historical and Architectural Sites Commission of the City of Decatur and a "Pride of the Prairie" award from the Metro Decatur Chamber of Commerce.

No project comes without its problems and this one was no exception. The new phone system took several months of concerted effort, including changing vendors, before the installation was satisfactorily completed. The building opened with temporary doors due to late ordering by the glass subcontractor and permanent doors were not installed until October. As the year ends, the building is only awaiting work on emergency staircases before the project can be closed out and the remainder of our state grant received.

The Village Mall project was also completed during the year. The mall with its stores and deli has been a positive addition to downtown Decatur. John Cardwell is to be commended on the excellent renovation of the former Sears auto garage. He also was presented a "Historic Preservation Award" by the Historical and Architectural Sites Commission of the City of Decatur and a "Pride of the Prairie" award from the Metro Decatur Chamber of Commerce for the project.

I wish to thank the special Board Project Oversight Committee composed of Mark Gibson and John Stengel. They spent many hours going over project details with me and their valuable insights and support were an essential part of the project's success.

The meeting rooms at our new facility have received heavy use. Hardly a day goes by when both rooms are not in use, often by several groups. If the library has an event planned needing either the Madden Auditorium or the Staley Conference Room, I must see that it is booked far in advance or we might find the room already reserved. It is gratifying to see the public's response to this aspect of our new building.

During the winter I held discussions with the local office of University of Illinois Extension and area Master Gardeners concerning a possible project of revitalizing planting areas around the library. As a result of these discussions, the Master Gardeners made a presentation to the March 23 Board Meeting. The Board approved expending up to \$2,000 to support their landscaping plan. At year's end planting had begun and I look forward to seeing completion of the first phase of the project by June. Their efforts will enhance the beauty of the library's grounds.

In last year's report, I indicated that it was not the time to consider changing our automation vendor. Since then, with the possible availability of a state grant to assist in

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transition costs, I think that the time has come to give serious consideration to joining the DRA automation system operated by Rolling Prairie Library System. At the March 23, 2000 meeting of the Board of Trustees, I was given authorization to begin negotiations with RPLS concerning our joining their automation system. Negotiations are in the preliminary stage and currently data is being gathered as to the cost to get our data ready for a conversion to the new system. We are working with Rolling Prairie Library System on the preparation of a grant request to the Illinois State Library that would include much of the cost of our conversion to the DRA system.

The term of our contract with bargaining unit employees expired at year's end. Currently negotiations are underway for a new contract. We have had several good negotiating sessions and I hope that a new contract agreement will be reached in the near future.

One of the many positive changes in the new building was the new children's area. The expanded space offers more flexibility for programming activities and the light and color add to the area's attractiveness. A toddler play area, obtained through a Penny Severns Early Childhood Reading Center Grant from the Illinois State Library, adds to family use of the area.

Use of the Children's area was up during the past year. Circulation increased by 2,043 books over a year ago. This was in spite of being closed for three weeks during the move and the move's long circulation period. Reference assists were down from last year due to the removal of games from the computers and the fact that children's computers were not operational for several months after the move. One result of the move was the placement of children's audio-visual materials in the children's area. The division also undertook a major genre labeling project. By year's end all Valentine, Easter, Halloween and Thanksgiving books have been labeled and Christmas books have been started. Other collection areas labeled included, African-American picture books, fiction, poetry, biography, and non-fiction.

The Children's Division had 149 programs during the year attended by 3,871 people. From September through April, Baby TALK offered 29 Baby TALK times attended by 581 individuals. Most of the programs were held in the play ring and were informal conversation and play sessions. Baby TALK Lap-Sits brought in 1,826 people for 84 programs. There were 206 group and class visits to the Children's area during the year. These visits brought 3,773 people to the library.

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A major event of the year was the fall Family Reading Night, under the sponsorship of the Herald and Review. This event brought over 800 individuals to the library and caused staff to scramble to provide additional programs to meet the overflow crowds. The event was a stressful one for staff but it was delightful to see all segments of the community enjoying their public library.

There were 302 Baby TALK contacts, including 127 photos, and gift books to 60 one year olds, nine newborns, and three clinic moms. The Library Child Care Connection program circulated 134 bags to home day care providers.

The 1999 Summer Reading Program " Library Kids Are Cool" started June 3. By the end of July 1,419 kids had been signed up in the main library. The program was one step shorter than usual, with no story times, due to the move.

The Home Service Program of the Extension Division added twelve new individuals during the past year. This service provides materials to homebound individuals who do not have a family member who can come to the library and obtain materials for them. The division is also working more with nursing homes in the development of on-site deposit collections. Lee Wiley and Shelly Whiteside are to be commended for their excellent work in providing service to these library users.

The Extension Division had an adult reading program that ran from January 1st through the end of February. There were over 100 bookmobile users that participated in the program. Grand prize for the program was a dinner for two at Central Park West. The division is looking at continuing this program next winter.

Both bookmobiles continued to have mechanical problems during the year. The small one is seventeen years old and the large one is over twenty-five years old. Thanks to the efforts of Larry Harris they are still running, but any day could see the end of either vehicle. The Decatur Public Library Foundation is working on a capital campaign for bookmobile replacement. At year's end, word was received that funding has been obtained through Representative Julie Curry to cover most of the cost of replacing the small bookmobile.

Amy Fuller conducted a very successful Teen Read Week program. In this program young adults pledged to read 2,000 pages by the end of January 2000. Response to the program was excellent and over 150,000 pages were read. The program ended with Kathryn Harris's first person presentation of Harriet Tubman. Amy is now working on the establishment of a teen advisory board to assist in the selection of materials for the young adult collection.

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The library added several new databases during the year. Novelist, which is designed to help people find more fiction books they would like to read based on previous titles or authors they have read and enjoyed; Wilson Biographies Plus, which includes thousands of biographies of subjects both historical and current; and AP Photo Archives which is a database of photographs of almost any conceivable subject.

A committee of staff, board, friends of the library and library foundation have been working on celebrations for the Library's 125 anniversary. August 10, 2000 is the 125 anniversary of the chartering of the Decatur Public Library. Events held so far include a lecture by Decatur native Preston Jackson and a musicale program featuring Millikin University faculty and students. An exhibit of works by Preston Jackson is featured during May in the library's upper level art gallery. There will be a brochure produced highlighting the library's history and additional programs during the summer months. On August 10, a special program will draw the formal celebrations to a close.

The Technical Division closed the shelf list in February. This has been an immense time saver for the Catalog Department, although, as expected, there has been some tradeoff with not being able to have some knowledge right at their fingertips. They are working on getting all of the prices into the item records, which is the main piece of information that is on the shelflist cards but not yet in the computer.

Library use statistics for the past year indicate that main library attendance totaled 313,120 individuals for the year. This figure was down from 333,032 visits last year. In considering these figures it must be remembered that the library was closed for three weeks during the year for the move. It is also important to note that the library's attendance counter is a part of the security system gates and does not count individuals entering the library for program attendance purposes. Total circulation of library materials was down by 2.5%. Staff answered 78,380 informational requests during the year. As in years past, adult division staff continue to spend more time assisting individuals with computer related usage problems. It is my hope that the library can add a computer assistance desk to the adult information area in the near future to provide better computer assistance to library users.

There were 18,638 items added to the collection during the year, bringing total holdings to 294,169 items. This total does not include our selected federal government documents depository collection as most of these items are not entered into our catalog. There were 11,552 items withdrawn from the collection. Most weeding occurred prior to our move into the new facility. There was \$ 354,064.89 spent on materials for the collection during the year. This was down from \$ 374,229.44 spent last year. Much of

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this difference is attributable to the period that ordering and processing of materials was closed during the move process.

As a part of regular collection maintenance, 2,833 paperbacks were bound, 8,748 periodicals processed, 8,488 items mended and 3,216 book jackets replaced. Major collection maintenance projects included reclassification of the 780 classification, getting call numbers into item fields, fixing J catalog records and adding prices to items with no prices listed.

Since the move to the new facility, Larry Harris and his staff have been working on familiarizing themselves with the building and with the establishment of cleaning and maintenance routines. Larry has spent considerable time with sub-contractors in getting the bugs worked out of new systems and in learning how our computerized HVAC system operates. New equipment, including a vacuum sweeper has been purchased to assist staff in maintaining the building. As mentioned earlier, he has spent considerable time keeping bookmobile units operational.

The 1999-2000 budget projected a balanced budget with expenditures and revenue of \$ 2,843,879. Actual figures indicated a revenue of \$2,870,316.49 and expenditures of \$ 2,931,019.67. The expenditure figure includes transfers to the capital and equipment replacement funds of \$62,789. Increased revenue was again the result of increased interest income and an increase in personnel property replacement tax income from the state. Property tax income was less than budgeted due to property reassessments during the year. Expenditures included utility costs in the new building that were higher than anticipated. At year's end the library's capital fund had a balance of \$ 52,998.05 and the building lease fund had a balance of \$10,261.18. These balances will be used to complete the building project and for regular maintenance of parking lot and other building items. The DPL state grant fund had a negative balance of \$21,983.36. This fund will balance out when the project is closed and the library receives the remaining \$25,000 due on the grant.

Staff changes during the year saw eleven staff leave through resignation, retirement or termination. This compares to twelve in the previous fiscal year. Joyce Robinson, library assistant in the children's division, retired on October 20, 1999 after over 18 years of service to the library. She will be missed by children of all ages who counted on her for library service and enjoyed her story-hours over the years. Five half-time employees were upgraded to Full-Time, fifteen new employees were hired, one transfer approved and five employees were promoted.

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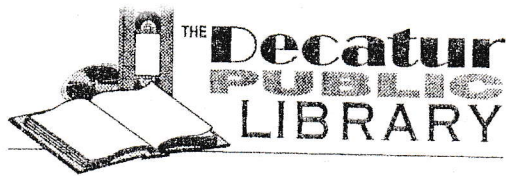
Staff training has improved in the past year and many staff have attended workshops, conferences, classes or visited other libraries to see their programs and services. I am hopeful that the coming year will see more staff training opportunities becoming available for staff at all levels. Again, it remains difficult to send staff to training opportunities when staffing levels do not always permit staff absences from public service duties.

This report will be my last annual report as city librarian. On July 6, I leave the library to assume the position of Director, Williamsburg Regional Library, Williamsburg, Virginia. My eight years as city librarian have been ones that I will always remember. I have had the pleasure of working with a wonderful staff and a supportive, concerned and hard working board of trustees. The support and assistance given me by city department heads and staff have, on many occasions, made my job easier on many occasions. I have enjoyed working with city officials and the city council and thank them for their support of the Library. The Decatur Public Library is a wonderful facility with a fine and dedicated staff. I look forward to hearing great things from the Library in the future.

Respectfully submitted on May 25, 2000



John A. Moorman
City Librarian



JOHN A. MOORMAN • CITY LIBRARIAN

May 25, 2000

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

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1999/2000.

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

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

Sincerely,

Shirley Moore

Shirley Moore, President
Library Board of Trustees

SM:lh

cc: City Manager
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES
1999/2000**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Act 5, Article 4, Section 10 of Chapter 75 of the Illinois Compiled Statutes. This Annual Report covers the period for the fiscal year ending April 30, 2000 and is a report of the condition of the Board's trusts on April 30, 2000.

STATEMENT OF MONEY RECEIVED--LIBRARY OPERATING FUND

Fund balance, May 1, 1999	340,117.00
Property tax	2,380,136.87
Replacement tax	243,996.27
State grants or other	105,238.17
Fines & fees	63,586.80
Non-resident fees	925.00
Lost & damaged books	7,922.70
Photocopier	2,326.87
Reserves & miscellaneous	11,668.84
Transfer from Walmart TIF	6,000.00
Investment interest	41,325.56
Contributions & donations	4,093.77
Miscellaneous income	3,095.64
Fund total	3,210,433.49

STATEMENT OF EXPENDITURES--LIBRARY OPERATING FUND

Regular salaries and wages	1,471,857.26
Overtime	26,061.92
Temporary salaries	20,454.66
Retirement-IMRF	227,507.61
Group life insurance	876.42
Hospital & medical insurance	152,784.05
Unemployment compensation	1,292.83
Workers compensation	12,079.20
Service recognition	8,672.08
Advertising	1,931.35
Printing & binding	14,225.14
Services to maintain buildings	10,368.45

Services to maintain improvements	5,860.32
Services to maintain auto equipment	3,656.39
Services to maintain office equipment	19,518.05
Management information services (MIS)	22,404.96
Electricity	139,237.00
Gas	7,281.06
Telephone	29,704.56
Water	674.67
Auditing services	1,500.00
Training school	1,035.57
Conferences and other travel	5,448.17
Postage	17,288.12
Computer software expense	10,350.79
Temporary personnel services	59,198.71
Tuition reimbursement	0
Travel expense for interviews	0
Other professional services	98,208.98
Professional membership fee	2,830.00
Rental--DP equipment	0
Rental--Equipment	18,876.97
Gasoline	2,530.81
Janitorial supplies	8,691.09
Materials to maintain buildings	22,146.89
Materials to maintain auto equipment	3,388.99
Office supplies	31,479.43
Employee recognition supplies	0
Transfer to equipment replacement fund	3,716.39
Transfer to general fund	1,200.00
Motor vehicle insurance	2,553.96
Boiler insurance	153.00
Property insurance	10,524.96
General liability insurance	6,435.00
Transfer to library capital	59,072.62
Small capital items	6,073.06
Office machinery and equipment	27,803.29
Books, audiovisual, and periodicals	354,064.89
Division total	2,931,019.67

LIBRARY OPERATING FUND BALANCE

Fund balance 4/30/00

\$279,413.82

STATEMENT OF MONEY RECEIVED AND EXPENDED--EQUIPMENT REPLACEMENT FUND

Fund balance 5/1/99	197,769.47
State grant	27,394.48
Transfer from library general fund	3,716.39
Interest	6,399.02
Expenditures	235,279.36
Fund balance 4/30/00	0.00

STATEMENT OF MONEY RECEIVED AND EXPENDED--LIBRARY CAPITAL FUND

Fund balance 5/1/99	663,335.31
Transfer from library general fund	59,072.62
Interest	9,372.46
Contributions	22,315.03
DPL Foundation contribution	779,132.60
Misc. income	17,980.00
Expenditures	1,498,209.97
Fund balance 4/30/00	52,998.05

STATEMENT OF MONEY RECEIVED AND EXPENDED--DPL BOND CAPITAL FUND

Fund balance 5/1/99	1,728,216.67
Interest	13,168.28
Expenses	1,741,384.95
Fund balance 4/30/00	0.00

STATEMENT OF MONEY RECEIVED AND EXPENDED--DPL STATE GRANT FOR BUILDING

Fund balance 5/1/99	1,789.55
State grant funds	0
Interest	27.09
Expenses	23,800.00
Fund balance 4/30/00	-21,983.36

STATEMENT OF MONEY RECEIVED AND EXPENDED--LIBRARY BUILDING LEASES

Fund balance 5/1/99	15,012.79
Interest	650.78
Lease income	13,166.64
Expenses	18,569.03
Fund balance 4/30/00	10,261.18

STATEMENT OF MONEY RECEIVED AND EXPENDED--BRIDGES TRUST FUND

Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/99	1,665.10
Interest	82.22
Income	703.20
Expenditures	700.00
Fund balance 4/30/00	1,750.52

STATEMENT OF MONEY RECEIVED AND EXPENDED--CANTONI TRUST FUND

Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/99	121,214.32
Interest	5,622.89
Expenditures	4,513.37
Fund balance 4/30/00	122,323.84

** Fund restricted to book purchases

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

<u>Materials available</u>	<u>1999/00</u>	<u>1998/99</u>
Book stock, volumes	254,051	248,138
Phonodiscs, albums	5,520	6,179
Audiocassettes, cassettes	5,523	5,509
Microfilm, reels	8,875	8,788
Videocassettes, tapes	10,413	9,468
Compact discs, discs	4,459	3,862
Books on tape, tapes	1,171	1,083
Filmstrips, films	88	88
Microfiche, fiches	3,629	3,629
16 mm films, films	3	3
Laser discs, discs	21	21
CD-ROMs	416	315
Government documents	53,885	52,660
Government microfiche & CDs	12,750	12,159
Telephone directories	209	584
College catalogs	323	734
Total number of items in collections	361,336	353,220

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

	<u>1999/00</u>	<u>1998/99</u>
Adult	284,518	293,274
Young adult	14,610	14,781
Children's	239,802	237,675
Audiovisual	139,166	149,935
Total	678,096	695,665

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

	<u>1999/00</u>	<u>1998/99</u>
Adult books--main library	246,208	252,707
Young adult books--main library	11,717	12,347
Children's books--main library	154,278	152,235
Videocassettes--main library	77,452	84,660
Audiocassettes--main library	28,467	30,414
Recordings and other--main library	22,683	23,614
Extension print materials	117,689	119,933
Extension audiovisual	10,564	11,247
Renewals	9,038	8,508
	678,096	695,665

STATEMENT OF ANY PERSONAL PROPERTY ACQUIRED BY LEGACY, GIFT, PURCHASE OR OTHERWISE

During the year, the renovation of the Decatur Public Library was completed. Expenditures included the renovation of the building, the moving of equipment and books, and the acquisition of shelving, furniture, and other equipment for the new facility.

The Library received a distribution of \$703.20 as its share in the income from the trust established by the will of Maude E. Bridges.

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

No other personal property was purchased except for items required in the normal operation of the Library.

STATEMENT OF MONEY REQUIRED FOR LIBRARY OPERATION IN 2001/02

The Library Board will provide the City Council with an estimate of funds required to operate the Library for fiscal year 2001/02 by November 30, 2000.

STATEMENT OF OUTSTANDING LIABILITIES

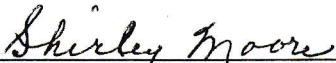
The library is obligated for \$266,666 to Decatur Foresight to complete the purchase of the former Sears building at 130 N. Franklin Street which opened as the new Decatur Public Library on September 7, 1999. The balance due to Mid-States General & Mechanical Contractors Corporation upon completion of the building project is \$10,000. The amount owed to Illinois Power for parking lot lighting is \$18,088.82.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 1999/00 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1999/00 Annual Report of the City Librarian, which contains a narrative summary of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 25, 2000.

Dated this 25th day of May, 2000.



Shirley Moore, President
Decatur Public Library Board of Trustees

LIBRARY MATERIALS REPORT - 1999/2000

	PREVIOUS BALANCE	ITEMS ADDED	ITEMS WITHDRAWN	NEW NET BALANCE
BOOK MATERIALS				
Volumes	248,138	15,760	9,847	254,051
Titles	162,224	9,272	3,308	168,188
RECORDS				
Albums	6,179	0	659	5,520
Titles	5,362	0	18	5,344
AUDIOCASSETTES				
Cassettes	5,509	261	247	5,523
Titles	4,790	153	125	4,818
MICROFILM				
Reels	8,788	87	0	8,875
Titles	166	3	0	169
VIDEOCASSETTES				
Tapes	9,468	1,477	532	10,413
Titles	7,929	813	140	8,602
COMPACT DISCS				
Discs	3,862	810	213	4,459
Titles	3,687	702	91	4,298
BOOKS ON TAPE				
Tapes	1,083	133	45	1,171
Titles	1,071	102	29	1,144
FILMSTRIPS				
Films	88	0	0	88
Titles	87	0	0	87
MICROFICHE				
Fiches	3,629	0	0	3,629
Titles	2	0	0	2
16mm FILMS				
Films	3	0	0	3
Titles	3	0	0	3
LASER DISCS				
Discs	21	0	0	21
Titles	22	0	0	22
CD-ROMs				
CDs	315	110	9	416
Titles	300	104	4	400
OVERALL				
Items	287,083	18,638	11,552	294,169
Titles	185,643	11,149	3,715	193,077