



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES AGENDA

February 20, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
  - A. Meeting of January 16, 1992
- III. Communication from the Public
- IV. Interim City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. No Meeting
  - B. Finance & Properties Committee
    1. Approval of Bills for January 1992
    2. Meeting of January 30, 1992
    3. Approval of 1992/93 Budget
  - C. Rolling Prairie
    1. Report on RPLS February Board meeting
  - D. Foundation
    1. Meeting of February 18, 1992
  - E. Friends of the Library
    1. No Meeting
  - G. Interview Committee
    1. Meeting of January 21 and 27; February 10
- VI. Avenues to Excellence II
  - A. Chapter IX, Physical Facilities
- VII. Old Business
- VIII. New Business
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**January 16, 1992**

**I. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Barbara Ohlsen, Robert Smith, Daniel Gaumer, Stanley Sitton, and Patricia Williams. Members absent: Erik Brechnitz, Jerrodean Martin, and Robert Oakes. Staff present: Jerald Merrick, Linda Humphreys, Margaret Sommerfeldt, Mary Lou Dwyer, Grace Veach, and Joan Bauer. Others present: Frankye Morgan and Owen Balding.

**II. APPROVAL OF MINUTES**

There were no additions or corrections to the December minutes; they stood approved as mailed.

**III. COMMUNICATIONS FROM THE PUBLIC**

Owen Balding addressed the Board on a variety of his concerns.

**IV. INTERIM CITY LIBRARIAN'S REPORT**

The Interim City Librarian's report was previously mailed.

Mr. Lockmiller introduced Joan Bauer, Adult Services Librarian.

The McNaughton book rental plan was discussed. Mr. Merrick noted that the collection should probably be publicized more than it has been. Mr. Lockmiller said that Shawn Kinder, a writing intern from Millikin University, could write a press release when he comes back from semester break.

There was also discussion about the increased circulation in the adult services collection. Possible reasons were listed as the high unemployment rate, the recent weeding of the collection, and the paperback collection.

The per capita grant still has not arrived from the state.

Dun's Million Dollar Disc arrived and will be paid for by the Foundation.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The Committee met January 6, 1992. The selection process for the new director was established. A Selection Committee and an Interview Committee

were named. The Selection Committee members are Stan Sitton, Chairman, Robert Oakes, Dick Lockmiller, Barb Ohlsen, Dave Zindel, and Sheila Witts-Mannweiler. The Interview Committee consists of the Selection Committee plus Grace Veach and Edith Rossiter.

The Interview Committee met January 13. Twenty applications were received for the Library Director position from 12 states (six applicants from Illinois); there were 12 male and 8 female applicants. The Committee will evaluate the resumes and narrow the field to three to six candidates. The Committee will then be conducting telephone interviews with those three to six candidates, and then will further narrow the field to two to four candidates. References will be checked at various stages of the process. Those two to four finalists will then be brought to Decatur, hopefully in early February, with the Library paying all expenses for all candidates.

**Finance and Properties Committee:** The Committee did not meet in December. Mr. Gaumer made a motion to approve the December bills. The motion was seconded by Mrs. Ohlsen and unanimously approved on roll call vote.

On April 30, 1992, \$100,000 will be transferred from fund 20 (library general fund) into fund 21 (library capital fund) for capital development.

**Rolling Prairie Library System:** Mr. Oakes was not present to report.

**Foundation:** The Shilling Local History Room opened January 20, 1992. The plaque still has not arrived. A grand opening will be held in early spring.

**Friends of the Library:** The Friends of the Library met January 9 and elected Karen Becker as the new President. More volunteers are needed to open the gift shop additional hours. The Friends presented the Foundation with a \$5,000 donation as well as \$2,000 to Baby TALK. The book sale will be April 10 and 11 during National Library Week. The Friends are looking for someone to sign the Books Between Bites programs to comply with the Americans with Disabilities Act (ADA).

**Long Range Planning Committee:** Mr. Sitton introduced and thanked the committee members for their hard work on the newly revised Long Range Plan. The Plan was reviewed and discussed at length. Mr. Sitton noted that the plan should be reviewed by the Board every six months.

## VI. AVENUES TO EXCELLENCE II

Chapter VIII, Materials, was reviewed.

VII. OLD BUSINESS

Mr. Smith made a motion to adjourn to closed session to discuss collective negotiating matters. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote. The Board went into closed session at 6:15 p.m. The meeting was re-convened at 6:23.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 6:24 p.m.

Respectfully submitted,



Robert C. Smith, Secretary  
Decatur Public Library Board of Trustees

## City Librarian's Report January 1992

### I. STATISTICS

Total library circulation for the month was up 5.1% (3,688 items) from January 1991. Twelve month circulation is up 3.4% (27,287 items) over the previous 12 month period.

Circulation for the McNaughton rental collection continued to climb steadily with 221 circulations in January. Previous circulations were 191, 170, and 152 in December, November, and October respectively.

Circulation figures for specific departments or media can be found in the circulation statistics report which is attached. The library closed at 3:00 on January 15 because of the weather. This gave 25.5 working days in January 1992, compared to 26 days last January.

Service statistics are up 5.9% (254 contacts) over January 1991 and up 15.0% (6,252 contacts) for the 12 month period. A new record number of checkouts for the main library was set this month. The old record was set in January 1991.

32,835 people used the library this month, up 6.2% (1,906 people) over January 1991.

### II. BUDGET

Ninety-eight percent of the 1991/92 revenue projection is now received. The checks for the state per capita grants are reportedly on the comptroller's desk awaiting processing.

Total expenditures are 74.1% of the total budget. The materials budget is 95.9% spent or encumbered. The materials budget will soon be over 100% spent or encumbered in order to allow for orders placed but not received by April 30, 1992.

### III. PERSONNEL

Jim Seidl's last official day was January 20, although his last working day was January 3. The Interview Committee has been working diligently to hire a new City Librarian to begin work hopefully by April 1. Jerald Merrick is doing his best to be two places at once (reference and administration).

Joan Bauer began work on January 16 as the new Adult Services Librarian. The position was vacant for two and one-half months before Mrs. Bauer's arrival.

Betty Trebacz, half-time circulation clerk, retired on January 8 after 19 years of service. Katherine Watts was hired to fill that position effective February 11.

Deanna Eddy began work January 30 as the new Library Driver. This position had been filled by temporary help for the last 11 months.

Cathy Ritchie, Young Adult Librarian, will be taking medical leave beginning March 3 for six weeks. Our temporary library assistants (George Kidd, Karen Penn, and Judy Ellison) will be working extra hours to help cover desks during Ms. Ritchie's absence.

#### **IV. PUBLIC RELATIONS**

The Fine Arts Film Series continues to go smoothly, with good attendance and no major problems.

Registration for Children's Department story hour was January 9, and they were filled up as usual. The staff conducted eight storytimes and six lap-sits in January for a total of 211 people. Fifteen groups visited the department for a total of 276 people. A new brochure on dinosaurs was produced (copy attached). Mrs. Gross also submitted a magazine article about librarians which is attached.

A brochure on biographies was printed this month for the Adult Services Department (copy attached).

Karen Anderson and some of the circulation staff will be presenting parts of a workshop for the Illinois Library Association at Bloomington Public Library on May 8.

#### **V. AUTOMATION**

A lot of progress was made on the barcoding project this month. The Business Information Center books were all barcoded and the Local History collection is more than half finished. Barcoding of all public collections should be finished by the end of February.

Installation of T1200 terminals was completed in January. New terminals were installed in the Children's Department and the Adult Services work area in the basement. All terminals throughout the building are now current. The next phase of equipment replacement should be the old CC-90 laser scanners in the Circulation Department. They have been targeted by CLSI as equipment that will not be supported by LIBS100+.

CLSI is working on our database, merging our OCLC MARC records into the database. It should be back soon.

The new computer arrived and will be installed after OCLC provides a communications controller which is needed to use the new non-OCLC computer as an OCLC terminal.

**STATISTICAL REPORT  
January 1992**

Volumes purchased this 12 months to date: 15,634  
 Volumes purchased last 12 months to date: 15,560

TECHNICAL SERVICES

New book volumes added	1,139
New book titles added	691
AV titles added	94
Books withdrawn	266
Books mended	982
Gift books	1,158

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1991/92</u>	<u>YTD Expended 1990/91</u>	<u>Unexpended</u>
Personal Services	1,685,593	1,201,572	1,323,797	484,021
Operating	383,689	269,304	237,594	114,385
Capital & books	260,300	224,502	228,854	35,798

STAFF STRENGTH (through 2/14/92)

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	8 + 1	1 [Seidl]	1 [Bauer]	8 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	18 + 8	1 [Trebacz]	2 [Watts, Eddy]	18 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Assistant Library Director; Audiovisual Librarian; Library Director;

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 323 adult + 40 youth + 80 juvenile = 443 total

PATRON CONTACTS: this 12 months to date: 47,967  
 last 12 months to date: 41,715

VOLUNTEERS: 70 volunteers worked 198.5 hours

**DPL CIRCULATION STATISTICS**

**January, 1992**

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL	TOTAL
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH	MONTH	12 MONTH
PRINT 1992	36564	399805	2100	26296	24351	284512	63015	700613
PRINT 1991	32867	361662	2336	27869	23853	283372	59056	672903
W-A 1992	13557	140178					13557	140178
W-A 1991	13828	140601					13828	140601
TOTAL 92	50121	529983	2100	26296	24351	284512	76572	840791
TOTAL 91	46695	502263	2336	27869	23853	283372	72884	813504

	Current Month	12 Months	Percentage	Current 12 Months	Previous 12 Months	Percentage
Central Library, Print						
Reference	113	159	-28.93	2566	2676	-4.11
Adult Materials	31127	27542	13.02	323795	294578	9.92
Young Adult Materials	1972	2052	-8.77	23193	23771	-2.43
Children's Materials	16929	16091	5.21	197659	198836	-0.59
Total Central Library	50041	45844	9.15	547213	519861	5.26
Extension Print						
Bookmobile 547	5698	5671	0.48	66206	66551	-0.52
Bookmobile 548	5715	5814	-1.70	67964	66792	1.75
Outreach Services	1174	1390	-15.54	13913	14796	-5.97
Total Extension	12587	12875	-2.24	148083	148139	-0.04
Total Print	62628	58719	6.66	695296	668000	4.09
Non-print Materials						
Films	130	45	188.89	570	588	-3.06
Microcassettes	9417	9551	-1.51	95831	93164	2.86
Microcassettes	2265	2484	-8.82	25864	25661	0.79
Recordings	1630	1618	0.74	16696	20109	-16.97
Other non-print	61	75	-18.67	741	741	0.00
Total Central Non-print	13503	13793	-2.03	139702	140263	-0.40
Extension Non-print	54	45	20.00	476	338	40.93
Total Non-print Materials	13557	13828	-1.95	140178	140601	-0.30
Renewals	387	337	14.84	5317	4903	8.44
Total Circulations	76572	72884	5.06	840791	813504	3.35



# Overdue: A pat on the back for Chicago's books keepers

The librarians were invited downtown to dinner. They did not get downtown that much and never to get recognized. They were librarians from the branches and regional centers of the Chicago

Public Library. The library system was puffing with pride because the new main library had finally opened at State and Van Buren Streets in the south Loop. All the books stored over the years in warehouses and other inconvenient storage places had been placed on new shelves in a new place.

The new main library—a project finally sparked to life after years of neglect—is a lovely structure, startling in color and design. It has a Louis Sullivan look to it, and that is a nice thing to look like.

People liked it a whole lot more than the anyone had expected, least of all the main library staff. Library Chairman John Duff joked that he had to skip lunch to help the staff process books and cards. The numbers visiting the new library are large and growing.

Well, Duff had to skip this dinner, too, on this early fall evening. This dinner was put on by the Union League Club, one of those fusty old downtown private clubs that do civic good every now and then. This was one of those now and thens. The Union League members wanted to

Bill Granger is a Chicago novelist and a regular contributor to the *Magazine*.

tell the branch librarians that they were appreciated, that they were important. All this came during the hoopla surrounding the opening of the main library. "You are not neglected" was the message of the dinner.

The dinner was very good. The librarians sat at tables scattered about a big, painting-filled room with wooden beams on the ceiling. They were mostly talking about the cutback in library hours in the branches dictated in the then-just-proposed austere city budget.

One librarian said she was in the Clarence Darrow branch, which is a kind of a funny name when you think about it, because it's located in the County Jail, at 26th and California. The books are for those awaiting trial or serving time. (Clarence Darrow was a former city corporation counsel who won more fame for defending unpopular figures in unpopular causes at unpopular times. He worked to keep people out of jail all his life. Come to think of it, a good library is a liberating experience even for people temporarily without freedom.)

With the grouching about proposed cutbacks I heard that night at the tables, I could imagine that an appearance by Duff at the dinner or by other politicians would have caused severe indigestion. But the grouching



**"When I think of a basically good, decent person dedicated to the idea of universal education, I think of a librarian."**

was more than the normal take-this-job-and-shove-it kind. It seemed to touch the very nature of service, the idea of being a librarian, something hidden in the collective soul of the profession.

When I think of a basically good, decent person dedicated to the idea of universal education, I think of a librarian. Those books are their books, and they want you to read them. I listened to librarians talk as they spoke in glowing terms of the tastes of their readers, of the numbers they circulated, of what children will do or where they will go to read and study when the library cuts back on evening hours.

We turn, every year, into an increasingly callous culture. We don't really care that much about public schools, public transportation or the people who depend on those public things. What politician would be caught dead riding an "L" train unless, of course, he was doing a television spot during his re-election campaign? You think the mayor of the city would wait out on the 35th Street

"L" platform with the other frozen chumps, wondering if the next train will be "expressed" past the station?

But somehow, the library system—in the city, in the burbs, in all the big and little towns of the country—remains a kind of holy idea, a democratic religion of shared knowledge, shared opportunity for learning, an egalitarian sense that only when all of us know will any of us be richer for it.

The dinner tribute in the Union League Club was very nice, and then it was over and the branch librarians went back to their branches and prepared to make do with fewer hours of service, fewer books and, in some cases, truly lousy facilities. You do what you can with what you've got. They do. They always have.

Librarians serve little kids and old-timers and penniless students and those who are rich in spirit. The spirit lives in libraries, like the two South Side branches with heavy Hispanic populations where, the librarians told me, they try to stock "a lot of poetry" because poetry is so popular in Spanish cultures. It is alive in the County Jail. It is shut down on Sundays, but it struggles on, uncynical and uncalledous.

I was at the dinner that night.

It was a privilege to sit among such people. And I thought it was a crying shame that the budget proposed that libraries in the city cut back on hours of service. And I assumed, because the library system has never had much clout with the guys who run City Hall, that the budget cutback proposal was a done deal. I was wrong, it turned out. The done deal was undone before the budget was passed. Hours were restored. There are no miracles in our modern age, but what would you call this—the good guys winning a good victory just because someone somewhere thought good ought to win once in a while?

I don't know either. So Happy New Year. Maybe it will be. ■

# Where Are The Biographies?



*A useful guide produced by the  
Adult Services Department of the  
Decatur Public Library*



CITY OF DECATUR, ILL. BILLS AND PAYROLLS

DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 1/31/92

DATE	DEBIT	CREDIT	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/02/92			2,987.79	49892	1/02/92	HOSPITAL AND MEDICAL INSURANCE
1/02/92			40.00	49893	1/02/92	GROUP LIFE INSURANCE
1/02/92			900.93	49893	1/02/92	WORKERS COMPENSATION
1/02/92			8,062.10	49894	1/02/92	RETIREMENT-IMRF
1/02/92			18.68	49895	1/02/92	CONFERENCES AND OTHER TRAVEL
1/02/92			16.70	49895	1/02/92	POSTAGE
1/02/92			30.58	49895	1/02/92	MATERIALS TO MAINT BLOGS
1/02/92			9.52	49895	1/02/92	OFFICE SUPPLIES
1/02/92			1.00	49895	1/02/92	BOOKS-MAIN JUVENILE
1/02/92			112.90	49895	1/02/92	TUITION REIMBURSEMENT
1/02/92			215.80	49895	1/02/92	TUITION REIMBURSEMENT
1/08/92			613.62	49940	1/08/92	TELEPHONE
1/08/92			43.00	49941	1/08/92	TUITION REIMBURSEMENT
1/08/92			1,871.60	49950	1/08/92	TEMP PERSONNEL SERVICES
1/08/92			28.31	49954	1/08/92	POSTAGE
1/08/92			215.10	49956	1/08/92	TUITION REIMBURSEMENT
1/08/92			147.20	49960	1/08/92	TUITION REIMBURSEMENT
1/08/92			254.08	49965	1/08/92	AUTOMOBILE INSURANCE
1/08/92			39.58	49965	1/08/92	BULLER INSURANCE
1/08/92			1,182.08	49965	1/08/92	PROPERTY INSURANCE
1/08/92			425.00	49965	1/08/92	GENERAL LIABILITY INSURANCE
1/08/92			1,203.59	49968	1/08/92	GAS
1/08/92			32.60	49968	1/08/92	RENTAL-EQUIPMENT
1/08/92			2,407.00	49968	1/08/92	TRANSFER TO GENERAL FUND
1/10/92			300.24	49982	1/10/92	ADVERTISING
1/10/92			437.43	49988	1/10/92	POSTAGE
1/10/92			252.18	49988	1/10/92	OFFICE SUPPLIES
1/13/92			375.00	49991	1/13/92	SERV TO MAINT OFFICE EQUIP
1/13/92			124.80	49994	1/13/92	MAG/PAPERS-MAIN ADULT
1/13/92			2,515.75	49997	1/13/92	BOOKS-MAIN REFERENCE
1/13/92			44.95	50007	1/13/92	AV-PHONE
1/13/92			170.67	50009	1/13/92	GASOLINE
1/15/92			144.00	50025	1/15/92	SERV TO MAINT BUILDINGS
1/15/92			99.00	50026	1/15/92	SERV TO MAINT OFFICE EQUIP
1/15/92			48.00	50063	1/15/92	OTHER PROFESSIONAL SERVICES
1/15/92			96.00	50064	1/15/92	OTHER PROFESSIONAL SERVICES
1/15/92			23.92	50065	1/15/92	TELEPHONE
1/15/92			90.00	50081	1/15/92	OTHER PROFESSIONAL SERVICES
1/15/92			48.00	50106	1/15/92	OTHER PROFESSIONAL SERVICES
1/15/92			96.00	50112	1/15/92	HOSPITAL AND MEDICAL INSURANCE
1/15/92			2,987.79	50120	1/15/92	GROUP LIFE INSURANCE
1/15/92			40.00	50121	1/15/92	WORKERS COMPENSATION
1/15/92			916.20	50125	1/15/92	RETIREMENT-IMRF
1/15/92			6,735.31	50195	1/15/92	POSTAGE SUPPLIES
1/22/92			44.55	50203	1/22/92	OFFICE SUPPLIES
1/22/92			168.53	50205	1/22/92	TELEPHONE
1/22/92			2.50	50212	1/22/92	SERV TO MAINT BUILDINGS
1/22/92			12.30	50216	1/22/92	CONFERENCES AND OTHER TRAVEL
1/22/92			50.70	50216	1/22/92	MATERIALS TO MAINT BLOGS
1/22/92			5.20	50216	1/22/92	OFFICE SUPPLIES
1/22/92			15.98	50216	1/22/92	BOOKS-MAIN ADULT
1/23/92			216.25	50223	1/23/92	BOOKS-MAIN JUVENILE
1/24/92			11.22	50223	1/24/92	BOOKS-EXTENSION ADULT
1/24/92			27.63	50223	1/24/92	BOOKS-EXTENSION ADULT
1/24/92			80.68	50223	1/24/92	AV-PHONODICS
1/24/92			175.93	50223	1/24/92	AV-CASSETTES
1/24/92			156.37	50237	1/24/92	AV-VIDEOS
1/24/92			609.74	50237	1/24/92	TEMP PERSONNEL SERVICES
1/28/92			12.50	50254	1/28/92	SERV TO MAINT BUILDINGS
1/28/92			6.00	50254	1/28/92	CONFERENCES AND OTHER TRAVEL
1/28/92			7.24	50254	1/28/92	MATERIALS TO MAINT BLOGS
1/28/92			1.75	50254	1/28/92	OFFICE SUPPLIES
1/28/92			2,707.79	50274	1/28/92	HOSPITAL AND MEDICAL INSURANCE
1/29/92			41.00	50275	1/29/92	GROUP LIFE INSURANCE

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CITY OF DECATUR, ILL. BILLS AND PAYROLLS

DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 1/31/92

DATE	REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/29/92	11	TREAS-MON MEDICAL INS	931.47	50275	1/29/92	BOOKS-COMPENSATION
1/29/92	11	TREAS-TRIC	9,579.07	50276	1/29/92	RENTAL-EQUIPMENT
1/30/92	11	AMER LIBRARY ASSN	99.00	50297	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	ASSOCIATED OFFICE FURNISHINGS	89.94	50299	1/31/92	OFFICE SUPPLIES
1/30/92	11	AUDIO TUBOH	34.45	50302	1/31/92	AV-CASSETTES
1/30/92	11	AAA/PRIORITY VIDEO, INC.	76.05	50305	1/31/92	AV-VIDEOS
1/30/92	11	AMER BIDDERY	119.30	50307	1/31/92	PRINTING AND BINDING
1/30/92	11	A B C VIDEO, INC.	152.97	50308	1/31/92	BOOKS-MAIN REFERENCE
1/30/92	11	BAKER G TAYLOR CO	454.47	50315	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	79.00	50315	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	516.64	50315	1/31/92	BOOKS-MAIN REFERENCE
1/30/92	11	BAKER G TAYLOR CO	24.50	50315	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	26.15	50315	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	573.38	50316	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	24.06	50316	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	298.21	50316	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	16.04	50316	1/31/92	BOOKS-EXTENSION JUVENILE
1/30/92	11	BAKER G TAYLOR CO	150.48	50316	1/31/92	AV-CASSETTES
1/30/92	11	BAKER G TAYLOR CO	106.92	50316	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	477.62	50316	1/31/92	AV-CASSETTES
1/30/92	11	BAKER G TAYLOR CO	396.57	50316	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	37.57	50317	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	90.69	50317	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	36.23	50317	1/31/92	BOOKS-MAIN REFERENCE
1/30/92	11	BAKER G TAYLOR CO	20.30	50318	1/31/92	ELECTRICITY
1/30/92	11	BAKER G TAYLOR CO	285.29	50318	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	140.01	50318	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	15.56	50318	1/31/92	BOOKS-MAIN YOUTH
1/30/92	11	BAKER G TAYLOR CO	23.55	50318	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	24.58	50318	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	32.58	50318	1/31/92	BOOKS-EXTENSION JUVENILE
1/30/92	11	BAKER G TAYLOR CO	65.32	50318	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	12.09	50318	1/31/92	BOOKS-EXTENSION JUVENILE
1/30/92	11	BAKER G TAYLOR CO	19.36	50318	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	278.39	50319	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	20.63	50319	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	62.66	50319	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	17.87	50319	1/31/92	BOOKS-EXTENSION JUVENILE
1/30/92	11	BAKER G TAYLOR CO	43.87	50319	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	44.07	50319	1/31/92	AV-CASSETTES
1/30/92	11	BAKER G TAYLOR CO	62.28	50319	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	549.44	50320	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	42.35	50320	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	278.79	50320	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	30.46	50320	1/31/92	BOOKS-EXTENSION JUVENILE
1/30/92	11	BAKER G TAYLOR CO	38.53	50320	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	38.63	50320	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	25.71	50320	1/31/92	AV-VIDEOS
1/30/92	11	BAKER G TAYLOR CO	486.87	50321	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BAKER G TAYLOR CO	79.67	50321	1/31/92	BOOKS-MAIN JUVENILE
1/30/92	11	BAKER G TAYLOR CO	36.85	50321	1/31/92	BOOKS-EXTENSION ADULT
1/30/92	11	BAKER G TAYLOR CO	271.05	50322	1/31/92	OFFICE SUPPLIES
1/30/92	11	BUCK'S ENGRAVING	82.62	50331	1/31/92	BOOKS-MAIN ADULT
1/30/92	11	BANTAM/DOUBLEDAY/DELL	895.70	50334	1/31/92	AV-CASSETTES
1/30/92	11	BOOKS ON TAPE INC CORP	150.81	50334	1/31/92	AV-CASSETTES
1/30/92	11	BANC ONE LEASING CORP	2,442.85	50337	1/31/92	RENTAL-D.P EQUIPMENT
1/27/92	11	CALLAGHAN & CO	38.05	50338	1/31/92	BOOKS-MAIN REFERENCE
1/14/92	11	CHILDREN'S PRESS	93.47	50345	1/31/92	BOOKS-MAIN JUVENILE
1/08/92	11	CAPITAL CITY PAPER CO	250.14	50346	1/31/92	OFFICE SUPPLIES
1/08/92	11	COMPUTYPE INC & CO	805.62	50358	1/31/92	OFFICE SUPPLIES
1/23/92	11	DECATUR HERALD & REVIEW	64.25	50377	1/31/92	BOOKS-MAIN REFERENCE
1/30/92	11	EDUCATIONAL RECORD CENTER, INC	95.10	50394	1/31/92	AV-VIDEOS
1/30/92	11	EDUCATIONAL RECORD CENTER, INC	60.70	50394	1/31/92	AV-VIDEOS
1/30/92	11	EDUCATIONAL RECORD CENTER, INC	16.95	50394	1/31/92	AV-VIDEOS
1/30/92	11	GARA EFFICIENCY CENT. PROG.	17.50	50414	1/31/92	BOOKS-MAIN REFERENCE

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 1/31/92

DATE OF RECORD	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
1/31/92	R. HALL	50416	1/31/92	AV-CASSETTES	34.87
1/31/92	TECH WARDY AUDIO	50423	1/31/92	AV-VIDEOS	18.33
1/31/92	HUGHES, WAYNE	50424	1/31/92	OTHER PROFESSIONAL SERVICES	96.00
1/31/92	W. A. ROBERT	50428	1/31/92	OTHER PROFESSIONAL MEMBERSHIP FEES	00.00
1/31/92	ROBERTSON CO	50429	1/31/92	OTHER PROFESSIONAL SERVICES	96.00
1/31/92	TRACOMP COMPUTER CENTER	50439	1/31/92	ELECTRICITY SOFTWARE EXPENSE	4,361.89
1/31/92	TRACOMP COMPUTER CENTER	50439	1/31/92	SMALL CAPITAL ITEMS	390.00
1/31/92	TRACOMP COMPUTER CENTER	50439	1/31/92	OFFICE MACHINERY AND EQUIPMENT	345.00
1/31/92	INGRAM	50442	1/31/92	OFFICE CASSETTES	1,176.00
1/31/92	VIDEO	50443	1/31/92	AV-CASSETTES	21.57
1/31/92	STATE LIBRARY	50444	1/31/92	PRINTING AND BINDING OFFICE EQUIP	515.58
1/31/92	STATE LIBRARY	50444	1/31/92	SERV TO MAINT OFFICE EQUIP	77.00
1/31/92	STATE LIBRARY	50444	1/31/92	TELEPHONE	440.97
1/31/92	STATE LIBRARY	50444	1/31/92	POSTAGE	37.44
1/31/92	STATE LIBRARY	50444	1/31/92	RENTAL-EQUIPMENT	824.19
1/31/92	STATE LIBRARY	50444	1/31/92	BOOKS-MAIN ADULT	181.92
1/31/92	STATE LIBRARY	50457	1/31/92	BOOKS-MAGINERY AND EQUIPMENT	181.92
1/31/92	STATE LIBRARY	50457	1/31/92	OFFICE MACHINERY AND EQUIPMENT	1,595.00
1/31/92	STATE LIBRARY	50491	1/31/92	OFFICE SUPPLIES	204.57
1/31/92	STATE LIBRARY	50493	1/31/92	OFFICE SUPPLIES	119.77
1/31/92	STATE LIBRARY	50495	1/31/92	OFFICE SUPPLIES	34.95
1/31/92	STATE LIBRARY	50496	1/31/92	AV-CASSETTES	19.95
1/31/92	STATE LIBRARY	50498	1/31/92	AV-VIDEOS	55.10
1/31/92	STATE LIBRARY	50499	1/31/92	OFFICE SUPPLIES	79.50
1/31/92	STATE LIBRARY	50513	1/31/92	TEMP PERSONNEL SERVICES	1,999.93
1/31/92	STATE LIBRARY	50518	1/31/92	AV-CASSETTES	23.96
1/31/92	STATE LIBRARY	50519	1/31/92	SERV TO MAINT BUILDINGS	2,423.24
1/31/92	STATE LIBRARY	50520	1/31/92	BOOKS-MAIN REFERENCE	25.00
1/31/92	STATE LIBRARY	50527	1/31/92	BOOKS-MAIN REFERENCE	14.95
1/31/92	STATE LIBRARY	50534	1/31/92	OFFICE SUPPLIES	90.00
1/31/92	STATE LIBRARY	50536	1/31/92	AV-CASSETTES	474.85
1/31/92	STATE LIBRARY	50537	1/31/92	AV-CASSETTES	24.95
1/31/92	STATE LIBRARY	50537	1/31/92	BOOKS-MAIN REFERENCE	8.95
1/31/92	STATE LIBRARY	50538	1/31/92	MAG/PAPER-EXTEN ADULT	17.95
1/31/92	STATE LIBRARY	50539	1/31/92	MAG/PAPER-EXTEN ADULT	17.95
1/31/92	STATE LIBRARY	50539	1/31/92	SERV TO MAINT BUILDINGS	48.41
1/31/92	STATE LIBRARY	50540	1/31/92	BOOKS-EXTENSION ADULT SERVICES	25.47
1/31/92	STATE LIBRARY	50541	1/31/92	OTHER PROFESSIONAL SERVICES	208.33
1/31/92	STATE LIBRARY	50544	1/31/92	OTHER PROFESSIONAL SERVICES	96.00
1/31/92	STATE LIBRARY	50545	1/31/92	OTHER PROFESSIONAL SERVICES	781.25
1/31/92	STATE LIBRARY	50565	1/31/92	BOOKS-MAIN REFERENCE	354.95
1/31/92	STATE LIBRARY	50570	1/31/92	OTHER SUPPLIES	48.00
1/31/92	STATE LIBRARY	50587	1/31/92	OFFICE SUPPLIES	877.70
1/31/92	STATE LIBRARY	50588	1/31/92	OFFICE SUPPLIES	144.00
1/31/92	STATE LIBRARY	50600	1/31/92	OFFICE SUPPLIES	352.00
1/31/92	STATE LIBRARY	50602	1/31/92	OFFICE SUPPLIES	2,348.00
1/31/92	STATE LIBRARY	50604	1/31/92	TELEPHONE	35.12
1/31/92	STATE LIBRARY	50608	1/31/92	AV-VIDEOS	15.25
1/31/92	STATE LIBRARY	50615	1/31/92	BOOKS-MAIN REFERENCE	135.25
1/31/92	STATE LIBRARY	50623	1/31/92	MAG/PAPER-MAIN PROFESSIONAL	39.00
1/31/92	STATE LIBRARY	50625	1/31/92	BOOKS-PROFESSIONAL	158.95

TOTAL 61,249.41

TOTAL

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

LIBRARY CAPITAL

FUR PERIOD ENDING 1/31/92

REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
118725	E T R I: INC.	5,775.00	50037	1/15/92	COMPUTER SOFTWARE EXPENSE
		34,000.00	50037	1/15/92	OFFICE MACHINERY AND EQUIPMENT
TOTAL		39,775.00			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

PUBLIC LIBRARY-TRUSTS

FUR PERIOD ENDING 1/31/92

REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
118725	PROBIE LIBRARIES	712.00	50105	1/15/92	EXPENDITURES
118725	AVLOR CO	10.61	50223	1/24/92	EXPENDITURES
118725	AVLOR CO	136.50	50315	1/31/92	EXPENDITURES
118725	AVLOR CO	27.32	50316	1/31/92	EXPENDITURES
118725	AVLOR CO	27.40	50317	1/31/92	EXPENDITURES
118725	AVLOR CO	682.76	50318	1/31/92	EXPENDITURES
118725	AVLOR CO	431.51	50319	1/31/92	EXPENDITURES
118725	AVLOR CO	370.90	50320	1/31/92	EXPENDITURES
118725	AVLOR CO		50321	1/31/92	EXPENDITURES
TOTAL		2,858.40			

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FY 1991-92 BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCAT CCMM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,286,708	109,874.42	799,795.52	965,030	486,912.48	.00	486,912.48	62-2
092	HOLIDAY SALARIES	0	19,826.31	39,943.65	0	39,943.65	.00	39,943.65	
094	OTHER LEAVE WITH PAY	0	1,122.18	1,984.75	0	1,984.75	.00	1,984.75	
096	SICK TIME	0	4,111.41	25,365.99	0	25,365.99	.00	25,365.99	
098	VACATION TIME	0	9,972.83	61,257.34	0	61,257.34	.00	61,257.34	
<b>PERSONAL SERVICES</b>									
101	OVERTIME	0	207.48	222.55	0	222.55	.00	222.55	
102	TEMPORARY SALARIES	25,704	2,135.99	12,182.59	19,278	13,521.41	.00	13,521.41	47-4
104	RETIREMENT - FIDELITY	261,624	2,043.20	179,237.22	196,218	82,386.78	.00	82,386.78	68-5
111	GROUP LIFE INSURANCE	1,134	121.00	816.00	850	318.00	.00	318.00	72-0
112	HOSPITAL AND MEDICAL INSURANCE	84,462	8,963.37	60,640.83	63,346	23,821.17	.00	23,821.17	71-8
114	WORKERS COMPENSATION	23,391	2,748.60	18,293.46	17,543	5,097.54	.00	5,097.54	78-2
115	SERVICE RECOGNITION	2,570	47.50	1,852.50	1,927	717.50	.00	717.50	72-1
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING	2,700	399.24	3,099.75	2,025	399.75	.00	399.75	114-8
202	PRINTING AND WRITING	10,000	634.88	6,860.13	7,499	1,339.87	352.00	2,787.87	114-8
210	SERV TO MAINT UTILITIES	11,000	2,584.74	3,937.30	8,249	7,062.74	7.50	7,055.20	72-9
211	SERV TO MAINT IMPROVEMENTS	200	.00	.00	149	200.00	.00	200.00	
212	SERV TO MAINT AUTO EQUIP	3,500	.00	1,236.33	2,624	2,263.67	674.60	1,589.07	54-6
213	SERV TO MAINT AUTO EQUIP	10,500	551.00	5,274.38	7,875	5,228.62	75.00	5,153.62	50-9
214	SERV TO MAINT AUTO EQUIP	70,000	4,301.59	55,074.22	52,499	14,625.78	.00	14,925.68	78-7
232	ELECTRICITY	11,000	1,203.59	4,088.21	8,249	6,911.79	.00	6,911.79	37-2
233	TELEPHONE	20,200	1,280.16	11,881.50	15,142	8,318.50	.00	8,318.50	58-8
234	WATER	950	.00	692.90	712	257.10	.00	257.10	72-9
238	TRAINING SERVICES	1,500	.00	1,400.00	974	100.00	.00	100.00	107-7
240	TRAINING SCHOOL	3,965	.00	1,252.54	2,973	2,712.46	.00	2,712.46	31-6
241	CONFERENCE, AND OTHER TRAVEL	3,131	33.58	1,609.00	3,348	1,522.00	.00	1,522.00	51-4
245	POSTAGE	14,500	622.56	8,193.03	10,874	6,306.97	.00	6,306.97	56-5
247	COMPUTER SOFTWARE EXPENSE	1,500	390.00	1,499.49	3,374	1,499.49	.00	1,499.49	395-9
271	TRAVEL PER DIEM EXPENSE	8,750	4,481.27	29,371.03	6,562	20,621.03	.00	20,621.03	374-1
272	TUITION PER DIEM EXPENSE	1,500	734.00	1,118.00	1,125	388.00	.00	388.00	74-1
280	OTHER PROFESSIONAL SERVICES	41,400	1,847.58	20,278.72	31,050	21,121.28	.00	21,121.28	45-0
284	PROFESSIONAL MEMBERSHIP FEE	2,250	50.00	2,267.00	1,687	17.00	.00	17.00	100-8
285	RENTAL OF EQUIPMENT	34,400	2,425.85	23,523.53	25,799	10,876.47	.00	10,876.47	68-4
289	RENTAL EQUIPMENT	17,000	856.79	12,432.80	12,749	4,567.20	.00	4,567.20	73-1
<b>COMMODITIES</b>									
310	GASOLINE	268,746	13,753.65	195,580.86	201,545	73,165.14	1,109.10	72,056.04	73-2
312	JANITORIAL SUPPLIES	3,500	170.67	1,766.14	2,624	1,733.86	.00	1,733.86	50-5
320	MATERIALS TO MAINT BLDGS	3,500	.00	2,636.28	2,624	863.72	.00	863.72	75-3
327	MATERIAL TO MAINT AUTO EQUIP	1,000	14.92	4,681.13	9,000	7,318.87	1,018.56	6,300.31	47-5
345	OFFICE SUPPLIES	30,000	5,304.27	18,805.25	22,500	11,194.75	1,864.79	9,329.96	68-9
357	EMPLOYEE RECOGNITION SUPPLIES	200	.00	217.64	149	17.64	.00	17.64	108-8
<b>OTHER CHARGES</b>									
400	CONTINGENCIES	92,700	9,628.66	31,128.74	39,147	21,071.26	3,163.36	17,907.90	65-7
415	TRANSFER TO GENERAL FUND	10,000	.00	3,252.00	7,499	6,748.00	.00	6,748.00	32-5
418	MOTOR VEHICLE-INSURANCE	20,000	2,407.00	21,663.00	21,663	7,221.00	.00	7,221.00	75-0
420	BOILER INSURANCE	3,000	254.08	2,288.72	2,286	762.28	.00	762.28	75-0
421	PROPERTY INSURANCE	14,105	1,182.08	10,638.72	10,638	3,546.28	.00	3,546.28	75-0

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
OTHER CHARGES								
423 GENERAL LIABILITY INSURANCE	5,100	425.00	3,825.00	3,825	1,275.00	.00	1,275.00	75.0
499 SMALL CAPITAL ITEMS	1,050	345.00	573.02	787	476.98	940.85	463.87	144.2
	62,743	4,652.74	42,594.68	47,054	20,148.32	940.85	19,207.47	65.4

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
CAPITAL OUTLAY								
515 OFFICE MACHINERY AND EQUIP	10,800	2,771.00	10,142.98	8,100	657.02	.00	657.02	93.9
	10,800	2,771.00	10,142.98	8,100	657.02	.00	657.02	93.9

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
CAPITAL OUTLAY								
801 BOOKS - MAIN ADULT	81,500	6,674.23	71,748.81	61,124	9,751.19	8,575.01	1,176.18	98.6
802 BOOKS - MAIN YOUTH	5,800	412.75	4,234.00	4,349	1,509.00	711.61	854.39	85.3
803 BOOKS - MAIN JUVENILE	29,400	475.38	24,742.89	22,050	4,857.11	2,689.20	1,997.91	93.3
804 BOOKS - MAIN REFERENCE	46,800	3,786.49	44,202.53	35,100	2,597.47	6,427.13	3,635.05	107.8
805 BOOKS - MAGAZINES ADULT	3,120	158.95	1,527.82	2,340	1,592.18	2,183.04	1,165.05	62.7
821 BOOKS - EXTENSION ADULT	15,600	1,413.57	13,298.46	11,700	2,301.54	2,113.56	118.50	99.2
822 BOOKS - EXTENSION YOUTH	670	63.34	301.76	502	368.24	840.61	254.68	62.0
823 BOOKS - EXTENSION JUVENILE	8,700	104.68	6,435.72	6,525	2,264.28	875.35	1,423.67	83.6
830 AV - PHOTOCOPYING	4,750	447.80	1,714.67	3,562	3,035.33	572.27	2,159.98	54.5
831 AV - CASSETTES	4,970	1,217.02	4,809.17	4,477	1,108.83	1,814.18	537.56	91.0
832 AV - VIDEOS	15,950	951.53	12,387.07	11,887	3,762.93	1,793.64	1,793.64	85.6
841 MAG/PAPERS - MAIN ADULT	17,116	133.75	16,322.36	12,657	793.64	.00	793.64	95.4
842 MAG/PAPERS - MAIN YOUTH	877	.00	621.42	874	255.58	.00	255.58	70.9
843 MAG/PAPERS - MAIN JUVENILE	1,166	.00	856.37	6,012	309.63	.00	309.63	73.4
844 MAG/PAPERS - MAIN REFERENCE	8,017	.00	7,798.67	6,698	218.33	.00	218.33	97.3
845 MAG/PAPERS - MAIN PROFESSIONAL	932	39.00	654.48	2,155	277.52	.00	277.52	70.2
847 MAG/PAPERS - FORTH ADULT	1,148	17.90	2,251.97	2,110	622.03	.00	622.03	78.4
848 MAG/PAPERS - FORTH YOUTH	168	.00	147.62	157	42.12	.00	42.12	99.7
849 MAG/PAPERS - FORTH JUVENILE	210	.00	252.12	157	42.12	.00	42.12	120.1
** DEVIATION TOTAL **	266,500	15,896.39	214,358.91	187,115	35,141.09	25,034.45	10,106.64	95.9
	2,179,587	222,876.73	1,695,378.57	1,747,153	634,203.43	30,247.76	603,955.67	74.1



CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	6,000	5,775.00	5,775.00	4,500	225.00	.00	225.00	96.3
248	OTHER PROFESSIONAL SERVICES	65,000	.00	.00	48,749	65,000.00	8,300.00	56,700.00	12.8
		71,000	5,775.00	5,775.00	53,249	65,225.00	8,300.00	56,925.00	15.8
	CAPITAL OUTLAY								
	515 OFFICE MACHINERY AND EQUIPM	53,000	34,000.00	34,000.00	39,749	19,000.00	.00	19,000.00	64.2
		53,000	34,000.00	34,000.00	39,749	19,000.00	.00	19,000.00	64.2
	** DIVISION TOTAL **	124,000	39,775.00	39,775.00	92,998	84,225.00	8,300.00	75,925.00	38.8

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCMM
12,000	2,146.40	6,810.13	9,000	5,189.87	2,733.53	2,456.34	79.5
12,000	2,146.40	6,810.13	9,000	5,189.87	2,733.53	2,456.34	79.5
12,000	2,146.40	6,810.13	9,000	5,189.87	2,733.53	2,456.34	79.5

\*\* DIVISION TOTAL \*\*

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCMM
11,450	.00	.00	8,587	11,450.00	.00	11,450.00	
11,450	.00	.00	8,587	11,450.00	.00	11,450.00	
11,450	.00	.00	8,587	11,450.00	.00	11,450.00	

\*\* DIVISION TOTAL \*\*

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCMM
2,500	712.00	1,001.00	1,874	1,499.00	.00	1,499.00	40.0
2,500	712.00	1,001.00	1,874	1,499.00	.00	1,499.00	40.0
2,500	712.00	1,001.00	1,874	1,499.00	.00	1,499.00	40.0

\*\* DIVISION TOTAL \*\*

DECATUR PUBLIC LIBRARY

PERIOD ENDING 01/31/92

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
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FUND BALANCE

30001-000	BEGINNING FUND BALANCE	.00	202,570.00	211,800.31	141,306.00	70,494.31-	149
TOTAL		.00	202,570.00	211,800.31	141,306.00	70,494.31-	149

TAXES

30100-107	PROPERTY TAX-LIBRARY	.00	1,451,351.25	1,935,135.00	1,935,135.00	.00	100
TOTAL		.00	1,451,351.25	1,935,135.00	1,935,135.00	.00	100

INTER-GOVERNMENTAL REVENUE

30200-104	REPLACEMENT TAX	9,179.62	90,000.00	87,273.39	120,000.00	32,725.61	72
30200-107	STATE GRANTS OR OTHER	.00	73,499.99	47,995.39	98,000.00	50,004.61	49
TOTAL		9,179.62	163,499.99	135,268.78	218,000.00	82,731.22	62

FINES AND FEES

30500-509	LIBRARY FINES AND FEES	7,427.27	37,499.99	49,780.09	50,000.00	219.91	99
30500-510	LIBRARY FOR RESIDENT FEES	387.50	3,000.00	2,756.50	4,000.00	1,243.50	68
30500-511	LIBRARY LOST AND DAMAGED BOOKS	524.54	3,000.00	3,157.84	4,000.00	842.16	78
30500-514	VERBALS	250.70	525.00	1,487.40	700.00	797.40-	213
30500-515	RESERVE	742.99	4,125.00	3,797.32	5,500.00	1,702.68	69
TOTAL		8,933.00	48,149.99	60,989.15	64,200.00	3,210.85	95

TRANSFERS FROM

30600-702	TRANSFER FROM GENERAL FUND	10,000.00	7,500.00	10,000.00	10,000.00	.00	100
TOTAL		10,000.00	7,500.00	10,000.00	10,000.00	.00	100

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	2,835.45	24,750.00	24,981.16	33,000.00	8,018.84	75
TOTAL		2,835.45	24,750.00	24,981.16	33,000.00	8,018.84	75

OTHER INCOME

30800-805	CONTRIBUTIONS AND DONATIONS	2,828.61	750.00	4,758.14	1,000.00	3,758.14-	475
30800-899	MISCELLANEOUS INCOME	462.55	5,999.99	1,364.25	8,000.00	6,635.75	17
TOTAL		3,291.16	6,749.99	6,122.39	9,000.00	2,877.61	68

FUND TOTAL

30600-702	TRANSFER FROM GENERAL FUND	34,239.23	1,904,571.22	2,384,296.79	2,410,641.00	26,344.21	98
TOTAL		34,239.23	1,904,571.22	2,384,296.79	2,410,641.00	26,344.21	98

GLA3030 FUND 21

LIBRARY CAPITAL

PERIOD ENDING 01/31/92

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
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TRANSFERS FROM

30600-702	TRANSFER FROM GENERAL FUND	124,000.00	93,000.00	124,000.00	124,000.00	.00	100
TOTAL		124,000.00	93,000.00	124,000.00	124,000.00	.00	100

FUND TOTAL

30600-702	TRANSFER FROM GENERAL FUND	124,000.00	93,000.00	124,000.00	124,000.00	.00	100
TOTAL		124,000.00	93,000.00	124,000.00	124,000.00	.00	100

**Finance and Properties Committee**  
**January 30, 1992**

The Finance and Properties Committee met January 30, 1992 at 3:30 p.m. in the Library Board Room. Members present: Chairman Dan Gaumer, Barb Ohlsen, Bob Smith, Dick Lockmiller. Absent: Jerrodean Martin. Staff present: Jerald Merrick and Linda Humphreys.

Mr. Gaumer called the meeting to order at 3:40 p.m.

The transfer of \$100,000 from the 1991/92 library operating fund into the library capital fund was discussed. Ms. Humphreys will contact Beth Couter and find out how to show the transfer on the budget forms.

There was also discussion about the replacement of the library delivery van. Ms. Humphreys will also ask Beth Couter whether to show that expense in fund 20 (library general operating) or fund 21 (library capital fund). The purchase of a plate maker was also discussed.

Everything else in the draft was acceptable as presented.

Mr. Lockmiller will contact Beth Couter to find out when the city will be transferring \$124,000 from the city's general fund to the library's capital fund.

There was no further business. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



Daniel Gaumer, Chairman  
Finance & Properties Committee

Fund: 20

Department: Library

Division: Library

Division No: 40000

## Activity Description

The Decatur Public Library provides access to and promotes the use of materials that serve the informational, recreational, educational, and cultural needs of the community. As a community institution, the Library is dedicated to the concept of service to everyone. A fundamental part of this service is the selection, acquisition, organization, circulation, and promotion of appropriate materials.

Performance Objectives/Measurements	90-91 Actual	91-92 Estimated	92-93 Budget
1. Implement Cooperative Collection Management Plan	NA	NA	YES
2. Hire new City Librarian			
a. Interviewing January and February with an April 1992 start date	NA	Hiring	YES
b. Setting new objectives			
3. Implementing various recommendations of DPL Long Range Plan			
a. Initiate several non-financial aspects of plan	NA	NA	YES
4. Implement planned reorganization			
a. Work with new City Librarian to streamline organization	NA	NA	YES
5. Complete retrospective conversion project			
a. Purchase automation equipment and implement project	NA	40,000	10,000
6. Initiate online catalog			68,000
7. Work toward meeting Americans With Disabilities Act			
a. Appoint Coordinator and initiate minor financial requirements	NA	NA	2,000
8. Continue labor negotiations			
a. Work toward a contract with AFSCME	NA	YES	19,000
9. Initiate capital replacement fund in 1992-93 budget			
a. Transfer \$100,000 from 1991/92 carry-over to fund	NA	100,000	ND

## Program Comments and Significant Expenditure Changes

Expenditures	90-91 Actual	91-92 Estimated	91-92 Budget	92-93 Budget	Employee Summary
Personal Services	\$	\$	\$	\$	FT 1990-91 _____
Contractual Services					FT 1991-92 _____
Commodities					FT 1992-93 _____
Other Charges					
Capital Outlay					
Total					

## ANNUAL BUDGET

FISCAL YEAR 92-93

Personal Services Reconciliation

Form No. 3

Section A

Fund: 20

Department: Library

Division: Library

Division No: 40000

<u>Personal Services</u>	(1) From Form 12	(2) Additions	(3) Subtractions	(4) Revised
090 - Regular Salaries	1,228,713	17,578	2,696 32,386	1,211,209
101 - Overtime	28	0	28	0
102 - Temporary Salaries	25,704	10,000	868 16,268	18,568
104 - Retirement-IMRF	246,733	765 3,502	1,858 6,448	242,694
105 - Retirement-Fire				
106 - Retirement-Police				
111 - Group Life Insurance	1,134	27	27	1,134
112 - Hosp. & Medical Ins.	89,340	1,510	2,950	87,900
114 - Worker's Comp.	18,559		277	18,282
115 - Service Recognition	2,718		135	2,583
116 - Dental				
127 - Medicare				
Totals	1,612,929	33,382	63,941	1,582,370

Personal Services Reconciliation

Form No. 3

Section B

Fund: 20

Department: Library

Division: Library

Division No: 40000

Classification Full Time	Number of Positions			
	(5) 4/30/92	(6) Add	(7) Subtract	(8) 4/30/93
City Librarian	1			1
Assistant City Librarian	1		1	0
Extension Librarian	1			1
Adult Services Librarian	1			1
Reference Librarian	1			1
Circulation Librarian	1			1
Audiovisual Librarian	1			1
Cataloger	1			1
Building Maintenance Man	1			1
Asst. Adult Services Librarian	1			1
Young Adult Librarian	1			1
Library Assistant	7			7
Library Administrative Secretary	1			1
Junior Cataloger	1			1
Technical Services Clerk III	1			1
Staff Artist	1			1
Senior Building Custodian	1			1
Bookmobile Clerk/Driver	2			2
Building Custodian	1			1
Catalog Clerk II	2			2

Personal Services Reconciliation

Form No. 3

Section B

Fund: 20

Department: Library

Division: Library

Division No: 40000

Classification Full Time	Number of Positions			
	(5) 4/30/92	(6) Add	(7) Subtract	(8) 4/30/93
Extension Clerk	1			1
Library Administrative Clerk	2			2
Library Clerk II	1			1
Technical Services Clerk II	1			1
Catalog Clerk I	2			2
Library Clerk I	2			2
Technical Services Clerk I	1			1
Head Library Page	1			1
Telephone Page	1			1
Library Page	2			2
Children's Librarian	0	1		1
SUB-TOTAL FULL-TIME	42	1	1	42
Permanent part-time:				
Children's Librarian	1		1	0
Library Assistant	5			5
Building Custodian	1			1
Library Driver	1			1
Library Clerk I	6			6
Technical Services Clerk I	2			2
Catalog Clerk I	1			1









ANNUAL BUDGET  
FISCAL YEAR 92-93

Form No. 7

Capital Outlay Budget Request

Fund: 20

Department: Library

Division: Library

Division No: 40000

Check Applicable Line Item Account No.

<u>      </u> 501 Land	<u>      </u> 510 Automotive Equipment
<u>      </u> 502 Buildings	<u>  x  </u> 515 Office Machinery & Equipment
<u>      </u> 503 Improvements	<u>      </u> 520 Other Machinery & Equipment

Item Priority	Describe Capital Outlay Requested	Est. Cost	State the number and description of item(s) to be replaced and recommend disposition of the replaced item(s). For vehicles, state the make, model and year.
1	snow blower	1,000	replace older model
2	delivery cart	300	new item; to deliver supplies/move displays
3	stools	700	replace older stools in circulation dept.
4	paperback racks (3)	1,500	additional racks for growing collection
5	computer	3,000	new equipment for acquisitions dept.
6	vacuum cleaner	350	to replace old equipment
7	portable dictaphone	600	new equipment for local history interviews

Explain the necessity for, or benefits to be derived from these purchases:

- 1 parts are not available for the old snow blower
- 2 will reduce risk of personal injury (back strain, etc.)
- 3 present stools are worn and have already been repaired
- 4 the paperback collection is growing rapidly and is very popular with patrons
- 5 increased use of computers will prohibit 2 departments from sharing 1 computer
- 6 present vacuum cleaner is old and worn out
- 7 will make local history interviews much easier to conduct and prepare

Total estimated purchase price, including installation:

7,450



ANNUAL BUDGET  
FISCAL YEAR 92-93

Form No. 10

Explanation of Budget Variances

Fund: 20

Department: Library

Division: Library

Division No: 40000

Account Number	FY 91-92 Budgeted Amount	FY 92-93 Budgeted Amount	Explanation - All line item increases in contractual services, commodity, and other charges, and all capital outlay
202	10,000	16,000	plastic library cards, new stationary for new director, business cards, etc.
210	10,000	13,000	labor for waterproofing and tuckpointing building exterior
212	3,500	5,000	paint bookmobile
213	10,500	12,500	maintenance agreements for BIC computers
231	70,000	75,000	anticipated electrical rate increase
232	11,300	12,500	municipal rate increase
233	19,800	21,000	TDD; longer calls; increased cost of maintenance agreements
240	3,000	3,500	additional in-house computer training
245	14,500	16,500	\$.01 anticipated increase
272	1,350	1,500	more staff taking classes
273	0	3,000	increased travel expense to interview new staff
280	31,800	44,500	attorney fees for labor negotiations
286	33,500	35,000	increased maintenance costs on upgraded equipment
289	16,500	23,000	WARC record conversion

ANNUAL BUDGET  
FISCAL YEAR 92-93

Form No. 10

Explanation of Budget Variances

Fund: 20

Department: Library

Division: Library

Division No: 40000

Account Number	FY 91-92 Budgeted Amount	FY 92-93 Budgeted Amount	Explanation - All line item increases in contractual services, commodity, and other charges, and all capital outlay
312	3,800	4,000	inflation
320	10,500	14,000	materials for tuckpointing
337	4,200	5,000	bookmobiles aging; repaint bookmobile tractor
345	28,500	32,000	additional cost for Summer Reading Program; increased cost of supplies
357	170	375	5 employees have anniversaries this year
415	28,884	30,000	City increased our charges
418	3,049	3,497	inflation
421	14,185	14,291	inflation
499	1,100	1,500	5 book carts; 1 shredder
800-833			costs per item have increased; materials budget was raised
841-849			newspaper and magazine rates have gone up; different subscriptions are renewed each yr

ANNUAL BUDGET  
FISCAL YEAR 92-93

Form No. 7

Capital Outlay Budget Request

Fund: 21

Department: Library

Division: Library

Division No: 40000

Check Applicable Line Item Account No.

<input type="checkbox"/> 501 Land	<input checked="" type="checkbox"/> 510 Automotive Equipment
<input type="checkbox"/> 502 Buildings	<input type="checkbox"/> 515 Office Machinery & Equipment
<input type="checkbox"/> 503 Improvements	<input type="checkbox"/> 520 Other Machinery & Equipment

Item Priority	Describe Capital Outlay Requested	Est. Cost	State the number and description of item(s) to be replaced and recommend disposition of the replaced item(s). For vehicles, state the make, model and year.
1	van	15,000	1983 Ford cargo van; trade-in

Explain the necessity for, or benefits to be derived from these purchases:

1 replace old equipment

Total estimated purchase price, including installation: 15,000



ANNUAL BUDGET  
FISCAL YEAR 92-93

Form No. 7

Capital Outlay Budget Request

Fund: 21

Department: Library

Division: Library

Division No: 40000

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Check Applicable Line Item Account No.

<u>      </u> 501 Land	<u>      </u> 510 Automotive Equipment
<u>      </u> 502 Buildings	<u>  x  </u> 515 Office Machinery & Equipment
<u>      </u> 503 Improvements	<u>      </u> 520 Other Machinery & Equipment

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Item Priority	Describe Capital Outlay Requested	Est. Cost	State the number and description of item(s) to be replaced and recommend disposition of the replaced item(s). For vehicles, state the make, model and year.
1	10 terminals	4,500	new--for public online catalog
2	3 lasers	7,500	new--required for CLSI LIBS-100
3	4 modems	1,000	new--for bookmobiles and computer sites

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Explain the necessity for, or benefits to be derived from these purchases:

- 1 automation
  - 2 automation
  - 3 automation
- 

Total estimated purchase price, including installation: 13,000





FUND 20 DECATUR PUBLIC LIBRARY

REVENUE CLASSIFICATION	ACTUAL REVENUE FY89-90	ACTUAL REVENUE FY90-91	BUDGET REVENUE FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL REVENUE FY91-92	BUDGET ESTIMATE FY92-93
FUND BALANCE						
30001000 BEGINNING FUND BALANCE	204,680	172,578	141,306	211,800	211,800	166,232
SUBTOTAL	204,680	172,578	141,306	211,800	211,800	166,232
TOTAL FUND BALANCE	204,680	172,578	141,306	211,800	211,800	166,232
TAXES						
30100107 PROPERTY TAX-LIBRARY	1,855,000	1,939,183	1,935,135	1,820,000	1,935,135	1,955,000
SUBTOTAL	1,855,000	1,939,183	1,935,135	1,820,000	1,935,135	1,955,000
TOTAL TAXES	1,855,000	1,939,183	1,935,135	1,820,000	1,935,135	1,955,000
INTER GOVERNMENTAL REVENUE						
30200104 REPLACEMENT TAX	150,696	137,015	120,000	72,948	120,000	116,000
30200107 STATE GRANTS OR OTHER	145,829	179,523	98,000	47,995	124,330	76,330
SUBTOTAL	296,525	316,538	218,000	120,943	244,330	192,330
TOTAL INTER GOVERNMENTAL REVENUE	296,525	316,538	218,000	120,943	244,330	192,330
FINES AND FEES						
30500509 LIBRARY FINES AND FEES	46,580	56,285	50,000	37,335	55,400	55,000
30500510 LIBRARY NON-RESIDENT FEES	6,145	5,944	4,000	2,154	3,440	2,000
30500511 LIBRARY LOST AND DAMAGED BOOKS	3,127	3,884	4,000	2,604	4,000	4,000
30500514 VERIFAX	697	987	700	1,246	1,800	1,800
30500515 RESERVES	5,706	4,576	5,500	2,362	4,000	5,000
SUBTOTAL	62,255	71,676	64,200	45,701	68,640	67,800

FUND 20 DECATUR PUBLIC LIBRARY

REVENUE CLASSIFICATION	ACTUAL REVENUE FY89-90	ACTUAL REVENUE FY90-91	BUDGET REVENUE FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL REVENUE FY91-92	BUDGET ESTIMATE FY92-93
FINES AND FEES	62,255	71,676	64,200	45,701	68,640	67,800
TOTAL FINES AND FEES						
TRANSFERS FROM						
30600702 TRANSFER FROM GENERAL FUND	0	20,000	10,000	0	10,000	0
SUBTOTAL	0	20,000	10,000	0	10,000	0
TOTAL TRANSFERS FROM						
INVESTMENT INCOME						
30700101 INVESTMENT INTEREST	41,295	36,625	33,000	18,529	27,800	19,000
30700102 POOLED INTEREST	0	0	0	0	0	0
SUBTOTAL	41,295	36,625	33,000	18,529	27,800	19,000
TOTAL INVESTMENT INCOME						
OTHER INCOME						
30800805 CONTRIBUTIONS AND DONATIONS	818	10,351	1,000	1,218	4,700	4,000
30800899 MISCELLANEOUS INCOME	785	7,035	8,000	915	1,200	1,200
SUBTOTAL	1,603	17,386	9,000	2,133	5,900	5,200
TOTAL OTHER INCOME						
FUND TOTAL	2,461,358	2,573,986	2,410,641	2,219,106	2,503,605	2,405,564

FUND 20 DECATUR PUBLIC LIBRARY  
DIVISION 40000 DECATUR PUBLIC LIBRARY

## EXPENDITURE CLASSIFICATION

	ACTUAL EXPEND. FY89-90	ACTUAL EXPEND. FY90-91	BUDGET EXPEND. FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL EXPEND. FY91-92	FINAL BUDGET FY92-93
REGULAR SALARIES						
090 REGULAR SALARIES	1,306,322	1,323,847	1,286,708	700,867	1,214,838	1,211,209
101 OVERTIME	0	265	0	15	0	0
102 TEMPORARY SALARIES	28,605	18,968	25,704	8,927	15,474	18,568
104 RETIREMENT-IMR	235,518	254,797	261,624	135,136	234,237	242,694
111 GROUP LIFE INSURANCE	1,237	1,209	1,134	615	1,066	1,134
112 HOSPITAL AND MEDICAL INSURANCE	74,337	78,866	84,462	45,701	79,217	87,900
114 WORKERS COMPENSATION	13,461	25,713	23,391	13,743	23,391	18,282
115 SERVICE RECOGNITION	2,115	2,402	2,570	1,682	2,570	2,583
116 DENTAL INSURANCE	0	0	0	0	0	0
TOTAL REGULAR SALARIES	1,661,595	1,706,067	1,685,593	906,686	1,570,793	1,582,370
CONTRACTUAL SERVICES						
201 ADVERTISING	2,755	3,213	2,700	2,556	2,800	1,000
202 PRINTING AND BINDING	6,292	8,243	10,000	5,120	10,000	16,000
210 SERV TO MAINT BUILDINGS	11,112	10,382	11,000	1,347	10,000	13,000
211 SERV TO MAINT IMPROVEMENTS	276	122	200	0	200	200
212 SERV TO MAINT AUTO EQUIPMENT	3,353	3,658	3,500	1,236	3,500	5,000
213 SERV TO MAINT OFFICE EQUIP	9,806	10,139	10,500	4,516	10,500	12,500
231 ELECTRICITY	59,408	64,042	70,000	55,022	70,000	75,000
232 GAS	10,341	10,704	11,000	2,330	11,300	12,500
233 TELEPHONE	17,205	16,676	20,200	8,811	19,800	21,000
234 WATER	841	923	950	452	950	1,000
238 AUDITING SERVICES	0	0	1,300	1,400	1,400	1,500
240 TRAINING SCHOOL	4,536	3,199	3,965	1,252	3,000	3,500
241 CONFERENCES AND OTHER TRAVEL	3,734	2,437	3,131	1,352	3,000	400
245 POSTAGE	9,409	10,745	14,500	6,773	14,500	16,500
247 COMPUTER SOFTWARE EXPENSE	2,561	1,631	500	1,609	1,800	900
249 EMERGENCY STREET REPAIRS	0	0	0	0	0	0
271 TEMP PERSONNEL SERVICES	0	10,158	8,750	20,107	40,000	33,240
272 TUITION REIMBURSEMENT	1,414	990	1,500	378	1,350	1,500
280 OTHER PROFESSIONAL SERVICES	36,206	51,219	41,400	15,488	31,800	44,500
284 PROFESSIONAL MEMBERSHIP FEES	2,135	2,192	2,250	2,217	2,217	2,300
273 TRAVEL EXPENSE FOR INTERVIEWS				0	0	3,000

FUND 20 DECATUR PUBLIC LIBRARY

DIVISION 40000 DECATUR PUBLIC LIBRARY

EXPENDITURE CLASSIFICATION

	ACTUAL EXPEND. FY89-90	ACTUAL EXPEND. FY90-91	BUDGET EXPEND. FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL EXPEND. FY91-92	FINAL BUDGET FY92-93
<b>CONTRACTUAL SERVICES</b>						
206 RENTAL-D P EQUIPMENT	15,398	15,673	34,400	15,759	33,500	35,000
209 RENTAL-EQUIPMENT	14,773	14,148	17,000	9,726	16,500	23,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>211,635</b>	<b>240,494</b>	<b>268,746</b>	<b>157,451</b>	<b>288,117</b>	<b>322,540</b>
<b>COMMODITIES</b>						
310 GASOLINE	2,287	2,856	3,500	1,282	3,200	3,200
312 JANITORIAL SUPPLIES	3,387	4,321	3,500	2,423	3,800	4,000
320 MATERIALS TO MAINT BLDGS	17,294	13,123	12,000	3,888	10,500	14,000
331 MEDICAL SUPPLIES	0	0	0	0	0	0
337 MATERIAL TO MAINT AUTO EQUIP	2,302	1,683	3,000	2,916	4,200	5,000
345 OFFICE SUPPLIES	30,214	28,370	30,000	11,171	28,500	32,000
357 EMPLOYEE RECOGNITION SUPPLIES	0	126	200	169	170	375
<b>TOTAL COMMODITIES</b>	<b>55,484</b>	<b>50,479</b>	<b>52,200</b>	<b>21,849</b>	<b>50,370</b>	<b>58,575</b>
<b>OTHER CHARGES</b>						
400 CONTINGENCIES	0	0	10,000	3,252	10,000	10,000
415 TRANSFER TO GENERAL FUND	34,563	34,486	28,884	16,849	28,884	30,000
418 MOTOR VEHICLE-INSURANCE	2,657	3,011	3,049	1,778	3,049	3,497
420 BOILER INSURANCE	583	583	475	277	475	403
421 PROPERTY INSURANCE	11,247	11,318	14,185	8,274	14,185	14,291
423 GENERAL LIABILITY INSURANCE	6,240	7,344	5,100	2,975	5,100	5,092
445 TRANSFER TO CAPITAL FUND	0	0	0	0	100,000	0
483 GRANT EXPENDITURES	0	0	0	0	0	0
488 GRANT EXPENSES	0	358	0	0	0	0
499 SMALL CAPITAL ITEMS	2,022	1,041	1,050	0	1,100	1,500
<b>TOTAL OTHER CHARGES</b>	<b>50,112</b>	<b>58,141</b>	<b>62,743</b>	<b>33,405</b>	<b>162,793</b>	<b>64,783</b>
<b>CAPITAL OUTLAY</b>						
515 OFFICE MACHINERY AND EQUIPMENT	21,026	17,420	10,800	7,371	10,800	7,450
520 OTHER MACHINERY AND EQUIPMENT	0	1,509	0	0	0	0

FUND 20 DECATUR PUBLIC LIBRARY  
DIVISION 40000 DECATUR PUBLIC LIBRARY

EXPENDITURE CLASSIFICATION

	ACTUAL EXPEND. FY89-90	ACTUAL EXPEND. FY90-91	BUDGET EXPEND. FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL EXPEND. FY91-92	FINAL BUDGET FY92-93
CAPITAL OUTLAY	21,826	18,929	10,800	7,371	10,800	7,450
TOTAL CAPITAL OUTLAY						
NO DESCRIPTION ON FILE						
800 BOOKS AND PERIODICALS	0	0	0	0		
801 BOOKS-MAIN ADULT	90,349	97,068	81,500	62,062	85,730	94,700
802 BOOKS-MAIN YOUTH	5,656	6,128	5,800	3,488	5,500	6,000
803 BOOKS-MAIN JUVENILE	29,260	35,840	29,400	22,581	29,400	30,000
804 BOOKS-MAIN REFERENCE	45,334	68,309	46,800	38,693	51,000	56,000
805 BOOKS-PROFESSIONAL	3,671	4,011	3,120	933	3,120	3,000
821 BOOKS-EXTENSION ADULT	14,082	13,531	15,600	11,029	14,000	15,000
822 BOOKS-EXTENSION YOUTH	277	76	670	200	400	400
823 BOOKS-EXTENSION JUVENILE	7,437	8,910	8,700	5,993	8,700	9,000
830 AV-PERIODICALS	2,328	2,862	4,750	941	3,250	4,000
831 AV-CASSETTES	7,528	5,598	5,970	3,440	7,500	7,000
832 AV-VIDEOS	31,233	17,168	15,850	10,834	15,850	16,000
833 AV-ART/SCULPTURE	0	0	0	0	0	0
841 MAG/PAPERS-MAIN ADULT	20,593	13,534	17,116	15,536	16,500	18,065
842 MAG/PAPERS-MAIN YOUTH	645	249	877	621	650	435
843 MAG/PAPERS-MAIN JUVENILE	1,044	1,142	1,166	856	900	1,083
844 MAG/PAPERS-MAIN REFERENCE	15,066	9,211	8,017	7,769	7,800	9,817
845 MAG/PAPERS-MAIN PROFESSIONAL	861	1,210	932	615	800	936
847 MAG/PAPERS-EXTEN ADULT	2,960	3,426	2,874	2,234	3,000	3,424
848 MAG/PAPERS-EXTEN YOUTH	259	142	148	147	148	90
849 MAG/PAPERS-EXTEN JUVENILE	185	69	210	252	252	137
TOTAL NO DESCRIPTION ON FILE	278,768	288,484	249,500	188,224	254,500	275,087
DIVISION TOTAL	2,287,420	2,362,594	2,329,582	1,314,986	2,337,373	2,310,805
FUND TOTAL	2,287,420	2,362,594	2,329,582	1,314,986	2,337,373	2,310,805



FUND 92 PUBLIC LIBRARY-TRUSTS

REVENUE CLASSIFICATION	ACTUAL REVENUE FY89-90	ACTUAL REVENUE FY90-91	BUDGET REVENUE FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL REVENUE FY91-92	BUDGET ESTIMATE FY92-93
FUND BALANCE						
30001921 BEG FUND BAL-CANTONI	113,492	118,570	112,070	111,353	111,353	105,353
30001922 BEG FUND BAL-BRECKENRIDGE	101,246	112,507	111,007	112,106	112,106	118,206
30001923 BEG FUND BAL-BRIDGES	2,388	2,846	2,846	2,430	2,430	1,730
<b>SUBTOTAL</b>	<b>217,126</b>	<b>233,923</b>	<b>225,923</b>	<b>225,889</b>	<b>225,889</b>	<b>225,289</b>
TOTAL FUND BALANCE	217,126	233,923	225,923	225,889	225,889	225,289
INVESTMENT INCOME						
30700102 POOLED INTEREST	0	0	0	0	0	0
30700103 DPL INTEREST-CANTONI TRUST	12,455	8,273	9,300	3,627	6,000	4,750
30700104 DPL INTEREST-BRECKENRIDGE	11,261	8,342	8,800	3,665	6,100	5,050
30700105 DPL INTEREST-BRIDGES TRUST	1,299	1,053	950	73	800	80
<b>SUBTOTAL</b>	<b>25,015</b>	<b>17,668</b>	<b>19,050</b>	<b>7,365</b>	<b>12,900</b>	<b>9,880</b>
TOTAL INVESTMENT INCOME	25,015	17,668	19,050	7,365	12,900	9,880
<b>FUND TOTAL</b>	<b>242,141</b>	<b>251,591</b>	<b>244,973</b>	<b>233,254</b>	<b>238,789</b>	<b>235,169</b>

DIVISION 41000 DPL-CANTONI TRUST

EXPENDITURE CLASSIFICATION

	ACTUAL EXPEND. FY89-90	ACTUAL EXPEND. FY90-91	BUDGET EXPEND. FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL EXPEND. FY91-92	FINAL BUDGET FY92-93
EXPENDITURES						
900 EXPENDITURES	7,377	15,490	12,000	2,487	12,000	10,000
TOTAL EXPENDITURES	7,377	15,490	12,000	2,487	12,000	10,000
DIVISION TOTAL	7,377	15,490	12,000	2,487	12,000	10,000

EXPENDITURE CLASSIFICATION		ACTUAL EXPEND. FY89-90	ACTUAL EXPEND. FY90-91	BUDGET EXPEND. FY91-92	ACTUAL Y-T-D FY91-92	EST. EXPEND. FY91-92	FINAL BUDGET FY92-93
<b>CAPITAL OUTLAY</b>							
515 OFFICE MACHINERY AND EQUIPMENT							
		0	4,118	0	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>							
		0	4,118	0	0	0	0
<b>EXPENDITURES</b>							
900 EXPENDITURES							
		0	4,625	11,450	0	0	10,000
<b>TOTAL EXPENDITURES</b>							
		0	4,625	11,450	0	0	10,000
<b>DIVISION TOTAL</b>							
		0	8,743	11,450	0	0	10,000

DIVISION 43000 DPL-BRIDGES TRUST

EXPENDITURE CLASSIFICATION

	ACTUAL EXPEND. FY89-90	ACTUAL EXPEND. FY90-91	BUDGET EXPEND. FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL EXPEND. FY91-92	FINAL BUDGET FY92-93
900 EXPENDITURES	841	1,468	2,500	289	1,500	1,500
TOTAL EXPENDITURES	841	1,468	2,500	289	1,500	1,500
DIVISION TOTAL	841	1,468	2,500	289	1,500	1,500
FUND TOTAL	8,218	25,701	25,950	2,776	13,500	21,500

FUND 21 LIBRARY CAPITAL

REVENUE CLASSIFICATION	ACTUAL REVENUE FY89-90	ACTUAL REVENUE FY90-91	BUDGET REVENUE FY91-92	ACTUAL Y-T-D FY91-92	EST. ACTUAL REVENUE FY91-92	BUDGET ESTIMATE FY92-93
TRANSFERS FROM						
30001000 BEGINNING FUND BALANCE	0	0	124,000	0	124,000	168,000
30600702 TRANSFER FROM GENERAL FUND	0	0	0	0	0	0
30600746 TRANSFER FROM OPERATING FUND	0	0	124,000	0	100,000	0
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>124,000</b>	<b>0</b>	<b>224,000</b>	<b>168,000</b>
<b>TOTAL TRANSFERS FROM</b>	<b>0</b>	<b>0</b>	<b>124,000</b>	<b>0</b>	<b>224,000</b>	<b>168,000</b>
INVESTMENT INCOME						
30700101 INVESTMENT INTEREST	0	0	0	0	0	7,600
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,600</b>
<b>TOTAL INVESTMENT INCOME</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,600</b>
<b>FUND TOTAL</b>	<b>0</b>	<b>0</b>	<b>124,000</b>	<b>0</b>	<b>224,000</b>	<b>175,600</b>

FUND 21 LIBRARY CAPITAL

DIVISION 40000 LIBRARY CAPITAL EXPENDITURES

EXPENDITURE CLASSIFICATION

ACTUAL EXPEND. FY89-90 ACTUAL EXPEND. FY90-91 BUDGET EXPEND. FY91-92 ACTUAL Y-T-D FY91-92 EST. ACTUAL EXPEND. FY91-92 FINAL BUDGET FY92-93

CONTRACTUAL SERVICES

247 COMPUTER SOFTWARE EXPENSE	0	0	6,000	0	6,000	20,000
280 OTHER PROFESSIONAL SERVICES	0	0	65,000	0	10,000	35,000
<b>TOTAL CONTRACTUAL SERVICES</b>	<b>0</b>	<b>0</b>	<b>71,000</b>	<b>0</b>	<b>16,000</b>	<b>55,000</b>

CAPITAL OUTLAY

510 AUTOMOTIVE EQUIPMENT	0	0	53,000	0	40,000	15,000
515 OFFICE MACHINERY AND EQUIPMENT	0	0	53,000	0	40,000	13,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>0</b>	<b>0</b>	<b>53,000</b>	<b>0</b>	<b>40,000</b>	<b>28,000</b>

DIVISION TOTAL

	0	0	124,000	0	56,000	83,000
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FUND TOTAL

	0	0	124,000	0	56,000	83,000
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**Interview Committee**  
**January 21, 1992**

The Interview Committee met January 21, 1992 at 5:00 p.m. in the Library Board Room. Members present: Chairman Stan Sitton, Dick Lockmiller, Bob Oakes, Barb Ohlsen, Edith Rossiter, Grace Veach, Sheila Witts-Mannweiler, and Dave Zindel. Staff present: Linda Humphreys.

Both the application screening form and the list of possible questions for the telephone interview were discussed and revised. Mr. Sitton distributed copies of the applications to all members and advised that they are confidential. The revised screening form will be mailed to the Committee members. Mr. Sitton asked the members to rate all applicants before the next meeting, when the ratings will be compiled.

After discussion, it was decided that the following material will be mailed to the top candidates: a copy of the job description and a summary of benefits, the newly revised Long Range Plan, the material selection policy, the personnel policy, the budget, some informational material about Decatur, and an organizational table. In addition, the candidates who are brought in for a personal interview will be sent the executive summary of the operational analysis from the Department of Budget & Technology.

The next meeting was scheduled for Monday, January 27 at 5:00 p.m. The meeting was adjourned at 6:40 p.m.

Respectfully submitted,



Stanley Sitton, Chairman  
Interview Committee

ILLINOIS LIBRARY ASSOCIATION



## AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

### IX. PHYSICAL FACILITIES

The library building shall be efficiently designed, flexible, attractive, functional, and expandable. Local service needs differ and facilities should be planned as part of a long-range library development program, in response to identified community needs. Appealing, attractive appearance is vital in addition to the functional requirements of the building.

Whether planning new buildings or expanding and remodeling old, consideration must be given to adapting the library environment to accommodate changes in community needs and emerging library roles. The Public Library Mission Statement and Its Imperatives for Service (Chicago: American Library Association, 1979.) states it this way: "Traditional library buildings should be considered as only one way to deliver library service. Innovative systems should be designed to deliver library services through a full range of physical and electronic means to the places where people live and work."



1. All public library buildings must comply with fire, safety, sanitary, federal, state and local codes.

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2. The library shall have a telephone, a listed telephone number and a listing in the "yellow pages."

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3. Each public library shall determine whether or not it is equipped with enough telephone lines to accommodate user needs.

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4. The library shall have a materials catalog located in a public area easily accessible to the user and the staff.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

5. Library furnishings and equipment shall be selected for aesthetics, durability, comfort, and appropriateness suitable to the activities and needs of patrons and staff.

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6. Shelving and storage systems shall be selected for (1) properly housing the various types of items which form the collection and (2) easy access by the intended user.

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7. Signs shall identify the library's service areas and the library collection; e.g., Adult Services, Reference, Youth Services, Large Print Books, etc.

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8. The exterior of the building shall be well lighted and identified with appropriate signs of high visibility. The signs shall include hours of service.

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9. Facilities shall be provided for the return of library materials when the library is closed.

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10. Building features which conserve energy shall be utilized whenever possible, especially when planning renovation or new construction. Adequate temperature control, humidity, and lighting influence the overall utilization and efficiency of the building and are essential for patron comfort, preservation of materials, and operation of equipment.

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11. Adequate and convenient parking shall be available to the library's patrons and staff at or near the library site. A question about parking shall be included in both the user and the citizen survey.

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12. The library shall undergo an energy audit at least once in the life of a building, more often if any major renovation or addition has been done.

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### Lighting

13. Light shall be evenly distributed and glare avoided. See Appendix C for lighting standards and lighting level tables. A lighting audit should be performed at least every 10 years.

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### Building Accessibility for People with Physical Disabilities

Access for the those with physical disabilities is essential for every public library, and shall include signage as well as physical access. Staff and patron areas shall be accessible.

Specific items to consider when determining library accessibility for the physically disabled and compliance with standards and codes:

14. Automobile parking (Minimum 96 inch wide parking space, plus adjacent access aisle minimum of 96 inch width for aggregate of 192 inches (16 feet). Two spaces may use the same access aisle.\*

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\*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

15 Accessible route to circulation desk and the materials catalog. Minimum door openings of 32 inches and minimum 36 inch wide passageways. This insures maneuverability by wheelchairs and allows for a comfortable gait by people using walking aids.\*

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16 Drinking fountain and public telephone which are wheelchair accessible.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

17 Toilet facility which is wheelchair accessible.

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18 At least 5% or minimum of one of each item: fixed seating, table or study carrel. Area needed: clear floor space of 30" x 48"; knee clearance at least 27" high, 30" wide, and 19" deep. Top of work surfaces up to a maximum of 36" from floor.\*

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

19 Shelf height for the materials catalog, reference, and current periodicals within the accessible reach area: 48" max. high forward reach and 54" max. high side reach of a person in a wheelchair; minimum forward reach not less than 15" above floor and not less than 9" above floor minimum side reach.\*

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20 Height of carpet pile: 1/2 inch maximum height.\*

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### Square Footage

Before libraries embark on a building or remodeling project intended to serve 20 years or more, considerable self-evaluation is required. Community differences and variations in library roles make it impossible to specify the total square footage needed by a library to serve a population of a certain size. Libraries are therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

\*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

### Current Space Needs

21 At least every 5 years the administrative librarian shall fill out and review with the board the form in Appendix E. (Libraries with less than the required space should begin discussing either a space utilization plan or a building project.)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

(Caveat: This is not meaningful data if a library has not previously defined its role. For example, if a high percentage of the book collection is no longer used by a library's patrons, it is misleading to use this formula to prove that the library needs more space to house those materials.)

### Future Space Needs

22 At least every 5 years the administrative librarian, with input from the staff, should complete and share with the board a written space needs assessment based on the following:

- a. current space requirements (Appendix E)
- b. the most recent community analysis (Appendix A)
- c. space changes and requirements resulting from local role setting and adoption of a long-range plan

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

Libraries incorporating or planning a significant commitment to audiovisual collection and services, or computer based systems, should attend to the particular space, electrical, and environmental requirements of those services and systems.

### The Construction Planning Process

A written building program developed by the administrator, staff, and board with appropriate assistance from a qualified building consultant is essential to a successful project. This building program should be based on the library's written long-range plan.

An excellent way to approach a building or remodeling project is to talk with and visit other library staff and trustees who have just completed or are in the process of completing a similar project. A library board and staff should come to a mutual understanding of their library's needs prior to working with building consultants and architects. Names of building consultants and architects may be obtained from your system, the Illinois State Library, and the American Library Association.

## PHYSICAL FACILITIES BIBLIOGRAPHY

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- Dahlgren, Anders. Public Library Space Needs: A Planning Outline. Wisconsin Department of Public Instruction, Madison, 1988.
- Holt, Raymond M. Wisconsin Library Building Project Handbook. Wisconsin Department of Public Instruction, Madison, 1978. (New edition in progress.)

## FOR FURTHER READING

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- Library Administration and Management, Vol. 1, No. 33, (June 1987) pp. 80-106.
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- U.S. Depart. of the Interior. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, rev. 1983. U.S. Gov. Printing Office: 1986 (O-498-786:QL 3).
- U.S. Government Printing Office. Office of the Federal Register. National Archives and Records Administration. Code of Federal Regulations. Title 41 - Public Contracts and Property Management, Ch. 101, Subpart 101-19.6, Appendix A "Uniform Federal Accessibility Standards" part 8 (Libraries) and parts 4.1 to 4.33 as referred to in part 8.

The following Illinois Laws are also relevant to physical facilities:

1. Illinois Vehicle Code (95-1/2: 11-302 and 11-301.1)
2. Environmental Barriers Act of 1985 (111-1/2: 3711 as amended)
3. Illinois Accessibility Code (To be completed)