

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

December 12, 1996 4:30 p.m.

- I. Call to Order - Shirley Moore, President
- II. Approval of Minutes
 - A. Meetings of October 17 and November 7, 1996
- III. Communication from the Public
- IV. Old Business
 - A. Discussion regarding the Sears building
- V. City Librarian's Report
 - A. Report from John Moorman
- VI. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of December 5, 1996
 - B. Finance and Properties Committee
 1. Approval of Bills for November 1996
 2. No Meeting
 - C. Rolling Prairie Library System
 1. Report on December RPLS Board Meeting
 - D. Friends of the Library
 1. Meeting of November 13, 1996
 - E. Foundation
 1. Meeting of November 19, 1996
- VII. New Business
- VIII. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
October 17, 1996

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Ellen Spycher, Vice President. Members present: Mrs. Spycher, Mark Gibson, Janice Lambert, Mary Lee, Judi Moss, David Pritts, and Russell Reimer. Absent: Shirley Moore and John Stengel. Staff present: John Moorman, Linda Humphreys, and Carolyn Jensen. Others present: Chuck Heleine.

II. APPROVAL OF MINUTES

The minutes of the meeting of September 19, 1996 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. Report from Charles D. Heleine, Testing Service Corporation

Mr. Heleine, an industrial hygienist from Testing Service Corporation, addressed the Board regarding the Phase I environmental study of the Sears building. He reviewed previous uses of the site and noted that he did not find any serious potential problems. A chemical manufacturer was located on the south side of the property from the 1940's through the 1960's. Soil samples could be taken and analyzed for an additional \$2,000 fee. He also noted possible contamination on the south side of Sears from Illinois Power, which Illinois Power officials have said they plan to clean up.

V. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Mr. Moorman reported that the library began offering free public Internet access on two terminals on October 16 as scheduled. No major problems have been encountered so far.

The library Board is scheduled to meet with the City Council on November 12 to discuss the Sears building. The report from the architect is expected on November 6. A special Board meeting will be held on November 7 at 4:30 p.m. to review the proposal. The Board committee meetings for November will be cancelled.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee met October 3, 1996. A revised meeting room policy was reviewed

which follows the guidelines for 501 (c) (3) organizations. Mrs. Moss made a motion to approve the policy as presented. The motion was seconded by Mr. Pritts and unanimously carried.

The Committee reviewed Mr. Moorman's proposal for an Assistant City Librarian/Head of the Adult Division. Mr. Moorman said that the pay level he has proposed is within the budget and is comparable for the area. Mr. Gibson made a motion to approve the proposal as presented. The motion was seconded by Mrs. Lambert and unanimously approved.

Finance and Properties Committee: Mr. Pritts made a motion to approve the September bills. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

Rolling Prairie: Mrs. Spycher reported that the system has developed a new pamphlet outlining their services.

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

Foundation: The Foundation Board of Directors did not meet this month.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter III--Personnel was reviewed. Mr. Moorman noted that the library does not meet minimum recommended staffing levels.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

The December meeting was rescheduled from December 19 to December 12 at 4:30 p.m.

The need to review the Long Range Plan was discussed.


The 1995/96 annual report to the public was completed and printed. The Board asked that Sally Tyler be complimented on the report.

Mr. Moorman reported that the rates for health insurance will increase effective November 1, 1996. The rate for individual coverage for all full-time library employees is paid by the library. The union contract states that the library pays a fixed amount toward dependent coverage for bargaining unit employees. The library has in the past paid 70% of the cost of dependent health insurance for management staff. The increase is included in the current budget. Mr. Gibson made a motion that the library pay 70% of the cost of dependent health insurance for management staff for the next year. The motion was seconded by Mr. Pritts and unanimously carried on roll call vote.

X. ADJOURNMENT

Mrs. Spycher adjourned the meeting at 6:02 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Judi Moss".

Judi Moss, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 7, 1996

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Janice Lambert, Mary Lee, Judi Moss, David Pritts, Russell Reimer, Ellen Spycher, and John Stengel. Staff present: John Moorman and Linda Humphreys. Others present, Dave Moore, Herald & Review.

II. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

III. LEVY REQUEST FOR 1997/98 BUDGET

Mr. Moorman presented a draft budget with minor changes from the last committee review. After discussion, Mr. Stengel made a motion that the Board ask the City Council to levy \$2,269,574 for the library. The motion was seconded by Mr. Pritts and unanimously carried. It was noted that the amount is the same as last year's levy and that with an anticipated increase in the equalized assessed valuation, the levy rate for the library would be lower than last year.

IV. EQUIPMENT REPLACEMENT FUND

Mr. Moorman reported that the library's capital fund was originally established as an equipment replacement fund, but has recently become more of a building fund. An equipment replacement fund is needed, as noted by Eric Brechnitz when the capital fund was initially created. Mr. Stengel made a motion to create an equipment replacement fund with all money in the capital fund over \$400,000 and any funds remaining in the library general fund at the end of the fiscal year. The motion was seconded by Mrs. Moss and unanimously carried.

V. APPROVAL OF BILLS

After discussion, Mr. Stengel made a motion to approve the October bills as presented. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

VI. CLERICAL STUDY

Mr. Moorman reported that the library needs updated job descriptions and a pay study for the clerical staff. The pay study will also include the library assistants. The purpose of the clerical study is to enable the library to place staff where they are needed. The city human resources division has agreed to prepare

the study at no cost to the library. Mr. Pritts made a motion to proceed with the study as discussed. The motion was seconded by Mrs. Lambert and unanimously carried.

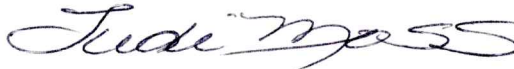
VII. OLD BUSINESS

Mr. Moorman reported that the architect has completed the preliminary feasibility study of the Sears building. The history of the various options the Board has examined during the past three years was reviewed. The Sears proposal would give the library 140,000 square feet plus parking plus a 25,000 square foot service garage. The library needs approximately 90,000 square feet. The remainder could be leased out. The architect's proposal is to refurbish 90,000 square feet for the library and leave the remainder as an open shell with heating, ventilating, and air conditioning. The proposal will be reviewed with the City Council on November 12 in study session.

VIII. ADJOURNMENT

Mrs. Moore adjourned the meeting at 5:20 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the December 12, 1996 Meeting
of the
Decatur Public Library Board of Trustees

As the November 1996 Board Meeting schedule was changed due to meeting with Decatur City Council on November 12, this report will be a summary of library activity since the October Board Report.

Three items have taken up a great deal of staff time in the past two months; problems with GEAC dealing with backup tape freezes and the recording of circulation data, Internet, and working on the possible acquisition of the Sears Building for a new main library site.

Both Beth Kent and Karen Anderson have had considerable discussions with GEAC concerning questions as to the accuracy of statistical reports on library circulation activities. Much of this discussion has centered on how bookmobile statistics are recorded and reported. The Library is currently planning to upgrade to version 2.5.3.17L of GEAC LibsPlus on December 18 and 19. This long-anticipated upgrade, along with the use of different system reports, hopefully will correct the problem. The problem of backup tape freezes seems to have been solved when the Library, at GEAC's suggestion, went to an earlier version of the Informix software used by the system.

Internet access for both staff and the public has been a major frustration for both me and staff in the past months. The Library is a part of the local DecaturNet Free-Net currently under construction. This route for Internet access was chosen as it provides the service in the most cost effective manner to the Library, a very important budgetary consideration. The hardware and software for the connection to the Internet was purchased by Millikin University via a grant from the Illinois State Library and is under their operation until full DecaturNet operations can be established. It has proven to be a very difficult project (one of the toughest I have had as a library administrator) as service has not been dependable and there have been many technical obstacles to efficient operations. Currently both staff e-mail and Internet access and public Internet access are up and operational, but we have yet to have one continuous week when all service has worked without major problems.

Progress continues on the possible acquisition of the Sears Building as a new main library site. At a November 12 study session with City Council the possibility was discussed and the Library was given the go-ahead to proceed with the feasibility study. Once this study is completed, the Library will need to go

City Librarian's Report

December 12, 1996

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back to City Council to see if there is approval to proceed with the project. I am continuing to work with School District #61, Millikin University, Partners in Education and the Regional School Superintendent's Office to obtain commitments for lease space in the Sears project. I have also contacted John W. Luttrell, president of Decatur Foresight Inc. to further negotiations as to a purchase price for the property. It remains my goal to have a project proposal ready to present to City Council by the end of February 1997.

I wish to express appreciation to staff members Kathy Watts and Monica Skelley for their work in coordinating the Library's participation in this year's fund drive for the United Way of Decatur and Macon County.

Technical Services Division reported a very busy October. During the month there were 1,884 volumes cataloged and 3,098 changes made to the database. In addition 885 periodicals were processed, 789 items mended and 317 paper backs bound. There were also 355 requests received from other libraries for titles in our collection and our users requested 82 items of other libraries.

The Extension Division delivered 500 books to Otis and Honey Lee Livingston for their jail ministry program. These books came from donated and withdrawn items that are suitable for this program. They also send, on a regular basis, outdated magazines to SEAP, Macon Resources and the Bivens-Whitten Juvenile facility. These facilities have expressed appreciation for these donations.

Karen Anderson, has been working with Richland Community College and Project Head Start on a third year renewal application of the Family Literacy Grant Program. If approved, the third year program would be held in the summer of 1998, rather than during the school year, and would include School District #61's SPARK bus in the program.

Cathy Ritchie recently completed a grant application for the Library's participation in the Poets in Person project of the Modern Poetry Association. If the Library receives this grant, we will hosting a 4 - 6 week series of weekly poetry discussion programs led by a humanities scholar in the fall of 1997 or the spring of 1998.

The Library received announcement of a \$3,500 grant program through the Illinois State Library for federal depository libraries. Through this grant we will be able to use these funds to purchase computer hardware to assist in making this part of our collection more accessible to our user public.

City Librarian's Report
December 12, 1996
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The staff committee working with the development of our circulating CD-ROM collection has established guidelines, reviewed catalogs and other sources and chosen the first titles. This collection should be available to the public after the first of the year.

The Children's Division has prepared displays for the holidays as well as displays of toys and trails west books. The latter display was prepared to assist students with their entries in the DAR essay contest. Visits to the Division included two high school classes from the Decatur Area Vocational Center for a program on sharing picture books with preschoolers and seventeen visits from various preschool and school classes for storytimes. During October there were 40 Baby TALK contacts and 33 SPARK contacts. Katie Gross visited a SPARK class at Coppenbarger to talk to parents about reading with their children and participated in the Richland Child Care Conference.

In November, the Children's Division planned special activities for Family Reading Night. Helping out Children's Division staff with storyhour presentations that evening were staff from Baby TALK and SPARK. While the attendance was not as high as hoped for, there was good media coverage of the event and staff and participants had a grand time. The Division also worked hard on a storytelling workshop with Harlyne Geisler. This workshop was attended by 29 individuals.

In the last week the Children's Division office space has been reorganized and a computer and printer added. Thanks go to the maintenance staff for assisting in this major project.

The Maintenance Division has worked on preparing remote bookdrops for the winter season getting several in to be sandblasted, painted and relettered.

Volunteer hours for October totaled 261 given by 34 individuals. November's total was 252 hours given by 34 individuals.

As of December 5th, 60% of the fiscal year had been completed. Expenditures and Encumbrances on this date were at 58.2% of budget.

On Wednesday, December 4th I attended a workshop on Conflict Resolution, Avoiding Conflict and Mediation and Arbitration sponsored by the Decatur Area Labor-Management Committee.



Cheshire Public Library

104 Main Street

Cheshire, Conn. 06410

November 25, 1996

Dear John:

Thanks for responding to my plea for PAC brochures. It never ceases to amaze me what we can do with the listserv! Your input was appreciated and it will be helpful as we begin to organize our pamphlets and classes for the public.

Beth Shutts

A handwritten signature in cursive script that reads "Beth Shutts".

Reference Librarian

cheshire @ biblio.org

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 November 1996

Location	November 1996	November 1995	% Change
CENTRAL LIBRARY, PRINT			
Adult	23,037	23,874	-3.5
Young Adult	1,207	1,216	-0.7
Children's	12,628	11,791	7.1
TOTAL	36,872	36,881	-0.0
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	7,478	9,904	-24.5
Bookmobile 549	3,343	3,552	-5.9
Outreach	780	418	86.6
TOTAL	11,601	13,874	-16.4
TOTAL PRINT	48,473	50,755	-4.5
NON-PRINT			
Videocassettes	6,531	5,868	11.3
Audiocassettes	3,017	3,046	-1.0
Recordings	2,094	2,002	4.6
TOTAL	11,642	10,916	6.7
Extension Non-print	778	851	-8.6
TOTAL NON-PRINT	12,420	11,767	5.6
Renewals	1,134	1,000	13.4
TOTAL CIRCULATION	62,027	63,522	-2.4

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

November 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	290,464	291,212	-0.3
Young Adult	15,728	17,504	-10.2
Children's	161,839	169,888	-4.7
TOTAL	468,031	478,604	-2.2
EXTENSION PRINT			
Bookmobile 547	0	35,142	-100.0
Bookmobile 548	85,888	77,732	10.5
Bookmobile 549	34,130	27,727	23.1
Outreach	12,313	9,381	31.3
TOTAL	132,331	149,982	-11.8
TOTAL PRINT	600,362	628,586	-4.5
NON-PRINT			
Videocassettes	75,910	74,788	1.5
Audiocassettes	35,583	35,791	-0.6
Recordings	24,331	22,660	7.4
TOTAL	135,824	133,239	1.9
Extension Non-print	10,423	11,967	-12.9
TOTAL NON-PRINT	146,247	145,206	0.7
Renewals	10,943	10,331	5.9
TOTAL CIRCULATION	757,552	784,123	-3.4

STATISTICAL REPORT
November 1996

TECHNICAL SERVICES

New book volumes added: 1,382
New book titles added: 783
AV titles added: 152
Volumes withdrawn: 933
Books mended: 880

PERSONNEL ACTIVITY:

12/2 Lawrence Whitten hired for Building Custodian (1/2 time)

CURRENT VACANCIES: Head of Adult Division, Library Clerk I (1/2 time), Library Clerk Typist (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 508 main + 43 extension = 551 total

PROFESSIONAL ASSISTS: this 12 months to date: 69,412
last 12 months to date: 71,159

PATRONS IN THE BUILDING: this 12 months to date: 361,700
last 12 months to date: 338,238

VOLUMES PURCHASED: this 12 months to date: 23,868
last 12 months to date: 15,819

VOLUNTEERS: 34 volunteers worked 252 hours

Personnel, Policy, and Public Relations Committee
December 5, 1996

David Pritts called the meeting to order at 4:30 p.m. Members present: Mr. Pritts, Mark Gibson, Shirley Moore, Judi Moss, and Ellen Spycher. Staff present: Linda Humphreys and John Moorman. Others present: Ed Booth and John Stengel.

Bloodborne pathogen policy: Mr. Booth reported that he has reviewed the proposed policy and found it to be very comprehensive. The complete policy will be presented at the next committee meeting for a recommendation for approval.

Management salary schedule: Mr. Moorman reported that the city management pay scale has increased by 7% in the past three years. Other libraries have increased their scales by varying amounts. The library management pay scale is the initial scale approved in January 1994. Mr. Gibson made a motion to recommend to the Board to increase the management pay scale as presented. The motion was seconded by Mrs. Spycher and unanimously carried.

Office clerical reorganization: Mr. Moorman reviewed the current office staffing and possible ideas for restructuring. Mr. Booth reported on the legal aspects of possible changes. The committee agreed to recommend to the full board that the change be implemented as discussed.

Long Range Plan Review: Mr. Moorman presented a schedule to review the plan. Mr. Moorman said that he thought it would be beneficial to include Stan Sitton in the process. Mr. Sitton has agreed to participate. After discussion, it was agreed that plan review will take considerable time and the committee did not want to conduct the review during the spring of 1997. Mr. Moorman will prepare a revised schedule to begin review in June.

Update on Sears building: A revised report needs to be completed with updated financial information. Mr. Moorman reported that he has talked to the Regional Supt. of Schools about their possible space needs. The architect will be at the board meeting on December 6.

Update on Assistant City Librarian/Head of Adult Division position: Mr. Moorman reported that he has received 12 applications for the position. Two interviews are scheduled in the next two weeks.

Other business: Mr. Moorman reported that the Secretary of State's office has announced that the library will receive \$106,632.50 in per capita grant funds.

Mr. Pritts noted that he received a complaint from a citizen who felt there was too much audiovisual material on the small bookmobile. Mr. Moorman will discuss this with the division head.

There was no further business. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

DECATUR PUBLIC LIBRARY

MANAGEMENT SALARY CLASSIFICATION SCHEDULE

Classification	Level	Beginning	1st quartile	2nd quartile	3rd quartile	4th quartile
City Librarian	N/A					
Assistant City Librarian/ Head of Adult Division	6	38,500	42,543	46,585	50,628	54,670
Division Head 1	5	31,800	35,139	38,478	41,817	45,156
Division Head 2	4	27,560	30,454	33,348	36,241	39,135
Information Specialist	3	25,440	28,111	30,782	33,454	36,125
Administrative Secretary	2	22,154	24,481	26,806	29,133	31,459
Area Supervisor						
Administrative Aide	1	19,292	21,318	23,343	25,369	27,395

FOR PERIOD ENDING 11/30/96

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
11/01/96	AUDIO BOOK CONNECTION	97949	11/01/96	OFFICE SUPPLIES	77.76
11/01/96	ROOTH & LITTLE	97950	11/01/96	OTHER PROFESSIONAL SERVICES	604.50
11/01/96	CARR, GERALD	97951	11/01/96	OTHER PROFESSIONAL SERVICES	135.00
11/01/96	CHAMCO PRODUCTS INC	97952	11/01/96	MATERIAL-BLDGS	222.37
11/01/96	JAMES CLEANERS INC	97955	11/01/96	SERV-BUILDINGS	69.10
11/01/96	J & M CUSTOM CABINETS	97957	11/01/96	MATERIAL-BLDGS	96.00
11/01/96	RIGSBNEY, PAUL	97961	11/01/96	OTHER PROFESSIONAL SERVICES	132.90
11/01/96	RAVER, DOUGLAS	97962	11/01/96	OTHER PROFESSIONAL SERVICES	202.50
11/01/96	RADIO SHACK	97963	11/01/96	OFFICE SUPPLIES	84.45
11/01/96	SPEED LUBE	97964	11/01/96	OFFICE SUPPLIES	45.50
11/01/96	SLEETH, ALAN	97965	11/01/96	SERV-AUTO EQUIPMENT	135.00
11/01/96	STEILY, RICHARD G	97966	11/01/96	OTHER PROFESSIONAL SERVICES	202.50
11/06/96	COMPUTER CENTER	98016	11/06/96	SMALL CAPITAL ITEMS	416.00
11/06/96	CAREER TRACK	98017	11/06/96	OFFICE MACHINERY AND EQUIPMENT	1,367.00
11/06/96	COMMERCIAL MAIL SERVICES	98019	11/06/96	TRAINING SCHOOL	310.00
11/06/96	CAMMERS PUBLISHING CO	98019	11/06/96	POSTAGE	101.58
11/06/96	HERALD & REVIEW	98020	11/06/96	ADVERTISING	306.00
11/06/96	FRED PRYOR SEMINARS	98020	11/06/96	ADVERTISING SCHOOL	122.10
11/06/96	HSAC	98025	11/06/96	TRAINING SCHOOL	267.00
11/06/96	WILLIAM B. CANNON APPRAISALS	98036	11/06/96	PROFESSIONAL MEMBERSHIP FEES	50.00
11/08/96	TECH DIRECTORY DISTRIBUTION	98036	11/06/96	PROFESSIONAL SERVICES	1,400.00
11/08/96	MATTIOLI UNDERWRITER CO.	98062	11/08/96	BOOKS AND PERIODICALS	95.35
11/08/96	WHL TECH PRODUCTIONS	98069	11/08/96	BOOKS AND PERIODICALS	95.00
11/08/96	WHL TECH & CO	98110	11/08/96	BOOKS AND PERIODICALS	117.60
11/13/96	GEORGIA MEDICAL INSURANCE	98110	11/13/96	HOSPITAL AND MEDICAL INSURANCE	1,200.00
11/13/96	TREAS-MEDICAL INS	98136	11/13/96	GROUP LIFE AND MEDICAL INSURANCE	4,054.83
11/13/96	TREAS-MON MEDICAL INS	98137	11/13/96	UNEMPLOYMENT COMPENSATION	305.92
11/13/96	TREAS-MON MEDICAL INS	98137	11/13/96	WORKERS COMPENSATION	435.84
11/13/96	TREAS-TMRF	98138	11/13/96	RETIREMENT-TMRF	8,608.23
11/14/96	TREAS-CENTRAL GARAGE FD	98168	11/14/96	GASOLINE	98.08
11/13/96	ARAPARK SERVICES, INC.	98173	11/15/96	SERV-BUILDINGS	8.00
11/13/96	BAKER & TAYLOR CO	98179	11/15/96	BOOKS AND PERIODICALS	343.26
11/13/96	BAKER & TAYLOR CO	98180	11/15/96	BOOKS AND PERIODICALS	1,447.97
11/13/96	BAKER & TAYLOR CO	98181	11/15/96	BOOKS AND PERIODICALS	184.75
11/13/96	BAKER & TAYLOR ENTERTAINMENT	98184	11/15/96	BOOKS AND PERIODICALS	281.53
11/15/96	CARR, GERALD COMMUNICATIONS	98190	11/15/96	OTHER PROFESSIONAL SERVICES	65.50
11/15/96	CONSOLIDATED COMMUNICATIONS	98191	11/15/96	TELEPHONE	.40
11/15/96	HERALD & REVIEW	98200	11/15/96	BOOKS AND PERIODICALS	62.70
11/15/96	INSURANCE FORUM	98200	11/15/96	PERIODICALS AND REFERENCE	90.00
11/15/96	JENSEN, CAROLYN	98218	11/15/96	MAG/PAPER PERIODICALS	90.00
11/15/96	OMNIGRAPHICS, INC	98222	11/15/96	OTHER PROFESSIONAL SERVICES	1,058.00
11/15/96	RIGSBNEY, PAUL	98229	11/15/96	OTHER PROFESSIONAL SERVICES	99.20
11/15/96	RAVER, DOUGLAS	98248	11/15/96	OTHER PROFESSIONAL SERVICES	133.00
11/15/96	SLEETH, ALAN	98258	11/15/96	OTHER PROFESSIONAL SERVICES	133.00
11/15/96	STEILY, RICHARD G	98259	11/15/96	OTHER PROFESSIONAL SERVICES	133.00
11/15/96	ST GEORGE PRODUCTIONS	98261	11/15/96	OTHER PROFESSIONAL SERVICES	28.00
11/15/96	ST GEORGE PUBLISHING COMPANY	98262	11/15/96	BOOKS AND PERIODICALS	53.95
11/15/96	TREAS-GENERAL FUND	98266	11/15/96	POSTAGE SUPPLIES	202.65
11/15/96	TREAS-GENERAL FUND	98266	11/15/96	POSTAGE SUPPLIES	211.13
11/15/96	TREAS-GENERAL FUND	98269	11/15/96	OFFICE SUPPLIES	4.00
11/15/96	TREAS-PETTY CASH	98267	11/15/96	SERV-AUTO EQUIPMENT	16.96
11/15/96	TREAS-PETTY CASH	98267	11/15/96	CONFERENCE AND OTHER TRAVEL	18.00
11/15/96	TREAS-PETTY CASH	98267	11/15/96	CONFERENCE AND OTHER TRAVEL	24.52
11/15/96	TREAS-PETTY CASH	98267	11/15/96	MATERIAL-BLDGS	4.29
11/15/96	TREAS-PETTY CASH	98267	11/15/96	MATERIAL TO MAINT AUTO EQUIP	17.67
11/15/96	TREAS-PETTY CASH	98267	11/15/96	OFFICE SUPPLIES	9.12
11/15/96	TREAS-PETTY CASH	98267	11/15/96	BOOKS AND PERIODICALS	395.35
11/15/96	TREAS-PETTY CASH	98309	11/19/96	MAG/PAPER PERIODICALS	850.35
11/15/96	TREAS-PETTY CASH	98329	11/19/96	BOOKS AND PERIODICALS	1,049.00
11/20/96	AMERICAN LIBRARY ASSOCIATION	98332	11/20/96	PROFESSIONAL MEMBERSHIP FEES	85.00
11/20/96	BAKER & TAYLOR CO	98330	11/20/96	SERV-OFFICE EQUIP	704.11
11/20/96	ADKER SECURITY SYSTEMS	98331	11/20/96	BOOKS AND PERIODICALS	507.04
11/23/96	DECATUR CREDIT SERVICES, INC	98333	11/20/96	OTHER PROFESSIONAL SERVICES	30.00
11/23/96	DECATUR AREA LIBRARIAN WGT CMTE	98336	11/20/96	CONFERENCE AND OTHER TRAVEL	30.00
11/23/96	GLATZ TRUCK & TRAILER SALES	98338	11/20/96	SERV-AUTO EQUIPMENT	139.00

FOR PERIOD ENDING 11/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/20/96	GLATZ TRUCK & TRAILER SALES	192.33	983338	11/20/96	MATERIAL TO MAINT AUTO EQUIP
11/20/96	INDUSTRIAL COMPANIES	31.98	983339	11/20/96	PRINTING AND BINDING
11/20/96	INDUSTRIAL HYGIENE SERVICES	750.00	983342	11/20/96	OTHER PROFESSIONAL SERVICES
11/20/96	LOWE'S	43.69	983343	11/20/96	MATERIAL-BLDGS
11/20/96	LASER PRINTER WORKS	419.80	983344	11/20/96	OFFICE SUPPLIES
11/20/96	LACO ELECTRONICS, INC	42.30	983345	11/20/96	MATERIAL-BLDGS
11/20/96	SS SERVICE	120.00	983352	11/20/96	SERV-AUTO EQUIPMENT
11/20/96	SS GENERAL FUND	130.00	983352	11/20/96	MATERIAL TO MAINT AUTO EQUIP
11/20/96	TREAS SELF INSURANCE FUND	100.00	983352	11/20/96	TRANSFER TO GENERAL FUND
11/20/96	TREAS SELF INSURANCE FUND	254.50	983357	11/20/96	MOTOR VEHICLE-INSURANCE
11/20/96	TREAS SELF INSURANCE FUND	9.08	983357	11/20/96	BOILER IN INSURANCE
11/20/96	TREAS SELF INSURANCE FUND	529.67	983357	11/20/96	PROPERTY INSURANCE
11/20/96	TREAS SELF INSURANCE FUND	500.50	983357	11/20/96	GENERAL LIABILITY INSURANCE
11/20/96	TYLER TYPES OPERATING	2,113.75	983358	11/20/96	MIS SERVICES
11/20/96	TESTING SERVICE CORP	393.00	983359	11/20/96	OTHER PROFESSIONAL SERVICES
11/20/96	HARRONS	279.60	983360	11/20/96	OTHER PROFESSIONAL SERVICES
11/21/96	IBM BOOK STORE	254.00	983365	11/21/96	MAG/PAPER-EQUIP
11/21/96	JOHNSON, PHYLLIS	369.35	983372	11/21/96	OTHER PROFESSIONAL SERVICES
11/22/96	BOOTH & LITTLE	257.88	983373	11/21/96	SERV-OFFICE EQUIP
11/22/96	J G SPECIALTIES, INC	1,204.55	983388	11/21/96	CONFERENCE AND OTHER TRAVEL
11/22/96	K RADIO SHACK	52.52	98401	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	SKILL PATH INC	51.72	98405	11/22/96	SERV-AUTO EQUIPMENT
11/22/96	T A BRINKHOETTER & SONS, INC.	267.00	98408	11/22/96	TRAINING SCHOOL
11/22/96	T A BRINKHOETTER & SONS, INC.	89.00	98408	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	82.00	98409	11/22/96	SERV-BUILDINGS
11/22/96	T A BRINKHOETTER & SONS, INC.	164.69	98409	11/22/96	SERV-BUILDINGS
11/22/96	T A BRINKHOETTER & SONS, INC.	12.95	98409	11/22/96	MATERIAL-BLDGS
11/22/96	T A BRINKHOETTER & SONS, INC.	40.00	98412	11/22/96	SERV-AUTO EQUIPMENT
11/22/96	T A BRINKHOETTER & SONS, INC.	4.06	98412	11/22/96	TRAINING SCHOOL
11/22/96	T A BRINKHOETTER & SONS, INC.	34.00	98412	11/22/96	CONFERENCE AND OTHER TRAVEL
11/22/96	T A BRINKHOETTER & SONS, INC.	46.52	98412	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	13.90	98412	11/22/96	MATERIAL-BLDGS
11/22/96	T A BRINKHOETTER & SONS, INC.	25.93	98418	11/22/96	OFFICE SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	4.00	98418	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	3.53	98418	11/22/96	SERV-AUTO EQUIPMENT
11/22/96	T A BRINKHOETTER & SONS, INC.	35.21	98448	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	16.57	98448	11/22/96	MATERIAL-BLDGS
11/22/96	T A BRINKHOETTER & SONS, INC.	13.66	98448	11/22/96	MATERIAL TO MAINT AUTO EQUIP
11/22/96	T A BRINKHOETTER & SONS, INC.	13.50	98448	11/22/96	OFFICE SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	1,056.00	98479	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	34.50	98479	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	4,054.63	98479	11/22/96	OFFICE SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	34.05	98500	11/22/96	HOSPITAL AND MEDICAL INSURANCE
11/22/96	T A BRINKHOETTER & SONS, INC.	305.92	98500	11/22/96	GROUP LIFE INSURANCE
11/22/96	T A BRINKHOETTER & SONS, INC.	435.84	98500	11/22/96	UNEMPLOYMENT COMPENSATION
11/22/96	T A BRINKHOETTER & SONS, INC.	8,301.79	98501	11/22/96	WORKERS COMPENSATION
11/22/96	T A BRINKHOETTER & SONS, INC.	169.33	98512	11/22/96	RETIREMENT-IMRF
11/22/96	T A BRINKHOETTER & SONS, INC.	3.50	98520	11/22/96	OFFICE SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	43.15	98522	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	206.70	98522	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	209.55	98522	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	2,355.66	98522	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	1,197.85	98522	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	3,085.00	98522	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	24.00	98523	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	275.00	98533	11/22/96	OFFICE SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	678.07	98533	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	249.20	98533	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	86.34	98533	11/22/96	JANITORIAL SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	97.50	98533	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	156.06	98533	11/22/96	OTHER PROFESSIONAL SERVICES
11/22/96	T A BRINKHOETTER & SONS, INC.	1,386.96	98533	11/22/96	TELEPHONE
11/22/96	T A BRINKHOETTER & SONS, INC.	27.45	98533	11/22/96	BOOKS AND PERIODICALS
11/22/96	T A BRINKHOETTER & SONS, INC.	527.22	98533	11/22/96	OFFICE SUPPLIES
11/22/96	T A BRINKHOETTER & SONS, INC.	427.50	98533	11/22/96	PRINTING AND BINDING

FOR PERIOD ENDING 11/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/22/96	AMERITECH	179.10	98594	11/27/96	TELEPHONE
11/23/96	ILLINOIS POWER COMPANY	802.40	98595	11/27/96	TELEPHONE
11/25/96	ILLINOIS POWER COMPANY	7,867.15	98596	11/27/96	ELECTRICITY
11/25/96	ILL STATE LIBRARY	154.88	98598	11/27/96	GAS
11/22/96	ILL STATE LIBRARY	50.00	98598	11/27/96	PRINTING AND BINDING
11/22/96	ILL STATE LIBRARY	21.35	98598	11/27/96	POSTAGE
11/22/96	ILL STATE LIBRARY	1,763.04	98599	11/27/96	RENTAL-EQUIPMENT
11/22/96	JAN SAN SUPPLY CO., INC.	255.81	98599	11/27/96	BOOKS AND PERIODICALS
11/22/96	KNOWLEDGE PRODUCTS	41.90	98604	11/27/96	JANITORIAL SUPPLIES
11/22/96	MID-CONTINENT PUBLIC LIBRARY	825.15	98625	11/27/96	TEMP PERSONNEL SERVICES
11/22/96	MANPOWER	70.00	98625	11/27/96	OTHER PROFESSIONAL SERVICES
11/22/96	NIX ASSOCIATES INC.	2,500.00	98633	11/27/96	OTHER PROFESSIONAL SERVICES
11/20/96	PERMALL SERVICES, INC.	1,828.52	98634	11/27/96	TEMP PERSONNEL SERVICES
11/20/96	NORRALL SOUND BOOKS INC	76.23	98643	11/27/96	BOOKS AND PERIODICALS
11/20/96	PERSONAL BEST INC	74.45	98646	11/27/96	BOOKS AND PERIODICALS
11/20/96	RAVER, PAUL	135.00	98656	11/27/96	BOOKS AND PERIODICALS
11/27/96	RIGSBY, DOUGLAS	67.50	98657	11/27/96	OTHER PROFESSIONAL SERVICES
11/27/96	SLEETH, ALAN	135.00	98674	11/27/96	OTHER PROFESSIONAL SERVICES
11/27/96	TABL, RICHARD G	135.00	98675	11/27/96	OTHER PROFESSIONAL SERVICES
11/27/96	UNIVERSITY BOOK SERVICE	37.00	98688	11/27/96	BOOKS AND PERIODICALS
11/20/96	UNIVERSITY BOOK SERVICE	57.42	98690	11/27/96	BOOKS AND PERIODICALS
11/20/96	WEST PUBLISHING COMPANY	140.30	98691	11/27/96	OFFICE SUPPLIES
11/20/96	WHEELER PUBLISHING INC.	126.00	98697	11/27/96	BOOKS AND PERIODICALS
11/20/96	WHEELER PUBLISHING INC.	55.08	98704	11/27/96	BOOKS AND PERIODICALS
11/20/96	WEST CIRCLE BOOKS	35.14	98705	11/27/96	BOOKS AND PERIODICALS
TOTAL		85,194.05			

FOR PERIOD ENDING 11/30/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/13/96	BAKER & TAYLOR CO	299.71	98180	11/15/96	EXPENDITURES
11/20/96	BAKER & TAYLOR CO	13.77	98331	11/20/96	EXPENDITURES
11/20/96	ARTISTS VIDEO PRODUCTIONS	13.95	98520	11/27/96	EXPENDITURES
11/20/96	BAKER & TAYLOR CO	119.56	98525	11/27/96	EXPENDITURES
11/20/96	BAKER & TAYLOR CO	176.11	98526	11/27/96	EXPENDITURES
11/20/96	BAKER & TAYLOR CO	39.27	98526	11/27/96	EXPENDITURES
11/20/96	BAKER & TAYLOR CO	20.94	98527	11/27/96	EXPENDITURES
11/20/96	BAKER & TAYLOR CO	33.25	98528	11/27/96	EXPENDITURES
11/22/96	BAKER & TAYLOR ENTERTAINMENT	180.53	98533	11/27/96	EXPENDITURES
TOTAL		967.09			

ACCT. NO.	DESCRIPTION	PERIOD ENDING 11/30/96			ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
		MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL			
DPL-EQUIP REPLACEMENT FUND							
TRANSFERS FROM							
30600-728	FROM CAPITAL IMPROVEMENT FUND	9,633.59	.00	9,633.59	.00	9,633.59	
TOTAL		9,633.59	.00	9,633.59	.00	9,633.59	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	49.85	.00	49.85	.00	49.85	
TOTAL		49.85	.00	49.85	.00	49.85	
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	8,200.00	.00	8,200.00	.00	8,200.00	
TOTAL		8,200.00	.00	8,200.00	.00	8,200.00	
FUND TOTAL		17,883.44	.00	17,883.44	.00	17,883.44	

DB CD	DESCRIPTION	CITY OF DECATUR		UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
		REPORT OF EXPENDITURES TO BUDGET	FY 1996-97				
GLA3010							
40000 EXPENSES							
CONTRACTUAL SERVICES							
CAPITAL OUTLAY							
**	DIVISION TOTAL **	0	.00	0	.00	.00	.00

ACCT. NO.	DESCRIPTION	PERIOD ENDING 11/30/96		Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
		MONTHLY ACTUAL	Y-T-D ESTIMATE				
DECATUR PUBLIC LIBRARY							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TOTAL		.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,323,918.16	2,172,755.69	2,269,574.00	96,818.31	95
TOTAL		.00	1,323,918.16	2,172,755.69	2,269,574.00	96,818.31	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	705.40	96,250.00	97,778.80	165,000.00	67,221.20	59
30200-107	STATE GRANTS OR OTHER	.00	60,666.66	940.57	104,000.00	103,059.43	
TOTAL		705.40	156,916.66	98,719.37	269,000.00	170,280.63	36
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,906.26	43,166.66	41,635.36	74,000.00	32,364.64	56
30500-510	LIBRARY NON-RESIDENT FEES	225.00	875.00	862.50	1,500.00	637.50	57
30500-511	LIBRARY LOST AND DAMAGED BOOKS	269.95	2,333.33	3,347.71	4,000.00	652.29	83
30500-514	VERIFAX	.00	1,020.83	1,790.20	1,750.00	40.20	102
30500-515	RESERVES	794.99	4,958.33	6,814.17	8,500.00	1,685.83	80
TOTAL		7,196.20	52,354.15	54,449.94	89,750.00	35,300.06	60
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	5,452.80	13,416.66	23,013.62	23,000.00	13.62	100
TOTAL		5,452.80	13,416.66	23,013.62	23,000.00	13.62	100
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	735.78	1,458.33	2,385.89	2,500.00	114.11	95
30800-899	MISCELLANEOUS INCOME	.00	4,083.33	9,306.64	7,000.00	2,306.64	133
TOTAL		735.78	5,541.66	11,692.53	9,500.00	2,192.53	123
FUND TOTAL		14,090.18	1,754,717.29	2,698,731.47	2,971,233.00	272,501.53	90

CD DESCRIPTION MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBRANCE UNENCUMBERED BALANCE

CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
SALARIES & WAGES							
090	REGULAR SALARIES	88,073.89	694,910.42	830,010	727,964.58	.00	727,964.58
092	HOLIDAYS	4,599.33	28,697.11	0	28,697.11	.00	28,697.11
094	OTHER LEAVE WITH PAY	.00	1,475.60	0	1,475.60	.00	1,475.60
096	SICK TIME	2,384.29	27,928.06	0	27,928.06	.00	27,928.06
098	VACATION TIME	3,397.86	53,639.08	0	53,639.08	.00	53,639.08
		98,455.37	806,650.27	830,010	616,224.73	.00	616,224.73

CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
PERSONAL SERVICES							
101	OVERTIME	623.07	2,852.02	5,191	6,047.98	.00	6,047.98
102	TEMPORARY SALARIES	1,112.17	8,907.35	8,750	8,092.65	.00	8,092.65
104	RETIREMENT-IMRF	17,610.02	143,790.81	149,324	112,193.19	.00	112,193.19
111	GROUP LIFE INSURANCE	68.10	542.84	546	393.16	.00	393.16
112	HOSPITAL AND MEDICAL INSURANCE	8,109.26	65,658.93	67,310	49,730.07	.00	49,730.07
113	UNEMPLOYMENT COMPENSATION	611.84	4,985.94	3,950	1,787.46	.00	1,787.46
114	WORKERS COMPENSATION	871.68	7,102.83	7,084	5,041.17	.00	5,041.17
115	SERVICE RECOGNITION	32.50	1,705.00	1,515	893.00	.00	893.00
		29,038.64	235,545.32	243,670	182,178.68	.00	182,178.68

CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
CONTRACTUAL SERVICES							
201	ADVERTISING AND BINDING	428.10	501.90	145	251.90	.00	251.90
202	PRINTING	614.36	7,841.98	8,166	158.02	.00	6,032.65
210	SERV-BUILDINGS	169.10	3,139.89	5,833	6,860.11	3,555.00	2,603.02
211	SERV-IMPROVEMENTS	.00	260.00	116	60.00	506.56	6,353.55
212	SERV-AUTO-EQUIPMENT	438.07	2,074.65	875	574.65	.00	60.00
213	SERV-OFFICE EQUIP	8,314.03	8,314.03	5,833	1,685.97	128.00	574.65
230	MIS SERVICES	2,113.75	14,796.25	14,796	10,568.75	.00	1,557.97
231	ELECTRICITY	17,663.94	40,652.45	37,916	24,340.55	.00	10,568.75
232	GAS	47.85	2,845.45	7,875	10,654.47	.00	10,654.47
233	TELEPHONE	8,435.99	9,760.14	15,166	16,239.86	.00	16,239.86
234	WATER	.00	229.28	729	1,020.72	.00	1,020.72
238	AUDITING SERVICES	1,200.00	1,200.00	875	300.00	.00	300.00
240	TRAINING SCHOOL	890.00	2,005.23	2,333	1,994.77	.00	1,994.77
241	CONFERENCES AND OTHER TRAVE	278.90	3,615.37	3,500	2,383.63	.00	2,383.63
245	POSTAGE	826.58	8,030.70	7,291	4,498.30	.00	4,403.30
247	COMPUTER SOFTWARE EXPENSE	3,000.00	2,127.00	1,750	873.00	66.00	4,403.30
271	TEMP PERSONEL SERVICES	2,653.68	25,255.35	14,583	295.35	235.00	295.35
272	TUITION REIMBURSEMENT	.00	1,300.00	1,750	1,700.00	.00	1,700.00
273	TRAVEL EXPENSE FOR INTERVIE	.00	1,300.00	1,750	1,700.00	.00	1,700.00
280	OTHER PROFESSIONAL SERVICES	12,468.65	41,459.63	40,833	28,540.37	2,500.00	26,040.37
284	PROFESSIONAL MEMBERSHIP FEE	1,099.00	1,454.00	1,516	1,146.00	.00	1,146.00
286	RENTAL-DUP-EQUIPMENT	.00	13,012.11	11,666	6,987.89	.00	6,987.89
289	RENTAL-EQUIPMENT	1,763.04	18,538.85	18,083	12,461.15	.00	12,461.15
		34,653.38	208,462.34	202,213	138,202.66	6,990.56	131,212.10

CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
COMMODITIES							
310	GASOLINE	98.08	768.05	1,166	1,231.95	.00	1,231.95
312	JANITORIAL SUPPLIES	505.01	1,803.20	2,041	1,696.80	.00	1,696.80
320	MATERIAL-BLDGS	675.30	4,946.42	5,833	5,053.58	570.00	4,483.58
327	MATERIAL TO MAINT AUTO EQUI	243.19	1,625.20	291	1,125.20	.00	1,125.20
345	OFFICE SUPPLIES	1,885.44	16,899.89	18,083	14,100.11	2,751.09	11,349.02
357	EMPLOYEE RECOGNITION SUPPLI	.00	147.40	116	52.60	.00	52.60
		3,407.02	26,190.16	27,530	21,009.84	3,321.09	17,688.75

CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE
OTHER CHARGES							
400	CONTINGENCIES	100.00	700.00	8,537	14,635.00	.00	14,635.00
415	TRANSFER TO GENERAL FUND	.00	.00	700	500.00	.00	500.00
		100.00	700.00	8,537	14,635.00	.00	14,635.00

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000		DECATUR PUBLIC LIBRARY					20	DECATUR PUBLIC LIBRARY	11/30/96	
418		MOTOR VEHICLE-INSURANCE	3,054	254.50	1,781.50	1,781	1,272.50	.00	1,272.50	58.3
420		BOILER INSURANCE	109	9.08	63.56	63	45.44	.00	45.44	58.3
421		PROPERTY INSURANCE	6,356	529.67	3,707.69	3,707	2,648.31	.00	2,648.31	58.3
423		GENERAL LIABILITY INSURANCE	6,006	500.50	4,219.50	3,503	1,786.50	.00	1,786.50	70.3
499		SMALL CAPITAL ITEMS	4,000	416.00	4,033.03	2,333	33.03	.00	33.03	100.8
		OTHER CHARGES	35,360	1,809.75	14,505.28	20,624	20,854.72	.00	20,854.72	41.0
		CAPITAL OUTLAY	31,000	1,387.00	9,793.00	18,083	21,207.00	.00	21,207.00	31.6
515		OFFICE MACHINERY AND EQUIP	31,000	1,387.00	9,793.00	18,083	21,207.00	.00	21,207.00	31.6
		CAPITAL OUTLAY	40,000	15,685.30	199,969.30	23,333	159,969.30	.00	159,969.30	499.9
800		BOOKS AND PERIODICALS	104,200	.00	.00	60,783	104,200.00	.00	7,000.00	
801		BOOKS-MAIN ADULT	7,000	.00	.00	4,083	7,000.00	.00	37,000.00	
802		BOOKS-MAIN YOUTH	37,000	.00	.00	21,583	37,000.00	.00	95,000.00	
803		BOOKS-MAIN JUVENILE	95,000	.00	.00	55,416	95,000.00	.00	5,000.00	
804		BOOKS-MAIN REFERENCE	5,000	.00	.00	2,916	5,000.00	.00	31,500.00	
805		BOOKS-PROFESSIONAL	31,500	.00	.00	18,375	31,500.00	.00	669.76	21.2
821		BOOKS-EXTENSION ADULT	830	.00	180.24	495	669.76	.00	82.00	99.6
830		AV-PHONODICS	20,000	629.20	19,918.00	11,666	82.00	.00	63.12	109.7
841		MAG/PAPERS-MAIN ADULT	650	.00	713.12	379	63.12	.00	505.88	70.2
842		MAG/PAPERS-MAIN YOUTH	1,700	.00	1,194.12	991	505.88	.00	3,235.88	75.5
843		MAG/PAPERS-MAIN JUVENILE	13,200	60.00	9,964.12	7,700	3,235.88	.00	373.08	75.1
844		MAG/PAPERS-MAIN REFERENCE	1,500	.00	1,126.92	875	373.08	.00	2,932.67	
845		MAG/PAPERS-MAIN PROFESSIONA	0	.00	2,932.67	0	2,400.00	.00	2,400.00	
847		MAG/PAPERS-EXTEN ADULT	2,400	.00	.00	1,400	2,400.00	.00	2,400.00	
857		LAGOON E BULKHEAD	360,000	16,374.50	235,998.49	209,995	124,001.51	.00	124,001.51	65.6
**		DIVISION TOTAL **	2,660,824	185,125.66	1,537,144.86	1,552,125	1,123,679.14	10,311.65	1,113,367.49	58.2

ACCT. NO.	LIBRARY CAPITAL DESCRIPTION	PERIOD ENDING 11/30/96	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE								
30001-000	BEGINNING FUND BALANCE		.00	161,845.83	393,976.42	277,450.00	116,526.42	142
TOTAL			.00	161,845.83	393,976.42	277,450.00	116,526.42	142
INVESTMENT-INCOME								
30700-101	INVESTMENT INTEREST		1,844.04	5,833.33	12,394.59	10,000.00	2,394.59	123
TOTAL			1,844.04	5,833.33	12,394.59	10,000.00	2,394.59	123
OTHER INCOME								
30800-805	CONTRIBUTIONS AND DONATIONS		.00	.00	5,106.62	.00	5,106.62	
TOTAL			.00	.00	5,106.62	.00	5,106.62	
FUND TOTAL			1,844.04	167,679.16	411,477.63	287,450.00	124,027.63	143

ACCT. NO.	LIBRARY CAPITAL EXPENDITURES DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY CAPITAL EXPENDITURES				FUND 21				11/30/96
08	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	5,833	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	29,166	50,000.00	.00	50,000.00	
TOTAL		60,000	.00	.00	34,999	60,000.00	.00	60,000.00	
OTHER CHARGES									
404	TR TO EQUIP REPLACEMENT FD	0	9,633.59	9,633.59	0	9,633.59	.00	9,633.59	
TOTAL		0	9,633.59	9,633.59	0	9,633.59	.00	9,633.59	
CAPITAL OUTLAY									
502	BUILDINGS	100,000	.00	.00	58,333	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	.00	.00	29,166	50,000.00	.00	50,000.00	
TOTAL		150,000	.00	.00	87,499	150,000.00	.00	150,000.00	
** DIVISION TOTAL **		210,000	9,633.59	9,633.59	122,498	200,366.41	.00	200,366.41	4.6

GLA3010 C I T Y O F D E C A T U R R FUND 92 PUBLIC LIBRARY-TRUSTS 11/30/96

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	6,000	901.04	6,221.79	3,500	221.79	212.00	433.79	107.2
		6,000	901.04	6,221.79	3,500	221.79	212.00	433.79	107.2
**	DIVISION TOTAL **	6,000	901.04	6,221.79	3,500	221.79	212.00	433.79	107.2

GLA3010 C I T Y O F D E C A T U R R FUND 92 PUBLIC LIBRARY-TRUSTS 11/30/96

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
515	CAPITAL OUTLAY	0	.00	718.00	0	718.00	.00	718.00	
	OFFICE MACHINERY AND EQUIPM	0	.00	718.00	0	718.00	.00	718.00	
**	DIVISION TOTAL **	0	.00	718.00	0	718.00	.00	718.00	

GLA3010 C I T Y O F D E C A T U R R FUND 92 PUBLIC LIBRARY-TRUSTS 11/30/96

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	800	.00	70.84	466	729.16	.00	729.16	8.9
		800	.00	70.84	466	729.16	.00	729.16	8.9
**	DIVISION TOTAL **	800	.00	70.84	466	729.16	.00	729.16	8.9

DECATUR PUBLIC LIBRARY

MANAGEMENT SALARY CLASSIFICATION SCHEDULE

Classification	Level	Beginning	1st quartile	2nd quartile	3rd quartile	4th quartile
City Librarian	N/A					
Division Head 1	5	30,000	33,150	36,300	39,450	42,600
Division Head 2	4	26,000	28,730	31,460	34,190	36,920
Information Specialist	3	24,000	26,520	29,040	31,560	34,080
Administrative Secretary						
Public Relations/Exhibits	2	20,900	23,095	25,289	27,484	29,678
Area Supervisor						
Administrative Aide						
Staff Artist	1	18,200	20,111	22,022	23,933	25,844

Approved by the Library Board of Trustees
January 20, 1994

Decatur Public Library Foundation
November 19, 1996

Richard Lockmiller called the meeting to order at 3:00 p.m. Members present: Mr. Lockmiller, Bill Gerstner, Mark Gibson, Dave Pritts, Martin Seidman, and Bob Smith. Others present: Shirley Moore, John Stengel, John Moorman, and Linda Humphreys. Mr. Lockmiller introduced new director Mark Gibson to the other directors.

Approval of minutes: The minutes of the meeting of September 13, 1996 were approved as mailed.

Treasurer's report: Mr. Smith reported that the treasurer's report is the same as last month with the addition of a \$50 donation and a small amount of interest on the checking account.

Discussion of library building plans: Mr. Stengel reported that the Library Board of Trustees hired PSA architects for a preliminary feasibility study on the Sears building. A Phase I Environmental Study and an asbestos report are completed. The City Council encouraged the library to proceed with the full feasibility study which should be completed by January 27. Three potential problems have been identified with the Sears building. The air conditioning chiller is not efficient and would cost \$250,000 to \$400,000 to replace. There is asbestos in the floor which could cost \$250,000 to remove. The roof may need to be replaced at a cost of \$500,000.

Mr. Stengel reported that when the proposal is presented to the City Council again, it will be a complete plan including schematic drawings for the library, commitments for the remainder of the space, and plans for funding.

After a discussion concerning the Sears project, the consensus of the Foundation Board members was that the Library Board should come back to the Foundation after completion of the feasibility study when more concrete data will be available on the project. In this interim period, the Foundation will have time to assess community support for a potential fundraising campaign as a part of the total Sears project.

Mr. Lockmiller said that proposals were solicited from professional fundraisers over three years ago. It was agreed that Mr. Lockmiller will contact Ketchum Inc. for an initial meeting to determine if it is possible to conduct a successful local fund drive in the \$1.5 million range.

The next meeting was scheduled for Tuesday, January 7 at 3:00 p.m. The meeting was adjourned at 4:15 p.m.

Respectfully submitted,

Robert C. Smith