



DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



May 24, 1990

Honorable Mayor and City Council
City of Decatur
#1 Civic Center Plaza
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1989/90.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in the compilation of uniform public library statistics, and the Annual Report of the City Librarian, which provides a narrative summary with graphs showing Library activities for the year.

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

Sincerely,

Barbara Ohlsen, President
Library Board of Trustees

BO:lh

cc: City Manager
Finance Director

**ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES
1989/90**

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Section 4-10 of Chapter 81 of the Illinois Revised Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1990, and is a report of the condition of the Board's trust on April 30, 1990.

STATEMENT OF MONEYS RECEIVED

Fund balance, May 1, 1989	204,680.13
Property tax	1,855,000.00
Replacement tax	150,696.10
State grants	145,829.51
Fines & fees	46,580.43
Non-resident fees	6,145.00
Lost and damaged books	3,127.54
Photocopier	697.15
Reserves and misc.	5,706.63
Investment interest	41,295.58
Contributions and donations	818.75
Miscellaneous income	785.50
TOTAL RECEIPTS	\$2,461,362.32

STATEMENT OF EXPENDITURES

Regular salaries	1,306,322.86
Overtime	137.41
Temporary salaries	28,605.12
Retirement-IMRF	235,518.94
Group life insurance	1,237.31
Hospital & medical insurance	74,337.74
Worker's compensation	13,461.67
Service recognition	2,115.00
Advertising	2,755.69
Printing & binding	6,292.49
Serv. to maintain buildings	11,112.48
Serv. to maintain improvements	276.09
Serv. to maintain auto equipment	3,353.38
Serv. to maintain office equipment	9,806.48
Electricity	59,408.53
Gas	10,341.43
Telephone	17,205.83
Water	841.85

Tuition reimbursement	1,414.74
Other professional services	36,206.92
Professional membership fee	2,135.00
Rental - data processing equip.	15,398.33
Rental - equipment	14,773.82
Gasoline	2,287.22
Janitorial supplies	3,387.74
Materials to maintain buildings	17,294.75
Material to maintain auto equipment	2,302.53
Office supplies	30,214.53
Contingencies	0
Transfer to general fund	34,563.00
Motor vehicle insurance	2,657.00
Boiler insurance	583.00
Property insurance	11,247.00
General liability insurance	6,240.00
Grant expenditures	497.84
Small capital items	2,822.33
Office machinery & equipment	21,826.90
Other machinery & equipment	700.00
Books	196,068.69
Audio-visual materials	41,090.65
Magazines/newspapers	41,616.20
TOTAL EXPENDITURES	\$2,288,783.39

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund (est. 1972)*	
Fund balance 5/1/89	101,246.04
Interest on investment	11,261.34
Total	112,507.38
Expenditure	0
Balance 4/30/90	112,507.38
Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/89	2,388.27
Income	1,299.32
Total	3,687.59
Expenditures	841.19
Balance 4/30/90	2,846.40
Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/89	113,492.61
Interest on investment	12,455.21
Total	125,947.82

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STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, GIFT OR GRANT

The Library received a distribution of \$1,040 as its share in the income from the trust established by the will of Maude E. Bridges.

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

No real property was acquired during the year. No personal property was purchased except for items required in the normal operation of the Library.

LIABILITIES

The Library had no bonds or other obligations outstanding during the fiscal year.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1990/91

The Library Board will provide the City Council with an estimate of funds required to operate the library for fiscal year 1990/91 by September 30, 1990.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 1989/90 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1989/90 Annual Report of the City Librarian, which contains a narrative summary and appropriate graphs of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 24, 1990.

Dated this 24th day of May, 1990.

Barbara A. Ohlsen

Barbara Ohlsen, President
Decatur Public Library Board of Trustees

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MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 24, 1990

I. Call to Order

The meeting was called to order at 3:48 p.m. by President Ohlsen. Members present: Mrs. Ohlsen, Mr. Gaumer, Mr. Lockmiller, Mrs. Lutovsky, Mrs. Martin, Mr. Oakes, Mr. Smith, and Mr. Sorensen. Members absent: Mrs. Shade. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, Owen Balding, Jeff Dick, and Charlie Brown.

II. Approval of Minutes

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

III. Communication from the Public

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

IV. City Librarian's Report

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

The bookmobiles were discussed at length, including suggestions for 1) additional publicity, 2) more elementary school stops for fall, 3) renovation, including new paint and a slogan contest, and 4) audio-visual materials on bookmobiles.

The paperback subscription services were discussed.

Mr. Seidl reported on a bad water leak in the basement during recent flooding.

V. Reports of Committees

Personnel, Policies, and Public Relations Committee: This committee did not meet.

Foundation: Brochures publicizing the Foundation are being printed (2,000 for \$1,000).

Friends of the Library: The book sale brought in over \$1,500. The Friends have already given the Foundation \$5,000, and have agreed to give an additional \$5,000 in December 1990 and December 1991. The Friends' budget for next year includes sponsoring the film series, Baby TALK, and the summer reading program. A special 30th anniversary party will be held after the June 6 Books-Between-Bites.

VI. Avenues to Excellence II: There was no report this month.

VII. Old Business

Using off-duty city policemen as security guards has worked out well. Guards are not used during the summer.

VIII. New Business

Betty Simpson spoke at a recent Rolling Prairie Library System seminar. One point she brought out is that it is the responsibility of the trustees to be advocates for the library.

IX. Adjournment

Mrs. Ohlsen adjourned the meeting at 5:25 p.m.

Respectfully submitted,



Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees