

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA  
NOVEMBER 19, 1992 4:30 P.M.

- I. Call to Order - Stan Sitton, Vice-President
- II. Approval of Minutes
  - A. Meeting of October 15, 1992
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. Meeting of November 2, 1992
  - B. Finance and Properties Committee
    - 1. Approval of Bills for October 1992
    - 2. Meeting of November 3, 1992
  - C. Rolling Prairie Library System
    - 1. Report on November RPLS Board Meeting
  - D. Foundation
    - 1. Meeting of November 9, 1992
    - 2. Meeting of November 14, 1992
  - E. Friends of the Library
    - 1. Meeting of November 12, 1992
- VI. Avenues to Excellence II
  - A. Chapter VI, Reference Service
- VII. Old Business
  - A. Long Range Plan 1991 Review, Goal V
  - B. Union Negotiations
- VIII. New Business
  - A. Family Reading Night Proclamation
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**October 15, 1992**

**I. CALL TO ORDER**

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Edmund McClure, Barbara Ohlsen, Stanley Sitton, Robert Smith, John Stengel, and Patricia Williams. Members absent: Janice Lambert. Staff present: John Moorman, Linda Humphreys, and Margaret Sommerfeldt. Others present: Owen Balding and Chuck Phillips.

**II. APPROVAL OF MINUTES**

The minutes of the meeting of September 17, 1992 were approved as mailed.

**III. COMMUNICATIONS FROM THE PUBLIC**

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

**IV. CITY LIBRARIAN'S REPORT**

The City Librarian's report was previously mailed.

Mr. Moorman introduced Cathy Ritchie, staff coordinator for the Americans with Disabilities Act. An ADA informational center will be available in reference beginning November 2. Ms. Ritchie stated that the Library is in good condition as far as meeting ADA requirements. The Library will be required to attempt to provide a signer for Library sponsored events if one is requested. The Library is not responsible for providing a signer for groups that rent the meeting rooms. Ms. Ritchie recommended certified signers; they are available for 12 to 20 dollars per hour.

The Board requested that a staff member be scheduled to make a presentation about his or her department at Board meetings.

Mr. Moorman stated that he would like to close the library the Saturdays after Christmas Day and New Year's Day. All staff will then work their regular day off during those two work weeks. This will allow more efficient desk coverage.

Mr. Moorman recommended that the library pay for a second hour of free parking in municipal garage B for library patrons. The first hour is already free. The cost is \$.20 per hour. This will be publicized through the newsletter and bookmarks. Mrs. Ohlsen made a motion to approve the recommendation on a trial basis from November 1 through December 31. The motion was seconded by Mr. Smith and approved with six yes votes and two no votes (Mr. Stengel and Mr. Sitton).

## V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The Committee met October 5. A Request for Information for cleaning service for the library was reviewed at length. The recommendation of the committee was not to proceed with the Request for Proposal at this time.

The proposed policy for filling staff vacancies was discussed. Mr. Phillips will present the proposal to the Civil Service Commission.

The goals for the City Librarian will be discussed at the next Committee meeting.

The Committee recommended to the Finance and Properties Committee that Sunday hours be budgeted for and implemented for the school year beginning in September 1993 if feasible.

The Committee also discussed reorganization. The rationale for the change will be discussed at the next Committee meeting.

Mrs. Williams made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote. The Board went into closed session at 5:20 p.m. The meeting was re-convened at 5:50 p.m.

**Finance and Properties Committee:** The September bills were reviewed. There was a question about paying the security guards on a contractual basis. Mr. Moorman will contact the lawyer and check on this matter. There is also a question about why the electric bill was so high. Mr. Moorman has been in contact with an Illinois Power official, but does not yet have an answer. Mr. Sitton made a motion to approve the bills as presented. The motion was seconded by Mr. Gaumer and unanimously carried on roll call vote.

The Committee met October 6, 1992.

Mr. Moorman projected that Sunday hours will cost about \$61,000. There was considerable discussion on how to fund this. The Board will talk to the City Council about Sunday hours at the study session on October 26.

Mr. Moorman recommended approval of purchasing a new library delivery van from Northtown Ford for their low bid of \$13,965. Mr. Sitton made a motion to approve the purchase as recommended. The motion was seconded by Mr. McClure and unanimously carried on roll call vote.

Mr. Moorman reported that the health insurance rates will increase by 25% effective November 1, 1992. Because of the way the current personnel policy is written, employees will continue to receive single coverage at no cost. The dependent insurance rate increase will be paid by the employees. Mr. Gaumer made a motion to adjourn to closed executive session to discuss this issue as it relates to labor negotiations. The motion was seconded by Mr. Sitton and

unanimously carried on roll call vote. The Board went into closed session at 6:25 p.m. The meeting was re-convened at 6:35 p.m. Mr. Sitton made a motion to have the City Librarian pursue the thoughts on health insurance that were discussed in closed session. The motion was seconded by Mr. McClure and unanimously carried.

**Rolling Prairie:** Mr. Moorman reported that Rolling Prairie Library System and Corn Belt Library System are considering a merger. Decatur Public Library received first choice of the videocassettes from Rolling Prairie's collection.

**Foundation:** The Foundation met October 12, 1992. The minutes of that meeting were distributed. The Foundation plans to add another Director to their Board.

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

#### VI. AVENUES TO EXCELLENCE II

This was tabled for one month.

#### VII. OLD BUSINESS

**Re-financing of CLSI lease/purchase agreement:** Mr. McClure made a motion to pass a resolution approving First National Bank of Decatur's low bid of 5.25%. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote.

**Report from engineer on bookmobiles:** Copies of the report were distributed.

The tour of the library was again tabled.

Mr. Lockmiller thanked the staff that helped with the open house held in conjunction with the Trustee workshop. About 50 trustees from other libraries attended the open house.

#### VIII. NEW BUSINESS

Mr. Lockmiller reported that he and SCORE officials have been working with the Small Business Association for federal funding of the Business Information Center as a regional center. Mr. Lockmiller met with officials in Washington, D.C. about this funding.

#### IX. ADJOURNMENT

Mr. Lockmiller adjourned the meeting at 6:50 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

City Librarian's Report  
For the November 19, 1992 Meeting  
of the  
Decatur Public Library Board of Trustees

As I write this report new signs, provided by the Friends of the Library are being installed throughout the library, an order is being processed for the first terminals for our on-line catalog, and we are beginning new procedures for shelving returned books. All of these events represent change, and are but a few of the many changes that have been seen, and will be seen, in upcoming months. Change, however, in and of itself, does not solve problems nor necessarily make service better, or more efficient. My hope is that as we continue to look at our operations, our procedures, and our services, we keep our user community and their needs foremost in our minds as we plan for the future. For our purpose is to provide individual based library service to the Decatur community.

Work continues on the on-line catalog. The Budget and Technology survey of catalog use is progressing according to schedule and an initial report should be available in December. Grace Veach and her staff are working with furniture and equipment dealers to prepare a plan for on-line catalog workstations and a computer network in the order and catalog departments. Trips are being arranged to Iowa City, Iowa, Oak Lawn, Naperville, and Springfield, Illinois to observe how other libraries have adapted to the online catalog environment.

During the month of October 70 volunteers provided 235 1/2 hours of service to the library. Marilyn Shroyer, our volunteer coordinator spoke to a meeting of Central Illinois Extension Librarians about our volunteer program. October saw 18 groups making use of our meeting room facilities. Groups included; League of Women Voters, Fine Arts Films Series Planning Committee, American Field Service, Mayor's Task Force For Downtown, and Decatur Freewheelers.

A new cleaning schedule is being tried. This schedule places a maintenance staff member on duty at all times the library is open on Monday through Fridays. After the first of the year this schedule will be re-evaluated and permanent staff hiring decisions made. Maintenance department continues on its building painting schedule. The spark arrestor atop the building was sandblasted and repainted and the Johnson Control Compressor system was set up so that it may be hooked up to another compressor in case of mechanical breakdown.

Margaret Sommerfeldt resigned from her position as administrative clerk on November 9, 1992. For the next several months a manpower employee will be used in the administrative office as I evaluate this position prior to making a permanent hiring decision.

As of November 9, 1992 51.92% of the budget year had been completed and 50.4% of the budget has been either expended or encumbered. Nancy Williams is working closely with library staff to see that all materials funds are encumbered within the budget time frame. She has spent many frustrating hours this past month working with Baker and Taylor and city computer staff trying to get our B&T Link order system fully operational. As of this report Baker and Taylor staff are working on the system's software seeking to correct problems.

Use statistics are down over the same period of a year ago. There were 5.1% fewer visits made to the main library than in October of 1991. This figure translated into a circulation decrease at the main library of 5.41% and a total circulation decrease of 6.31%. Bookmobile 548 saw a circulation decrease of 28.79%. However, changing school use patterns may have contributed to some of this usage decrease. Yet this month also saw a 54% increase in user assists by the adult service and reference departments and circulation increases in the adult paperback areas where new book racks and genre labeling were installed.

On October 29, 1992 a Rolling Prairie Library System Reference Workshop was held in the auditorium. Approximately 70 librarians were in attendance. Six DPL staff attended and others assisted in preparation of the workshop. There were positive comments from all attenders.

There was a labor negotiation session on Thursday October 29, 1992 and another session is scheduled for Thursday November 19, 1992.

I wish to thank the staff for their participation in the recent United Fund drive. Contributions by DPL staff increased by over 120% from last year's participation.

The new BIC computers are receiving heavy use and consideration is being given to upgrading the disk operating system of the network. Weeding of the collection is proceeding according to schedule and the adult services area now has a personal computer where ~~ILLUSTRATION ONLINE~~ and other data bases may be searched. The library has received several hundred home-use videos from the Rolling Prairie Collection. These videos will be integrated into our collection over the coming months.

The above are highlights from Decatur Public Library for the past month.

**STATISTICAL REPORT  
October 1992**

Volumes purchased this 12 months to date: 13,424  
 Volumes purchased last 12 months to date: 16,231

**TECHNICAL SERVICES**

New book volumes added	1,085
New book titles added	540
AV titles added	29
Books withdrawn	1,081
Books mended	919
Gift books	271

**FINANCIAL REPORT**

	<u>Budgeted</u>	<u>YTD Expended 1992/93</u>	<u>YTD Expended 1991/92</u>	<u>Unexpended</u>
Personal Services	1,606,970	748,223	789,814	858,747
Operating	453,268	173,041	178,864	280,227
Capital & books	284,537	158,448	164,374	126,089

**STAFF STRENGTH**

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	9	0	0	9
Library Assistants	7 + 6	0	0	7 + 6
Clerical	17 + 9	1	0	16 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 1	0	0	2 + 1

CURRENT VACANCIES: 1/2 time P.S. Clerk I; Audiovisual Librarian; Building Custodian, Cataloging Clerk I, Library Administrative Clerk

CURRENT LEAVE-TIME FOR MONTH: 0

STAFFING REQUIREMENTS: 600 adult + 80 youth + 135 juvenile = 822 total

STAFFING CONTACTS: this 12 months to date: 48,513  
 last 12 months to date: 47,323

STAFFING: 71 volunteers worked 226.5 hours

REPORT DATE: 11/09/92

**DECATUR PUBLIC LIBRARY  
CIRCULATION STATISTICS  
October 1992**

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL	TOTAL
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH	MONTH	12 MONTH
PERM 1992	31416	394639	1843	25745	25718	282542	58977	702926
PERM 1991	32696	382337	2020	26457	28527	285561	63243	694355
Y-A 1992	10410	136496					10410	136496
Y-A 1991	10820	141523					10820	141523
TOTAL 92	41826	531135	1843	25745	25718	282542	69387	839422
TOTAL 91	43516	523860	2020	26457	28527	285561	74063	835878

	Current Month	Month	Percentage	Current 12 Months	Previous 12 Months	Percentage
<b>Central Library - Print</b>						
Reference	128	244	-47.54	1711	2685	-36.28
Adult Materials	25624	27841	-7.96	327240	316228	3.48
Youth Materials	1562	1718	-9.08	22668	23244	-2.48
Juvenile Materials	18294	16300	-0.04	198888	197367	0.77
<b>Total Central Library</b>	<b>43608</b>	<b>46103</b>	<b>-5.41</b>	<b>550507</b>	<b>539524</b>	<b>2.04</b>
<b>Extension Print</b>						
Bookmobile SW	5759	6127	10.31	67721	66522	1.80
Bookmobile SW	5694	9401	-28.79	64080	68492	-6.44
Branch Services	1334	1079	23.63	14606	14454	1.05
<b>Total Extension</b>	<b>12787</b>	<b>16607</b>	<b>-10.96</b>	<b>146407</b>	<b>149468</b>	<b>-2.05</b>
<b>Total Print</b>	<b>56395</b>	<b>62710</b>	<b>-8.98</b>	<b>696914</b>	<b>688992</b>	<b>1.15</b>
<b>Non-print Materials</b>						
CD's	11	33	-63.64	418	534	-21.72
Microfilm	6943	7478	-7.06	92941	95835	-3.02
Microfiche	2130	1974	5.89	23205	25629	-5.35
Records	1050	1038	1.13	16536	17340	-4.29
Other non-print	71	54	31.43	745	788	-5.46
<b>Total Central Non-print</b>	<b>10271</b>	<b>10778</b>	<b>-3.73</b>	<b>135905</b>	<b>141126</b>	<b>-3.70</b>
<b>Extension Non-print</b>	<b>38</b>	<b>47</b>	<b>-17.02</b>	<b>581</b>	<b>387</b>	<b>48.37</b>
<b>Total Non-print Materials</b>	<b>10309</b>	<b>10825</b>	<b>-3.75</b>	<b>136486</b>	<b>141513</b>	<b>-3.65</b>
<b>Reserves</b>	<b>582</b>	<b>588</b>	<b>0.18</b>	<b>6112</b>	<b>5882</b>	<b>12.18</b>
<b>Total Circulations</b>	<b>66907</b>	<b>74063</b>	<b>-8.0</b>	<b>833400</b>	<b>835878</b>	<b>2.40</b>



**Personnel, Policy, and Public Relations Committee**  
**November 2, 1992**

Patricia Williams called the meeting to order at 5:00 p.m. Members present: Mrs. Williams, Dan Gaumer, Barb Ohlsen, Stan Sitton, and Dick Lockmiller. Members absent: Janice Lambert. Staff present: John Moorman and Linda Humphreys.

Labor negotiations: Jack Taylor will meet with the Finance Committee tomorrow at 4:30 p.m. All Board members are encouraged to attend.

Goals for City Librarian: Mr. Moorman's list of goals was discussed. A copy of the goals as modified is attached.

Reorganization: There was a general discussion of Mr. Moorman's initial presentation. As the labor negotiations progress further, reorganization plans will occur.

A request was received from Margaret Sommerfeldt to change from full-time to half-time. Mr. Moorman reported that Mrs. Sommerfeldt has since submitted her resignation effective November 9.

There was no further business. The meeting was adjourned at 6:20 p.m.

Respectfully submitted,



John A. Moorman, City Librarian

John A. Moorman

City Librarian

On-Going Responsibilities

1. Facilitate communication between library board, administration and staff.
  - a. Hold meetings with area heads at least once a month.
  - b. Hold meetings with all staff at least once every two months.
  - c. Work to provide a positive work environment for all employees.
2. Work with the Friends of the Decatur Public Library. Provide assistance and support to the organization and give input as to library financial and program needs that Friends might support.
3. Work with the Decatur Public Library Foundation. Assist the Foundation in developing long-range plan and a fundraising program. Provide input as to library financial and program needs that the Foundation might support.
4. Develop a professional working relationship with City officials and staff which is beneficial to the operation of the Library.
5. Work closely with community groups such as Rotary, Chamber of Commerce, and the Downtown Decatur Council to inform about and promote library services and activities.
6. Effectively represent the Decatur Public Library on a state and national level.

John A. Moorman

City Librarian

Goals For The Period

November 1, 1992 - October 31, 1993

1. Complete and obtain Library Board of Trustees approval for staff reorganization plan by March 19, 1993. Have implementation plan for staff reorganization approved by Library Board of Trustees by July 16, 1993.
2. Have on-line catalog available for public use by June 1, 1993. Have staff training program on CL-CAT in place within one month after installation of CL-CAT software. Have terminals ordered for on-line use by February 1, 1993.
3. Begin Sunday hour main library service on September 12, 1993.
4. By July 1, 1993 develop a Request for Proposal for a building consultation that will result in a renovation plan for the main library facility. If funding is available have this consultation completed by January 1, 1994.
5. Prepare with the Library Board of Trustees by April 1, 1993 a written response to the recommendations found in the Operational Review of the Decatur Public Library, by the Office of Budget and Technology of the City of Decatur.

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 10/31/92

DATE	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/05/92	POSTAGE	27.19		10/05/92	POSTAGE
10/07/92	BOOKS-PROFESSIONAL	1,088.00	57119	10/07/92	BOOKS-PROFESSIONAL
10/07/92	OFFICE MACHINERY AND EQUIPMENT	5,203.70	57203	10/07/92	OFFICE MACHINERY AND EQUIPMENT
10/07/92	BOOKS-MAIN REFERENCE	5,730.00	57208	10/07/92	BOOKS-MAIN REFERENCE
10/07/92	HOSPITAL AND MEDICAL INSURANCE	5,751.13	57213	10/07/92	HOSPITAL AND MEDICAL INSURANCE
10/07/92	GROUP LIFE INSURANCE	5,751.14	57214	10/07/92	GROUP LIFE INSURANCE
10/07/92	WORKERS COMPENSATION	5,721.14	57214	10/07/92	WORKERS COMPENSATION
10/07/92	RETIREMENT-IMRF	5,721.15	57215	10/07/92	RETIREMENT-IMRF
10/07/92	TRAINING SCHOOL	5,721.16	57216	10/07/92	TRAINING SCHOOL
10/07/92	CONFERENCES AND OTHER TRAVEL	5,721.16	57216	10/07/92	CONFERENCES AND OTHER TRAVEL
10/07/92	MATERIALS TO MAINT BLDGS	5,721.17	57217	10/07/92	MATERIALS TO MAINT BLDGS
10/07/92	OFFICE SUPPLIES	5,723.35	57235	10/07/92	OFFICE SUPPLIES
10/08/92	POSTAGE	100.47	57247	10/08/92	POSTAGE
10/08/92	JANITORIAL SUPPLIES	556.33	57247	10/08/92	JANITORIAL SUPPLIES
10/08/92	OFFICE SUPPLIES	572.47	57247	10/08/92	OFFICE SUPPLIES
10/08/92	OTHER PROFESSIONAL SERVICES	268.25	57261	10/08/92	OTHER PROFESSIONAL SERVICES
10/09/92	OTHER PROFESSIONAL SERVICES	562.50	57262	10/09/92	OTHER PROFESSIONAL SERVICES
10/09/92	TELEPHONE	78.00	57264	10/09/92	TELEPHONE
10/09/92	TRAINING SCHOOL	45.00	57324	10/09/92	TRAINING SCHOOL
10/13/92	SERV TO MAINT BUILDINGS	145.00	57338	10/13/92	SERV TO MAINT BUILDINGS
10/14/92	TEMP PERSONNEL SERVICES	2.00	57442	10/14/92	TEMP PERSONNEL SERVICES
10/14/92	OFFICE SUPPLIES	59.76	57442	10/14/92	OFFICE SUPPLIES
10/16/92	BOOKS-MAIN ADULT	140.31	57489	10/16/92	BOOKS-MAIN ADULT
10/16/92	BOOKS-MAIN YOUTH	111.96	57489	10/16/92	BOOKS-MAIN YOUTH
10/16/92	BOOKS-MAIN REFERENCE	263.00	57489	10/16/92	BOOKS-MAIN REFERENCE
10/16/92	BOOKS-MAIN ADULT	530.46	57490	10/16/92	BOOKS-MAIN ADULT
10/16/92	BOOKS-MAIN YOUTH	16.53	57490	10/16/92	BOOKS-MAIN YOUTH
10/16/92	BOOKS-MAIN JUVENILE	106.25	57490	10/16/92	BOOKS-MAIN JUVENILE
10/16/92	BOOKS-MAIN REFERENCE	386.57	57490	10/16/92	BOOKS-MAIN REFERENCE
10/16/92	BOOKS-EXTENSION ADULT	243.98	57490	10/16/92	BOOKS-EXTENSION ADULT
10/16/92	BOOKS-EXTENSION JUVENILE	77.89	57490	10/16/92	BOOKS-EXTENSION JUVENILE
10/16/92	BOOKS-MAIN ADULT	351.06	57491	10/16/92	BOOKS-MAIN ADULT
10/16/92	BOOKS-MAIN YOUTH	6.00	57491	10/16/92	BOOKS-MAIN YOUTH
10/16/92	BOOKS-MAIN REFERENCE	1,040.70	57491	10/16/92	BOOKS-MAIN REFERENCE
10/16/92	BOOKS-MAIN JUVENILE	111.96	57491	10/16/92	BOOKS-MAIN JUVENILE
10/16/92	OTHER PROFESSIONAL SERVICES	99.04	57491	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	34.46	57493	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	62.84	57494	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	117.82	57496	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	115.00	57502	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	180.00	57503	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	120.00	57516	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	285.64	57517	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	285.63	57517	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	120.00	57520	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	120.00	57521	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	120.00	57522	10/16/92	OTHER PROFESSIONAL SERVICES
10/16/92	OTHER PROFESSIONAL SERVICES	33.00	57523	10/16/92	OTHER PROFESSIONAL SERVICES
10/19/92	TELEPHONE	650.10	57546	10/19/92	TELEPHONE
10/19/92	CONFERENCES AND OTHER TRAVEL	143.00	57552	10/19/92	CONFERENCES AND OTHER TRAVEL
10/19/92	TEMP PERSONNEL SERVICES	143.00	57553	10/19/92	TEMP PERSONNEL SERVICES
10/19/92	TELEPHONE	634.60	57556	10/19/92	TELEPHONE
10/19/92	OTHER PROFESSIONAL SERVICES	35.07	57564	10/19/92	OTHER PROFESSIONAL SERVICES
10/19/92	OTHER PROFESSIONAL SERVICES	3,252.00	57565	10/19/92	OTHER PROFESSIONAL SERVICES
10/20/92	SERV TO MAINT AUTO EQUIPMENT	298.68	57577	10/20/92	SERV TO MAINT AUTO EQUIPMENT
10/20/92	OFFICE MACHINERY AND EQUIPMENT	1,247.49	57578	10/20/92	OFFICE MACHINERY AND EQUIPMENT
10/20/92	OFFICE SUPPLIES	34.98	57582	10/20/92	OFFICE SUPPLIES
10/20/92	SERV TO MAINT BUILDINGS	63.00	57587	10/20/92	SERV TO MAINT BUILDINGS
10/20/92	ELECTRICITY	8,841.69	57587	10/20/92	ELECTRICITY
10/20/92	GASOLINE	290.16	57599	10/20/92	GASOLINE
10/21/92	BOOKS-MAIN ADULT	694.13	57607	10/21/92	BOOKS-MAIN ADULT
10/21/92	BOOKS-MAIN YOUTH	44.31	57607	10/21/92	BOOKS-MAIN YOUTH
10/21/92	BOOKS-MAIN JUVENILE	31.30	57607	10/21/92	BOOKS-MAIN JUVENILE

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 10/31/92

ACCOUNT	VENOR	AMOUNT	NUMBER	CHECK DATE	DESCRIPTION
10/21/92	BOOKS-MAIN REFERENCE	57607	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	BOOKS-EXTENSION ADULT	57607	10/21/92	BOOKS-EXTENSION ADULT	
10/21/92	BOOKS-EXTENSION JUVENILE	57607	10/21/92	BOOKS-EXTENSION JUVENILE	
10/21/92	BOOKS-MAIN ADULT	57619	10/21/92	BOOKS-MAIN ADULT	
10/21/92	BOOKS-MAIN ADULT	57622	10/21/92	BOOKS-MAIN ADULT	
10/21/92	BOOKS-PROFESSIONAL	57652	10/21/92	BOOKS-PROFESSIONAL	
10/21/92	BOOKS-MAIN REFERENCE	57662	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	BOOKS-PROFESSIONAL	57662	10/21/92	BOOKS-PROFESSIONAL	
10/21/92	BOOKS-EXTENSION ADULT	57662	10/21/92	BOOKS-EXTENSION ADULT	
10/21/92	HOSPITAL AND MEDICAL INSURANCE	57668	10/21/92	HOSPITAL AND MEDICAL INSURANCE	
10/21/92	GROUP LIFE INSURANCE	57669	10/21/92	GROUP LIFE INSURANCE	
10/21/92	WORKERS COMPENSATION	57669	10/21/92	WORKERS COMPENSATION	
10/21/92	RETIREMENT-IMRF	57670	10/21/92	RETIREMENT-IMRF	
10/21/92	TRAINING SCHOOL	57671	10/21/92	TRAINING SCHOOL	
10/21/92	CONFERENCES AND OTHER TRAVEL	57671	10/21/92	CONFERENCES AND OTHER TRAVEL	
10/21/92	POSTAGE	57671	10/21/92	POSTAGE	
10/21/92	MATERIALS TO MAINT BLDGS	57671	10/21/92	MATERIALS TO MAINT BLDGS	
10/21/92	MATERIAL TO MAINT AUTO EQUIP	57671	10/21/92	MATERIAL TO MAINT AUTO EQUIP	
10/21/92	OFFICE SUPPLIES	57671	10/21/92	OFFICE SUPPLIES	
10/21/92	BOOKS-MAIN REFERENCE	57671	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	BOOKS-MAIN REFERENCE	57671	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	BOOKS-MAIN REFERENCE	57671	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	OTHER PROFESSIONAL SERVICES	57679	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	OTHER PROFESSIONAL SERVICES	57684	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	BOOKS-MAIN ADULT	57685	10/21/92	BOOKS-MAIN ADULT	
10/21/92	OFFICE SUPPLIES	57699	10/21/92	OFFICE SUPPLIES	
10/21/92	BOOKS-MAIN REFERENCE	57700	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	REGULAR SALARIES	57704	10/21/92	REGULAR SALARIES	
10/21/92	HOLIDAYS	57704	10/21/92	HOLIDAYS	
10/21/92	SICK TIME	57704	10/21/92	SICK TIME	
10/21/92	RETIREMENT-IMRF	57704	10/21/92	RETIREMENT-IMRF	
10/21/92	WORKERS COMPENSATION	57704	10/21/92	WORKERS COMPENSATION	
10/21/92	ADVERTISING	57721	10/21/92	ADVERTISING	
10/21/92	OTHER PROFESSIONAL SERVICES	57737	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	OTHER PROFESSIONAL SERVICES	57738	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	TEMP PERSONNEL SERVICES	57750	10/21/92	TEMP PERSONNEL SERVICES	
10/21/92	TELEPHONE	57756	10/21/92	TELEPHONE	
10/21/92	TRANSFER TO GENERAL FUND	57766	10/21/92	TRANSFER TO GENERAL FUND	
10/21/92	RENTAL-D P EQUIPMENT	57798	10/21/92	RENTAL-D P EQUIPMENT	
10/21/92	TEMP PERSONNEL SERVICES	57813	10/21/92	TEMP PERSONNEL SERVICES	
10/21/92	OFFICE SUPPLIES	57813	10/21/92	OFFICE SUPPLIES	
10/21/92	OTHER PROFESSIONAL SERVICES	57816	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	TRAINING SCHOOL	57831	10/21/92	TRAINING SCHOOL	
10/21/92	OFFICE SUPPLIES	57839	10/21/92	OFFICE SUPPLIES	
10/21/92	BOOKS-MAIN JUVENILE	57839	10/21/92	BOOKS-MAIN JUVENILE	
10/21/92	MAG/PAPERS-MAIN ADULT	57839	10/21/92	MAG/PAPERS-MAIN ADULT	
10/21/92	MAG/PAPERS-MAIN REFERENCE	57839	10/21/92	MAG/PAPERS-MAIN REFERENCE	
10/21/92	MAG/PAPERS-MAIN REFERENCE	57839	10/21/92	MAG/PAPERS-MAIN REFERENCE	
10/21/92	MAG/PAPERS-MAIN REFERENCE	57839	10/21/92	MAG/PAPERS-MAIN REFERENCE	
10/21/92	OTHER PROFESSIONAL SERVICES	57841	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	CONFERENCES AND OTHER TRAVEL	57848	10/21/92	CONFERENCES AND OTHER TRAVEL	
10/21/92	OTHER PROFESSIONAL SERVICES	57851	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	OTHER PROFESSIONAL SERVICES	57852	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	OTHER PROFESSIONAL SERVICES	57853	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	OTHER PROFESSIONAL SERVICES	57854	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	OTHER PROFESSIONAL SERVICES	57855	10/21/92	OTHER PROFESSIONAL SERVICES	
10/21/92	AV-PHONODICS	57856	10/21/92	AV-PHONODICS	
10/21/92	GAS	57857	10/21/92	GAS	
10/21/92	AV-PHONODICS	57857	10/21/92	AV-PHONODICS	
10/21/92	BOOKS-MAIN ADULT	57868	10/21/92	BOOKS-MAIN ADULT	
10/21/92	BOOKS-MAIN JUVENILE	57868	10/21/92	BOOKS-MAIN JUVENILE	
10/21/92	BOOKS-MAIN REFERENCE	57868	10/21/92	BOOKS-MAIN REFERENCE	
10/21/92	AV-VIDEOS	57868	10/21/92	AV-VIDEOS	
10/21/92	BOOKS-MAIN ADULT	57869	10/21/92	BOOKS-MAIN ADULT	
10/21/92	BOOKS-MAIN YOUTH	57869	10/21/92	BOOKS-MAIN YOUTH	

MEMPHIS PUBLIC LIBRARY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 10/31/92

ACCOUNT	VENUE	AMOUNT	NUMBER	DATE	DESCRIPTION
11	BAKER 6	189.97	57869	10/30/92	BOOKS-MAIN JUVENILE
12	BAKER 6	189.97	57869	10/30/92	BOOKS-MAIN REFERENCE
13	BAKER 6	306.69	57869	10/30/92	BOOKS-EXTENSION ADULT
14	BAKER 6	13.34	57869	10/30/92	BOOKS-EXTENSION YOUTH
15	BAKER 6	13.34	57869	10/30/92	AV-PHONODICS
16	BAKER 6	340.52	57869	10/30/92	AV-CASSETTES
17	BAKER 6	1,420.37	57869	10/30/92	AV-VIDEOS
18	BAKER 6	25.67	57870	10/30/92	BOOKS-MAIN ADULT
19	BAKER 6	41.12	57870	10/30/92	BOOKS-MAIN YOUTH
20	BAKER 6	497.08	57870	10/30/92	BOOKS-MAIN JUVENILE
21	BAKER 6	237.21	57870	10/30/92	BOOKS-MAIN REFERENCE
22	BAKER 6	45.20	57870	10/30/92	BOOKS-EXTENSION ADULT
23	BAKER 6	51.55	57870	10/30/92	BOOKS-EXTENSION JUVENILE
24	BAKER 6	52.43	57870	10/30/92	AV-CASSETTES
25	BAKER 6	1,906.78	57870	10/30/92	AV-VIDEOS
26	BAKER 6	322.79	57871	10/30/92	BOOKS-MAIN ADULT
27	BAKER 6	134.10	57871	10/30/92	BOOKS-MAIN YOUTH
28	BAKER 6	225.55	57871	10/30/92	BOOKS-MAIN JUVENILE
29	BAKER 6	329.73	57871	10/30/92	BOOKS-MAIN REFERENCE
30	BAKER 6	4.70	57871	10/30/92	BOOKS-EXTENSION ADULT
31	BAKER 6	16.40	57871	10/30/92	BOOKS-EXTENSION JUVENILE
32	BAKER 6	18.21	57871	10/30/92	AV-CASSETTES
33	BAKER 6	208.33	57871	10/30/92	AV-VIDEOS
34	BAKER 6	103.20	57871	10/30/92	OTHER PROFESSIONAL SERVICES
35	BAKER 6	25.84	57871	10/30/92	OFFICE SUPPLIES
36	BAKER 6	239.33	57903	10/30/92	MATERIALS TO MAINT BLDGS
37	BAKER 6	1,529.86	57917	10/30/92	BOOKS-MAIN ADULT
38	BAKER 6	1,212.99	57924	10/30/92	BOOKS-MAIN REFERENCE
39	BAKER 6	41.40	57927	10/30/92	BOOKS-PROFESSIONAL
40	BAKER 6	183.87	57931	10/30/92	TELEPHONE AND BINDING
41	BAKER 6	312.66	57935	10/30/92	PRINTING AND BINDING
42	BAKER 6	44.00	57935	10/30/92	SERV TO MAINT OFFICE EQUIP
43	BAKER 6	22.00	57935	10/30/92	TELEPHONE
44	BAKER 6	41.67	57935	10/30/92	POSTAGE
45	BAKER 6	1,336.28	57935	10/30/92	RENTAL-EQUIPMENT
46	BAKER 6	158.30	57938	10/30/92	MATERIALS TO MAINT BLDGS
47	BAKER 6	38.00	57941	10/30/92	SERV TO MAINT BUILDINGS
48	BAKER 6	15.84	57941	10/30/92	MATERIALS TO MAINT BLDGS
49	BAKER 6	73.87	57979	10/30/92	AV-PHONODICS
50	BAKER 6	16,238.78	57979	10/30/92	MAG/PAPERS-MAIN ADULT
51	BAKER 6	527.56	57979	10/30/92	MAG/PAPERS-MAIN YOUTH
52	BAKER 6	725.31	57979	10/30/92	MAG/PAPERS-MAIN JUVENILE
53	BAKER 6	7,974.73	57979	10/30/92	MAG/PAPERS-MAIN REFERENCE
54	BAKER 6	833.99	57979	10/30/92	MAG/PAPERS-MAIN PROFESSIONAL
55	BAKER 6	2,825.60	57979	10/30/92	MAG/PAPERS-EXTEN ADULT
56	BAKER 6	174.34	57979	10/30/92	MAG/PAPERS-EXTEN YOUTH
57	BAKER 6	100.70	57979	10/30/92	MAG/PAPERS-EXTEN JUVENILE
58	BAKER 6	64.41	57987	10/30/92	BOOKS-MAIN ADULT
59	BAKER 6	50.94	57987	10/30/92	BOOKS-EXTENSION ADULT
60	BAKER 6	66.00	57997	10/30/92	OFFICE SUPPLIES
61	BAKER 6	52.00	58002	10/30/92	OFFICE SUPPLIES
62	BAKER 6	2.60	58006	10/30/92	CONFERENCES AND OTHER TRAVEL
63	BAKER 6	57.92	58006	10/30/92	MATERIALS TO MAINT BLDGS
64	BAKER 6	35.97	58006	10/30/92	OFFICE SUPPLIES
65	BAKER 6	29.00	58018	10/30/92	BOOKS-MAIN JUVENILE
66	BAKER 6	717.00	58018	10/30/92	BOOKS-MAIN REFERENCE
67	BAKER 6	30.80	58023	10/30/92	AV-VIDEOS

TOTAL 122,214.66

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 10/31/92

RECEIVED	DATE	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	10/28/92	COMPUTERLAND	273.00	57801	10/28/92	OFFICE MACHINERY AND EQUIPMENT
		TOTAL	273.00			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 10/31/92

RECEIVED	DATE	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	10/16/92	BAKER & TAYLOR CO	24.00	57489	10/16/92	EXPENDITURES
	10/16/92	BAKER & TAYLOR CO	26.51	57490	10/16/92	EXPENDITURES
	10/20/92	ACADEMY SHOP	46.09	57569	10/20/92	EXPENDITURES
	10/30/92	BAKER & TAYLOR CO	73.23	57868	10/30/92	EXPENDITURES
		TOTAL	169.83			

PERIOD ENDING 10/31/92

ACCOUNT DESCRIPTION	REVENUE	ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE	00	247,392.55	166,232.00	81,160.55-	148
BOOKS	00	247,392.55	166,232.00	81,160.55-	148
TOTAL					
TAXES					
3000-101 PROPERTY TAX-LIBRARY	027,000.00	1,842,000.00	1,955,000.00	113,000.00	94
TOTAL	027,000.00	1,842,000.00	1,955,000.00	113,000.00	94
FEES					
3000-102 GOVERNMENTAL REVENUE	20,901.59	67,488.02	116,000.00	48,511.98	58
3000-103 INVESTMENTS-TAN	00	0.00	76,330.00	76,330.00	
3000-104 INVESTMENTS-TAN OTHER	20,901.59	67,488.02	192,330.00	124,841.98	35
TOTAL					
OTHER AND FEES					
3000-105 LIBRARY FUND AND COPY FEES	4,931.08	31,569.42	55,000.00	23,430.58	57
3000-106 LIBRARY FUND AND DAMAGED BOOKS	225.00	1,143.75	2,000.00	856.25	57
3000-107 LIBRARY FUND AND DAMAGED BOOKS	361.80	2,336.14	4,000.00	1,663.86	58
3000-108 LIBRARY FUND AND DAMAGED BOOKS	259.30	939.90	1,800.00	860.10	52
3000-109 LIBRARY FUND AND DAMAGED BOOKS	576.38	4,568.42	5,000.00	431.58	91
TOTAL	5,953.56	40,557.63	67,800.00	27,242.37	59
INVESTMENT INCOME					
30700-101 INVESTMENT INTEREST	2,886.23	9,651.32	19,000.00	9,348.68	50
TOTAL	2,886.23	9,651.32	19,000.00	9,348.68	50
OTHER INCOME					
30800-000 MISCELLANEOUS AND DONATIONS	121.05	1,761.15	4,000.00	2,238.85	55
30800-000 MISCELLANEOUS INCOME	121.05	479.80	1,200.00	720.75	40
TOTAL	242.10	2,240.95	5,200.00	2,959.60	43
FUND TOTAL	356,562.43	2,209,330.67	2,405,862.00	196,231.93	91



LINE	DESCRIPTION	AMOUNT	DATE	AMOUNT	DATE	AMOUNT	DATE
102	TEMPORARY SALARIES	10,560	9,039.10	2,200.00	2,200.00	2,200.00	2,200.00
103	RETIREMENT-EMR	24,364	114,503.69	123,181	123,181	123,181	123,181
104	GROUP LIFE INSURANCE	1,134	71.92	649.72	649.72	649.72	649.72
105	HOSPITAL AND MEDICAL	87,900	5,975.72	43,950	43,950	43,950	43,950
106	WORKERS COMPENSATION	19,590	1,458.14	9,694	9,694	9,694	9,694
107	SERVICE RECOGNITION	2,583	125.00	1,291	1,291	1,291	1,291
108		373,939	28,092.42	186,966	201,267.39	201,267.39	46.2
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201	ADVERTISING	1,000	118.35	499	881.65	881.65	12.8
202	PRINTING AND BINDING	13,900	3,457.68	9,000	14,542.32	10,000	12.8
203	SERV TO MAINT BUILDINGS	2,000	103.00	6,499	10,854.29	2,596.00	36.5
204	SERV TO MAINT IMPROVEMENTS	5,000	298.68	2,499	2,071.04	161.94	61.8
205	SERV TO MAINT AUTO EQUIPMEN	12,500	44.00	9,249	10,416.55	118.00	17.6
206	SERV TO MAINT OFFICE EQUIP	75,000	8,841.69	37,500	44,173.82	41.1	41.1
207	ELECTRICITY	12,000	1,074.51	6,249	11,425.49	8.6	8.6
208	TELEPHONE	21,000	1,119.58	10,500	12,217.03	766.00	46.5
209	WATER	1,500	.00	750	535.08	.00	46.5
210	AUDITING SERVICES	3,500	341.50	1,749	1,500.00	.00	25.1
211	TRAINING SCHOOL	1,500	201.25	750	1,322.86	.00	24.5
212	CONFERENCES AND OTHER TRAVE	18,500	815.10	9,249	15,256.66	66.00	17.9
213	POSTAGE	900	.00	450	3,599.96	.00	144.4
214	SOFTWARE EXPENSE	33,510	3,775.05	16,755	3,481.05	.00	189.8
215	TRAVEL PER DIEM	1,500	.00	750	162.10	.00	110.8
216	TRAVEL PER DIEM FOR INTERVIE	3,000	2,975.10	1,500	24.90	.00	95.2
217	OTHER PROFESSIONAL SERVICES	4,500	15,536.01	2,249	28,563.99	.00	34.9
218	PROFESSIONAL MEMBERSHIP FEE	2,300	412.00	1,149	1,888.00	.00	17.9
219	RENTAL-EQUIPMENT	35,000	2,425.85	17,499	16,815.03	.00	52.0
220	RENTAL-EQUIPMENT	23,000	1,356.28	11,499	12,109.80	1,063.00	52.0
221		327,910	27,529.57	163,942	190,554.10	8,790.94	44.6
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310	GAZOLINE	3,200	290.16	1,599	2,549.17	.00	20.3
311	JANITORIAL SUPPLIES	4,000	474.00	6,999	1,787.66	.00	15.7
312	MATERIAL TO MAINT BLDGS	14,000	320.62	6,999			



LIBRARY CAPITAL	PERIOD ENDING 10/31/92	REVENUE	EXPENSE	ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
0000-000 BEGINNING FUND BALANCE		00	00	173,001.19	160,000.00	5,881.19-	103
TOTAL		00	00	173,001.19	160,000.00	5,881.19-	103
INVESTMENT INCOME							
30700-101 INVESTMENT INTEREST	00%	33	33	3,451.72	7,600.00	4,148.28	45
TOTAL	00%	33	33	3,451.72	7,600.00	4,148.28	45
FUND TOTAL		33	33	177,332.91	175,600.00	1,732.91-	101

LIBRARY CAPITAL EXPENDITURES	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCM
0000 LIBRARY CAPITAL EXPENDITURES								
200 CONTRACTUAL SERVICES	20,000	00	00	9,999	20,000.00	14,450.00	5,550.00	72.3
200 COMPUTER PURCHASES	35,000	00	00	17,499	35,000.00	0.00	35,000.00	
TOTAL	55,000	00	00	27,498	55,000.00	14,450.00	40,550.00	26.3
310 CAPITAL OUTLAY								
310 APPLICABLE EQUIPMENT AND EQUIP	15,000	273.00	2,773.00	7,500	15,000.00	13,965.00	1,035.00	93.1
TOTAL	28,000	273.00	2,773.00	13,999	25,227.00	13,965.00	11,262.00	59.8
** DIVISION TOTAL **	83,000	273.00	2,773.00	41,497	80,227.00	28,415.00	51,812.00	37.6

REPORT OF EXPENDITURES TO BUDGET FY 1991-92

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCMM
10,000	1,337.6	2,047.37	4,999	7,952.63	913.95	7,038.68	29.6
10,000	1,337.6	2,047.37	4,999	7,952.63	913.95	7,038.68	29.6
10,000	1,337.6	2,047.37	4,999	7,952.63	913.95	7,038.68	29.6

\*\* DIVISION TOTAL \*\*

REPORT OF EXPENDITURES TO BUDGET FY 1991-92

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCMM
10,000	.00	.00	4,999	10,000.00	.00	10,000.00	
10,000	.00	.00	4,999	10,000.00	.00	10,000.00	
10,000	.00	.00	4,999	10,000.00	.00	10,000.00	

\*\* DIVISION TOTAL \*\*

REPORT OF EXPENDITURES TO BUDGET FY 1991-92

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCMM
1,500	46.09	363.99	750	1,136.01	.00	1,136.01	24.3
1,500	46.09	363.99	750	1,136.01	.00	1,136.01	24.3
1,500	46.09	363.99	750	1,136.01	.00	1,136.01	24.3

\*\* DIVISION TOTAL \*\*

**Finance and Properties Committee**  
**November 3, 1992**

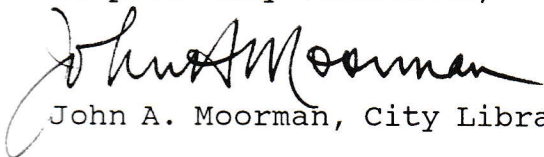
Stan Sitton called the meeting to order at 4:30 p.m. Members present: Mr. Sitton, Ed McClure, Barb Ohlsen, Bob Smith, John Stengel, and Dick Lockmiller. Other Board members present: Patricia Williams and Dan Gaumer. Members absent: Janice Lambert. Staff present: John Moorman and Linda Humphreys. Others present: Jack Taylor and Chuck Phillips.

Mr. Smith made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote. The Board went into closed session at 4:32 p.m. The meeting was re-convened at 5:35 p.m.

Levy request: Mr. Moorman's latest draft was reviewed. At the current millage rate of .4174 plus a 2.5% projected increase in the equalized assessed valuation, the library would receive \$2,096,391. The library will request \$2,087,512 from the City Council, which should not result in a millage increase. The consensus was to recommend the latest draft to the Board for approval.

There was no further business. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,



John A. Moorman, City Librarian

FUND: 20 DECATUR PUBLIC LIBRARY

REVENUE

Object Code	Description	1992-93 Budget	1993-94 Estimate
	<u>Fund Balance</u>		
30001000	Beginning Fund Balance	166,232	174,817
	<u>Taxes</u>		
30100107	Property Tax - Library	1,955,000	2,087,512
	<u>Intergovernmental Revenue</u>		
30200104	Replacement Tax	116,000	123,000
30200107	State Grants or Other	76,330	79,690
	<u>Fines and Fees</u>		
30500509	Library Fines & Fees	55,000	62,000
30500510	Library Non-Resident Fees	2,000	2,000
30500511	Library Lost & Damaged Books	4,000	4,500
30500514	Verifax	1,800	1,500
30500515	Reserves	5,000	8,000
	<u>Transfers</u>		
30600702	Transfer From General Fund	0	0
	<u>Investment Income</u>		
30700101	Investment Interest	19,000	21,500
	<u>Other Income</u>		
30800805	Contributions & Donations	4,000	4,000
30800899	Misc. Income	1,200	1,356
	Fund Total	2,405,562	2,569,875

November 2, 1990

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

**EXPENDITURES**

Object Code	Description	1992-93 Budget	1993-94 Estimate
	<u>Personal Services</u>		
090	Regular Salaries	1,211,209	1,262,078
101	Overtime	0	0
102	Temporary Salaries	18,568	10,000
104	Retirement - IMRF	242,694	253,398
111	Group Life Insurance	1,134	1,134
112	Hosp. & Medical Insurance	87,900	106,348
114	Worker's Compensation	18,282	19,113
115	Service Recognition	2,583	2,768
	Total	1,582,370	1,654,839
	<u>Contractual Services</u>		
201	Advertising	1,000	500
202	Printing and Binding	16,000	16,000
210	Serv. to Maint. Buildings	13,000	10,000
211	Serv. to Maint. Improvements	200	200
212	Serv. to Maint. Auto Equip.	5,000	2,500
213	Serv. to Maint. Office Equip.	12,500	12,500
231	Electricity	75,000	82,000
232	Gas	12,500	15,519
233	Telephone	21,000	21,000
234	Water	1,000	1,250
238	Auditing Services	1,500	1,500
240	Training School Expense	3,500	2,500
245	Conf. & Other Travel Expense	1,500	3,000
246	Postage	16,500	13,000
247	Computer Software Expense	900	2,000
250	Temporary Personnel Services	33,240	0
251	Tuition Reimbursement	1,500	2,500
252	Travel Expense for Interviews	3,000	500
253	Other Prof. Services	44,500	57,500
254	Professional Membership Fees	2,300	2,600
255	Rental (Data Processing)	35,000	35,000
256	Rental (Equipment)	23,000	23,000
	Total	323,640	304,569
	<u>Commodities</u>		
300	Gasoline	3,200	2,200
301	Janitorial Supplies	4,000	2,000
302	Materials to Maint. Bldgs.	14,000	18,000
303	Materials to Maint. Equipment	1	0
304	Materials to Maint. Auto Equip.	5,000	6,000
305	Office Supplies	32,000	26,000
306	Employee Recognition Supplies	375	400
	Total	58,576	54,600

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1992-93 Budget	1993-94 Estimate
	<u>Other Charges</u>		
400	Contingencies	10,000	10,000
415	Transfer to General Fund	30,000	30,000
418	Motor Vehicle Insurance	3,497	3,600
420	Boiler Insurance	403	450
421	Property Insurance	14,291	15,000
423	General Liability Insurance	5,092	5,500
499	Small Capital Items	1,500	1,500
	Total	64,783	66,050
	 <u>Capital Outlay</u>		
515	Office Machinery & Equip.	7,450	0
520	Other Machinery & Equip.	0	0
	Total	7,450	0
	 <u>Library Inventory</u>		
800	Books and Periodicals	275,087	315,000
	Fund Total	2,311,905	\$2,395,058



**DECATUR PUBLIC LIBRARY FOUNDATION**  
**November 9, 1992**

The Library Foundation Board of Directors met Monday, November 9, 1992 at 4:30 p.m. in the Library Board Room. Members present: Dick Lockmiller, Sharon Alpi, Martin Seidman, Mark Sorensen, and Bob Smith. Others present: William Gerstner and Linda Humphreys.

The minutes of the meeting of October 12, 1992 were approved as mailed.

Treasurer's Report: Mr. Smith reported a checking account balance of \$1,217, a passbook savings account of \$6,492, and two Certificates of Deposit totalling \$19,321. One Certificate matures on December 18, 1992 and one on February 3, 1993.

There was discussion of the philosophy of long and short-term investments. Mr. Sorensen noted that the original purpose of the Foundation was to fund one-time expenditures and guarantee the financial future of the library, not to supplement the library operating budget.

Mrs. Alpi made a motion to increase the number of directors on the Foundation Board from five to six. The motion was seconded by Mr. Seidman and unanimously approved. Mrs. Alpi made a motion to appoint William Gerstner to the Foundation Board of Directors. The motion was seconded by Mr. Seidman and unanimously approved.

A brainstorming session on fundraising and other issues will be held Saturday, November 14 from 8:00 a.m. until noon. Food will be provided.

Mrs. Alpi brought lists of Decatur lawyers and accountants for the open house invitations. The bank trust officers will also be included. It was decided that an invitation will be printed as well as a letter. The invitation will include a card to RSVP. Mr. Lockmiller will draft the letter, noting that it is a special grand opening before the one for the general public.

Mr. Smith noted that two signatures are required for the checks on the Foundation checking account. Previous checks were written with only one signature. Mr. Gerstner made a motion to approve all checks written to date. The motion was seconded and approved, with Mr. Smith abstaining.

Mr. Lockmiller reported that he received a letter from the Small Business Association rejecting a request to make the Decatur Public Library Business Information Center a regional Business Information Center funded by the SBA. The letter appeared to be a form letter and did not acknowledge that the Decatur Center is already in place and just needs operating funds. It was decided to write another letter to the SBA after the change in administration has taken place.

There was no further business. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

N. Richard Lockmiller  
President



6. The User Perception of Reference Fill Rate  
Libraries shall determine this during the same sampling periods as the "Librarians Perception of Reference Fill Rate." (Every 3 years.)

Minimum 60%

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7. Reference Transactions Per Capita

Once a year libraries shall determine the average number of reference questions asked by each member of the community during the year. The definitions and procedures outlined in the ALA/PLA Output Measures for Public Libraries (1987) should be followed when calculating this measure.

Minimum .5 Percentile comparisons (Optional): 50th 75th 90th

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#### REFERENCE SERVICE BIBLIOGRAPHY

Durance, Joan C. Armed for Action: Library Response to Citizen Information Needs. New York, NY: Neal-Schuman Publishers, 1983.

Reference Service for Children and Young Adults. New York, NY: Haworth Press, 1983.

Stevens, Holland Lowell. Reference Work in the Public Library. Littleton, CO: Libraries Unlimited, 1983.

#### FOR FURTHER READING

Reference and Information Services: A Reader for Today. Metuchen, NJ: Scarecrow Press, 1986.

Riechel, Rosemarie. Improving Telephone Information and Reference Service in Public Libraries. Hamden, CONN: Library Professional Publications, 1987.

DECATUR PUBLIC LIBRARY LONG RANGE PLAN, 1989-1994

V. GOAL: To increase patron access to the world of information through automation.

- A. Objective: Beginning in 1989, determine the need for database search services offered by the library.

Action Steps:

1. In 1989, survey potential users to determine if the need exists for database search services.

COMMENTS: Done.

- B. Objective: Determine what type of database search services and equipment should be provided, by FY 1991.

Action Steps:

1. In 1989, Assistant City Librarian and designated staff will determine what databases should be offered in CD-ROM.

COMMENTS: Done. Several databases have been added.

2. In 1989, Assistant City Librarian will recommend for purchase one or more microcomputers to be installed in the Reference Department.

COMMENTS: Done. Purchased four microcomputers.

3. By FY 1991, Assistant City Librarian and designated staff will determine whether or not database search services should be offered on-line.

COMMENTS: Done.

4. Administration will determine whether fees should be charged for database search service, by FY 1991.

COMMENTS: Done. Fees have not been assessed for these services. Reduction of outside funding for this service will necessitate a re-examination of the services to be provided and whether fees should be charged. Patrons are assessed \$.05 per sheet of paper printed beginning July 1, 1991.

- C. Objective: Beginning in 1989, prepare for an on-line catalog.

Action Steps:

1. Administration will form a staff Automation Committee in 1989 to deal with all aspects of library automation.

**COMMENTS:** Done. Committee still exists with six to seven members.

2. Staff Automation Committee will prepare a report concerning the best, most economical way to convert the present extended catalog records to MARC records, in FY 1991.

**COMMENTS:** Done. Reported verbally.

3. Based upon the staff Automation Committee's recommendation, convert extended catalog records to MARC format by FY 1993.

**COMMENTS:** Machine conversion of records will be done by the end of 1992. Conversion of non-hit items could take between two to five years, depending on the number of non-hits and availability of staff and funding.

4. Library staff will input the newly converted records into DPL's bibliographic database by the end of FY 1993.

**COMMENTS:** To be completed by the end of 1992. Non-hit conversions will be entered as completed by staff.

- D. Objective: Plan for the purchase of all necessary equipment and software to initiate on-line catalog by 1994.

Action Steps:

1. In FY 1992, the staff Automation Committee will recommend the purchase or lease of an additional disk-pack memory storage unit to expand the computer system for an on-line catalog.

**COMMENTS:** Done.

2. In FY 1993, the staff Automation Committee will recommend the purchase or lease of up to 20 terminals and necessary software for patron access to the on-line catalog.

**COMMENTS:** Survey automated libraries to determine the optimum number and locations for patron terminals, by April 30, 1992. Survey department heads to determine the number of terminals needed

for staff within each department. Priority funding is needed for this project.

- E. Objective: Initiate the on-line catalog service when 50% or more of the collection is in MARC format, by FY 1994.

Action Steps:

1. In FY 1993, administration and department heads will investigate staffing needs to provide adequate assistance to patrons using the on-line catalog.

**COMMENTS:** Survey of automated libraries will help to determine staffing needs.

2. In FY 1994, administration will provide extensive staff training in use of the new on-line system, prior to making it available for public use.
3. In FY 1994, administration and public service staff will develop training materials for patrons who plan to use the on-line catalog.
4. The card catalog will be "closed" in FY 1994, (i.e., no new additions will be made to it) once the on-line catalog is operating.
5. In FY 1994, the staff Automation Committee will investigate dial-up access for patrons who wish to use the on-line catalog from a remote location.

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*Making Connections:  
A Cultural Plan  
for Decatur*

*October, 1992*

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By

Marc Goldring  
Herbert Sprouse  
Dr. Thomas Wolf

*The Wolf Organization, Inc.  
8 Francis Avenue  
Cambridge, MA 02138  
(617) 492-2167  
(617) 492-7525 fax*



# Executive Summary

The Wolf Organization, Inc. was retained early in 1992 to develop a community cultural plan for Decatur, Illinois. Working with a community-based Steering Committee, the consultants conducted interviews with over seventy-five individuals, including representatives of arts groups, artists, minorities, business, government, educators, the media, and others. A public meeting was also held, with over thirty participants.

The consultants found an active, participatory cultural scene in Decatur, one that provides a solid foundation for future growth. A core of committed volunteers perform both artistic and administrative tasks, accomplishing extraordinary amounts with very little money. This effort is enhanced by the arts program at Millikin University and its Kirkland Fine Arts Center, and other facilities such as the Civic Center. Considering Decatur's self-perception as a "blue collar town," there is a strong commitment to culture in the broadest sense - including the fine arts and also such things as the community's built environment and its ethnic and religious traditions.

Perhaps the most difficult problem facing culture in Decatur is the lack of coordination and communication among cultural programs and facilities. This has meant that groups have not functioned as efficiently as they might and opportunities have been missed. In addition, only recently has appropriate emphasis been given to "quality of life" issues in Decatur. For the arts to grow, they must be identified as part of a larger coalition concerned with the quality of life.

The consultants have made a number of recommendations to address these and other concerns. They recommend that **arts organizations** have increased opportunities for technical assistance and networking. In the area of **arts education**, they propose establishing a high-level "Arts Education Planning Group" to develop and implement a long-range plan to enhance the quality of arts education in public schools.

The consultants propose that a high-level body to address **minority concerns** be established. Several initiatives are outlined to better **market the arts** of Decatur, through altering the image of the arts, expanding leadership, and enhanced communication. They express concerns about the proposal to renovate the **Lincoln Theatre** and raise some important questions. They propose a **facility** to serve as an administrative center for cultural groups in the downtown area.

The consultants stress that the **Decatur Area Arts Council** is an exceptionally well-run and managed agency. They propose several shifts in its emphasis - notably that it focus more on planning and facilitating and less on actual programming - and make the case for the need for additional staff for the agency. The consultants also discuss **options for funding**, pointing out the need for additional earned income from cultural groups, as well as enhanced public involvement. Finally, the consultants provide details of the process through which this report should be reviewed by the Steering Committee and other community representatives.

Following is a complete list of recommendations from the consultants' report, with page numbers to indicate where discussion on each one begins.

**Recommendation III.A.1:** An on-going program of technical assistance should be developed for cultural groups and artists (cf. page 14).

**Recommendation III.A.2:** Opportunities for networking and collaboration among artists and cultural groups' board, staff, and volunteers should be encouraged (cf. page 15).

**Recommendation III.A.3:** Partnerships should be encouraged between cultural organizations and other groups in the public and private sector, including religious institutions (cf. page 16).

**Recommendation III.B.1:** Decatur's public schools should work toward offering a sequenced arts education curriculum utilizing properly trained arts specialists (cf. page 17).

**Recommendation III.B.2:** An Arts Education Planning Group should be established to coordinate the development and implementation of a long-range plan for arts education (cf. page 18).

**Recommendation III.B.3:** The Arts Education Planning Group should consider ways to use the arts to promote cultural, racial, and ethnic understanding and awareness (cf. page 19).

**Recommendation III.B.4:** The feasibility of developing a coordinated, non-school-based cultural education program should be explored (cf. page 20).

**Recommendation III.C.1:** A high level committee of representatives of cultural groups and the minority community should be established to assure increased participation in Decatur's cultural activities (cf. page 21).

**Recommendation III.C.2:** The Black Arts and Music Fair should be re-established as an on-going event (cf. page 23).

**Recommendation III.D.1:** Strategies to increase the awareness and alter the image of arts and culture in Decatur should be developed and implemented (cf. page 24).

**Recommendation III.D.2:** Efforts should be made to expand the leadership group in support of arts and cultural activities in Decatur (cf. page 25).

**Recommendation III.D.3:** Consideration should be given to reinstating the *First Night* celebration. Programming variations should be studied. (cf. page 26).

**Recommendation III.D.4:** Regular meetings should be held between representatives of cultural groups and media outlets (cf. page 26).

**Recommendation III.E.1:** A systematic review of the operational viability of the Lincoln Theatre should be undertaken (cf. page 29).

**Recommendation III.E.2:** A feasibility study should be conducted for a joint cultural administration facility in the central business district (cf. page 29).

**Recommendation III.E.3:** All plans for development in the Central Business District should include the involvement of artists (cf. page 31).

**Recommendation III.E.4:** An approach should be developed to promote the connections between various aspects of Decatur's built environment to highlight the rich heritage of the community (cf. page 32).

**Recommendation III.F.1:** DAAC should stress its role as a facilitator and catalyst, rather than an active programmer. It should reexamine its programs in this light (cf. page 33).

**Recommendation III.F.2:** DAAC should develop a plan to increase its visibility in the community (cf. page 34).

**Recommendation III.F.3:** DAAC should work with the leadership of Decatur Advantage and others to establish and convene a "Quality of Life Network" (cf. page 35).

**Recommendation III.F.4:** DAAC should move its offices into the downtown area, preferably in the proposed joint administrative facility (cf. page 36).

**Recommendation III.F.5:** Additional personnel for DAAC should be considered to allow the agency to fulfill its mandate (cf. page 37).

**Recommendation III.G.1:** Cultural groups must explore ways to increase their earned income (cf. page 38).

**Recommendation III.G.2:** Strategies should be developed to increase the giving of small businesses and individuals (cf. page 39).

**Recommendation III.G.3:** The City's financial contribution to cultural activities should increase (cf. page 40).

**Recommendation III.G.4:** The Decatur Area Arts Council should apply to the National Endowment for the Arts for a Local Government Incentive Grant (cf. page 41).

**Recommendation IV.1** The Steering Committee should vote on "acceptance" of the interim report. Other selected groups should also review and comment on the document (cf. page 44).

**Recommendation IV.2:** Once the interim report has been revised to reflect input from the Steering Committee and others, the final document should be presented to the community (cf. page 45).

**Recommendation IV.3:** The Steering Committee should be reconstituted as a "long-range planning committee" of the Decatur Area Arts Council and called the Cultural Planning Group (cf. page 46).

**Recommendation IV.4** Task forces should be created to work on specific pieces of the planning document, coordinated by the Cultural Planning Group (cf. page 48).

**Recommendation IV.5:** Once the work of the task forces has been completed, the Cultural Planning Group should review, and, if necessary, revise their recommendations and vote to "adopt" them. It should also devise a plan to further the implementation process (cf. page 49).

**Recommendation IV.6:** The Cultural Planning Group, a board-level committee of DAAC, should oversee the long-term implementation of the cultural plan (cf. page 51).