

November 5, 1996

TO: Mayor Terry M. Howley
Members of City Council
City Manager James Williams Jr.

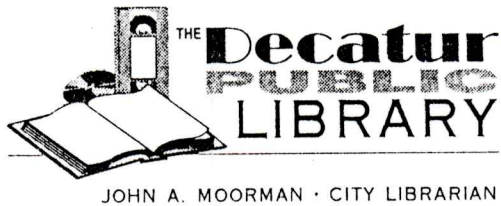
FROM: John A. Moorman *JAM*
City Librarian

RE: Library Appearance at November 12, 1996
City Council Study Session

At the November 12, 1996 Decatur City Council Study Session, the Board of Library Trustees requests discussion of the following items with City Council:

1. Levy Request for Fiscal Year Beginning May 1, 1997
2. Progress of work towards securing a new location for the Decatur Public Library.

The attached documents deal with both proposed agenda items. The Board of Library Trustee and I look forward to meeting with you on Tuesday, November 12, 1996.



November 5, 1996

TO: Mayor Terry M. Howley
Members of Decatur City Council
City Manager James Williams Jr.

FROM: John A. Moorman *JAM*
City Librarian

RE: Decatur Public Library Levy Request
For Fiscal Year Beginning May 1, 1997

As the attached budget sheet indicates, the Decatur Public Library will be requesting from Decatur City Council in December 1996 a levy amount of \$ 2,269,574 for the fiscal year beginning May 1, 1997. This is the same amount as was approved by Council for the Library for the current fiscal year.

Decatur Public Library

Account number	Revenue description	1997/98 proposed	1996/97 budget
30100-107	Property tax	2,269,574	2,269,574
30200-104	Replacement tax	165,000	165,000
30200-107	State grants	104,000	104,000
30500-509	Fines and fees	74,000	74,000
30500-510	Non-resident cards	1,500	1,500
30500-511	Lost and damaged	4,000	4,000
30500-514	Verifax	1,750	1,750
30500-515	Reserves & miscellaneous	8,500	8,500
30700-101	Investment interest	23,000	23,000
30800-805	Contributions and donations	2,500	2,500
30800-899	Miscellaneous income	7,000	7,000
	TOTAL	2,660,824	2,660,824

Account number	Expenditure description	1997/98 proposed	1996/97 budget
090	Regular salaries	1,424,326	1,422,875
101	Overtime	8,900	8,900
102	Temporary salaries	15,000	15,000
104	Retirement-IMRF	242,933	255,984
111	Group life insurance	936	936
112	Hospital and medical	115,236	115,389
113	Unemployment compensation	6,773	6,773
114	Workers compensation	12,144	12,144
115	Service recognition	2,678	2,598
201	Advertising	250	250
202	Printing and binding	14,000	14,000
210	Service to maint. buildings	10,000	10,000
211	Service to maint. improvements	200	200
212	Service to maint. auto equipment	1,500	1,500
213	Service to maint. office equipment	10,000	10,000
230	MIS services	25,365	25,365
231	Electricity	65,000	65,000
232	Gas	13,500	13,500

233	Telephone	26,000	26,000
234	Water	1,250	1,250
238	Auditing services	1,500	1,500
240	Training school	4,000	4,000
241	Conferences and other travel	6,000	6,000
245	Postage	12,500	12,500
247	Computer software expense	3,000	3,000
271	Temp personnel services	25,000	25,000
272	Tuition reimbursement	3,000	3,000
273	Travel expense for interviews	1,000	1,000
280	Other professional services	97,983	70,000
284	Professional membership fee	2,600	2,600
286	Rental-D P equipment	20,000	20,000
289	Rental equipment	31,000	31,000
310	Gasoline	2,000	2,000
312	Janitorial supplies	3,500	3,500
320	Materials to maint buildings	7,000	10,000
337	Material to maint auto equipment	3,500	500
345	Office supplies	31,000	31,000
357	Employee recognition supplies	200	200
400	Contingencies	9,325	14,635
415	Transfer to general fund	1,200	1,200
418	Motor vehicle insurance	3,054	3,054
420	Boiler insurance	109	109
421	Property insurance	6,356	6,356
423	General liability insurance	6,006	6,006
478	Transfer to library capital	0	0
499	Small capital items	4,000	4,000
515	Office machinery and equipment	10,000	31,000
800	Books	370,000	360,000
	TOTAL	2,660,824	2,660,824

revised October 31, 1996

280 - other professional services

50,000	network specialist contract
15,675	security guards
20,000	legal services--Ed Booth
4,000	public relations--Tyler Types
3,300	Baby TALK
3,200	Nova NET terminals--U of I
1,400	Physicals & drug screening for new hires
408	Rotary dues & meals
97,983	TOTAL

Decatur Public Library
Building Needs Information

BACKGROUND:

On January 4, 1971 the Decatur Public Library moved its main library facility from the Carnegie Library Building at 457 North Main, which had housed the library since July 1904, to its current location at 247 East North Street. This building had previously housed the Sears store and had been purchased and renovated for library use.

Since the opening of the North Street site in 1971, the Library has accommodated over six million visits and has served as the information center for the Decatur community. It is an asset known within the library community for its sound programming and quality staff. Working with School District#61, Richland Community College, and Millikin University in a variety of cooperative projects, the library is a vital part of the Decatur educational and cultural community. However, normal wear and tear, advances in technology and changing community demographics have created the need for a different main library facility. During the 1980's and early 1990's the Library Board of Trustees recognized this need and set into motion the process of determining what facility would serve Library residents into the 21st century.

The following options have been, or are currently being, studied as a solution to the library's building needs.

RENOVATION:

A proposal was presented to City Council on November 27, 1995 to renovate the current facility at an estimated cost of \$4,512,625. This cost figure was arrived at after a feasibility study done by BLDD Architects of Decatur. This renovation proposal would not provide all the space needed for library services as indicated in Richard Thompson's **Building Space Needs Study** and would not provide the Library with any on-site parking. There was little support expressed for this proposal by City Council and City Officials at this meeting. As a result of this meeting and discussions with City Manager Jim Bacon and individual Council members, the Library Board was asked to examine the option of a new main library building and report back to Council.

New Building:

As a result of the above discussions, in the early part of 1996, the Library employed the firm of Pecsok, Randall, Lockwood and Van Allen of Indianapolis, Indiana for the purpose of developing a cost estimate for a 73,800 sq. ft. new main library building. The square footage figure was arrived at by using the revised **Building Space Needs Study** done for the Library Board by Richard Thompson in February of 1996. Their report, received by the City

Library Building Needs Information

November 12, 1996

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Council on March 4, 1996, indicated a cost of \$9,468,413.86 to provide the citizens of Decatur with a new 73,800 sq.ft. library facility.

During the period November 1995 - March 1996, the Library Board examined several sites within the downtown area of Decatur as possible locations for a new library building. By March of 1996, it became evident that there were no available good sites for the construction of a new library building in downtown Decatur.

Other Possibilities:

At the March 4, 1996 City Council Study Session Council agreed to authorize the expenditure of not more than \$25,000 for the purpose of a feasibility study for a new building for the Decatur Public Library. Part of these funds were to be used to study City Parking Garage C as a possible building site.

On March 25, 1996, Mayor Terry M. Howley appointed a Study Committee on Library Cooperation and Space needs For Decatur Public Library. This committee completed its work on July 3, 1996 and indicated in its report to the Mayor that the library's space needs should be re-examined and any plan for a new library facility should follow the 1993 Thompson study which called for a main library facility with 90,000 sq.ft.

The Parking Garage C study was completed on June 10, 1996 by Blank, Wesselink, Cook and Associates, Inc. of Decatur. This study indicated that for a cost varying from \$7,700,000 to \$8,300,000 a 74,000 sq.ft. library building could be built using part of Parking Garage C as the site for the building.

The Board of Library Trustees has examined this report. They are concerned about the cost involved in building a new facility using this location, the amount of available on site parking once the building is completed, and have serious questions about the suitability of Garage C a viable library site.

Since early summer 1996, City Librarian John A. Moorman and the Library Board have been examining the current Sears Building located at 130 North Franklin for possible purchase and renovation as a new main library facility. Sears' lease for the building expires in October 1998 and they have indicated that the lease will not be renewed.

The examination of the Sears building has included discussion with Decatur Foresight, Inc. the buildings owner. The Decatur Public Library has obtained the first right of refusal for the purchase of this building from Decatur Foresight, Inc. for a period ending May 1, 1997. As a part of its examination, the

Library Building Needs Information

November 12, 1996

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Library has had a Phase 1 Environmental Site Assessment on the property done by Testing Service Corporation of Bloomington, an asbestos advisement study done by Industrial Hygiene Services, Inc. of Peoria, and is in the process of having a feasibility study done by Phillips Swager Associates of Peoria.

It is the intent of the Library Board that, if purchased, the Sears building would become a downtown educational center with the Library as the core of the project and occupying 90,000 of the 138,560 sq.ft. of the building. To further this intent, John A. Moorman, City Librarian, has had discussions with representatives of Millikin University, Richland Community College, Decatur School District #61 and Baby TALK, about programs from these institutions that might lease space from the Library and become a part of this educational center. These talks are currently ongoing and interest and enthusiasm has been expressed by all institutions about participating in this project.

As indicated by the attached information from Phillips Swager Associates, very preliminary cost estimates for this project are \$9,067,199. As stated in Randall E. Gibson's accompanying letter, these estimates are subject to revision as a full feasibility study has not been performed. You will note that contingency funds and items such as hazardous material removal, roof replacement and cooling tower replacement comes to \$2,036,723 or 22.5% of this total. The last three items are ones that might not need to be performed depending upon final project planning. The cost estimates also assume a \$3,000,000 purchase price for the Sears Building. This figure represents the assessed value of the property as it currently appears on the tax rolls, not a stated sale price. After discussions with the architect and Library Board Members, it is felt that the project can be accomplished for a maximum cost of \$8,000,000.

It is proposed that financing for this project come from a variety of sources. The Decatur Public Library has a capital fund of \$400,000 which is committed to this project. In addition the Illinois State Library annually gives construction grants to public libraries for building construction and renovation in the amount of \$250,000. The Library Building, owned by the Library Board, was recently appraised by William B. Cannon at \$650,000. The Library is committed to raising \$1,500,000 by a fundraising campaign. The remaining funding for the project would come from the City of Decatur.



Phillips Swager Associates

November 6, 1996

Mr. John Moorman City Librarian
Decatur Public Library
247 East North Street
Decatur, IL 62523-1128

Re: Sears Building Feasibility Study
PSA Project No. 3091.00

Dear Mr. Moorman:

We take this opportunity to update you and the Board on the results of our preliminary efforts to formulate a project budget relating to that captioned above.

As the attached indicates, a total project budget (inclusive of applicable contingencies) of \$9,067,199 is currently anticipated. Several general and specific comments regarding this budget are warranted:

1. The breakdown of building construction cost is as follows:

a.	Architectural/Structural	\$2,029,044
b.	Mechanical/Electrical/Fire Protection	<u>\$1,869,359</u>
		\$3,898,403
2. Construction cost includes \$431,250 for complete removal and replacement of the main building roof. The possibility of the roof containing asbestos has not been reflected in the estimate. It is possible that roof replacement could be delayed to some point in the future. Also included in this estimate is \$396,000 for a new roof top cooling tower which is operationally required due to the high cost of the system's refrigerant replacement. Taken together, these two items account for 21.2% of the estimated construction cost.
3. We have included Industrial Hygiene Service's estimate of \$225,000 (of \$234,000 total) to abate floor tile. While it is possible that a complete abatement would not be necessary, the fact that significant coring will be necessary to provide for voice/data will require those areas being abated.
4. As can be seen, contingencies and escalation account for a significant portion of the project cost (10.9%). While it may be tempting to minimize these budget items, we believe to do so would be imprudent. At this point, there are many unknowns that will affect cost.

PHILLIPS
SWAGER
ASSOCIATES

Mr. John Moorman
November 6, 1996
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5. As we have stated in the past, the nature of this budget should be taken as very preliminary. Since a complete pre-design (feasibility study), let alone schematic design phase has not been performed, the figures contained herein are subject to revision. The project budget is indicative, however, of an informed opinion regarding likely cost.

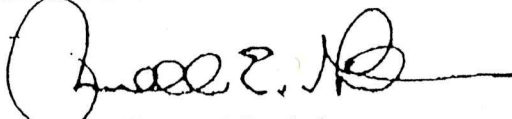
Per your request we have determined the raw square footage of the Sears complex:

Retail Building:	1st Level	69,280 s.f.
	2nd Level	<u>69,280 s.f.</u>
		138,560 s.f.
Auto Center:	1st Level	13,162 s.f.
	2nd Level	<u>11,040 s.f.</u>
		24,202 s.f.

John, please let us know of any questions or comments you may have. We would be pleased to respond with any additional information for clarification.

Sincerely,

PHILLIPS SWAGER ASSOCIATES



Randall E. Gibson, S.E., P.E.
Vice President

REG/rl

attachment

pc: Mr. Charles H. Ahlenius, Architectural Expressions, LLP

DECATUR PUBLIC LIBRARY

Project Cost Budget

November 6, 1996

Construction

Building/Site		\$3,898,403	
Hazardous Material Removal		\$234,000	
Subtotal			\$4,132,403

Contingencies

Design Contingency	10%	\$389,840	
Plan Review Contingency		\$5,000	
Escalation ¹	8.75%	\$375,221	
Construction Contingency	5%	\$214,412	
Subtotal			\$984,473

Land/Building Acquisition

Purchase of Property ²			\$3,000,000
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Furnishings

New Furniture and Equipment ²		\$250,000	
Artwork		\$0	
Telephone System		\$60,000	
Book Theft Detection		\$35,000	
Computer Cabling		\$50,000	
Subtotal			\$395,000

Consulting Fees

Architect		\$403,923	
Architect Reimbursables		\$20,200	
Interior Design		\$20,000	
Interior Design Reimbursables		\$2,500	
Landscape Consultant		\$5,000	
Abatement		\$9,000	
Surveying		\$5,000	
Telephone		\$7,000	
Subtotal			\$472,623

Owners Costs

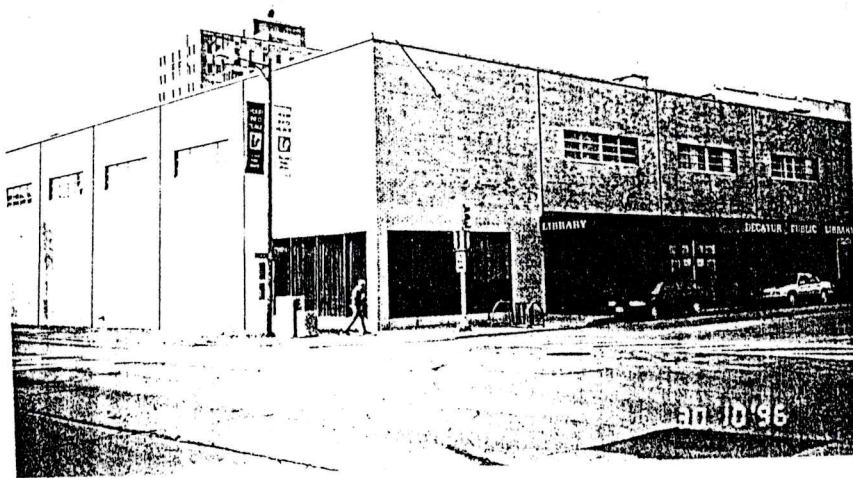
Soil Investigation	\$0	
Environmental Testing	\$7,000	
Abatement Inspection	\$5,200	
Roofing Consultant	\$3,000	
Construction Testing	\$2,500	
Legal	\$15,000	
Builders Risk Insurance (included in const. cost)	\$0	
Building Permits	\$0	
Utility Connection Fees	\$0	
Moving Costs ²	\$50,000	
Subtotal		<u>\$82,700</u>
PROJECT TOTAL		\$9,067,199

Notes:

1. Escalation is assumed at 3.5% per annum from November 1996. Assumes a construction start of November 1998 and a 1 year construction period. (i.e. escalation = $[2 \text{ years} + 1 \text{ year}/2] \times 3.5\% = 8.75\%$)
2. Estimated cost provided by Owner

Assumptions:

1. Removal and replacement of store roof is included (\$431,250). Abatement of any ACM in roof is not included and should be verified in advance.



247 East North Street
Decatur, Ill. 62523

DATE OF APPRAISAL:

October 17, 1996

FAIR MARKET VALUE:

\$650,000

William B. Cannon, MAI
State Certified General Appraiser

STATISTICAL REPORT

October 1996

TECHNICAL SERVICES

New book volumes added: 1,622
New book titles added: 970
AV titles added: 160
Volumes withdrawn: 1,358
Books mended: 789

PERSONNEL ACTIVITY:

10/16 Joan Bauer, Head of Adult Division, resigned
10/17 Linda Wilhelm moved from 1/2 time to full-time Library
Clerk I

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

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 526 main + 139 extension = 665 total

PROFESSIONAL ASSISTS: this 12 months to date: 68,879
last 12 months to date: 71,337

PATRONS IN THE BUILDING: this 12 months to date: 363,555
last 12 months to date: 335,443

VOLUMES PURCHASED: this 12 months to date: 23,709
last 12 months to date: 15,567

VOLUNTEERS: 34 volunteers worked 261 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 October 1996

Location	October 1996	October 1995	% Change
CENTRAL LIBRARY, PRINT			
Adult	24,452	24,637	-0.8
Young Adult	1,170	1,217	-3.9
Children's	12,833	13,083	-1.9
TOTAL	38,455	38,937	-1.2
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	10,909	10,320	5.7
Bookmobile 549	3,855	3,371	14.4
Outreach	874	1,781	-50.9
TOTAL	15,638	15,472	1.1
TOTAL PRINT	54,093	54,409	-0.6
NON-PRINT			
Videocassettes	6,244	5,477	14.0
Audiocassettes	3,042	3,029	0.4
Recordings	2,168	2,170	-0.1
TOTAL	11,454	10,676	7.3
Extension Non-print	873	954	-8.5
TOTAL NON-PRINT	12,327	11,630	6.0
Renewals	1,230	996	23.5
TOTAL CIRCULATION	67,650	67,035	0.9

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

October 1996

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	291,301	292,831	-0.5
Young Adult	15,737	17,578	-10.5
Children's	161,002	171,600	-6.2
TOTAL	468,040	482,009	-2.9
EXTENSION PRINT			
Bookmobile 547	0	41,420	-100.0
Bookmobile 548	88,314	76,206	15.9
Bookmobile 549	34,339	24,175	42.0
Outreach	11,951	10,854	10.1
TOTAL	134,604	152,655	-11.8
TOTAL PRINT	602,644	634,664	-5.1
NON-PRINT			
Videocassettes	75,247	75,271	-0.0
Audiocassettes	35,612	35,812	-0.6
Recordings	24,239	22,440	8.0
TOTAL	135,098	133,523	1.2
Extension Non-print	10,496	12,199	-14.0
TOTAL NON-PRINT	145,594	145,722	-0.1
Renewals	10,809	9,774	10.6
TOTAL CIRCULATION	759,047	790,160	-3.9



Mental Health Association of Macon County, Inc.

Physicians Plaza West, #2 Memorial Drive, Suite 202 • Decatur, Illinois 62526

Telephone 217/877-0700 • Fax 217/872-1320

An Agency of The United Way of Decatur and Macon County

October 16, 1996

John Moorman
Decatur Public Library
241 E. North
Decatur, IL 62523

Dear Mr. Moorman,

On behalf of the Mental Health Awareness Committee and the Mental Health Association of Macon County, I would like to thank you for the use of the Library's auditorium and board room during National Depression Screening Day on October 10, 1996.

Several attendees commented on the need for this type of service and appreciated the library's participation. Please share these comments with your staff members, I found them to be very friendly and helpful.

You may be interested to know that 36 attendees were screened at the library. A second screening was also conducted at Richland Community College where 12 people were screened. Each year the total number of attendees increases, indicating a real need for this service.

I would also like to thank you for allowing the Mental Health Association to use the auditorium for a meeting on Wednesday, Oct. 16, 1996. Your generous gift of space is very valuable in some MHA projects!

Sincerely,


Melanie Long,
Executive Director

ML/jr





Headquarters, Decatur Composite Squadron
U. S. Air Force Auxiliary
P O Box 4047
Decatur, Il 62525-4047
(217) 429-9537 or (217) 677-2406

14 Oct. 1996

Mr. John Moorman, Director
Decatur Public Library
Decatur, Ill. 62525

Dear Mr. Moorman,

On behalf of the Decatur Composite Squadron of the Civil Air Patrol, I thank you for co-sponsoring the educational program and moon rock exhibit from NASA. You gave us a real boost in our community activities, and your kindness in safe-keeping the rock fragments is much appreciated. I understand that approximately 50 people came to view the program and the display.

Please let us know if we can reciprocate your kindness at a future time.

Sincerely,

Capt. Al Weidlich, Chaplain

197 Rumstick Rd
Barrington, RI 02806
9/4/96

Dear Sir:

We were unable to return
the enclosed book before moving.

I will miss the Decatur
public library which I frequented
weekly for nine years. My
eleven-year old daughter will
also miss this wonderful place.

Give our regards, please,
to Mary Lou Dwyer and the
other children's librarians, many
of whom probably know our faces
but not our names.

Sincerely,

Jane Schuessler

N

H

**NIANTIC-HARRISTOWN SCHOOLS
COMMUNITY UNIT DISTRICT NO. 6**

P.O. BOX 200 • 398 N. ILLINOIS ST. • NIANTIC, ILLINOIS 62551
PHONE: (217) 668-2338 • FAX: (217) 668-2406

DAVID BILLS, Superintendent
"HOME OF THE INDIANS"

BOARD OF EDUCATION

John Dunn, President
Ed Leonard, Vice-President
Sharon Zimmerman, Secretary
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Doris Mabry
Steve Pyle

SCHOOLS

Niantic High School
Donald Achelpohl
217-668-2392

Niantic Junior High School
Glenda Weldy
217-668-2221

Harristown Elementary
Glenda Weldy
217-963-2621

October 23, 1996

The Decatur Public Library
Attn: John A. Moorman
247 E. North Street
Decatur, IL. 62523-1128

Dear Mr. Moorman:

Thank you very much for the articles about the opening of Harristown Elementary School. I am sure we will find some place of honor to display them at our school.

We appreciate your consideration in sending them to us. Thank you, again.

You must pass on our thanks to your Periodicals librarian, Bev Hackney.

Sincerely,

Jane Whalen
Jane Whalen
Librarian

JW:tb

Building ReUse Right for the Times

Gregory MacDonald

Disappointed that you didn't get that new construction grant? Did the voters fail to pass the initiative that would guarantee funding for your new facility? If the prospects of ever seeing a new library look bleak, perhaps it's time to consider the alternative of reusing an existing building.

An expert who has converted several unused buildings into useful libraries explains the benefits of building conversions and offers advice to help you get started.

In recent years California has been blessed with many new and beautiful libraries as a result of successful bond elections on the local and state levels and also because of various other sources of capital funding such as developer fees and redevelopment bond proceeds. However, before this is construed as an embarrassment of riches, I must hasten to add that they represent but a fraction of the facilities that are badly needed in our state.

The California Library Construction Bond Act of 1988 (also known as Proposition 85) funded twenty-four projects for a total of \$75 million. This was an impressive amount, but unfortunately not nearly enough to answer the serious notices of intent—totaling \$400 million—that were filed in response to the act's passage. The total picture is, if anything, even more glum: A needs assessment conducted by the state of California identified more than \$1 billion in needed new library construction, and this at a time when the state's economy has slipped so drastically that most, if not all, capital funding sources for libraries have dried up.

Right for the Times

We at the Riverside City and County Public Library system in Riverside, California, are proud of having several new libraries that are either recently opened or are now in the final stages of completion. However, another source of pride for us—and one appropriate to our present hard economic times—is the fact that we accomplished a great deal in terms of acquiring other facilities with just a few dollars and a lot of imagination.

We find that we derive just as much satisfaction—and often more—from a conversion project than from new construction, a phenomenon that results, perhaps, from every library administrator's basic training in doing more for less finally culmi-

nating in the desire to do everything for nothing! We began by refusing to accept the disappearance of all long-term funding as a roadblock to progress and saw it instead as an opportunity to be inventive and seek out alternatives. Believe it or not, a building reuse project offers virtually limitless opportunities over new construction in terms of donations, rent-to-own, lease backs, joint use, and neighborhood improvement and redevelopment incentives.

Not Dime-Store Libraries

One of the public misconceptions with which I deal constantly is the belief that reuse and conversion projects always look as if they were budget driven and accomplished on a shoestring: In no way does this have to be the case. For instance, I recently visited the Rancho Cucamonga Library in a neighboring Southern California county, a facility that I took to be newly constructed. I remarked to the manager how much I liked both the architecture and the layout of her new library, and she was delighted to tell me that in actuality the building, which had originally been constructed to house medical offices, was purchased and remodeled by the city for pennies on the dollar. I was particularly amazed at how light and open the two-story structure was, showing no trace of the labyrinthine design one might expect from a medical building.

Smart shopping has a lot to do with the success of a building reuse. Although one dislikes the thought of capitalizing on another's ill fate, the truth is that there has never been a better time for a reuse project simply because of the number of vacant buildings now available as a result of the economy. Nothing illustrates this better than the phenomenal number of financial institutions that suddenly disappear or merge: Savings and loans and bank buildings are available everywhere. The benefits offered by these and certain other buildings—such as those that formerly were large stores and supermarkets—include primarily open interior space, good lighting, well-maintained mechanical systems, and library-standard parking; additionally, many already meet the accessibility requirements of the Americans with Disabilities Act (ADA). These buildings are usually available through managing

Submitted October 1995; accepted February 1996.

brokers at prices well below their appraised value; some can even be obtained at auction at ridiculously low (liquidation-level) prices.

A Savings of Time as Well as Money

One drawback of new construction not normally shared by a reuse project is the time element. Typically, even with funding in place, one can count on a new construction project taking three years from the announcement of the decision to build until the new facility's completion: One year for site selection, acquisition, and architect selection; one year for design, bidding, and contract approvals; and one year for construction. Even when time can be picked up in one phase, it is frequently lost in another.

The beauty of building reuse projects is that they move relatively quickly: A year from start to finish is not an unreasonable time frame to anticipate, providing the building itself is in good condition and major structural changes are not required. Many construction companies are delighted to work on such tenant improvement (TI) projects for economic reasons similar to those impacting libraries: They can accomplish these projects quickly using repetitive materials without the headaches typical of new construction. The only spoiler here for both the construction company and the library is the unknowns lurking in an existing building—but these are avoidable and will be addressed further on in the article.

What Will Work as a Library?

The form a reuse project will take need be limited only by one's imagination. The following are some examples of the buildings I have had a hand in converting to libraries:

- Church
- Bar
- City hall
- Post office
- Café
- Three banks
- House
- Western-wear store
- Grange hall
- Electric substation

- Trailer supply
- Fast-food restaurant

Essentially, the buildings that work best as libraries are buildings that have worked well for commercial, retail, and (often) light-industrial uses. Although I've included a house on my list, I try to stay away from anything even remotely residential. I also try, when possible, to avoid multilevel facilities because of their inherent drawbacks in terms of staffing, floor loading, and the need for elevators.

Location

A reuse project may not meet all the site requirements one might desire, but in this regard I am reminded of the line from the movie *Field of Dreams*: "Build it, and they will come." I always begin preparing my building programs with lofty aims in terms of site. Nearby major thoroughfares, excellent visibility, location in a prime retail, commercial, or civic center, and proximity to ground transportation are just a few requirements I consider important. The fact is, however, (at least in Riverside) the number of people who walk, bike, or take public transportation is small compared to the number who drive. Because our library customers tend to be repeat customers, they have no problem making their way to a branch library once they locate it, whether or not its site is ideal. Consequently, I've come to understand that a premium location isn't as important as it used to be. I must note, though, that I won't consider sites that go to the opposite extreme, such as those that are secreted away in an industrial area or tucked away on a secluded street: The safety of customers and staff is a factor that cannot be overlooked.

Community Participation Assured

The town hall and community council gadflies who flock to meetings to object to new building proposals can usually be relied upon to silence their complaints and join the fold when a reuse project is presented. Taxpayers love reuse plans because they're efficient, economical, and sound like the sort of handyman project the average homeowner or worker can relate to. By contrast, new construction always sounds like an extravagance, regardless of its cost.

Not only are community members more willing to lend their support to a reuse project, but I find they are often anxious to roll up their sleeves and pitch in to help as well. People seldom are enthusiastic about helping out—either financially or physically—with new construction (mostly because of the way new construction projects are structured), but just mention a fixer-upper and the service clubs and church groups trip all over each other trying to lend a hand. I've also noticed that Friends of the Library groups warm up faster to remodeling or reuse than they do to a new building.

Our San Jacinto Library project is a good example of this; it involved the reuse of a former bank building that we were able to lease at a good rate because we were responsible for improvements. Although we began without the money for these improvements, when the local newspaper ran an article about our dilemma the community's response was overwhelming. The fire department offered to do the interior demolition, a contractor volunteered to perform all the interior modifications, and a landscape contractor even rehabilitated the grounds.

Sun City: A Case Study

The new Sun City Library (which is actually a twenty-five-year-old former bank) is one of our recently completed projects that, although small (seven thousand square feet) provides a typical casebook scenario of the way these projects emerge and take shape and offers an interesting basis of comparison to what a similar project would cost as new construction.

Formerly, the Sun City Library was located in a crowded shopping center space with an impossible parking situation. The nearby Security Bank was a building I had always admired because it was prominent, attractive, and sat alone in its own parking lot, all features that our library lacked. Therefore, we couldn't believe our good fortune when Bank of America took over Security and put this building on the market to sell as surplus. The county was obliged to pay the appraised value for the property (unfortunately there was other interest in it), but even so, the final price tag came out far below what new construction would have cost us, as the comparison chart (table 1) indicates.

The rapid formation of the Sun City Library Foundation provided a major

TABLE 1

*Comparison of New Construction Versus Conversion Project
(7,000 square-foot buildings)*

<i>Cost</i>	<i>New Building</i>	<i>Sun City Reuse</i>
Site acquisition	\$ 435,560	\$ combined:
Building acquisition	0	570,000
Site improvements/fees	180,000	0
Architectural services	69,300	0
Construction management	35,000	10,000
Construction/remodeling	770,000	100,000
Furnishings and equipment	175,000	donated
Contingency	77,900	10,000
TOTAL:	\$1,741,860	\$ 690,000
<i>Schedule</i>	<i>New Building</i>	<i>Sun City Reuse</i>
Project from conception to opening	3 years	11 months

source of savings for this project: The foundation quickly raised enough money for all of the interior furnishings and equipment. Again, my guess is that foundation members had a far easier time fund-raising for a reuse project than would have been the case if they were dealing with new construction. People seem reluctant to give money for new buildings because their contributions represent little more than a drop in the bucket. With a reuse project, however, people are able to point out exactly what their hard-earned dollars supplied.

Avoiding the Pitfalls

Although many of the problems inherent in new construction are nonexistent in a reuse or conversion, one can't ignore the fact that this still leaves plenty of problems (distinctively different ones!) to deal with in a remodeling project. It's important to address the "unknowns" lurking in an old building before any papers are signed or commitments made, to avoid losing money and/or credibility. Small facilities (under seven thousand square feet) usually make ready and economical conversions—but the discovery of something amiss with the original building can prove demoralizing and costly to correct. The risk—from the standpoint of both finances and scheduling—increases as the size of the project grows: A large facility loaded with unknowns can prove ruinously expensive and time-

consuming. Luckily, avoidance measures are easily accomplished.

Check It Out

The most important thing to do is have the facility thoroughly checked out *before any commitments are made*. Make sure the title is clear; test the soil; load test the mechanical systems; hire a structural engineer to inspect the building; get the opinion of an ADA advisory group; have the fire marshal go over it carefully; obtain a clean bill of (building) health from the local building inspector. These are all vital steps; it takes just *one* problem in just *one* of these areas to wipe out a budget and, possibly, an entire project.

There are three main categories to be considered when reviewing a potential facility:

Structural. The renovation of a modern building into a library typically runs between twenty dollars and thirty dollars per foot, unarguably a reasonable—and therefore appealing—price tag. These figures will double and even triple if, for instance, the building is not structurally sound, or it lacks sufficient floor-loading capabilities for library use. The building should also meet structural requirements specific to any natural disasters to which the locale may be vulnerable (in our case it's earthquakes). Money spent on a structural engineer's fee to assess the building's ability to withstand a natural

disaster is money well spent, whether or not the project goes forward.

It should be noted here—speaking of professional fees—that a reuse project is unlikely to result in a savings in architectural fees over the cost of new construction. In fact, this is the area in which renovating may prove more costly than building new, depending on the extent of redesign required.

Mechanical and Electrical. The primary source of complaints from those employed in any given building, in my experience, is the temperature. Those who are not too hot are usually too cold! Interior temperature is just the tip of the mechanical and electrical iceberg, however, and anyone considering converting a building should zero in on these systems immediately, whether the building is being purchased or just being leased.

For example, even if the HVAC (heating, ventilation, and air conditioning) system has been regularly maintained and appears to meet the facility's needs, a number of problems can still crop up if the system is not new and is not a candidate for replacement. The original system may not meet revised EPA requirements; it may not have the capacity to meet the expanded space, heating, and cooling requirements of a library; finally, even if the system functions well enough, it may be so inefficient that the library will go broke just paying utility bills. A similar warning applies to aging mechanical and plumbing systems.

Elevators, too, can represent a major cost if they need revamping to meet ADA guidelines and are horrendously expensive when they require replacing. Aging elevators, even when they appear to function well, can be nightmarish in terms of their maintenance and repair costs. (A further caveat: Do not even consider a multistory building project without an elevator—staying with a one-story project will prevent a number of headaches.)

The overriding concern with a building's electrical system should focus on its primary service and switch gear, which should be updated and upgraded as necessary to avoid a major expense further down the road. I don't consider existing lighting, placement of outlets, computer cabling, communications wiring, etc., to be of particular concern, inasmuch as I automatically count on replacing all these electricals to meet new library criteria (that is, unless the building is quite new).

Regulatory. Public interest grows daily and new legislation abounds regarding health, safety, environmental, and legal concerns. Thomas Jefferson once advised, "Don't do more good than the public can endure," but nevertheless, in our litigious society it isn't difficult to run afoul of some obscure element of the law, particularly when renovating an old building for a new purpose. It's a challenging maze (and the older the building, the more challenging it becomes!) but it is not impossible to work through. When questions arise regarding any of the following categories, they should be carefully considered and certainly never ignored, at the risk of jeopardizing an otherwise promising project:

Legal and Jurisdictional. Check on any preconditions that affect your project, including zoning requirements, easements and other deed restrictions, building codes, off-site parking and other on-site local requirements, and historic or other land use controls. The project is responsible for conforming to any and all such restrictions and can be stopped dead in its tracks—no matter how far it has progressed—if it is found to be in violation.

Access. Although much of this type of legislation is relatively recent, it is nevertheless applicable to buildings that were constructed years before anyone ever heard of the ADA or the Occupational Safety and Health Administration (OSHA). The most critical legislation for those involved with libraries is the ADA and its impact on nearly all aspects of public library service, including building accessibility, library services, and employee hiring and accommodation; its influence extends even as far as community rooms and programming. Renovating—or even operating—a nonconforming older facility can be a challenging and expensive venture (our system recently left an old facility when it became clear that achieving ADA compliance was hopeless). For example, restroom compliance can cost from \$20,000 to \$30,000 per room, elevator conversions average \$15,000, and automatic doors can run \$20,000. These are just a few examples; there are countless others. Before settling on a particular renovation project be aware of the collective cost attached to bringing the building into ADA compliance and what that cost will mean to the project's budget.

Environmental. A building with environmental problems is a building to be avoided. Under no circumstances should a promising project be encumbered with or stalled by obstacles like sick building syndrome, underground tanks (whether they leak or not), asbestos, lead pipes, lead paint, radon, or any of the various environmental hazards of which, as a society, we've recently become very much aware.

Tread carefully, especially in an older building: Environmental hazards can lurk in many places. During our recent conversion of a large office building to our headquarters we found out half-way through the project that the roof required replacing (to the tune of \$50,000), and this unfortunate dip into the contingency fund was compounded by an additional \$35,000 removal and disposal charge and a two-month scheduling setback when it was discovered that the roof contained asbestos. (Before it was identified as a hazardous material, asbestos was widely used as an efficient and economical material for all types of roofing, insulation, and flooring and is still found today in many older buildings. It is costly to remove, because it requires hazardous-material handling.)

Conclusion

Although pitfalls exist along the road to a successful reuse or conversion, they are avoidable in a carefully researched and well-thought-out project. In fact, practically all of the aforementioned pitfalls can be circumvented by following these three steps:

1. Have the facility checked thoroughly prior to entering into purchase or a lease. It is impossible to be too thorough about this.
2. For larger projects, add a second contingency amount of 15 to 20 percent to the budget. This will cover unknown factors, and it will be needed.
3. Also for larger projects, build an allowance for lost time and delays into the schedule. It goes hand in hand with the extra contingency budget.

And again, I maintain that the end result of a reuse or conversion will be beautifully satisfying, economically rational, and a source of pride to the community. ■

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10/02/96	TREAS-MEDICAL INSURANCE	3,905.56	97115	10/02/96	HOSPITAL AND MEDICAL INSURANCE
10/02/96	TREAS-NON MEDICAL INS	32.20	97116	10/02/96	GROUP LIFE INSURANCE
10/02/96	TREAS-NON MEDICAL INS	310.70	97116	10/02/96	UNEMPLOYMENT COMPENSATION
10/02/96	TREAS-NON MEDICAL INS	442.65	97116	10/02/96	WORKERS COMPENSATION
10/02/96	TREAS-IMRF	8,848.04	97117	10/02/96	RETIREMENT-IMRF
10/04/96	DOWN INSURANCE AGENCY	716.00	97138	10/04/96	GENERAL LIABILITY INSURANCE
10/04/96	DONTECH DIRECTORY DISTRIBUTION	80.25	97140	10/04/96	BOOKS AND PERIODICALS
10/04/96	INFORMATION ACCESS	12,912.50	97145	10/04/96	BOOKS AND PERIODICALS
10/07/96	AMERICAN LIBRARY ASSOCIATION	55.00	97161	10/07/96	MAG/PAPERS--MAIN PROFESSIONAL
10/07/96	ALA VIDEO/LIBRARY	100.00	97162	10/07/96	MAG/PAPERS--MAIN ADULT
10/07/96	POPULAR SUBSCRIPTION SERV.	41.85	97177	10/07/96	POSTAGE
10/08/96	COMMERCIAL MAIL SERVICES	94.36	97186	10/08/96	POSTAGE
10/08/96	ILLINOIS LIBRARY ASSOCIATION	30.00	97192	10/08/96	POSTAGE
10/08/96	TREAS-PETTY CASH	16.95	97201	10/08/96	CONFERENCES AND OTHER TRAVEL
10/08/96	TREAS-PETTY CASH	2.32	97201	10/08/96	CONFERENCES AND OTHER TRAVEL
10/08/96	TREAS-PETTY CASH	2.68	97201	10/08/96	CONFERENCES AND OTHER TRAVEL
10/08/96	TREAS-PETTY CASH	25.35	97201	10/08/96	OTHER PROFESSIONAL SERVICES
10/08/96	TREAS-PETTY CASH	34.09	97201	10/08/96	MATERIAL-BLDGS
10/10/96	ARMONCORP	6.00	97201	10/08/96	MAG/PAPERS--MAIN JUVENILE
10/10/96	AUDIO STORE	57.42	97214	10/10/96	OTHER PROFESSIONAL SERVICES
10/10/96	C & K CUSTOM SIGNS	145.35	97222	10/10/96	BOOKS AND PERIODICALS
10/10/96	COMMAND SOFTWARE	235.35	97222	10/10/96	PRINTING AND BINDING
10/10/96	CENTRAL PARK WEST	417.25	97224	10/10/96	SERV-OFFICE EQUIP
10/10/96	HERALD & REVIEW	65.00	97227	10/10/96	OTHER PROFESSIONAL SERVICES
10/10/96	KIDSTAMP	58.38	97229	10/10/96	BOOKS AND PERIODICALS
10/10/96	LOWE'S	35.45	97236	10/10/96	OFFICE SUPPLIES
10/10/96	OTIS ELEVATOR COMPANY	242.03	97237	10/10/96	MATERIAL-BLDGS
10/10/96	REED REFERENCE PUBL	117.29	97243	10/10/96	SERV-BUILDINGS
10/10/96	TREAS-GENERAL FUND	233.74	97248	10/10/96	BOOKS AND PERIODICALS
10/10/96	TREAS-SELF INSURANCE FUND	100.00	97253	10/10/96	TRANSFER TO GENERAL FUND
10/10/96	TREAS-SELF INSURANCE FUND	254.50	97255	10/10/96	MOTOR VEHICLE-INSURANCE
10/10/96	TREAS-SELF INSURANCE FUND	9.08	97255	10/10/96	BOILER INSURANCE
10/10/96	TREAS-SELF INSURANCE FUND	529.67	97255	10/10/96	PROPERTY INSURANCE
10/10/96	TREAS-MIS OPERATING	500.50	97255	10/10/96	GENERAL LIABILITY INSURANCE
10/10/96	TYLERTYPES	2,113.75	97258	10/10/96	MIS SERVICES
10/11/96	BAYLOR SIGNS	225.00	97259	10/10/96	OTHER PROFESSIONAL SERVICES
10/11/96	CARR, GERALD	70.00	97265	10/11/96	PRINTING AND BINDING
10/11/96	JENSEN, CAROLYN	135.00	97267	10/11/96	BOOKS AND PERIODICALS
10/11/96	NEWARK ELECTRONICS	174.64	97271	10/11/96	CONFERENCES AND OTHER TRAVEL
10/11/96	RIGSBY, PAUL	27.51	97272	10/11/96	MATERIAL-BLDGS
10/11/96	RAVER, DOUGLAS	135.00	97274	10/11/96	OTHER PROFESSIONAL SERVICES
10/11/96	SLEETH, ALAN	135.00	97275	10/11/96	OTHER PROFESSIONAL SERVICES
10/11/96	SENTINEL RICHARD G	100.00	97277	10/11/96	OTHER PROFESSIONAL SERVICES
10/11/96	TREAS-CENTRAL GARAGE FD	135.00	97278	10/11/96	SERV-BUILDINGS
10/11/96	ARAMARK SERVICES, INC.	101.11	97279	10/11/96	BOOKS AND PERIODICALS
10/08/96	AUTUMN, INC.	16.00	97281	10/11/96	GASOLINE
10/14/96	BAKER & TAYLOR CO	155.52	97296	10/15/96	SERV-BUILDINGS
10/15/96	BAKER & TAYLOR CO	1,072.83	97299	10/15/96	BOOKS AND PERIODICALS
10/15/96	BAKER & TAYLOR CO	2,122.87	97300	10/15/96	BOOKS AND PERIODICALS
10/15/96	BAKER & TAYLOR CO	1,852.52	97301	10/15/96	BOOKS AND PERIODICALS
10/11/96	BABY TALK INC.	466.22	97302	10/15/96	BOOKS AND PERIODICALS
10/15/96	BAKER & TAYLOR ENTERTAINMENT	275.00	97306	10/15/96	OTHER PROFESSIONAL SERVICES
10/15/96	CONSOLIDATED COMMUNICATIONS	136.69	97307	10/15/96	BOOKS AND PERIODICALS
10/11/96	HOUCHEIN BINDERY LTD	130.51	97312	10/15/96	TELEPHONE
10/08/96	AMERITECH	291.00	97335	10/15/96	PRINTING AND BINDING
10/14/96	NIMS ASSOCIATES INC.	98.80	97337	10/15/96	TELEPHONE
10/15/96	REED REFERENCE PUBL	2,500.00	97357	10/15/96	OTHER PROFESSIONAL SERVICES
10/16/96	TREAS-MEDICAL INSURANCE	2,073.66	97369	10/15/96	BOOKS AND PERIODICALS
10/16/96	TREAS-NON MEDICAL INS	4,155.73	97421	10/16/96	HOSPITAL AND MEDICAL INSURANCE
10/16/96	TREAS-NON MEDICAL INS	35.89	97422	10/16/96	GROUP LIFE INSURANCE
10/16/96	TREAS-NON MEDICAL INS	315.48	97422	10/16/96	UNEMPLOYMENT COMPENSATION
10/16/96	TREAS-IMRF	449.46	97422	10/16/96	WORKERS COMPENSATION
10/17/96	RIGSBY, PAUL	9,619.87	97423	10/16/96	RETIREMENT-IMRF
10/17/96		67.50	97465	10/17/96	OTHER PROFESSIONAL SERVICES

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10/17/96	TREAS-GENERAL FUND	670.09	97467	10/17/96	POSTAGE SUPPLIES
10/17/96	TREAS-GENERAL FUND	226.34	97467	10/17/96	OFFICE SUPPLIES AND OTHER TRAVEL
10/22/96	AMERICAN LIBRARY ASSOCIATION	75.00	97513	10/22/96	SERV-DEVICES EQUIP
10/22/96	A B DICK PRODUCTS	60.90	97514	10/22/96	CONFERENCE AND OTHER TRAVEL
10/22/96	ANDERSON, KAREN	153.05	97515	10/22/96	OFFICE MACHINERY AND EQUIPMENT
10/22/96	COMPUTER CENTER	865.00	97518	10/22/96	SERV-AUTO EQUIP
10/22/96	DECATUR SPRING	230.00	97521	10/22/96	MATERIAL TO MAINT AUTO EQUIP
10/22/96	FARM & FLEET	544.30	97521	10/22/96	JANITORIAL SUPPLIES
10/22/96	FARM BOOKSTORE	123.80	97526	10/22/96	MATERIAL TO MAINT AUTO EQUIP
10/22/96	JENSEN, CAROLYN	369.35	97531	10/22/96	SERV-OFFICES AND OTHER TRAVEL
10/22/96	LOWE'S	86.13	97532	10/22/96	CONFERENCE AND OTHER TRAVEL
10/22/96	MIDWEST LIBRARY SYSTEMS	200.49	97534	10/22/96	MATERIAL-BLDGS
10/22/96	MOORMAN, JOHN	200.00	97535	10/22/96	MATERIAL-BLDGS
10/22/96	ROTARY CLUB OF DECATUR	131.00	97538	10/22/96	CONFERENCE AND OTHER TRAVEL
10/22/96	RUSKI, MAUREEN	104.00	97542	10/22/96	OTHER PROFESSIONAL SERVICES
10/22/96	TREAS-PETTY CASH	212.50	97543	10/22/96	OTHER PROFESSIONAL SERVICES
10/22/96	TREAS-PETTY CASH	4.00	97547	10/22/96	SERV-AUTO EQUIPMENT
10/22/96	TREAS-PETTY CASH	12.00	97547	10/22/96	TRAINING SCHOOL
10/22/96	TREAS-PETTY CASH	5.98	97547	10/22/96	POSTAGE
10/22/96	TREAS-PETTY CASH	16.50	97547	10/22/96	OTHER PROFESSIONAL SERVICES
10/22/96	TREAS-PETTY CASH	18.69	97547	10/22/96	MATERIAL-BLDGS
10/22/96	TREAS-PETTY CASH	13.98	97547	10/22/96	MATERIAL TO MAINT AUTO EQUIP
10/22/96	TREAS-PETTY CASH	2.15	97547	10/22/96	OFFICE SUPPLIES
10/22/96	TREAS-PETTY CASH	20.19	97547	10/22/96	EMPLOYEE RECOGNITION SUPPLIES
10/22/96	TREAS-PETTY CASH	6.00	97547	10/22/96	MAG/PAPERS-MAIN ADULT
10/22/96	TESTING SERVICE CORP	1,161.25	97548	10/22/96	OTHER PROFESSIONAL SERVICES
10/22/96	WOOD PRINTING SERVICE, INC.	1,175.00	97549	10/22/96	PRINTING AND BINDING
10/23/96	LIBRARY JOBLINE OF IL	40.00	97567	10/23/96	ADVERTISING
10/24/96	AMERICAN LIBRARY ASSOCIATION	60.00	97579	10/24/96	MAG/PAPERS-MAIN PROFESSIONAL
10/24/96	DEPT PROF REGULATION	48.00	97579	10/24/96	MAG/PAPERS-MAIN REFERENCE
10/24/96	H W WILSON CO	166.00	97587	10/24/96	BOOKS AND PERIODICALS
10/24/96	H W WILSON CO	285.00	97587	10/24/96	BOOKS AND PERIODICALS
10/24/96	H W WILSON CO	105.00	97587	10/24/96	MAG/PAPERS-MAIN JUVENILE
10/24/96	H W WILSON CO	55.00	97587	10/24/96	MAG/PAPERS-MAIN REFERENCE
10/24/96	POPULAR SUBSCRIPTION SERV.	23.38	97599	10/24/96	MAG/PAPERS-MAIN ADULT
10/25/96	AMERICAN BUSINESS INFORMATION	3,000.00	97614	10/25/96	BOOKS AND PERIODICALS
10/25/96	H W WILSON CO	109.00	97624	10/25/96	BOOKS AND PERIODICALS
10/30/96	CLARK BOARDMAN CALLAGHAN	253.59	97671	10/30/96	BOOKS AND PERIODICALS
10/30/96	H W WILSON CO	109.00	97683	10/30/96	BOOKS AND PERIODICALS
10/30/96	TREAS-MEDICAL INSURANCE	3,872.51	97706	10/30/96	BOOKS AND PERIODICALS
10/30/96	TREAS-NON MEDICAL INS	34.05	97707	10/30/96	HOSPITAL AND MEDICAL INSURANCE
10/30/96	TREAS-NON MEDICAL INS	305.92	97707	10/30/96	GROUP LIFE INSURANCE
10/30/96	TREAS-NON MEDICAL INS	435.84	97707	10/30/96	UNEMPLOYMENT COMPENSATION
10/30/96	TREAS-IMRF	8,738.36	97708	10/30/96	WORKERS COMPENSATION
10/30/96	TREAS-PETTY CASH	27.53	97709	10/30/96	RETIREMENT-IMRF
10/30/96	TREAS-PETTY CASH	7.56	97709	10/30/96	TRAINING SCHOOL
10/30/96	TREAS-PETTY CASH	33.17	97709	10/30/96	POSTAGE
10/30/96	TREAS-PETTY CASH	11.22	97709	10/30/96	MATERIAL-BLDGS
10/30/96	TREAS-PETTY CASH	27.00	97709	10/30/96	OFFICE SUPPLIES
10/29/96	ASSOCIATED OFFICE FURNISHINGS	65.02	97720	10/31/96	BOOKS AND PERIODICALS
10/31/96	ALBERTSON, CLAY G. & ASSOC.	73.45	97727	10/31/96	OFFICE SUPPLIES
10/31/96	AMERICAN LIBRARY ASSOC	54.00	97732	10/31/96	BOOKS AND PERIODICALS
10/31/96	AMERITECH	93.65	97733	10/31/96	BOOKS AND PERIODICALS
10/31/96	BAKER & TAYLOR CO	812.56	97739	10/31/96	BOOKS AND PERIODICALS
10/17/96	BAKER & TAYLOR CO	459.92	97739	10/31/96	BOOKS AND PERIODICALS
10/25/96	BAKER & TAYLOR CO	3,603.62	97740	10/31/96	BOOKS AND PERIODICALS
10/30/96	BAKER & TAYLOR CO	1,215.44	97741	10/31/96	BOOKS AND PERIODICALS
10/31/96	BAKER & TAYLOR CO	1,810.77	97742	10/31/96	BOOKS AND PERIODICALS
10/31/96	BAKER & TAYLOR CO	658.43	97743	10/31/96	BOOKS AND PERIODICALS
10/31/96	BAKER & TAYLOR ENTERTAINMENT	608.12	97749	10/31/96	BOOKS AND PERIODICALS
10/21/96	BOARDMAN INC.	1,235.00	97751	10/31/96	OFFICE MACHINERY AND EQUIPMENT
10/30/96	BRIGHT FAME PUBLICATIONS	25.90	97753	10/31/96	BOOKS AND PERIODICALS
10/17/96	BOOKS IN MOTION	17.48	97754	10/31/96	BOOKS AND PERIODICALS
10/30/96	CHILTON BOOK COMPANY	127.94	97773	10/31/96	BOOKS AND PERIODICALS
10/21/96	CHIVERS NORTH AMERICA, INC	77.57	97775	10/31/96	BOOKS AND PERIODICALS

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DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/17/96	CAPE PUBLICATIONS, INC	20.45	97778	10/31/96	BOOKS AND PERIODICALS
10/31/96	CHELSEA HOUSE PUBLISHERS	243.28	97779	10/31/96	BOOKS AND PERIODICALS
10/25/96	DEMCO EDUCATIONAL CORP	9.06	97782	10/31/96	POSTAGE
10/17/96	DAVIDSON TITLES, INC.	311.80	97787	10/31/96	OFFICE SUPPLIES
10/21/96	DURKIN HAYES PUBLISHING	2,401.17	97791	10/31/96	BOOKS AND PERIODICALS
10/21/96	DO IT YOURSELF, INC	185.33	97797	10/31/96	BOOKS AND PERIODICALS
10/23/96	DONOVAN MUSIC & TOY	212.65	97798	10/31/96	BOOKS AND PERIODICALS
10/31/96	EMBURY LTD.	181.15	97799	10/31/96	BOOKS AND PERIODICALS
10/31/96	EMBURY LTD.	25.00	97801	10/31/96	POSTAGE
10/31/96	EMBUROWER HIGH SCHOOL	494.00	97801	10/31/96	OFFICE SUPPLIES
10/21/96	EXCEPTIONAL PARENT	35.00	97802	10/31/96	BOOKS AND PERIODICALS
10/31/96	FORDHAM EQUIPMENT	262.40	97803	10/31/96	BOOKS AND PERIODICALS
10/31/96	FORDHAM EQUIPMENT	60.97	97805	10/31/96	POSTAGE
10/21/96	FAST IMPRESSIONS	828.80	97805	10/31/96	OFFICE SUPPLIES
10/25/96	GAYLORD BROS	53.00	97807	10/31/96	PRINTING AND BINDING
10/21/96	AMERITECH	378.44	97811	10/31/96	OFFICE SUPPLIES
10/29/96	ILLINOIS POWER COMPANY	80.19	97817	10/31/96	BOOKS AND PERIODICALS
10/29/96	ILLINOIS POWER COMPANY	814.85	97818	10/31/96	TELEPHONE
10/29/96	ILLINOIS POWER COMPANY	185.58	97819	10/31/96	ELECTRICITY
10/25/96	INFORMATION REFERENCE GROUP	56.82	97819	10/31/96	GAS
10/31/96	IL STATE LIBRARY	9,796.79	97822	10/31/96	TELEPHONE
10/31/96	IL STATE LIBRARY	254.50	97822	10/31/96	BOOKS AND PERIODICALS
10/31/96	IL STATE LIBRARY	145.12	97823	10/31/96	PRINTING AND BINDING
10/31/96	IL STATE LIBRARY	50.00	97823	10/31/96	TELEPHONE
10/31/96	IL STATE LIBRARY	19.38	97823	10/31/96	POSTAGE
10/31/96	JAN SAN SUPPLY CO., INC.	1,546.92	97823	10/31/96	RENTAL-EQUIPMENT
10/31/96	JENSEN, CAROLYN	94.60	97826	10/31/96	JANITORIAL SUPPLIES
10/17/96	JOHN MUIR PUBLICATIONS	147.76	97829	10/31/96	OTHER PROFESSIONAL SERVICES
10/30/96	KESTREL PUBLICATIONS	1,584.00	97830	10/31/96	BOOKS AND PERIODICALS
10/31/96	LAWYERS CO-OPERATIVE PUBL	94.60	97836	10/31/96	BOOKS AND PERIODICALS
10/31/96	MAC ARTHUR HIGH SCHOOL	107.00	97842	10/31/96	BOOKS AND PERIODICALS
10/31/96	MULTICULTURAL MEDIA	28.00	97858	10/31/96	BOOKS AND PERIODICALS
10/31/96	MANPOWER SERVICES, INC.	11.50	97860	10/31/96	BOOKS AND PERIODICALS
10/31/96	NORRELL SERVICES, INC.	1,075.78	97862	10/31/96	TEMP PERSONNEL SERVICES
10/30/96	OMNIGRAPHICS, INC	820.17	97870	10/31/96	BOOKS AND PERIODICALS
10/21/96	PERMA-BOUND BOOKS	135.74	97872	10/31/96	BOOKS AND PERIODICALS
10/23/96	RECKFORD MAP PUBLISHERS, INC	142.00	97873	10/31/96	BOOKS AND PERIODICALS
10/23/96	REED REFERENCE PUBL	199.46	97879	10/31/96	BOOKS AND PERIODICALS
10/25/96	STRIGLOS/HAINES & ESSICK	263.30	97880	10/31/96	BOOKS AND PERIODICALS
10/21/96	SCHOLASTIC INC	29.00	97884	10/31/96	BOOKS AND PERIODICALS
10/30/96	SIMON & SCHUSTER	686.09	97886	10/31/96	BOOKS AND PERIODICALS
10/21/96	TIME LIFE	528.48	97896	10/31/96	OFFICE SUPPLIES
10/21/96	TEACHING COMPANY SERVICE	177.87	97909	10/31/96	BOOKS AND PERIODICALS
10/21/96	UNIVERSITY BOOK SERVICE	15.00	97910	10/31/96	BOOKS AND PERIODICALS
10/17/96	U.S. CHESS FEDERATION	21.79	97920	10/31/96	BOOKS AND PERIODICALS
10/21/96	VIDEO PROJECT	20.00	97921	10/31/96	BOOKS AND PERIODICALS
10/21/96	WEST PUBLISHING COMPANY	77.58	97928	10/31/96	BOOKS AND PERIODICALS
10/30/96	WOOD PRINTING SERVICE, INC.	140.75	97929	10/31/96	BOOKS AND PERIODICALS
10/31/96	W W GRAINGER, INC.	192.29	97935	10/31/96	BOOKS AND PERIODICALS
10/23/96	WHEELER PUBLISHING INC.	87.25	97936	10/31/96	BOOKS AND PERIODICALS
		599.00	97937	10/31/96	PRINTING AND BINDING
		138.78	97938	10/31/96	MATERIAL-BLDGS
		55.88	97943	10/31/96	BOOKS AND PERIODICALS

FOR PERIOD ENDING 10/31/96

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/14/96	BAKER & TAYLOR CO	115.16	97299	10/15/96	EXPENDITURES
10/14/96	BAKER & TAYLOR CO	28.80	97300	10/15/96	EXPENDITURES
10/15/96	BAKER & TAYLOR CO	52.08	97302	10/15/96	EXPENDITURES
10/28/96	VISION MAKER VIDEO	500.00	97653	10/28/96	EXPENDITURES
10/31/96	ALBERTSON, CLAY G. & ASSOC.	102.50	97727	10/31/96	EXPENDITURES
10/31/96	BAKER & TAYLOR CO	119.52	97738	10/31/96	EXPENDITURES
10/23/96	BAKER & TAYLOR CO	28.80-	97739	10/31/96	EXPENDITURES
10/25/96	BAKER & TAYLOR CO	187.05	97740	10/31/96	EXPENDITURES
10/30/96	BAKER & TAYLOR CO	55.65	97741	10/31/96	EXPENDITURES
10/30/96	BAKER & TAYLOR CO	70.84	97741	10/31/96	EXPENDITURES
10/31/96	BAKER & TAYLOR CO	25.11	97743	10/31/96	EXPENDITURES
10/25/96	BAKER & TAYLOR ENTERTAINMENT	618.47	97749	10/31/96	EXPENDITURES
10/31/96	CHELSEA HOUSE PUBLISHERS	368.60	97779	10/31/96	EXPENDITURES
10/30/96	JOSHUA SEFTEL FILM AND VIDEO	89.00	97828	10/31/96	EXPENDITURES
10/30/96	MULTICULTURAL MEDIA	523.98	97860	10/31/96	EXPENDITURES
10/31/96	PBS	199.95	97879	10/31/96	EXPENDITURES
10/30/96	SIMON & SCHUSTER	898.00	97910	10/31/96	EXPENDITURES

TOTAL 3,925.91

DECATUR PUBLIC LIBRARY
PERIOD ENDING 10/31/96

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	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	963,803.72	1,134,787.00	2,172,755.69	2,269,574.00	96,818.31	95
TOTAL		963,803.72	1,134,787.00	2,172,755.69	2,269,574.00	96,818.31	95
INTER-GOVERNMENTAL-REVENUE							
30200-104	REPLACEMENT TAX	33,496.00	82,500.00	97,073.40	165,000.00	67,926.60	58
30200-107	STATE GRANTS OR OTHER	940.57	52,000.00	940.57	104,000.00	103,059.43	
TOTAL		34,436.57	134,500.00	98,013.97	269,000.00	170,986.03	36
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	4,993.14	37,000.00	35,729.10	74,000.00	38,270.90	48
30500-510	LIBRARY NON-RESIDENT FEES	100.00	750.00	637.50	1,500.00	862.50	42
30500-511	LIBRARY LOST AND DAMAGED BOOKS	568.22	2,000.00	3,077.76	4,000.00	922.24	76
30500-514	VERIFAX	400.10	875.00	1,790.20	1,750.00	40.20	102
30500-515	RESERVES	536.09	4,250.00	6,019.18	8,500.00	2,480.82	70
TOTAL		6,597.55	44,875.00	47,253.74	89,750.00	42,496.26	52
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	5,202.55	11,500.00	17,560.82	23,000.00	5,439.18	76
TOTAL		5,202.55	11,500.00	17,560.82	23,000.00	5,439.18	76
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	544.66	1,250.00	1,650.11	2,500.00	849.89	66
30800-899	MISCELLANEOUS INCOME	2,729.30	3,500.00	9,506.64	7,000.00	2,506.64-	133
TOTAL		3,273.96	4,750.00	10,956.75	9,500.00	1,456.75-	115
FUND TOTAL		1,013,314.35	1,532,982.00	2,684,641.29	2,971,233.00	286,591.71	90

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,422,875	134,506.01	606,836.53	711,437	816,038.47	.00	816,038.47	42.6
092	HOLIDAYS	0	5,092.80	24,097.78	0	24,097.78	.00	24,097.78	
094	OTHER LEAVE WITH PAY	0	0	1,475.60	0	1,475.60	.00	1,475.60	
096	SICK TIME	0	4,246.78	25,543.77	0	25,543.77	.00	25,543.77	
098	VACATION TIME	0	8,799.98	50,241.22	0	50,241.22	.00	50,241.22	
PERSONAL SERVICES									
101	OVERTIME	8,900	622.25	2,228.95	4,449	6,671.05	.00	6,671.05	25.0
102	TEMPORARY SALARIES	155,000	1,710.77	7,795.18	7,500	7,204.82	.00	7,204.82	52.0
104	RETIREMENT-IMRF	255,984	27,206.27	126,180.79	127,992	129,803.21	.00	129,803.21	49.3
111	GROUP LIFE INSURANCE	936	102.14	474.74	468	461.26	.00	461.26	50.7
112	HOSPITAL AND MEDICAL INSURANCE	115,389	11,933.80	57,549.67	57,694	57,839.33	.00	57,839.33	49.9
113	UNEMPLOYMENT COMPENSATION	6,773	932.50	4,373.70	3,386	2,399.30	.00	2,399.30	64.6
114	WORKERS COMPENSATION	12,144	1,327.95	6,231.15	6,072	5,912.85	.00	5,912.85	51.3
115	SERVICE-RECOGNITION	2,598	155.00	1,672.50	1,299	925.50	.00	925.50	64.4
		417,724	43,990.28	206,506.68	208,860	211,217.32	.00	211,217.32	49.4
CONTRACTUAL SERVICES									
201	ADVERTISING	250	40.00	73.80	124	176.20	.00	176.20	29.5
202	PRINTING AND BINDING	14,000	2,568.77	7,227.62	6,999	6,772.38	3,555.00	3,217.38	77.0
210	SERV-BUILDINGS	10,000	388.81	2,970.79	4,999	7,029.21	514.56	6,514.65	34.9
211	SERV-IMPROVEMENTS	200	.00	260.00	99	60.00	.00	60.00	130.0
212	SERV-AUTO EQUIPMENT	1,500	250.95	1,636.58	750	136.58	.00	136.58	109.1
213	SERV-OFFICE EQUIP	25,365	2,113.75	12,682.50	4,999	12,682.50	128.00	1,992.32	80.1
230	MIS SERVICES	65,000	1,855.58	22,995.51	12,899	12,004.49	.00	12,004.49	35.4
231	ELECTRICITY	13,500	52.82	2,797.68	32,750	16,702.32	.00	16,702.32	20.7
232	GAS	26,000	10,890.95	18,196.13	12,999	7,803.87	.00	7,803.87	70.0
233	TELEPHONE	1,250	.00	229.28	624	1,020.72	.00	1,020.72	18.3
234	WATER	1,500	.00	.00	750	1,500.00	.00	1,500.00	27.9
240	TRAINING SCHOOL	4,000	39.53	1,115.23	1,999	2,884.77	.00	2,884.77	55.6
241	CONFERENCES AND OTHER TRAVE	6,000	652.14	3,337.47	3,000	2,662.53	.00	2,662.53	57.6
245	POSTAGE	12,500	895.08	7,204.12	6,249	5,295.88	.00	5,295.88	78.7
247	COMPUTER SOFTWARE EXPENSE	3,000	.00	2,127.00	1,500	873.00	235.00	2,358.00	90.6
271	TEMP PERSONNEL SERVICES	25,000	1,895.95	22,641.67	12,499	2,358.33	.00	2,358.33	43.3
272	TRAVEL EXPENSE FOR INTERVIE	3,000	.00	1,300.00	1,500	1,700.00	.00	1,700.00	45.0
273	OTHER PROFESSIONAL SERVICES	1,000	.00	1,990.98	499	1,000.00	.00	1,000.00	13.7
280	PROFESSIONAL MEMBERSHIP FEE	70,000	6,631.02	28,990.98	34,999	41,009.02	2,500.00	38,509.02	65.1
284	PROFESSIONAL MEMBERSHIP FEE	20,000	.00	355.00	1,299	2,245.00	.00	2,245.00	54.1
286	RENTAL-D P EQUIPMENT	31,000	1,546.92	16,775.81	9,999	6,987.89	.00	6,987.89	54.1
289	RENTAL-EQUIPMENT	346,665	28,632.61	173,808.96	15,499	14,224.19	.00	14,224.19	52.1
		47,200	4,737.60	22,783.14	23,594	24,416.86	1,498.69	22,918.17	51.4
COMMODITIES									
310	GASOLINE	3,000	101.11	669.97	999	1,330.03	.00	1,330.03	33.5
312	JANITORIAL SUPPLIES	3,500	271.56	1,749.19	1,749	2,201.81	.00	2,201.81	48.4
320	MATERIAL-BLDGS	10,500	904.76	4,271.12	4,999	5,728.88	570.00	5,158.88	276.4
337	MATERIAL TO MAINTAIN AUTO EQUI	500	558.28	1,382.01	249	882.01	.00	882.01	76.4
345	OFFICE SUPPLIES	31,000	2,881.70	15,014.45	15,499	15,985.55	928.69	15,056.86	51.4
357	EMPLOYEE RECOGNITION SUPPLI	200	20.19	147.40	99	52.60	.00	52.60	73.7
		47,200	4,737.60	22,783.14	23,594	24,416.86	1,498.69	22,918.17	51.4
OTHER CHARGES									
400	CONTINGENCIES	14,635	100.00	600.00	7,317	14,635.00	.00	14,635.00	50.0
415	TRANSFER TO GENERAL FUND	1,200	.00	.00	600	.00	.00	.00	.00

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
OTHER CHARGES									
418	MOTOR VEHICLE-INSURANCE	3,054	254.50	1,527.00	1,527.00	1,527.00	.00	1,527.00	50.0
420	BOILER-INSURANCE	109	9.08	54.48	54.48	54.52	.00	54.52	50.0
421	PROPERTY INSURANCE	6,356	529.67	3,178.02	3,177.98	3,177.98	.00	3,177.98	50.0
423	GENERAL LIABILITY INSURANCE	6,006	1,216.50	3,719.00	3,719.00	2,287.00	.00	2,287.00	61.9
499	SMALL CAPITAL ITEMS	4,000	.00	3,617.03	3,617.03	382.97	.00	382.97	90.4
		35,360	2,109.75	12,695.53	17,677	22,664.47	.00	22,664.47	35.9
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	31,000	2,100.00	8,406.00	15,499	22,594.00	.00	22,594.00	27.1
		31,000	2,100.00	8,406.00	15,499	22,594.00	.00	22,594.00	27.1
CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	40,000	40,705.23	184,284.00	19,999	144,284.00	.00	144,284.00	460.7
801	BOOKS--MAIN-ADULT	104,200	.00	.00	52,099	104,200.00	.00	104,200.00	
802	BOOKS--MAIN-YOUTH	7,000	.00	.00	3,499	7,000.00	.00	7,000.00	
803	BOOKS--MAIN-JUVENILE	37,000	.00	.00	18,499	37,000.00	.00	37,000.00	
804	BOOKS--MAIN-REFERENCE	95,000	.00	.00	47,499	95,000.00	.00	95,000.00	
805	BOOKS--PROFESSIONAL	5,000	.00	.00	2,499	5,000.00	.00	5,000.00	
821	BOOKS--EXTENSION ADULT	31,500	.00	.00	15,750	31,500.00	.00	31,500.00	
830	AV-PHONODICS	850	.00	180.24	424	669.76	.00	669.76	21.2
841	MAG/PAPERS--MAIN ADULT	20,000	356.23	19,288.80	9,999	711.20	.00	711.20	96.4
842	MAG/PAPERS--MAIN-YOUTH	650	.00	713.12	324	63.12	.00	63.12	109.7
843	MAG/PAPERS--MAIN-JUVENILE	1,700	111.00	1,194.12	849	505.88	.00	505.88	70.2
844	MAG/PAPERS--MAIN-REFERENCE	13,200	103.00	9,904.12	6,600	3,295.88	.00	3,295.88	75.0
845	MAG/PAPERS--MAIN-PROFESSIONA	1,500	215.00	1,126.92	750	373.08	.00	373.08	75.1
847	MAG/PAPERS--EXTEN-ADULT	0	.00	2,932.67	1,200	2,932.67	.00	2,932.67	
857	LAGOON E BULKHEAD	2,400	.00	.00	1,200	2,400.00	.00	2,400.00	
		360,000	41,490.46	219,623.99	179,990	140,376.01	.00	140,376.01	61.0
	** DIVISION TOTAL **	2,660,824	275,706.27	1,352,019.20	1,330,373	1,308,804.80	8,431.25	1,300,373.55	51.1

LIBRARY CAPITAL PERIOD ENDING 10/31/96

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	138,725.00	393,976.42	277,450.00	116,526.42	142
TOTAL		.00	138,725.00	393,976.42	277,450.00	116,526.42	142
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,894.72	5,000.00	10,550.55	10,000.00	550.55	105
TOTAL		1,894.72	5,000.00	10,550.55	10,000.00	550.55	105
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		1,894.72	143,725.00	409,633.59	287,450.00	122,183.59	142

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
LIBRARY CAPITAL EXPENDITURES									
FUND 21 LIBRARY CAPITAL									
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	4,999	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	24,999	50,000.00	.00	50,000.00	
TOTAL		60,000	.00	.00	29,998	60,000.00	.00	60,000.00	
OTHER CHARGES									
CAPITAL OUTLAY									
502	BUILDINGS	100,000	.00	.00	49,999	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	.00	.00	24,999	50,000.00	.00	50,000.00	
TOTAL		150,000	.00	.00	74,998	150,000.00	.00	150,000.00	
** DIVISION TOTAL **		210,000	.00	.00	104,996	210,000.00	.00	210,000.00	

PUBLIC LIBRARY-TRUSTS

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	115,293.00	119,778.38	116,598.00	3,180.38-	102
30001-922	BEG FUND BAL-BRECKENRIDGE	.00	109,646.00	881.24	.00	881.24-	
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	819.29	.00	819.29-	
TOTAL		.00	227,554.00	121,478.91	116,598.00	4,880.91-	104
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	561.93	3,500.00	3,174.91	7,000.00	3,825.09	45
30700-104	DPL INTEREST-BRECKENRIDGE	.80	.00	10.48	.00	10.48-	
30700-105	DISTRIBUTION-FR-BRIDGES TRUST	3.89	400.00	21.78	800.00	778.22	2
TOTAL		566.62	3,900.00	3,207.17	7,800.00	4,592.83	41
FUND TOTAL		566.62	231,454.00	124,686.08	124,398.00	288.08-	100

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	3,855.07	5,320.75	3,000	679.25	212.00	467.25	92.2
		6,000	3,855.07	5,320.75	3,000	679.25	212.00	467.25	92.2
**	DIVISION TOTAL **	6,000	3,855.07	5,320.75	3,000	679.25	212.00	467.25	92.2

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-	

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	70.84	70.84	399	729.16	.00	729.16	8.9
		800	70.84	70.84	399	729.16	.00	729.16	8.9
**	DIVISION TOTAL **	800	70.84	70.84	399	729.16	.00	729.16	8.9