

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 19, 1998 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Meeting of October 15, 1998
 - B. Special meeting of November 3, 1998
- 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 5, 1998
 - B. Finance and Properties Committee
 - 1. Approval of bills for October 1998
 - 2. Meeting of November 2, 1998
 - C. Rolling Prairie Library System
 - 1. Report on October 1998 system board meeting
 - D. Friends of the Library
 - 1. Meeting of November 11, 1998
 - E. Foundation
 - 1. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter IV, Collection Management
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
October 15, 1998

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Patricia Greanias, Judi Moss, Russell Reimer, and John Stengel. Absent: Sherri Arnold, Wayne Dunning, and Mary Lee. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of the meeting of September 17, 1998 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Morman said that the design process is continuing and he should be able to present a layout to the Board at the next meeting. The design specialists are developing a plan to highlight the young adult area.

Mr. Stengel asked about continued declining material circulation. Mr. Moorman reported that he expects circulation to increase in the new building.

Concern was expressed that more volumes are still being added than withdrawn. Mrs. Jensen reported that the staff are working on weeding and could use some volunteer assistance.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met October 1, 1998. Mrs. Moss reported that the committee reviewed a proposal for making photographic reproductions for the public. Mrs. Moss made a motion to approve the policy as presented. The motion was seconded by Mr. Gibson and unanimously carried on roll call vote.

The committee also reviewed and approved the goals and objectives for the City Librarian for 1998/99.

Finance and Properties Committee: Mr. Stengel made a motion to approve the bills. The motion was seconded by Mr. Gibson and unanimously carried on roll call vote. It was noted that a bill list will be needed each month for project 2000.

The committee met October 13, 1998. Mr. Stengel reported that the committee reviewed a draft budget for 1999/2000 and agreed on a tax levy request from the City Council of \$2,405,629. This is a 3 percent increase over the current amount. Mr. Stengel made a motion to submit a levy request of \$2,405,629 to the City Council. The motion was seconded by Mr. Reimer and unanimously carried on roll call vote.

Mr. Moorman reported that most interior demolition at the new library is well underway. Asbestos removal should begin in about two weeks.

Rolling Prairie Library System: Mr. Moorman was not able to attend the meeting. He reported that the system board approved a contract with Otto Baum to remodel their facility. The system board also asked if the library board would be interested in having trustees from other public libraries attend this board's meetings.

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

Foundation: The Foundation Board of Directors did not meet. Mr. Moorman reported that the fund drive has now raised \$1,643,000. Some pledges have come in early which will help with financing.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter III, Personnel, was reviewed. Mr. Moorman said that while the library does meet most of the standards, recommended minimum staffing levels are not met.

VII. OLD BUSINESS

The donor wall at the new library was discussed. Mr. Moorman reported that PSA has agreed to donate the wall to recognize the large donors.

Mrs. Moore reported a good turnout for the ribbon cutting at the new library.

VIII. NEW BUSINESS

Mr. Moorman reported that a new water-color picture of the old Carnegie library by Robert Johnson was donated to the library by Tom Hanks. Mr. Reimer made a motion to accept the picture for the library's collection. The motion was seconded by Mrs. Moss and unanimously approved.

The trustees went to the new library to look at the grounds. A work day is scheduled for October 24 to clean up the grounds.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:00 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Lee".

Mary Lee, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 3, 1998

I. CALL TO ORDER

The special meeting was called to order at 4:45 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Wayne Dunning, Mark Gibson, Patricia Greanias, Mary Lee, Judi Moss, Russell Reimer, and John Stengel. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Scott Richter from BWC and Kent Metzger from KAM Solutions.

II. NEW BUSINESS

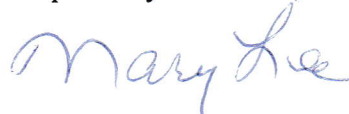
Mr. Richter reported that the asbestos contract called for covering the floor tile which was under the carpet. However, when the carpet was removed, the tile was loose and cannot be covered. This could have been the result of a chemical reaction between the carpet mastic and the tile mastic. The general contractor is responsible for damage to 3,068 square feet of loose tile, for a credit of \$6,450. Mr. Richter recommended approval of a change order for -\$48,829 to Mid-States General & Mechanical Contracting Corporation and to Thornburgh Abatement for \$143,594. Mr. Moorman reported that the change will not delay the schedule as long as the general contractor can work in the area not occupied by the asbestos contractor. The change also must be submitted to the Illinois State Library.

Mrs. Arnold made a motion to approve the change order to Thornburgh Abatement as presented for \$143,594. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote. Mrs. Arnold made a motion to approve the change order to Mid-States General & Mechanical Contracting Corporation as presented for -\$48,829. The motion was seconded by Ms. Lee and unanimously carried on roll call vote.

III. ADJOURNMENT

Mrs. Moore adjourned the meeting at 5:30 p.m.

Respectfully submitted,



Mary Lee, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the November 19, 1998 Meeting

of the
Decatur Public Library Board of Trustees

From October 25 - October 27 the annual conference of the Illinois Library Association was held at the Merchandise Mart in Chicago. Several library staff members were able to attend various program sessions and talk to vendors. Carolyn Jensen was on the program committee for the conference and her committee did an excellent job of providing a wide variety of interesting and informative program sessions. Dr. Frederick Schlipf, director of the Urbana Free Library and I did a program session on public library architecture that was well received.

In late October, Katie Gross attended the "Up the Leadership Ladder" institute in Indianapolis, Indiana. The institute was sponsored by the Association for Library Service to Children, a division of the American Library Association. While there, Katie attended programs dealing with providing Internet service to children, how to integrate computers into children's library service and how using the new PLA Planning for Results planning process can impact library services. From these programs, Katie has brought back several ideas for future library service provision.

The new building project is progressing well. The inside demolition is proceeding on schedule and is mostly complete. The asbestos abatement continues and it is hoped the upper level will be finished by November 20. Completion of this aspect of the project should come by the middle of December. Larry Harris continues to work on gates for the parking lot. One is completed and installed and the others should be installed within the next week.

On Saturday, October 24 there was a very successful work day at the new facility. Over 40 Millikin University students participated in a grounds clean-up. By early afternoon, bushes had been trimmed, several trees cut down, the grounds cleaned up and mowed, wood chips had been placed in several locations and grass removed from sections of sidewalk and from edges of the former tire and auto building. The assistance of the City of Decatur's forestry division was also instrumental in this work day as they provided tools and wood chips and took care of removed trees and brush.

The first Friends of the Library Writing Contest has come to a successful conclusion. There were over 117 entries in the contest from seventeen states in addition to Illinois. Of the entries, 16 were essays, 20 were short stories, and 52 were poems all from adults. From teenaged writers the Friends received 3 essays, 5 short stories and 8 poems. Judges for the contest were all from outside Illinois and were drawn from organizations such as Patrons of the Pen, Sisters in Crime, The Society of Children's Writers and Illustrators, and Women In The Arts. Winners will be announced at the December Book-Between-Bites program on December 2.

On October 14 Karen Anderson, Kathy Collett, Susan Gulick and Beth Kent visited the

City Librarian's Report

November 19, 1998

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Effingham Public Library to look at their Nova computer stations. Reactions to the stations were mixed, as staff felt that the concept was good but they could have been better designed for staff use.

Thanks to the cooperation of the Illinois State Archives, Karen Anderson is spending a day a month there learning materials preservation techniques. This training will assist Karen as she and other staff work with our special collections.

Sue Hemp attended the fall meeting of the Illinois Document Depository Program.

Special programs presentations by staff during the month included Judy Ellison reading to clients at Macon Resources and Dayle Irwin and Bev Hackney to the Ambucs and Kiwaniannes.

Staff members Sherry Mallory and Bobbi Reece are sharing young adult responsibilities for the library. This month Bobbi set up an attractive, colorful teen week display. They also formulated a questionnaire asking young adults about their library usage. So far survey results indicate that teens would like to see the addition of vending machines and a volunteer program for teens. They indicate that they come to the library not for homework or research but "for fun". They did rate overall staff service to teens lower than the other services provided. The survey will give Sherry and Bobbi information on what teens need so that they can select materials, provide the services, and offer programs to meet these needs.

During Children's Book Week, November 16-22 the circulation division will be highlighting the 3-M Self Check Machine. There will be staff at the machine during all service hours to re-introduce the machine to the public as well as prizes provided by 3-M and the Friends of the Library for those using the machine during the week. Currently the self-check machine handled between 3% and 5% of monthly checkouts.

For many years the Library has placed material return boxes throughout Decatur to assist library users in the return of library materials. During October, the Library collected 79.5 boxes of material from these locations or an average of 3.95 boxes per day. There were 539 video's needing rewinding. Most of these video's needed to be rewound only a small amount, as if the patron sampled the video and didn't like it so just ejected it. An interesting observation on the process is that almost all of the overdue videos need to be rewound but very few of the videos returned on time need to be .

During October 26 volunteers gave 232 hours of service to the Library.

As of November 12, 53.69% of the fiscal year had been completed. Expenditures and Encumbrances stood at 52.71% of budget.

City Librarian's Report
November 19, 1998
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On November 10 the Library's move committee visited the Danville Public Library to talk with staff about their recent move into a new facility. Karen Anderson indicates that much information was learned during the discussions and that committee members came back with a good understanding of Danville's move process.

I continue to work with John Cardwell and Gina Dingman in the leasing of space in our new building and the tire building as well as with the sale of the current library facility. As a part of this activity, I have participated in several showings of space and provided necessary facility documentation on facility equipment and structural design.

On November 9 I met with Ed Walker's art class at Millikin University to see designs that they had developed for the mural space in the Children's area of our new facility and designs for the puppet stage. These designs are now being looked at by library staff and will be shown to the Board at this month's meeting.

On November 19 Denelle Wrightson and Marian Bebeau from PSA will be meeting with division heads as a part of the furniture design phase of the project. Later in the day they will be giving a presentation at the Board meeting.

Decatur Public Library
Comments and Suggestions

TO OUR USERS:

Serving you is our most important responsibility.
Please give us your comments on our programs and services.
Please give us your suggestions for improvements in our programs and services.

Date 11-5-92

*you Bobbi Reese
was very helpful
and pleased to help me
she said I had a bad arm and*

Optional:

Name Helen Lee
Address _____
Phone _____

All suggestions and comments with a name, address and/or telephone number will be responded to by the Library.

*Carolyn,
Thanks for your time
and effort given to the
residents of the Belvedere
for the Spooky Story Hour.
We are proud to have a
library that is able to help
with activities through the
Outreach Department!*

*Sincerely,
Polly Campbell,
Manager*



2121 S. Imboden Court
Decatur, IL 62521
Phone (217)423-2832
Fax (217)423-7214
Website: decaturcenter.com

October 2, 1998

John A. Moorman
Decatur Public Library
247 E. North St.
Decatur, IL 62523

Dear John,

I want to thank you for your recent participation in our feasibility study. Even though you have a very busy schedule of your own, you were totally gracious, generous with your time and rich with ideas. I sincerely appreciate and commend your effort and the spirit of your dedication. A consensus of focus group ideas for the "model business incubator" will soon follow.

Sincerely,

A handwritten signature in cursive script, appearing to read "Donna".

Donna D. Bland
General Manager

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 October 1998

Location	October 1998	October 1997	% Change
CENTRAL LIBRARY, PRINT			
Adult	21,072	22,592	-6.7
Young Adult	984	1,034	-4.8
Children's	12,242	12,707	-3.7
TOTAL	34,298	36,333	-5.6
EXTENSION PRINT			
Bookmobile 548	11,154	10,902	2.3
Bookmobile 549	2,908	3,419	-15.0
Outreach	277	706	-60.8
TOTAL	14,339	15,027	-4.6
TOTAL PRINT	48,637	51,360	-5.3
NON-PRINT			
Videocassettes	6,949	6,609	5.1
Audiocassettes	2,802	2,646	5.9
Recordings	2,037	1,742	16.9
TOTAL	11,788	10,997	7.2
Extension Non-print	1,035	1,035	0.0
TOTAL NON-PRINT	12,823	12,032	6.6
Renewals	874	973	-10.2
TOTAL CIRCULATION	62,334	64,365	-3.2

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

October 1998

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	262,813	281,220	-6.6
Young Adult	13,378	14,718	-9.1
Children's	156,611	158,774	-1.4
TOTAL	432,802	454,712	-4.8
EXTENSION PRINT			
Bookmobile 548	90,610	79,641	13.8
Bookmobile 549	31,088	35,460	-12.3
Outreach	4,993	10,392	-52.0
TOTAL	126,691	125,493	1.0
TOTAL PRINT	559,493	580,205	-3.6
NON-PRINT			
Videocassettes	85,943	81,843	5.0
Audiocassettes	31,080	33,211	-6.4
Recordings	22,457	23,775	-5.5
TOTAL	139,480	138,829	0.5
Extension Non-print	11,618	10,823	7.4
TOTAL NON-PRINT	151,098	149,652	1.0
Renewals	7,952	9,383	-15.3
TOTAL CIRCULATION	718,543	739,240	-2.8

STATISTICAL REPORT
October 1998

TECHNICAL SERVICES

New book volumes added: 1,784
New book titles added: 1,070
AV titles added: 137
Volumes withdrawn: 1,335
Books mended: 463

PERSONNEL ACTIVITY:

10/16/98 Candy Tyus, Library Clerk I (half-time), resigned

CURRENT VACANCIES:

Library Clerk I (half-time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 415 main + 71 extension = 486 total

PROFESSIONAL ASSISTS: this 12 months to date: 87,579
last 12 months to date: 79,534

PATRONS IN THE BUILDING: this 12 months to date: 349,461
last 12 months to date: 361,428

VOLUMES PURCHASED: this 12 months to date: 20,525
last 12 months to date: 18,576

VOLUNTEERS: 26 volunteers worked 232 hours

Personnel, Policy and Public Relations Committee
November 5, 1998

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Mark Gibson, Pat Greanias, and Shirley Moore. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen.

Request from city for space in new building: Mr. Moorman reported that the city has requested 1,500 square feet of space in the new library for record storage. This issue was also addressed by the Finance and Properties Committee. Many questions were raised, including location, access, weight load, and liability. Mr. Moorman will meet with Ms. Johnson about these issues.

Review of circulation policy: The policy was reviewed. The committee recommended that #5a be changed from:

"The City Librarian may, at his discretion, cancel fines and other delinquent charges for minors who are resident in Webster-Cantrell Hall, or other similar institution or foster home, providing the delinquency occurred prior to the establishment of residence of said minor in such institution or foster home."

to

"The City Librarian may, at his discretion, cancel fines or other delinquent charges for minors who are residents in child care facilities or foster homes, providing the delinquency occurred before the minor moved into the facility or foster home.

and #5f from:

"In special circumstances, the City Librarian, at his discretion, may cancel fines and charges for materials returned late in an amount not to exceed \$15.00."

to

"In special circumstances, the City Librarian or Librarian-in-charge may cancel fines and charges for materials returned late.

It was also agreed that at a later date the entire policy needed a general revision in tone and style. However, Mr. Moorman pointed out that the policy is not generally presented to the public, but an in-house policy document for staff to use and implement.

Review of meeting room policy: The committee reviewed the policy as presented. The consensus was that the policy will need a major revision after the move to the new library.

Other business: Mr. Moorman reported that the roof on the new library is in worse condition than previously thought and will have to be replaced before drywall is hung.

There was no further business. The meeting was adjourned at 5:50
p.m.

Respectfully submitted,

John A. Moorman, City Librarian

CITY OF DECATUR
PLS AND PAYROLLS FOR PERIOD ENDING 10/31/1998

GLAB120

FUND 1

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/05/1998	COMMERCIAL MAIL SERVICES	98.83	116683	10/05/1998	POSTAGE
10/07/1998	TREASURY GENERAL FUND	711.90	116753	10/07/1998	MATERIAL-BLDGS
10/07/1998	TREASURY GENERAL FUND	138.00	116753	10/07/1998	OFFICE SUPPLIES
10/08/1998	EBSCO SUBSCRIPTION SERVICES	427.04	116765	10/08/1998	MAG/PAPERS-MAIN ADULT
10/08/1998	EBSCO SUBSCRIPTION SERVICES	46.92	116765	10/08/1998	MAG/PAPERS-MAIN JUVENILE
10/08/1998	EBSCO SUBSCRIPTION SERVICES	255.05	116765	10/08/1998	MAG/PAPERS-EXTEN ADULT
10/08/1998	TREASURY FLEET MAINTENANCE	160.10	116774	10/08/1998	GASOLINE
10/09/1998	TREASURY GENERAL FUND	100.00	116801	10/09/1998	TRANSFER TO GENERAL FUND
10/09/1998	TREASURY SELF INSURANCE FUND	209.42	116801	10/09/1998	MOTOR VEHICLE-INSURANCE
10/09/1998	TREASURY SELF INSURANCE FUND	11.75	116801	10/09/1998	BOILER INSURANCE
10/09/1998	TREASURY SELF INSURANCE FUND	628.92	116801	10/09/1998	PROPERTY INSURANCE
10/09/1998	TREASURY OPERATING	428.42	116801	10/09/1998	GENERAL LIABILITY INSURANCE
10/14/1998	TREASURY MEDICAL INSURANCE	1,767.22	116894	10/14/1998	MIS SERVICES
10/14/1998	TREASURY MEDICAL INS	32.40	116895	10/14/1998	LIFE INSURANCE
10/14/1998	TREASURY NON MEDICAL INS	253.44	116895	10/14/1998	UNEMPLOYMENT COMPENSATION
10/14/1998	TREASURY NON MEDICAL INS	439.60	116895	10/14/1998	WORKERS COMPENSATION
10/14/1998	TREASURY RETIREMENT-IMRF	9,050.30	116897	10/14/1998	RETIREMENT-IMRF
10/14/1998	TREASURY PETTY CASH	29.97	116897	10/14/1998	CONFERENCES AND OTHER TRAVEL
10/14/1998	TREASURY PETTY CASH	22.00	116897	10/14/1998	OTHER PROFESSIONAL SERVICES
10/14/1998	TREASURY PETTY CASH	15.98	116897	10/14/1998	JANITORIAL SUPPLIES
10/14/1998	TREASURY PETTY CASH	25.48	116897	10/14/1998	MATERIAL-BLDGS
10/14/1998	TREASURY PETTY CASH	33.58	116897	10/14/1998	OFFICE SUPPLIES
10/14/1998	TREASURY PETTY CASH	8.00	116897	10/14/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	89.76	116907	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	90.81	116907	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	622.24	116907	10/15/1998	TELEPHONE
10/15/1998	AMERITECH	956.28	116910	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	828.26	116911	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	6,307.45	116912	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	720.57	116913	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	54.10	116914	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	1,675.60	116917	10/15/1998	BOOKS AND PERIODICALS
10/15/1998	AMERITECH	446.00	116920	10/15/1998	PRINTING AND BINDING
10/15/1998	AMERITECH	54.00	116921	10/15/1998	PRINTING SUPPLIES
10/15/1998	AMERITECH	42.10	116922	10/15/1998	OFFICE SUPPLIES
10/15/1998	AMERITECH	220.00	116924	10/15/1998	PROFESSIONAL MEMBERSHIP FEES
10/15/1998	AMERITECH	220.75	116924	10/15/1998	PROFESSIONAL MEMBERSHIP FEES
10/15/1998	AMERITECH	32.36	116933	10/15/1998	TELEPHONE
10/15/1998	AMERITECH	7,838.21	116934	10/15/1998	ELECTRICITY
10/15/1998	AMERITECH	48.45	116938	10/15/1998	GAS
10/15/1998	AMERITECH	270.00	116942	10/15/1998	SERV-BUILDINGS AND OTHER TRAVEL
10/15/1998	AMERITECH	186.45	116944	10/15/1998	SERV-BUILDINGS AND OTHER TRAVEL
10/15/1998	AMERITECH	243.00	116948	10/15/1998	MATERIAL-BLDGS
10/15/1998	AMERITECH	243.00	116951	10/15/1998	MATERIAL-BLDGS
10/15/1998	AMERITECH	243.00	116954	10/15/1998	MATERIAL-BLDGS
10/15/1998	AMERITECH	162.00	116955	10/15/1998	OTHER PROFESSIONAL SERVICES
10/15/1998	AMERITECH	98.40	116956	10/15/1998	OTHER PROFESSIONAL SERVICES
10/15/1998	AMERITECH	110.00	116956	10/15/1998	OTHER PROFESSIONAL SERVICES
10/15/1998	AMERITECH	201.25	116960	10/15/1998	MATERIAL-BLDGS
10/15/1998	AMERITECH	162.00	116964	10/15/1998	MATERIAL-BLDGS
10/15/1998	AMERITECH	8.00	116966	10/15/1998	OTHER PROFESSIONAL SERVICES
10/19/1998	AMERITECH	42.00	116971	10/19/1998	OTHER PROFESSIONAL SERVICES
10/21/1998	AMERITECH	90.00	117061	10/21/1998	UNCLAIMED PROPERTY AND OTHER TRAVEL
10/21/1998	AMERITECH	33.95	117062	10/21/1998	OTHER PROFESSIONAL SERVICES
10/21/1998	AMERITECH	55.58	117065	10/21/1998	OTHER PROFESSIONAL SERVICES
10/21/1998	AMERITECH	3,000.00	117066	10/21/1998	MATERIAL-BLDGS
10/21/1998	AMERITECH	50.00	117067	10/21/1998	TELEPHONE
10/21/1998	AMERITECH	113.75	117073	10/21/1998	PROFESSIONAL MEMBERSHIP FEES
10/21/1998	AMERITECH	32.86	117074	10/21/1998	PROFESSIONAL MEMBERSHIP FEES
10/21/1998	AMERITECH	27.45	117077	10/21/1998	CONFERENCES AND OTHER TRAVEL
10/21/1998	AMERITECH	21.60	117077	10/21/1998	CONFERENCES AND OTHER TRAVEL
10/21/1998	AMERITECH	42.31	117077	10/21/1998	CONFERENCES AND OTHER TRAVEL

DRL

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1998

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
10/21/1998	TREAS-PETTY CASH	117077	10/21/1998	MATERIAL TO MAINT AUTO EQUIP	7.59
10/21/1998	TREAS-PETTY CASH	117077	10/21/1998	OFFICE SUPPLIES	17.50
10/21/1998	TREAS-PETTY CASH	117077	10/21/1998	BOOKS AND PERIODICALS	5.00
10/21/1998	TREAS-PETTY CASH	117077	10/21/1998	MAG/PAPERS--MAIN ADULT	18.00
10/22/1998	TREAS-PETTY CASH	117077	10/22/1998	MAG/PAPERS--MAIN JUVENILE	6.00
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	BOOKS AND PERIODICALS	147.50
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	MAG/PAPERS--MAIN ADULT	268.28
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	MAG/PAPERS--MAIN YOUTH	302.26
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	MAG/PAPERS--MAIN JUVENILE	292.35
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	MAG/PAPERS--MAIN REFERENCE	8110.74
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	MAG/PAPERS--MAIN PROFESSIONAL	1,092.42
10/22/1998	ERSCO SUBSCRIPTION SERVICES	117086	10/22/1998	MAG/PAPERS--EXTEN ADULT	3,346.25
10/22/1998	ISM	117091	10/22/1998	SERV-OFFICE EQUIP	3,369.35
10/22/1998	LINCOLN TRAIL LIBRARY SYSTEM	117093	10/22/1998	TRAINING SCHOOLS	35.00
10/22/1998	STRIGLOS/HAINES & ESSICK	117102	10/22/1998	OFFICE SUPPLIES	42.00
10/22/1998	THORNTON WELDING SERVICE	117102	10/22/1998	SERV-AUTO EQUIPMENT	52.50
10/22/1998	AMERICAN BUSINESS INFO MARKETING	117103	10/22/1998	BOOKS AND PERIODICALS	178.34
10/22/1998	EDWARDS, ROBERTING	117135	10/22/1998	BOOKS AND PERIODICALS	3,880.00
10/22/1998	MORRELL, STERLING	117135	10/22/1998	OTHER PROFESSIONAL SERVICES	40.00
10/22/1998	ISSREY, PAUL	117182	10/22/1998	OTHER PROFESSIONAL SERVICES	243.00
10/22/1998	RAVIER, DOUGLAS	117189	10/22/1998	OTHER PROFESSIONAL SERVICES	162.00
10/22/1998	TREAS-MEDICAL INSURANCE	117190	10/22/1998	OTHER PROFESSIONAL SERVICES	243.00
10/22/1998	TREAS-MEDICAL INS	117197	10/22/1998	OTHER PROFESSIONAL SERVICES	4,767.22
10/22/1998	TREAS-NON MEDICAL INS	117198	10/22/1998	LIFE INSURANCE	32.40
10/22/1998	TREAS-NON MEDICAL INS	117198	10/22/1998	UNEMPLOYMENT COMPENSATION	257.40
10/22/1998	TREAS-IMRE	117199	10/22/1998	WORKERS COMPENSATION	497.25
10/22/1998	TAYLOR, DELBERT	117199	10/22/1998	RETIREMENT-IMRE	9,022.03
10/22/1998	A & B DICK PRODUCTS	117205	10/22/1998	OTHER PROFESSIONAL SERVICES	162.00
10/22/1998	BOOTH, LITTLE & ANTOLINE	117211	10/22/1998	SERV-OFFICE EQUIP	225.19
10/22/1998	CORPORATE IMAGE	117213	10/22/1998	OTHER PROFESSIONAL SERVICES	2,914.50
10/22/1998	DECATUR PARK DISTRICT	117215	10/22/1998	PRINTING AND BINDING	101.25
10/22/1998	MIDWEST CLSI USERS GROUP	117218	10/22/1998	TRAINING AND BINDING	788.70
10/22/1998	MORMAN, JOHN	117229	10/22/1998	TRAINING SCHOOL	40.00
10/22/1998	ORIENTAL TRADING COMPANY	117232	10/22/1998	CONFERENCE SUPPLIES AND OTHER TRAVEL	294.57
10/22/1998	REGULAR SUBSCRIPTION SERV.	117233	10/22/1998	OFFICE SUPPLIES	56.10
10/22/1998	TYPERYPES, INC.	117233	10/22/1998	MAG/PAPERS--MAIN ADULT	35.25
10/22/1998	AMERITECH	117234	10/22/1998	OTHER PROFESSIONAL SERVICES	32.40
10/22/1998	AMERITECH	117241	10/22/1998	OTHER PROFESSIONAL SERVICES	170.56
10/22/1998	BAKER & TAYLOR CO	117242	10/22/1998	TELEPHONE	145.98
10/22/1998	BAKER & TAYLOR CO	117253	10/22/1998	MATERIAL-BLDGS	87.58
10/22/1998	BAKER & TAYLOR CO	117258	10/22/1998	BOOKS AND PERIODICALS	1,208.69
10/22/1998	BAKER & TAYLOR CO	117259	10/22/1998	BOOKS AND PERIODICALS	651.03
10/22/1998	BAKER & TAYLOR CO	117260	10/22/1998	BOOKS AND PERIODICALS	945.35
10/22/1998	BAKER & TAYLOR CO	117261	10/22/1998	BOOKS AND PERIODICALS	2,593.11
10/22/1998	BAKER & TAYLOR CO	117262	10/22/1998	BOOKS AND PERIODICALS	2,104.71
10/22/1998	BAKER & TAYLOR CO	117262	10/22/1998	BOOKS AND PERIODICALS	2,275.00
10/22/1998	BAKER & TAYLOR CO	117265	10/22/1998	OTHER PROFESSIONAL SERVICES	2,343.68
10/22/1998	CAPITAL CITY PAPER CO	117271	10/22/1998	OFFICE SUPPLIES	63.19
10/22/1998	MARSHALL CAVENDISH CORP.	117289	10/22/1998	BOOKS AND PERIODICALS	100.47
10/22/1998	CHELSEA HOUSE PUBLISHERS	117295	10/22/1998	BOOKS AND PERIODICALS	12.76
10/22/1998	DEMCO EDUCATIONAL CORP	117301	10/22/1998	OFFICE SUPPLIES	218.68
10/22/1998	FAST IMPRESSIONS	117317	10/22/1998	PRINTING AND BINDING	246.22
10/22/1998	GAYLORD BROS	117325	10/22/1998	POSTAGE	8.17
10/22/1998	HARCOURT BROS	117325	10/22/1998	OFFICE SUPPLIES	156.50
10/22/1998	HARCOURT BRACE & CO	117333	10/22/1998	BOOKS AND PERIODICALS	308.14
10/22/1998	AMERITECH	117341	10/22/1998	TELEPHONE	31.69
10/22/1998	AMERITECH	117342	10/22/1998	TELEPHONE	1,812.16
10/22/1998	IL STATE LIBRARY	117347	10/22/1998	POSTAGE	22.00
10/22/1998	IL STATE LIBRARY	117347	10/22/1998	RENTAL-EQUIPMENT	1,425.27
10/22/1998	INTERN'L BUSINESS DIRECTORIES	117349	10/22/1998	BOOKS AND PERIODICALS	1,866.50
10/22/1998	JAN SAN SUPPLY CO., INC.	117349	10/22/1998	SERV-BUILDINGS	122.50
10/22/1998	JAN SAN SUPPLY CO., INC.	117349	10/22/1998	ANITORTAL SUPPLIES	245.79
10/22/1998	LABERL INNOVATIONS, INC.	117377	10/22/1998	OFFICE SUPPLIES	40.00
10/22/1998	MORRELL SERVICES, INC.	117398	10/22/1998	TEMP PERSONNEL SERVICES	1,858.65
10/22/1998	MORRELL SERVICES, INC.	117398	10/22/1998	TEMP PERSONNEL SERVICES	73.80
10/22/1998	MORRELL SERVICES, INC.	117401	10/22/1998	BOOKS AND PERIODICALS	241.87
10/22/1998	OMNIGRAPHIC, INC	117401	10/22/1998	BOOKS AND PERIODICALS	70.30
10/22/1998	PMI COMPUTER SUPPLIES	117417	10/22/1998	SMALL CAPITAL ITEMS	274.75

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1998

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/28/1998	PRODUCT DEVELOPMENT CORP.	89.35	117418	10/30/1998	BOOKS AND PERIODICALS
10/26/1998	R. R. BOWKER INC.	2,279.06	117428	10/30/1998	BOOKS AND PERIODICALS
10/29/1998	SATILEY'S, INC.	229.26	117429	10/30/1998	OFFICE SUPPLIES
10/13/1998	SPECIALTY COMPUTER RIBBONS	54.38	117434	10/30/1998	OFFICE SUPPLIES
10/26/1998	SIMON & SCHUSTER	103.00	117445	10/30/1998	BOOKS AND PERIODICALS
10/29/1998	TOMMY HOUSE TIRE	15.00	117449	10/30/1998	SERV-AUTO EQUIPMENT
10/29/1998	TOMMY HOUSE TIRE	86.11	117449	10/30/1998	MATERIAL TO MAINT AUTO EQUIP
10/28/1998	TIME LIFE EDUCATION INC.	465.78	117458	10/30/1998	BOOKS AND PERIODICALS
10/26/1998	UNIVERSITY BOOK SERVICE	393.50	117466	10/30/1998	BOOKS AND PERIODICALS
10/22/1998	US OFFICE PRODUCTS	525.30	117469	10/30/1998	OFFICE SUPPLIES
10/27/1998	WEST GROUP	232.00	117475	10/30/1998	BOOKS AND PERIODICALS
10/15/1998	WEST GRAINGER, INC.	202.30	117477	10/30/1998	MATERIAL-BLDGS
10/26/1998	WHITECHAPEL PRODUCTIONS	120.80	117482	10/30/1998	BOOKS AND PERIODICALS

TOTAL 127,542.29

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1998

GLA8120 LIBRARY CAPITAL

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/21/1998	PSA ASSOCIATES	5,203.90	117070	10/21/1998	ARCH AND ENGINEERING SERVICES
TOTAL		5,203.90			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/1998

GLA8120 PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/30/1998	BAKER & TAYLOR ENTERTAINMENT	32.92	117271	10/30/1998	EXPENDITURES
10/26/1998	OXFORD UNIVERSITY PRESS	103.60	117401	10/30/1998	EXPENDITURES
TOTAL		136.52			

6LA3030 FUND 19

CITY OF DELAWARE FY 1998-99
REVENUE REPORT

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 10/31/98	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE								
30001-000	BEGINNING FUND BALANCE	.00	62,097.50	62,097.50	123,113.38	124,195.00	1,081.62	99
TOTAL								
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	517.88	3,100.00	3,100.00	4,016.84	6,200.00	2,183.16	64
TOTAL								
FUND TOTAL		517.88	55,197.50	55,197.50	127,130.22	130,395.00	3,264.78	97

DECATUR PUBLIC LIBRARY

PERIOD ENDING 10/31/98

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	170,823.00	337,515.55	341,646.00	4,130.45	98
TOTAL		.00	170,823.00	337,515.55	341,646.00	4,130.45	98
TAXES							
30100-107	PROPERTY TAX-LIBRARY	997,572.36	1,167,781.00	2,227,273.76	2,335,562.00	108,288.24	95
TOTAL		997,572.36	1,167,781.00	2,227,273.76	2,335,562.00	108,288.24	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	34,360.98	87,500.00	118,250.83	175,000.00	56,749.17	67
30200-107	STATE GRANTS OR OTHER	.00	52,000.00	.00	104,000.00	104,000.00	
TOTAL		34,360.98	139,500.00	118,250.83	279,000.00	160,749.17	42
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	8,184.48	37,000.00	34,776.51	74,000.00	39,223.49	47
30500-510	LIBRARY NON-RESIDENT FEES	122.50	500.00	4,759.46	1,000.00	240.54	75
30500-511	LIBRARY LOST AND DAMAGED BOOKS	1,021.43	2,000.00	4,241.83	4,000.00	241.83	106
30500-514	VERIFAX	.00	875.00	930.50	1,750.00	819.50	53
30500-515	RESERVES	1,350.91	4,250.00	5,385.35	8,500.00	3,114.65	63
TOTAL		10,679.32	44,625.00	46,093.65	89,250.00	43,156.35	51
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	3,000.00	.00	6,000.00	6,000.00	
TOTAL		.00	3,000.00	.00	6,000.00	6,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	5,603.92	16,500.00	23,702.97	33,000.00	9,297.03	71
TOTAL		5,603.92	16,500.00	23,702.97	33,000.00	9,297.03	71
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	70.00	1,750.00	2,630.96	3,500.00	869.04	75
30800-899	MISCELLANEOUS INCOME	2,764.80	3,500.00	3,264.90	7,000.00	3,735.10	46
TOTAL		2,834.80	5,250.00	5,895.86	10,500.00	4,604.14	56
FUND TOTAL							
		1,051,051.38	1,547,479.00	2,758,732.62	3,094,958.00	336,225.38	89

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

4-0000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 10/31/1998

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

SALARIES & WAGES

090	REGULAR SALARIES	1,433,419	98,773.33	619,882.14	716,709	813,536.86	.00	813,536.86	43.2
092	HOLIDAYS	0	4,508.18	23,080.73	0	23,080.73	.00	23,080.73	
094	OTHER LEAVE WITH PAY	0	456.81	1,211.35	0	1,211.35	.00	1,211.35	
096	SICK TIME	0	3,171.07	15,912.27	0	15,912.27	.00	15,912.27	
098	VACATION TIME	0	3,640.12	55,787.29	0	55,787.29	.00	55,787.29	
		1,433,419	110,549.51	715,873.78	716,709	717,545.22	.00	717,545.22	49.9

PERSONAL SERVICES

101	OVERTIME	10,900	959.53	1,287.00	5,450	9,613.00	.00	9,613.00	11.8
102	TEMPORARY SALARIES	30,787	1,032.07	5,742.71	15,323	25,044.29	.00	25,044.29	18.7
104	RETIREMENT-IMRF	236,047	18,077.53	116,009.50	118,023	120,037.50	.00	120,037.50	49.1
111	LIFE INSURANCE	840	64.80	423.63	420	416.57	.00	416.57	50.4
112	MEDICAL INSURANCE	161,369	9,534.44	62,168.09	80,684	99,200.91	.00	99,200.91	38.5
113	UNEMPLOYMENT COMPENSATION	5,408	510.84	3,350.16	2,704	2,057.84	.00	2,057.84	61.9
114	WORKERS COMPENSATION	10,448	986.85	6,471.90	5,224	3,976.10	.00	3,976.10	61.9
115	SERVICE RECOGNITION	13,060	577.00	4,598.59	6,530	8,461.41	.00	8,461.41	35.2
		468,859	31,742.86	200,051.58	234,428	268,807.42	.00	268,807.42	42.7

CONTRACTUAL SERVICES

201	ADVERTISING AND BINDING	250	.00	373.15	125	123.15	3.90	127.05	150.8
202	PRINTING	14,000	847.47	3,458.88	7,000	10,541.12	500.00	10,041.12	28.3
210	SERV-BUILDINGS	10,000	744.76	3,597.72	5,000	6,402.28	357.34	6,044.94	39.6
211	SERV-IMPROVEMENTS	200	.00	.00	100	200.00	.00	200.00	
212	SERV-AUTO EQUIP	1,500	221.79	998.85	750	501.15	.00	501.15	66.6
213	SERV-OFFICE EQUIP	10,000	594.54	7,015.17	5,000	984.83	128.00	2,856.83	71.4
230	MIS SERVICES	22,422	1,868.50	11,211.00	11,211	11,211.00	.00	11,211.00	50.0
231	ELECTRICITY	65,000	7,838.21	32,917.67	32,500	32,182.33	.00	32,182.33	50.5
232	GAS	13,500	48.45	342.43	6,750	13,157.57	.00	13,157.57	52.3
233	TELEPHONE	26,000	5,054.60	14,894.51	13,000	11,105.49	.00	11,105.49	39.1
234	WATER	1,250	.00	488.82	625	761.18	.00	761.18	
238	AUDITING SERVICES	1,500	.00	.00	750	1,500.00	.00	1,500.00	
240	TRAINING SCHOOL	4,000	863.70	2,442.69	2,000	1,557.31	.00	1,557.31	61.1
241	CONFERENCES AND OTHER TRAVEL	6,000	546.95	2,947.35	3,000	3,052.65	.00	3,052.65	49.1
245	POSTAGE	12,500	840.60	6,822.00	6,250	9,678.00	32.96	5,645.04	54.8
247	COMPUTER SOFTWARE EXPENSE	10,000	1,932.25	16,047.45	5,000	9,573.25	405.00	9,171.25	8.3
271	TEMP REIMBURSEMENT	25,000	.00	16,047.45	12,500	8,952.55	.00	8,952.55	64.2
272	TUITION	3,000	.00	890.00	1,500	2,110.00	.00	2,110.00	29.7
273	TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	.00	500	1,000.00	.00	1,000.00	
280	OTHER PROFESSIONAL SERVICES	87,795	5,467.41	44,172.44	43,897	43,622.56	10,834.00	32,788.56	62.7
284	PROFESSIONAL MEMBERSHIP FEES	2,600	270.00	625.00	1,300	1,975.00	1,195.00	780.00	70.0
286	RENTAL-D P EQUIPMENT	20,000	.00	19,456.00	10,000	544.00	.00	544.00	97.3
289	RENTAL-EQUIPMENT	31,000	1,425.27	9,967.60	15,500	21,032.40	.00	21,032.40	32.2
		368,517	28,564.50	173,992.48	184,258	189,524.52	13,456.20	176,068.32	52.2

COMMODITIES

310	GASOLINE	2,000	198.55	1,185.97	1,000	814.03	.00	814.03	59.3
312	JANITORIAL SUPPLIES	3,500	261.77	3,475.42	1,750	2,458	.00	2,458	99.3
320	MATERIAL-BLDGS	3,500	988.11	6,471.87	3,500	528.13	.00	528.13	92.5
337	MATERIAL TO MAINT AUTO EQUIP	3,500	93.50	2,885.27	1,750	614.73	.00	614.73	82.4
345	OFFICE SUPPLIES	31,000	1,616.59	15,796.64	15,500	15,203.36	3,760.67	11,442.69	63.1
357	EMPLOYEE RECOGNITION SUPPLIES	200	.00	.00	100	200.00	.00	200.00	
		47,200	3,158.72	29,815.17	23,600	17,384.83	3,760.67	13,624.16	71.1

OTHER CHARGES

415	TRANSFER TO GENERAL FUND	1,200	100.00	600.00	600	600.00	.00	600.00	50.0
418	MOTOR VEHICLE-INSURANCE	2,453	204.42	1,226.52	1,226	1,226.48	.00	1,226.48	50.0
420	BOILER INSURANCE	1,141	11.75	70.50	700	70.50	.00	70.50	50.0
421	PROPERTY INSURANCE	7,547	628.92	3,773.52	3,773	3,773.48	.00	3,773.48	50.0

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 10/31/1998

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNI CUMM
OTHER CHARGES								
423 GENERAL LIABILITY INSURANCE	5,093	424.42	2,546.52	2,546	2,546.48	.00	2,546.48	50.0
428 TRANSFER TO LIBRARY CAPITAL	200,000	.00	.00	100,000	200,000.00	.00	200,000.00	
499 SMALL CAPITAL ITEMS	4,000	274.75	5,120.66	2,000	1,120.66-	.00	1,120.66-	128.0
	220,434	1,644.26	13,337.72	110,215	207,096.28	.00	207,096.28	6.1

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT	42,883	.00	25,684.00	21,441	16,199.00	4,400.00	11,799.00	72.5
	42,883	.00	25,684.00	21,441	16,199.00	4,400.00	11,799.00	72.5

600 BOOKS AND PERIODICALS	372,000	29,679.60	140,132.86	186,000	231,867.14	.00	231,867.14	37.7
841 MAG/PAPERS-MAIN ADULT	0	19,782.57	19,896.97	0	19,896.97-	.00	19,896.97-	
842 MAG/PAPERS-MAIN YOUTH	0	668.26	668.26	0	668.26-	.00	668.26-	
843 MAG/PAPERS-MAIN JUVENILE	0	1,345.27	1,459.14	0	1,418.14-	.00	1,418.14-	
844 MAG/PAPERS-MAIN REFERENCE	0	8,365.79	8,875.79	0	8,875.79-	.00	8,875.79-	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	1,082.42	1,578.42	0	1,578.42-	.00	1,578.42-	
847 MAG/PAPERS-EXTEN ADULT	0	3,506.35	3,506.35	0	3,506.35-	.00	3,506.35-	
	372,000	64,430.26	176,076.79	186,000	195,923.21	.00	195,923.21	47.3

** DIVISION TOTAL ** 2,953,312 240,090.11 1,340,831.52 1,476,651 1,612,480.48 21,616.87 1,590,863.61 46.1

ACCT. NO.	DESCRIPTION	PERIOD ENDING 10/31/98	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL								
FUND BALANCE								
30001-000	BEGINNING FUND BALANCE	.00	3,012.00	172,614.80	6,024.00	166,590.80-	865	
TOTAL		.00	3,012.00	172,614.80	6,024.00	166,590.80-	865	
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	723.16	15,250.00	4,671.31	30,500.00	25,828.69	15	
TOTAL		723.16	15,250.00	4,671.31	30,500.00	25,828.69	15	
OTHER INCOME								
30800-870	DPL FOUNDATION CONTRIBUTION	5,203.90	.00	195,919.12	.00	195,919.12-		
TOTAL		5,203.90	.00	195,919.12	.00	195,919.12-		
FUND TOTAL								
		5,927.06	18,262.00	373,205.23	36,524.00	336,681.23-	21	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000 LIBRARY CAPITAL EXPENDITURES									
FUND 21 LIBRARY CAPITAL									
10/31/1998									
CONTRACTUAL SERVICES									
237	ARCH AND ENGINEERING SERVICES	159,700	5,203.90	195,919.12	79,850	36,219.12-	.00	36,219.12-	122.7
280	OTHER PROFESSIONAL SERVICES	60,700	.00	.00	30,350	60,700.00	.00	60,700.00	
		220,400	5,203.90	195,919.12	110,200	24,480.88	.00	24,480.88	88.9
CAPITAL OUTLAY									
502	BUILDINGS	4,208,400	.00	.00	2,104,200	4,208,400.00	.00	4,208,400.00	
		4,208,400	.00	.00	2,104,200	4,208,400.00	.00	4,208,400.00	
**	DIVISION TOTAL **	4,428,800	5,203.90	195,919.12	2,214,400	4,232,880.88	.00	4,232,880.88	4.4

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 DPL-BOND CAPITAL FUND

FUND 31 DPL BOND CAPITAL FUND

10/31/1998

QB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
CONTRACTUAL SERVICES	0	.00	125.00	0	125.00-	.00	125.00-	
280 OTHER PROFESSIONAL SERVICES	0	.00	125.00	0	125.00-	.00	125.00-	
CAPITAL OUTLAY								
502 BUILDINGS	0	.00	1,545,695.56	0	1,545,695.56-	.00	1,545,695.56-	
	0	.00	1,545,695.56	0	1,545,695.56-	.00	1,545,695.56-	
** DIVISION TOTAL **	0	.00	1,545,820.56	0	1,545,820.56-	.00	1,545,820.56-	

Finance and Properties Committee
November 3, 1998

John Stengel called the meeting to order at 5:30 p.m. Present: Mr. Stengel, Wayne Dunning, Mary Lee, Russell Reimer, and Shirley Moore. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys.

Dependent health insurance for management staff: Mr. Moorman reported that the PPO insurance rates decreased 4% and the comprehensive insurance rates increased 20% effective November 1, 1998. Mr. Moorman reported that if the Board continues to pay 70% of the cost of dependent insurance for management staff, there are adequate funds budgeted to pay for insurance for the rest of the fiscal year. The consensus was to recommend that the Board continue to pay 70% of the cost of dependent insurance for management staff.

Request from city for space in new library: Mr. Moorman reported that the city has requested 1,500 square feet of space in the new library for record storage. Many questions were raised, including location, access, weight load, etc. Mr. Moorman will contact Ms. Johnson for answers to the questions raised.

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

Respectfully submitted,

John A. Moorman, City Librarian

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side) PAGE ONE OF FIVE

TO (OWNER):
 THE BOARD OF LIBRARY TRUSTEES OF CITY OF DECATUR
 247 E. North Street
 Decatur, IL 62523

PROJECT:
 (Asbestos Abatement)
 Sears Building Renovation Work

APPLICATION NO: 1
 PERIOD IO:
 ARCHITECT'S
 PROJECT NO: 3091.01

FROM (CONTRACTOR):
 THORNBURGH ABATEMENT, INC.
 5280 Knox Ind. Drive St. Louis, MO 63139

VIA (ARCHITECT):
 Blank, Wesselink, Cook & Assoc.
 2623 E. Pershing Road
 Decatur, IL 62526

CONTRACT FOR:
 CONTRACT DATE: 9-15-98

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

CONTRACTOR'S APPLICATION FOR PAYMENT

CHANGE ORDER SUMMARY		ADDITIONS	DEDUCTIONS
Change Orders approved in previous months by Owner			
TOTAL			
Approved this Month			
Number	Date Approved		
TOTALS			
Net change by Change Orders			

1. ORIGINAL CONTRACT SUM \$ 85,569.00
 2. Net change by Change Orders \$ 147,293.00
 3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 232,862.00
 4. TOTAL COMPLETED & STORED TO DATE \$ 149,146.00
 (Column G on G703)

5. RETAINAGE:
 a. 10 % of Completed Work \$ 14,913.00
 (Column D + E on G703)
 b. _____ % of Stored Material \$ _____
 (Column F on G703)

Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ 14,913.00
 6. TOTAL EARNED LESS RETAINAGE \$ 134,233.00
 (Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE \$ 134,233.00

9. BALANCE TO FINISH, PLUS RETAINAGE \$ 98,629.00
 (Line 3 less Line 6)

State of: MISSOURI
 Subscribed and sworn to before me by Jeffrey C. Dyer, Notary Public V, 1998
 Notary Public: Jeffrey C. Dyer, Franklin County, State of Missouri
 My Commission expires: 2-14-2000

AMOUNT CERTIFIED \$ 134,233.00
 (Attach explanation if amount certified differs from the amount applied for.)

ARCHITECT: Blank, Wesselink, Cook & Assoc.

By: Scott D. Dyer Date: 11/19/98

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: THORNBURGH ABATEMENT, INC.

By: Jane M. Dyer Date: 11-18-98

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side) PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column J on Contracts where variable retainage for line items may apply.

APPLICATION NUMBER: 1
APPLICATION DATE: 11-18-98

PERIOD TO:

ARCHITECT'S PROJECT NO: 3091.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D + E)	E WORK COMPLETED THIS PERIOD		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G ÷ C)	H BALANCE TO FINISH (C - G)	I RETAINAGE
1	LABOR (THORNBURGH ABATEMENT)	61,308.00		42,915.00		0.00	42,915.00	70%	18,393.00	4,291.00
2	MATERIAL (THORNBURGH ABATEMENT)	7,000.00		4,900.00		0.00	4,900.00	70%	2,100.00	490.00
3	BOND (J.W. TERRILL)	1,711.00		1,711.00		0.00	1,711.00	100%	0.00	171.00
4	PROFIT & OVERHEAD (THORNBURGH ABATEMENT)	13,000.00		9,100.00		0.00	9,100.00	70%	3,900.00	910.00
5	LANDFILL (LITCHFIELD LANDFILL)	1,350.00		945.00		0.00	945.00	70%	405.00	94.00
6	INSURANCE (J.W. TERRILL)	1,200.00		1,200.00		0.00	1,200.00	100%	0.00	120.00
7	CHANGE ORDER	147,293.00		88,375.00		0.00	88,375.00	60%	58,918.00	8,837.00
		232,862.00		149,146.00		0.00	149,146.00		83,716.00	14,913.00



Phillips Swager Associates

November 13, 1998

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

Re: Proposal for Professional Services
Sears Building Renovation Work

Dear John,

In accordance with your requests, Phillips Swager Associates is pleased to provide the Library with this proposal to provide services relating to the preparation of bid documents, and assistance during both the bidding and construction phases for the complete reroofing of the existing Sears Retail Building in Decatur. More specifically, we foresee the following scope of work.

1. Conduct an initial field survey (2 people) to ascertain accurate existing conditions.
2. Develop plans and specifications for the installation of a new EPDM fully adhered roof system. Note that BWC, or similar firm would need to prepare demolition documents due to the existence of asbestos. These documents could be "rolled together" with our documents or could be bid separately dependent upon the Library's wishes.
3. Assistance with the bidding process, including attendance at the pre-bid meeting.
4. Construction phase services would include:
 - a. Attendance at pre-installation conference
 - b. Two (2) site observation visits
 - c. Review appropriate submittals
 - d. Review/certify pay applications
 - e. Answer contractor questions

30 Shuman Boulevard, Suite 175
Naperville, IL 60563-8165
0630-933-5115
FAX: 0630-933-5168
email: psaa@psaa.com

Architects
Engineers
Planners

Offices in Peoria,
Illinois & Dallas, Texas

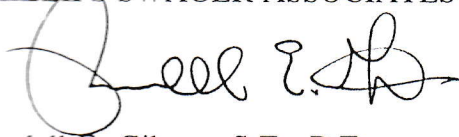
Mr. John Moorman
November 13, 1998
Page 2

For this work we propose a lump sum compensation in the amount of \$14,500.00 plus incidental expenses (reproduction, transportation, mailing, etc.) billed at 110% of actual cost. All applicable provisions of the existing Owner-Architect Agreement would be in effect.

John, we appreciate your confidence in our firm and we are prepared to serve you in this service in the same professional manner as in the past. If this proposal is acceptable, please sign both copies and return one to our office.

Sincerely,

PHILLIPS SWAGER ASSOCIATES



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

Accepted By:

DECATUR PUBLIC LIBRARY

By: _____

Title: _____

Date: _____

REG/rl

pc: file

A library's service area may encompass many diverse groups. The needs, interests, and points of view of the community range over the broad spectrum of subjects that are of interest to contemporary society. Intellectual freedom and the right to read are the cornerstones upon which all library services should be based. *Planning for Excellence*, p. 41.

The public library provides a wide range of materials in a variety of formats and in sufficient quantity to meet the needs and interests of the community. The collection is timely, current, and responsive to the community it serves. The key to quality collection management is adequate funding and professionally trained collection managers.

Two integral elements of collection management are resource sharing and cooperative collection management. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. It is imperative that library staff are knowledgeable about methods of resource sharing, understand its immeasurable value, and actively promote and facilitate interlibrary loan and reciprocal borrowing.

Electronic delivery of information will increasingly affect the development of reference collections. Library planners need to be knowledgeable about electronic products and services and integrate them into library collections when appropriate.

Applicable Core Standards

- Core 12.** The library has a board-approved mission statement, long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21.** The library provides access to ILLINET Online.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures.

Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

Supplemental Standards

1. The library has a board-approved, written collection management policy based on professional standards, community needs and interests, and the diversity of American society. The policy is reviewed by the board biennially and is available to the public. (See appendix 4.1 for topics recommended for consideration in a collection management policy.)
2. Staff responsible for collection management are professionally trained in the general principles of selection and weeding as well as in their specific areas of responsibility. Staff select new materials and evaluate the collection for retention or withdrawal in conformance with the collection management policy. Such library staff regularly attend continuing education workshops on collection management.
3. Staff responsible for collection management have access to a variety of selection tools.
4. The library staff uses accepted professional techniques for collection management. Such techniques include quantitative measures (circulation-per-capita and turnaround rates), weeding (The CREW Method), user surveys and questionnaires.
5. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that may affect the size of the collection. Local history, genealogy, and a linguistically diverse population are some examples of these factors.
6. Existing and future use of electronic sources will affect the need to provide hard copy of some periodicals. (See appendix 4.2 and 4.3 for book and periodical collection tables.)
7. Nonprint collections play an increasingly important role in most public libraries. Building program consultants are typically recommending that the size of the AV collections be an amount equal to 10 percent of the book collection. Factors including a linguistically diverse population and the number of formats for each title will affect this percentage.
8. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are books on cassette; books in Braille; information in electronic formats; and closed captioned, described, or signed videos.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.

Bibliography

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