



# DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### AGENDA

March 16, 1989 4:30 P.M.

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
  - A. Meeting of February 16, 1989
- III. Communication from the Public
  - A. Michael Stogsdill
- IV. City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. No meeting
    2. Policy change regarding leave of absence
  - B. Finance & Properties Committee
    1. Approval of bills for February 1989
    2. Meeting of February 23, 1989
  - C. Rolling Prairie
    1. Report on March RPLS Board meeting
- VI. Avenues to Excellence
  - A. Chapter 12, System and ILLINET Responsibilities
- VII. Old Business
  - A. Board/Staff Relations Task Force - Final Report
- VIII. New Business
- IX. Adjournment

**MINUTES**

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**March 16, 1989**

**I. Roll Call**

The meeting was called to order at 4:32 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mr. Akin, Mr. Gaumer, Mr. Lockmiller, Mrs. Shade, and Mr. Smith. Member absent: Mrs. Lutovsky. Staff present: Ms. Humphreys, Ms. Gibson, Mr. Seidl, Mr. Kupish, Ms. Apley, and Mrs. Brooks.

**II. Minutes**

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

**III. Communication From The Public**

Michael Stogsdill asked the Board to forgive nine books which he said he returned last June, but which library records show to be lost. Mr. Seidl forgave six books, which is the maximum he has authority to forgive. Mr. Stogsdill said a friend was with him when he returned the books into the outside book drop at the main library. The Board took the matter under advisement.

Owen Balding spoke to the Board.

**IV. City Librarian's Report**

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

The Board suggested that the new guidelines for use during the computer upgrade be posted and publicized.

Mr. Sorensen commended the staff for their hard work on the Fine Arts Film Series.

Mt. Zion's district expansion efforts were discussed. It is the policy of the Board to oppose such efforts.

**V. Reports of Committees**

**Personnel, Policy, and Public Relations:** Mr. Seidl's letter regarding leaves of absence was reviewed, but no action was taken. This issue will be discussed in committee at a later date.

The March 27 meeting has been cancelled.

**Finance and Property Committee:** Mr. Akin made a motion to approve the February bills. The motion was seconded by Mr. Lockmiller, and unanimously carried on roll call vote.

The minutes of the February 23 committee meeting were mailed. Mr. Seidl presented a petition from the staff requesting that the Board follow the pay scale and benefits negotiated by the City and AFSCME Local 268. Because the library's budget has not been approved by the City Council, Mr. Akin made a motion to table this item. The Board acknowledged the petition from the staff and thanked them for their input.

The two-tier pay plan was discussed. Mr. Gaumer made a motion that effective May 1, 1989, all new employees will be hired on a new pay scale which will start out at 10% less than the present pay scale, and will have eight 2 1/2% steps (one per year). The motion was seconded by Mrs. Ohlsen and unanimously approved. Mrs. Ohlsen made a motion that the half-time employees hired after May 1, 1989, will also receive one step increase per year. The motion was seconded by Mrs. Martin and unanimously approved.

Mrs. Martin made a motion to approve the purchase of an on-line interface for the computer for \$7,995 with Breckenridge funds. Motion was seconded by Mr. Gaumer and unanimously carried. Mr. Akin made a motion to approve the purchase of an IBM-compatible back-up system for the circulation computer with \$7,000 Breckenridge funds. Motion was seconded by Mr. Lockmiller and unanimously approved.

Rolling Prairie: Mrs. Lutovsky was absent.

#### VI. Avenues to Excellence

Discussion of Chapter XII was tabled.

#### VII. Old Business

The report of the Board/Staff Relations Task Force was reviewed. Mr. Smith noted that the recommendations are very broad, with general guidelines to help ease the overall situation. It is the role of Administration to carry out the guidelines. Mrs. Shade made a motion to adopt the recommendations in principle and that a progress report be made by Administration in June. Motion was seconded by Mrs. Martin and unanimously approved.

The Friends of the Library have elected new officers and have had three meetings in the last two months. Mrs. Edith Rossiter is the new president. The book sale will be April 15.

#### VIII. New Business

The situation which was presented earlier in the meeting with Michael Stogsdill was discussed at length. It was decided to waive the fines and fees.

#### IX. Adjournment

Mr. Sorensen adjourned the meeting at 6:25 p.m.

Respectfully submitted,

*Mark W. Sorensen - President*

Jerrodean Martin, Secretary  
Decatur Public Library Board of Trustees

MEMORANDUM

February 28, 1989

MEMO TO: BOARD MEMBERS and MR. SEIDL

FROM: LIBRARY STAFF Petition

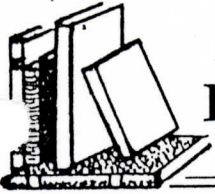
SUBJECT: Benefits & Salaries

The undersigned respectfully request that the Board continue to follow the results of city negotiations with AFSCME Local 268 regarding our pay scale and benefits. This is an established precedent which has been mutually beneficial and we would like to see it continue.

PLEASE SIGN BELOW:

41

Jean Stanbery	Shirley Edwards
Maggie Kibolla	Nancy Williams
Maureen Hannell	Beverly Rael Leh
Harlene Souke	Balinda Kennedy
Roberta Brooks	Tom Willis
Virginia A. White	Goldie Merritt
Susan K. Senty	Jean Kay
Mary Lou Penne	Steve Selbe
Marilyn Cook	Mary McIntrow
Cecil Fawcett	George E. Roberts
Ellen Durbin	Chas. J. Brown
Therese Smith	Doris M. Mc Gregor
Margaret Fultz	Robanne Junch
Carol Vorken	Debra Goodson
James Denton	Jenni Harren
Donna Callahan	Debbie Bledsoe
Kathy Colebar	Oliver Richardson
Kay Mason	Marsha K. Walters
Richard Humphreys	
Jess Carter	
Amy Reinster	
Phyllis Johnson	
Mark Lee Dwyer	
Joyce A. Robinson	



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JAMES C. SEIDL, City Librarian



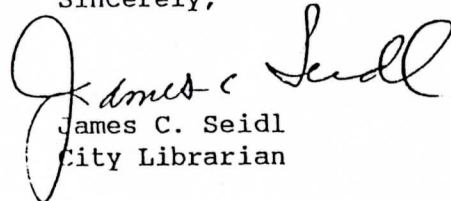
June 24, 1988

Mr. Michael S. Stogsdill  
1575 Northport Road  
Decatur, IL 62526

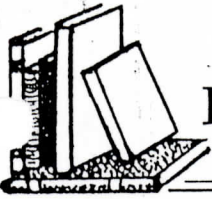
Dear Mr. Stogsdill:

Sometime in late May, you visited my office to question fifteen overdue books charged to your library card. You stated that all of the books were returned on time in the book drop and that Mr. Dave Benner was with you at the time. I asked that Mr. Benner confirm that he saw you deposit the books in the book drop. As of today, Mr. Benner has failed to contact my office. Unless Mr. Benner contacts me by July 5, 1988, I will have to reinstate the charges for the materials.

Sincerely,

  
James C. Seidl  
City Librarian

JCS:lh



# DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



June 30, 1988

Mr. Michael S. Stogsdill  
1575 Northport Road  
Decatur, IL 62526

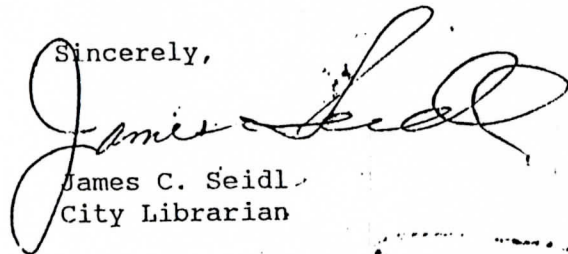
Dear Mr. Stogsdill:

This is to inform you that Mr. Dave Benner confirmed that he saw you deposit library books in the book drop. Under the library circulation policy, section 5, cancellation of fines and charges, paragraph c:

"The City Librarian may, at his discretion, cancel fines and charges for materials declared delinquent by the Library but which are claimed by the borrower to have been returned, providing such claims are not made on more than three occasions and are not made for more than a total of six items."

I have removed from your record the first six items, however, I am unable to help you with the remaining nine items. The Library Board of Trustees meets on the third Thursday of the month at 4:30 p.m. If you would like to talk to the Board concerning your overdue materials, please call my office by July 15 to be placed on the agenda for the July 21 meeting.

Sincerely,



James C. Seidl  
City Librarian

JCS:lh

STOGMENP9. Expiration Date: 3/18/91

Michael S Stogsdill

1575 E Nort Port

Decatur, IL 62526

202 00128 6167 Category:F Status:D

875-3872

DPR 0523 3/18/88 1

15 overdue item(s)

\$201.00 outstanding in bills

No outstanding fines

3 1202 00023 9504

658.4/KastenM

Kastens

Long-range planning//business

4/8/88

\$12.00

3 1202 00094 8773

658/PackardV

Packard

Pyramid climbers

4/8/88

\$5.00

3 1202 00117 3454

658.008/CarsonD

Carson

Vital majority

4/8/88

\$7.00

3 1202 00117 3470

658.008/PlantA

Plant

Some modern business prob

4/8/88

\$10.00

3 1202 00182 9634

658.15/RauschE

Rausch

Financial mgmt. for sm. business

4/8/88

\$13.00

3 1202 00184 0540

658.022/WeaverF1

Weaver

You, inc.

4/8/88

\$7.00

3 1202 00201 1026  
658.022/SmithB  
Smith, Brian R., 1939-  
How to prosper in your own business : getting started and staying  
on course  
4/8/88 \$20.00

3 1202 00238 0645  
658.022/H  
\*  
How to make money in your own small business : a complete and  
practical four-part guide for the small businessman  
4/8/88 \$10.00

3 1202 00245 5975  
658.022/S  
Smith, Irene, 1935-  
Diary of a small business  
New York : Scribner, c1982  
4/8/88 \$15.00

3 1202 00245 9050  
650/S  
Sevareid, Eric, 1912-  
Enterprise : the making of business in America  
New York : McGraw-Hill, c1982  
4/8/88 \$13.00

3 1202 00258 0665  
658.022/C  
Coleman, Bob  
The small business survival guide : a handbook  
New York : Norton, c1984  
4/8/88 \$18.00

3 1202 00274 1937  
658.022/H  
How to run a small business  
5th ed., rev. and enl.  
New York : McGraw-Hill, c1982  
4/8/88 \$24.00

3 1202 00279 4928  
658.1/G  
Goldstein, Jerome, 1931-  
How to start a family business & make it work  
New York : M. Evans, c1984  
4/8/88 \$10.00

3 1202 00316 1259  
658.1/E  
Elliott, Susan, 1950-  
Ideas that work : 10 of today's most exciting and profitable  
self-employment opportunities  
Boulder, Colo. : Live Oak Publications, c1985  
4/8/88 \$12.00

3 1202 00316 1366  
658.1/G  
Goldstein, Arnold S  
The complete guide to buying and selling a business  
New York : Wiley, c1983  
4/8/88 \$25.00



## City Librarian's Report

February 1989

### I. Statistics

February was a busy month for DPL. Circulation increased 2.63% (1,641 items) over February 1988. Circulation for the current twelve months is up 2.56% (19,365 items) over the previous twelve month period. The most notable change in circulation was a 22% increase in young adult materials and a 94% increase in audiocassettes. Non-print materials continue to show strong increases, up 34% (29,313 items) over the previous year, while print materials have remained steady, up only one half of one percent (2,181 items). The sharp increase in non-print materials is mainly because of videocassettes.

Increased circulation means increased usage of the library. Patron attendance increased 1.5%, for an average daily attendance of 1,152 patrons.

Professional assists (staff helping patrons find materials) for February 1989 increased 2%, while directional information assists declined 4%. Directional information assists have declined since the videocassette cases were opened. Previously, every time a staff member opened the videocassette case, it was counted as a directional assist.

### II. Budget

The current budget is 81.4% spent.

The 1988/89 budget has \$17,400 in the Breckenridge fund for the purchase of software and equipment interface to send MARC records from the OCLC bibliographic database to our CLSI computer. I had planned to purchase the batch interface software and use our current OCLC computer to run the software. I was informed on March 9 that the batch software was dropped (since most libraries have purchased the online equipment and software). In order to send our MARC records, we must order from CLSI for \$7,995. This amount includes a computer that acts as an interface and the software. There is no other interface now available that allows this transfer. The Board is required by state law to approve the purchase of any item over \$5,000. I recommend that the Board approves the purchase of this item using the Breckenridge funds.

The new CLSI computer will be installed from May 8 to May 19. Rolling Prairie Library is scheduled to have their computer installed in mid-April. Ms. Anderson and I will visit RPL during the installation. The computer conversion is scheduled to take two weeks. Staff have recommended and I agree that the following changes be implemented during the changeover: 1) Only five items will be checked out per patron per

visit; 2) The library will not accept or fill any reserves; 3) Only new patron registrations will be processed.

I also recommend that since the CLSI computer installation date is in early May (our new fiscal year), we should immediately purchase the new backup computer for circulation. My reasons are as follows:

1) The present backup system must be upgraded at a cost of \$300 to accept the new computer and it operates only one terminal.

2) The new backup system will allow the check-in and check-out of materials on four different terminals. This system would allow the library to maintain our check-ins and check-outs online.

3. Without the new backup system, we will have to use 3 x 5 cards to record check-outs. Staff from other departments will be required to file these cards and check in materials. The cost of hours lost will be around \$1,300 to \$1,850.

### III. Collection Development

Our collection of twenty-five 16 mm films was withdrawn in February. Circulation on this collection had dropped to one or two films per month. The average age of the films in the collection was over 20 years.

The Extension Department has added a section of large print materials to each bookmobile. Bookmobile staff reports that the collections are quite popular.

An electronic magazine database of 200 titles will be available for public use during the month of March. Articles indexed are accompanied by a 100 word annotation. I encourage the Board to try this new system, since this is one of the major new developments in library technology.

### IV. Personnel

The fourth annual staff institute day was held on February 27. The staff development committee did an excellent job preparing an interesting and informative day. Sharon Pierce spoke on the subject of customer relations and communications between staff members. The afternoon session covered services for disabled people and nutrition.

Mrs. Gibson attended workshops on Management Through Motivation and Labor-Management Relations in the Public Sector.

Twenty employees have received training on the PLATO system installed for the Project READ program.

Mr. Chuck Brown, bookmobile driver, returned to work after an extended leave of absence because of an injury.

February was a very bad month for illness, with some public service staff members out for long periods of time. I want to thank the staff for filling in and working split shifts to insure adequate staffing.

Sixty volunteers worked 169 hours during February.

#### **V. Public Relations**

Even though February is the shortest month of the year, the library was very busy conducting many programs.

2/4	Income tax seminar
2/11, 2/18, 2/25	Fine Arts Film Series
2/16, 2/22	Young Adult Connection programs
2/25	Cities and Towns of Illinois
2/16	Black History Fair display at RCC
2/24 and 2/25	Education Fair at Hickory Point Mall
2/28	Tour of the Library reference dept. for AAUW
2/3 and 2/27	Library talks to service clubs
all month	Fourteen story times in the children's department

#### **VI. Buildings & Grounds**

To improve library security, a keypad lock will be installed on the rear entrance door located on State Street. Additionally, the basement door to the hallway leading to the freight elevator will be kept closed to prevent patrons from entering this area. A shoplifting seminar will be held on Wednesday, March 22 to alert staff to potential theft of library property and personal property.

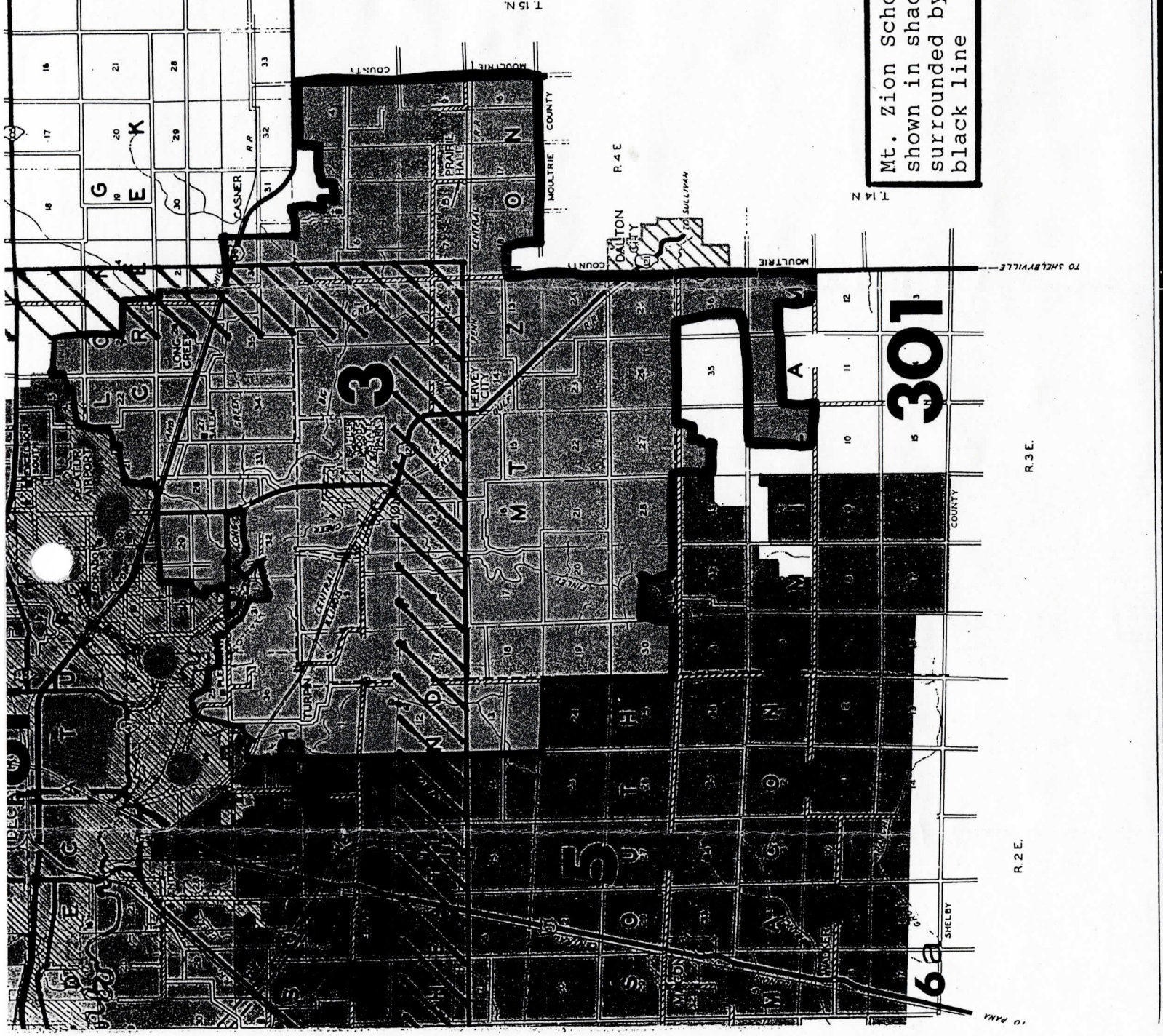
#### **VII. Miscellaneous**

The Library received a request from the Mt. Zion Township Library for support in their efforts to convert to a library district. The new Mt. Zion Library District would include all territories within the Mt. Zion School District. I have enclosed a map showing the territory which they propose to include.

I have informed the parties that contacted me recently about library service outside of Decatur about Mt. Zion's request, since both are within the proposed area.

TO MONTICELLO

TO TUSCOLA



Mt. Zion School District  
shown in shaded area 3  
surrounded by solid  
black line

R. 2 E.

R. 3 E.

6a

301

3

5

**STATISTICAL REPORT**  
February 1989

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1989	29,172	2,069	23,252	54,493	660,469
1988	29,156	1,740	24,258	55,154	670,050
AV materials, 1989	10,843			10,843	115,740
1988	8,505			8,505	86,403
Total circulation, 1989	40,015	2,069	23,252	65,336	776,209
1988	37,661	1,740	24,258	63,659	756,453

Volumes purchased this fiscal year to date: 14,381  
 Volumes purchased last fiscal year to date: 15,659

TECHNICAL SERVICES

New books added	877
New titles added	445
Books withdrawn	1,584
Books mended	1,271
Gifts	121

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1988/89</u>	<u>YTD Expended 1987/88</u>	<u>Unexpended</u>
Personal Services	1,556,917	1,256,692	1,220,649	300,225
Operating	304,769	225,524	215,060	79,245
Capital & books	248,343	201,868	240,623	46,475

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	10 + 1	0	0	10 + 1
Library Assistants	8 + 5	0	0	8 + 5
Clerical	18 + 10	1	0	18 + 9
Pages	5 + 12	0	0	5 + 12
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time Library Clerk I

COMPUTER DOWN-TIME FOR MONTH: 0

PATRONS REGISTERED: 213 adult, 22 youth, 39 juvenile = 273 total

PATRON CONTACTS: this fiscal year 93,293; last fiscal year 109,362\*  
 (\* More staff assistance was required last fiscal year because videocassette cases were locked.)



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JAMES C. SEIDL, City Librarian



March 8, 1989

Jerrodean Martin  
2595 St. Louis Bridge Road  
Decatur, IL 62521

Dear Jerrodean:

At the March 27, 1989 meeting of the Personnel, Policy, and Public Relations committee, I would like to review our maternity leave policy. Mr. Ed Flynn of the law firm of Greanias, Booth, and Pasek recently stated that personnel manuals cannot treat maternity differently than other off-the-job injuries or illnesses. You may grant more favorable benefits to pregnant employees, but you cannot provide less benefits or greater requirements.

Our personnel policy, page 13, paragraph iv reads: "Maternity leave is allowed a pregnant employee. A pregnant employee may be required to take maternity leave when such leave is considered to be in the best interest of the employee or the Library."

This paragraph is discriminatory because it applies only to pregnant employees.

I recommend that the following statement replace the present paragraph: "Leaves of absence are available to pregnant employees."

After the child is born, an employee may use five weeks of sick leave. If additional sick leave is requested, a doctor's statement is required. This policy parallels city procedures and is not discriminating since the library states in its general policy about sick leave: "Physician's statements will be used from time to time in determining whether or not an employee is able to continue the performance of his job."

If you have any questions concerning my recommendation or library policy concerning maternity leave, please call or see me before the Board meeting on March 16.

Sincerely,

James C. Seidl  
City Librarian

JCS:lh

FOR PERIOD ENDING 2/28/89

DATE REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/14/89	CAPITAL CITY PAPER CO	264.68	22727	2/28/89	OFFICE SUPPLIES
2/03/89	IL OCLC USERS GROUP	90.00	22741	2/02/89	CONFERENCE AND OTHER TRAVEL
2/03/89	TREAS-PAYROLL CLEARING	48,175.68	22742	2/02/89	REGULAR SALARIES
2/06/89	POSTMASTER	1,009.35	22747	2/06/89	TEMPORARY SALARIES
2/07/89	AMEK LIBRARY ASSN	61.45	22753	2/07/89	POSTAGE
2/07/89	IL BELL TELEPHONE CO	375.00	22768	2/07/89	CONFERENCES AND OTHER TRAVEL
2/07/89	JANKOWICZ & SHARON	190.25	22771	2/07/89	TELEPHONE
2/07/89	LIGHTHOUSE	10.00	22775	2/07/89	OTHER PROFESSIONAL SERVICES
2/07/89	TREAS-MEDICAL INSURANCE	5,396.75	22786	2/07/89	RESERVES
2/07/89	TREAS-NON MEDICAL INS	101.25	22787	2/07/89	HOSPITAL AND MEDICAL INSURANCE
2/07/89	TREAS-NON MEDICAL INS	1,206.00	22787	2/07/89	GROUP LIFE INSURANCE
2/07/89	TREAS-NON MEDICAL INS	255.67	22787	2/07/89	WORKMEN'S COMPENSATION
2/07/89	TREAS-NON MEDICAL INS	10.85	22787	2/07/89	MOTOR VEHICLE-INSURANCE
2/07/89	TREAS-NON MEDICAL INS	1,002.00	22787	2/07/89	BOILER INSURANCE
2/07/89	TREAS-NON MEDICAL INS	614.07	22790	2/07/89	PROPERTY INSURANCE
2/07/89	TREAS-GENERAL FUND	160.76	22790	2/07/89	GENERAL LIABILITY INSURANCE
2/07/89	TREAS-GENERAL FUND	335.79	22790	2/07/89	POSTAGE
2/07/89	TREAS-GENERAL FUND	43.83	22790	2/07/89	JANITORIAL SUPPLIES
2/07/89	TREAS-GENERAL FUND	2,567.75	22790	2/07/89	OFFICE SUPPLIES
2/07/89	TREAS-GENERAL FUND	2,534.48	22791	2/07/89	TRANSFER TO GENERAL FUND
2/08/89	IL BELL TELEPHONE CO	315.74	22799	2/08/89	GAS
2/08/89	TREAS-CENTRAL GARAGE FO	126.98	22804	2/08/89	TELEPHONE
2/08/89	TREAS-PETTY CASH	19.30	22809	2/08/89	GASOLINE
2/08/89	TREAS-PETTY CASH	20.19	22809	2/08/89	POSTAGE
2/08/89	TREAS-PETTY CASH	8.00	22809	2/08/89	MATERIALS TO MAINT BLDGS
2/08/89	TREAS-PETTY CASH	10.99	22809	2/08/89	OFFICE SUPPLIES
2/08/89	TREAS-PETTY CASH	282.36	22812	2/08/89	MATERIALS TO MAINT BLDGS
2/10/89	BAKER & TAYLOR CO	177.11	22826	2/10/89	BOOKS-MAIN ADULT
2/10/89	BAKER & TAYLOR CO	129.47	22826	2/10/89	BOOKS-MAIN YOUTH
2/10/89	BAKER & TAYLOR CO	21.09	22826	2/10/89	BOOKS-MAIN REFERENCE
2/10/89	BAKER & TAYLOR CO	10.58	22826	2/10/89	BOOKS-EXTENSION ADULT
2/10/89	BAKER & TAYLOR CO	7.20	22826	2/10/89	AV-VIDEOS
2/10/89	BAKER & TAYLOR CO	5.95	22826	2/10/89	AV-CASSETTES
2/10/89	BAKER & TAYLOR CO	1,654.98	22826	2/10/89	BOOKS-MAIN REFERENCE
2/10/89	BAKER & TAYLOR CO	10.00	22827	2/10/89	AV-VIDEOS
2/14/89	DECATUR HEKALD & REVIEW	157.00	22839	2/14/89	BOOKS-MAIN REFERENCE
2/14/89	CHICAGO SUN-TIMES	45.10	22842	2/14/89	MAG/PAPERS-MAIN ADULT
2/14/89	DECATUR PAPER HOUSE	68.00	22853	2/14/89	OFFICE SUPPLIES
2/14/89	INDIANAPOLIS STAR	38.00	22853	2/14/89	MAG/PAPERS-MAIN ADULT
2/15/89	CUSTOM BUILDER	48.00	22885	2/15/89	MAG/PAPERS-MAIN ADULT
2/08/89	KINGSBEY PAUL	144.00	22885	2/15/89	OTHER PROFESSIONAL SERVICES
2/08/89	TORRICE DENNIS R	269.66	22886	2/15/89	OTHER PROFESSIONAL SERVICES
2/08/89	WARD, JAMES	48.00	22888	2/15/89	POSTAGE PROFESSIONAL SERVICES
2/08/89	MANPOWER	512.00	22902	2/15/89	POSTAGE SALARIES
2/16/89	TREAS-PAYROLL CLEARING	48,752.28	22903	2/16/89	TEMPORARY SALARIES
2/16/89	TREAS-PAYROLL CLEARING	48.00	22903	2/16/89	REGULAR SALARIES
2/16/89	TREAS-REF	1,103.26	22904	2/16/89	TEMPORARY SALARIES
2/16/89	TREAS-PETTY CASH	17,015.15	22905	2/16/89	TEMPORARY SALARIES
2/16/89	TREAS-PETTY CASH	11.68	22905	2/16/89	RETIREMENT INKF
2/16/89	TREAS-PETTY CASH	39.96	22905	2/16/89	CONFERENCES AND OTHER TRAVEL
2/16/89	TREAS-PETTY CASH	39.47	22905	2/16/89	POSTAGE
2/16/89	TREAS-PETTY CASH	31.79	22905	2/16/89	MATERIAL TO MAINT BLDGS
2/16/89	TREAS-PETTY CASH	21.49	22905	2/16/89	OFFICE SUPPLIES
2/17/89	CUMMINS, CATHY	280.00	22917	2/17/89	OTHER PROFESSIONAL SERVICES
2/17/89	LYNN, JOHN	100.00	22917	2/17/89	OTHER PROFESSIONAL SERVICES
2/17/89	WINDGRAD, GARRY	100.00	22917	2/17/89	OTHER PROFESSIONAL SERVICES
2/22/89	PIERCE, SHARON	500.00	22952	2/22/89	OTHER PROFESSIONAL SERVICES
2/22/89	TORGERSON, NANCY	125.00	22959	2/22/89	OTHER PROFESSIONAL SERVICES
2/23/89	BAKER & TAYLOR CO	176.55	22963	2/23/89	OTHER PROFESSIONAL SERVICES
2/23/89	BAKER & TAYLOR CO	21.72	22963	2/23/89	BOOKS-MAIN ADULT
2/23/89	BAKER & TAYLOR CO	10.42	22963	2/23/89	BOOKS-MAIN YOUTH
2/23/89	BAKER & TAYLOR CO	159.91	22963	2/23/89	BOOKS-EXTENSION ADULT
2/23/89	BAKER & TAYLOR CO	229.35	22963	2/23/89	AV-VIDEOS
2/23/89	BAKER & TAYLOR CO	559.91	22963	2/23/89	AV-VIDEOS

FOR PERIOD ENDING 2/28/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/23/89	CARSTENS PUBLICATIONS INC.	10.38	22965	2/23/89	BOOKS-MAIN ADULT
2/23/89	HUSTON CHRONICLE	200.00	22971	2/23/89	TELEPHONE
2/23/89	IL BELL TELEPHONE CO	151.63	22972	2/23/89	TEMPORARY SALARIES
2/23/89	MANPOWER	510.84	22973	2/23/89	POSTAGE
2/23/89	POSTMASTER	24.44	22978	2/23/89	OTHER PROFESSIONAL SERVICES
2/27/89	TURKICICE, DENNIS K	96.00	23007	2/27/89	MAG/PAPERS-MAIN YOUTH
2/27/89	AMER LIBRARY ASSN	56.00	23012	2/27/89	MATERIALS TO MAINT BLDGS
2/27/89	ASSOCIATED OFFICE FURNISHINGS	343.00	23017	2/27/89	MAG/PAPERS-MAIN ADULT
2/27/89	AUDIO BUFF CO, INC	17.02	23018	2/27/89	AV-PHONODISCS
2/27/89	AXATEX SERVICES, INC.	7.42	23020	2/27/89	JANITORIAL SUPPLIES
2/28/89	ATLANTIC MONTHLY	79.90	23032	2/28/89	MAG/PAPERS-MAIN ADULT
2/28/89	AMER FILM	35.00	23033	2/28/89	MAG/PAPERS-MAIN ADULT
2/28/89	AJWORKS	1,149.75	23041	2/28/89	PRINTING AND BINDING
2/28/89	BAKER & TAYLOR CO	155.74	23043	2/28/89	BOOKS-MAIN ADULT
2/28/89	BAKER & TAYLOR CO	432.14	23045	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	BAKER & TAYLOR CO	829.60	23044	2/28/89	BOOKS-MAIN ADULT
2/28/89	BAKER & TAYLOR CO	85.47	23044	2/28/89	BOOKS-MAIN YOUTH
2/28/89	BAKER & TAYLOR CO	37.50	23044	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	BAKER & TAYLOR CO	106.68	23044	2/28/89	BOOKS-EXTENSION ADULT
2/28/89	BAKER & TAYLOR CO	4.20	23044	2/28/89	BOOKS-EXTENSION YOUTH
2/28/89	BAKER & TAYLOR CO	23.19	23044	2/28/89	BOOKS-EXTENSION JUVENILE
2/28/89	BAKER & TAYLOR CO	1,706.56	23045	2/28/89	BOOKS-MAIN ADULT
2/28/89	BAKER & TAYLOR CO	161.85	23045	2/28/89	BOOKS-MAIN YOUTH
2/28/89	BAKER & TAYLOR CO	113.58	23045	2/28/89	BOOKS-MAIN JUVENILE
2/28/89	BAKER & TAYLOR CO	313.64	23045	2/28/89	BOOKS-EXTENSION ADULT
2/28/89	BAKER & TAYLOR CO	27.48	23045	2/28/89	BOOKS-EXTENSION YOUTH
2/28/89	BAKER & TAYLOR CO	1,143.26	23046	2/28/89	BOOKS-EXTENSION JUVENILE
2/28/89	BAKER & TAYLOR CO	91.91	23046	2/28/89	BOOKS-MAIN YOUTH
2/28/89	BAKER & TAYLOR CO	10.03	23046	2/28/89	BOOKS-MAIN JUVENILE
2/28/89	BAKER & TAYLOR CO	95.00	23046	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	BAKER & TAYLOR CO	352.99	23046	2/28/89	BOOKS-EXTENSION ADULT
2/28/89	BAKER & TAYLOR CO	6.30	23046	2/28/89	BOOKS-EXTENSION YOUTH
2/28/89	BAKER & TAYLOR CO	6.87	23046	2/28/89	BOOKS-EXTENSION JUVENILE
2/28/89	BAKER & TAYLOR CO	795.61	23047	2/28/89	BOOKS-MAIN ADULT
2/28/89	BAKER & TAYLOR CO	80.65	23047	2/28/89	BOOKS-MAIN YOUTH
2/28/89	BAKER & TAYLOR CO	6.27	23047	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	BAKER & TAYLOR CO	67.20	23047	2/28/89	BOOKS-EXTENSION ADULT
2/28/89	BAKER & TAYLOR CO	201.35	23047	2/28/89	BOOKS-EXTENSION YOUTH
2/28/89	BAKER & TAYLOR CO	136.30	23047	2/28/89	AV-CASSETTES
2/28/89	BAKER & TAYLOR CO	200.68	23048	2/28/89	BOOKS-MAIN ADULT
2/28/89	BAKER & TAYLOR CO	42.26	23048	2/28/89	BOOKS-MAIN JUVENILE
2/28/89	BAKER & TAYLOR CO	61.26	23048	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	BAKER & TAYLOR CO	15.99	23048	2/28/89	BOOKS-EXTENSION ADULT
2/28/89	BAKER & TAYLOR CO	16.84	23048	2/28/89	BOOKS-EXTENSION JUVENILE
2/28/89	BAKER & TAYLOR CO	38.84	23062	2/28/89	MAG/PAPERS-MAIN ADULT
2/28/89	BRITISH HERITAGE	56.00	23062	2/28/89	SERV TO MAINT OFFICE EQUIP
2/28/89	C L S I	3,785.94	23075	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	CUMPUTERLAND	210.00	23076	2/28/89	BOOKS-MAIN ADULT
2/28/89	CLIFFEN'S RESEARCH II, INC	56.23	23082	2/28/89	BOOKS-MAIN REFERENCE
2/28/89	CLIFFEN'S NOTES, INC.	450.33	23082	2/28/89	BOOKS-MAIN ADULT
2/28/89	CYCLE TYPE, INC # GLSI	78.00	23085	2/28/89	MAG/PAPERS-MAIN YOUTH
2/28/89	DAY'S PAINT STORE	1,175.47	23091	2/28/89	PRINTING AND BINDING
2/28/89	DECATUR REFRIGERATION CO	217.80	23097	2/28/89	MATERIALS TO MAINT BLDGS
2/28/89	DEMCO REFRIGERATION CO	110.00	23097	2/28/89	SERV TO MAINT BUILDINGS
2/28/89	DEMCO EDUCATIONAL CORP	461.02	23099	2/28/89	MATERIALS TO MAINT BLDGS
2/28/89	DRAMATISTS PLAY SERVICE INC	77.50	23115	2/28/89	OFFICE SUPPLIES
2/28/89	FLOWER & GARDEN	20.00	23130	2/28/89	BOOKS-MAIN ADULT
2/28/89	FOOD & WINE	24.00	23132	2/28/89	MAG/PAPERS-MAIN ADULT
2/28/89	GOOD HOUSEKEEPING MAGAZINE	368.25	23132	2/28/89	MAG/PAPERS-MAIN ADULT
2/28/89	GOOD HOUSEKEEPING MAGAZINE	555.94	23139	2/28/89	MAG/PAPERS-MAIN ADULT
2/28/89	GOOD HOUSEKEEPING MAGAZINE	111.88	23139	2/28/89	MAG/PAPERS-EXTEN ADULT



DECATUR PUBLIC LIBRARY FOR PERIOD ENDING 2/28/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/07/89	HOME OFFICE COMPUTING	25.97	23146	2/28/89	MAG/PAPERS--MAIN ADULT
2/23/89	HAWORTH PRESS, INC	65.00	23147	2/28/89	MAG/PAPERS--MAIN PROFESSIONAL
2/21/89	HOME	54.00	23148	2/28/89	MAG/PAPERS--MAIN ADULT
2/21/89	HOME	54.00	23148	2/28/89	MAG/PAPERS--EXTEN ADULT
2/21/89	H W WILSON CO	96.00	23150	2/28/89	BOOKS--MAIN YOUTH
2/07/89	HORTICULTURE	39.00	23151	2/28/89	MAG/PAPERS--MAIN ADULT
2/07/89	IL POWER COMPANY	3.147.55	23151	2/28/89	ELECTRICITY
2/28/89	INACOMP COMPUTER CENTER	63.00	23162	2/28/89	SERV TO MAINT OFFICE EQUIP
2/21/89	IL STATE LIBRARY	337.33	23167	2/28/89	PRINTING AND BINDING
2/21/89	IL STATE LIBRARY	54.80	23167	2/28/89	SERV TO MAINT OFFICE EQUIP
2/21/89	IL STATE LIBRARY	376.90	23167	2/28/89	TELEPHONE
2/21/89	IL STATE LIBRARY	34.28	23167	2/28/89	POSTAGE
2/21/89	IL STATE LIBRARY	89.29	23167	2/28/89	RENTAL-EQUIPMENT
2/23/89	IL STATE HISTORICAL SOCIETY	13.00	23168	2/28/89	BOOKS--MAIN REFERENCE
2/23/89	IL MAGAZINE	11.50	23169	2/28/89	MAG/PAPERS--MAIN ADULT
2/23/89	IL MAGAZINE	23.00	23169	2/28/89	MAG/PAPERS--EXTEN ADULT
2/14/89	JAN SAN SUPPLY CO., INC.	682.50	23173	2/28/89	JANITORIAL SUPPLIES
2/28/89	JAN ELECTRONICS	198.50	23177	2/28/89	SERV TO MAINT OFFICE EQUIP
2/08/89	MECENOTRY, CHANDU	196.00	23188	2/28/89	OTHER PROFESSIONAL SERVICES
2/08/89	MEDCENTER OF DECATUR, INC.	33.00	23195	2/28/89	OTHER PROFESSIONAL SERVICES
2/11/89	MILLIKIN UNIVERSITY	5.00	23202	2/28/89	BOOKS--MAIN REFERENCE
2/14/89	MEADUR DISPOSAL	15.00	23213	2/28/89	SERV TO MAINT IMPROVEMENTS
2/28/89	MIDWEST MICROFILM CO	14.95	23216	2/28/89	MATERIALS TO MAINT BLDGS
2/28/89	MULTIVIDE, INC	17.50	23217	2/28/89	OFFICE SUPPLIES
2/21/89	N A L I K	40.00	23222	2/28/89	POSTAGE
2/21/89	NORMAN'S CLEANERS	39.10	23226	2/28/89	SERV TO MAINT IMPROVEMENTS
2/14/89	OTIS ELEVATOR COMPANY	281.22	23232	2/28/89	SERV TO MAINT BLDINGS
2/21/89	PC-SIG, INC	25.90	23246	2/28/89	BOOKS--MAIN ADULT
2/11/89	PHOTOGRAPHIC	31.94	23247	2/28/89	MAG/PAPERS--MAIN ADULT
2/10/89	PUPULAR PHOTOGRAPHY	65.94	23249	2/28/89	MAG/PAPERS--MAIN ADULT
2/10/89	R L PULK & COMPANY	82.00	23256	2/28/89	BOOKS--MAIN REFERENCE
2/23/89	RELENT BOOK CO	45.95	23259	2/28/89	BOOKS--MAIN ADULT
2/23/89	RELENT BOOK CO	32.96	23259	2/28/89	BOOKS--MAIN ADULT
2/23/89	R K BOWKER	129.62	23270	2/28/89	BOOKS--EXTENSION ADULT
2/23/89	ROAD & TRACK	59.82	23271	2/28/89	AV-VIDEOS
2/28/89	ROBBEY, PAUL	144.00	23274	2/28/89	MAG/PAPERS--MAIN YOUTH
2/28/89	SATILEY, S, INC.	78.88	23279	2/28/89	OFFICE SUPPLIES
2/28/89	SOCIAL ISSUES-RESOURCES SERIES	16.00	23298	2/28/89	BOOKS--MAIN REFERENCE
2/10/89	STIMON & SCHUSTER CONSUMER GRP	375.21	23299	2/28/89	BOOKS--MAIN ADULT
2/08/89	STANDARD & POOK'S	2,660.00	23307	2/28/89	MAG/PAPERS--MAIN REFERENCE
2/28/89	T S COMMUNICATIONS	52.59	23312	2/28/89	TELEPHONE
2/21/89	THORNTON WELDING SERVICE, INC	280.00	23313	2/28/89	SERV TO MAINT BLDINGS
2/20/89	THORNTON WELDING SERVICE, INC	190.00	23313	2/28/89	MATERIALS TO MAINT BLDGS
2/21/89	THORNTON WELDING SERVICE, INC	150.00	23325	2/28/89	OTHER PROFESSIONAL SERVICES
2/21/89	TRAINS	28.55	23325	2/28/89	MAG/PAPERS--MAIN ADULT
2/28/89	TREAS--GENERAL FUND	269.48	23331	2/28/89	POSTAGE
2/08/89	TOTAL PLASTICS	351.69	23332	2/28/89	OFFICE SUPPLIES
2/08/89	TRADE SERVICE PUBL	372.00	23334	2/28/89	AV-PHONODICS
2/10/89	UNIPUB	34.50	23337	2/28/89	BOOKS--MAIN ADULT
2/10/89	VARIETY	195.00	23345	2/28/89	MAG/PAPERS--MAIN ADULT
2/08/89	WASHINGTON POST	69.00	23354	2/28/89	MAG/PAPERS--MAIN ADULT
2/08/89	WARD, JAMES	48.00	23362	2/28/89	OTHER PROFESSIONAL SERVICES
2/08/89	WEXOX	20.37	23364	2/28/89	RENTAL-EQUIPMENT
2/28/89	YOUNG'S	47.86	23366	2/28/89	JANITORIAL SUPPLIES
TOTAL		168,532.03			

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/23/89	BAKER & TAYLOR CO	13.14	22963	2/23/89	EXPENDITURES
2/23/89	BAKER & TAYLOR CO	71.63	23043	2/28/89	EXPENDITURES
2/10/89	BAKER & TAYLOR CO	16.14	23044	2/28/89	EXPENDITURES
2/23/89	BAKER & TAYLOR CO	82.77	23045	2/28/89	EXPENDITURES
2/23/89	BAKER & TAYLOR CO	43.02	23046	2/28/89	EXPENDITURES
2/26/89	BAKER & TAYLOR CO	27.47	23047	2/28/89	EXPENDITURES
2/26/89	BAKER & TAYLOR CO	18.65	23048	2/28/89	EXPENDITURES
TOTAL		262.80			

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE	PRCENT CCMM
7	SALARIES & WAGES	1,260,234	96,930.96	1,001,217.51	1,050,195	259,016.49	259,016.49	75.4
8	REGULAR SALARIES	1,260,234	96,930.96	1,001,217.51	1,050,195	259,016.49	259,016.49	75.4
9	PERSONAL SERVICES							
101	OVERTIME	0	0.00	123.04	0	123.04	123.04	101.1
102	TEMPORARY SALARIES	31,448	3,134.45	31,790.25	26,206	342.25	342.25	82.5
104	RETIREMENT - IMRF	196,564	17,013.15	162,137.42	163,803	34,426.58	34,426.58	83.3
111	GROUP LIFE INSURANCE	1,215	101.25	1,012.50	42,407	3,897.50	3,897.50	92.3
112	HOSPITAL AND MEDICAL INSURANCE	50,889	5,386.75	46,991.50	12,060	2,412.00	2,412.00	83.3
114	WORKMEN'S COMPENSATION	14,472	1,206.00	12,060.00	1,633	735.00	735.00	64.9
115	SERVICE RECOGNITION	2,095	0.00	1,360.00	1,633	41,208.29	41,208.29	86.1
18		296,683	26,841.60	255,474.71	247,121	41,208.29	41,208.29	86.1

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	UNENCUMBERED BALANCE	PRCENT CCMM
201	ADVERTISING	1,450	0.00	350.64	1,208	1,099.39	1,099.39	24.2
202	PRINTING AND BINDING	8,150	2,662.55	6,151.57	6,355	1,998.43	1,998.43	83.4
210	SERV TO MAINT BUILDINGS	14,300	779.02	8,595.13	11,550	5,784.87	3,407.07	76.3
211	SERV TO MAINT IMPROVEMENTS	2,000	54.10	578.50	250	278.50	359.40	21.8
212	SERV TO MAINT AUTO EQUIPMEN	25,000	4,225.24	17,320.02	17,808	884.86	61.24	96.9
213	SERV TO MAINT OFFICE EQUIP	60,000	3,147.55	50,899.46	53,836	9,100.54	4,067.55	83.7
231	ELECTRICITY	15,500	2,534.46	3,321.97	9,500	11,678.03	9,100.54	84.8
232	GAS	15,500	1,172.71	11,149.16	12,500	4,350.84	11,678.03	22.1
233	TELEPHONE	700	0.00	567.65	583	132.35	4,350.84	71.9
234	WATER	500	0.00	731.00	500	231.00	132.35	81.1
238	AUDITING SERVICES	2,795	0.00	1,435.40	2,329	1,359.60	231.00	146.2
240	TRAINING SCHOOL	4,750	476.68	4,408.33	4,553	321.67	1,359.60	51.4
241	CONFERENCES AND OTHER TRAVE	9,200	878.83	5,351.99	7,666	3,848.01	321.67	93.2
245	POSTAGE	500	0.00	289.00	416	211.00	3,848.01	58.2
247	COMPUTER SOFTWARE EXPENSE	200	0.00	150.54	166	49.46	211.00	57.8
249	CCPLYING EXPENSE	2,000	2,004.25	1,365.80	1,200	634.20	49.46	75.3
272	TUTOR REIMBURSEMENT	9,550	8,173.44	8,173.44	7,958	1,376.56	634.20	68.3
280	OTHER PROFESSIONAL SERVICES	2,100	781.91	1,937.00	1,900	163.00	1,376.56	68.6
284	PROFESSIONAL MEMBERSHIP FEE	17,500	0.00	13,306.86	13,256	4,193.14	163.00	92.2
289	RENTAL-EQUIPMENT						123.25	76.7
37		191,555	18,714.30	137,198.57	155,700	54,356.43	46,695.09	75.6
38	COMMODITIES						7,661.34	
310	GASOLINE	1,850	126.98	1,519.20	1,541	330.80	330.80	82.1
312	JANITORIAL SUPPLIES	3,500	1,073.69	2,230.61	1,938	1,269.39	1,136.17	67.5
320	MATERIALS TO MAINT BLDGS	15,930	1,366.95	13,726.60	11,550	2,203.40	1,670.84	85.5
327	MATERIAL TO MAINT AUTO EQUI	2,600	12.39	1,906.08	2,166	693.92	425.00	85.7
345	OFFICE SUPPLIES	29,500	1,661.21	23,137.98	19,000	6,162.02	2,689.22	89.9
44		53,180	4,241.22	42,520.47	36,195	10,659.53	8,719.30	83.6
45	OTHER CHARGES						1,940.23	
400	CONTINGENCIES	5,000	0.00	25,671.75	4,166	5,000.00	5,000.00	83.3
415	TRANSFER TO GENERAL FUND	30,068	2,567.67	2,567.67	3,726	5,135.50	5,135.50	83.3
418	MOTOR VEHICLE-INSURANCE	130	108.30	108.30	126	21.70	21.70	83.3
420	BOILER INSURANCE	12,017	1,002.00	10,014.00	1,479	2,003.00	2,003.00	83.3
421	PROPERTY INSURANCE	423	614.67	614.67	7,224	1,229.30	1,229.30	83.3
423	GENERAL LIABILITY INSURANCE	1,376	0.00	1,301.44	1,825	328.56	328.56	75.8
429	SMALL CAPITAL ITEMS	1,830	0.00	1,301.44	1,825	328.56	328.56	75.8
54	CAPITAL OUTLAY	60,034	4,450.92	45,804.64	44,223	14,229.36	14,229.36	76.3

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
515	OFFICE MACHINERY AND EQUIP	4,850	.00	4,549.64	4,041	300.36	.00	300.36	93.8
	CAPITAL OUTLAY	4,850	.00	4,549.64	4,041	300.36	.00	300.36	93.8
	CAPITAL OUTLAY								
801	BOOKS-MAIN ADULT	85,800	6,205.10	74,049.41	71,500	11,750.59	10,189.30	1,561.29	98.2
802	BOOKS-MAIN YOUTH	11,000	919.33	6,363.69	9,166	4,636.31	975.36	3,660.95	66.6
803	BOOKS-MAIN JUVENILE	28,193	195.29	25,670.44	23,494	2,522.56	269.41	2,253.15	92.0
804	BOOKS-MAIN REFERENCE	21,000	920.33	16,224.47	17,500	4,775.53	2,050.89	2,724.64	87.0
805	BOOKS-PROFESSIONAL	3,000	.00	2,382.46	2,500	617.54	116.25	501.29	83.3
821	BOOKS-EXTENSION ADULT	15,700	871.93	12,543.82	13,083	3,156.18	2,441.67	714.51	95.4
822	BOOKS-EXTENSION YOUTH	840	22.74	283.46	700	556.54	51.77	504.77	35.9
823	BOOKS-EXTENSION JUVENILE	9,800	96.38	8,088.99	8,166	1,711.01	105.93	1,605.08	83.6
830	AV-PHONODICS	6,000	750.63	3,583.12	5,000	2,016.88	1,884.11	132.77	97.8
831	AV-CASSETTES	6,000	371.60	2,656.91	3,333	1,343.09	1,322.39	20.70	99.3
832	AV-VIDEOS	29,950	2,544.51	21,080.16	24,958	8,869.84	3,227.91	5,641.93	81.2
833	AV-ART/SCULPTURE	50	.00	.00	41	50.00	.00	50.00	.00
841	MAG/PAPERS-MAIN ADULT	14,737	1,249.74	12,443.08	12,280	2,293.92	757.85	1,536.07	89.6
842	MAG/PAPERS-MAIN YOUTH	841	193.82	531.43	797	425.57	57.00	368.57	61.5
843	MAG/PAPERS-MAIN JUVENILE	541	.00	596.70	450	55.70	40.00	95.70	117.7
844	MAG/PAPERS-MAIN REFERENCE	7,894	2,638.00	7,248.90	6,578	645.10	155.00	490.10	93.8
845	MAG/PAPERS-MAIN PROFESSIONA	1,111	65.00	668.95	925	442.05	43.00	399.05	64.1
847	MAG/PAPERS-EXTEN ADULT	2,714	188.88	2,356.21	2,261	357.79	227.70	130.09	95.2
848	MAG/PAPERS-EXTEN YOUTH	147	.00	125.76	122	21.24	.00	21.24	85.6
849	MAG/PAPERS-EXTEN JUVENILE	59	.00	20.00	49	39.00	40.00	1.00	101.7
**	DIVISION TOTAL **	243,493	17,233.28	197,317.96	202,903	46,175.04	23,955.54	22,219.50	90.9
**	DIVISION TOTAL **	2,110,029	168,412.28	1,684,083.50	1,739,878	425,945.50	33,557.11	392,388.39	81.4

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
900	EXPENDITURES	2,669	.00	2,885.93	2,224	216.93	.00	216.93	108.1
**	DIVISION TOTAL **	2,669	.00	2,885.93	2,224	216.93	.00	216.93	108.1
**	DIVISION TOTAL **	2,669	.00	2,885.93	2,224	216.93	.00	216.93	108.1

GLA3010		CITY OF DECATUR				FY 1988-89		PAGE 105		
41000 DPL-CANTONI TRUST		REPORT OF EXPENDITURES TO BUDGET				FUND		2/28/89		
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CUMM
6		EXPENDITURES								
7		900 EXPENDITURES	5,000	282.80	3,238.24	4,166	1,761.76	1,279.50	482.26	90.4
8			5,000	282.80	3,238.24	4,166	1,761.76	1,279.50	482.26	90.4
10		** DIVISION TOTAL **	5,000	282.80	3,238.24	4,166	1,761.76	1,279.50	482.26	90.4

GLA3010		CITY OF DECATUR				FY 1988-89		PAGE 106		
42000 DPL-BRECKENRIDGE TRUST		REPORT OF EXPENDITURES TO BUDGET				FUND		2/28/89		
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CUMM
6		EXPENDITURES								
7		900 EXPENDITURES	17,400	.00	1,149.00	14,500	16,251.00	.00	16,251.00	6.6
8			17,400	.00	1,149.00	14,500	16,251.00	.00	16,251.00	6.6
10		** DIVISION TOTAL **	17,400	.00	1,149.00	14,500	16,251.00	.00	16,251.00	6.6

GLA3010		CITY OF DECATUR				FY 1988-89		PAGE 107		
43000 DPL-BRIDGES TRUST		REPORT OF EXPENDITURES TO BUDGET				FUND		2/28/89		
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT CUMM
6		EXPENDITURES								
7		900 EXPENDITURES	1,500	.00	1,042.20	1,250	457.80	.00	457.80	69.5
8			1,500	.00	1,042.20	1,250	457.80	.00	457.80	69.5
10		** DIVISION TOTAL **	1,500	.00	1,042.20	1,250	457.80	.00	457.80	69.5

Finance and Properties Committee Meeting

February 23, 1989 4:00 p.m.

Mr. Akin called the meeting to order at 4:07 p.m. Members present: Mr. Akin, Mr. Gaumer, Mr. Lockmiller, Mrs. Ohlsen, Mr. Sorensen, and Mr. Smith. Staff present: Mr. Seidl, Ms. Humphreys, Mrs. Gibson, and Mr. Kupish.

Mr. Akin noted Mr. Sorensen and Mr. Smith are not committee members. They are present for discussion purposes only and will not be allowed to vote. Mr. Akin thanked them for their attendance.

For the first item on the agenda, Mr. Seidl proposed a lower, expanded pay scale for employees hired after May 1, 1989. Each pay grade would start at 10% lower than the present scale. Each of eight steps would be a 2 1/2% increase; employees with satisfactory performance evaluations would move up one step per year. It presently takes four years to reach the top of the pay scale; the increases are 5% per year.

Mr. Seidl also proposed adding a limited access area to the top of the new scale which would go up to the top of the present pay scale. Employees would be raised to the higher steps with "outstanding" performance evaluations. The board members felt it would be very difficult to make a fair determination on which employees achieved the outstanding ratings and the pay increase.

Mr. Gaumer made a motion that effective May 1, all new employees will be hired on a new pay scale which starts out 10% less than the current pay scale, with a 2 1/2% pay increase at each of eight steps (one step per year). The motion was seconded by Mrs. Ohlsen and unanimously carried. Mrs. Ohlsen made a motion that new half-time employees also receive one step increase per year. Motion was seconded by Mr. Lockmiller and unanimously approved.

The next item on the agenda was a proposed pay increase. Mr. Seidl said that there is \$49,500 in the contingency fund of the 1989-90 budget for pay increases. The \$49,500 is enough for a 3% pay increase for all staff. Mr. Seidl proposed that the staff be given a 2% pay increase effective May 1, and wait until after November 1 to see how much the insurance rates increase. At that time the Board could use the money left in the contingency fund to cover an increase in insurance rates.

Mr. Kupish was asked to speak on behalf of the Staff Association. He said that the proposal was not fair because the money which would be used for insurance would not benefit the part-time employees. He said that a more fair proposal would be to give the part-time staff a 3% increase on May 1, give the full-time staff a 2% increase on May 1, and the library could then pay any insurance rate increases on November 1 for the full-time staff.

Mrs. Gibson reported that she attended a recent Staff Association steering committee meeting, and that those employees told her that they felt that the library employees should get a 3% pay increase and no increase in insurance rates, which is what the city firefighters have negotiated.

Mr. Lockmiller made a motion to give all staff a 3% pay increase effective May 1, to not fill the new half-time clerk position, and to use that money to pay for any insurance increase in November. The motion died for lack of a second.

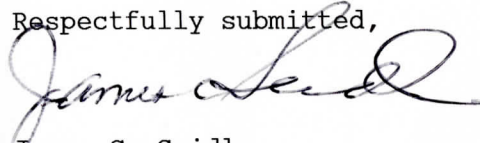
Mrs. Ohlsen made a motion to give the staff a 3% pay increase effective May 1. The Board could then wait to see if the insurance rates go up in November, and see if there was enough money left in the personnel section of the budget (through attrition, etc.) to absorb any increase. The motion was seconded by Mr. Gaumer. The motion failed with two yeas and two nays.

Mr. Akin made a motion to give the staff a 3% pay increase effective May 1 and not to absorb any increase in insurance whether the money is there or not. The motion was seconded by Mr. Gaumer and unanimously carried.

The last item on the agenda was service for other communities. Mr. Seidl explained that he has been approached by two other communities regarding us providing them service for a fee. Mr. Seidl felt that the communities had no idea how high that fee would have to be. The committee felt that it would be appropriate for Mr. Seidl to discuss the issue further with the communities, and report back to the committee later.

There was no further business. The meeting was adjourned at 6:05.

Respectfully submitted,



James C. Seidl  
City Librarian

JCS:lh

NOTE: Although it was not mentioned at the meeting, the figures used to calculate the insurance cost for fiscal year 89/90 include a 10% rate increase. Therefore, the insurance rates could increase 10% with no additional cost to the Library.

DECATUR PUBLIC LIBRARY PAY SCALE PROPOSAL

FEB. 23, 1989

YEAR	1	2	3 %	4	<i>hourly</i> 5	6
1/89	14972	13580	13580	7.20	6.53	6.53
1/90	15720	13917	13987	7.56	6.69	6.72
1/91	16507	14258	14407	7.93	6.85	6.93
1/92	17333	14615	14839	8.33	7.03	7.13
1/93	18200	14972	15284	8.75	7.26	7.35
1/94	18200	15345	15743	8.75	7.38	7.57
1/95	18200	15702	16215	8.75	7.55	7.80
1/96	18200	16114	16702	8.75	7.75	8.03
1/97	18200	16507	17203	8.75	7.94	8.27
1/98	18200	16902	17719	8.75	8.13	8.52
1/99	18200	17333	18250	8.75	8.33	8.75
1/2000	18200	17767	18250	8.75	8.54	8.75
1/01	18200	18200	18250	8.75	8.75	8.75
TOTAL	228332	205212	210429			

1. Present pay scale for pay grade 9
2. Proposed 10% decrease in pay scale plus 2.5% increase merit per year
3. Proposed 10% decrease in pay scale plus 3% increase merit per year
4. Hourly wage at present pay scale 9
5. Hourly wage at proposed pay scale #2
6. Hourly wage at proposed pay scale #3

Pay grade 9 14,972-18200 1988/89  
 Pay grade 9 (two tier system) 13580-16507 1989/90 [2.5 per cent raises]  
 {Limited access area 16902-18200}  
 Pay grade 9 (two tier system) 13580-16702 1989/90 [3 per cent raises]  
 {Limited access area 17203-18250}

## XII. SYSTEM AND ILLINET MEMBERSHIP RESPONSIBILITIES

### Systems and ILLINET — Description

Public libraries, along with academic, school, and special libraries, comprise the 18 library systems in Illinois. These 18 systems, 4 Research and Reference Centers, and 3 Special Resource Centers make up ILLINET. Any library which is a member of a system is automatically a member of ILLINET. There are currently over 2,200 ILLINET members.

The purpose of this network is to share resources, both human and material, in order to provide residents of the state with information that is wanted but not available at the local level. Library systems are a vital mechanism providing access channels connecting people and resources. Illinois library systems develop and coordinate the strengths of individual libraries to do collectively that which they cannot do individually. Systems are funded by the state of Illinois but are governed by local public libraries through library trustee election or selection. The system is a cooperative which can be maintained only by the commitment of each library to resource sharing. The public library is critical to the process.

### Governance

Board members and staff should participate in system advisory councils and committees and in the governance of the system whenever possible.

Anyone who agrees to be a system board member must keep in mind the additional commitment of time and energy. Trustees who accept the responsibility as system board members must be willing to represent their expanded constituency, which covers the entire system area's population. They should extend their wealth of knowledge as a trustee to their expanded role on a system board and accept the additional leadership responsibilities.

1. Local libraries should annually review the system bylaws to determine the opportunities available to them for having representation on the system board.

### Resource Sharing

All Illinois public libraries, as members of ILLINET, agree to make their resources available to persons needing access to them through interlibrary loan, reciprocal borrowing, and other local arrangements. This is done in recognition of the reciprocal broadening of resources that is available to the library's own patrons.

2. Every public library should agree to both intra-system and inter-system reciprocal borrowing.

### Untaxed Areas

Every public library shares with the system the responsibility for promoting statewide tax-supported public library service.

3. Libraries should annually investigate the possibilities for expanding their boundaries to include untaxed areas adjacent to them.

### Use of System Services

Libraries should be aware of the services offered by the system and avail themselves of these services. Participation in continuing education activities is strongly encouraged.

System services should be actively offered to library patrons and libraries should publicize them as they do their own services.

### Other Responsibilities With Regard to Systems

4. When systemwide borrowers cards have been established, libraries should use them and abide by agreed-upon procedures and regulations.



- \_\_\_\_\_ 5. Libraries should annually review the system's long-range plan and provide input at the appropriate time.
- \_\_\_\_\_ 6. Libraries should explore cooperative arrangements with other libraries in the system.

### Footnotes

1. Vernon E. Palmour, Marcia Bellassai, and Nancy V. DeWath. *A Planning Process for Public Libraries*, Chicago, ALA, 1980.
2. Meredith Bloss, "Research and Standards for Library Service," *Library Research* 2:285-308 (Winter 1980-81).
3. Public Library Association, Goals, Guidelines, and Standards Committee. *The Public Library Mission Statement and Its Imperatives for Service*. Chicago, ALA, 1979.
4. *Analyses of the 1980-81 Illinois Public Library Statistics*, Springfield, Illinois State Library, 1981.
5. Douglas Zweizig, and Eleanor Jo Rodger, *Output Measures for Public Libraries: A Manual of Standardized Procedures*. Chicago, ALA, 1982.
6. *Foundations of Quality: Guidelines for Public Library Service to Children* by the Illinois Library Association, Children's Librarians' Section, Chicago, ILA, 1981.
7. *The Public Library Mission Statement and Its Imperatives for Service*. Chicago, ALA, 1979.
8. Ellen Altman, Ernest R. DeProspero, Philip M. Clark, and Ellen Connor Clark. *A Data Gathering and Instruction Manual for Performance Measures in Public Libraries*. Chicago, Celadon Press, 1976.