

*No quorum  
No meeting*

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**Friday, September 29, 2000 4:00 p.m.**

**AGENDA**

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
  - A. Regular meeting of August 17, 2000
  - B. Special meeting of September 7, 2000
- III. Communication from the public
- IV. Interim City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. No meeting
  - B. Finance and Properties Committee
    - 1. Approval of bills for August 2000
    - 2. Meeting of September 5, 2000
  - C. Search Committee
    - 1. Meeting of August 23, 2000
  - D. Rolling Prairie Library System
    - 1. Report on September 2000 system board meeting
  - E. Friends of the Library
    - 1. Meeting of September 14, 2000
  - F. Foundation
    - 1. No meeting
- VI. Serving our Public: Standards for Illinois Public Libraries
  - A. Chapter II, Governance and Administration
- VII. Old business
- VIII. New business
  - A. Bids for lease space improvements
- IX. Adjournment

**INTERIM CITY LIBRARIAN'S REPORT  
FOR THE SEPTEMBER 21, 2000 MEETING**

**OF THE**

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

Governor Ryan declared August 10, 2000 Decatur Library Day in Illinois in recognition of the library's 125th anniversary. The Decatur Quilter's Guild also donated a quilt entitled "Alice Gore Evans" in recognition of the library's 125 years of service to the community. The quilt is designed to look like a bookcase with each shelf representing an area of library service along with books sitting on the shelves by Decatur authors. Mayor Terry Howley accepted the quilt for the library. The Friends of the Library sponsored the community tea which followed the quilt presentation.

Amy Weber is to be commended for her creation of the 125th anniversary bulletin board and book display on the first floor.

Work on the emergency stairwells to provide ADA compliance should be completed during the month per Gary Sebens of Midstates. Once the modifications are made, the building project will be substantially complete. We will need a letter from PSA to that effect, and we can then file a final report with the state.

Maintenance Division Head, Larry Harris came in to work at 6:00a.m. on Monday, August 28th to find a window smashed out on the small bookmobile. The city had given us a new "free" cell phone on Friday the 25th, and that was the only item that was taken. To replace our "free" phone, we have spent a total of \$255 for a new phone, adapter, and window. A change in procedure was required as well. The cell phone is now brought into the building each evening when the bookmobile comes in from its final run. One positive note did come out of this incident. When we replaced the stolen phone, Barbeck Communication upgraded us to a better phone for the same price as the one that was stolen. With this upgrade, we got a phone with an internal modem that can be used for dial in access. They also quoted me a price of \$300 for a kit that would make the conversion and allow us to hook a laptop up to the phone. We purchased a laptop several months ago along with back up software from GEAC hoping to be able to at least scan our check outs into the laptop and then download to the main frame. However, Nicole Muhs has not been able to get the backup software to work with the system. She has dialed directly into our system with the laptop from off site and it works, so I am hoping we may be able to actually go on line with the laptop and a cellular hook up on the small bookmobile in the near future.

I have been selected as a participant in a two-day state summit on the "unserved" by Secretary of State Jesse White. The summit will be held at the state library on October 2nd and 3rd. I did a program for two classes at Macon Resources in August.

Because response time on the network and our computer system continues to be slow, Internet games and chat rooms were suspended on September 1st. FRED terminals in the children's area are still not working at this writing. To enable some access to the

## Interim City Librarian's Report

August 2000

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on line catalog, Nicole put FRED on two of the PC's on the kid's network and blocked the other databases on them. Technical Services has had problems being kicked off the network for no reason. All of our personal computers, GEAC terminals, etc. go through the Internet connection. In other words, even though our computer main frame is setting in house when staff at Circulation check a patron out, that transaction goes through Millikin and comes back to the library. There is a drawback to this because when our Internet access is down, that also means that our in house system is down and Technical Services staff are not able to get into OCLC for cataloging records. On the other hand, this was the only way to get adult services division staff on line with our GEAC circulation system in their work area.

Mr. Paul Hoffman, chain saw artist and wood sculptor, donated an American eagle to the library on September 5, 2000. The sculpture, made from a sycamore tree, has been placed in the Children's Division.

Darrell Mollohan and Ken Banning rolled into the city with our "new" used bookmobile on September 7th. Ken has been making a list of the small repairs that are needed and matching up and labeling keys to locks. The next step is to get estimates on the modifications needed inside the vehicle as well as eliminating "Westminster" from the paint job on the outside. Both Darrell and Ken were impressed with the way the vehicle handled and said it ran beautifully. The blue book price on this unit is approximately \$68,000 (they paid \$125,000 for it new), so I believe we did well on this purchase. The shelving and interior are in good shape, the carpeting needs to be shampooed, and it looks like we can get a bathroom in without extensive modifications to the interior.

Nine classes are currently being offered in Richland's Distance Learning room with an enrollment of eleven students. There is a concern from Richland staff that not many people are signing up for the classes, but I've talked to at least one of the students who said it saved her at least an hour of extra driving time. Hopefully, word of mouth will increase the number of enrollments during the spring semester.

Two bids were received for construction of a new small bookmobile. I was asked to contact the companies for a 30-day extension on the bids, and both agreed. Susan Boggs, who works with the Illinois First grants, told me the paperwork has been on the governor's desk since August 4, 2000. She said the grants had been taking 4-6 weeks, but could not give me a definite time. By taking off the costs for extended warranties and eliminating a restroom, the cost of this unit would go down to the \$120,000 range. Staff have indicated they would like the restroom, but if something had to be sacrificed the Incinolet unit could go.

The Friends took in \$11,042.63 at their annual book sale over Labor Day weekend. Larry Harris and Mark Mangold are to be commended for their work in getting the books to the Civic Center prior to the sale. It's hard to push the pallets loaded with boxes of books across carpeting, but they had everything out of storage, lined up in the back hallway, and then took the pallets to the dock for the Civic Center workers to pick up and move to the Civic Center.

## Interim City Librarian's Report

August 2000

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I have been in touch with Tina Hubert at the Illinois State Library concerning the availability of grant moneys we might apply for to help replace our large bookmobile. At the time I talked to her, she was not aware of any available funding for this purpose, but she will do some investigative work and get back to me.

Lenore Snyder transferred from a half-time Library Assistant's position in the Children's Division to full time in the Adult Division. 1,593 children joined the summer reading program, and 474 finished becoming eligible for a ticket to hear storyteller LaRon Williams. Mrs. Gross commended Janet Denton's page work over the summer keeping materials shelved and straightened.

Patrons are now allowed to check out 5 video titles and 5 CD's. Robyn Hendricks reports that this change has not increased the backlog in Circulation and all audio-visual materials are returned to the shelf within 1-2 working days. New 3-M book sensitizers were budgeted for this year and will replace our old machines. Since lowering the sensitivity of the security gate, Robyn said Circulation staff are receiving positive reactions from patrons and staff. The self-check machine continues to malfunction. Nicole has been notified of the problem as well as a problem with the continuous feed printers that jam on printing out long book titles at patron check out.

Larry Harris reports that humidity in the Shilling Local History Room is down to 49%, and Brinkoetter is still trying to lower that to 45% and 70 degrees. There has been a lot of graffiti on the walls and panels of the men's restroom on first floor. Walls and panels will have to be sanded and re-painted.

Audio books have been separated into fiction and non-fiction with the placement of yellow dots on the non-fiction titles. Books on CD will be handled in the same manner. J. Merrick will continue with the Commodores for the 2000-01 year. Dayle Irwin represented the library at Richland's Relay for Life. Sherry Mallory attended a teleconference on "Leading Book Discussions in the Library." The city has a workshop entitled "Issue of Respect" that is held in the Madden Auditorium every other month. Library employees have been encouraged to attend one of these workshops that deal with workplace respect, diversity, etc. New city employees are required to attend one of the 4-hour sessions. Noel Clevenger and Lenore Snyder from the Adult Division have signed up for the next workshop.

**STATISTICAL REPORT**  
**August 2000**

TECHNICAL SERVICES

New book volumes added: 1,769  
New book titles added: 947  
AV titles added: 309  
Volumes withdrawn: 1,563  
Books mended: 705

PERSONNEL ACTIVITY:

None

CURRENT VACANCIES: City Librarian, Library Assistant (half-time),  
Library Page (half-time)

LIBRARY CARDS: 373 main + 114 extension = 487 NEW  
520 main + 28 extension = 548 re-registrations  
1,035 total library cards for month

PROFESSIONAL ASSISTS: this 12 months to date: 79,590  
last 12 months to date: 79,725

PATRONS IN THE BUILDING: this 12 months to date: 332,184  
last 12 months to date: 306,217

VOLUMES PURCHASED: this 12 months to date: 20,651  
last 12 months to date: 21,252

VOLUNTEERS: 25 volunteers worked 227 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1411 people, 2054 time slots  
Word processing usage: 137 people, 257 time slots

DECATUR PUBLIC LIBRARY  
 Monthly Circulation Statistics

August 2000

Location	August 2000	August 1999	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	20,114	11,527	74.5
Young Adult	944	636	48.4
Children's	11,951	6,493	84.1
TOTAL	33,009	18,656	76.9
<b>EXTENSION PRINT</b>			
Bookmobile 548	3,128	3,677	-14.9
Bookmobile 549	1,990	1,426	39.6
Outreach	335	52	544.2
TOTAL	5,453	5,155	5.8
TOTAL PRINT	38,462	23,811	61.5
<b>NON-PRINT</b>			
Videocassettes	6,836	6,800	0.5
Audiocassettes	1,847	5,939	-68.9
Recordings	1,988	2,983	-33.4
TOTAL	10,671	15,722	-32.1
Extension Non-print	1,051	843	24.7
TOTAL NON-PRINT	11,722	16,565	-29.2
Renewals	623	189	229.6
TOTAL CIRCULATION	50,807	40,565	25.2

Library closed 8/13/99 through 9/6/99

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

August 2000

Location	Current Year	Last Year	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Adult	251,575	241,484	4.2
Young Adult	11,807	11,700	0.9
Children's	165,514	139,268	18.8
TOTAL	428,896	392,452	9.3
<b>EXTENSION PRINT</b>			
Bookmobile 548	78,497	85,180	-7.8
Bookmobile 549	29,938	28,761	4.1
Outreach	5,893	4,121	43.0
TOTAL	114,328	118,062	-3.2
<b>TOTAL PRINT</b>	<b>543,224</b>	<b>510,514</b>	<b>6.4</b>
<b>NON-PRINT</b>			
Videocassettes	73,766	85,319	-13.5
Audiocassettes	22,692	33,062	-31.4
Recordings	21,002	25,019	-16.1
TOTAL	117,460	143,400	-18.1
Extension Non-print	10,361	10,857	-4.6
<b>TOTAL NON-PRINT</b>	<b>127,821</b>	<b>154,257</b>	<b>-17.1</b>
Renewals	10,048	8,483	18.4
<b>TOTAL CIRCULATION</b>	<b>681,093</b>	<b>673,254</b>	<b>1.2</b>

**Finance and Properties Committee**  
**September 5, 2000**

Mr. Stengel called the meeting to order at 4:40 p.m. Members present: Mr. Stengel, Mary Gladney, and Phil Wise. Absent: Mark Gibson. Staff present: Karen Anderson and Linda Humphreys.

Proposal from PSA for lease space: After discussion, it was agreed that a 12' hall width was preferred over 8', all glass should be changed to safety glass, only the Franklin Street and East Main Street entrances should be used by contractors, parking will not be provided for contractors, a distribution panel is needed, and carpet will coordinate rather than match the existing carpet. The bid opening is scheduled for Friday, September 29 at 2 p.m.

Bids for new bookmobile: Bids were received from two companies. The consensus was to check on additional state funding.

Security for library parking lot: Ms. Anderson reported that the library paid Cardwell \$3,913.05 for 50% of the cost of security for the library's parking lot from January 1 through April 30, 2000. Since the guards provide service for the Village Mall as well as parking lot security, the consensus was to send Mr. Cardwell a letter to reduce the library's share of the expense to 25% of the cost.

Snow removal for library parking lot: Ms. Anderson reported that the library paid \$3,498 for snow removal last year. The committee agreed that Mr. Cardwell should be invoiced for his proportionate share of this cost.

2001/02 budget: The levy request must be presented to the City Council in October. The committee reviewed a list from Ms. Anderson of items needing consideration. A draft budget will be prepared for the next committee meeting.

Other business: Mr. Stengel reported that a payment of \$133,333 on the building is due September 30. Funds will be transferred from the Foundation for at least \$115,000 to \$120,000 of that amount.



There was no further business. The meeting was adjourned at 5:55  
p.m.

Respectfully submitted,

Karen Anderson  
Interim City Librarian

DPL-EQUIP REPLACEMENT FUND  
 ACCT. DESCRIPTION

PERIOD ENDING 20000831  
 MONTHLY ACTUAL Y-T-D ESTIMATE

ACTUAL Y-T-D X-TOTAL ANNUAL UNREALIZED BALANCE REAL

INTER GOVERNMENTAL REVENUE					
30200-107 STATE GRANTS OR OTHER					
TOTAL					
INVESTMENT INCOME					
30700-101 INVESTMENT INTEREST	9.23	15.32		.00	15.32-
TOTAL	9.23	15.32		.00	15.32-

FUND TOTAL 1,015.32 1,015.32 .00 1,015.32-

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 EXPENSES

FUND 19 DPL-EQUIP REPLACEMENT FUND 08/31/2000

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
800 BOOKS AND PERIODICALS	0	1,006.90-	1,006.90-	0	1,006.90	.00	1,006.90	
** DIVISION TOTAL **	0	1,006.90-	1,006.90-	0	1,006.90	.00	1,006.90	

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	AMOUNT	UNRECORDED BALANCE	REAL
	INTER GOVERNMENTAL REVENUE	.00	.00	1,000.00	.00	1,000.00-	
	30200-107 STATE GRANTS OR OTHER	.00	.00	1,000.00	.00	1,000.00-	
	TOTAL						
	INVESTMENT INCOME						
	30700-101 INVESTMENT INTEREST	9.23	.00	15.32	.00	15.32-	
	TOTAL	9.23	.00	15.32	.00	15.32-	
	FUND TOTAL	9.23	.00	1,015.32	.00	1,015.32-	

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	40000 EXPENSES								
	800 BOOKS AND PERIODICALS	0	1,006.90-	1,006.90-	0	1,006.90	.00	1,006.90	
	** DIVISION TOTAL **	0	1,006.90-	1,006.90-	0	1,006.90	.00	1,006.90	

FUND 19 DPL-EQUIP REPLACEMENT FUND 08/31/2000

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20000031

ACCT# DESCRIPTION MONTHLY ACTUAL ESTIMATE Y-T-O TOTAL AMOUNT UNREALIZED BALANCE REAL

FUND BALANCE

30001-000 BEGINNING FUND BALANCE .00 83,713.33 279,656.77 251,140.00 20,316.77- 111

TOTAL .00 83,713.33 279,656.77 251,140.00 20,316.77- 111

TAXES

30100-107 PROPERTY TAX-LIBRARY .00 841,970.00 1,323,053.53 2,525,910.00 1,202,856.47 52

TOTAL .00 841,970.00 1,323,053.53 2,525,910.00 1,202,856.47 52

INTER GOVERNMENTAL REVENUE

30200-104 REPLACEMENT TAX 9,679.98 83,333.33 81,686.02 250,000.00 168,313.98 32

30200-107 STATE GRANTS OR OTHER .00 34,666.66 .00 104,000.00 104,000.00

TOTAL 9,679.98 117,999.99 81,686.02 354,000.00 272,313.98 23

FINES AND FEES

30500-509 LIBRARY FINES AND FEES 4,867.60 24,666.66 20,595.35 74,000.00 53,404.65 27

30500-510 LIBRARY NON-RESIDENT FEES 75.00 166.66 475.00 500.00 25.00 95

30500-511 LIBRARY LOST AND DAMAGED BOOKS 529.20 1,333.33 1,860.44 4,000.00 2,139.56 46

30500-514 VERIFAX .00 583.33 1,038.55 1,750.00 1,711.45 59

30500-515 RESERVES 1,290.15 2,833.33 4,853.24 8,500.00 3,646.76 57

TOTAL 6,761.95 29,583.31 28,822.58 88,750.00 59,927.42 32

TRANSFERS FROM

30600-752 TRANS FR WALMART TIF .00 2,000.00 .00 6,000.00 6,000.00

TOTAL .00 2,000.00 .00 6,000.00 6,000.00

INVESTMENT INCOME

30700-101 INVESTMENT INTEREST 4,581.79 12,666.66 10,218.06 38,000.00 27,781.94 26

TOTAL 4,581.79 12,666.66 10,218.06 38,000.00 27,781.94 26

OTHER INCOME

30800-805 CONTRIBUTIONS AND DONATIONS 83.00 1,166.66 553.00 3,500.00 2,947.00 15

30800-899 MISCELLANEOUS INCOME .00 1,000.00 1,358.99 3,000.00 1,641.01 45

TOTAL 83.00 2,166.66 1,911.99 6,500.00 4,588.01 29

FUND TOTAL

21,106.72 1,090,099.95 1,725,146.95 3,270,300.00 1,545,153.05 52

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001 FUND 20 DECATUR PUBLIC LIBRARY 08/31/2000

08 DESCRIPTION	AUGUST	MONTHLY EXPENDITURES	YEARTO DATE	BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COM
<b>SALARIES &amp; WAGES</b>								
090 REGULAR SALARIES	1,570,679	1,098,623	696,047.25	526,159	1,134,431.45	.00	1,134,431.45	20.1
092 HOLIDAY PAY	0	1,587.03	1,587.03	0	1,587.03	.00	1,587.03	
094 OTHER LEAVE WITH PAY	0	1,053.15	1,053.15	0	1,053.15	.00	1,053.15	
096 SICK TIME	0	1,765.00	1,765.00	0	1,765.00	.00	1,765.00	
098 VACATION TIME	0	1,041.56	50,136.36	0	50,136.36	.00	50,136.36	
	1,570,679	1,098,623	696,047.25	526,159	1,134,431.45	.00	1,134,431.45	20.1
<b>PERSONAL SERVICES</b>								
101 OVERTIME	10,900	418.75	1,353.51	3,633	9,546.49	.00	9,546.49	12.4
102 TEMPORARY SALARIES	41,774	2,639.74	10,727.89	13,924	31,046.11	.00	31,046.11	25.7
104 RETIREMENT-IMRF	237,629	27,527.41	79,490.45	79,209	158,138.55	.00	158,138.55	33.3
111 LIFE INSURANCE	924	105.30	316.71	308	607.29	.00	607.29	34.3
112 MEDICAL INSURANCE	189,897	19,430.85	58,464.13	63,299	131,432.87	.00	131,432.87	30.8
114 WORKERS COMPENSATION	9,794	1,725.08	5,243.56	3,264	4,550.44	.00	4,550.44	53.5
115 SERVICE RECOGNITION	8,750	1,905.02	4,102.98	2,916	4,647.02	.00	4,647.02	46.9
	499,668	53,751.15	159,699.23	166,553	339,968.77	.00	339,968.77	32.0
<b>CONTRACTUAL SERVICES</b>								
201 ADVERTISING AND BINDING	250	498.00	3,609.90	83	3,359.90	.00	3,359.90	44.4
202 PRINTING	14,000	242.27	4,747.29	4,666	9,252.71	.00	8,951.91	36.1
210 SERV-BUILDINGS	12,000	621.97	6,007.37	4,000	5,992.63	300.80	3,544.03	70.5
211 SERV-IMPROVEMENTS	200	180.00	1,143.78	66	943.78	2,448.00	2,793.80	57.9
212 SERV-AUTO EQUIPMENT	3,000	203.20	203.20	1,000	2,793.80	.00	2,793.80	92.6
230 MIS SERVICES	10,000	1,734.33	11,503.20	3,333	1,501.20	280.85	1,782.05	117.8
231 GAS	22,884	1,907.00	9,535.00	7,628	13,349.00	.00	13,349.00	41.7
232 ELECTRICITY	80,000	2,120.75	25,997.68	26,988	54,002.32	.00	54,002.32	32.5
233 TELEPHONE	13,500	2,062.88	9,354.33	4,950	13,500.00	.00	13,500.00	33.4
234 TRAINING SCHOOL	1,250	900.00	2,113.82	9,333	1,250.00	.00	1,250.00	26.4
240 CONFERENCES AND OTHER TRAVEL	8,000	690.00	3,250.22	2,666	5,886.18	.00	5,886.18	46.4
241 POSTAGE	15,000	830.15	3,705.67	5,000	11,293.33	116.00	3,749.78	25.5
245 COMPUTER SOFTWARE EXPENSE	10,000	500.00	500.00	3,333	500.00	.00	19,500.00	25.0
271 TEMP PERSONNEL SERVICES	50,000	1,753.94	10,939.74	16,666	39,060.26	.00	39,060.26	21.9
272 TUITION REIMBURSEMENT	3,000	836.00	985.50	1,000	2,014.50	.00	2,014.50	32.9
273 TRAVEL EXPENSE FOR INTERVIEWS	1,000	195.02	195.02	1,000	800.98	.00	800.98	19.9
280 OTHER PROFESSIONAL SERVICES	101,250	5,969.49	31,212.16	33,750	70,037.84	.00	800.98	19.9
284 PROFESSIONAL MEMBERSHIP FEES	2,600	20,589.92	20,589.92	866	2,465.00	13,406.00	56,631.84	44.1
286 RENTAL-EQUIPMENT	26,800	2,562.90	6,055.24	6,666	589.92	.00	2,465.00	5.2
289 RENTAL-EQUIPMENT	429,734	43,702.80	151,790.04	8,933	20,744.76	3,150.00	17,594.76	34.3
				143,237	277,943.96	19,702.25	258,241.71	39.9
<b>COMMODITIES</b>								
310 GASOLINE	4,000	.00	1,052.27	1,333	2,947.73	.00	2,947.73	26.3
312 JANITORIAL SUPPLIES	6,000	521.63	3,801.56	2,000	2,198.44	.00	2,198.44	63.4
320 MATERIAL-BLDGS	7,000	2,214.30	5,039.90	2,333	1,960.10	.00	1,960.10	72.0
337 OFFICE SUPPLIES	3,500	43.38	72.37	1,166	3,427.63	.00	3,427.63	2.1
357 EMPLOYEE RECOGNITION SUPPLIES	35,200	4,440.79	14,063.25	11,666	20,936.75	13.70	20,923.05	40.2
	55,700	7,220.10	24,091.53	18,564	31,608.47	13.70	31,594.77	43.3
<b>OTHER CHARGES</b>								
415 TRANSFER TO GENERAL FUND	1,200	100.00	400.00	400	800.00	.00	800.00	33.3
418 MOTOR VEHICLE-INSURANCE	3,370	280.83	1,123.32	1,123	2,246.68	.00	2,246.68	33.3
420 BOILER INSURANCE	474	39.50	158.00	158	316.00	.00	316.00	33.3
421 PROPERTY INSURANCE	14,957	1,246.17	4,985.68	4,985	9,971.32	.00	9,971.32	33.3
423 GENERAL LIABILITY INSURANCE	5,546	462.17	1,843.68	1,848	3,697.32	.00	3,697.32	33.3
499 SMALL CAPITAL ITEMS	4,000	.00	4,053.05	1,933	53.05	525.00	578.05	114.5

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

08/31/2000

REPORT OF EXPENDITURES TO BUDGET BY FUND 2000=2001

20 DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COM
OTHER CHARGES	29,547	2,170.92	12,560.73	9,847	16,970.27	525.00	16,453.27	44.3
CAPITAL OUTLAY								
510 AUTOMOTIVE EQUIPMENT	0	27,540.00	27,540.00	0	27,540.00	.00	27,540.00	
515 OFFICE MACHINERY AND EQUIPMENT	46,511	670.45	25,933.45	15,503	20,577.55	435.00	20,142.55	56.7
520 OTHER MACHINERY AND EQUIPMENT	0	3,060.00	3,060.00	0	3,060.00	.00	3,060.00	
	46,511	31,270.45	56,533.45	15,503	10,022.45	435.00	10,457.45	122.5
800 BOOKS AND PERIODICALS	380,000	30,599.94	91,171.18	126,666	288,828.82	.00	288,828.82	24.0
830 AV-PHONODICS	0	.00	47.00	0	47.00	.00	47.00	
841 MAG/PAPERS-MAIN ADULT	0	.00	426.00	0	426.00	.00	426.00	
844 MAG/PAPERS-MAIN REFERENCE	0	25.00	186.00	0	186.00	.00	186.00	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	.00	300.89	0	300.89	.00	300.89	
847 MAG/PAPERS-EXTEN ADULT	0	.00	19.95	0	19.95	.00	19.95	
	380,000	30,624.94	92,151.02	126,666	287,848.98	.00	287,848.98	24.3
** DIVISION TOTAL **	3,019,639	353,325.11	1,028,323.38	1,006,529	1,991,315.62	20,675.95	1,970,639.67	34.7

LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL BALANCE
FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	10,447.00	10,447.00	31,341.00	21,657.05-
TOTAL		.00	10,447.00	10,447.00	31,341.00	21,657.05-
TRANSFERS FROM						
30600-726	TRANSFER FROM TD 15--BLDG LEASE	.00	15,000.00	15,000.00	45,000.00	45,000.00
TOTAL		.00	15,000.00	15,000.00	45,000.00	45,000.00
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	252.99	1,019.60	1,019.60	3,000.00	1,980.40
TOTAL		252.99	1,019.60	1,019.60	3,000.00	1,980.40
OTHER INCOME						
30800-870	DPL FOUNDATION CONTRIBUTION	.00	44,666.66	44,666.66	134,000.00	134,000.00
30800-899	MISCELLANEOUS INCOME	.00	.00	.00	.00	724.61-
TOTAL		.00	44,666.66	44,666.66	134,000.00	133,275.39
FUND TOTAL		252.99	71,113.66	54,742.26	213,341.00	158,598.74

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 LIBRARY CAPITAL EXPENDITURES

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 21 LIBRARY CAPITAL UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
	CONTRACTUAL SERVICES								
210	SERV-BUILDINGS	0	2,733.00	2,733.00	0	2,733.00-	.00	2,733.00-	
237	ARCH AND ENGINEERING SERVICES	0	.00	886.35	0	886.35-	.00	886.35-	
280	OTHER PROFESSIONAL SERVICES	0	.00	919.23	0	919.23-	.00	919.23-	
	TOTAL	0	2,733.00	4,538.58	0	4,538.58-	.00	4,538.58-	
	COMMODITIES								
320	MATERIAL-BLDGS	0	.00	1,993.63	0	1,993.63-	.00	1,993.63-	
	TOTAL	0	.00	1,993.63	0	1,993.63-	.00	1,993.63-	
	CAPITAL OUTLAY								
502	BUILDINGS	154,000	.00	.00	51,333	154,000.00	.00	154,000.00	
515	OFFICE MACHINERY AND EQUIPMENT	0	2,733.00-	.00	0	.00	.00	.00	
	TOTAL	154,000	2,733.00-	.00	51,333	154,000.00	.00	154,000.00	
**	DIVISION TOTAL **	154,000	.00	6,532.21	51,333	147,467.79	.00	147,467.79	4.2

FUND BALANCE

30001-000 BEGINNING FUND BALANCE  
 TOTAL  
 INTER GOVERNMENTAL REVENUE  
 30200-107 STATE GRANTS OR OTHER  
 TOTAL

FUND TOTAL

PERIOD ENDING 20000831

MONTHLY ACTUAL	Y-T-O ESTIMATE	ACTUAL	ANNUAL	UNENCUMBERED BALANCE
.00	.00	21,983.36-	.00	21,983.36
.00	.00	21,983.36-	.00	21,983.36
.00	8,333.33	.00	25,000.00	25,000.00
.00	8,333.33	.00	25,000.00	25,000.00
.00	8,333.33	21,983.36-	25,000.00	46,983.36

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 DPL-STATE GRANT FOR BUILDING

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
CAPITAL OUTLAY								
502 BUILDINGS	25,000	.00	400.00	8,333	24,600.00	.00	24,600.00	1.6
520 OTHER MACHINERY AND EQUIPMENT	0	.00	400.00	0	400.00-	.00	400.00-	
	25,000	.00	800.00	8,333	24,200.00	.00	24,200.00	3.2
** DIVISION TOTAL **	25,000	.00	800.00	8,333	24,200.00	.00	24,200.00	3.2

FUND 33 DPL-STATE GRANT FOR BLDG 08/31/2000



LIBRARY BUILDING LEASES

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D TOTAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	9,413.66	10,261.18	20,241.00	17,979.82
TOTAL		.00	9,413.66	10,261.18	20,241.00	17,979.82
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	92.18	333.33	319.99	1,000.00	680.01
TOTAL		92.18	333.33	319.99	1,000.00	680.01
OTHER INCOME						
30800-846	LEASE OF LIBRARY PROPERTY	4,410.91	13,333.33	17,744.23	40,000.00	22,255.77
TOTAL		4,410.91	13,333.33	17,744.23	40,000.00	22,255.77
FUND TOTAL		4,503.09	23,080.32	28,325.40	69,241.00	40,915.60

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY LEASES								08/31/2000
	CONTRACTUAL SERVICES								
231	ELECTRICITY	5,575	464.44	2,322.20	1,858	3,252.80	.00	3,252.80	41.7
280	OTHER PROFESSIONAL SERVICES	6,000	.00	5,196.66	2,000	803.34	.00	803.34	86.6
		11,575	464.44	7,518.86	3,858	4,056.14	.00	4,056.14	65.0
478	TR TO LIBRARY CAPITAL	45,000	.00	.00	15,000	45,000.00	.00	45,000.00	
		45,000	.00	.00	15,000	45,000.00	.00	45,000.00	
**	DIVISION TOTAL **	56,575	464.44	7,518.86	18,858	49,056.14	.00	49,056.14	13.3

PUBLIC LIBRARY-TRUSTS

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL
FUND BALANCE						
30001-92A	BEG FUND BAL - CANTONI	.00	39,109.66	127,394.07	117,329.00	5,065.07-
		.00	55.00	1,600.29	1,665.00	15.29-
		.00	39,664.66	124,074.36	118,994.00	5,080.36-
TOTAL						104
INVESTMENT INCOME						
30700-103	DPL INTEREST-CANTONI TRUST	653.19	2,000.00	2,574.88	6,000.00	3,425.12
30700-105	DISTRIBUTION FR BRIDGES TRUST	9.01	233.33	35.44	700.00	664.56
TOTAL		662.20	2,233.33	2,610.32	6,700.00	4,089.68
						39

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	DPL-CANTONI TRUST								08/31/2000
900	EXPENDITURES	9,500	1,652.05	2,148.76	3,166	7,351.24	212.00	7,139.24	24.9
**	DIVISION TOTAL **	9,500	1,652.05	2,148.76	3,166	7,351.24	212.00	7,139.24	24.9

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST								08/31/2000
900	EXPENDITURES	700	.00	.00	233	700.00	.00	700.00	
**	DIVISION TOTAL **	700	.00	.00	233	700.00	.00	700.00	

**Decatur Public Library Board of Trustees  
Search Committee  
August 23, 2000**

Mark Gibson, co-chair, called the meeting to order at 4:10 p.m. Present: Mr. Gibson, Sherri Arnold, Gina Dingman, Pat Greanias, Shirley Moore, and Dave Zindel. Absent: Jerry Bauer and Ed Walker.

Mrs. Arnold made a motion to adjourn to closed executive session to discuss the employment of an individual. The motion was seconded by Mrs. Dingman and unanimously approved on roll call vote. The committee went into executive session at 4:10 p.m. The meeting was reconvened at 6:15 p.m.

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

Respectfully submitted,

Mark Gibson  
Co-chair

**Decatur Public Library Board of Trustees**  
**Search Committee**  
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