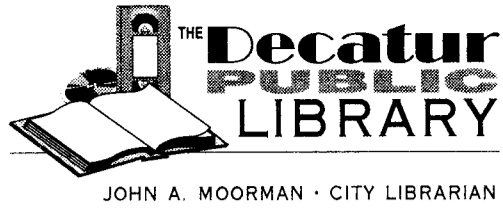


DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
REVISED AGENDA
January 9, 1996 4:30 p.m.

- I. Call to Order - John Stengel, President
- II. Approval of Minutes
 - A. Meeting of November 16, 1995
- III. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of January 8, 1996
 - B. Finance and Properties Committee
 - 1. Approval of Bills for November & December, 1995
 - 2. Approval of 1996/97 Budget
- IV. Presentation of Architectural Firms
 - A. Severns, Reid & Associates
Champaign, Illinois
 - B. Pecsok, Randall, Lockwood & Van Allen
Indianapolis, Indiana (attachment)
 - C. Phillips Swager Associates
Naperville and Peoria, Illinois
Dallas, Texas
- V. Adjournment

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PUBLIC NOTICE

1996 REGULAR MEETINGS
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

The regular meetings of the Decatur Public Library Board of Trustees for 1996 will be held in the Main Library, 247 East North Street, Decatur, Illinois. The meetings will be held on the third Thursday of each month, except for January and May, at 4:30 p.m.

The schedule of regular meetings is as follows:

January 9, 1996
February 15, 1996
March 21, 1996
April 18, 1996
May 23, 1996
June 20, 1996
July 18, 1996
August 15, 1996
September 19, 1996
October 17, 1996
November 21, 1996
December 19, 1996

The schedule of regular meetings is available upon request at Decatur Public Library, 247 East North Street, Decatur, Illinois.

_____/s/ Judi Moss_____
Secretary, Library Board of Trustees



JOHN A. MOORMAN · CITY LIBRARIAN

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT
John A. Moorman
Phone (217) 424-2900, ext. 13

December 19, 1995

PUBLIC NOTICE

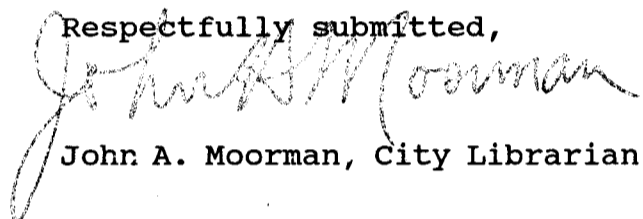
The Decatur Public Library Board of Trustees meeting which was scheduled for Thursday, December 21, 1995 at 4:30 p.m. has been cancelled.

The Decatur Public Library Board of Trustees has rescheduled its January meeting from Thursday, January 18, 1996 to Tuesday, January 9, 1996 at 4:30 p.m.

The Finance and Properties Committee of the Decatur Public Library Board of Trustees has rescheduled its January meeting from Tuesday, January 2, 1996 to Tuesday, January 9, 1996 at 4:00 p.m.

The Personnel, Policy, and Public Relations Committee of the Decatur Public Library Board of Trustees will meet Monday, January 8, 1996 at 4:00 p.m. as previously scheduled.

Respectfully submitted,



John A. Moorman, City Librarian

JAM:lh

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 16, 1995

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Mary Lee, Richard Mannweiler, Shirley Moore, Judi Moss, David Pritts, and Stanley Sitton. Absent: Ellen Spycher. Staff present: John Moorman and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of the meeting of October 19, 1995 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Mr. Moorman announced that he had been appointed to complete a term representing the Illinois Library Association on the Council of the American Library Association through the summer of 1996. In addition to attending the ALA Annual and Mid-Winter meetings, he will attend ILA Executive Board meetings held every other month.

The Harristown Township Board has been in contact with Mr. Moorman about the possibility of using Harristown Township tax funds to purchase Decatur Public Library non-resident library cards.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

Finance and Properties Committee: Mrs. Lambert made a motion to approved the October bills. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote.

The Finance Committee met November 7, 1995. The levy request for the coming budget year was discussed. The proposal will be considered by City Council in study session on November 27. Mr. Mannweiler made a motion to request \$2,269,574 from the City Council in property tax funds for the 1996/97 budget. The motion was seconded by Mrs. Lambert and unanimously carried.

Rolling Prairie: Mr. Moorman attended the November meeting in Springfield. Bridget Lamont, Director of the Illinois State

Library, affirmed the state's commitment to automation for libraries.

Friends of the Library: The Board of the Friends of the Library met November 9, 1995. The contract for the book sale next year over Labor Day weekend was approved. Work will begin soon on the Friends budget for next year. Mr. Moorman approached the Friends about possible funding for focus groups.

Foundation: The Foundation Board of Directors met October 30, 1995. Mr. Pritts made a motion to approve additional three year terms on the Foundation Board for Richard Lockmiller, William Gerstner, and Martin Seidman. The motion was seconded by Mr. Mannweiler and unanimously approved.

VI. AVENUES TO EXCELLENCE II

Chapter V was reviewed. Mr. Moorman reported that the Illinois Library Association has approved a new Avenues to Excellence document.

Mr. Moorman was asked if a report could be generated on the computer to show how many different library users checked out materials in the last year. He will report at the next meeting.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mr. Stengel adjourned the meeting at 5:30 p.m.

Respectfully submitted,

Judi Moss

Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the December 21, 1995 Meeting

Of The

Decatur Public Library Board of Trustees

I have spent considerable time this month working on the library levy and on the main library building project. In the next few weeks I will be working to gather information about possible sites for a new library building. After the first of the year I will be working with Richard Thompson on an update to our space needs statement to reflect building planning done in the past two years.

The change over from the old large bookmobile unit to the remodeled unit with newer tractor will take place during the holidays. Extension Division staff are looking forward to working with this new unit. We have already sold one of the old tractor units and are looking for buyers for the other tractor and trailer.

Karen Anderson reports that the following materials are popular juvenile items that show up in daily service statistics; Goosebumps series by R.L. Stine, Waldo books, Dinosaur books, books on drawing and the "I Spy" series books.

The Order Department is now up-to-date with orders. The department continues to employ Bethany Bolduc on a part-time basis as we await the filling of the vacant Clerk II position. The department has ordered books for the Family Literacy Grant in the past month.

The Children's Division report a busy month with all the school assignments. The biggest topic was explorers, particularly as the D.A.R. essay topic this fall was "Explorers in America". Also in demand were books on Egyptian mythology, American historical fiction and American Indians.

Joyce Robinson attended the Children's Literature Festival in Champaign and Katie Gross attended a conference in Springfield on networking with community agencies to improve library service to preschoolers. She came away feeling that DPL already does a good job of cooperating with other agencies in providing services to this user community.

City Librarian's Report

December 21, 1995

Page 2

Katie Gross will be one of the workshop presenters for an interagency cooperation workshop being given by Rolling Prairie Library System this coming March.

During November the Children's Division reported sixteen group visits. Preschool classes came from Central Christian, First United Methodist, ABC Preschool, and Vocational Center Beginnings. Elementary school classes came from Washington, Oak Grove, Durfee and special education classes from Harris and Sunnyside.

As November was SPARK cooperation month, Katie Gross visited six SPARK classes and talked to parents about reading aloud to their children. They also compiled a booklist on toys for toddlers, preschoolers, primary graders, older readers, and parents.

During the month the Division recorded 31 Baby TALK contacts, had a lap-sit attendance of 123 and gave out 49 SPARK papers. The third family storytime for the Family Literacy Grant project was held with 18 individuals in attendance. The library attendance portion of this project has been frustrating, but the bookmobile visits to the grant site have been well received.

In November, 33 volunteers gave 246 hours of service to the Library. Each of these individuals renders a valuable service to the Library and enables us to do projects or provide services such as homebound delivery that would not otherwise be possible. At this holiday season, my thanks go out to each one for their donation of time to assist us in serving our community.

As of December 18, 1995, 63.38% of the fiscal year had been completed. At this time library encumbrances and expenditures stood at 63% of budget.

The Maintenance Division reports repairs to both the snow blower and sidewalk vacuum, as well as repairs to the compact shelving, installation of a spare tire holder on the library van, painting of two book return drops and the repairing of ten video tapes. Wire mold was also installed in the basement prior to the placement of the UPS unit on the downstairs network.

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics

November 1995

Location	November 1995	November 1994	% Change
CENTRAL LIBRARY, PRINT			
Adult	23,874	25,493	-6.4
Young Adult	1,216	1,290	-5.7
Children's	11,791	13,503	-12.7
TOTAL	36,881	40,286	-8.5
EXTENSION PRINT			
Bookmobile 547	0	6,278	-100.0
Bookmobile 548	9,904	8,378	18.2
Bookmobile 549	3,552	0	
Outreach	418	1,891	-77.9
TOTAL	13,874	16,547	-16.2
TOTAL PRINT	50,755	56,833	-10.7
NON-PRINT			
Videocassettes	5,868	6,351	-7.6
Audiocassettes	3,046	3,067	-0.7
Recordings	2,002	1,782	12.4
TOTAL	10,916	11,200	-2.5
Extension Non-print	851	1,083	-21.4
TOTAL NON-PRINT	11,767	12,283	-4.2
Renewals	1,000	443	125.7
TOTAL CIRCULATION	63,522	69,559	-8.7

DECATUR PUBLIC LIBRARY
12 Month Circulation Statistics

November 1995

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	291,212	303,364	-4.0
Young Adult	17,504	20,256	-13.6
Children's	169,888	183,983	-7.7
TOTAL	478,604	507,603	-5.7
EXTENSION PRINT			
Bookmobile 547	35,142	69,599	-49.5
Bookmobile 548	77,732	64,726	20.1
Bookmobile 549	27,727	0	
Outreach	9,381	20,275	-53.7
TOTAL	149,982	154,600	-3.0
TOTAL PRINT	628,586	662,203	-5.1
NON-PRINT			
Videocassettes	74,788	78,522	-4.8
Audiocassettes	35,791	27,226	31.5
Recordings	22,660	18,831	20.3
TOTAL	133,239	124,579	7.0
Extension Non-print	11,967	11,942	0.2
TOTAL NON-PRINT	145,206	136,521	6.4
Renewals	10,331	5,021	105.8
TOTAL CIRCULATION	784,123	803,745	-2.4

STATISTICAL REPORT

November 1995

TECHNICAL SERVICES

New book volumes added: 1,552
New book titles added: 849
AV titles added: 170
Volumes withdrawn: 1,390
Books mended: 898

PERSONNEL ACTIVITY:

12/14/95 Ruth Massey hired for Library Page (half-time)
12/18/95 Greta Myers hired for Library Page (half-time)

CURRENT VACANCIES: Acquisitions Clerk II/Interlibrary Loan Clerk;
Library Driver (half-time); Library Assistant (1/2 time).

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 489 main + 82 extension = 571 total

PROFESSIONAL ASSISTS: this 12 months to date: 71,189
last 12 months to date: 69,702

PATRONS IN THE BUILDING: this 12 months to date: 328,238
last 12 months to date: 338,335

VOLUMES PURCHASED: this 12 months to date: 15,819
last 12 months to date: 18,256

VOLUNTEERS: 33 volunteers worked 246 hours

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.

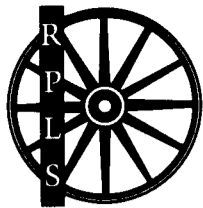
Date 12-6-95 I think there is no
problem with this library. I am
13 and I can find stuff easy.
Thank you for a place where
I can learn.

Optional:

Name Amel Hamter Lantel
Address 1652 E. Cleveland 21
Phone 725-9623

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

Letter sent 12/12/95 *AM*



ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street • Decatur, Illinois 62522

Telephone (217) 429-2586 • FAX (217) 428-1852

December 15, 1995

John Moorman, Director
Decatur Public Library
247 East North
Decatur, IL 62523

Dear Mr. Moorman:

I wish to take this opportunity to thank you for your interest in Goal one of the National Education Goals 2000. All children in America will start school ready to learn. Your willingness to share the time and experiences of Katie Gross, Head of Children's Services, to the Rolling Prairie Library System and its members is appreciated.

On Thursday, Nov. 30 and Friday, Dec. 1, Katie along with Paula Lopatic and myself attended an institute at the Illinois State Library. The topic of the institute was "Public Libraries" Partners in Achieving School Readiness for our Nation's Children." During the institute we were taught techniques to use for training fellow public librarians in how to form partnerships with those organizations that serve the educational and early child care needs of young children. This RPLS training team is now charged with holding a training session for our membership. Our plans at this time are to hold this training session on March 21, 1996.

Again thank you for loaning us Katie for this important project.

Sincerely,

Beverly Obert
School/Public Library Consultant

Personnel, Policy, and Public Relations Committee
December 4, 1995

Mr. Pritts called the meeting to order at 4:05 p.m. Members present: Mr. Pritts, Shirley Moore, Stan Sitton, Ellen Spycher, and John Stengel. Staff present: John Moorman and Linda Humphreys.

Lost and found draft policy: The committee reviewed the draft and proposed some changes. It will be revised and presented to the Board.

Job descriptions: Mr. Moorman presented a sample management job description so that the committee could review the style. The committee agreed that the descriptions should be concise and general in nature.

Discussion of proposed drug screening: Mr. Moorman said that the city now requires pre-employment drug screening, but has no written policy. The committee agreed that the library needs pre-employment drug screening for both union and management positions, but wants a written policy. Mr. Moorman will prepare a policy for the Board meeting. There was further discussion about background checks. Mr. Moorman will find out the school district's policy on background checks.

Review of Management Staff Personnel Policy: The committee reviewed the policy and made no changes.

Proposal regarding focus groups: Mr. Moorman presented a proposal from Mandernach & Associates to conduct library focus groups. The cost was more than expected. Mr. Moorman will check at Millikin University and also look into combining the focus groups with a user survey. He will also let Mrs. Mandernach know that the library is not interested in pursuing the proposal at this time.

Review of job description for new position (Computer Services Specialist): Several suggestions were made to revise the job description. This will be reworked for the next committee meeting. Mr. Moorman will also look into outsourcing, independent contractors, and temporary services.

Discussion of Acquisitions Clerk/Interlibrary Loan Clerk II position: Mrs. Moore made a motion to adjourn to closed executive session to consider information regarding the appointment, employment, or dismissal of an employee. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote. The Board went into closed session at 5:45 p.m. The meeting was reconvened at 5:56 p.m.

Other business: Mr. Moorman distributed a report from Kim Bauer regarding Lincoln materials. This will be reviewed at the next committee meeting and Mr. Bauer will be attending.

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

Respectfully submitted,

John A. Moorman, City Librarian

Lost & Found Policy

1. Money: Complete form 241 and take both the money and the form to the administrative office where it will be kept for 90 days. If unclaimed after 90 days, the finder will be contacted by the administrative clerk-typist (if the finder has so requested). If the finder does not want the money, it will be deposited in the library's general fund miscellaneous income.
2. Other valuable items including watches, rings, etc.: Complete form 241 and take both the item and the form to the administrative office where it will be kept for 90 days. If unclaimed after 90 days, the finder will be contacted by the administrative clerk-typist (if the finder has so requested). If the finder does not want the item, it will be given to a library support group for their use or disposed of as appropriate.
3. Purses & wallets: Complete form 241 and take the item to the administrative office. The administrative clerk will attempt to contact the owner from identification in the purse or wallet. If unclaimed after 90 days, the finder will be contacted by the administrative clerk-typist (if the finder has so requested). If the finder does not want any money in the purse or wallet, the money will be deposited in the library's general fund and the purse or wallet will be disposed of.
3. Keys: Take keys to the circulation desk where they will be kept for 30 days and disposed of.
4. Non-valuables (such as clothing, notebooks, etc.) will be taken to the circulation desk and kept for 30 days. If unclaimed, the item will be given to a library support group for their use or disposed of as appropriate.

Lost & Found	
Date & time	_____
Finder's name	_____
Address	_____
Phone	_____
Description of item	_____
Where found	_____
Does the finder want the item if not claimed?	
<input type="checkbox"/> yes	<input type="checkbox"/> no
Form 241	

Personnel, Policy, and Public Relations Committee
January 8, 1996

Mr. Pritts called the meeting to order at 4:00 p.m. Members present: Mr. Pritts, Stan Sitton, and John Stengel. Absent: Shirley Moore, Ellen Spycher. Staff present: John Moorman and Linda Humphreys. Others present: Kim Bauer.

Proposal from Kim Bauer on Lincoln materials: Mr. Bauer was present to discuss the library's Lincoln materials. It was agreed that Mr. Moorman will work with Mr. Bauer to prepare collection options for further consideration. This will be reviewed at the Committee meeting in February.

Proposed drug screening statement: Mr. Moorman's previously prepared draft policy was reviewed. The consensus was to recommend the policy to the Board for approval as presented. It was noted that future job announcements will include notice of pre-employment drug screening.

Discussion of proposal for contractual services: The committee reviewed a contract proposal from Nims and Associates to provide computer network administration services for the library. The contract was reviewed by Mr. Booth. The consensus was to recommend the proposal for approval to the Board.

Discussion of position change: Mr. Moorman reported that there has been no progress in this situation.

Other business: Mr. Moorman reported that he hopes to have a draft Internet use policy for the next Committee meeting.

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

Respectfully submitted,

John A. Moorman, City Librarian

Decatur Public Library

Library Employment Drug Screening Policy

As a part of the employment process with the Decatur Public Library, all individuals given a conditional offer of employment must take a physical exam which includes a test to determine if they are using specified illegal drugs. This test is administered by the Human Resources Department of the City of Decatur according to procedures set down by the Decatur Public Library and the City of Decatur. Failure of the drug screening portion of the physical exam will cause the employment offer to be withdrawn.



701 Clearwater Avenue • Bloomington, IL 61704-2263 • Phone: (309) 662-9454 • Fax: (309) 662-3421

December 27, 1995

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

Dear John:

Nims Associates is pleased to offer the attached proposal to provide PC/LAN support services to the Decatur Public Library.

Nims has been providing premium quality information system services to Central Illinois since 1978 and is known for its quality, fairness and professionalism.

Nims has identified an excellent resource for this position. Their resume is included with the proposal.

Please let us know if you have any questions regarding this proposal. We look forward to working with you to provide quality technical support services to the Library staff and customers.

Sincerely,

A handwritten signature in cursive script that reads "Dwight".

Dwight Berryman
Vice President

PROPOSAL TO PROVIDE PC AND LOCAL AREA NETWORK
SUPPORT SERVICES TO THE DECATUR PUBLIC LIBRARY

Overview of Proposal

Nims proposes to provide an experienced PC and Local Area Network technician to the Library on part time basis. This person will work an average of 24 hours per work supporting the library PC's, networks and users. When not supporting the library, Nims will deploy this person on other customer assignments in the Central Illinois area.

Tasks to be Performed

Nims personnel will work at the general direction of Library management who will identify the major tasks to be accomplished and their priorities. Major tasks will include:

- (1) Setting up and maintaining PC hardware and software.
- (2) Setting up and maintaining hardware and software for local area networks.
- (3) Providing training and assistance as needed to users of the Library computer resources.
- (4) Working with hardware and software vendors on installation, upgrade and problem resolution activities.
- (5) Providing assistance in the planning, installation and ongoing support of connections to online services used by the library.
- (6) The performance of other tasks related to the operation of PC's and LAN's as needed by the Library.

Terms and Conditions

Nims will provide the resource outlined in the attached resume for a period of one year beginning May 1, 1996.

The resource will work an average of 24 hours per week. A flexible work schedule will be followed allowing both the Library and Nims to maximize the productivity of the resource. The resource will observe normal holidays and receive two weeks vacation per year.

Any travel or training expenses incurred as a result of Library requirements will be the responsibility of the Library with all expenses requiring pre-approval by library management.

The cost for this support agreement will be \$30,000 per year. No other costs, aside from pre-approved expenses, are anticipated. Nims will bill the Library \$2500 per month at the end of each month.

If, for any reason, the Library is not pleased with the quality of services provided, they may terminate this agreement immediately paying only for services rendered to date.

If the Nims resource becomes unavailable for reasons beyond Nims control (accident, illness, resignation, etc.), Nims will make every effort to substitute another resource acceptable to the Library as soon as possible.

If funding for this position ceases, the Library may terminate this agreement upon one month's written notice to Nims.

FOR PERIOD ENDING 11/30/95

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/01/95	TREAS-MEDICAL INSURANCE	4,321.90	87955	11/01/95	HOSPITAL AND MEDICAL INSURANCE
11/01/95	TREAS-NON MEDICAL INS	34.96	87956	11/01/95	GROUP LIFE INSURANCE
11/01/95	TREAS-NON MEDICAL INS	58.88	87956	11/01/95	UNEMPLOYMENT COMPENSATION
11/01/95	TREAS-NON MEDICAL INS	480.00	87956	11/01/95	WORKERS COMPENSATION
11/01/95	TREAS-IMRF	9,178.09	87958	11/01/95	RETIREMENT-IMRF
11/06/95	COMMERCIAL MAIL SERVICES	42.53	88053	11/06/95	POSTAGE
11/06/95	DESIGN PRINTING & GRAPHICS	625.00	88055	11/06/95	PRINTING AND BINDING
11/06/95	GROSS, CATHERINE	180.00	88060	11/06/95	CONFERENCE AND OTHER TRAVEL
11/06/95	MAJOR, JODY	170.00	88070	11/06/95	OTHER PROFESSIONAL SERVICES
11/07/95	ASSOCIATED OFFICE FURNISHINGS	230.00	88084	11/07/95	SMALL CAPITAL ITEMS
11/07/95	C & K CUSTOM SIGNS	270.00	88088	11/07/95	PRINTING AND BINDING
11/07/95	SPEED LUBE	36.65	88102	11/07/95	PRINTING AND BINDING
11/07/95	TREAS-PETTY CASH	4.00	88106	11/07/95	PRINTING AND BINDING
11/07/95	TREAS-PETTY CASH	31.45	88106	11/07/95	PRINTING AND BINDING
11/07/95	TREAS-PETTY CASH	39.98	88106	11/07/95	PRINTING AND BINDING
11/07/95	TREAS-PETTY CASH	4.26	88106	11/07/95	PRINTING AND BINDING
11/07/95	THORNTON WELDING SERVICE	220.23	88108	11/07/95	MATERIALS TO MAINT AUTO EQUIP
11/07/95	TYLERTYPES	79.77	88108	11/07/95	SERV TO MAINT AUTO EQUIP
11/07/95	TYLERTYPES	49.07	88109	11/07/95	MATERIALS TO MAINT AUTO EQUIP
11/07/95	TYLERTYPES	74.43	88112	11/07/95	MATERIALS TO MAINT AUTO EQUIP
11/07/95	WSAC	50.00	88148	11/07/95	PROFESSIONAL MEMBERSHIP FEES
11/09/95	MANPOWER	2,291.10	88159	11/09/95	TEMP PERSONNEL SERVICES
11/09/95	THORNTON WELDING SERVICE	60.00	88160	11/09/95	CONFERENCE AND OTHER TRAVEL
11/09/95	GEAC COMPUTERS, INC	288.00	88167	11/09/95	BOOKS AND PERIODICALS
11/13/95	STANDARD & POOR'S CORP	4,128.81	88185	11/13/95	RENTAL-D EQUIPMENT
11/14/95	TREAS-GENERAL FUND	703.59	88196	11/14/95	BOOKS AND PERIODICALS
11/14/95	TREAS-GENERAL FUND	120.92	88210	11/14/95	POSTAGE SUPPLIES
11/14/95	TREAS-GENERAL FUND	8.00	88215	11/14/95	OFFICE SUPPLIES
11/14/95	ARKMARK SERVICES, INC.	1,203.60	88218	11/14/95	SERV TO MAINT BUILDINGS
11/14/95	BAKER & TAYLOR CO	3,586.97	88219	11/14/95	BOOKS AND PERIODICALS
11/14/95	BAKER & TAYLOR CO	1,477.20	88220	11/14/95	BOOKS AND PERIODICALS
11/15/95	CARGO GERALD	135.00	88234	11/15/95	BOOKS AND PERIODICALS
11/15/95	HUGHES STATE LIBRARY	135.00	88250	11/15/95	OTHER PROFESSIONAL SERVICES
11/15/95	ILL STATE LIBRARY	219.66	88254	11/15/95	PRINTING AND BINDING
11/15/95	ILL STATE LIBRARY	33.31	88254	11/15/95	PRINTING AND BINDING
11/15/95	ILL STATE LIBRARY	33.31	88254	11/15/95	POSTAGE
11/15/95	MORNINGSTAR, INC	1,962.82	88254	11/15/95	RENTAL-EQUIPMENT REFERENCE
11/15/95	RYAN, ALAN	395.00	88260	11/15/95	MAGAZINES-MAIN REFERENCE
11/15/95	STUBBS, ALAN	135.00	88280	11/15/95	OTHER PROFESSIONAL SERVICES
11/15/95	STUBBS, ALAN	135.00	88280	11/15/95	OTHER PROFESSIONAL SERVICES
11/15/95	STUBBS, ALAN	135.00	88292	11/15/95	OTHER PROFESSIONAL SERVICES
11/15/95	STUBBS, ALAN	135.00	88292	11/15/95	OTHER PROFESSIONAL SERVICES
11/15/95	TORTORICE, DEANIS R	135.00	88299	11/15/95	OTHER PROFESSIONAL SERVICES
11/15/95	TREAS-MEDICAL INS	4,382.95	88301	11/15/95	HOSPITAL AND MEDICAL INSURANCE
11/15/95	TREAS-NON MEDICAL INS	37.04	88301	11/15/95	GROUP LIFE INSURANCE
11/15/95	TREAS-NON MEDICAL INS	57.04	88302	11/15/95	UNEMPLOYMENT COMPENSATION
11/15/95	TREAS-IMRF	465.00	88302	11/15/95	RETIREMENT-IMRF
11/15/95	WASHINGTON CONSUMER CHECKBOOK	8,940.44	88304	11/15/95	WORKERS COMPENSATION
11/16/95	TREAS-PETTY CASH	40.00	88311	11/16/95	MATERIALS TO MAINT AUTO EQUIP
11/16/95	TREAS-PETTY CASH	13.07	88311	11/16/95	MATERIALS TO MAINT AUTO EQUIP
11/16/95	TREAS-PETTY CASH	2,412.70	88311	11/16/95	CONFERENCE AND OTHER TRAVEL
11/16/95	TREAS-PETTY CASH	5,390.00	88312	11/16/95	MATERIALS TO MAINT BLDGS
11/16/95	TREAS-PETTY CASH	7,431.50	88312	11/16/95	OFFICE SUPPLIES
11/17/95	TREAS-CENTRAL GARAGE FD	150.00	88312	11/17/95	BOOKS AND PERIODICALS
11/17/95	TREAS-GENERAL FUND	100.00	88312	11/17/95	GASOLINE AND PERIODICALS
11/17/95	TREAS-OPERATING	3,878.00	88312	11/17/95	TRAVEL TO GENERAL FUND
11/20/95	CONSOLIDATED COMMUNICATIONS	70.58	88371	11/20/95	TELEPHONE
11/20/95	DECATUR MEMORIAL HOSPITAL	70.00	88371	11/20/95	TELEPHONE
11/21/95	AMERICAN LIBRARY ASSOCIATION	79.28	88409	11/21/95	PROFESSIONAL MEMBERSHIP FEES
11/21/95	CONSOLIDATED COMMUNICATIONS	88.28	88409	11/21/95	PROFESSIONAL MEMBERSHIP FEES
11/21/95	DELPHI INTERNET SERVICES	20.50	88409	11/21/95	TELEPHONE
11/21/95	DELPHI INTERNET SERVICES	100.50	88409	11/21/95	TELEPHONE
11/21/95	MINI AUTO BODY SERVICES	100.00	88422	11/21/95	SERV TO MAINT AUTO EQUIP
11/21/95	UNITED AUTO ELECTRIC INC.	173.00	88422	11/21/95	SERV TO MAINT AUTO EQUIP
11/21/95	UNITED AUTO ELECTRIC INC.	173.00	88422	11/21/95	MATERIAL TO MAINT AUTO EQUIP

FOR PERIOD ENDING 11/30/95

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
11/22/95	CLARK BOARDMAN CALLAGHAN	88427	11/22/95	BOOKS AND PERIODICALS	97.37
11/22/95	AMERITECH	88437	11/22/95	RECEPTION	41.55
11/22/95	TOOL SHOP	88448	11/22/95	SERV TO MAINT BUILDINGS	45.00
11/28/95	A B DICK PRODUCTS	88459	11/28/95	OFFICE EQUIP	28.65
11/28/95	BOOTH & LITTLE	88460	11/28/95	PROFESSIONAL SERVICES	446.50
11/28/95	CHICAGO TRIBUNE	88462	11/28/95	MAGAZINES - MAIN ADULT	132.08
11/28/95	HERALD & REVIEW	88473	11/28/95	MAGAZINES - MAIN ADULT	19.94
11/28/95	H W WILSON CO	88475	11/28/95	BOOKS AND PERIODICALS	374.40
11/28/95	H W WILSON CO	88476	11/28/95	BOOKS AND PERIODICALS	259.00
11/28/95	H W WILSON CO	88477	11/28/95	MAGAZINES - MAIN ADULT	275.00
11/28/95	H W WILSON CO	88478	11/28/95	MAGAZINES - MAIN ADULT	100.00
11/28/95	H W WILSON CO	88479	11/28/95	MAGAZINES - MAIN ADULT	50.00
11/28/95	INFORMATION REFERENCE GROUP	88480	11/28/95	PROFESSIONAL MEMBERSHIP FEES	79.55
11/28/95	ILLINOIS LIBRARY ASSOCIATION	88481	11/28/95	SERV TO MAINT AUTO EQUIPMENT	464.00
11/28/95	TREAS-PETTY CASH	88489	11/28/95	TRAINING SCHOOL AND OTHER TRAVEL	6.00
11/28/95	TREAS-PETTY CASH	88499	11/28/95	CONFERENCE AND MAINT BLDGS	20.00
11/28/95	TREAS-PETTY CASH	88499	11/28/95	CONFERENCE AND MAINT BLDGS	21.51
11/28/95	TREAS-PETTY CASH	88499	11/28/95	CONFERENCE AND MAINT BLDGS	20.67
11/28/95	TREAS-PETTY CASH	88499	11/28/95	CONFERENCE AND MAINT BLDGS	14.34
11/28/95	TREAS-PETTY CASH	88499	11/28/95	CONFERENCE AND MAINT BLDGS	20.00
11/28/95	UNIT MICROFILM INTL	88501	11/28/95	CONFERENCE AND MAINT BLDGS	6,830.00
11/28/95	AMERICAN LIBRARY ASSOC	88510	11/28/95	CONFERENCE AND MAINT BLDGS	37.00
11/28/95	BOLAND ELECTRIC SUPPLY, INC.	88521	11/28/95	CONFERENCE AND MAINT BLDGS	162.43
11/28/95	FILM ARCHIVES	88531	11/28/95	CONFERENCE AND MAINT BLDGS	107.48
11/28/95	J & L DRYWALL SUPPLY CO	88534	11/28/95	CONFERENCE AND MAINT BLDGS	58.76
11/28/95	RIGSBY, ALAN	88537	11/28/95	CONFERENCE AND MAINT BLDGS	202.50
11/28/95	SLEETH, ALAN	88544	11/28/95	CONFERENCE AND MAINT BLDGS	135.00
11/28/95	TREAS-MEDICAL INSURANCE	88557	11/28/95	CONFERENCE AND MAINT BLDGS	135.00
11/28/95	TREAS-MON MEDICAL INS	88558	11/28/95	CONFERENCE AND MAINT BLDGS	4,382.95
11/28/95	TREAS-MON MEDICAL INS	88563	11/28/95	CONFERENCE AND MAINT BLDGS	34.04
11/28/95	TREAS-MRF	88564	11/28/95	CONFERENCE AND MAINT BLDGS	472.50
11/28/95	WORLD BOOK ENCYCLOPEDIA, INC	88565	11/28/95	CONFERENCE AND MAINT BLDGS	8,946.92
11/28/95	AMERICAN LIBRARY ASSOCIATION	88574	11/28/95	CONFERENCE AND MAINT BLDGS	2,000.40
11/28/95	ASSOCIATED OFFICE FURNISHINGS	88578	11/28/95	CONFERENCE AND MAINT BLDGS	192.00
11/28/95	AMER BINDER	88579	11/28/95	CONFERENCE AND MAINT BLDGS	184.37
11/28/95	AMER BINDER	88587	11/28/95	CONFERENCE AND MAINT BLDGS	514.90
11/28/95	AMERITECH	88588	11/28/95	CONFERENCE AND MAINT BLDGS	653.26
11/28/95	AMERITECH	88589	11/28/95	CONFERENCE AND MAINT BLDGS	44.90
11/28/95	BAKER & TAYLOR CO	88594	11/28/95	CONFERENCE AND MAINT BLDGS	2,000.75
11/28/95	BAKER & TAYLOR CO	88595	11/28/95	CONFERENCE AND MAINT BLDGS	1,920.18
11/28/95	BAKER & TAYLOR CO	88596	11/28/95	CONFERENCE AND MAINT BLDGS	5,738.65
11/28/95	BAKER & TAYLOR CO	88597	11/28/95	CONFERENCE AND MAINT BLDGS	4,350.15
11/28/95	BARY TALK INC	88603	11/28/95	CONFERENCE AND MAINT BLDGS	2,452.86
11/28/95	BAKER & TAYLOR ENTERTAINMENT	88605	11/28/95	CONFERENCE AND MAINT BLDGS	2,452.86
11/28/95	COMPUTER CENTER PAPER CO	88617	11/28/95	CONFERENCE AND MAINT BLDGS	115.00
11/28/95	CAPITAL CITY PAPER CO	88619	11/28/95	CONFERENCE AND MAINT BLDGS	260.36
11/28/95	COMMAND SOFTWARE INC.	88627	11/28/95	CONFERENCE AND MAINT BLDGS	1,033.80
11/28/95	DAVIDSON TITLES, INC.	88639	11/28/95	CONFERENCE AND MAINT BLDGS	1,452.82
11/28/95	FORDHAM EQUIPMENT	88651	11/28/95	CONFERENCE AND MAINT BLDGS	867.43
11/28/95	FORDHAM EQUIPMENT	88656	11/28/95	CONFERENCE AND MAINT BLDGS	1,462.86
11/28/95	FOLLEY HI TECH SYSTEMS	88657	11/28/95	CONFERENCE AND MAINT BLDGS	186.67
11/28/95	FACTS ON FILE	88660	11/28/95	CONFERENCE AND MAINT BLDGS	249.01
11/28/95	GAYLORD BROS	88673	11/28/95	CONFERENCE AND MAINT BLDGS	57.85
11/28/95	AMERITECH	88674	11/28/95	CONFERENCE AND MAINT BLDGS	780.99
11/30/95	ILLINOIS LIBRARY ASSOCIATION	88675	11/30/95	CONFERENCE AND MAINT BLDGS	10,275.75
11/30/95	ILLINOIS LIBRARY ASSOCIATION	88681	11/30/95	CONFERENCE AND MAINT BLDGS	500.00
11/30/95	ILL STATE LIBRARY	88682	11/30/95	CONFERENCE AND MAINT BLDGS	216.86
11/30/95	ILL STATE LIBRARY	88682	11/30/95	CONFERENCE AND MAINT BLDGS	50.00
11/30/95	ILL STATE LIBRARY	88682	11/30/95	CONFERENCE AND MAINT BLDGS	33.04
11/30/95	ILL STATE LIBRARY	88682	11/30/95	CONFERENCE AND MAINT BLDGS	1,382.78
11/30/95	JAN SAN SUPPLY CO., INC.	88686	11/30/95	CONFERENCE AND MAINT BLDGS	1,339.43
11/30/95	MANPOWER	88722	11/30/95	CONFERENCE AND MAINT BLDGS	1,540.00

GLA3120 FUND DECATUR PUBLIC LIBRARY CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/95

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/29/95	R. O. McMILLAN	278.00	88751	11/30/95	JANITORIAL SUPPLIES
11/22/95	SCHUERMAN LOCK AND KEY, INC	98.82	88758	11/30/95	MATERIALS TO MAINT BLDGS
11/21/95	SURE SHARP	91.70	88761	11/30/95	MATERIALS TO MAINT BLDGS
11/21/95	SIMON C. SCHUSTER	146.19	88783	11/30/95	BOOKS AND PERIODICALS
11/29/95	TEPPER ELECTRIC	1,127.50	88785	11/30/95	MATERIALS TO MAINT BLDGS
11/30/95	TORTORICE, DENNIS R	67.50	88792	11/30/95	OTHER PROFESSIONAL SERVICES
11/30/95	TREAS-GENERAL FUND	189.32	88803	11/30/95	GAS
11/28/95	WALLENDER DEEDMAN PRINTING	455.00	88819	11/30/95	PRINTING AND BINDING
TOTAL		119,923.90			

GLA3120 FUND LIBRARY CAPITAL CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/95

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/27/95	GEAC/CLSI INC.	9,136.00	88664	11/30/95	COMPUTER SOFTWARE EXPENSE
TOTAL		9,136.00			

GLA3120 FUND PUBLIC LIBRARY-TRUSTS CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 11/30/95

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/27/95	BAKER & TAYLOR CO	28.42	88594	11/30/95	EXPENDITURES
11/27/95	DAVIDSON TILES, INC.	289.50	88639	11/30/95	EXPENDITURES
TOTAL		317.92			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 12/29/95

GLA3120 FUND

DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/04/95	RITCHIE, CATHERINE	85.00	88858	12/04/95	CONFERENCES AND OTHER TRAVEL
12/04/95	TREAS-WATER FUNDS	244.24	88861	12/04/95	POSTAGE
12/05/95	COMMERCIAL MAIL SERVICES	36.91	88865	12/05/95	MATERIALS TO MAINT BLDGS
12/05/95	LOWME'S	37.62	88879	12/05/95	CONFERENCES AND OTHER TRAVEL
12/05/95	ROBINSON, JOYCE	42.40	88885	12/05/95	PRINTING AND BINDING
12/06/95	TREAS-PETTY CASH	117.56	88890	12/06/95	SERV TO MAINT AUTO EQUIPMENT
12/06/95	TREAS-PETTY CASH	41.01	88898	12/06/95	MATERIALS TO MAINT BLDGS
12/06/95	TREAS-PETTY CASH	7.08	88898	12/06/95	MATERIALS TO MAINT AUTO EQUIP
12/06/95	TREAS-PETTY CASH	9.11	88898	12/06/95	OFFICE SUPPLIES
12/06/95	TREAS-PETTY CASH	40.00	88898	12/06/95	BOOKS AND PERIODICALS
12/06/95	TREAS-PETTY CASH	46.00	88898	12/06/95	PROFESSIONAL MEMBERSHIP FEES
12/11/95	ILLINOIS LIBRARY ASSOCIATION	743.04	88941	12/11/95	POSTAGE
12/11/95	TREAS-GENERAL FUND	343.15	88950	12/11/95	POSTAGE SUPPLIES
12/11/95	TREAS-PETTY CASH	2.51	88952	12/11/95	SERV TO MAINT AUTO EQUIPMENT
12/11/95	TREAS-PETTY CASH	56.53	88952	12/11/95	CONFERENCES AND OTHER TRAVEL
12/11/95	TREAS-PETTY CASH	13.54	88952	12/11/95	MATERIALS TO MAINT BLDGS
12/13/95	TREAS-MEDICAL INSURANCE	4,382.95	89016	12/13/95	OFFICE SUPPLIES
12/13/95	TREAS-MEDICAL INS	34.04	89017	12/13/95	HOSPITAL LIFE INSURANCE
12/13/95	TREAS-NON MEDICAL INS	472.96	89017	12/13/95	GROUP LIFE INSURANCE
12/13/95	TREAS-NON MEDICAL INS	57.96	89017	12/13/95	UNEMPLYMENT COMPENSATION
12/13/95	TREAS-CENTRAL GARAGE FD	8,700.49	89018	12/13/95	WORKERS COMP
12/13/95	TREAS-CENTRAL GARAGE FD	189.65	89018	12/13/95	RETIREMENT-IMRF
12/13/95	TREAS-CENTRAL GARAGE FD	8.00	89039	12/13/95	GASOLINE
12/15/95	AMERICAN LIBRARY ASSOCIATION	50.00	89043	12/15/95	SERV TO MAINT BUILDINGS
12/15/95	AMERICAN LIBRARY ASSOCIATION	44.97	89043	12/15/95	MAGAZINES-MAIN PROFESSIONAL
12/15/95	CHIVERS AUDIO BOOKS	31.25	89054	12/15/95	BOOKS AND PERIODICALS
12/15/95	CD PUBLICATIONS	259.00	89054	12/15/95	BOOKS AND PERIODICALS
12/15/95	CARR, GERALD	405.00	89055	12/15/95	MAGAZINES-MAIN ADULT
12/15/95	CONSOLIDATED COMMUNICATIONS	116.07	89056	12/15/95	OTHER PROFESSIONAL SERVICES
12/15/95	AMERI TECH	117.79	89057	12/15/95	TELEPHONE
12/15/95	KING LAR	13.50	89069	12/15/95	TELEPHONE
12/15/95	MOODY, S	6.00	89073	12/15/95	SERV TO MAINT BUILDINGS
12/15/95	JODY, S	2,075.00	89073	12/15/95	MATERIALS TO MAINT BLDGS
12/15/95	R POLK & CO.	70.00	89082	12/15/95	MAGAZINES-MAIN REFERENCE
12/15/95	RIGBEY, ALAN	346.00	89089	12/15/95	OTHER PROFESSIONAL SERVICES
12/15/95	SEBELL, RICHARD G	135.00	89091	12/15/95	BOOKS AND PERIODICALS
12/15/95	STEFFER, IC, DENNIS R	67.50	89094	12/15/95	OTHER PROFESSIONAL SERVICES
12/15/95	YOU AND THE LAW	135.00	89095	12/15/95	OTHER PROFESSIONAL SERVICES
12/15/95	BOOTHMAN, BELLE	67.50	89097	12/15/95	OTHER PROFESSIONAL SERVICES
12/18/95	BUCHANAN TRUCK & TRAILER SALES	132.44	89106	12/18/95	MAGAZINES-MAIN REFERENCE
12/18/95	GLATZ TRUCK & TRAILER SALES	171.00	89117	12/18/95	OTHER PROFESSIONAL SERVICES
12/18/95	RESEARCH LIBRARIES GROUP	553.00	89117	12/18/95	OTHER PROFESSIONAL SERVICES
12/18/95	AMERICAN BUSINESS INFORMATION	255.00	89128	12/18/95	OTHER PROFESSIONAL SERVICES
12/19/95	FLORIAN, W. ASSOC OF MUSEUMS	574.04	89128	12/19/95	MATERIALS TO MAINT AUTO EQUIP
12/19/95	OLD BOOK BARN	799.00	89147	12/19/95	OTHER PROFESSIONAL SERVICES
12/19/95	CATALOGING DIST. SERVICE	3,000.00	89157	12/19/95	OTHER PROFESSIONAL SERVICES
12/20/95	TREAS-PETTY CASH	30.00	89160	12/20/95	MATERIALS TO MAINT AUTO EQUIP
12/20/95	TREAS-PETTY CASH	45.00	89162	12/20/95	COMPUTER SOFTWARE
12/20/95	TREAS-PETTY CASH	87.00	89165	12/20/95	BOOKS AND PERIODICALS
12/20/95	TREAS-PETTY CASH	88.00	89165	12/20/95	CONFERENCES AND OTHER TRAVEL
12/20/95	TREAS-PETTY CASH	8.00	89191	12/20/95	BOOKS AND PERIODICALS
12/20/95	TREAS-PETTY CASH	67.50	89191	12/20/95	BOOKS AND PERIODICALS
12/20/95	TREAS-PETTY CASH	26.26	89191	12/20/95	SERV TO MAINT BUILDINGS
12/21/95	DECATUR MEMORIAL HOSPITAL	40.00	89201	12/21/95	MATERIALS TO MAINT BLDGS
12/26/95	MAM BRADLEY PUBLISHING SALES	1,755.96	89216	12/26/95	MATERIALS TO MAINT AUTO EQUIP
12/26/95	GLATZ TRUCK & TRAILER SALES	130.00	89259	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	GLATZ TRUCK & TRAILER SALES	202.80	89257	12/26/95	BOOKS AND PERIODICALS
12/26/95	HERITAGE METAL WORK OF DEC-	100.00	89257	12/26/95	SERV TO MAINT AUTO EQUIPMENT
12/26/95	TREAS-GENERAL FUND	100.00	89258	12/26/95	MATERIALS TO MAINT AUTO EQUIP
12/26/95	TREAS-MIS OPERATING	3,878.00	89270	12/26/95	PROFESSIONAL MEMBERSHIP FEES

FOR PERIOD ENDING 12/29/95

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/27/95	A B DICK PRODUCTS	13.04	89274	12/27/95	SERV TO MAINT OFFICE EQUIP
12/27/95	MEMARDS	30.48	89303	12/27/95	MATERIALS TO MAINT BLDGS
12/27/95	SOCIAL ISSUES RESOURCES SERIES	1.250.00	89312	12/27/95	BOOKS AND PERIODICALS
12/27/95	TRCAS-MEDICAL INSURANCE	4.244.17	89316	12/27/95	HOSPITAL AND MEDICAL INSURANCE
12/27/95	TRCAS-NON MEDICAL INS	36.88	89317	12/27/95	GROUP LIFE INSURANCE
12/27/95	TRCAS-NON MEDICAL INS	58.88	89317	12/27/95	WORKERS COMPENSATION
12/27/95	TRCAS-IMRF	480.00	89318	12/27/95	RETIREMENT-IMRF
12/27/95	ASSOCIATED OFFICE FURNISHINGS	178.26	89338	12/27/95	OFFICE SUPPLIES
12/26/95	AMERITECH	65.85	89336	12/26/95	PRINTING AND BINDING
12/26/95	BAKER & TAYLOR CO	1.395.23	89372	12/26/95	TELEPHONE
12/26/95	BAKER & TAYLOR CO	1.388.80	89373	12/26/95	BOOKS AND PERIODICALS
12/26/95	BAKER & TAYLOR CO	3.051.11	89374	12/26/95	BOOKS AND PERIODICALS
12/26/95	BAKER & TAYLOR CO	2.986.47	89375	12/26/95	BOOKS AND PERIODICALS
12/26/95	BAKER & TAYLOR CO	3.957.38	89376	12/26/95	BOOKS AND PERIODICALS
12/26/95	BADY TALK INC	468.62	89377	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	BAKER & TAYLOR ENTERTAINMENT	275.00	89383	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	CALIFORNIA NEWSREEL CO	1.230.17	89385	12/26/95	BOOKS AND PERIODICALS
12/26/95	CAPITOL CITY PAPER CO	1.192.80	89386	12/26/95	BOOKS AND PERIODICALS
12/26/95	CHILDREN'S BOOK COMPANY	69.94	89397	12/26/95	OFFICE SUPPLIES
12/26/95	DEMCO EDUCATIONAL CORP	20.08	89406	12/26/95	BOOKS AND PERIODICALS
12/26/95	DEWALDSON & REVIEWS, INC	742.09	89411	12/26/95	POSTAGE SUPPLIES
12/26/95	DECATUR BUSINESS SERVICES HISTORY BOOK	202.38	89415	12/26/95	BOOKS AND PERIODICALS
12/26/95	FACEITS MULTIMEDIA	360.32	89409	12/26/95	TELEPHONE
12/26/95	GAYLORD BROS	176.65	89441	12/26/95	BOOKS AND PERIODICALS
12/26/95	HOTHORNS COMPANY	192.91	89442	12/26/95	BOOKS AND PERIODICALS
12/26/95	HIGHSMITH CO., INC	42.59	89444	12/26/95	OFFICE SUPPLIES
12/26/95	AMERITECH	6.54	89454	12/26/95	POSTAGE SUPPLIES
12/26/95	AMERITECH	8.58	89455	12/26/95	POSTAGE SUPPLIES
12/26/95	AMERITECH	18.25	89455	12/26/95	TELEPHONE
12/26/95	AMERITECH	26.25	89456	12/26/95	TELEPHONE
12/26/95	AMERITECH	756.52	89457	12/26/95	ELECTRICITY
12/26/95	ILLINOIS POWER COMPANY	7.756.28	89458	12/26/95	BOOKS AND PERIODICALS
12/26/95	INFORMATION REFERENCE GROUP	640.19	89462	12/26/95	BOOKS AND PERIODICALS
12/26/95	JAN SAN SUPPLY CO., INC	282.60	89465	12/26/95	JANITORIAL SUPPLIES
12/26/95	MODERN BUSINESS SYSTEMS	303.30	89465	12/26/95	OFFICE SUPPLIES
12/26/95	MICROTEK	3.57	89470	12/26/95	POSTAGE SUPPLIES
12/26/95	MICROTEK	228.00	89470	12/26/95	POSTAGE SUPPLIES
12/26/95	MAMPONER	3.09.25	89477	12/26/95	OFFICE SUPPLIES
12/26/95	NATIONAL LEAGUE OF CITIES	12.00	89479	12/26/95	TEMP PERSONNEL SERVICES
12/26/95	NORMAN LATHROP ENTERPRISES	13.93	89497	12/26/95	MAGAZINES-MATERIALS
12/26/95	OMNIGRAPHIC, INC	151.00	89511	12/26/95	BOOKS AND PERIODICALS
12/26/95	ROLLING PATRIE LIBRARIES	12.77	89515	12/26/95	BOOKS AND PERIODICALS
12/26/95	ROSSBEY, PAUL	13.00	89515	12/26/95	TELEPHONE
12/26/95	ROTARY CLUB OF DECATUR	135.00	89517	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	STRIGLSON-HAINES & ESSICK	4.38	89517	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	SMITHSON-BERRY PUBLICATIONS	20.72	89517	12/26/95	OFFICE SUPPLIES
12/26/95	STEELE, ALAN	62.50	89520	12/26/95	BOOKS AND PERIODICALS
12/26/95	STEELE, RICHARD G	20.50	89531	12/26/95	BOOKS AND PERIODICALS
12/26/95	TORTORICE, DENNIS R	60.01	89551	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	THOMAS T. BEFLER PUBLISHER	380.01	89551	12/26/95	OTHER PROFESSIONAL SERVICES
12/26/95	TREAT-GENERAL FUND	682.98	89556	12/26/95	BOOKS AND PERIODICALS
12/26/95	TRIFFIN SYSTEM	328.05	89556	12/26/95	BOOKS AND PERIODICALS
12/26/95	WOOD PRINTING SERVICE, INC.	329.00	89568	12/26/95	MATERIALS TO MAINT BLDGS
12/26/95	ZBS FOUNDATION	129.00	89568	12/26/95	PRINTING AND BINDING
	TOTAL	80,847.24			

IGLA3120 FUND PUBLIC LIBRARY-TRUSTS CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 12/29/95

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/18/95	BAKER & TAYLOR CO	165.25	89372	12/29/95	EXPENDITURES
12/29/95	DAVIDSON TITLES, INC.	269.50	89420	12/29/95	EXPENDITURES
		TOTAL			

434.75

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,337,215	128,439.15	679,728.85	780,042	657,932.15	.00	657,932.15	50.8
092	HOLIDAYS	0	6,781.54	30,735.53	0	30,735.53	.00	30,735.53	
094	OTHER LEAVE WITH PAY	0	0	745.76	0	745.76	.00	745.76	
096	SICK TIME	0	5,658.82	23,689.28	0	23,689.28	.00	23,689.28	
098	VACATION TIME	0	6,141.59	60,341.86	0	60,341.86	.00	60,341.86	
PERSONAL SERVICES									
101	OVERTIME SALARIES	8,900	1,991.96	4,639.22	5,191	4,260.78	.00	4,260.78	26.1
104	RETIREMENT-IMRF	20,000	1,464.58	9,843.71	11,666	10,156.29	.00	10,156.29	49.3
111	GROUP LIFE INSURANCE	245,448	27,065.45	145,557.03	143,178	99,890.97	.00	99,890.97	60.7
112	HOSPITAL AND MEDICAL INSURA	936	103.04	568.56	546	367.44	.00	367.44	61.4
113	UNEMPLOYMENT COMPENSATION	107,205	13,087.80	65,862.90	62,536	41,342.10	.00	41,342.10	74.3
114	WORKERS COMPENSATION	1,284	173.88	954.04	749	329.96	.00	329.96	58.4
115	SERVICE RECOGNITION	13,328	1,417.50	7,777.50	7,774	5,550.50	.00	5,550.50	63.6
		2,718	30.00	1,730.00	1,585	988.00	.00	988.00	
		399,819	45,333.91	236,932.96	233,225	162,886.04	.00	162,886.04	59.3
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	.00	109.46	145	140.54	.00	140.54	43.8
202	PRINTING AND BUILDINGS	14,000	3,280.33	10,926.87	8,166	3,073.13	.00	3,073.13	83.1
210	SERV TO MAINT IMPROVEMENTS	10,000	53.00	1,914.66	5,833	2,085.34	3,763.48	1,691.42	83.1
211	SERV TO MAINT AUTO EQUIPMEN	200	.00	.00	116	200.00	.00	200.00	
212	SERV TO MAINT OFFICE EQUIP	3,000	446.45	3,376.80	1,750	376.80	40.50	417.30	13.9
230	MIS SERVICES	10,000	143.65	3,934.67	5,638	6,065.33	.00	6,065.33	39.3
231	MIS SERVICES	46,540	3,878.00	27,146.00	2,716	19,394.00	.00	19,394.00	58.3
232	ELECTRICITY	65,000	10,275.75	43,288.16	3,916	21,711.84	.00	21,711.84	66.6
233	GAS	13,500	169.32	3,068.01	7,875	10,431.99	.00	10,431.99	22.7
234	TELEPHONE	16,000	1,157.65	8,023.89	9,333	7,976.11	2,335.00	5,641.11	64.7
238	AUDITING SERVICES	1,250	.00	441.36	729	808.64	.00	808.64	35.3
240	TRAINING SCHOOL	1,500	.00	.00	875	1,500.00	.00	1,500.00	
241	CONFERENCES AND OTHER TRAVE	2,500	20.00	412.93	1,458	2,087.07	.00	2,087.07	16.5
245	POSTAGE	4,500	283.63	2,265.20	2,625	2,234.80	.00	2,234.80	50.3
247	COMPUTER SOFTWARE EXPENSE	13,000	812.47	8,077.17	7,583	4,877.83	45.00	4,877.83	62.5
271	TEMP PERSONNEL SERVICES	3,000	1,220.44	2,515.44	1,750	4,84.56	1,353.00	868.44	128.9
272	TUITION REIMBURSEMENT	25,000	3,831.10	20,685.73	1,583	4,314.27	.00	4,314.27	82.7
273	TRAVEL EXPENSE FOR INTERVIE	3,000	.00	835.00	1,750	2,165.00	.00	2,165.00	27.8
280	OTHER PROFESSIONAL SERVICES	1,000	.00	.00	583	1,000.00	.00	1,000.00	
284	PROFESSIONAL MEMBERSHIP FEE	34,761	2,728.07	19,450.22	20,277	15,260.78	.00	15,260.78	56.1
286	RENTAL-EQUIPMENT	2,600	1,998.00	2,298.00	1,516	302.00	.00	302.00	88.4
289	RENTAL-EQUIPMENT	18,000	4,128.81	10,974.61	10,500	7,025.39	1,231.53	5,793.86	67.8
		23,000	3,345.60	16,303.12	13,416	6,696.88	1,900.00	4,796.88	79.1
		311,601	37,772.27	192,097.30	181,760	119,503.70	11,062.43	108,441.27	65.2
COMMODITIES									
310	GASOLINE	2,300	154.31	839.52	1,341	1,460.48	.00	1,460.48	36.5
320	JANITORIAL SUPPLIES	3,500	618.43	2,439.26	2,041	1,060.74	.00	1,060.74	69.7
337	MATERIALS TO MAINT AUTO EQUI	10,000	1,719.94	19,401.13	5,833	9,401.13	50.00	9,451.13	194.5
345	OFFICE SUPPLIES	3,000	294.75	4,047.21	1,750	1,047.21	.00	1,047.21	134.9
357	EMPLOYEE RECOGNITION SUPPLI	29,200	2,960.78	16,151.73	17,033	13,048.25	1,722.85	11,325.42	61.2
		200	.00	89.65	116	110.35	.00	110.35	44.8
		48,200	5,748.21	42,968.50	28,114	5,231.50	1,772.85	3,458.65	92.8
OTHER CHARGES									
400	CONTINGENCIES	20,000	100.00	700.00	11,666	20,000.00	.00	20,000.00	58.3
415	TRANSFER TO GENERAL FUND	1,200	.00	.00	700	500.00	.00	500.00	

DECATUR PUBLIC LIBRARY

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	310,409.85	286,153.00	24,256.85-	108
TOTAL		.00	202,570.00	310,409.85	286,153.00	24,256.85-	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,245,060.83	2,026,654.79	2,134,390.00	107,735.21	95
TOTAL		.00	1,245,060.83	2,026,654.79	2,134,390.00	107,735.21	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	307.87	87,500.00	98,169.52	150,000.00	51,830.48	65
30200-107	STATE GRANTS OR OTHER	.00	60,666.66	23,753.00	104,000.00	80,247.00	22
TOTAL		307.87	148,166.66	121,922.52	254,000.00	132,077.48	48
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,480.00	37,916.66	38,561.43	65,000.00	26,438.57	59
30500-510	LIBRARY NON-RESIDENT FEES	75.00	875.00	1,887.57	1,500.00	387.57-	125
30500-511	LIBRARY LOST AND DAMAGED BOOKS	303.35	2,333.33	2,505.77	4,000.00	1,494.23	62
30500-514	VERIFAX	203.35	1,020.83	1,593.65	1,750.00	156.35	91
30500-515	RESERVES	668.08	4,958.33	4,930.36	8,500.00	3,569.64	58
TOTAL		7,827.33	47,104.15	49,478.78	80,750.00	31,271.22	61
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	5,281.34	11,666.66	20,952.00	20,000.00	952.00-	104
TOTAL		5,281.34	11,666.66	20,952.00	20,000.00	952.00-	104
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	85.00	583.33	1,989.04	1,000.00	989.04-	198
30800-899	MISCELLANEOUS INCOME	51.25	1,166.66	4,029.95	2,000.00	2,029.95-	201
TOTAL		136.25	1,749.99	6,018.99	3,000.00	3,018.99-	200
FUND TOTAL							
		13,552.79	1,656,318.29	2,535,436.93	2,778,293.00	242,856.07	91

REPORT OF EXPENDITURES TO BUDGET FY 1995-96 FUND 20 DECATUR PUBLIC LIBRARY 11/30/95

40000 DECATUR PUBLIC LIBRARY

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
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OTHER CHARGES

418	MOTOR VEHICLE-INSURANCE	2,277	.00	.00	1,328	2,277.00	.00	2,277.00	
420	BOILER INSURANCE	272	.00	.00	158	272.00	.00	272.00	
421	PROPERTY INSURANCE	10,432	.00	.00	6,085	10,432.00	.00	10,432.00	
423	GENERAL LIABILITY INSURANCE	4,624	.00	.00	2,697	4,624.00	.00	4,624.00	
499	SMALL CAPITAL ITEMS	1,500	230.00	3,328.47	875	1,828.47	.00	1,828.47	221.9
		40,305	330.00	4,028.47	23,509	36,276.53	.00	36,276.53	10.0

CAPITAL OUTLAY

515	OFFICE MACHINERY AND EQUIPM	15,000	.00	17,638.95	8,750	2,638.95	1,750.00	4,388.95	129.3
		15,000	.00	17,638.95	8,750	2,638.95	1,750.00	4,388.95	129.3

CAPITAL OUTLAY

800	BOOKS AND PERIODICALS	350,000	32,713.59	133,012.16	204,166	216,987.84	1,398.70	215,589.14	38.4
801	BOOKS-MAIN ADULT	0	.00	.00	0	.00	2,642.33	2,642.33	
802	BOOKS-MAIN YOUTH	0	.00	.00	0	.00	175.97	175.97	
803	BOOKS-MAIN JUVENILE	0	.00	.00	0	.00	1,964.34	1,964.34	
804	BOOKS-MAIN REFERENCE	0	.00	.00	0	.00	10,356.51	10,356.51	
805	BOOKS-PROFESSIONAL	0	.00	.00	0	.00	358.96	358.96	
821	BOOKS-EXTENSION ADULT	0	.00	.00	0	.00	194.32	194.32	
822	BOOKS-EXTENSION YOUTH	0	.00	.00	0	.00	3.14	3.14	
823	BOOKS-EXTENSION JUVENILE	0	.00	.00	0	.00	27.11	27.11	
830	AV-VIDEOS	0	.00	267.51	0	267.51	1,912.54	2,180.05	
832	AV-VIDEOS	0	.00	.00	0	.00	618.72	618.72	
841	MAG/PAPERS-MAIN ADULT	0	801.42	17,389.93	0	17,389.93	17,389.93	17,389.93	
842	MAG/PAPERS-MAIN YOUTH	0	.00	.00	0	.00	651.51	651.51	
843	MAG/PAPERS-MAIN JUVENILE	0	100.00	1,102.91	0	1,102.91	1,102.91	1,102.91	
844	MAG/PAPERS-MAIN REFERENCE	0	485.00	10,181.00	0	10,181.00	20.00	10,201.00	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	20.00	1,043.39	0	1,043.39	1,043.39	1,043.39	
847	MAG/PAPERS-EXTEN ADULT	0	.00	2,329.01	0	2,329.01	.00	2,329.01	
		350,000	34,120.01	165,777.42	204,166	184,022.58	19,672.64	164,349.94	53.0

** DIVISION TOTAL **

2,502,140	270,325.90	1,454,438.88	1,459,566	1,047,701.12	34,257.92	1,013,443.20	59.5
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GLA3030 FUND 21		CITY OF DECATUR FY 1995-96		REVENUE REPORT		PAGE 67	
LIBRARY CAPITAL		PERIOD ENDING 11/30/95		Y-T-D		UNREALIZED	
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	ESTIMATE	ACTUAL	BUDGET	BALANCE	REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	131,133.91	309,155.48	224,801.00	84,354.48-	137
TOTAL							
		.00	131,133.91	309,155.48	224,801.00	84,354.48-	137
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,685.47	4,083.33	14,744.42	7,000.00	7,744.42-	210
TOTAL							
		1,685.47	4,083.33	14,744.42	7,000.00	7,744.42-	210
FUND TOTAL							
		1,685.47	135,217.24	323,899.90	231,801.00	92,098.90-	139

GLA3010		CITY OF DECATUR		FY 1995-96		PAGE 67	
LIBRARY CAPITAL EXPENDITURES		REPORT OF EXPENDITURES TO BUDGET		FUND 21 LIBRARY CAPITAL		11/30/95	
OR CD	DESCRIPTION	ANNUAL BUDGET	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE
CONTRACTUAL SERVICES							
247	COMPUTER SOFTWARE EXPENSE	10,000	9,136.00	5,833	10,864.00	.00	864.00
280	OTHER PROFESSIONAL SERVICES	10,000	.00	2,833	10,800.00	.00	10,000.00
TOTAL		20,000	9,136.00	11,666	10,864.00	.00	10,864.00
CAPITAL OUTLAY							
502	BUILDINGS	100,000	.00	58,323	100,000.00	.00	100,000.00
510	AUTOMOTIVE EQUIPMENT	13,000	.00	39,275	54,961.00	.00	54,961.00
515	OFFICE MACHINERY AND EQUIP	67,329	12,368.00	106,358	143,525.00	.00	143,525.00
TOTAL		182,329	38,804.00	106,358	143,525.00	.00	143,525.00
** DIVISION TOTAL **		202,329	47,940.00	118,024	154,389.00	.00	154,389.00
							23.7

GLA3010 C I T Y O F D E C A T U R FUND 92 PUBLIC LIBRARY-TRUSTS PAGE 149
 REPORT OF EXPENDITURES TO BUDGET FY 1995-96 11/30/95
 41000 DPL-CANTONI TRUST UNENCUMBERED PRCNT
 OB DESCRIPTION YEAR-TO-DATE Y-T-D BALANCE UNENCUMBERED PRCNT
 CD EXPENDITURES 3,000 317.92 737.50 1,750 2,262.50 1,113.06 62.9
 900 EXPENDITURES 3,000 317.92 737.50 1,750 2,262.50 1,113.06 62.9
 ** DIVISION TOTAL ** 3,000 317.92 737.50 1,750 2,262.50 1,113.06 62.9

GLA3010 C I T Y O F D E C A T U R FUND 92 PUBLIC LIBRARY-TRUSTS PAGE 150
 REPORT OF EXPENDITURES TO BUDGET FY 1995-96 11/30/95
 42000 DPL-BRECKENRIDGE TRUST UNENCUMBERED PRCNT
 OB DESCRIPTION YEAR-TO-DATE Y-T-D BALANCE UNENCUMBERED PRCNT
 CD CAPITAL OUTLAY 0 0 0 0 0 0 0
 EXPENDITURES 0 0 0 0 0 0 0
 ** DIVISION TOTAL ** 0 0 0 0 0 0 0

GLA3010 C I T Y O F D E C A T U R FUND 92 PUBLIC LIBRARY-TRUSTS PAGE 151
 REPORT OF EXPENDITURES TO BUDGET FY 1995-96 11/30/95
 43000 DPL-BRIDGES TRUST UNENCUMBERED PRCNT
 OB DESCRIPTION YEAR-TO-DATE Y-T-D BALANCE UNENCUMBERED PRCNT
 CD EXPENDITURES 700 0 155.18 408 544.82 544.82 22.2
 900 EXPENDITURES 700 0 155.18 408 544.82 544.82 22.2
 ** DIVISION TOTAL ** 700 0 155.18 408 544.82 544.82 22.2

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL
DECATUR PUBLIC LIBRARY							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	310,409.85	286,153.00	24,256.85-	108
TOTAL		.00	202,570.00	310,409.85	286,153.00	24,256.85-	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,422,926.66	2,026,654.79	2,134,390.00	107,735.21	95
TOTAL		.00	1,422,926.66	2,026,654.79	2,134,390.00	107,735.21	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	12,289.46	100,000.00	110,458.98	150,000.00	39,541.02	73
30200-107	STATE GRANTS OR OTHER	534.00	69,333.33	24,287.00	104,000.00	79,713.00	23
TOTAL		12,823.46	169,333.33	134,745.98	254,000.00	119,254.02	53
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	4,979.02	43,333.33	43,540.45	65,000.00	21,459.55	67
30500-510	LIBRARY NON-RESTORENT FEES	225.00	1,000.00	2,112.57	1,500.00	612.57-	140
30500-511	LIBRARY LOST AND DAMAGED BOOKS	399.05	2,666.66	2,904.82	4,000.00	1,095.18	72
30500-512	LIBRARY LOST AND DAMAGED BOOKS	532.58	1,166.66	1,593.65	1,750.00	156.35	91
30500-515	RESERVES		5,666.66	5,462.94	8,500.00	3,037.06	64
TOTAL		6,135.65	53,833.31	55,614.43	80,750.00	25,135.57	68
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	4,403.95	13,333.33	25,355.95	20,000.00	5,355.95-	126
TOTAL		4,403.95	13,333.33	25,355.95	20,000.00	5,355.95-	126
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	100.00	666.66	2,089.04	1,000.00	1,089.04-	208
30800-899	MISCELLANEOUS INCOME	372.48	1,333.33	4,402.43	2,000.00	2,402.43-	220
TOTAL		472.48	1,999.99	6,491.47	3,000.00	3,491.47-	216
FUND TOTAL							
		23,835.54	1,863,996.62	2,559,272.47	2,778,293.00	219,020.53	92

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,337,215	78,779.66	757,762.51	891,476	579,452.49	.00	579,452.49	56.7
092	HOLIDAYS	0	5,731.32	36,466.85	0	36,466.85	.00	36,466.85	
094	OTHER LEAVE WITH PAY	0	4,207.14	27,896.42	0	27,896.42	.00	27,896.42	
096	SICK TIME	0	6,973.79	67,315.65	0	67,315.65	.00	67,315.65	
098	VACATION TIME	0	0	0	0	0	.00	0	
PERSONAL SERVICES									
101	OVERTIME	8,000	1,140.16	5,779.38	5,933	3,120.62	.00	3,120.62	64.9
102	TEMPORARY SALARIES	20,000	908.14	10,751.85	13,333	9,248.15	.00	9,248.15	53.0
104	RETIREMENT-IMRF	245,448	17,501.52	163,038.55	163,632	82,389.45	.00	82,389.45	66.4
111	GROUP LIFE AND MEDICAL INSURANCE	936	70.84	639.40	624	32,296.60	.00	32,296.60	88.3
112	HOSPITAL AND MEDICAL INSURANCE	107,205	8,627.12	74,690.02	71,470	32,714.98	.00	32,714.98	69.3
113	UNEMPLOYMENT COMPENSATION	1,284	116.84	1,070.88	856	213.12	.00	213.12	83.4
114	WORKERS COMPENSATION	13,328	952.50	8,730.00	8,885	4,598.00	.00	4,598.00	65.2
115	SERVICE RECOGNITION	2,718	70.00	1,800.00	1,812	918.00	.00	918.00	66.2
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	.00	1,094.53	166	140.54	.00	140.54	43.8
202	SERV TO MAINT BUILDINGS	14,000	618.66	11,745.53	9,333	2,454.47	4,384.00	1,279.53	113.8
210	SERV TO MAINT IMPROVEMENTS	10,000	150.00	18,064.66	6,666	1,935.34	3,276.79	1,341.45	113.4
211	SERV TO MAINT AUTO EQUIPMEN	200	.00	.00	133	200.00	.00	200.00	
212	SERV TO MAINT OFFICE EQUIP	3,000	436.66	3,813.46	2,000	813.46	40.50	853.96	128.2
213	SERV TO MAINT OFFICE EQUIP	10,000	13.04	3,947.71	6,666	6,052.29	.00	6,052.29	39.2
230	MIS SERVICES	46,540	3,878.00	31,024.00	31,026	13,516.00	.00	13,516.00	96.7
231	ELECTRICITY	65,000	7,556.28	51,044.44	43,333	12,955.56	.00	12,955.56	78.2
232	GAS	13,500	682.98	3,750.99	9,000	6,749.01	.00	6,749.01	71.8
233	TELEPHONE	16,000	1,035.75	9,059.64	10,666	6,940.36	2,380.00	4,560.36	71.2
234	WATER	1,250	244.24	685.60	833	564.40	.00	564.40	54.8
238	AUDITING SERVICES	1,500	.00	.00	1,000	1,500.00	.00	1,500.00	
240	TRAINING SCHOOL	2,500	.00	412.93	1,666	2,087.07	.00	2,087.07	16.2
241	CONFERENCES AND OTHER TRAVE	4,500	159.91	2,425.11	3,000	2,074.89	.00	2,074.89	53.2
245	POSTAGE	13,000	811.88	8,889.05	8,666	4,110.95	112.30	3,998.65	69.2
247	COMPUTER SOFTWARE EXPENSE	3,000	799.00	3,314.44	2,000	314.44	554.00	888.44	128.9
271	TEMP PER SONNEL SERVICES	25,000	4,847.21	25,532.94	16,666	3,165.00	.00	3,165.00	27.8
272	TUITION REIMBURSEMENT	3,000	.00	835.00	2,000	1,000.00	.00	1,000.00	
273	TRAVEL EXPENSE FOR INTERVIE	1,000	.00	.00	666	1,000.00	.00	1,000.00	
280	OTHER PROFESSIONAL SERVICES	34,761	2,543.50	22,043.72	23,174	12,717.28	600.00	12,117.28	65.1
284	PROFESSIONAL MEMBERSHIP FEE	2,600	76.00	2,374.00	1,733	226.00	.00	226.00	91.3
286	RENTAL-P EQUIPMENT	18,000	.00	10,974.61	12,000	7,025.39	1,231.53	5,793.86	67.8
289	RENTAL-EQUIPMENT	23,000	.00	16,303.12	15,333	6,696.88	3,800.00	2,896.88	87.4
COMMODITIES									
310	GASOLINE	2,300	189.65	1,029.17	1,333	1,270.83	.00	1,270.83	44.7
312	JANITORIAL SUPPLIES	3,500	289.60	2,728.86	2,333	771.14	.00	771.14	78.0
320	MATERIALS TO MAINT BLDGS	10,000	274.19	19,675.32	6,666	9,675.32	50.00	9,725.32	197.3
337	MATERIAL TO MAINT AUTO EQUI	3,000	810.18	4,857.39	2,000	1,857.39	.00	1,857.39	161.9
345	OFFICE SUPPLIES	29,200	2,579.24	18,730.97	19,666	10,469.03	2,049.00	8,420.03	71.2
357	EMPLOYEE RECOGNITION SUPPLI	200	.00	89.65	133	110.35	.00	110.35	44.8
OTHER CHARGES									
400	CONTINGENCIES	20,000	100.00	800.00	13,333	20,000.00	.00	20,000.00	66.7
415	TRANSFER TO GENERAL FUND	1,200	.00	.00	800	400.00	.00	400.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	.00	1,094.53	166	140.54	.00	140.54	43.8
202	SERV TO MAINT BUILDINGS	14,000	618.66	11,745.53	9,333	2,454.47	4,384.00	1,279.53	113.8
210	SERV TO MAINT IMPROVEMENTS	10,000	150.00	18,064.66	6,666	1,935.34	3,276.79	1,341.45	113.4
211	SERV TO MAINT AUTO EQUIPMEN	200	.00	.00	133	200.00	.00	200.00	
212	SERV TO MAINT OFFICE EQUIP	3,000	436.66	3,813.46	2,000	813.46	40.50	853.96	128.2
213	SERV TO MAINT OFFICE EQUIP	10,000	13.04	3,947.71	6,666	6,052.29	.00	6,052.29	39.2
230	MIS SERVICES	46,540	3,878.00	31,024.00	31,026	13,516.00	.00	13,516.00	96.7
231	ELECTRICITY	65,000	7,556.28	51,044.44	43,333	12,955.56	.00	12,955.56	78.2
232	GAS	13,500	682.98	3,750.99	9,000	6,749.01	.00	6,749.01	71.8
233	TELEPHONE	16,000	1,035.75	9,059.64	10,666	6,940.36	2,380.00	4,560.36	71.2
234	WATER	1,250	244.24	685.60	833	564.40	.00	564.40	54.8
238	AUDITING SERVICES	1,500	.00	412.93	1,000	1,500.00	.00	1,500.00	
240	TRAINING SCHOOL	2,500	159.91	2,425.11	1,666	2,087.07	.00	2,087.07	16.2
241	CONFERENCES AND OTHER TRAVE	4,500	811.88	8,889.05	3,000	4,110.95	112.30	3,998.65	69.2
245	POSTAGE	13,000	799.00	3,314.44	2,000	314.44	554.00	888.44	128.9
247	COMPUTER SOFTWARE EXPENSE	3,000	4,847.21	25,532.94	16,666	3,165.00	.00	3,165.00	27.8
271	TEMP PER SONNEL SERVICES	25,000	.00	.00	2,000	1,000.00	.00	1,000.00	
272	TUITION REIMBURSEMENT	3,000	.00	835.00	2,000	1,000.00	.00	1,000.00	
273	TRAVEL EXPENSE FOR INTERVIE	1,000	.00	.00	666	1,000.00	.00	1,000.00	
280	OTHER PROFESSIONAL SERVICES	34,761	2,543.50	22,043.72	23,174	12,717.28	600.00	12,117.28	65.1
284	PROFESSIONAL MEMBERSHIP FEE	2,600	76.00	2,374.00	1,733	226.00	.00	226.00	91.3
286	RENTAL-P EQUIPMENT	18,000	.00	10,974.61	12,000	7,025.39	1,231.53	5,793.86	67.8
289	RENTAL-EQUIPMENT	23,000	.00	16,303.12	15,333	6,696.88	3,800.00	2,896.88	87.4
COMMODITIES									
310	GASOLINE	2,300	189.65	1,029.17	1,333	1,270.83	.00	1,270.83	44.7
312	JANITORIAL SUPPLIES	3,500	289.60	2,728.86	2,333	771.14	.00	771.14	78.0
320	MATERIALS TO MAINT BLDGS	10,000	274.19	19,675.32	6,666	9,675.32	50.00	9,725.32	197.3
337	MATERIAL TO MAINT AUTO EQUI	3,000	810.18	4,857.39	2,000	1,857.39	.00	1,857.39	161.9
345	OFFICE SUPPLIES	29,200	2,579.24	18,730.97	19,666	10,469.03	2,049.00	8,420.03	71.2
357	EMPLOYEE RECOGNITION SUPPLI	200	.00	89.65	133	110.35	.00	110.35	44.8
OTHER CHARGES									
400	CONTINGENCIES	20,000	100.00	800.00	13,333	20,000.00	.00	20,000.00	66.7
415	TRANSFER TO GENERAL FUND	1,200	.00	.00	800	400.00	.00	400.00	

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY

OR CD DESCRIPTION YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNENCUMBERED BALANCE ENCUMBERANCE UNENCUMBERED PRCNT COMM

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNENCUMBERED BALANCE	ENCUMBERANCE	UNENCUMBERED PRCNT	COMM
OTHER CHARGES									
418	MOTOR VEHICLE-INSURANCE	2,277	.00	.00	1,218	2,277.00	.00	2,277.00	
420	BOILER INSURANCE	10,432	.00	.00	6,934	272.00	.00	272.00	
421	PROPERTY INSURANCE	4,624	.00	.00	3,082	10,432.00	.00	10,432.00	
423	GENERAL LIABILITY INSURANCE	1,500	.00	.00	1,000	4,624.00	.00	4,624.00	
499	SMALL CAPITAL ITEMS		100.00	3,328.47	1,000	1,828.47	217.00	2,045.47	-236.4
		40,305		4,128.47	26,868	36,176.53	217.00	35,959.53	10.8

CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIP	15,000	.00	17,638.95	10,000	2,638.95	1,750.00	4,388.95	-129.3
		15,000	.00	17,638.95	10,000	2,638.95	1,750.00	4,388.95	-129.3

CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	350,000	22,298.88	155,311.04	233,333	194,688.96	3,094.48	191,594.48	45.3
801	BOOKS-MAIN ADULT	0	.00	.00	0	.00	2,642.33	2,642.33	
802	BOOKS-MAIN YOUTH	0	.00	.00	0	.00	175.97	175.97	
803	BOOKS-MAIN JUVENILE	0	.00	.00	0	.00	1,964.34	1,964.34	
804	BOOKS-MAIN REFERENCE	0	.00	.00	0	.00	10,326.51	10,326.51	
805	BOOKS-PROFESSIONAL	0	.00	.00	0	.00	194.32	194.32	
821	BOOKS-EXTENSION ADULT	0	.00	.00	0	.00	3.14	3.14	
822	BOOKS-EXTENSION YOUTH	0	.00	.00	0	.00	27.11	27.11	
823	BOOKS-EXTENSION JUVENILE	0	.00	.00	0	.00	1,912.54	1,912.54	
830	AV-VIDEOS	0	.00	267.51	0	267.51	618.72	2,186.23	
832	AV-VIDEOS	0	.00	.00	0	.00	17,648.93	17,648.93	
841	MAG/PAPERS-MAIN ADULT	0	259.00	17,648.93	0	17,648.93	.00	17,648.93	
842	MAG/PAPERS-MAIN YOUTH	0	.00	651.51	0	651.51	.00	651.51	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,102.91	0	1,102.91	.00	1,102.91	
844	MAG/PAPERS-MAIN REFERENCE	0	2,207.44	12,388.44	0	12,388.44	20.00	12,408.44	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	174.00	1,217.39	0	1,217.39	.00	1,217.39	
847	MAG/PAPERS-EXTEN ADULT	0	.00	2,329.01	0	2,329.01	.00	2,329.01	
		350,000	24,939.32	190,916.74	233,333	159,083.26	21,368.42	137,714.84	60.7

** DIVISION TOTAL ** 2,502,140 178,014.32 1,632,453.20 1,668,079 869,686.80 41,813.54 827,873.26 66.9

ACCT. NO.	LIBRARY CAPITAL DESCRIPTION	PERIOD ENDING 12/31/95 MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	%
	FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	149,867.33	309,155.48	224,801.00	84,354.48-	137
	TOTAL	.00	149,867.33	309,155.48	224,801.00	84,354.48-	137
	INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	1,713.26	4,666.66	16,457.68	7,000.00	9,457.68-	235
	TOTAL	1,713.26	4,666.66	16,457.68	7,000.00	9,457.68-	235
	FUND TOTAL	1,713.26	154,533.99	325,613.16	231,801.00	93,812.16-	140

6LA3010 CITY OF DECATUR FY 1995-96 REPORT OF EXPENDITURES TO BUDGET FY 1995-96 FUND 21 LIBRARY CAPITAL 12/31/95 PAGE 67

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	LIBRARY CAPITAL EXPENDITURES								
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	9,136.00	6,666	864.00	.00	10,000.00	91.4
280	OTHER PROFESSIONAL SERVICES	10,000	.00	.00	6,666	10,000.00	.00	10,000.00	45.7
	TOTAL	20,000	.00	9,136.00	13,332	10,864.00	.00	10,864.00	
	CAPITAL OUTLAY								
502	BUILDINGS	100,000	.00	.00	66,666	100,000.00	.00	100,000.00	
510	AUTOMOTIVE EQUIPMENT	15,000	.00	26,436.00	10,000	11,436.00-	.00	51,961.00	176.2
515	OFFICE MACHINERY AND EQUIP	67,329	.00	12,368.00	4,886	54,961.00	.00	143,525.00	21.3
	TOTAL	182,329	.00	38,804.00	121,552	143,525.00	.00	143,525.00	
**	DIVISION TOTAL **	202,329	.00	47,940.00	134,884	154,389.00	.00	154,389.00	23.7

GLA3010 41000 DPL-CANTONI TRUST
 C I T Y O F D E C A T U R
 REPORT OF EXPENDITURES TO BUDGET
 FUND 1995-96
 92 PUBLIC LIBRARY-TRUSTS
 12/31/95
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OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900		EXPENDITURES	3,000	434.75	1,172.25	2,000	1,827.75	1,149.44	678.31	77.4
			3,000	434.75	1,172.25	2,000	1,827.75	1,149.44	678.31	77.4
**		DIVISION TOTAL **	3,000	434.75	1,172.25	2,000	1,827.75	1,149.44	678.31	77.4

GLA3010 42000 DPL-BRECKENRIDGE TRUST
 C I T Y O F D E C A T U R
 REPORT OF EXPENDITURES TO BUDGET
 FUND 1995-96
 92 PUBLIC LIBRARY-TRUSTS
 12/31/95
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OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
		CAPITAL OUTLAY								
**		DIVISION TOTAL **	0	.00	.00	0	.00	.00	.00	.00

GLA3010 43000 DPL-BRIDGES TRUST
 C I T Y O F D E C A T U R
 REPORT OF EXPENDITURES TO BUDGET
 FUND 1995-96
 92 PUBLIC LIBRARY-TRUSTS
 12/31/95
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OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900		EXPENDITURES	700	.00	155.18	466	544.82	.00	544.82	22.2
			700	.00	155.18	466	544.82	.00	544.82	22.2
**		DIVISION TOTAL **	700	.00	155.18	466	544.82	.00	544.82	22.2

Agenda Item Notes:

1996/97 budget

We received adjusted rates from the City and changed our rates accordingly. We also adjusted the personnel sections to include personnel changes since the fall when they were originally calculated.

The Network Specialist position which had been included in personnel has been moved to line item 280 (other professional services) as a contractual service.

Line items which are different than our previous projections are 090, 104, 111, 112, 113, 114, 115, 280, 418, 420, 421, 423, and 515. Total revenue and expenditures remain the same.

Decatur Public Library

Account number	Revenue description	1995/96 budget	1996/97 proposed
30100-107	Property tax	2,134,390	2,269,574
30200-104	Replacement tax	150,000	165,000
30200-107	State grants	104,000	104,000
30500-509	Fines and fees	65,000	74,000
30500-510	Non-resident cards	1,500	1,500
30500-511	Lost and damaged	4,000	4,000
30500-514	Verifax	1,750	1,750
30500-515	Reserves & miscellaneous	8,500	8,500
30700-101	Investment interest	20,000	23,000
30800-805	Contributions and donations	1,000	2,500
30800-899	Miscellaneous income	2,000	7,000
	TOTAL	2,492,140	2,660,824

Account number	Expenditure description	1995/96 budget	1996/97 proposed
090	Regular salaries	1,337,215	1,422,875
101	Overtime	8,900	8,900
102	Temporary salaries	20,000	15,000
104	Retirement-IMRF	245,448	255,984
111	Group life insurance	936	936
112	Hospital and medical	107,205	115,389
113	Unemployment compensation	1,284	6,773
114	Workers compensation	13,328	12,144
115	Service recognition	2,718	2,598
201	Advertising	250	250
202	Printing and binding	14,000	14,000
210	Service to maint. buildings	10,000	10,000
211	Service to maint. improvements	200	200
212	Service to maint. auto equipment	3,000	1,500
213	Service to maint. office equipment	10,000	10,000
230	MIS services	46,540	20,000
231	Electricity	65,000	65,000
232	Gas	13,500	13,500

233	Telephone	16,000	26,000
234	Water	1,250	1,250
238	Auditing services	1,500	1,500
240	Training school	2,500	4,000
241	Conferences and other travel	4,500	6,000
245	Postage	13,000	12,500
247	Computer software expense	3,000	3,000
271	Temp personnel services	25,000	25,000
272	Tuition reimbursement	3,000	3,000
273	Travel expense for interviews	1,000	1,000
280	Other professional services	34,761	70,000
284	Professional membership fee	2,600	2,600
286	Rental-D P equipment	18,000	20,000
289	Rental equipment	23,000	31,000
310	Gasoline	2,300	2,000
312	Janitorial supplies	3,500	3,500
320	Materials to maint buildings	10,000	10,000
337	Material to maint auto equipment	3,000	500
345	Office supplies	29,200	31,000
357	Employee recognition supplies	200	200
400	Contingencies	20,000	20,000
415	Transfer to general fund	1,200	1,200
418	Motor vehicle insurance	2,277	3,054
420	Boiler insurance	272	109
421	Property insurance	10,432	6,356
423	General liability insurance	4,624	6,006
478	Transfer to library capital	0	0
499	Small capital items	1,500	4,000
515	Office machinery and equipment	15,000	31,000
800	Books	350,000	360,000
	TOTAL	2,502,140	2,660,824

revised January 4, 1996



CONTACT: CELESTE JAMES
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FOR RELEASE: NOON
SATURDAY, DECEMBER 2, 1995
(SUNDAY MORNING PAPERS)

**MORE AMERICANS VISIT THEIR PUBLIC LIBRARY TODAY
THAN THEY DID IN 1978, ACCORDING TO A NEW U.S. NEWS/CNN POLL**

Books, Videos, CDs, CD-ROMs and Cappuccino Help Spur Library Attendance

WASHINGTON, D.C. -- A new *U.S. News/CNN* poll reveals that 67 percent of American adults went to a library at least once in the past year -- up markedly from the 51 percent who visited a library in 1978.

Most library visitors go to borrow books (80 percent). But 64 percent also peruse reference materials; half read newspapers or magazines; 35 percent take out records, tapes or films. Among younger and lower-income visitors, 25 percent attend special programs, hear speakers or see movies.

The survey revealed that more than half of today's librarygoers use a computer to find information. But a willingness to do so is inversely related to age. Seventy-six percent of young visitors (ages 18 through 29) search electronically, while 68 percent of older people (50 plus) rely on tried-and-true methods -- like flipping through card catalogs.

When asked about the future of libraries, only 8 percent say computers will render libraries obsolete; 91 percent say libraries will still be needed.

It's not just videos, CDs and CD-ROMs that are spurring library attendance. As reported in the December 11, 1995 issue of *U.S. News & World Report* (on newsstands Monday, December 4), the public library in San Leandro, Calif., runs the Bookmark Cafe, a revenue generating cappuccino-and-biscotti bar that is likely to be copied by a number of cash-strapped libraries around the country.

The survey, conducted Oct. 13-16, 1995, for *U.S. News* and CNN by the Gallup Organization, was of a randomly selected national sample of 820 adults. The margin of error is plus or minus 4 percentage points. The data for each question may not total 100 percent because "don't know" responses have been omitted.

In January 1995, *U.S. News* and CNN teamed to produce regular surveys on consumer issues. The surveys appear in *U.S. News & World Report*, on CNN and on U.S. News Online and CNN Online on the CompuServe Information Service. The surveys are

sponsored by IBM and appear biweekly in *U.S. News* on the "Newswatch" page and every week online and in a special weekly segment on CNN called "Tomorrow Today," featured on "Science & Technology Week" (Saturdays, 11 a.m. ET) and "Future Watch" (Sundays, 3:30 p.m. ET).

Additional survey results follow.

1. Do you happen to have a library card?

	<u>95 Oct 13-16</u>	<u>90 Dec 13-16</u>
Yes	58	59
No	41	41
Don't know	1	0

2. About how many times during the past year have you visited the public library? Was it (read 1-5)?

	<u>95 Oct 13-16</u>	<u>78 Jul 21-Aug 14</u>
One to five times	34	25
Six to ten times	13	8
11 to 25 times	9	9
Over 25 times	11	9
Not at all	33	47
Don't Know	0	2

QUESTIONS 3 AND 4 ARE BASED ON THOSE WHO HAVE VISITED THE PUBLIC LIBRARY IN THE PAST YEAR (N = 564; MARGIN OF ERROR = ± 5 PERCENTAGE POINTS)

-more-

3. You indicated before that you have visited the library in the past year. Please tell me which of the following services you used.

	<u>Yes</u>	<u>No</u>	<u>No opinion</u>
A. Take out a book 78 Jul 21-Aug 14	80 75	20 22	0 3
B. Take out records, tapes or films 78 Jul 21-Aug 14	35 20	65 76	0 4
C. Use reference materials, like the encyclopedia 78 Jul 21-Aug 14	64 56	36 41	0 4
D. Hear a speaker, see a movie, or attend a special program 78 Jul 21-Aug 14	17 18	83 79	0 3
E. Take a class 78 Jul 21-Aug 14	6 6	94 90	0 4
F. Read newspapers or magazines 78 Jul 21-Aug 14	50 49	50 48	* 3
G. Use a computer to search for information	52	48	0
H. Take out books on tape	16	84	0

4. Do you have any children under 18 years of age at home, or not?

Yes	40
No	60
Don't Know	0

-more-

5. Do you ever visit the library with your children?

BASED ON THOSE WHO HAVE VISITED THE LIBRARY IN THE PAST YEAR AND HAVE CHILDREN (N = 226; MARGIN OF ERROR = ± 7 PERCENTAGE POINTS)

	<u>95 Oct 13-16</u>	<u>78 Jul 21-Aug 14</u>
Yes	7 77	45
No	23	47
Don't know	0	8

Correction per phone call 12-11-95 mg

QUESTIONS 6 AND 7 BASED ON THOSE WHO VISITED THE PUBLIC LIBRARY IN THE PAST YEAR (N = 564; MARGIN OF ERROR = ± 5 PERCENTAGE POINTS)

6. Does the library where you usually go have all of its books and materials listed in a computer, in a card catalogue, or both?

In a computer	18
A card catalogue	9
Both	65
Don't know	8

7. Do you use a computer at the library to find what you are looking for?

Yes	56
No	44

8. Some people think libraries will no longer exist in the future because of all the information available through computers. Other people think libraries will still be needed despite all the advancements of computers. Do you think libraries will no longer exist in the future, or do you think they will still be needed?

No longer exist	8
Will still be needed	91
Don't know	1

###

MOORE, SUSLER, MCNUTT & WRIGLEY

Lawyers

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Decatur Office:
3071 N. WATER STREET
DECATUR, ILLINOIS 62526
(217) 872-1600
FAX: (217) 872-1610

Macon Office:
161 N. FRONT STREET
MACON, ILLINOIS 62544
(217) 764-5292

Mailing Address: Please reply to Decatur Office

January 5, 1996

Mr. John Moorman
Librarian
Decatur City Library
247 E. North St.
Decatur, Illinois 62523

Re: Decatur Noon Kiwanis Club

Dear John:

Thank you very much for being our guest speaker at the Decatur Noon Kiwanis Club on Tuesday, December 26, 1995. I really enjoyed your remarks, especially those directed towards your visions for computerization at the library. I feel that you are doing an excellent job as our Decatur Public Librarian. Please keep up the great work. To be sure, we appreciate the time that you spent to be with us, especially since it was the holidays.

Sincerely,



William A. McNutt

WAM/kd

FIRST ANNUAL TRUSTEE VIDEOCONFERENCE

SATURDAY, FEBRUARY 3, 1996 - 10:00 A.M. TO 12:00 P.M.

PLEASE USE THE ATTACHED FORM TO REGISTER FOR THIS VIDEOCONFERENCE

Join us and network with other trustees from Illinois public libraries, library districts and library systems. George H. Ryan, Secretary of State and State Librarian, shares a special message with Illinois trustees. Joseph Cappo and Bridget Lamont, Director of the Illinois State Library, in a one on one conversation that addresses issues that challenge trustees as we approach the millenium. Jean Simon, a lifelong library supporter, offers her views on the issues that Illinois trustees face. Ruth Newell, Chair of the ILA Trustee Forum, greets the attendees.

KEYNOTE SPEAKERS

Joseph Cappo

- ◆ *Noted futurist and columnist*
- ◆ *Publisher of Advertising Age*
- ◆ *Senior Vice President, International Crane Communications*
- ◆ *Keynote speaker, Illinois White House Conference on Libraries and Information Services, 1990*
- ◆ *Author of Future Scope: Successful Strategies for the 1990's and Beyond*

Jean Simon

- ◆ *Established Attorney*
- ◆ *Chairperson of the National Commission on Libraries and Information Science*
- ◆ *Member of the American Library Association*
- ◆ *A lifelong advocate of libraries*
- ◆ *Member of the Advisory Committee for the National White House Conference on Libraries and Information Services*

TRUSTEE VIDEOCONFERENCE

DATE: Saturday, February 3, 1996

TIME: 10:00 a.m. to 12:00 p.m.

LOCATION: Various downlink sites; see reverse side

There is no charge to attend the videoconference

THE LIBRARY SYSTEMS ARE PLANNING PROGRAMS IN SEVERAL LOCATIONS THE AFTERNOON OF FEBRUARY 3RD FOR TRUSTEES WHO ATTEND THE VIDEOCONFERENCE.

If you wish to attend one of the afternoon system programs, **YOU MUST REGISTER DIRECTLY WITH YOUR SYSTEM. YOU MUST REGISTER FOR THE SYSTEM PROGRAM SEPARATELY IN ADDITION TO REGISTERING FOR THE VIDEOCONFERENCE.** Please contact your public library or library system for information on afternoon program registration, locations, and program content.

**PLEASE USE THE ATTACHED FORM TO
REGISTER FOR THIS VIDEOCONFERENCE**

BROUGHT TO YOU BY THE ILLINOIS STATE LIBRARY, A DIVISION OF THE OFFICE OF THE SECRETARY OF STATE
GEORGE H. RYAN, SECRETARY OF STATE AND STATE LIBRARIAN

TRUSTEE VIDEOCONFERENCE REGISTRATION FORM

PLEASE RETURN THIS FORM TO THE ILLINOIS STATE LIBRARY

Please use one form per person and type or print clearly

Name: Mr. Mrs. Ms. _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ FAX: _____

Board President Vice-President Secretary Treasurer Trustee

Library Name: _____

◆ THERE IS NO CHARGE TO ATTEND THIS VIDEOCONFERENCE ◆

PLEASE SELECT ONE LOCATION ONLY

- | | |
|--|---|
| <input type="checkbox"/> College of Lake County - Grayslake | <input type="checkbox"/> DuPage Library System - Geneva |
| <input type="checkbox"/> Gail Borden Public Library - Elgin | <input type="checkbox"/> Illinois Central College - East Peoria |
| <input type="checkbox"/> Illinois State Library - Springfield | <input type="checkbox"/> Illinois State University - Normal |
| <input type="checkbox"/> John A. Logan College - Carterville | <input type="checkbox"/> John Wood Community College - Quincy |
| <input type="checkbox"/> Kaskaskia College - Centralia | <input type="checkbox"/> Kishwaukee College - Malta |
| <input type="checkbox"/> Lewis & Clark Library System - Edwardsville | <input type="checkbox"/> Lincoln Trail Libraries System - Champaign |
| <input type="checkbox"/> North Suburban Library System - Wheeling | <input type="checkbox"/> River Bend Library System - Coal Valley |
| <input type="checkbox"/> Rock Valley College - Rockford | <input type="checkbox"/> Rolling Prairie Library System - Decatur |
| | <input type="checkbox"/> Western Illinois University - Macomb |

**RETURN COMPLETED
VIDEOCONFERENCE
REGISTRATION FORM
BY THURSDAY,
FEBRUARY 1, 1996 TO:**

Ms. Jill Heffernan
Illinois State Library
300 South Second Street
Springfield, Illinois 62701-1796
Phone: 800-665-5576 ext. 1 or 217-782-7848

OR FAX TO: 217-782-1877

◆ PLEASE NOTE ◆

- ❖ The deadline for videoconference registration is **THURSDAY, FEBRUARY 1, 1996**. Please sign up early to ensure a spot. Seating and parking is limited at most sites. **A letter of confirmation will be sent to you along with a map indicating the room number.** If you require any special accommodations, please call the Illinois State Library.
- ❖ **YOU MUST REGISTER FOR THE AFTERNOON SYSTEM PROGRAM SEPARATELY - PLEASE CONTACT YOUR LIBRARY SYSTEM FOR INFORMATION ON AFTERNOON PROGRAM REGISTRATION, LOCATIONS, AND PROGRAM CONTENT.**

Pecsok • Randall • Lockwood + Van Allen

• A r c h i t e c t s • L L C •

Dennis L. Lockwood, Member
Mark R. Van Allen, Member

John G. Pecsok, FAIA
J. Parke Randall, ALA PLA ILF
David S. Nice

FACSIMILE COVER PAGE

To: John Moorman / Decatur Library	From: P, R, L + V, Architects, LLC
Time: 15:12:36	Date: 12/20/95
Pages (including cover): 12	

Information as requested.

Pecsok • Randall • Lockwood + Van Allen
• A r c h i t e c t s • L L C •

Dennis L. Lockwood, Member
Mark R. Van Allen, Member

John G. Pecsok, FAIA
J. Parke Randall, ALA PLA ILF
David S. Nice

December 20, 1995

Mr. John Moorman, Director
Decatur Public Library
247 East North Street
Decatur Illinois, 62523

Re: Architectural Services For a Proposed New Library

Dear Mr. Moorman,

On behalf of Pecsok, Randall, Lockwood + Van Allen, LLC, I would like to thank you for your consideration of our firm for your proposed project. As you requested in our telephone conversation of this morning, I have included some of our basic marketing information describing our firm and its experiences with public library design. You will note that we have an extensive portfolio of over thirty successfully completed projects spanning the last twenty-five years.

While we are a small older firm, we have not remained stagnant with regards the services we provide or the methods we use to provide them. We have made the major investments necessary to keep our firm current with today's technology. This includes Computer Aided Drafting and Design (CAD) which allows us not only to produce drawings quickly and efficiently, but also allows us to generate full color three dimensional perspectives of any proposed building quickly and from any view angle. This system will be of great benefit in developing the kind of graphics you described were needed by March. We are currently completing two public library projects involving large Local Area Computer Networks using both category five copper wiring and fiber optics, Internet access and distance learning.

We look forward to meeting with you and your board on January 9, 1995, at 4:30 PM to further discuss our experience, services and approach to public library projects.

Sincerely

Pecsok, Randall, Lockwood + Van Allen, LLC

Mark R. Van Allen, Member

• 1012 east 75th street indianapolis, indiana 46240 • (317) 257 4421 • fax (317) 257 4423 •

PECSOK, RANDALL, LOCKWOOD + VAN ALLEN, LLC

Pecsok, Randall, Lockwood + Van Allen, LLC is an architecture firm which has been recognized as one of Indianapolis' quality firms for the past 42 years. Founded in 1953, the firm has amassed a strong history of well designed, practical buildings and satisfied clients. Today's team of highly qualified professionals remains committed to continuing this rich tradition of quality and practicality.

Personal Service - Our Commitment to Your Satisfaction

Pecsok, Randall, Lockwood + Van Allen, LLC was founded and has prospered upon the philosophy that the professionalism, personal service and accountability of the architect you work with ensures your satisfaction with the end product. Your project will be assigned to one of the firm's three principal architects. This architect will then work with you as a team in the development of your project. In the beginning this principal architect will listen to you intently to fully understand your project and its requirements. If necessary, he will work with you to fully define and quantify your needs. Using his years of experience, he will help you develop a building design which is tailored to your needs, budget and aesthetic requirements. This principal architect will then employ his understanding of current construction technologies and standards as he personally supervises the production of complete construction documents to ensure the project will be constructed within your budget. Finally, he will personally administer the construction of your building to ensure that all of your programmatic concerns and all construction details are implemented to your satisfaction. The accountability of your principal architect and his personal attention to each phase of the project will result in your total satisfaction with the completed project. Pecsok, Randall, Lockwood + Van Allen, LLC will not cease performing professional services until your satisfaction is achieved.

We are proud that we have been reemployed by over 25 of our satisfied clients for second projects. Pecsok, Randall, Lockwood + Van Allen, LLC offers you the challenge to contact our past clients to determine their continuing satisfaction with our services. We will remain your architect long after your project is complete to help you maintain and modify your building as you continue to occupy and use it for years to come.

Computer Aided Drafting and Design - A Commitment to Efficiency

Pecsok, Randall, Lockwood + Van Allen, LLC has made a strong commitment to CADD design. Our firm has made the capital investment in the latest state-of-the-art hardware and software to expand our efficiencies and capabilities not only in drafting but design. Our CADD capabilities, coupled with the dedication of our personnel, enables the team to accomplish more in less time with increased accuracy and flexibility. Through electronic transmission of drawings and information via modem, Pecsok, Randall, Lockwood + Van Allen, LLC eliminates all problems of project coordination between our firm and our consultants.

PECSOK, RANDALL, LOCKWOOD + VAN ALLEN, LLC.

Library Architecture

Pecsok, Randall, Lockwood + Van Allen, LLC has successfully completed over 30 library projects. Public library work has been and remains a major portion of our architectural practice. Library boards and building committees appreciate our single point of responsibility approach to building projects. With any public library project we actually have every member of the community as a client. Other architects who do not have the depth of experience of Pecsok, Randall, Lockwood + Van Allen, LLC often do not realize the implications of this and the project suffers accordingly. The principal architects of Pecsok, Randall, Lockwood + Van Allen, LLC have the knowledge and experience to negotiate the complex situations that may arise during a project of this type.

Pecsok, Randall, Lockwood + Van Allen, LLC ascribes to no "formula" for a successful library project. As each community is comprised of different individuals with different personalities, each project presents it's own problems and solutions which may or may not be addressed by a specific project approach. Pecsok, Randall, Lockwood + Van Allen, LLC does believe in several basic principals which aid in a successful project.

Teamwork

Pecsok, Randall, Lockwood + Van Allen, LLC is only one member of the Committee or Board developing your project. By working as a team, the community understands that a group of trusted individuals from their city or Town are directing the project. It is not Pecsok, Randall, Lockwood + Van Allen, LLC's position or desire to dictate to the community on any point.

Proper Decision Making

Pecsok, Randall, Lockwood + Van Allen, LLC's principal architect will assist you in an orderly process in the development of your project. The experience of the principal architect ensures that decisions are made in the correct order. This begins with the identification of need and proceeds through the development of the design and the preparation of the construction documents. Every decision relative to the project will be put before the committee for discussion and action. In many instances the architect will present you with various options including the pros and cons and cost implications of each. By following a logical course of decisions which continually build upon each other, the actions of the committee and the architect may be easily explained and defended to the community.

PECSOK, RANDALL, LOCKWOOD + VAN ALLEN, LLC.

Library Architecture Cont'd

Communication

The most important skill of the principal architect is his ability to communicate effectively. This not only includes his ability to write and speak clearly but also his ability to listen carefully to what is being said and implied. Only through effectively listening to you can the architect fully understand the project and building you desire. Working with the committee, the architect will communicate to the community the progress of the project. This communication may take many forms such as written brochures and newsletters, formal meetings and presentations or informal coffee and cake information sessions. No matter what form the communication takes, it is important that everyone in the community be informed so that a consensus about the scope of the project may be achieved. During this information process, any comments or concerns of the community will be reviewed and incorporated if they are determined to be relevant by the committee.

Philosophy

Pecsok, Randall, Lockwood + Van Allen attempts to design each project to meet the specific needs of each client. By approaching each project with a clean slate, we bring no preconceived notions to a project. Thus, each building is designed to meet the specific programs and uses of the individual client.

Pecsok, Randall, Lockwood + Van Allen, LLC strives to design each project as a "timeless" building without incorporating any architectural elements which are considered by the architectural community as "current or faddish".

To summarize, Pecsok, Randall, Lockwood + Van Allen, LLC believes in creating architecture for the user.

ARCHITECTURAL TEAM

Pecsok, Randall, Lockwood + Van Allen, LLC feels our most important resource is our personnel. It is the personnel which are assigned to a given project which makes it a success or failure. We feel it is important the client know and be comfortable with all of the key personnel which will be working with them on a given project. The key personnel which will be assigned to your project will be:

PRINCIPAL ARCHITECT

Mark R. Van Allen
Member, Pecsok, Randall, Lockwood + Van Allen, LLC

As principal architect, Mr. Van Allen will oversee the entire production of your project. Mr. Van Allen will function as quality control for the project offering his personal accountability to you for the quality of all services rendered.

LIBRARY DESIGN CONSULTANT

J. Parke Randall, ALA, PLA, ILF
Pecsok, Randall, Lockwood + Van Allen, LLC

Mr. Randall's experiences as lead designer of over 30 library projects, coupled with his preparation of over 50 feasibility studies, place him as the foremost architect for public library design in Central Indiana. Using this experience, Mr. Randall will be responsible for design consultation on the project and will oversee the design aspects of the proposed building(s).

PRODUCTION MANAGER

Joseph A. Schmit
Pecsok, Randall, Lockwood + Van Allen, LLC

Working closely with the principal architect, Mr. Schmit will prepare the construction documents for the proposed project.

ADMINISTRATIVE ASSISTANT

Rebecca A. Pace
Pecsok, Randall, Lockwood + Van Allen, LLC

Mrs. Pace will be responsible for all clerical and financial assistance necessary in the production of the project.

RELATED PROJECTS INFORMATION

CURRENT AND COMPLETED LIBRARY PROJECTS Pecsok, Randall, Lockwood + Van Allen, LLC

WABASH CARNEGIE PUBLIC LIBRARY ADDITION

This project was an addition and remodel of a classic Carnegie limestone building. The Architectural work included interiors, furnishings and restoration assistance. This project was featured on pages 184-185 **April 1981 issue of American Libraries**, the monthly magazine of the American Library Association. Total size 13,500 sq. ft.

CARMEL PUBLIC LIBRARY

This new library for a rapidly growing community featured a very efficient floor plan which provided for a future addition, also designed by Pecsok, Randall, Lockwood + Van Allen. The architectural work included interiors, furnishings, and site development assistance. Size 14,109 sq. Ft. Total plus addition 37,000 sq. ft.

PLYMOUTH PUBLIC LIBRARY

This library was completed in December, 1977. The architectural work included a feasibility study, site analysis, community promotional work, building programming and interiors. Efficient planning enabled the original staff to operate a new building four times larger than original. Expanded facilities include a story pit, large meeting room, AV facilities, large microform area, specialty reading areas, music area, art area and extensive-planned staff areas. Circulation tripled the first year after opening. Main floor contains 16,467 sq. ft. with a 2,119 sq. ft. Basement.

DECATUR PUBLIC LIBRARY

This new library construction project started in early 1978. The greatly expanded facilities were designed to be operated with the existing staff. The new facility includes meeting room AV work and viewing areas, story pit and expanded reference and staff work areas. The architectural work included a feasibility study, programming, site analysis and interiors. Total size 13,786 sq. ft.

VINCENNES PUBLIC LIBRARY ADDITION

The Vincennes library included an addition on remodeling of an existing building. The site design and exterior appearance of the library and designed to integrate with the surrounding historic neighborhood. The work included programming and interiors. Total size 16,698 sq. ft.

RELATED PROJECTS INFORMATION

GENEVA PUBLIC LIBRARY

The Geneva library is a remodeling of an older downtown lodge building into library space. Very limited funds required phasing of the work. Architectural work included a feasibility study, programming and site studies. This project was dedicated January, 1980. It was voted **Indiana Library of the Year** for 1980. Gifts and a L.S.C.A. Title II grant made the addition and remodeling possible. An elevator and fire stairs were added to the rear of the building then the old second floor lodge hall was remodeled into a library program room, toilets and kitchen.

FAYETTE COUNTY PUBLIC LIBRARY (CONNERSVILLE)

This new one-story library also contains large meeting rooms, a historical display area, AV department with viewing area and inside bookmobile loading and storage. The building was dedicated in May, 1981. Architectural work included a feasibility study, programming, site studies and interiors. Size 21,777 sq. ft.

TIPTON COUNTY PUBLIC LIBRARY

This new one-story library has a large Children's area, special Indiana History Room, open office planning and a program room. Work included a feasibility study, programming, design and interiors. The building was dedicated March, 1981. Size 20,650 sq. ft.

WESTFIELD PUBLIC LIBRARY

This project began as a feasibility study. The design, drawings, funding process and construction for the new library took six years and included many library staff and board personnel changes from the original group. The building was dedicated October, 1983. Size 11,680 sq. ft.

BROWNSBURG PUBLIC LIBRARY

The work included a feasibility study, programming, site selection, energy and solar study, AV planning and actual building design. This 25,680 sq. ft. passive solar library has utility costs 50% to 75% that of other libraries built in the past ten years. This building was dedicated in 1981.

WEST LAFAYETTE PUBLIC LIBRARY

This project was an addition to a library, doubling its size on a crowded lot. The building was dedicated October, 1984. 8,510 sq. ft. addition.

GREENFIELD LIBRARY

The work included a feasibility study, programming, site selection, AV planning, actual building design, solar work and interiors. This passive solar library was dedicated March, 1985. Total size 16,800 sq. ft.

RELATED PROJECTS INFORMATION

NEW CARLISLE PUBLIC LIBRARY

This project was a 4,000 sq. ft. addition to a 1918 Carnegie Library serving the town of New Carlisle, IN. Of the 22 applications for the 1983 L.S.C.A. Title II grants, this project was one of the eight that received a grant and one of few that was able to proceed with actual construction. Dedicated 1986.

CARMEL PUBLIC LIBRARY ADDITION

The Carmel Library was designed by our firm and built in 1972. Because the continued growth of Carmel was unknown, the building was planned for expansion. The expansion completed in 1986 gave the total project 33,576 sq. ft.

FORTVILLE PUBLIC LIBRARY ADDITION

This project was the recycling of an office building into a library by remodeling the building and constructing an addition to provide 8,000 sq. ft. of public library space for the town of Fortville. Of the 24 applicants for the 1985 L.S.C.A. Title II grant, this project was one of the very few selected and one of the first to proceed with construction.

BOONVILLE WARRICK COUNTY PUBLIC LIBRARY

The Boonville library is a 32,030 sq. ft. new library in the Evansville area. The existing separate library, extension division and bookmobiles were merged into the new library structure. Completed Spring, 1986.

SCOTT COUNTY PUBLIC LIBRARY

This project was a 3,652 sq. ft. addition to the original 4,410 sq. ft. Carnegie Library. The project was difficult addition due to easements, setbacks and the original building placement at a 45° angle on the site. The addition was made possible by matching funds from a L.S.C.A. Title II grant. Dedicated 1987.

HUNTINGTON CITY-TOWNSHIP PUBLIC LIBRARY

The Huntington library was a new 20,049 sq. ft. library in downtown Huntington. The project received a L.S.C.A. Title II grant. It was dedicated in 1987. The project in 1987 was designed as Phase I to work within financing restrictions. Pecsok, Randall, Lockwood + Van Allen is currently working on Phase II, a 14,000 sq. ft. addition.

PLAINFIELD PUBLIC LIBRARY

The Plainfield project was a 15,439 sq. ft. addition to their 1968, 8,506 sq. ft. library. The new addition is in keeping with the population growth and projections for Plainfield. Dedicated 1987.

RELATED PROJECTS INFORMATION

MONROE COUNTY PUBLIC LIBRARY RENOVATION

The project renovated a total of 2,794 sq. ft. on two floors expanding the Children's Department Program Area and Circulation Desk, installing new VITAL offices and Program Space, adding new circulation work space and offices. The work included removal of the Randtriever book storage system.

WEST INDIANAPOLIS LIBRARY

This project was a new 4,961 sq. ft. branch library for the Indianapolis-Marion County Public Library. The new building replaced an existing Carnegie building. The new facility provided off street parking, handicap access, expanded service space, program room and book drop.

TIPPECANOE COUNTY PUBLIC LIBRARY

The new 46,593 sq. ft. library contains all the county library functions. The project contains advanced concepts in automation provisions for flexible wiring layout, lighting, furnishings, circulation and reference areas.

KOKOMO-HOWARD COUNTY PUBLIC LIBRARY

This project reorganized and relocated various departments in the 43,000 sq. ft. 1967 main library building. 20,000 sq. ft. were remodeled, reworked or converted for new use while the library remained open to the public. Expanded departments include the Children's area, Tech Services, Howard City Room and Administrative areas.

ELLETSVILLE BRANCH OF MONROE COUNTY PUBLIC LIBRARY

A new 10,000 sq. ft. branch library with an open floor plan to be flexible and easily supervised by a small staff. The library contains tutoring rooms, meeting rooms, expanded reference and study areas.

MONTICELLO-UNION TOWNSHIP PUBLIC LIBRARY

This new 15,500 sq. ft. building replaced an existing Carnegie building. The open plan is designed and sited to allow for future expansion and reorganization. This facility was opened in 1992.

LOWELL PUBLIC LIBRARY

Working from a feasibility study prepared by another firm, Pecsok, Randall, Lockwood + Van Allen designed this new 24,000 sq. ft. building which replaces an existing Carnegie building. Dedicated in 1993, Pecsok, Randall, Lockwood + Van Alien was successful in securing an L.S.C.A. Title II grant to aid in financing its construction.

RELATED PROJECTS INFORMATION

GREENSBURG PUBLIC LIBRARY

The Greensburg library is a new 21,000 sq. ft. building. Pecsok, Randall, Lockwood + Van Allen was involved with the project from the feasibility study through completion in 1993.

INDIANAPOLIS-MARION COUNTY PUBLIC LIBRARY - MAIN LIBRARY

Pecsok, Randall, Lockwood + Van Allen is continuing to work with the I-MCPL in reorganizing and updating their main library services. Phases complete to date include a remodeled administrative office suite and a video circulation area. Pecsok, Randall, Lockwood + Van Allen is currently working on the feasibility of several ideas to increase access and security in and around the building.

INDIANA COOPERATIVE LIBRARY SERVICES AUTHORITY OFFICES (INCOLSA)

Pecsok, Randall, Lockwood + Van Allen was hired to remodel an existing 2 story building into new offices for the Indiana Cooperative Library Services Authority. Working within the confines of the existing structure, Pecsok, Randall, Lockwood + Van Allen is adding new mechanical systems, updating the electrical systems and adding the technological infrastructure to support all of INCOLSA's in house networks, out-of-house networks and distance learning. Adopting current building codes to the existing building, spaces have been created to serve INCOLSA for the next ten years. Completion November 1995.

DILLSBORO PUBLIC LIBRARY

Pecsok, Randall, Lockwood + Van Allen is currently working on the design of a new library for Dillsboro, Indiana. This new building will provide library services to an area of Indiana which is currently not served. Always an innovator in methods of financing, this library by Pecsok, Randall, Lockwood + Van Allen will be one of the first libraries in the State constructed with a Community Development Block Grant.

REFERENCES

Jacqueline Nytes, Associate Director
Indianapolis-Marion County Public Library
2450 North Meridian Street
Indianapolis, Indiana 46208
(317) 269-1710

Mr. Bill Rosier, Business Mgr.
INCOLSA
6202 Morenci Trail
Indianapolis, Indiana 46278
(317) 298-6570

Mr. Mark Huber, Chairman
Bldg. Committee Dillsboro Public Library
Dillsboro, Indiana
(812) 432-5250 (Residence)

Mr. Joe Westhafer, President
Greensburg Public Library Board
Greensburg, Indiana
(812) 663-7441



JOHN A. MOORMAN · CITY LIBRARIAN

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT
John A. Moorman
Phone (217) 424-2900, ext. 13

January 11, 1996

PUBLIC NOTICE

The Decatur Public Library Board of Trustees will hold a special meeting Thursday, January 18, 1996.

Respectfully submitted,

John A. Moorman, City Librarian

JAM:lh

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

January 18, 1996 4:30 p.m.

- I. Call to order - Dave Pritts, Vice President
- II. Approval of minutes
 - A. Meeting of January 9, 1996
- III. Discussion of new library building
- IV. Selection of architectural firm
- V. Discussion of the purchase of real property--CLOSED
EXECUTIVE SESSION
- VI. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
January 9, 1996

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Mary Lee, Shirley Moore, Judi Moss, David Pritts, Stanley Sitton, and Ellen Spycher. Absent: Richard Mannweiler. Staff present: John Moorman and Linda Humphreys. Others present: Richard Lockmiller, Robert Smith, William Gerstner, Martin Seidman, Ed Booth, and representatives of three architectural firms.

II. APPROVAL OF MINUTES

The minutes of the meeting of November 16, 1996 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee met January 8, 1996. A proposed pre-employment drug screening policy was reviewed and recommended for approval to the Board. Mr. Sitton made a motion to approve the policy as written. The motion was seconded by Mrs. Moss and unanimously approved. A proposed contract from Nims & Associates to provide contractual computer network services was also reviewed and recommended for approval. Mr. Sitton made a motion to approve the contract as presented. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote.

Finance and Properties Committee: Mr. Pritts made a motion to approve the November and December bills. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote.

The Committee reviewed the proposed 1996/97 budget and recommended it for approval. Mrs. Moore made a motion to approve the budget as presented. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote.

VI. NEW BUSINESS

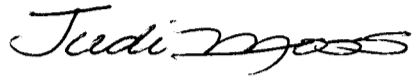
Representatives of the architectural firms of Severns, Reid & Associates from Champaign, Illinois; Pecsok, Randall, Lockwood & Van Allen of Indianapolis; and Phillips Swager Associates of Naperville and Peoria, Illinois and Dallas, Texas all made presentations regarding a new building.

Mrs. Lambert made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote. The Board went into closed session at 6:15 p.m. The meeting was re-convened at 6:55 p.m.

VII. ADJOURNMENT

Mr. Stengel adjourned the meeting at 6:55 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics

December 1995

Location	December 1995	December 1994	% Change
CENTRAL LIBRARY, PRINT			
Adult	19,513	21,190	-7.9
Young Adult	932	1,116	-16.5
Children's	7,929	9,509	-16.6
TOTAL	28,374	31,815	-10.8
EXTENSION PRINT			
Bookmobile 547	0	5,335	-100.0
Bookmobile 548	5,966	5,232	14.0
Bookmobile 549	2,275	0	
Outreach	1,877	1,684	11.5
TOTAL	10,118	12,251	-17.4
TOTAL PRINT	38,492	44,066	-12.7
NON-PRINT			
Videocassettes	5,341	5,949	-10.2
Audiocassettes	2,586	2,701	-4.3
Recordings	1,794	1,861	-3.6
TOTAL	9,721	10,511	-7.5
Extension Non-print	712	893	-20.3
TOTAL NON-PRINT	10,433	11,404	-8.5
Renewals	945	455	107.7
TOTAL CIRCULATION	49,870	55,925	-10.8

DECATUR PUBLIC LIBRARY
12 Month Circulation Statistics

December 1995

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	289,535	301,892	-4.1
Young Adult	17,320	19,992	-13.4
Children's	168,308	183,448	-8.3
TOTAL	475,163	505,332	-6.0
EXTENSION PRINT			
Bookmobile 547	29,807	69,832	-57.3
Bookmobile 548	78,466	64,796	21.1
Bookmobile 549	30,002	0	??
Outreach	9,574	20,608	-53.5
TOTAL	147,849	155,236	-4.8
TOTAL PRINT	623,012	660,568	-5.7
NON-PRINT			
Videocassettes	74,180	77,672	-4.5
Audiocassettes	35,676	27,821	28.2
Recordings	22,593	19,321	16.9
TOTAL	132,449	124,814	6.1
Extension Non-print	11,786	12,169	-3.2
TOTAL NON-PRINT	144,235	136,983	5.3
Renewals	10,821	5,112	111.7
TOTAL CIRCULATION	778,068	802,663	-3.1

STATISTICAL REPORT
December 1995

TECHNICAL SERVICES

New book volumes added: 1,149
New book titles added: 641
AV titles added: 152
Volumes withdrawn: 1,193
Books mended: 828

PERSONNEL ACTIVITY:

12/14/95 Ruth Massey hired for Library Page (1/2 time)
12/18/95 Greta Myers hired for Library Page (1/2 time)
12/28/95 Katherine Kline hired for Library Assistant (1/2 time)

CURRENT VACANCIES: Acquisitions Clerk II/Interlibrary Loan Clerk;
Library Driver (half-time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 333 main + 25 extension = 358 total

PROFESSIONAL ASSISTS: this 12 months to date: 70,424
last 12 months to date: 70,472

PATRONS IN THE BUILDING: this 12 months to date: 326,601
last 12 months to date: 334,049

VOLUMES PURCHASED: this 12 months to date: 16,029
last 12 months to date: 18,131

VOLUNTEERS: 30 volunteers worked 191 hours

Finance and Properties Committee
January 9, 1996

John Stengel called the meeting to order at 4:00 p.m. Present: Mr. Stengel, Janice Lambert, Mary Lee, and Judi Moss. Absent: Richard Mannweiler. Staff present: John Moorman and Linda Humphreys.

1996/97 budget: Mr. Moorman reviewed the draft that was presented. He noted that there were several changes from the figures presented with the levy projections because final figures arrived from the city regarding personnel and insurance rates. The draft also includes funds in the professional services line item for a contractual services arrangement for computer network services. The consensus was to recommend the draft to the Board for approval as presented.

There was no further business. The meeting was adjourned at 4:25 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

January 18, 1996 4:30 p.m.

- I. Call to order - Dave Pritts, Vice President
- II. Approval of minutes
 - A. Meeting of January 9, 1996
- III. Discussion of new library building
- IV. Selection of architectural firm
- V. Discussion of the purchase of real property--CLOSED
EXECUTIVE SESSION
- VI. Adjournment



JOHN A. MOORMAN · CITY LIBRARIAN

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT
John A. Moorman
Phone (217) 424-2900, ext. 13

January 11, 1996

PUBLIC NOTICE

The Decatur Public Library Board of Trustees will hold a special meeting Thursday, January 18, 1996.

Respectfully submitted,

John A. Moorman, City Librarian

JAM:lh

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
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DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
January 9, 1996

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by John Stengel, President. Members present: Mr. Stengel, Janice Lambert, Mary Lee, Shirley Moore, Judi Moss, David Pritts, Stanley Sitton, and Ellen Spycher. Absent: Richard Mannweiler. Staff present: John Moorman and Linda Humphreys. Others present: Richard Lockmiller, Robert Smith, William Gerstner, Martin Seidman, Ed Booth, and representatives of three architectural firms.

II. APPROVAL OF MINUTES

The minutes of the meeting of November 16, 1996 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee met January 8, 1996. A proposed pre-employment drug screening policy was reviewed and recommended for approval to the Board. Mr. Sitton made a motion to approve the policy as written. The motion was seconded by Mrs. Moss and unanimously approved. A proposed contract from Nims & Associates to provide contractual computer network services was also reviewed and recommended for approval. Mr. Sitton made a motion to approve the contract as presented. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote.

Finance and Properties Committee: Mr. Pritts made a motion to approve the November and December bills. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote.

The Committee reviewed the proposed 1996/97 budget and recommended it for approval. Mrs. Moore made a motion to approve the budget as presented. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote.

VI. NEW BUSINESS

Representatives of the architectural firms of Severns, Reid & Associates from Champaign, Illinois; Pecsok, Randall, Lockwood & Van Allen of Indianapolis; and Phillips Swager Associates of Naperville and Peoria, Illinois and Dallas, Texas all made presentations regarding a new building.

Mrs. Lambert made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moore and unanimously carried on roll call vote. The Board went into closed session at 6:15 p.m. The meeting was re-convened at 6:55 p.m.

VII. ADJOURNMENT

Mr. Stengel adjourned the meeting at 6:55 p.m.

Respectfully submitted,

Judi Moss, Secretary
Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

December 1995

Location	December 1995	December 1994	% Change
CENTRAL LIBRARY, PRINT			
Adult	19,513	21,190	-7.9
Young Adult	932	1,116	-16.5
Children's	7,929	9,509	-16.6
TOTAL	28,374	31,815	-10.8
EXTENSION PRINT			
Bookmobile 547	0	5,335	-100.0
Bookmobile 548	5,966	5,232	14.0
Bookmobile 549	2,275	0	
Outreach	1,877	1,684	11.5
TOTAL	10,118	12,251	-17.4
TOTAL PRINT	38,492	44,066	-12.7
NON-PRINT			
Videocassettes	5,341	5,949	-10.2
Audiocassettes	2,586	2,701	-4.3
Recordings	1,794	1,861	-3.6
TOTAL	9,721	10,511	-7.5
Extension Non-print	712	893	-20.3
TOTAL NON-PRINT	10,433	11,404	-8.5
Renewals	945	455	107.7
TOTAL CIRCULATION	49,870	55,925	-10.8

DECATUR PUBLIC LIBRARY
12 Month Circulation Statistics
December 1995

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	289,535	301,892	-4.1
Young Adult	17,320	19,992	-13.4
Children's	168,308	183,448	-8.3
TOTAL	475,163	505,332	-6.0
EXTENSION PRINT			
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Bookmobile 548	78,466	64,796	21.1
Bookmobile 549	30,002	0	??
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