

DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

COMBINED MONTHLY MEETING FOR APRIL 1989 AND ANNUAL MEETING FOR 1988/89

AGENDA

May 25, 1989 3:30 P.M.

ANNUAL MEETING

- I. Call to Order
- II. Annual Report to the Illinois State Library
- III. Annual Report of the City Librarian
- IV. Annual Report to the City Council
- V. Election of Officers
- VI. Adjournment

MONTHLY MEETING

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of April 20, 1989
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of April 24, 1989
 - B. Finance & Properties Committee
 1. Approval of bills for April 1989
 2. Meeting of May 10, 1989

Decatur Public Library Board of Trustees
Agenda for 5/25/89
Page 2

- C. Rolling Prairie
 - 1. Report on May RPLS Board meeting
 - 2. Election of Board member

- VI. Avenues to Excellence
 - A. No report this month

- VII. Old Business
 - A. Salaries and benefits for staff

- VIII. New Business

- IX. Adjournment

ANNUAL REPORT OF THE CITY LIBRARIAN

1988-89

DECATUR PUBLIC LIBRARY GOALS

The Decatur Public Library established four goals to be accomplished during fiscal year 1988/89. Here are the results:

#1. Improve library programming and public relations.

The library started the year off by participating in the very successful "Cans Across the County." The library provided its large northeast window for a nine foot tall can sculpture of the transfer house. In addition, we collected several hundred cans of food by forgiving five dollars in fines for one can of food; we also served as a can collection site. A total of \$776.87 worth of fines was forgiven.

At the same time, the bookmobiles were participating in the "Read in the Parks" program. Later during the year, the library cosponsored several forums with the League of Women Voters, worked with local groups to sponsor the Fine Arts Film Series, and participated in both the Black History Fair and the Education Fair. Library staff presented many talks to local groups and two programs at the annual meeting of the Illinois Library Association.

Continuing our goal of increasing public relations, the library sponsored 45 adult programs which were attended by 2,630 adults and young adults. The Children's Department presented 132 programs (a 10.9% increase) attended by 3,411 children. The summer reading program had 1,887 children register and participate. Throughout the library, 119 displays were created, 15 booklets were printed, and 43 brochures, fliers, and calendars were printed. A few of the special programs sponsored include "Afternoon Delight" (a summer film series for young adults), "Cities and Towns of Illinois," the "YA Connection" series of afternoon programs for teens, and a mime and puppet show.

Contacts with the news media included 62 news releases, 12 feature stories in the Herald and Review newspaper, and 128 spots on WSOY, WXFM, and WDZ radio. We provided 107 groups with tours and book talks.

#2. Increase the number of patrons visiting the library.

In September, the library had a drive to register 1,000 patrons. By the end of the month, there were 785 new patrons registered and 743 patrons renewed their library cards. Registrations rose from 45,073 in 1988 to 50,740 in 1989, a 12.6% gain. Usage of the main library also increased from 313,902 to 328,935, up 4.9%. Material circulation rose correspondingly from 759,811 to 777,844 items in 1988/89 (see enclosure #1).

The Board approved two major reciprocal borrowing agreements during the year. Millikin University students and staff can now use Decatur Public Library; DPL patrons may use the Staley Library at Millikin University at no charge. In addition, Decatur residents can now present their DPL borrower's card at over 500 Illinois public libraries.

#3. Prepare a long range plan for the library.

Strategic long range planning has been an important tool used by companies for years to produce quality products at the lowest possible cost. In June of 1988, the library established a nine-member long range planning committee. This committee was asked to develop a long range plan for the library by September 1989. The committee immediately started collecting and reviewing data about the community and the library, developed a mission statement, and determined the major roles the library should play in serving the community. From the mission statement and the roles, six major goals and objectives for each goal were developed. The goals and objectives are now being reviewed by library staff for their recommendations. The plan will be completed by August 1989 and will serve as a guide for the library for the next five years.

#4. Upgrade the circulation computer database to accept MARC-formatted records.

In 1988, the Illinois State Library Automation Committee recommended that libraries with automated circulation systems convert their records to MARC format by December 1991. A review of our present library circulation computer and software suggested a need to upgrade the system to allow for the acceptance of the MARC format and increased capacity of the central processing unit (CPU). In November 1988, the Board approved the lease/purchase of a new circulation computer system and software. Because of some software problems, installation of the new system has been delayed until July 31, 1989. The new system will allow the downloading of MARC records and the possibility of an online catalog.

In preparation for the new computer, the library began in July 1987 cataloging all materials in the MARC format. In addition, library collections are being weeded of materials that are out-of-date, not circulating, or are duplicates. The last large-scale weeding program was in 1978. Over 8,000 items were withdrawn from the library during 1988/89.

In summary, the library has achieved and often exceeded its stated goals, thanks to the hard work of the staff and the Board.

BUDGET

The budget was a topic of discussion during most of 1988/89. Property tax revenue continues to grow at a rate well below inflation and library needs. The Board took an important step in cost containment when it approved implementation of a two tier pay scale. Salaries of employees hired after April 30, 1989 will start at 10% less than the pay scale currently used. This action will help reduce the increasing cost of personnel at Decatur Public Library, while still ensuring a salary schedule competitive with area libraries and local companies.

Grants have been a new source of funding for Decatur Public Library. In 1987/88 the library received its first grant in over 20 years. In 1988/89, the library applied for a total of \$127,465 in grant funds.

The \$35,000 Baby TALK grant ended in July 1988. Also in July, the Children's Department received an \$800 grant for a summer storytelling performance. Two LSCA mini grants were applied for in October (\$9,550 for the YA Connection, and \$9,150 for Expanded Outreach to Older Citizens and the Visually Impaired). In November, a federal grant application for \$29,230 was submitted for Project READING. In January, the Decatur Area Chamber of Commerce awarded a \$2,500 seed grant to the library. Also in January, an LSCA grant was submitted for \$78,535 for the Decatur Area Resources for Economic Development project. In addition to these grants, the library is also participating in a grant with Project READ which placed two PLATO terminals in the library.

Personnel represents 75% of the library budget. Aware of the need for more staff, the library has greatly expanded its use of volunteers. An average of 56 volunteers worked 185 hours per month. The American Association for Retired Persons pays the salary of one part-time person who is working on the local history obituary records project. Two interns also worked for one semester (one in the Children's Department; the other on public relations materials for the library).

Continuing to seek ways to save money, the library surveyed the five largest book jobbers in September to determine which one could provide the best discount and service. From the resulted savings, the purchasing power of the materials budget increased by 2.5% (\$6,000). We also received (free) an automated material ordering program which has greatly reduced staff time spent ordering materials and keeping records.

The Library Foundation was established and incorporated. Non-profit 501-C status has been applied for from the Internal Revenue Service. The foundation is now working to solicit contributions from local businesses.

Continued use of volunteers, applying for grants, and careful planning of existing resources has allowed the library to continue its programs and to expand in some areas.

PERSONNEL

To maintain a healthy organization, attention must be paid to the development of our most important resource--the staff. Staffing has remained very stable during the past year with only one full-time and five part-time positions becoming vacant. There were no vacancies in the professional staff.

A reclassification study was completed by the City of Decatur Department of Human Resources. Seven positions were upgraded and one position was downgraded. A Board/Staff Relations Task Force was formed to investigate why some staff felt the morale was low. Recommendations from this task force include improved communications, additional training and education, recognition, and improved security.

Internally, a Staff Development Committee was established. This committee planned the staff institute day, organized several in-house training sessions, organized tours of the Bloomington and Springfield libraries for staff, and developed a professional collection.

Staff members attended twenty-five different meetings, conferences, seminars, and workshops. Flexible scheduling was implemented in May 1988 to reduce stress and to allow staff to attend meetings while providing coverage of important library services.

The safety and security of the staff was addressed by the employment of a security guard four evenings a week during the school year. A shoplifting seminar provided the staff with an understanding of how to detect people committing this crime in the library.

Staff development and participation by the staff in the formulation of administrative recommendations have been encouraged strongly. A staff advisory committee is being formed to advise the administration of staff concerns. In summary, the development of the staff has been a primary concern during the past year. Greater involvement of the staff in determining the direction the library should head has been encouraged.

DEPARTMENTAL SUMMARIES

Adult Services Department

One of the significant developments for this department was its name change, which more closely indicates its functions. To provide patrons with easier access to the main floor service desks, the adult service and audio-visual desks were moved together to form the Adult Services Center.

An enormous weeding project was initiated by this department, and almost 7,000 items were withdrawn. Eliminating materials that are not being used should make it easier for patrons to find the materials they need.

Circulation increased 1% from 279,283 to 281,446 items (see enclosure #3). Many of the circulation gains were recorded in the areas which have been weeded.

A science fiction collection area was established and all adult Sf materials were moved into this section. Additional science fiction, mysteries, romance, and large print titles have been ordered to meet patron demand.

Art Department

One hundred nineteen displays were developed, 82 signs were placed in the library, and 43 brochures, calendars, and fliers were developed. Volunteers helped the staff artist touch-up and rejuvenate the library's framed print collection.

Audio-visual Department

The audio-visual collection had the fastest growing circulation in the library, up 29% from 91,235 to 117,360. Two new formats were added to the collection during the year. Compact discs have now replaced the traditional vinyl record as the preferred format. One of our largest record jobbers will no longer accept orders for vinyl records after July 1, 1989. In 1989/90, the library purchased the majority of its recordings in the compact disc format. A second new collection is the books-on-tape on

audio cassette. This collection has been very popular, with 1,152 circulations in only five months for seventy items owned.

Because of declining circulation, with library has withdrawn its 16mm collection (43 items) and its sculpture collection (84 items).

Enclosure #3 is a graph of audio-visual circulation for the past five years.

Children's Department

Circulation of juvenile materials seems to be leveling off, with only a .28% gain for the year. (See enclosure #4). However, even with reduced staffing when Mrs. Gross was on maternity leave, the department held 132 programs attended by 3,411 children (13 more programs than last year). The summer reading program registered an additional 1,485 children. As the number of elementary school children continues to decline, the library has attracted a greater number of Decatur children to its programs.

Programs like Baby TALK and two-year-old story times have brought hundreds of parents and children in the library and the world of children's literature. These programs are important to the library, and they are recognized in the long range plan.

In January, the library applied for the prestigious John Cotton Dana award for the Baby TALK program. Decatur Public Library won this award in 1952. While we did not win this year, we are receiving national attention for the Baby TALK program as an innovative library program.

Extension Department

Circulation declined 7%, with most of the decline registered in the first six months (see enclosure #2). Juvenile bookmobile circulation accounted for most of the decline. School stops now generate 42% of the bookmobile circulation. Declining enrollments and limits on the number of items which students can check out (set by the schools) have caused part of the decline.

To slow this problem, the Extension Department conducted a patron survey and implemented some of the results. Publicity about the bookmobiles and types of materials carried has increased. The Extension staff are recording 30-second book reviews for a local radio station. In September, the bookmobiles celebrated their fortieth year of service with tours of the bookmobile for some 400 patrons.

The department participated in the summer reading program with 402 children registered. The bookmobiles again were part of the "Read in the Parks" program to encourage children to read.

Reference Department

Volunteers played an important role in helping this department expand their services. Indexing of the Macon County obituaries advanced 18 years (1953 to 1937; 1988). Computer printouts of the years 1955 to 1965 were produced for the library and the Decatur Genealogical Society. Volunteers are now staffing the local history room, allowing the room to be open more hours. JTPA and Macon Resources volunteers shelved materials and marked materials in storage, freeing regular staff to complete assigned tasks. Volunteers have been especially helpful when the regular staff was out due to illness during the year.

Young Adult Department

Ms. Ritchie's first year as young adult librarian resulted in a 0.2% circulation gain. See enclosure #4. A \$9,550 LSCA grant was funded for the purchase of young adult materials and program development. Circulation for the months of January through April shows an average gain of 13%, as the teens found new materials to check out. During the summer of 1988, Ms. Ritchie attended a week-long schooling on teenage literature. She has compiled several annotated booklists for the library and local schools.

Administrative Office

A new purchasing and payroll system at the City added changes in the daily operation of this department. Correspondence, library policies and procedures, brochures, and news releases are produced on the computer, allowing greater output of work from this department.

Over 70,000 sheets of paper were printed and distributed and 100,000 photocopies were made.

Circulation Department

The library registered 4,396 adult, 492 youth, and 779 juvenile first time patrons for a total registration of 50,740 new patrons. The staff answered 43,031 telephone calls, and 29,848 notices were sent to patrons reminding them of overdue materials. Patrons were notified by post card of 5,765 reserved items which were ready to be checked out.

Circulation in the main library increased 5% from 598,645 to 629,567 in 1989. A total of 1,259,124 items were handled by the department with accuracy and efficiency.

Maintenance Department

New carpeting in the children's room was one of the most visible changes in the library. The maintenance department moved the service desks on the main floor, rearranged the reception area in the administrative suite, built cabinets to house the compact discs and books-on-tape, built three free standing bulletin boards, repaired over 200 video cassette tapes, and used over 30 gallons of paint.

The drive pulley of the service elevator was regrooved for the first time since 1941 when the elevator was installed, and new steel ropes were installed.

To improve security and safety in the building, a keypad lock was installed on the rear entrance, plastic panels were installed on the staircase railing leading to the second floor, and a security mirror was installed in the basement.

To prepare for the new circulation computer, the Maintenance Department installed several new isolated ground receptacles and laid a special cable from the computer room to the terminals.

No major air conditioning or heating problems were encountered and only normal maintenance was required on the library vehicles.

Order Department

The Order Department ordered \$266,294 of books and non-book materials, of which \$240,905 was received. This is down \$26,000 from last year, partly because \$19,000 in Baby TALK materials were ordered in 1987/88.

The major change in the department was electronic book ordering. This system has reduced the time it takes to order and receive items from three weeks to one week or less. Six hundred dollars was saved on order forms and many hours of staff time were saved by not typing the forms. In the new program, the computer printer prints the order forms from a number.

As previously mentioned, the Order Department surveyed the five largest book jobbers to determine which one could provide the library with the best discount and service. A survey of the periodical jobbers is planned for fiscal year 1989/90.

Enclosures #5 is a four year spending comparison of all library funds; #6 and #7 show average costs and discounts.

Catalog Department

While the number of new materials cataloged was slightly less than last year, the Catalog Department greatly increased its recataloging project. The dewey decimal classification system is constantly changing; 1,458 titles were recataloged in 1988/89.

The department is also updating the music uniform titles. Three hundred fifty-one headings on 7,814 cards have been changed, with an additional 900 headings still to be changed.

Another special project has been the transfer of subject authorities from the 9th edition of the Library of Congress to the 10th edition. These projects are very time consuming but important to the library if it intends to maintain a catalog that is up-to-date and bring similar materials together.

Processing Department

Before any cataloged materials can be circulated, covers, book pockets, security strips, and labels have to be added. During the past year, 11,871 books, 11,878 periodicals, and 4,805 books requiring jackets were processed. The technique developed by DPL to secure its videocassette tapes has been copied by libraries all over the United States. These techniques were developed by staff from the Technical Services, Circulation, and Audio-visual departments, which again shows the innovativeness of our staff.

SUMMARY

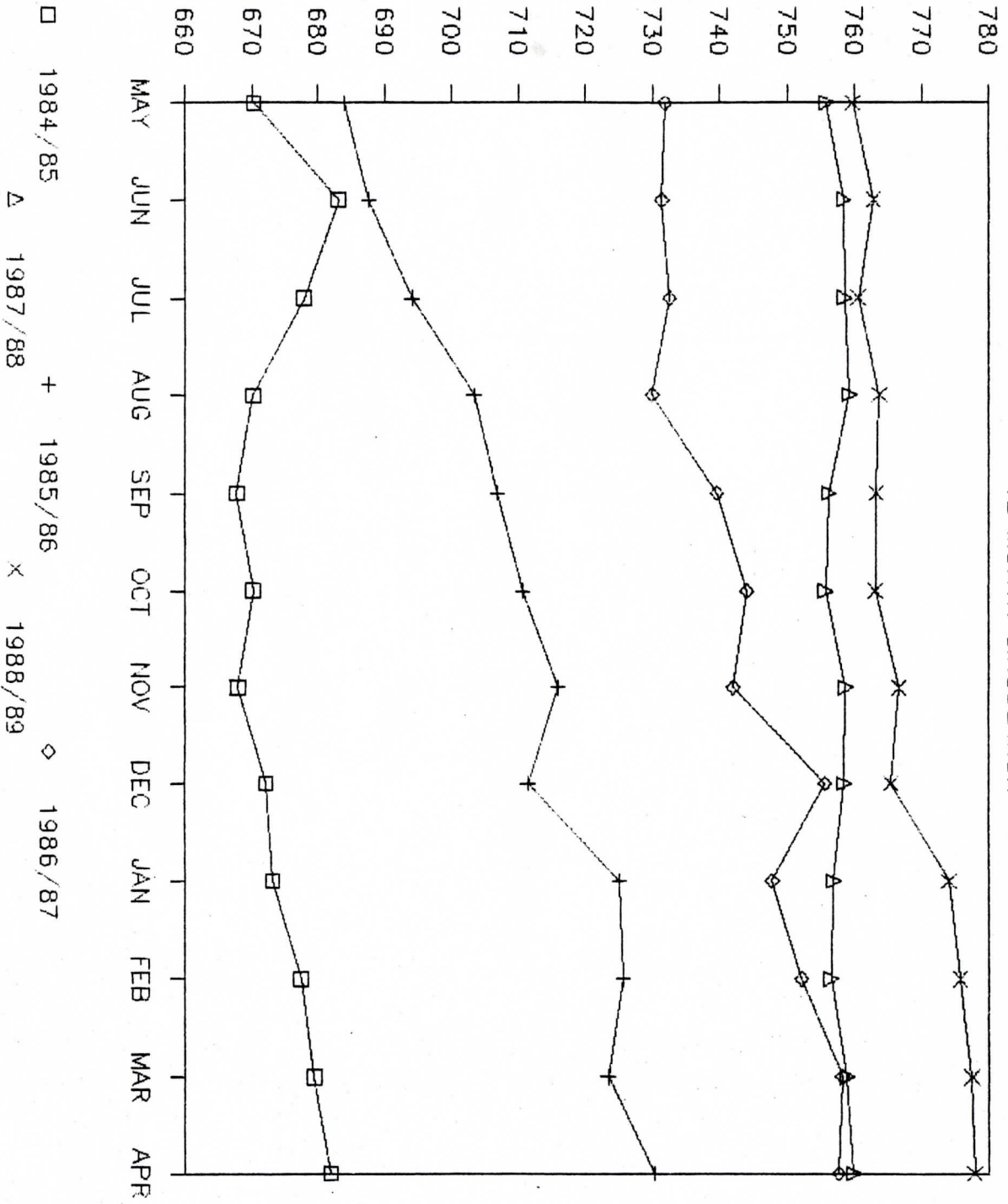
What I have detailed in this report is the collective efforts and work of seventy-two employees. I am thankful for their cooperation and dedication to the library. I look forward to new and exciting challenges next year.

I also want to thank the Board for the many long hours and careful thought they have given.

TOTAL CIRCULATION

12 MONTH CIRCULATION

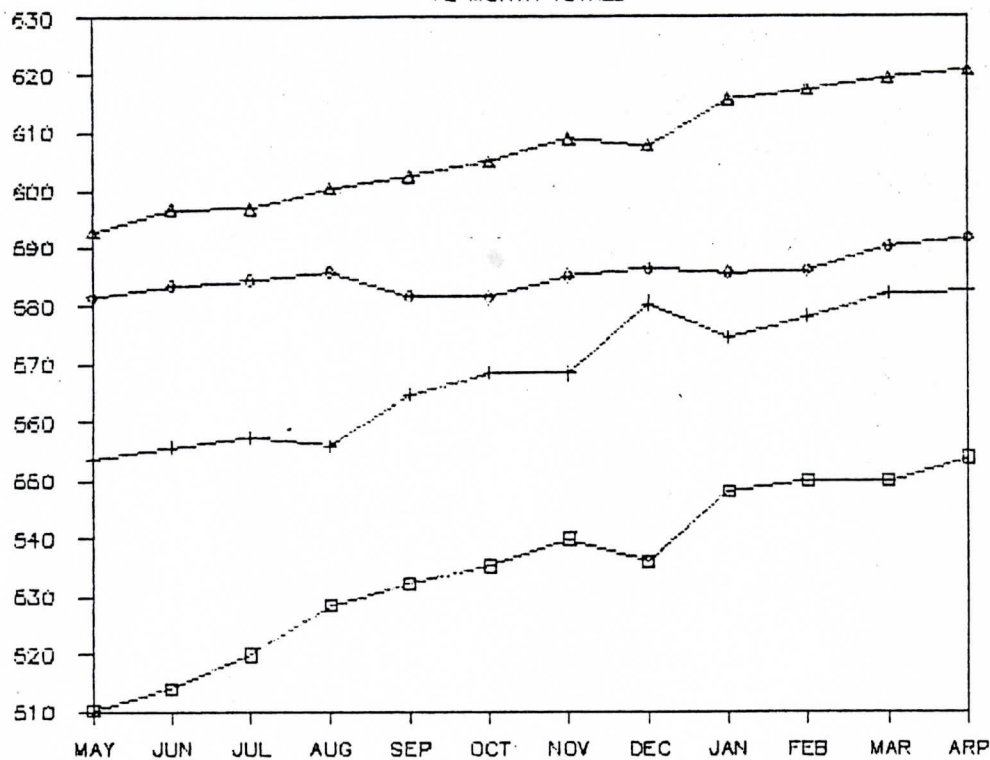
(Thousands)



MAIN LIBRARY CIRCULATION

12 MONTH TOTALS

(Thousands)



□ 1985/86

+ 1986/87

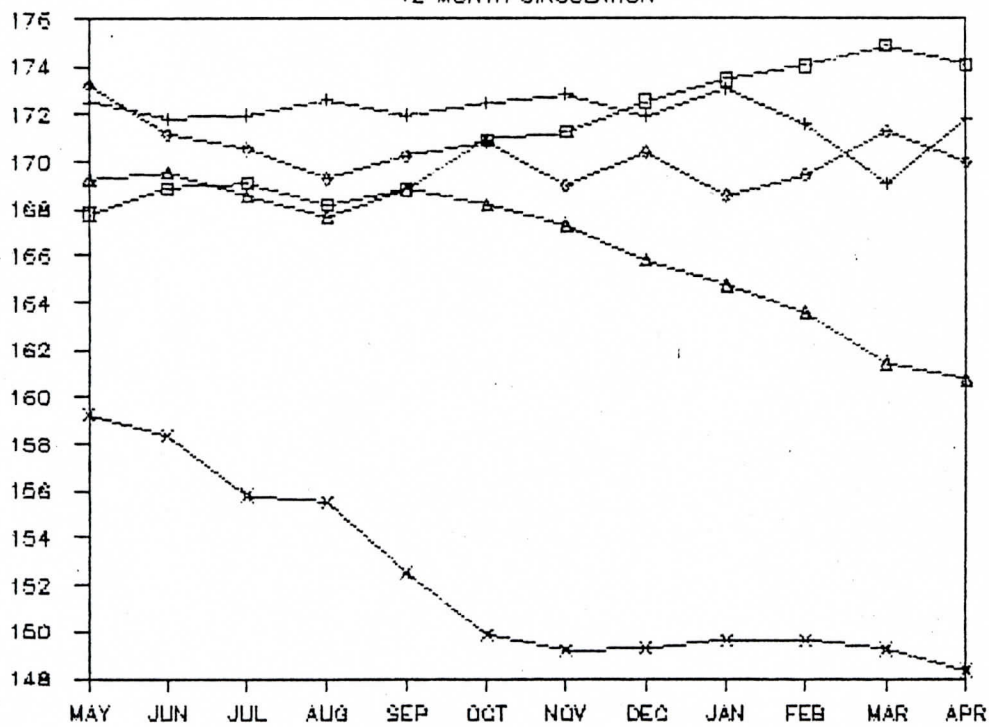
◇ 1987/88

△ 1988/89

EXTENSION

12 MONTH CIRCULATION

(Thousands)



□ 1984/85

+ 1985/86

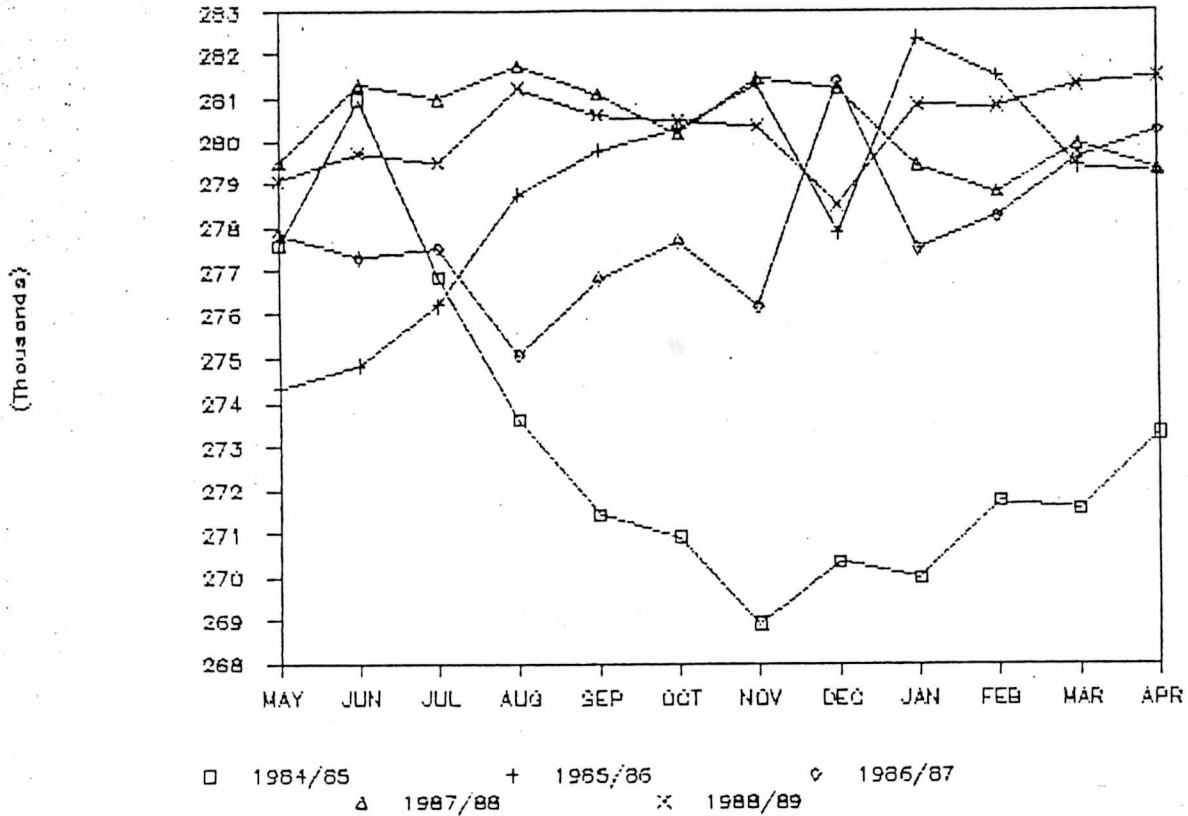
◇ 1986/87

△ 1987/88

× 1988/89

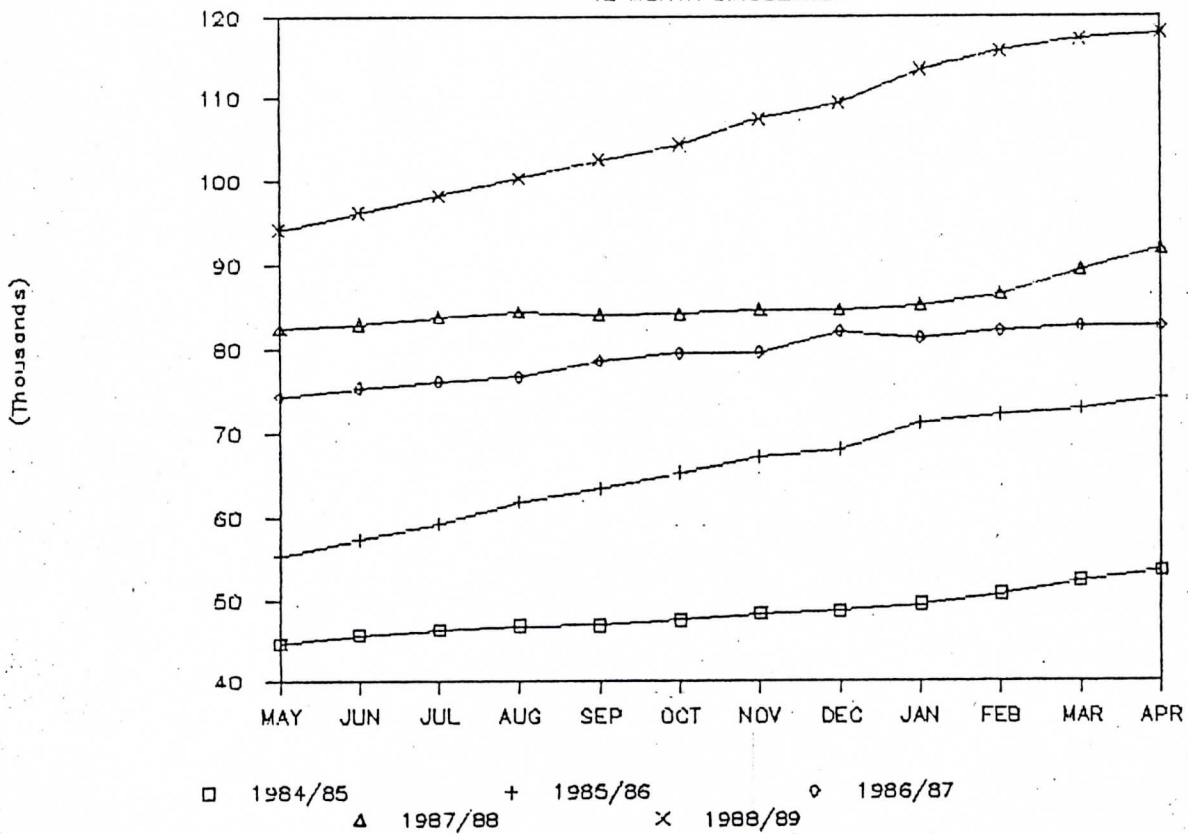
ADULT SERVICES

12 MONTH CIRCULATION



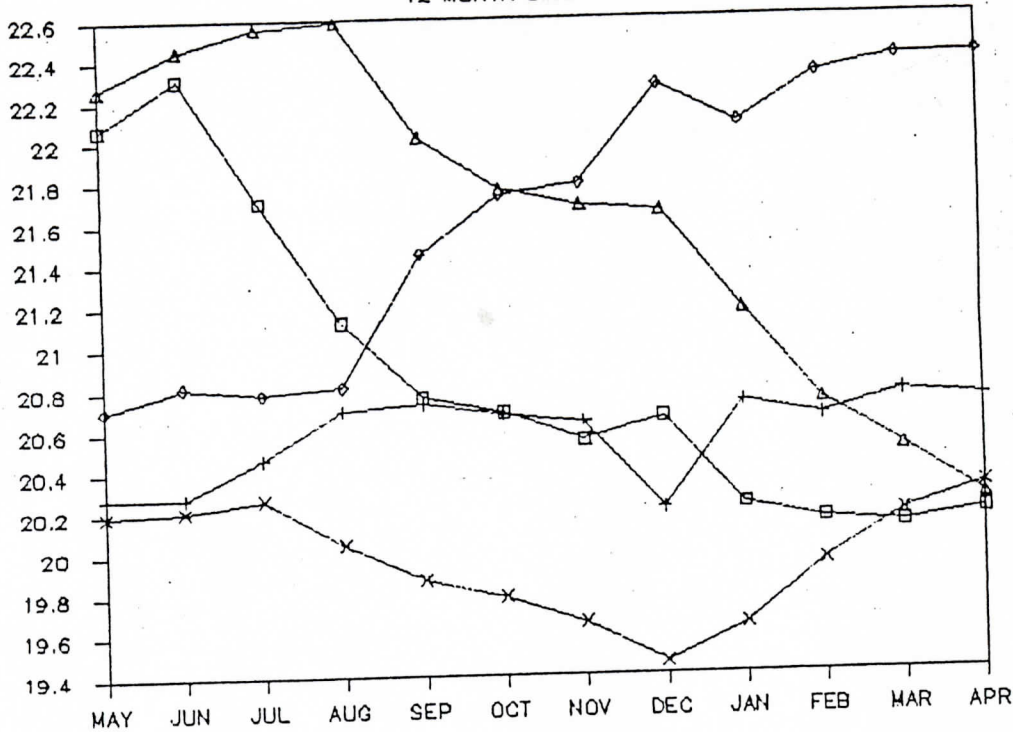
AUDIO VISUAL

12 MONTH CIRCULATION



YOUNG ADULT 12 MONTH CIRCULATION

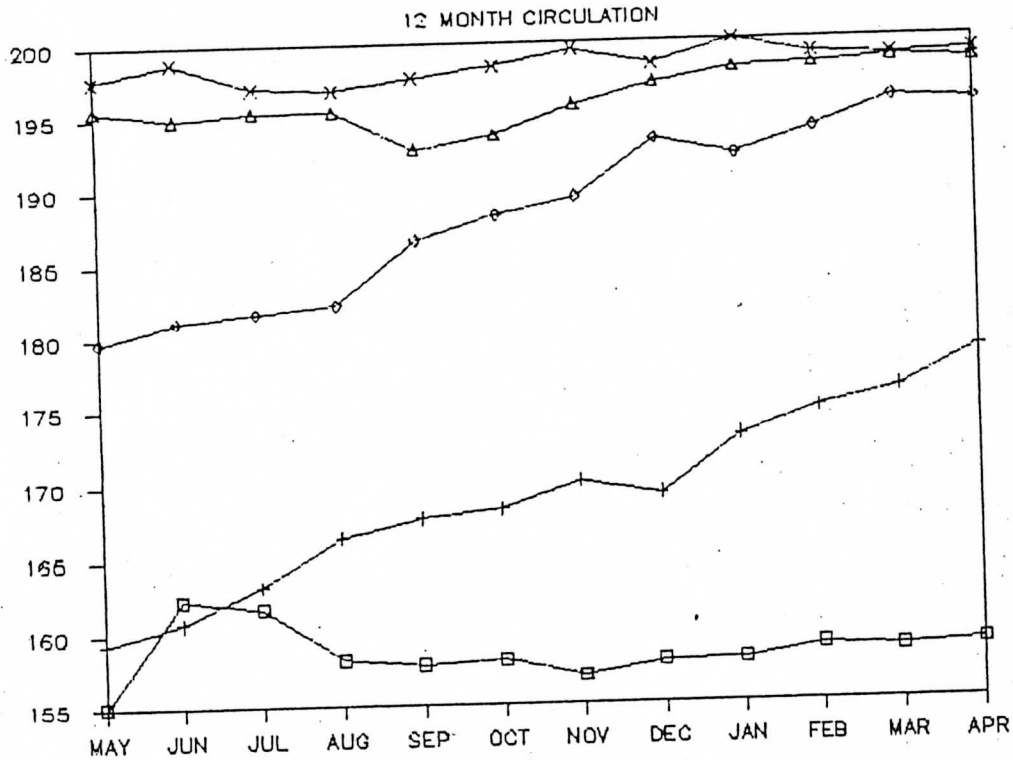
(Thousands)



□ 1984/85 + 1985/86 ◇ 1986/87
 △ 1987/88 × 1988/89

CHILDREN'S 12 MONTH CIRCULATION

(Thousands)



□ 1984/85 + 1985/86 ◇ 1986/87
 △ 1987/88 × 1988/89

FOUR YEAR SPENDING COMPARISON OF ALL FUNDS

	<u>1988/89</u>	<u>1987/88</u>	<u>1986/87</u>	<u>1985/86</u>
PRINTED CODE	\$201,775.42	\$221,205.81	\$197,435.95	\$196,042.10
AUDIO-VISUAL CODE	\$ 34,033.01	\$ 37,651.54	\$ 37,658.97	\$ 42,246.55
CANTONI CODE	\$ 4,052.98	\$ 4,377.65	\$ 2,767.57	\$ 3,669.04
BRIDGES CODE	\$ -----	\$ 1,107.73	\$ 8.16	\$ 1,399.28
PERMANENT LOAN FUND	\$ 148.43	\$ 107.63	\$ 114.97	\$ 3,501.63
MEMORIAL FUNDS	\$ 325.73	\$ 1,266.82	\$ 1,958.47	\$ 730.77
GIFT FUNDS	\$ 569.77	\$ 1,221.20	\$ 800.26	\$ 870.09
TOTAL	<u>\$240,905.34</u>	<u>\$266,938.38</u>	<u>\$240,744.35</u>	<u>\$248,709.66</u>

AVERAGE COST AND DISCOUNT FOR BOOKS RECEIVED DURING FISCAL
YEARS AS LISTED BELOW

	YEARS		AVERAGE COST	AVERAGE DISCOUNT
ADULT	1988/89	*	\$ 13.55	24.43%
	1987/88	*	\$ 12.81	27.9%
	1986/87		\$ 12.94	26.9%
	1985/86		\$ 12.42	26.6%
	1984/85		\$ 11.90	26.3%
YOUTH	1988/89	*	\$ 5.04	28.68%
	1987/88	*	\$ 6.29	31.6%
	1986/87		\$ 8.54	29.0%
	1985/86		\$ 8.58	30.3%
	1984/85		\$ 7.60	29.8%
JUVENILE	1988/89	*	\$ 8.41	24.61%
	1987/88	*	\$ 7.84	27.7%
	1986/87		\$ 7.52	27.2%
	1985/86		\$ 7.11	28.7%
	1984/85		\$ 7.19	23.8%
EXTENSION	1988/89	*	\$ 9.48	30.54%
	1987/88	*	\$ 8.79	33.8%
	1986/87		\$ 8.85	32.6%
	1985/86		\$ 8.37	31.7%
	1984/85		\$ 8.37	31.5%
REFERENCE	1988/89	*	\$ 45.02	1.65%
	1987/88	*	\$ 52.17	2.8%
	1986/87		\$ 44.20	2.8%
	1985/86		\$ 39.43	2.6%
	1984/85		\$ 43.74	3.5%
ADULT (HOME READING)	1988/89	*	\$ 12.43	25.64%
	1987/88	*	\$ 11.90	28.8%
	1986/87		\$ 11.62	28.8%
	1985/86		\$ 11.36	28.0%
	1984/85		\$ 11.09	26.9%

* Beginning in 1987/88 our statistics include both classed and unclassed books, while before 1987/88 the statistics for them were kept separate. Also, beginning in 1987/88 the statistics are based on records kept for only a three-month period.

AVERAGE COST AND DISCOUNT FOR AUDIO-VISUAL MATERIALS
RECEIVED DURING FISCAL YEARS AS LISTED BELOW

	YEARS	AVERAGE COST	AVERAGE DISCOUNT
RECORDS	1988/89	\$ 6.51	28.2%
	1987/88	\$ 6.09	28.0%
	1986/87	\$ 6.70	27.7%
	1985/86	\$ 6.04	28.8%
	1984/85	\$ 6.11	28.1%
COMPACTS *	1988/89	\$ 12.29	2.37%
	1987/88		
	1986/87		
	1985/86		
	1984/85		
CASSETTES	1988/89	\$ 8.26	23.24%
	1987/88	\$ 7.60	15.20%
	1986/87	\$ 6.79	27.70%
	1985/86	\$ 6.88	22.80%
	1984/85	\$ 6.13	25.50%
BOOKS ON TAPE *	1988/89	\$ 8.84	0.00%
	1987/88		
	1986/87		
	1985/86		
	1984/85		
VIDEOS	1988/89	\$ 32.11	5.45%
	1987/88	\$ 46.23	8.90%
	1986/87	\$ 39.71	15.70%
	1985/86	\$ 47.45	11.70%
	1984/85	\$ 90.98	3.80%
ART PRINTS/ SCULPTURE **	1988/89	-----	-----
	1987/88		
	1986/87		
	1985/86		
	1984/85		

*New in 1988/89

**Kept as separate statistics in past years.

LIBRARY MATERIALS REPORT - 1988-89

	PREVIOUS BALANCE	ITEMS ADDED	ITEMS WITHDRAWN	NEW NET BALANCE
BOOK MATERIALS				
Volumes	225,368	14,280	14,710	224,938
Titles	114,353	6,288	7,561	113,080
RECORDS				
Albums	9,647	480	1,264	8,863
Titles	6,617	333	451	6,499
CASSETTES				
Cassettes	1,874	451	150	2,175
Titles	1,582	320	101	1,801
MICROFILM				
Reels	8,425	110	2	8,533
Titles	228			228
VIDEOCASSETTES				
Tapes	2,691	642	110	3,223
Titles	2,557	501	58	3,000
COMPACT DISCS				
Discs		386		386
Titles		381		381
BOOKS ON TAPE				
Tapes		122		122
Titles		107		107
FILMSTRIPS				
Films	94			94
Titles	93			93
ART PRINTS				
Prints	227	5		232
Titles	227	5	1	231
SCULPTURES				
Sculptures	83			83
Titles	84			84
MICROFICHE				
Fiches	3,627			3,627
Titles	2			2
16mm FILMS				
Films	43			43
Titles	43			43
OVERALL				
ITEMS	252,079	16,476	16,236	252,319
TITLES	125,786	7,935	8,172	125,549

ILLINOIS STATE LIBRARY, SPRINGFIELD, IL 62756
PUBLIC LIBRARY ANNUAL REPORT
1988-1989

Every public library in Illinois is required by law (Chapter 81, Sec. 4-10, and elsewhere in the *Illinois Revised Statutes*) to file this annual report with the State Library. The purpose of this report is to obtain and publish data on the resources and services of all Illinois public libraries for use by all concerned. Each library is asked to file this report with its system headquarters **AS SOON AS POSSIBLE UPON (AND BY NO LATER THAN 30 DAYS AFTER)** completion of its fiscal year ending between July 1, 1988, and June 30, 1989. Please complete and return this form promptly. (By law, public library districts have until Oct. 1 to file this report, however it would be appreciated if the form is filed by Aug. 1.) Every public library district should send the State Library a copy of the certified audit of its accounts within 6 months of the close of the fiscal year. That document can be sent to the State Library later.

Please do **not** leave any item blank. Enter "0" if the appropriate entry for an item is zero or "none." Enter "N.A." if an item does not apply to your library. If an exact figure is not available for a particular item, but it is known that the amount is greater than zero, enter an estimate of the amount. Type your responses or print in black ink. To help prevent mistakes in assembling photocopies of several different libraries' reports, please write the name of your library in the line provided in the right hand margin of pages 2-6.

IDENTIFICATION

1. Location Decatur _____ 1
Name of the municipality in which the central library is located.
2. Librarian James C. Seidl / Title City Librarian _____ 2
Give the name of the librarian in the following order: first name, last name. Married women should use their own names, not their husband's first name (e.g., Mary Jones, NOT Mrs. John Jones).
3. Legal name of library _____ Decatur Public Library _____ 3
4. Mailing address (include street and zip code) 247 East North Street _____ 4
Decatur, IL 62523 _____
5. Library telephone (include area code) _____ (217) 428-6617 _____ 5
*If your library has more than one telephone number, report the number you want listed in **Illinois Libraries**.*
6. Library system Rolling Prairie Library System _____ 6
7. Population residing in tax base area 93,939 _____ 7
Use latest official federal census figure.

GENERAL INFORMATION

8. Opening and closing hours of the central library for use by the public in a typical week last October (i.e., a week with no holidays and in which the library was open its regular hours): Monday 9 am to 9 pm ;
Tuesday 9 am to 9 pm ; Wednesday 9 am to 9 pm ; Thursday 9 am to 9 pm ;
Friday 9 am to 9 pm ; Saturday 9 am to 5:30 pm ; Sunday - to - _____ 8
9. Total number of branches (supply names and addresses on a separate sheet)..... 0 _____ 9
A branch is a library facility in separate quarters with its own collection of books, permanent paid staff, and open for use by all persons on a regular schedule. Do not include reading centers, collections of books for hospital patients, etc.
10. Total number of bookmobiles 2 _____ 10

Registered Borrowers

11. Total number of resident borrower's cards in force as of the last day of the fiscal year 50,740 11
Do NOT include nonresident borrowers here. This figure should not be greater than the figure on line 7.

Number of nonresident fees paid in the last fiscal year and the amount of the annual fee as the last day of the fiscal year for each of the following types of nonresidents:

	Type of Nonresident	No. of Fees Paid		Fee (for use of this library)	
		(a)	(b)	(a)	(b)
12.	Family	<u>161</u>		<u>\$52.00</u>	12
13.	Student	<u> </u>		<u> </u>	13

(a) For each type of nonresident, report the number of fees paid in the last fiscal year, both for system-wide use and for use of this library only.
(b) Report the amount charged for one year for each type of nonresident for use of YOUR LIBRARY ONLY.

RESOURCES OWNED

	Held at End of Last FY (a)	Withdrawn During FY (b)	Added During FY (c)	Held at End of This FY (d)	
14. Number of books	<u>225,275</u>	<u>14,617</u>	<u>14,280</u>	<u>224,938</u>	14
<i>Report number of different physical volumes in your library for which you provide at least minimal access through the library's catalog (on cards, in book form, on microfiche, online, etc.). Include government documents arranged by Su Docs classification. Exclude periodicals and microforms.</i>					
15. Video recordings and films	<u>2,734</u>	<u>110</u>	<u>642</u>	<u>3,266</u>	15
<i>Report number of copies, of-all formats. Include motion picture films, videotapes, videocassettes, and videodiscs. Exclude slides or filmstrips.</i>					
16. Audio recordings	<u>11,521</u>	<u>1,414</u>	<u>1,439</u>	<u>11,546</u>	16
<i>Report number of copies, of all formats. Include phonorecords, tapes, cassettes, compact disks, etc.</i>					
17. Number of periodical titles (magazines and newspapers only) currently received ..				<u>615</u>	17
<i>Exclude duplicates. Include periodicals received by gift subscriptions, in microform, or as government documents.</i>					

USE OF RESOURCES (Report for your entire fiscal year)

18. Number of adult materials loaned	<u>488,656</u>	18
<i>Count all adult and young adult materials borrowed by patrons from your library (and any branches, bookmobiles or other agency), including interlibrary loans received from other libraries, bulk loan materials, reciprocal borrowing transactions, and all print and non-print media such as films, records and art prints.</i>		
19. Number of juvenile materials loaned	<u>289,238</u>	19
20. TOTAL loans (sum of lines 18 & 19)	<u>777,894</u>	20
21. Number of reference (as opposed to directional) questions by phone or in person. Answer line 21a if you have data for the year; if not, use lines 21b and c.		
a. For the year: asked by adults <u>28,705</u> ; asked by children <u>6,856</u> ; total <u>35,561</u> .		
b. For any one week in October: asked by adults _____; asked by children _____; total _____.		
c. For any one week in April: asked by adults _____; asked by children _____; total _____.		
<i>A reference question is a question which requires the use of books, periodicals or other resources such as index tools, the library catalog, online data bases or people outside the library.</i>		

FINANCIAL INFORMATION (Report whole dollars only. Report for your entire fiscal year. Report all funds received or spent, but do NOT include funds spent by others for the benefit of the library.)

NOTE: If a certified audit of library accounts is prepared, please submit a copy as a supplement to this report on or before October 1, 1989.

Library Receipts by Source (Do not include balance from previous year or income from tax anticipation warrants)

22. Local government (Include capital income from sale of bonds and specify amount in footnote. Do not include income from tax anticipation warrants. Show revenue sharing funds in lines 24a-24b)
(use whole dollars only) 1,893,601 22
23. State government (exclude federal funds distributed by the state)
- a. Per capita grants (use whole dollars only) 93,939 23a
 - b. Equalization aid (use whole dollars only) _____ 23b
 - c. Corporate replacement tax (use whole dollars only) _____ 23c
 - d. Other (specify) (use whole dollars only) _____ 23d
24. Federal government (include federal funds distributed by the state)
- a. Revenue Sharing received for operating expenditures (use whole dollars only) _____ 24a
 - b. Revenue Sharing received for capital expenditures (use whole dollars only) _____ 24b
 - c. Other federal funds received (use whole dollars only) 19,259 24c
- Include federal money received through the state, e.g., LSCA grants, paid directly, to your library.*
25. All other receipts (use whole dollars only) 275,650 25
Report all monetary receipts not reported above, e.g., endowment income, gifts and donations, fines, payments for contract services, interest income, and receipts from a library system or from a loan or mortgage.
26. TOTAL receipts (sum of lines 22-25) (use whole dollars only) 2,282,449 26

Library Expenditures by Category (regardless of the source of funds)

27. Salaries and wages for staff (other than building maintenance staff) including fringe benefits
(use whole dollars only) 1,461,293 27
Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc. Report salaries and wages for maintenance staff on line 28.
28. Salaries and wages for building maintenance staff, including fringe benefits
(use whole dollars only) 101,723 28
Include salaries and wages before deductions, and fringe benefits paid by the library, such as insurance, IMRF, social security, etc.
29. Printed materials (use whole dollars only) 201,775 29
Include expenditures for books, periodicals, microforms, pamphlets, government documents, etc.
30. Nonprint materials (use whole dollars only) 34,033 30
Include expenditures for all materials used by visual projection and/or sound reproduction (e.g., films, phonorecords, tape cassettes, filmstrips, slides, etc.), and for framed pictures, sculpture, etc.
31. All other operating expenditures not entered above (use whole dollars only) 274,395 31
Include expenditures for library and general office supplies, processing costs, commercial binding and rebinding, equipment, rent, utilities, repairs, etc. Report purchase of fixed assets on line 33.
32. Capital outlay for building construction (use whole dollars only) 0 32
Show here the amount spent this year on construction of a new building or of an addition to or remodeling of an existing building, which cost at least \$1000.
33. Capital outlay for all other fixed assets (use whole dollars only) 4,550 33
Report all expenditures for land and improvements to land, for the purchase of existing buildings, for long-term debt retirement (e.g., mortgage payments), for equipment costing over \$1000, etc. Fixed assets are those things which are not consumed in use, can be expected to last at least five years, and cost at least \$1000.
- TOTAL of all expenditures (sum of lines 27-33) (use whole dollars only) 2,077,769 34
Lines 26 and 34 need not agree.

PERSONNEL (Report status as of the last day of the fiscal year)

35 Staff Data (only for people paid by the library).

Group A: Professional librarians, media and audiovisual specialists, etc.

List each Group A employee on a separate line below, and give the information requested in columns I-VI. Attach another page if needed. Do not include persons employed as short-term substitutes. Count in Group B a business manager or other person not a librarian.

- I. Name of employee. Do not include any vacant position other than head librarian.
- II. Identify as "cataloger," "children's librarian," or "reference librarian" each person who regularly spends at least 75% of his/her work week in duties characteristic of or directly related to each of these positions. For each other librarian, record the title of his/her position.
- III. Use the highest appropriate number in the following code to indicate the extent of formal education: (1) less than a bachelor's degree, (2) a bachelor's degree with less than a minor in library science and with or without graduate study in a subject field, (3) a bachelor's degree, with at least a minor (18 semester hours) in librarianship or educational media and with or without some graduate study in those field, or (4) a master's degree in librarianship, information science, instructional technology or educational media, with or without further study.
- IV. Sex. Use F for female and M for male.
- V. Hours worked per week. If exact number is not known, supply your best estimate. 35

(I) Name of Employee	(II) Title of Position	(III) Education	(IV) Sex	(V) Hours Worked Per Week	(VI) Hourly Rate or Annual Salary
Seidl	City Librarian	4	M	40	43,900
Gibson	Asst. City Librn.	4	F	40	37,665
Bakula	Catalog Librn.	4	F	40	30,047
Gross	Children's Librn.	4	F	40	32,444
Serber	Extension Librn.	4	M	40	32,385
Apley	Adult Serv. Librn.	4	F	40	31,427
Merrick	Reference Librn.	4	M	40	34,322
Dick	AV Librn.	4	M	40	26,276
Veach	Cataloger	4	F	40	26,842
Ritchie	YA Librarian	4	F	40	28,077
A. Gross	Asst. Adult Serv. Librn.	4	M	40	26,743

Group B: Full-time or part-time technical and clerical employees (including full-time pages)

Total number of hours all Group B employees worked in a typical week	1,540
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 5.92
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 13.57

Group C: Part-time hourly paid pages or shelvers

Total number of hours all Group C employees worked in a typical week	185
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 5.21
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 6.52

Group D: Full-time or part-time building maintenance, security or plant operation employees

Total number of hours all Group D employees worked in a typical week	140
Minimum hourly rate actually paid (convert annual salary to hourly rate)	\$ 7.94
Maximum hourly rate actually paid (convert annual salary to hourly rate)	\$ 14.97

(For ISL Use Only)

1: / 2: / 3: / 4: / P: N: M:

REFERENDA

36. Was your library involved in a referendum during the last fiscal year? Yes _____ No X 36
 If No, go directly to Line 38. If Yes, please attach a copy of the ballot or a statement of the proposition as presented to the voters. If more than one referendum occurred, report each separately.

37. For each type of referendum presented to the voters, indicate the date of the vote, and whether it passed or failed. 37

	Date of Referendum	Passed	Failed	Effective Date
Tax Increase Referendum	_____	_____	_____	_____
Bond Issue Referendum	_____	_____	_____	_____
Establishment Referendum	_____	_____	_____	_____
Annexation Referendum	_____	_____	_____	_____
Conversion Referendum	_____	_____	_____	_____
Other (please specify)	_____	_____	_____	_____

38. For district libraries only: if in the last year you converted to district status by approval of your corporate authority (under PL 84-1461), or annexed additional territory in unincorporated area by backdoor referendum (under Chapter 81, sec. 1002-8, of the **Illinois Revised Statutes**), indicate the effective date of either action. 38

Effective Date

Conversion _____
 Annexation _____

CURRENT LIBRARY BOARD AND OFFICIALS

NOTE: This information is used for directory purposes. REPORT THE MOST RECENT INFORMATION AVAILABLE.

39. President (a) Mark Sorensen (b) 217 428-6850 (c) 7-91 39
 Name (Area Code) Telephone Mo. & Yr. When Present Term Ends
 (d) 289 S. Westlawn Decatur, IL 62522
 Complete Home Address
40. Vice-President (a) Barbara Ohlsen (b) 217 429-1179 (c) 7-90 40
 (d) 135 S. Lake Shore Drive Decatur, IL 62521
41. Treasurer (a) _____ (b) _____ (c) _____ 41
 (d) _____
42. Secretary (a) Jerrodean Martin (b) 217 428-4699 (c) 7-89 42
 (d) 2595 St. Louis Bridge Road Decatur, IL 62521
43. Other Members (a) John Akin (b) 217 422-4475 (c) 7-89 43
 (d) 2425 Ivy Lane Decatur, IL 62521
44. (a) Daniel Gaumer (b) 217 428-5952 (c) 7-91 44
 (d) 3010 E. Chestnut Decatur, IL 62521
45. (a) Richard Lockmiller (b) 217 423-2610 (c) 7-89 45
 (d) 422 Hackberry Drive Decatur, IL 62522
46. (a) Janna Lutovsky (b) 217 429-9773 (c) 7-91 46
 (d) 690 Cove Court Decatur, IL 62521
47. (a) Eve Shade (b) 217 877-5249 (c) 7-90 47
 (d) 3383 Dell Oak Drive Decatur, IL 62526
48. (a) Robert Smith (b) 217 422-7836 (c) 7-90 48
 (d) 24 Edgewood Court Decatur, IL 62522
49. (a) _____ (b) _____ (c) _____ 49
 (d) _____

50. Name of library attorney Edward Booth 50
 Address 132 S. Water St. Telephone (217) 423-6076
51. Is the custodian of library funds a member of the board? Yes _____ No X 51
52. Surety company covering custodian of funds: Lumberman's Mutual 52
53. Amount of surety bond \$ 1,000,000 53
- NOTE: Illinois Revised Statutes, Chapter 81, requires that the bond be "not less than 50% of the total funds received by the library in the last fiscal year" for municipalities of less than 50,000 population (Paragraph 4-9), and for public library districts (Paragraph 1004-10).
54. Name of certified public accountant employed by the library or your corporate authority: 54
 Name: Peat, Marwick, Mitchell, & Co. Address: 250 N. Water St. Decatur, IL
62523
55. Person to contact (if necessary) concerning the information reported on this form:
 Name: James C. Seidl Telephone: (217) 428-6617 55

CERTIFICATION

56. This annual report is filed by the undersigned public library pursuant to Chapter 81, Section 4-10, Illinois Revised Statutes, for the fiscal year commencing May 1 19 88 and ending April 30 19 89
 Report the beginning and ending dates (month, day, and year) of your most recently completed fiscal year. 56
57. Legal name of library Decatur Public Library 57
58. Signature of the librarian James C. Seidl 58
- The board of directors herewith accepts the above report, certifies its essential accuracy and transmits it to the Illinois State Library in accordance with the above statute.
59. Jessie D. Martin Mark W. Sorensen 59
 Secretary (signature) President (signature)
 Requires the signature of the secretary and president of the current library board.
60. May 25, 1989 60
 Date signed by the president and secretary of the board.

Thank you for completing this report. Please send one copy to your local government and send one original signed copy to your library system headquarters. The system headquarters will return a photocopy to you, make another for itself, a third for the University of Illinois Library Research Center, and send the original to the State Library.

You are invited to attach to this report comments or suggestions as to how we can improve this form, what questions were difficult for you to answer, on what other topics you would like to see information gathered and made available, etc.

(For System Use Only)
 Full name of system staff member who reviewed this form: _____



DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



May 25, 1989

Honorable Mayor and City Council
City of Decatur
#1 Civic Center Plaza
Decatur, IL 62523

Dear Mayor and Council:

Attached is the Annual Report of the Library Board of Trustees for fiscal year 1988/89.

Included with the Annual Report to the Council are the Annual Report to the Illinois State Library, used in the compilation of uniform public library statistics, and the Annual Report of the City Librarian, which provides a narrative summary with graphs showing Library activities for the year.

The Board wishes to use this occasion to express its appreciation for the opportunity to serve the people of Decatur, and to thank the Council for the consideration and support given during the past year.

Sincerely,

Mark W. Sorensen

Mark W. Sorensen, President
Library Board of Trustees

MWS:lh

cc: City Manager
Finance Director

ANNUAL REPORT OF THE LIBRARY BOARD OF TRUSTEES

1988/89

The Library Board of Trustees of the City of Decatur makes this Annual Report to the City Council of the City of Decatur under the terms and provisions of Section 4-10 of Chapter 81 of the Illinois Revised Statutes. This Annual Report covers the period for the fiscal year ending April 30, 1989, and is a report of the condition of the Board's trust on April 30, 1989.

STATEMENT OF MONEYS RECEIVED

Fund balance, May 1, 1988	171,977.53
Tax levy receipts	1,723,889.06
Replacement tax	169,711.84
Interest on investments	38,407.56
Library fines & fees	42,841.13
Non-resident fees	8,517.35
Lost and damaged books	4,746.20
Photocopier	730.40
Reserves and misc.	2,793.25
State grants	115,698.05
Contributions and donations	492.21
Other miscellaneous income	2,644.85
TOTAL RECEIPTS	2,282,449.43

STATEMENT OF EXPENDITURES

Regular salaries	1,244,414.52
Overtime	201.40
Temporary salaries	38,061.88
Retirement-IMRF	204,788.64
Group life insurance	1,215.00
Hospital & medical insurance	57,765.00
Workmen's compensation	14,472.00
Service recognition	2,097.50
Advertising	622.26
Printing & binding	7,624.75
Serv. to maintain buildings	11,070.46
Serv. to maintain improvements	716.45
Serv. to maintain auto equipment	3,850.18
Serv. to maintain office equipment	22,481.00
Electricity	56,609.33
Gas	7,516.08
Telephone	13,744.66
Water	795.19
Auditing services	731.00
Training schools	1,926.05
Conferences & other travel	4,907.42
Postage	6,808.22
Computer software expense	289.00
Copying expense	150.54
Tuition reimbursement	1,365.80

Other professional services	9,476.32
Professional membership fee	2,007.00
Rental - equipment	17,035.53
Gasoline	1,800.85
Janitorial supplies	3,017.86
Materials to maintain buildings	15,559.03
Material to maintain auto equipment	2,448.34
Office supplies	27,386.53
Contingencies	0
Transfer to general fund	30,813.00
Motor vehicle insurance	3,068.00
Boiler insurance	130.00
Property insurance	12,017.00
General liability insurance	7,376.00
Small capital items	1,051.44
Office machinery & equipment	4,549.64
Books	174,084.10
Audio-visual materials	34,033.01
Magazines/newspapers	27,691.32
TOTAL EXPENDITURES	2,077,769.30

STATEMENT OF CONDITION OF TRUST FUNDS

Joseph H. Breckenridge Fund (est. 1972)*	
Fund balance 5/1/88	109,184.17
Interest on investment	8,144.31
Total	117,328.48
Expenditure	16,082.44
Balance 4/30/89	101,246.04
Maude Bridges Fund (est. 1977)**	
Fund balance 5/1/88	2,628.29
Income	1,046.01
Total	3,674.30
Expenditures	1,286.03
Balance 4/30/89	2,388.27
Ellen and Peter Cantoni Fund (est. 1983)**	
Fund balance 5/1/88	109,476.40
Interest on investment	8,069.19
Total	117,545.59
Expenditures	4,052.98
Balance 4/30/89	113,492.61
Library Capital Fund	
Fund balance 5/1/88	2,793.86
Interest on investment	92.07
Total	2,885.93
Expenditures	2,885.93
Balance 4/30/89	.00

* Fund restricted to purchase equipment for online catalog

** Fund restricted to book purchases

STATEMENT OF BOOKS AND OTHER MATERIALS AVAILABLE AND CIRCULATED

Materials available:

Book stock, volumes	224,938
Periodicals and newspapers, # of current subscriptions	907
Microfiche, sheets	8,533
Filmstrips, number of items	3,627
Phonodiscs and compact discs	9,249
Audio cassettes, number of items	2,297
Motion pictures	43
Videocassettes	3,223
Art reproductions	232
Government documents, number of items	40,857
Telephone directories	750
College catalogs	685
Pamphlets	37,638
 Total number of items in collections	 332,979

The number and character of circulation of the above material and other material borrowed from other libraries is as follows:

	<u>PRINT</u>	<u>AUDIO-VISUAL</u>
Adult circulation	337,996	117,904
Young adult circulation	24,457	0
Children's circulation	289,238	0
Renewals	8,299	0
 Total	 659,990	 117,904

The division of this material by department and media is as follows:

	1989	1988
Reference	2,617	2,326
Home Reading	281,446	279,283
Young Adult	20,303	20,250
Children's	198,998	198,450
Extension	148,327	160,807
16 mm films	423	561
Videocassettes	77,315	57,756
Audio cassettes	12,225	6,590
Phonodiscs	26,466	25,270
Other	931	1,058
Extension AV	544	559
Renewals	8,299	6,901
 TOTAL CIRCULATION	 777,894	 759,811

STATEMENT OF PROPERTY ACQUIRED BY DEVISE, BEQUEST, GIFT OR GRANT

The Library received a distribution of \$861.56 as its share in the income from the trust established by the will of Maude E. Bridges.

The Library also received a number of donations of books and other materials to add to its collection from various people and organizations.

No real property was acquired during the year. No personal property was purchased except for items required in the normal operation of the Library.

LIABILITIES

The Library had no bonds or other obligations outstanding during the fiscal year.

STATEMENT OF MONEYS REQUIRED FOR LIBRARY OPERATION IN 1990/91

The Library Board will provide the City Council with an estimate of funds required to operate the library for fiscal year 1990/91 by September 30, 1989.

OTHER STATISTICS, INFORMATION, AND SUGGESTIONS

Attached are the 1988/89 Illinois Public Library Annual Report (which furnishes information to the Illinois State Library for use in compiling its annual statistics on public libraries in Illinois), and the 1988/89 Annual Report of the City Librarian, which contains a narrative summary and appropriate graphs of Library activities during the year.

This report was approved and adopted by the Library Board of Trustees of the City of Decatur, Illinois, at the regular Board meeting on May 25, 1989.

Dated this 25th day of May, 1989.

Mark W. Sorensen

Mark W. Sorensen, President
Decatur Public Library Board of Trustees

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 25, 1989

I. Roll Call

The Annual Meeting of the Decatur Public Library Board of Trustees was called to order at 3:40 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mr. Akin, Mr. Gaumer, Mr. Lockmiller, Mrs. Lutovsky, and Mr. Smith. Absent: Mrs. Shade. Staff present: Ms. Humphreys, Mrs. Gibson, Mr. Seidl, Mr. Kupish, and Ms. Kikolla.

II. Annual Report to the Illinois State Library

The Annual Report to the Illinois State Library was reviewed. Mrs. Martin made a motion to submit the report. The motion was seconded by Mr. Akin and unanimously approved.

III. Annual Report of the City Librarian

The Annual Report of the City Librarian was reviewed and accepted by the Board.

IV. Annual Report to the City Council

The Annual Report to the City Council was reviewed. Mr. Lockmiller made a motion to approve the report for submittal to the Council. Motion was seconded by Mrs. Lutovsky and unanimously carried.

V. Election of Officers

Mrs. Lutovsky made a motion to table the election of officers for one month. Motion was seconded by Mr. Lockmiller and unanimously carried. Mr. Sorensen appointed a nominating committee (Mrs. Lutovsky, Mrs. Shade, and Mr. Sorensen) who will propose a slate of officers at the June meeting.

VI. Adjournment

Mr. Sorensen adjourned the annual meeting at 4:05 p.m.

REGULAR MEETING

I. Roll Call

The regular monthly meeting of the Decatur Public Library Board of Trustees was called to order at 4:15 p.m. by President Sorensen.

II. Minutes

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

III. Communication From The Public

Mr. Owen Balding addressed the Board on a variety of issues.

Mr. Kupish was present to speak to the Board, but he asked the Board if he could wait to speak until the "old business" discussion of salaries and benefits for the staff. The Board agreed to this.

IV. City Librarian's Report

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

Mr. Lockmiller expressed concern that \$7,684 was left in the material budget at the end of the fiscal year. He also asked why the budget is only 98.5% spent, rather than 100%. Mr. Seidl explained that the money remaining in the budget at the end of the fiscal year becomes the carry-over balance at the beginning of the new fiscal year. Mr. Seidl also explained that orders were placed for \$30,846 more than the total materials budget, however, only those orders which are received in full can be processed for payment.

Mr. Seidl reported that a compressor on the air conditioners broke this week. The cost of repairs is estimated at \$6,000. The large window on North Street on the west end of the building was cracked by vandals, and replacement is estimated at \$200 to \$300. The Board noted that they would like to see that window used for publicity and public relations.

Ms. Gibson will be speaking at an economic development seminar in Champaign on June 9.

V. Reports of Committees

Personnel, Policy, and Public Relations: The committee met on April 24, 1989, and the minutes of the meeting were previously mailed.

Mrs. Martin explained that several changes must be made to the personnel policy manual due to board approval of the two tier pay scale. She made a motion that the following change be approved:

Present policy:

Section F, part 1a (page 5)

a. Wages and salaries are fixed as provided herein and in the schedule entitled "City of Decatur Pay Grade, May 1, 1986" and as amended annually.

Proposed policy:

a. Wages and salaries for employees hired before April 30, 1989 are fixed as provided in exhibit entitled "Decatur Public Library Pay Scale I, May 1, 1989" and as amended. Wages and salaries for employees hired after April 30, 1989 are fixed as provided in exhibit entitled "Decatur Public Library Pay Scale II, May 1, 1989" and as amended.

The motion was seconded by Mrs. Ohlsen and unanimously approved.

* * * * *

The second change concerns merit step increases. The two tier pay plan changes the percentages per merit increase and the time spent in each step for employees hired after April 30, 1989. Part-time employees hired after April 30, 1989 will receive the merit step increases on the same schedule as full-time employees. Mrs. Martin made a motion that the following change be adopted:

Present personnel policy
Section F, part d (page 5)

d. Any employee entering service in the Library shall commence service at the lowest step provided in the schedule of pay grades for such grade, and shall advance, based upon satisfactory performance ratings and length of service in grade as follows:

from Step A to Step B upon completing six months of service; from Step B to Step C upon completing one year of service; from Step C to Step D upon completing two years of service; from Step D to Step E upon completing three years of service; and from Step E to Step F upon completing four years of service. Any permanent half-time or part-time employee entering service in the Library shall receive in-grade merit increments with eligibility for such employees to be calculated on a pro-rata basis from the normal work week of twenty (20) hours and with current part-time permanent employees being placed in advanced steps consistent with their length of service in the Library.

Proposed policy
Section F, part d

d. Employees entering service in the Library shall commence service at the lowest step provided in the schedule of pay grades for such grade, and shall advance based upon satisfactory performance ratings and length of service in grade as follows:

For employees hired before April 30, 1989

Full-time employees (40 hours per week)

Step	Minimum time in each step
A to B	6 months
B to C	6 months
C to D	1 year
D to E	1 year
E to F	1 year

Part-time employees (less than 40 hours per week)

Step	Minimum time in each step
A to B	1 year
B to C	1 year
C to D	2 years
D to E	2 years
E to F	2 years

For full and part-time employees hired after April 30, 1989:

Step	Minimum time in each step
A to B	1 year
B to C	1 year
C to D	1 year
D to E	1 year
E to F	1 year
F to G	1 year
G to H	1 year
H to I	1 year

The motion was seconded by Mr. Smith and unanimously approved.

* * * * *

The third policy affected is the policy requiring library pages to start at step D. This policy was implemented many years ago when step A was at the minimum wage level. Since then the library's wages have increased, and the rate of pay for a new page starting on the two tier pay scale on step A will be \$5.00 per hour. The committee recommended that this policy be deleted and that new pages start at step A like other employees. Mrs. Martin made a motion that the following policy change be made:

Present personnel policy
Section F. 1e. (page 5)

Notwithstanding the foregoing, pages shall be compensated at an abbreviated range comprised of steps D through F.

Proposed policy

Delete section F, part 1e.

The motion was seconded by Mr. Lockmiller and unanimously approved.

* * * * *

The next item for discussion involved compensation for supervisors. The present policy requires that supervisors start at one pay step higher than the highest paid employee supervised. The committee did not make a recommendation on this issue because they felt it should be decided by the entire Board. After discussion, Mr. Smith made a recommendation that Section F.1.f (page 6) be deleted. The motion was seconded and approved, with seven yeas and one nay.

* * * * *

The final item on the agenda was a review of library policy regarding maternity leave. Mrs. Martin made a motion that the policy be changed as follows:

Present policy
Section F, part 2

Maternity leave is allowed a pregnant employee. A pregnant employee may be required to take maternity leave when leave is considered to be in the best interest of the employee or the library.

Proposed policy

Pregnancy leave is treated the same as any illness or disability.

The motion was seconded by Mr. Smith, but failed to carry (three yeas and four nays).

Mr. Akin made a motion to delete "A pregnant employee may be required to take maternity leave when leave is considered to be in the best interest of the employee or the library." The motion was seconded by Mr. Lockmiller and unanimously carried. Mr. Sorensen asked the committee to continue working on language to change this section.

Finance and Properties Committee: Mr. Akin made a motion to approve the April bills. The motion was seconded by Mrs. Lutovsky, and unanimously carried on roll call vote.

The Finance Committee met on May 10. Mr. Akin made a motion to take \$1,500 from the contingency fund to support the Baby TALK lapsit program. The motion was seconded by Mrs. Lutovsky and unanimously approved.

Rolling Prairie: Mrs. Lutovsky attended the May meeting of the RPLS Board of Directors. Regarding the annual election, Mr. Sorensen will cast the ballot on behalf of the Decatur Public Library Board of Trustees.

VI. Avenues to Excellence

There was no report.

VII. Old Business

Mr. Kupish spoke to the Board and asked that the part-time employees be treated more fairly and receive more benefits (parking and insurance).

After discussing Mr. Kupish's comments and Mr. Seidl's written recommendation, the Board referred the issue back to the Finance and Properties Committee. It was further noted that anything given to the staff could be retroactive to May 1.

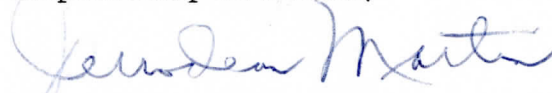
VIII. New Business

Mr. Akin is moving out of the city limits and this meeting will be his last. Mr. Sorensen appointed Mr. Gaumer to head the Finance and Properties Committee.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 5:55 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

April 1989

I. Statistics

Circulation increased slightly (1%) from 63,774 in April 1988 to 64,277 in April 1989. Circulation for the past twelve months is up 2.4% from 759,811 in 1988 to 777,894 in 1989. The only large gains in circulation for April came in audiocassettes, up 100% from 656 in April 1988 to 1,315 in April 1989. Books-on-tape accounted for 40% of the increase. Circulation of materials at the new jail increased outreach circulation by 44%. The new jail has a library and book carts that are taken to each of the jail cells.

Service statistics increased 7% over April 1988. The largest increase came in the number of professional assists, while directional assists were down slightly. For the year, service statistics were down from 106,141 in 1988 to 94,014 in 1989.

Patron attendance was up 4% for April and up 5% for the year. Patrons using the library in 1989 totaled 328,935, up from 313,902 in 1988.

II. Budget

The library spent 98.5% of its budget, saving \$32,260. Revenue increased \$7,913 above budget. The library's beginning balance as of May 1, 1989 was \$204,680. This is 3% below what I projected in January.

The library saved \$7,500 in gas and electric charges and \$7,685 in materials. Orders were placed for \$30,846 more than the materials budget, however the materials did not arrive in time to be paid for. Personnel costs exceeded the budget by \$6,100 because of increased health insurance rates.

The CLSI computer was not installed as scheduled because of software problems. We have rescheduled installation for July 31, 1989.

The LSCA business grant application was recommended for approval by the Illinois State Library committee for funding. It is still not known what the amount of funding will be, since the committee approved more grants than funds are available for.

III. Collection Development

The Catalog Department completed verification of the music uniform titles. Over 1,250 music titles required changes. Three hundred and fifty headings have been changed on 7,814 cards with over 900 headings left to be changed.

Work is continuing on reclassifying the adult biographies and computer books. Reclassification of materials is required to ensure that previously cataloged materials are in the same location as new materials.

Extra shelving has been added to the children's fiction shelves to allow the collection to grow. Clear plastic display bins were mounted on the ends of several book stacks to highlight materials. The bins have proven to be an effective way to promote materials.

IV. Staff Development

Mrs. Gibson and I attended the Illinois Library Association conference in St. Charles. After the convention was over, I toured the Schaumburg and Arlington Heights Public Libraries.

Seventy volunteers worked 202 hours during April. This included two library staff and three members of their families.

V. Public Relations

During National Library Week, a library staff member spoke daily on WSOY and WDZ radio. The Extension Department took one of the bookmobiles to Adams Elementary School where 40 children had a chance to visit and register for library cards.

Mrs. Dwyer from the Children's Department spoke to all of the public school librarians and five private schools about the summer reading program.

VI. Building & Grounds

A new key lock was installed on the side door entrance to improve security for the staff.

STATISTICAL REPORT

April 1989

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1989	30,357	1,955	21,982	54,294	659,990
1988	30,038	1,855	22,669	54,562	668,017
AV materials, 1989	9,983			9,983	117,904
1988	9,212			9,212	91,794
Total circulation, 1989	40,340	1,955	21,982	64,277	777,894
1988	39,250	1,855	22,669	63,774	759,811

Volumes purchased this fiscal year to date: 14,149

Volumes purchased last fiscal year to date: 15,311

TECHNICAL SERVICES

New books added	1,118
New titles added	535
Books withdrawn	1,162
Books mended	1,501
Gifts	245

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1988/89</u>	<u>YTD Expended 1987/88</u>	<u>Unexpended</u>
Personal Services	1,556,917	1,563,016	1,508,331	-6,099
Operating	304,769	274,395	270,141	30,374
Capital & books	248,343	240,358	284,789	7,985

STAFF STRENGTH

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

CURRENT VACANCIES: Circulation Clerk (1/2 time); temporary page

COMPUTER DOWN-TIME FOR MONTH: 18 minutes

PATRONS REGISTERED: 422 adult, 49 youth, 101 juvenile = 572 total

PATRON CONTACTS: this fiscal year 94,014; last fiscal year 106,141

(* More staff assistance was required last fiscal year because videocassette cases were locked.)

PERSONNEL, POLICY, AND PUBLIC RELATIONS COMMITTEE MEETING

April 24, 1989 4:30 p.m.

Mrs. Martin called the meeting to order at 4:38 p.m. Members present: Mrs. Martin, Mrs. Shade, and Mr. Smith. Staff present: Mr. Seidl, Mrs. Gibson, and Mr. Kupish.

Mr. Seidl explained that the two tier pay scale adopted at the March Board meeting requires several personnel policy changes. Wages and salaries are currently based upon the City of Decatur pay plan. However, since the library has approved a two tier pay scale, a new library pay plan is required. After discussion, the committee proposed the following policy:

Present policy:

Section F, part 1a (page 5)

a. Wages and salaries are fixed as provided herein and in the schedule entitled "City of Decatur Pay Grade, May 1, 1986" and as amended annually.

Proposed policy:

a. Wages and salaries for employees hired before April 30, 1989 are fixed as provided in exhibit entitled "Decatur Public Library Pay Scale I, May 1, 1989" and as amended. Wages and salaries for employees hired after April 30, 1989 are fixed as provided in exhibit entitled "Decatur Public Library Pay Scale II, May 1, 1989" and as amended.

* * * * *

The second change concerns merit step increases. The two tier pay plan changes the percentages per merit increase and the time spent in each step for employees hired after April 30, 1989. Part-time employees hired after April 30, 1989 will receive the merit step increases on the same schedule as full-time employees. The committee recommended the following policy.

Present personnel policy

Section F, part d (page 5)

d. Any employee entering service in the Library shall commence service at the lowest step provided in the schedule of pay grades for such grade, and shall advance, based upon satisfactory performance ratings and length of service in grade as follows:

from Step A to Step B upon completing six months of service; from Step B to Step C upon completing one year of service; from Step C to Step D upon completing two years of service; from Step D to Step E upon completing three years of service; and from Step E to Step F upon completing four years of service. Any permanent half-time or part-time employee entering service in the Library shall receive in-grade merit increments with eligibility for such employees to be

calculated on a pro-rata basis from the normal work week of twenty (20) hours and with current part-time permanent employees being placed in advanced steps consistent with their length of service in the Library.

Proposed policy
Section F, part d

d. Employees entering service in the Library, shall commence service at the lowest step provided in the schedule of pay grades for such grade, and shall advance based upon satisfactory performance ratings and length of service in grade as follows:

For employees hired before April 30, 1989

Full-time employees (40 hours per week)

Step	Minimum time in each step
A to B	6 months
B to C	6 months
C to D	1 year
D to E	1 year
E to F	1 year

Part-time employees (less than 40 hours per week)

Step	Minimum time in each step
A to B	1 year
B to C	1 year
C to D	2 years
D to E	2 years
E to F	2 years

For full and part-time employees hired after April 30, 1989:

Step	Minimum time in each step
A to B	1 year
B to C	1 year
C to D	1 year
D to E	1 year
E to F	1 year
F to G	1 year
G to H	1 year
H to I	1 year

* * * * *

The third policy affected is the policy requiring library pages to start at step D. This policy was implemented many years ago when step A was at the minimum wage level. Since then the library's wages have increased, and the rate of pay for a new page starting on the two tier pay scale on step A will

be \$5.00 per hour. The committee recommended that this policy be deleted and that new pages start at step A like other employees.

Present personnel policy
Section F. 1e. (page 5)

Notwithstanding the foregoing, pages shall be compensated at an abbreviated range comprised of steps D through F.

Proposed policy

Delete section F, part 1e.

* * * * *

The committee next discussed whether newly hired supervisors should be compensated at a higher rate than the employees they supervise. The present policy requires supervisors to start at one step higher than the highest paid employee supervised. This policy will abbreviate the proposed pay scale for supervisors.

EXAMPLE:

PRESENT PAY GRADE 22	PROPOSED PAY GRADE 22	PRESENT PAY GRADE 18
A 28,232	A 25,610	A 23,228
B 28,939	B 26,252	23,811
C 29,649	C 26,891	24,387
D 31,128	D 27,562	25,610
E 32,689	E 28,232	26,891
F 34,322	F 28,941	28,232
	G 29,649	
	H 30,389	
	I 31,128	

In this example, when a new supervisor is hired in at pay grade 22, they will start at the 22F level. With good performance evaluations, the supervisor will progress through the step increases in four years. However, the final total earned by the supervisor is 10% less than what is now being paid. As new staff are hired under the two tier scale, supervisors will eventually start at the A or B range. After discussion, the committee decided to refer this topic to the entire Board for input.

* * * * *

The final item on the agenda was the Board's recommendation that this committee review the proposed change regarding maternity leave.

Pregnancy is a protected status under federal and state discrimination laws, stipulating that pregnancy disability lasts as long as the employee is disabled because of her pregnancy.

The committee recommended that a statement concerning pregnancy leave be a part of the personnel policy, since federal and state laws require the leave. The present maternity leave policy does not meet federal and state laws and should be removed. Leave requested after pregnancy leave is covered under the present leave policy. The committee recommended the following policy.

Present policy
Section F, part 2

Maternity leave is allowed a pregnant employee. A pregnant employee may be required to take maternity leave when leave is considered to be in the best interest of the employee or the library.

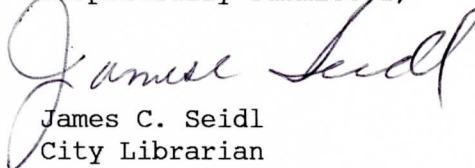
Proposed policy

Pregnancy leave is treated the same as any illness or disability.

* * * * *

There was no further business. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



James C. Seidl
City Librarian

GLA3010 CITY OF DECATUR PUBLIC LIBRARY REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 20 DECATUR PUBLIC LIBRARY PAGE 51
 40000 DECATUR PUBLIC LIBRARY UNENCUMBERED BALANCE 4/30/89

DESCRIPTION	ANNUAL MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-Q BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMPLETED
SALARIES & WAGES							
090 REGULAR SALARIES	1,260,234	1,244,414.52	1,260,234	15,819.48	.00	15,819.48	98.7
100 PERSONAL SERVICES	1,260,234	1,244,414.52	1,260,234	15,819.48	.00	15,819.48	98.7
101 OVERTIME	78.36	201.40	0	201.40	.00	201.40	
102 TEMPORARY SALARIES	2,422.93	38,061.88	31,447	6,613.88	.00	6,613.88	121.0
104 RETIREMENT-IMRF	196,564	204,788.64	196,563	8,224.64	.00	8,224.64	104.2
111 GROUP LIFE INSURANCE	1,215	1,215.00	1,215	.00	.00	.00	
112 HOSPITAL AND MEDICAL INSURANCE	50,889	57,765.00	50,889	6,876.00	.00	6,876.00	113.5
114 WORKERS COMPENSATION	14,472	14,472.00	14,472	.00	.00	.00	
115 SERVICE RECOGNITION	2,095	2,097.50	2,013	2.50	.00	2.50	100.1
	296,683	318,601.42	296,599	21,918.42	.00	21,918.42	107.4
CONTRACTUAL SERVICES							
201 ADVERTISING AND BINDING	1,450	622.26	1,449	827.74	.00	827.74	42.9
202 PRINTING	6,150	7,070.42	15,025	525.25	.00	525.25	93.0
210 SERVICE TO MAINT BUILDINGS	14,300	11,070.42	15,000	3,309.54	.00	3,309.54	71.0
211 SERVICE TO MAINT IMPROVEMENTS	2,000	49.95	300	1,850.18	.00	1,850.18	238.8
212 SERVICE TO MAINT AUTO EQUIPMENT	25,000	2,712.55	22,000	2,519.00	.00	2,519.00	83.9
213 SERVICE TO MAINT OFFICE EQUIP	60,000	3,141.16	22,000	3,390.67	.00	3,390.67	94.3
221 ELECTRICITY	15,000	2,386.56	15,000	7,483.92	.00	7,483.92	50.1
222 GAS	15,500	1,415.28	14,500	1,755.34	.00	1,755.34	88.7
231 TELEPHONE	500	795.19	699	95.19	.00	95.19	113.6
234 MAIL	500	731.00	500	231.00	.00	231.00	146.2
238 ADDITIONAL SERVICES	2,795	1,926.05	2,794	879.95	.00	879.95	88.9
240 TRAINING SCHOOL	4,730	4,907.42	4,730	177.42	.00	177.42	103.8
241 CONFERENCES AND OTHER TRAVE	9,200	6,808.22	9,199	2,391.78	.00	2,391.78	74.0
245 POSTAGE	500	.00	499	211.00	.00	211.00	57.8
247 COMPUTER SOFTWARE EXPENSE	200	.00	199	49.40	.00	49.40	75.3
249 COPYING EXPENSE	200	1,365.80	1,300	634.20	.00	634.20	68.3
272 TUITION REIMBURSEMENT	9,550	9,476.32	9,549	73.68	.00	73.68	93.2
280 OTHER PROFESSIONAL SERVICES	2,100	2,007.00	1,900	93.00	.00	93.00	95.6
284 PROFESSIONAL MEMBERSHIP FEE	17,500	951.87	16,170	464.47	.00	464.47	97.3
289 RENTAL-EQUIPMENT	191,555	14,164.26	184,712	21,827.76	.00	21,827.76	88.6
	191,555	169,727.24	184,712	21,827.76	.00	21,827.76	88.6
CONCITIES							
310 GASOLINE	1,850	1,800.85	1,849	49.15	.00	49.15	97.3
312 JANITORIAL SUPPLIES	3,500	3,017.86	2,500	482.14	.00	482.14	86.2
320 MATERIALS TO MAINT BLDGS	15,950	15,559.03	15,100	370.97	.00	370.97	97.7
337 MATERIALS TO MAINT AUTO EQUI	2,600	2,448.34	2,599	151.66	.00	151.66	94.2
345 OFFICE SUPPLIES	29,300	1,556.63	25,000	1,913.47	.00	1,913.47	93.5
	53,180	3,977.66	47,048	2,967.39	.00	2,967.39	54.4
OTHER CHARGES							
400 CONTINGENCIES	5,000	30,813.00	4,999	5,000.00	.00	5,000.00	100.0
415 TRANSFER TO GENERAL FUND	30,813	3,068.00	30,813	.00	.00	.00	100.0
418 MOTOR VEHICLE INSURANCE	3,068	130.00	3,726	.00	.00	.00	100.0
420 BULLY INSURANCE	130	10.87	126	.00	.00	.00	100.0
421 PROPERTY INSURANCE	12,017	1,001.00	1,479	.00	.00	.00	100.0
423 GENERAL LIABILITY INSURANCE	7,376	7,376.00	7,224	578.56	.00	578.56	64.5
499 SMALL CAPITAL ITEMS	1,630	1,051.44	1,625	.00	.00	.00	100.0
	60,034	4,199.68	50,192	5,578.56	.00	5,578.56	90.7
CAPITAL CUTLAY							

GLA3010 DECATUR PUBLIC LIBRARY
 REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 20 DECATUR PUBLIC LIBRARY
 PAGE 52 4/30/78

CB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCT CCM
		CAPITAL CUTLAY	4,850	.00	4,549.64	4,849	300.36	.00	300.36	93.8
		515 OFFICE MACHINERY AND EQUIP	4,850	.00	4,549.64	4,849	300.36	.00	300.36	93.8
		CAPITAL CUTLAY								
801		BOOKS-MAIN ADULT	85,800	7,263.07	87,354.97	85,800	1,554.97	.00	1,554.97	101.8
802		BOOKS-MAIN YOUTH	11,000	898.28	8,766.83	10,999	2,233.17	.00	2,233.17	76.7
803		BOOKS-MAIN JUVENILE	28,193	2,737.63	30,844.65	28,192	2,651.65	.00	2,651.65	109.4
804		BOOKS-MAIN REFERENCE	21,000	2,374.75	20,753.99	21,000	649.01	.00	649.01	96.9
805		BOOKS-PROFESSIONAL	3,900	376.38	2,782.84	3,000	217.16	.00	217.16	92.6
821		BOOKS-EXTENSION ADULT	15,700	1,004.68	14,545.04	15,699	1,154.96	.00	1,154.96	38.8
822		BOOKS-EXTENSION YOUTH	840	20.92	325.62	840	514.38	.00	514.38	81.0
823		BOOKS-EXTENSION JUVENILE	9,800	289.00	9,110.16	9,799	689.84	.00	689.84	87.1
830		AV-PHONOS	6,000	324.72	5,127.57	6,000	772.43	.00	772.43	84.1
831		AV-CASSETTES	4,000	470.59	3,264.09	3,999	635.91	.00	635.91	84.9
832		AV-VIDEOS	29,950	1,969.44	25,441.35	29,949	4,508.65	.00	4,508.65	84.9
833		AV-MAG/SCLPTURE	50	.00	.00	50	50.00	.00	50.00	97.7
841		MAG/PAPERS-MAIN ADULT	14,737	904.69	14,392.31	14,736	344.69	.00	344.69	65.2
842		MAG/PAPERS-MAIN YOUTH	82,900	82.90	662.18	957	294.82	.00	294.82	123.9
843		MAG/PAPERS-MAIN JUVENILE	541	62.00	678.65	540	137.65	.00	137.65	103.9
844		MAG/PAPERS-MAIN REFERENCE	7,894	771.00	8,204.90	7,893	310.90	.00	310.90	67.9
845		MAG/PAPERS-MAIN PROFESSIONAL	1,111	42.90	753.95	1,110	357.05	.00	357.05	102.5
848		MAG/PAPERS-EXTEN ADULT	2,714	87.76	2,781.67	2,713	67.87	.00	67.87	101.3
849		MAG/PAPERS-EXTEN YOUTH	147	.00	157.86	147	10.66	.00	10.66	101.7
849		MAG/PAPERS-EXTEN JUVENILE	59	40.00	60.00	58	1.00	.00	1.00	96.8
		** DIVISION TOTAL **	243,493	19,819.81	235,808.43	243,480	7,684.57	.00	7,684.57	98.5
		** DIVISION TOTAL **	2,110,029	179,966.66	2,077,769.30	2,067,114	32,259.70	.00	32,259.70	98.5

GLA3010 DECATUR PUBLIC LIBRARY
 REPORT OF EXPENDITURES TO BUDGET FY 1988-89 FUND 21 DPL-CAPITAL PROJECTS
 PAGE 53 4/30/78

CB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	UNENCUMBERED PRCT CCM
		CAPITAL CUTLAY	2,886	.00	2,885.93	2,886	.07	.00	.07	100.0
		900 EXPENDITURES	2,886	.00	2,885.93	2,886	.07	.00	.07	100.0
		** DIVISION TOTAL **	2,886	.00	2,885.93	2,886	.07	.00	.07	100.0

FUND: 20 DECATUR PUBLIC LIBRARY

REVENUE

Object Code	Description	1988-89 Actual	1989-90 Budget	1990-91 Estimate
	<u>Fund Balance</u>			208,070
30001000	Beginning Fund Balance	171,977.53	210,747	184,694
	<u>Taxes</u>			1,930,000
30100107	Property Tax - Library	1,723,889.06	1,855,000	2,050,000
	<u>Intergovernmental Revenue</u>		196,500	
30200104	Replacement Tax	169,711.84	190,000	190,000
30200107	State Grants or Other	115,698.05	105,989	96,000
	Total	285,409.89	295,989	286,000
	<u>Fines and Fees</u>			
30500509	Library Fines & Fees	42,841.13	43,000	44,000
30500510	Library Non-Resident Fees	8,517.35	9,600	8,500
30500511	Library Lost & Damaged Books	4,746.20	5,400	5,500
30500514	Verifax	730.40	800	800
30500515	Reserves	2,793.25	1,500	1,500
	Total	59,628.33	60,300	60,300
	<u>Investment Income</u>			
30700101	Investment Interest	38,407.56	35,900	32,000
	<u>Other Income</u>			
30800805	Contributions & Donations	492.21	0	0
30800899	Misc. Income	2,644.85	2,000	8,000
	Total	3,137.06	2,000	8,000
	Fund Total	2,282,449.43	*2,459,936	2,620,994
			carry-over	-2,445,994
				175,000

* - does not reflect \$78,535 grant

9870
9870

DECATUR PUBLIC LIBRARY
THREE YEAR BUDGET PROJECTION

September 22, 1989

	Estimated 1989-90	Projected 1990-91	Projected 1991-92
Beginning Fund Balance	\$ 204,680	\$ 208,000 ^{234,500}	\$ 175,000
Property Taxes	1,855,000	1,930,000	2,070,000
Replacement Tax	170,000 ^{141,500}	170,000	180,000
State Grants	105,989	106,000	106,000
Fines and Fees	64,011	64,000	65,000
Investment Income	36,000	37,000	37,000
Misc. Income	2,000	2,000	2,000
Total Revenue	<u>2,259,500</u> 2,233,000	<u>2,309,000</u>	<u>2,460,000</u>
Total Resources	<u>2,464,180</u> 2,437,680	<u>2,513,500</u> 2,517,000	<u>2,635,000</u>
Expenditures:			
Budgeted	2,275,242	^{2,416,425} 2,390,125	2,510,000
Spending 98%	<u>2,229,680</u>	<u>2,342,000</u>	<u>2,460,000</u>
Ending Fund Balance	<u>\$ 208,000</u> ^{234,500}	<u>\$ 175,000</u>	<u>\$ 175,000</u>

45,562

48,125

REPORT OF CITY OF DECATUR
 FY 1988-89 FUND 92 PUBLIC LIBRARY-TRUSTS

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT CUMM
900	EXPENDITURES	5,000	336.63	4,052.98	4,999	947.02	.00	947.02	81.1
**	DIVISION TOTAL **	5,000	336.63	4,052.98	4,999	947.02	.00	947.02	81.1
**	DIVISION TOTAL **	5,000	336.63	4,052.98	4,999	947.02	.00	947.02	81.1

REPORT OF CITY OF DECATUR
 FY 1988-89 FUND 92 PUBLIC LIBRARY-TRUSTS

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT CUMM
900	EXPENDITURES	17,400	14,933.44	16,082.44	17,400	1,317.56	.00	1,317.56	92.4
**	DIVISION TOTAL **	17,400	14,933.44	16,082.44	17,400	1,317.56	.00	1,317.56	92.4
**	DIVISION TOTAL **	17,400	14,933.44	16,082.44	17,400	1,317.56	.00	1,317.56	92.4

REPORT OF CITY OF DECATUR
 FY 1988-89 FUND 92 PUBLIC LIBRARY-TRUSTS

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT CUMM
900	EXPENDITURES	1,500	145.83	1,286.03	1,500	213.97	.00	213.97	85.7
**	DIVISION TOTAL **	1,500	145.83	1,286.03	1,500	213.97	.00	213.97	85.7
**	DIVISION TOTAL **	1,500	145.83	1,286.03	1,500	213.97	.00	213.97	85.7

FOR PERIOD ENDING 4/26/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/25/89	TREAS-PETTY CASH	14.30	24378	4/25/89	OFFICE SUPPLIES
4/25/89	ABOTT & FORAN	465.00	24381	4/26/89	PRINTING AND BINDING
4/11/89	AMERICAN LIBRARY ASSN	71.00	24385	4/26/89	TRAINING SCHOOL
4/11/89	AMEREX SERVICES INC	7.42	24387	4/26/89	JANITORIAL SUPPLIES
4/11/89	AMER ASSN RETIRED PERSONS	10.00	24397	4/26/89	MAG/PAPERS-MAIN ADULT
4/25/89	BAKER & TAYLOR CO	162.52	24404	4/26/89	BOOKS-MAIN ADULT
4/25/89	BAKER & TAYLOR CO	14.84	24404	4/26/89	BOOKS-MAIN YOUTH
4/25/89	BAKER & TAYLOR CO	55.65	24404	4/26/89	BOOKS-MAIN JUVENILE
4/25/89	BAKER & TAYLOR CO	902.71	24404	4/26/89	BOOKS-MAIN REFERENCE
4/25/89	BAKER & TAYLOR CO	49.34	24404	4/26/89	BOOKS-EXTENSION ADULT
4/25/89	BAKER & TAYLOR CO	29.38	24404	4/26/89	BOOKS-EXTENSION JUVENILE
4/06/89	BAKER & TAYLOR CO	1,327.95	24405	4/26/89	BOOKS-MAIN ADULT
4/06/89	BAKER & TAYLOR CO	328.50	24405	4/26/89	BOOKS-MAIN YOUTH
4/06/89	BAKER & TAYLOR CO	60.74	24405	4/26/89	BOOKS-MAIN JUVENILE
4/06/89	BAKER & TAYLOR CO	154.82	24405	4/26/89	BOOKS-EXTENSION ADULT
4/06/89	BAKER & TAYLOR CO	16.67	24405	4/26/89	AV-PHONODISCS
4/06/89	BAKER & TAYLOR CO	10.39	24405	4/26/89	AV-CASSETTES
4/11/89	BAKER & TAYLOR CO	1,285.85	24406	4/26/89	BOOKS-MAIN ADULT
4/11/89	BAKER & TAYLOR CO	80.07	24406	4/26/89	BOOKS-MAIN YOUTH
4/11/89	BAKER & TAYLOR CO	65.54	24406	4/26/89	BOOKS-MAIN JUVENILE
4/06/89	BAKER & TAYLOR CO	140.89	24406	4/26/89	BOOKS-EXTENSION ADULT
4/11/89	BAKER & TAYLOR CO	21.77	24406	4/26/89	BOOKS-EXTENSION JUVENILE
4/11/89	BAKER & TAYLOR CO	60.60	24406	4/26/89	BOOKS-EXTENSION ADULT
4/11/89	BAKER & TAYLOR CO	251.35	24406	4/26/89	AV-PHONODISCS
4/11/89	BAKER & TAYLOR CO	389.59	24406	4/26/89	AV-CASSETTES
4/19/89	BAKER & TAYLOR CO	1,036.40	24407	4/26/89	BOOKS-MAIN ADULT
4/19/89	BAKER & TAYLOR CO	96.61	24407	4/26/89	BOOKS-MAIN YOUTH
4/11/89	BAKER & TAYLOR CO	16.93	24407	4/26/89	BOOKS-MAIN JUVENILE
4/14/89	BAKER & TAYLOR CO	19.97	24407	4/26/89	BOOKS-EXTENSION ADULT
4/19/89	BAKER & TAYLOR CO	119.69	24407	4/26/89	BOOKS-EXTENSION JUVENILE
4/19/89	BAKER & TAYLOR CO	20.92	24407	4/26/89	BOOKS-EXTENSION ADULT
4/19/89	BAKER & TAYLOR CO	10.58	24407	4/26/89	BOOKS-EXTENSION JUVENILE
4/11/89	BAKER & TAYLOR CO	54.90	24407	4/26/89	AV-PHONODISCS
4/11/89	BAKER & TAYLOR CO	52.06	24407	4/26/89	AV-CASSETTES
4/19/89	BAKER & TAYLOR CO	743.82	24408	4/26/89	BOOKS-MAIN ADULT
4/19/89	BAKER & TAYLOR CO	109.60	24408	4/26/89	BOOKS-MAIN YOUTH
4/19/89	BAKER & TAYLOR CO	702.56	24408	4/26/89	BOOKS-MAIN JUVENILE
4/19/89	BAKER & TAYLOR CO	78.56	24408	4/26/89	BOOKS-EXTENSION ADULT
4/19/89	BAKER & TAYLOR CO	79.94	24408	4/26/89	BOOKS-EXTENSION JUVENILE
4/25/89	BAKER & TAYLOR CO	966.86	24408	4/26/89	AV-VIDEOS
4/25/89	BAKER & TAYLOR CO	2,398.86	24409	4/26/89	BOOKS-MAIN ADULT
4/25/89	BAKER & TAYLOR CO	148.05	24409	4/26/89	BOOKS-MAIN YOUTH
4/25/89	BAKER & TAYLOR CO	51.62	24409	4/26/89	BOOKS-MAIN JUVENILE
4/25/89	BAKER & TAYLOR CO	10.17	24409	4/26/89	BOOKS-MAIN REFERENCE
4/25/89	BAKER & TAYLOR CO	399.99	24409	4/26/89	BOOKS-EXTENSION ADULT
4/25/89	BAKER & TAYLOR CO	92.15	24409	4/26/89	AV-PHONODISCS
4/25/89	BAKER & TAYLOR CO	92.15	24409	4/26/89	AV-CASSETTES
4/25/89	BAKER & TAYLOR CO	32.14	24409	4/26/89	AV-VIDEOS
4/25/89	BAKER & TAYLOR CO	182.34	24409	4/26/89	BOOKS-MAIN ADULT
4/25/89	BAKER & TAYLOR CO	766.07	24410	4/26/89	BOOKS-MAIN YOUTH
4/25/89	BAKER & TAYLOR CO	83.34	24410	4/26/89	BOOKS-MAIN JUVENILE
4/25/89	BAKER & TAYLOR CO	27.74	24410	4/26/89	BOOKS-EXTENSION ADULT
4/25/89	BAKER & TAYLOR CO	27.43	24410	4/26/89	AV-PHONODISCS
4/25/89	BAKER & TAYLOR CO	46.40	24410	4/26/89	AV-CASSETTES
4/25/89	BAKER & TAYLOR CO	137.80	24410	4/26/89	MAG/PAPERS-MAIN ADULT
4/12/89	BOWHUNTING WORLD	24.95	24429	4/26/89	RENTAL-EQUIPMENT
4/11/89	C-B-M-COMPUTER-CENTER	158.90	24442	4/26/89	OFFICE SUPPLIES
4/11/89	CAPITAL CITY PAPER CO	120.72	24447	4/26/89	SERV TO MAINT OFFICE EQUIP
4/11/89	CHAMPAIGN AUDIO VISUAL	50.00	24453	4/26/89	MAG/PAPERS-MAIN ADULT
4/11/89	COMPUTE	36.00	24455	4/26/89	OFFICE SUPPLIES
4/18/89	CASEY, DALE	6.78	24463	4/26/89	MATERIALS TO MAINT BLDGS
4/25/89	DAY'S STORE	183.81	24463	4/26/89	JANITORIAL SUPPLIES
4/17/89	DECATUR PAPER HOUSE	21.25	24472	4/26/89	OFFICE SUPPLIES
4/06/89	DEMCO EDUCATIONAL CORP	125.89	24474	4/26/89	JANITORIAL SUPPLIES
4/11/89	DECATUR HERALD & REVIEW	197.35	24477	4/26/89	BOOKS-MAIN REFERENCE
4/20/89	DYNAMIC GRAPHICS, INC.	376.38	24485	4/26/89	BOOKS-PROFESSIONAL

FOR PERIOD ENDING 4/26/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/04/89	APLEY, SHIRLEY	77.56	24122	4/04/89	TRAINING SCHOOL
4/05/89	PLERIAN PRESS	98.00	24133	4/05/89	MAG/PAPERS--MAIN REFERENCE
4/06/89	SESAME ST	40.00	24138	4/06/89	MAG/PAPERS--MAIN JUVENILE
4/06/89	SESAME ST	40.00	24138	4/06/89	MAG/PAPERS--EXTEN JUVENILE
4/06/89	ASSOCIATED OFFICE FURNISHINGS	250.00	24138	4/06/89	SMALL CAPITAL ITEMS
4/06/89	CAPITAL CITY PAPER CO	34.38	24140	4/07/89	OFFICE SUPPLIES
4/06/89	IL BELL TELEPHONE CO	63.19	24158	4/07/89	TELEPHONE
4/07/89	POSTMASTER	81.52	24168	4/07/89	POSTAGE
4/07/89	TREAS--MEDICAL INSURANCE	5,386.75	24177	4/07/89	HOSPITAL AND MEDICAL INSURANCE
4/07/89	TREAS--NON MEDICAL INS	101.25	24178	4/07/89	GROUP LIFE INSURANCE
4/07/89	TREAS--NON MEDICAL INS	255.63	24178	4/07/89	VEHICLE--INSURANCE
4/07/89	TREAS--NON MEDICAL INS	16.97	24178	4/07/89	BOILER INSURANCE
4/07/89	TREAS--NON MEDICAL INS	1,001.00	24178	4/07/89	PROPERTY INSURANCE
4/07/89	TREAS--NON MEDICAL INS	1,614.63	24179	4/07/89	GENERAL LIABILITY INSURANCE
4/07/89	TREAS--NON MEDICAL INS	1,206.00	24179	4/07/89	WORKERS COMPENSATION
4/07/89	TREAS--GENERAL FUND	2,387.51	24182	4/07/89	GAS
4/07/89	TREAS--GENERAL FUND	33.25	24182	4/07/89	POSTAGE
4/07/89	TREAS--GENERAL FUND	33.25	24182	4/07/89	JANITORIAL SUPPLIES
4/07/89	TREAS--GENERAL FUND	60.71	24183	4/07/89	MATERIALS TO MAINT BLDGS
4/07/89	TREAS--GENERAL FUND	2,507.75	24183	4/07/89	OFFICE SUPPLIES
4/07/89	TREAS--IMRF	8,523.54	24185	4/07/89	TRANSFER TO GENERAL FUND
4/07/89	TREAS--IMRF	19.10	24185	4/07/89	RETIREMENT--IMRF
4/07/89	TREAS--IMRF	2.76	24186	4/07/89	CONFERENCES AND OTHER TRAVEL
4/07/89	TREAS--IMRF	10.88	24186	4/07/89	POSTAGE
4/07/89	TREAS--IMRF	52.05	24186	4/07/89	OTHER PROFESSIONAL SERVICES
4/07/89	TREAS--IMRF	24.33	24186	4/07/89	MATERIALS TO MAINT BLDGS
4/07/89	TREAS--IMRF	98.00	24187	4/07/89	OFFICE SUPPLIES
4/07/89	TREAS--IMRF	19.21	24193	4/07/89	OTHER PROFESSIONAL SERVICES
4/12/89	FRIENDS GREEK PUBLIC LIBRARY	125.04	24223	4/10/89	CONFERENCES AND OTHER TRAVEL
4/12/89	GROSS, ARTHUR	350.00	24223	4/10/89	CONFERENCES AND OTHER TRAVEL
4/12/89	NEW YORK TIMES	120.55	24237	4/12/89	TRAINING SCHOOL
4/12/89	SEIDL, JAMES	49,105.18	24242	4/12/89	MAG/PAPERS--MAIN ADULT
4/12/89	TREAS--PAYROLL CLEARING	78.36	24249	4/12/89	CONFERENCES AND OTHER TRAVEL
4/12/89	TREAS--PAYROLL CLEARING	1,263.46	24250	4/12/89	REGULAR SALARIES
4/12/89	TREAS--PAYROLL CLEARING	8,554.29	24252	4/12/89	TEMPORARY SALARIES
4/12/89	UPSTART	14.45	24252	4/12/89	RETIREMENT--IMRF
4/12/89	GIBSON, CAROL	20.95	24254	4/12/89	RETIREMENT--IMRF
4/13/89	IL BELL TELEPHONE CO	548.37	24261	4/12/89	ADVERTISING
4/13/89	IL BELL TELEPHONE CO	157.72	24263	4/13/89	TRAINING SCHOOL
4/13/89	BAKER & TAYLOR CO	34.22	24276	4/13/89	TELEPHONE
4/14/89	BAKER & TAYLOR CO	37.47	24280	4/13/89	GASOLINE
4/14/89	BAKER & TAYLOR CO	365.10	24280	4/17/89	BOOKS--MAIN ADULT
4/14/89	BAKER & TAYLOR CO	140.93	24280	4/17/89	BOOKS--MAIN YOUTH
4/14/89	BAKER & TAYLOR CO	13.15	24280	4/17/89	BOOKS--MAIN JUVENILE
4/14/89	BAKER & TAYLOR CO	470.65	24280	4/17/89	BOOKS--LEWISTON JUVENILE
4/18/89	DOUBLEDAY AND COMPANY	616.00	24280	4/17/89	AV-CASSETTES
4/18/89	BULAND ELECTRIC SUPPLY INC	99.22	24284	4/17/89	AV-VIDEOS
4/18/89	IL BELL TELEPHONE CO	127.15	24297	4/17/89	BOOKS--MAIN JUVENILE
4/19/89	ROLLING STONE	164.85	24321	4/18/89	BOOKS--MAIN ADULT
4/19/89	ROLLING STONE	54.95	24326	4/18/89	TELEPHONE
4/19/89	ROLLING STONE	125.00	24332	4/19/89	MATERIALS TO MAINT-BLDGS
4/21/89	GREATIAS, BOOTH & PASEK	218.75	24343	4/19/89	MAG/PAPERS--MAIN ADULT
4/21/89	G K HALL	188.65	24344	4/19/89	MAG/PAPERS--MAIN YOUTH
4/21/89	HEALTH	30.78	24344	4/21/89	OTHER PROFESSIONAL SERVICES
4/21/89	IL BELL TELEPHONE CO	391.92	24356	4/21/89	AV-PHONODICS
4/21/89	TREAS--GENERAL FUND	188.65	24356	4/21/89	OFFICE SUPPLIES
4/21/89	TREAS--GENERAL FUND	13.07	24365	4/21/89	POSTAGE
4/24/89	POSTMASTER	35.31	24370	4/21/89	OFFICE SUPPLIES
4/24/89	TREAS--PETTY CASH	17.36	24370	4/24/89	MATERIALS TO MAINT-BLDGS
4/24/89	TREAS--PETTY CASH	3.00	24370	4/24/89	OFFICE SUPPLIES
4/24/89	TREAS--PETTY CASH	59.65	24378	4/24/89	BOOKS--MAIN ADULT
4/25/89	TREAS--PETTY CASH	20.00	24378	4/25/89	CONFERENCES AND OTHER TRAVEL
4/25/89	TREAS--PETTY CASH	20.00	24378	4/25/89	PROFESSIONAL MEMBERSHIP FEES

FOR PERIOD ENDING 4/26/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/11/89	DURA-CRAD BOOKS, DIV	53.13	24487	4/26/89	BOOKS-MAIN ADULT
4/11/89	DECATUR PARK DISTRICT REC.DEPT	20.90	24489	4/26/89	AV-VIDEO SUPPLIES
4/26/89	DICK BLICK	138.55	24491	4/26/89	OFFICE SUPPLIES
4/14/89	DUNN'S MARKETING SERVICE	402.50	24493	4/26/89	BOOKS-MAIN REFERENCE
4/12/89	EDE PUB.	12.40	24505	4/26/89	BOOKS-MAIN JUVENILE
4/13/89	FRANNY MCALLEER	20.90	24521	4/26/89	BOOKS-MAIN JUVENILE
4/10/89	GAYLORD BROS	289.52	24532	4/26/89	OFFICE SUPPLIES
4/12/89	GREENIAS BOOTH & PASEK	166.00	24535	4/26/89	OTHER PROFESSIONAL SERVICES
4/06/89	GEORGE GRIMMETT CO	117.76	24541	4/26/89	OFFICE SUPPLIES
4/11/89	GOOD HOUSEKEEPING MAGAZINE	42.57	24542	4/26/89	MATERIALS TO MAINT BLDGS
4/25/89	GROVES DICTIONARY OF MUSIC/ING	806.98	24544	4/26/89	MAG/PAPERS-MAIN ADULT
4/11/89	HURSE & KILDER	22.00	24555	4/26/89	BOOKS-MAIN REFERENCE
4/18/89	H W WILSON CO	90.00	24558	4/26/89	MAG/PAPERS-MAIN JUVENILE
4/18/89	H W WILSON CO	473.00	24558	4/26/89	MAG/PAPERS-MAIN ADULT
4/13/89	HOWARD MILLER CLOCK CO	41.89	24560	4/26/89	MATERIALS TO MAINT BLDGS
4/06/89	IL POWER CO	3,141.16	24568	4/26/89	ELECTRICITY
4/25/89	IL STATE LIBRARY	225.59	24576	4/26/89	PRINTING AND BINDING
4/25/89	IL STATE LIBRARY	86.08	24576	4/26/89	TELEPHONE
4/25/89	IL STATE LIBRARY	609.49	24576	4/26/89	SEVRY TO MAINT OFFICE EQUIP
4/25/89	IL STATE LIBRARY	34.48	24576	4/26/89	TELEPHONE
4/25/89	IL STATE LIBRARY	726.65	24576	4/26/89	POSTAGE
4/18/89	ILLINI SANITARY SUPPLY, INC	155.25	24579	4/26/89	RENTAL-EQUIPMENT
4/11/89	JAN MASTER SUPPLY CO, INC.	59.00	24584	4/26/89	JANITORIAL SUPPLIES
4/25/89	J & M CUSTOM CABINETS	201.56	24588	4/26/89	JANITORIAL SUPPLIES
4/14/89	LUGARIS	1,976.55	24602	4/26/89	SEVRY TO MAINT AUTO EQUIPMENT
4/14/89	LUGARIS	496.21	24602	4/26/89	SEVRY TO MAINT AUTO EQUIPMENT
4/20/89	LOTTERY PLAYER'S MAG.	18.00	24604	4/26/89	MATERIAL TO MAINT ADULT
4/17/89	MEADOR DISPOSAL	15.00	24634	4/26/89	MAG/PAPERS-MAIN ADULT
4/10/89	MACHAL BUSINESS INTERIORS	35.60	24635	4/26/89	SEVRY TO MAINT IMPROVEMENTS
4/14/89	MUSIC EXCHANGE	164.68	24636	4/26/89	MATERIALS TO MAINT BLDGS
4/25/89	MID-YORK LIBRARY SYSTEM	19.00	24637	4/26/89	BOOKS-MAIN ADULT
4/18/89	NEW WORLD RECORDS	51.00	24651	4/26/89	MAG/PAPERS-MAIN ADULT
4/06/89	NAIL GEOGRAPHIC SOCIETY	37.82	24652	4/26/89	AD-PHONOLOGICS
4/18/89	NORMAN'S CLEANERS	34.95	24655	4/26/89	BOOKS-MAIN ADULT
4/14/89	PHYSICIANS DESK REFERENCE	1.50	24661	4/26/89	SEVRY TO MAINT IMPROVEMENTS
4/10/89	RAM INDUSTRIES, INC.	10.26	24685	4/26/89	BOOKS-MAIN REFERENCE
4/26/89	R R BOWKER COMPANY	48.45	24696	4/26/89	OFFICE SUPPLIES
4/14/89	REGENT BOOK CO	54.89	24700	4/26/89	BOOKS-MAIN JUVENILE
4/11/89	RODALE PRESS, INC	33.96	24701	4/26/89	BOOKS-EXTENSION ADULT
4/07/89	R R BOWKER	159.20	24702	4/26/89	MAG/PAPERS-MAIN ADULT
4/11/89	R R BOWKER	159.55	24702	4/26/89	BOOKS-MAIN ADULT
4/25/89	RHODES, M H, INC.	19.00	24704	4/26/89	BOOKS-MAIN REFERENCE
4/17/89	SATILEY'S, INC	22.20	24708	4/26/89	SEVRY TO MAINT OFFICE EQUIP
4/25/89	SCHUERMAN KEY SHGP INC.	713.84	24709	4/26/89	OFFICE SUPPLIES
4/19/89	SECRETARY OF STATE OF ILLINOIS	200.00	24712	4/26/89	SEVRY TO MAINT BUILDINGS
4/26/89	SEVERE PLUMBING	37.50	24713	4/26/89	MAG/PAPERS-MAIN REFERENCE
4/14/89	SMALL'S WELDING SERVICE	33.49	24729	4/26/89	SEVRY TO MAINT BUILDINGS
4/18/89	SMALL PRESS BOOK REVIEW	27.60	24729	4/26/89	MAG/PAPERS-MAIN ADULT
4/15/89	SPORT MAGAZINE	43.08	24731	4/26/89	MAG/PAPERS-MAIN ADULT
4/25/89	SUN COMMUNICATIONS	38.76	24731	4/26/89	MAG/PAPERS-MAIN ADULT
4/07/89	TRUE VALUE HARDWARE	38.50	24736	4/26/89	TELEPHONE
4/26/89	TREAS-PAYROLL CLEARING	67.58	24741	4/26/89	MATERIALS TO MAINT BLDGS
4/26/89	TREAS-PAYROLL CLEARING	49,046.83	24760	4/26/89	REGULAR SALARIES
4/26/89	TREAS-PAYROLL CLEARING	1,521.49	24761	4/26/89	TEMPORARY SALARIES
4/11/89	THEATRE-CRAFTS	8,521.90	24762	4/26/89	RETIREDMENT-IMRF
4/11/89	TEEN	27.60	24764	4/26/89	MAG/PAPERS-MAIN ADULT
4/18/89	WEST PUBLISHING COMPANY	34.00	24779	4/26/89	MAG/PAPERS-MAIN YOUTH
4/25/89	WEST PUBLISHING COMPANY	85.00	24779	4/26/89	OFFICE SUPPLIES
4/25/89	W W GRAINGER, INC.	528.00	24784	4/26/89	BOOKS-MAIN REFERENCE
4/11/89	XEROX	67.02	24792	4/26/89	MATERIALS TO MAINT BLDGS
	TOTAL	176,380.06			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FUND 103120

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FOR PERIOD ENDING 4/26/89

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
4/11/89	PRE SCHOOL SOURCE	113.85	24209	4/11/89	EXPENDITURES
4/25/89	BAKER & TAYLOR CO	65.68	24404	4/26/89	EXPENDITURES
4/06/89	BAKER & TAYLOR CO	26.01	24405	4/26/89	EXPENDITURES
4/06/89	BAKER & TAYLOR CO	89.84	24406	4/26/89	EXPENDITURES
4/15/89	BAKER & TAYLOR CO	24.89	24408	4/26/89	EXPENDITURES
4/25/89	BAKER & TAYLOR CO	51.11	24409	4/26/89	EXPENDITURES
4/25/89	BAKER & TAYLOR CO	29.27	24410	4/26/89	EXPENDITURES
4/26/89	CLSI, INC.	14,953.74	24551	4/26/89	EXPENDITURES
4/14/89	K MART	31.98	24590	4/26/89	EXPENDITURES
4/06/89	NATL GEOGRAPHIC SOCIETY	9.83	24652	4/26/89	EXPENDITURES
	TOTAL	15,415.90			

Finance & Properties Committee Meeting

May 10, 1989 4:00 p.m.

Mr. Akin called the meeting to order at 4:05 p.m. Members present: Mr. Akin, Mr. Gaumer, Mr. Lockmiller, Mrs. Ohlsen, Mr. Sorensen, Mrs. Lutovsky, and Mrs. Shade. Staff present: Mr. Seidl and Mrs. Gibson. Citizen present: Claudia Quigg.

Mr. Akin explained that the committee would discuss a request to fund the Baby TALK lapsit program. Mrs. Lutovsky explained that Baby TALK was started in Decatur and that DPL sponsored the program in 1987/88 through a \$35,000 LSCA grant. Rolling Prairie Library System is currently sponsoring the program, also through an LSCA grant. However, all LSCA funding for Baby TALK will end in July 1989.

Baby TALK assistants visit new mothers in area hospitals and explain the importance of talking to infants. A boardbook is presented to each child and the mother and child are invited to quarterly programs at the library. The lapsit program for which funds are being requested is for children 13 months and older. Parents are encouraged to return to the library for special programs (twice a month). These visits encourage parents to talk to their children and to use library resources.

A similar program is also done at the library with the Visiting Nurse Association for low income parents and families at risk.

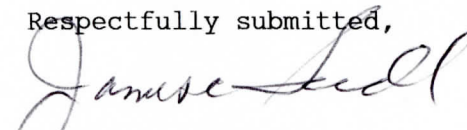
These two programs directly benefit the library and are held at Decatur Public Library. In addition, all of the Baby TALK publicity sent locally and nationally includes a statement that Decatur Public Library is a major supporter of the program.

The committee reviewed the 1989/90 budget and recommended that \$1,500 be taken from the contingency line item to support the Baby TALK lapsit program.

Mr. Seidl informed the committee that he is working with the City to purchase the computer equipment listed in the 1989-90 budget. The Library has joined the City in the past to benefit from the larger group purchasing power.

There was no further business. The meeting was adjourned at 5:10 p.m.

Respectfully submitted,



James C. Seidl
City Librarian

MEMORANDUM

May 19, 1989

MEMO TO: Library Board of Trustees
FROM: Mr. Seidl
SUBJECT: Salaries and Benefits for Library Staff

On Friday, May 12, the City of Decatur reached a two-year contract agreement with its General Service Workers Local 268. This memo is to inform you of the important aspects of the agreement, what the library staff think about the agreement, and my recommendations.

Local 268 agreed to the following changes for 1989/90:

1. A 20 cent per hour pay increase for all employees
2. The City will pay the entire cost of health insurance for each employee (single coverage)
3. The City will increase the amount it pays toward employee's dependent insurance coverage from \$80 per month to \$160 per month.
4. If the rates for health insurance increase more than 10%, the City can look for a new carrier, go to a self-insured plan, or accept a 90/10 plan.

For 1990/91:

1. An additional 20 cent per hour pay increase for all employees
2. The City will increase the amount it pays toward employee's dependent insurance coverage from \$160 per month to \$194 per month.

On May 16, I held two informational meetings with the staff to seek their input concerning the major points of the agreement. Forty-four staff members signed a petition in March requesting that the Board follow the results of city negotiations. At the meetings on May 16, the majority of the staff supported the agreement.

Staff strongly felt that the library should pay the entire cost of health insurance for single coverage as it has done in the past. Many of the staff supported the increase in dependent health insurance coverage. However, some staff felt that before the rate paid for dependent insurance was increased, the following benefits should be provided:

1. health insurance for part-time staff
2. a cafeteria-style benefit package
3. free parking for part-time staff
4. longevity pay
5. dental insurance

The cost of implementing the agreement negotiated with Local 268 is as follows:

23,920 salaries* (.20/hour) [*does not include city librarian's salary]
+4,172 social security and pension
28,092

15,360 dependent insurance rates (\$80 per month to \$160 per month)

NOTE: this amount would increase if more employees choose to take out dependent insurance (\$1,920 per person)

??? single health insurance rates. The amount of any increase will not be known until November 1989. A 10% increase was budgeted.

\$43,452 TOTAL

The Library has budgeted \$47,000 for the projected increase.

Recommendations

The 20 cent per hour pay increase will help to reduce the yearly spiraling increase on wages. It is a smaller increase for the higher paid positions, and will benefit the lower paying positions. I strongly recommend adoption. In addition, adoption of the 20 cent per hour increase for the second year would help assure the library of its levy needs.

I strongly recommend that the library pay the entire cost of single health insurance rates and stay with the City of Decatur.

Dependent health insurance rates: (I want the Board to be aware that I receive dependent health insurance).

The library has the money to pay for this insurance as long as the rates for single insurance do not increase more than 15%. (Ten percent is budgeted, 5% is available in funds from the pay increase). A second consideration is that if additional staff would choose to take dependent insurance, our costs would increase.

Approving the twenty cent pay increase, covering any increase in the single health insurance rates, and raising the amount paid toward dependent insurance to \$160 per month is a gamble. However, I recommend that the Board should approve the plan. It is my intention to maintain the present budget. If the above raises exceed the \$47,000 budgeted, I will reduce staffing to ensure that personnel costs will not exceed the amount budgeted.