

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

April 17, 1997 4:30 p.m.

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Meeting of March 11, 1997
- III. Communication from the public
- IV. Purchase of real property--CLOSED SESSION
- V. City Librarian's report
 - A. Report from John Moorman
- VI. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. No meeting
 - B. Finance and Properties Committee
 - 1. Approval of bills for March 1997
 - 2. Meeting of March 11, 1997
 - 3. Meeting of April 1, 1997
 - C. Rolling Prairie Library System
 - 1. Report on April 1997 RPLS Board meeting
 - D. Friends of the Library
 - 1. No meeting
 - E. Foundation
 - 1. Meeting of March 27, 1997
- VII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter VIII
- VIII. Old business
- IX. New business
 - A. Library in-service day
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 11, 1997

I. CALL TO ORDER

The meeting was called to order at 5:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Janice Lambert, Mary Lee, Judi Moss, Russell Reimer, Ellen Spycher, and John Stengel. Absent: David Pritts. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys.

II. APPROVAL OF MINUTES

The minutes of the meeting of February 20, 1997 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. PURCHASE OF REAL PROPERTY--CLOSED SESSION

Mrs. Lambert made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The Board went into closed session at 5:33 p.m. The meeting was re-convened at 6:13 p.m.

V. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

VI. REPORTS OF COMMITTEES

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

Finance and Properties Committee: Mr. Stengel made a motion to approve the February bills. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote.

The Finance Committee met March 11, 1997. Mr. Stengel reported that the committee recommended approval of Mr. Moorman's proposal that \$45,914 be spent during the current fiscal year for 2 microfilm reader printers (to replace old ones), 9 personal computers, 4 printers, 1 carpet extractor, 1 sweeper, and 1 upright vacuum. Mr. Stengel made a motion to approve the expenditure. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

Rolling Prairie: The next meeting will be March 12, 1997.

Friends of the Library: The next meeting will be March 12, 1997.

Foundation: The Foundation Board of Directors has not met.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VII was reviewed.

VIII. OLD BUSINESS

There was no old business.

IX. NEW BUSINESS

Mrs. Moore reported that Mrs. Spycher's term as an at-large representative on the Rolling Prairie Library System board is about to expire. Mrs. Moss made a motion to submit Mrs. Spycher's name for the ballot for another term. The motion was seconded by Mrs. Lambert and unanimously carried.

X. ADJOURNMENT

Mrs. Moore adjourned the meeting at 7 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the April 17, 1997 Meeting

of the

Decatur Public Library Board of Trustees

With the March 1997 Board Meeting rescheduled prior to our March 17, 1997 meeting with Decatur City Council, this report will cover the period since the February 1997 meeting.

Work continues on the Sears Building Project. I am working with John Stengel on negotiations with Decatur Foresight, Inc. on a purchase of the building. I am also working with the Decatur Public Library Foundation on their capital fund drive. The Board will be meeting with Decatur City Council in early May to discuss progress of negotiations for the Sears Building.

Other major projects are under way. The dedication of the Kiwanis Information Center in the Children's Room is set for 4 p.m. on Wednesday, April 17. The center was made possible by a \$8,200 donation from Decatur Area Kiwanis Clubs. These funds were the profit from their 1996 Pancake Breakfast held last September. Within the next month personal computers should be installed at all "Get Help Desks" to enable library staff to better serve the public. Last minute technical problems with the 3M self-check machine have put that installation on hold. Current plans are to have this service available to the public on April 24. Two new microfilm reader-printers will be installed in the lower level within the next two weeks. These printers will greatly improve the quality of service offered to those wishing to make paper copies of microfilm or microfiche materials. The Nims Computer Training Room is almost complete. Full use of the room by both Nims and the Library will begin in June. As part of a pilot project, there will be three Internet use non-credit training sessions conducted by Richland Community College in the training room during June.

The first bargaining session for a new contract covering library bargaining unit employees was held on Monday, April 7. A second session is scheduled for April 28. The current three year contract expires on April 30.

It has been several years since the Library has had a staff in-service day. I will be requesting at the April Board Meeting Board approval of closing the Library one day this fall to hold the in-service day. Karen Anderson, Steve Craven, Mary Lou Dwyer, Beth Kent, Jim Kupish, and Lisa Tokarz are serving on a committee chaired by Carolyn Jensen to prepare a schedule for this tentative event. An excellent questionnaire has been prepared by the committee soliciting staff input as to program content for the day.

City Librarian's Report

April 17, 1997

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Since last fall, Dayle Irwin and Bev Hackney have worked on the "Century of Change" picture project. This project compares pictures of Decatur Buildings taken in 1896 with the same site in 1996 to give a historical record of community change over the 100 year period. They with the assistance of Owen Richardson, have prepared a mobile three unit display which has been used in community presentations during the past two months. So far they have presented their program to the Library's March "Book Between Bites" program and to Kiwanians, Rotarians, Eastern Star Past Matrons and on WICA Channel 3. They are working with the Friends of the Decatur Public Library on a possible book.

The Damaged Book Committee produced a document providing a list of commonly found damages to hardcover, bound and unbound paperbacks and their concomitant costs. The circulation staff will use this list to determine the amount to charge patrons who return material that is ripped, stained, chewed, or heavily marked up. Committee members included Karen Anderson, Kathy Colebar, Beth Kent, Cathy Ritchie, Kathy Watts and was chaired by Carolyn Jensen.

Bev Hackney of the adult division coordinated a Library booth at the Black History Fair at Richland Community College. She reported that some people attending the fair used library materials from the booth to earn t-shirts for completing a black history questionnaire.

During the past two months many staff have taken advantage of workshops and training sessions. Jerald Merrick attended Illinet On-line and "First Search" workshops at Rolling Prairie Library System. Bev Hackney attended a "Dancing with Change" workshop at Rolling Prairie Library System. Mary Lou Dwyer, Joyce Robinson and Katie Gross attended the Children's Literature Conference at Northern Illinois University. They also toured the Glen Ellyn and DeKalb Public Libraries. Cathy Colebar attended a "Soaring to Excellence - You and Technical Services" teleconference. I attended the Power of On-Line Community Networks Conference at Northwestern University.

In addition to the "Century of Change" programs mentioned above, library staff have presented a variety of programs or informational material to the public. Karen Anderson appeared on Orv Graham's morning radio program discussing extension services. Grace Veach has given a program on her Jeopardy experience. George Roberts spoke to a class at Durfee School during career week. Cathy Ritchie wrote an article on library materials and services for the Project READ newsletter. Katie Gross gave a booktalk on Newbery and Caldecott award winners and honor books to Alpha Delta Kappa and presented a storytelling program to 150 kids at Coppenbarger.

City Librarian's Report

April 17, 1997

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The Library has had excellent displays in the past two months. For Black History Month, the children's department had a display including African-American picture books, and fiction and non-fiction works relating to Black History. Katie Gross reports that as a result of this display 602 biographies were circulated during the month a 73% increase over last year. In conjunction with this display, Joyce Robinson and Sally Wachter prepared annotated bibliographies of fiction and picture books on African-Americans. Other displays in the children's area included Valentine's Day and Science Fair. The adult division had a Cop/Detective fiction display that included a bibliography in bookmark style as well as a display of Afro-American fiction. This display was not as successful as hoped.

Karen Anderson reports that six Illinois Power Company employees called and offered volunteer service from now through the end of the year. This offer came at a very opportune time as the extension division was having difficulty meeting the delivery schedule for home service customers.

The maintenance division has been busy working with Julie McNamara in getting the Computer Training Room ready for use. Thanks to the extra effort of Owen Richardson and his staff both this and the new print area are almost completed. Other projects include moving shelving in the children's area to get ready for the Kiwanis Information Center, painting in several areas, making of jigs for the hanging of new shelf labels and beginning the installation process, repairing a table for the new self-check system, and moving the security system to the central office area.

The technical division has been busy with fiscal year end activities. Continuing projects in the division include cataloging previously owned uncataloged paperbacks, the upgrading of J records, and the cataloging of previously owned uncataloged plays. During March the division bound 218 paperbacks, processed 808 periodicals, mended 827 items and replaced 267 book jackets.

During February and March the children's division reported 33 group visits with 565 individuals involved with the visits. Groups coming to the library included Northwest Christian, South Shores kindergarten, Project Head Start, Pathways to Independence, Mt. Calvary, First Lutheran, St. Patrick's and Little People's Prep. There were 15 lap-sit programs with an attendance of 434. Katie Gross indicates that these programs are increasing in popularity almost to the point of having too many in attendance at each program. There were 65 Baby TALK contacts and 45 SPARK certificates given out.

Katie Gross and her staff have spent a considerable amount

City Librarian's Report

April 17, 1997

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of time in the past two months getting the Library Child Care Connection grant project underway. Materials for the bags for home day care providers have had to be ordered and processed and planning on workshops begun. On April 9 the department cooperated with Baby TALK in a program on toilet training which was held to an overflow crowd of 101 individuals. Earlier on March 19, Karen Muskopf and Stanley Adams from the Illinois State Library visited with Katie and her staff and came away impressed with the progress of the grant project.

During February 28 volunteers donated 200 hours of service to the library. In March 31 volunteers donated 216 hours of service to the library.

As of April 11, 1997 the Library had completed 94.79% of the fiscal year. Expenditures and encumbrances stood at 91.27% of budget.

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

March 1997

Location	March 1997	March 1996	% Change
CENTRAL LIBRARY, PRINT			
Adult	27,103	28,600	-5.2
Young Adult	1,291	1,388	-7.0
Children's	13,802	13,559	1.8
TOTAL	42,196	43,547	-3.1
EXTENSION PRINT			
Bookmobile 547	0	0	--
Bookmobile 548	6,291	9,398	-33.1
Bookmobile 549	3,289	3,499	-6.0
Outreach	1,456	681	113.8
TOTAL	11,036	13,578	-18.7
TOTAL PRINT	53,232	57,125	-6.8
NON-PRINT			
Videocassettes	7,783	6,963	11.8
Audiocassettes	3,310	3,393	-2.5
Recordings	2,318	2,152	7.7
TOTAL	13,411	12,508	7.2
Extension Non-print	827	895	-7.6
TOTAL NON-PRINT	14,238	13,403	6.2
Renewals	948	1,056	-10.2
TOTAL CIRCULATION	68,418	71,584	-4.4

DECATUR PUBLIC LIBRARY

12 Month Circulation Statistics

March 1997

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	286,243	293,703	-2.5
Young Adult	15,284	17,099	-10.6
Children's	159,202	169,086	-5.9
TOTAL	460,729	479,888	-4.0
EXTENSION PRINT			
Bookmobile 547	0	12,265	-100.0
Bookmobile 548	79,775	88,857	-10.2
Bookmobile 549	35,263	31,808	10.9
Outreach	10,814	9,508	13.7
TOTAL	125,852	142,438	-11.6
TOTAL PRINT	586,581	622,326	-5.7
NON-PRINT			
Videocassettes	78,496	74,133	5.9
Audiocassettes	34,915	36,089	-3.3
Recordings	24,564	22,949	7.0
TOTAL	137,975	133,171	3.6
Extension Non-print	10,247	11,352	-9.7
TOTAL NON-PRINT	148,222	144,523	2.6
Renewals	10,359	10,642	-2.7
TOTAL CIRCULATION	745,162	777,491	-4.2

STATISTICAL REPORT

March 1997

TECHNICAL SERVICES

New book volumes added: 1,514
New book titles added: 768
AV titles added: 216
Volumes withdrawn: 1,382
Books mended: 827

PERSONNEL ACTIVITY:

4/8/97 Lois Carter, Acquisitions/Interlibrary Loan Clerk II,
resigned

4/16/97 Susan Marien, Library Page (1/2 time), resigned

CURRENT VACANCIES: Library Administrative Secretary,
Acquisitions/Interlibrary Loan Clerk II, Library Page (1/2 time)

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 536 main + 18 extension = 554 total

PROFESSIONAL ASSISTS: this 12 months to date: 70,609
last 12 months to date: 69,299

PATRONS IN THE BUILDING: this 12 months to date: 361,883
last 12 months to date: 346,327

VOLUMES PURCHASED: this 12 months to date: 22,403
last 12 months to date: 18,057

VOLUNTEERS: 31 volunteers worked 216 hours

Jay -

Thank you for
getting a handle
put on the Chambers
lecture.

You are a valuable
volunteer who goes
over & beyond.

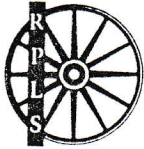
Sincerely,

Jim

Thank
You



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Rolling Prairie Library System

345 WEST ELDORADO STREET • DECATUR, ILLINOIS 62522 • (217) 429-2586 • FAX (217) 428-1852

ROBERT F. PLOTZKE
EXECUTIVE DIRECTOR

March 31, 1997

John Moorman
Decatur Public Library
247 E. North
Decatur, IL 62523-1128

Dear John:

I wish to take this opportunity to thank you for serving on the RPLS Visioning Committee. Your participation in the discussion enabled this committee to create a mission statement and set goals that will take Rolling Prairie Library System into the next century.

Thank you again for your time, expertise, and input.

Sincerely,

Robert F. Plotzke
Director

RFP:pd

Dear Linda -

We really appreciated your assistance with the copies we needed to make. It was most kind.

Also - accolades to the staff in your reference department. They are so helpful and willing. It's a pleasure to work with them.

Richard's Lifelong Learning Division

Dear Friends at the
Library,

Thank you for welcoming our children! We look forward to your story time and I always take home new ideas. You make each book seem like a treasure.

Thank you for giving our busy little ones & their families such a positive experience!

Susan Bradshaw
Harris Beginnings

COPPENBARGER

*1500 East Condit Street
Decatur, Illinois 62521
(217)424-3180*



March 24, 1997

Dear Katie,

Thanks so much for the wonderful stories you told our children last week! We appreciate all the time and effort you put into their preparation. You captivated not only the children but the teachers as well. It was the perfect conclusion to our theme study of tall tales, fairytales, and fantasy. You just reinforced my belief that the Children's Department of the Decatur Public Library is one of the treasures of our city. Keep up the great work you do for the children. I will continue to be your leading cheerleader!

Thanks again,

Sincerely,

Rochelle Mooth

*Learning To Succeed
Succeeding To Learn*

*Annette J. Elias
315 Eastview Road
North Aurora, IL 60542
630/892-7176*

April 4, 1997

The Decatur Public Library
Attn: John Moorman, City Librarian
247 East North Street
Decatur, IL 62523-1128

RE: Margaret G. Wollitz and Arthur Gross

Dear Mr. Moorman:

I would like to take this opportunity to compliment your Library.

I recently needed some help locating some information. I have never worked with such wonderful people. They were more than happy to help me (or atleast they appeared to be, which is even more important).

I called them from the Aurora area totally frustrated because I could not get to Decatur to research the information that I needed. Both Margaret and Arthur helped me and never complained or gave me any reason to think they did not want to be bothered or didn't have the time.

I am forever grateful to both for their help and wonderful customer service. I would appreciate it if you would pass this along to them and thank them for me again.

Thank you for your time.

Sincerely,



Annette J. Elias

FOR PERIOD ENDING 3/31/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/20/97	MC NAMARA, BRENT	52.50	101403	3/20/97	SERV-BUILDINGS
3/20/97	NATIONAL SEMINARS GROUP	139.00	101405	3/20/97	TRAINING SCHOOL
3/20/97	NORRELL SERVICES, INC.	747.22	101407	3/20/97	TRAMP PERSONNEL SERVICES
3/20/97	SENTINEL PEST CONTROL CO	107.00	101410	3/20/97	SERV-BUILDINGS
3/20/97	3M GNR8733	29.40	101411	3/20/97	OFFICE SUPPLIES
3/20/97	UNITE AD LABEL CO.	88.00	101412	3/20/97	OFFICE SUPPLIES
3/21/97	DECATUR MEMORIAL HOSPITAL	100.00	101417	3/21/97	OTHER PROFESSIONAL SERVICES
3/21/97	TREAS-GENERAL FUND	100.00	101421	3/21/97	TRANSFER TO GENERAL FUND
3/21/97	TREAS-SELF INSURANCE FUND	254.50	101428	3/21/97	MOTOR VEHICLE-INSURANCE
3/21/97	TREAS-SELF INSURANCE FUND	9.08	101428	3/21/97	BOILER INSURANCE
3/21/97	TREAS-SELF INSURANCE FUND	529.67	101428	3/21/97	PROPERTY INSURANCE
3/21/97	TREAS-SELF INSURANCE FUND	142.50	101428	3/21/97	GENERAL LIAB. INSURANCE
3/24/97	TREAS-MIS OPERATING	2,113.75	101429	3/24/97	MIS SERVICES
3/24/97	TREAS-PETTY CASH	55.04	101436	3/24/97	OTHER PROFESSIONAL SERVICES
3/24/97	TREAS-PETTY CASH	86.71	101436	3/24/97	MATERIAL-BLDGS
3/24/97	TREAS-PETTY CASH	17.94	101437	3/24/97	OFFICE SUPPLIES
3/24/97	TREAS-PETTY CASH	17.95	101437	3/24/97	BOOKS AND PERIODICALS
3/24/97	TREAS-PETTY CASH	20.00	101437	3/24/97	BOOKS AND PERIODICALS
3/24/97	TREAS-PETTY CASH	20.00	101437	3/24/97	MAG/PAPERS-MAIN PROFESSIONAL
3/25/97	CDA INVEST TECHNOLOGIES, INC	414.95	101441	3/25/97	BOOKS AND PERIODICALS
3/25/97	METROMAIL CORPORATION	2,744.50	101451	3/25/97	BOOKS AND PERIODICALS
3/26/97	BOOTH & LITTLE	1,073.50	101456	3/26/97	BOOKS AND PERIODICALS
3/26/97	BERMAN ASSOCIATES	4.00	101457	3/26/97	BOOKS AND PERIODICALS
3/26/97	COMPUTER CENTER	259.00	101458	3/26/97	COMPUTER SOFTWARE EXPENSE
3/26/97	COMPUTER CENTER	438.00	101458	3/26/97	RENTAL PROFESSIONAL SERVICES
3/26/97	MOLTON DESIGN GROUP	400.00	101462	3/26/97	OTHER PROFESSIONAL SERVICES
3/26/97	MOLTON ELECTRIC SUPPLY, INC.	142.54	101468	3/26/97	MATERIAL-BLDGS
3/27/97	SCHUERMAN LOCK AND KEY, INC.	31.70	101492	3/27/97	MATERIAL-BLDGS
3/27/97	AMERITECH	113.46	101515	3/27/97	TELEPHONE
3/31/97	ALDRICH, JACK	112.41	101519	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	949.20	101522	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	393.49	101523	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	1,304.18	101524	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	3,622.81	101525	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	811.55	101526	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	1,209.48	101527	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	1,132.01	101528	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	1,209.30	101529	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	537.78	101530	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR CO	598.09	101531	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR ENTERTAINMENT	1,668.08	101543	3/31/97	PERIODICALS
3/31/97	BAKER & TAYLOR ENTERTAINMENT	49.03	101544	3/31/97	PERIODICALS
3/31/97	COMPUTER CENTER	199.00	101551	3/31/97	SERV-OFFICE EQUIP
3/31/97	CAPITAL CITY PAPER CO	401.88	101551	3/31/97	OFFICE SUPPLIES
3/31/97	CHILTON BOOK COMPANY	67.16	101563	3/31/97	PERIODICALS
3/31/97	CARR, GERALD	135.00	101568	3/31/97	OTHER PROFESSIONAL SERVICES
3/26/97	CDW COMPUTER CENTERS, INC	441.99	101570	3/31/97	BOOKS AND PERIODICALS
3/31/97	DEMCO EDUCATIONAL CORP	462.82	101575	3/31/97	OFFICE SUPPLIES
3/26/97	DK PUBLISHING, INC	22.19	101589	3/31/97	BOOKS AND PERIODICALS
3/31/97	DOMESTIC ARTS, INC	16.19	101590	3/31/97	BOOKS AND PERIODICALS
3/26/97	GAYLORD BROS	247.86	101601	3/31/97	OFFICE SUPPLIES
3/31/97	GRANTS LINK, INC	104.00	101607	3/31/97	BOOKS AND PERIODICALS
3/31/97	HUNDMAN LUMBER CO.	644.69	101611	3/31/97	MATERIAL-BLDGS
3/31/97	HOUGHEN BINDERY LTD	291.00	101612	3/31/97	PRINTING AND BINDING
3/27/97	AMERITECH	84.90	101615	3/31/97	TELEPHONE
3/31/97	AMERITECH	1,084.75	101615	3/31/97	TELEPHONE
3/31/97	ILLINOIS POWER COMPANY	3,732.08	101616	3/31/97	ELECTRICITY
3/26/97	IL STATE LIBRARY	129.12	101621	3/31/97	PRINTING AND BINDING
3/26/97	IL STATE LIBRARY	50.00	101621	3/31/97	POSTAGE
3/26/97	IL STATE LIBRARY	16.90	101621	3/31/97	POSTAGE
3/26/97	IL STATE LIBRARY	1,695.47	101621	3/31/97	EQUIPMENT
3/31/97	IKON CAPITAL	770.40	101622	3/31/97	SERV-OFFICE EQUIP
3/31/97	JAN SAN SUPPLY CO., INC.	23.91	101624	3/31/97	SERV-OFFICE EQUIP
3/31/97	JAN SAN SUPPLY CO., INC.	1,563.21	101624	3/31/97	JAMITORIAL SUPPLIES
3/27/97	NIMS ASSOCIATES INC.	2,500.00	101667	3/31/97	OTHER PROFESSIONAL SERVICES

FOR PERIOD ENDING 3/31/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/24/97	NORRELL SERVICES, INC.	2,009.18	101671	3/31/97	TEMP PERSONNEL SERVICES
3/31/97	NEW REALTATIES, LLC	24.95	101672	3/31/97	BOOKS AND PERIODICALS
3/31/97	RIGSBY, PAUL	135.00	101691	3/31/97	BOOKS AND PERIODICALS
3/26/97	RAVER, DOUGLAS	67.50	101692	3/31/97	BOOKS AND PERIODICALS
3/21/97	RE MEDIA, INC	34.95	101693	3/31/97	BOOKS AND PERIODICALS
3/27/97	SATTLE, S, INC.	5.06	101695	3/31/97	OFFICE SUPPLIES
3/31/97	SPECIALTY COMPUTER RIBBONS	201.50	101702	3/31/97	OFFICE SUPPLIES
3/31/97	SLEEIH, ALAN	135.00	101715	3/31/97	OTHER PROFESSIONAL SERVICES
3/31/97	SMILL, RICHARD G	135.00	101716	3/31/97	OTHER PROFESSIONAL SERVICES
3/31/97	SIMON & SCHUSTER	8.00	101717	3/31/97	OTHER PROFESSIONAL SERVICES
3/27/97	SVE & CHURCHILL MEDIA	44.15	101719	3/31/97	BOOKS AND PERIODICALS
3/24/97	TRUMP PRINTING, INC.	597.00	101723	3/31/97	PRINTING AND BINDING
3/24/97	TOTAL PLASTICS	33.90	101737	3/31/97	POSTAGE
3/24/97	TOTAL PLASTICS	784.00	101737	3/31/97	POSTAGE
3/31/97	THRESHOLD HOME VIDEO	94.85	101738	3/31/97	OFFICE SUPPLIES
3/27/97	WEST PUBLISHING COMPANY	657.00	101747	3/31/97	BOOKS AND PERIODICALS
3/31/97	WOOD PRINTING SERVICE, INC.	265.00	101748	3/31/97	BOOKS AND PERIODICALS
3/31/97	WHEELER PUBLISHING INC.	113.36	101753	3/31/97	PRINTING AND BINDING
	TOTAL	81,613.58			

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/31/97	DEMCO EDUCATIONAL CORP	101575	3/31/97	OFFICE MACHINERY AND EQUIPMENT
TOTAL				1,775.87

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/18/97	EMPAK PUBLISHING COMPANY	101308	3/18/97	EXPENDITURES
3/18/97	SOCIAL STUDIES SCHOOL SERVICES	101324	3/18/97	EXPENDITURES
3/26/97	BEAMAN ASSOCIATES	101457	3/26/97	EXPENDITURES
3/25/97	BAKER & TAYLOR CO	101525	3/31/97	EXPENDITURES
3/25/97	BAKER & TAYLOR CO	101526	3/31/97	EXPENDITURES
3/27/97	BAKER & TAYLOR CO	101527	3/31/97	EXPENDITURES
3/31/97	BAKER & TAYLOR CO	101529	3/31/97	EXPENDITURES
3/31/97	BAKER & TAYLOR CO	101530	3/31/97	EXPENDITURES
3/31/97	BAKER & TAYLOR CO	101531	3/31/97	EXPENDITURES
3/26/97	DK PUBLISHING, INC	101589	3/31/97	EXPENDITURES
3/31/97	SIMON & SCHUSTER	101717	3/31/97	EXPENDITURES
TOTAL				1,593.83

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/14/97	BAKER & TAYLOR ENTERTAINMENT	101225	3/14/97	BOOKS AND PERIODICALS
3/14/97	PERMA-BOUND BOOKS	101262	3/14/97	BOOKS AND PERIODICALS
3/14/97	UNIVERSITY BOOK SERVICE	101274	3/27/97	OTHER PROFESSIONAL SERVICES
3/27/97	BABY TALK	101469	3/31/97	BOOKS AND PERIODICALS
3/25/97	BAKER & TAYLOR CO	101525	3/31/97	BOOKS AND PERIODICALS
3/27/97	BAKER & TAYLOR CO	101526	3/31/97	BOOKS AND PERIODICALS
3/27/97	BAKER & TAYLOR CO	101527	3/31/97	BOOKS AND PERIODICALS
3/31/97	BAKER & TAYLOR CO	101528	3/31/97	BOOKS AND PERIODICALS
3/31/97	BAKER & TAYLOR CO	101529	3/31/97	BOOKS AND PERIODICALS
3/25/97	BAKER & TAYLOR ENTERTAINMENT	101530	3/31/97	BOOKS AND PERIODICALS
3/31/97	UNIVERSITY BOOK SERVICE	101543	3/31/97	BOOKS AND PERIODICALS
TOTAL				1,694.21

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
TRANSFERS FROM							
30600-728	FROM CAPITAL IMPROVEMENT FUND	3,416.25	.00	18,525.10	.00	18,525.10	-
30600-738	TRANSFER FROM DPL TRUST FUND	177.59	.00	177.59	.00	177.59	-
TOTAL		3,593.84	.00	18,702.69	.00	18,702.69	-
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	111.86	.00	428.79	.00	428.79	-
TOTAL		111.86	.00	428.79	.00	428.79	-
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	8,200.00	.00	8,200.00	-
TOTAL		.00	.00	8,200.00	.00	8,200.00	-
FUND TOTAL		3,705.70	.00	27,331.48	.00	27,331.48	-

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET

FY 1996-97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
EXPENSES									
CONTRACTUAL SERVICES									
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	0	1,775.87	1,775.87	0	1,775.87	6,085.00	7,860.87	-
TOTAL		0	1,775.87	1,775.87	0	1,775.87	6,085.00	7,860.87	-
**	DIVISION TOTAL **	0	1,775.87	1,775.87	0	1,775.87	6,085.00	7,860.87	-

FUND 19 DPL-EQUIP REPLACEMENT FUND

DECATUR PUBLIC LIBRARY
PERIOD ENDING 03/31/97

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TOTAL		.00	202,570.00	338,100.32	310,409.00	27,691.32	108
TAXES							
30100-107	PROPERTY TAX-LIBRARY	103,127.14	2,080,442.83	2,275,882.83	2,269,574.00	6,308.83	100
TOTAL		103,127.14	2,080,442.83	2,275,882.83	2,269,574.00	6,308.83	100
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	11,335.10	151,250.00	153,986.62	165,000.00	11,013.38	93
30200-107	STATE GRANTS OR OTHER	1,321.45	95,333.33	108,894.52	104,000.00	4,894.52	104
TOTAL		12,656.55	246,583.33	262,881.14	269,000.00	6,118.86	97
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	8,440.99	67,833.33	66,690.94	74,000.00	7,309.06	90
30500-510	LIBRARY NON-RESIDENT FEES	544.50	1,375.00	1,707.00	1,500.00	207.00	113
30500-511	LIBRARY LOST AND DAMAGED BOOKS	244.55	3,666.66	4,609.96	4,000.00	606.96	115
30500-514	VERIFAX		1,904.16	2,677.85	1,750.00	927.85	153
30500-515	RESERVES	1,352.19	7,791.66	10,781.03	8,500.00	2,281.03	126
TOTAL		10,582.23	82,270.81	86,463.78	89,750.00	3,286.22	96
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	.00	4,270.49	.00	4,270.49	
TOTAL		.00	.00	4,270.49	.00	4,270.49	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	3,534.37	21,083.33	39,748.27	23,000.00	16,748.27	172
TOTAL		3,534.37	21,083.33	39,748.27	23,000.00	16,748.27	172
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	278.00	2,291.66	3,010.69	2,500.00	510.69	120
30800-899	MISCELLANEOUS INCOME	2,639.99	6,416.66	12,294.23	7,000.00	5,294.23	175
TOTAL		2,917.99	8,708.32	15,304.92	9,500.00	5,804.92	161
FUND TOTAL		132,818.28	2,641,658.62	3,022,651.75	2,971,233.00	51,418.75	101

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
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SALARIES & WAGES									
090	REGULAR SALARIES	1,422,875	94,693.52	1,036,154.74	1,304,302	386,720.26	.00	386,720.26	72.8
092	HOLIDAYS	0	2,057.55	56,732.69	0	56,732.69	.00	56,732.69	
094	OTHER LEAVE WITH PAY	0	178.58	3,360.46	0	3,360.46	.00	3,360.46	
096	SICK TIME	0	2,079.49	38,661.99	0	38,661.99	.00	38,661.99	
098	VACATION TIME	0	3,534.29	72,645.02	0	72,645.02	.00	72,645.02	
		1,422,875	102,543.43	1,207,554.90	1,304,302	215,320.10	.00	215,320.10	84.9

PERSONAL SERVICES									
101	OVERTIME SALARIES	8,900	885.46	6,097.00	8,158	2,833.00	.00	2,833.00	68.2
102	RETIREMENT-INSURANCE	15,000	854.04	11,751.33	13,750	3,248.67	.00	3,248.67	78.3
104	GROUP LIFE AND MEDICAL INSURANCE	255,984	17,418.56	212,810.94	234,652	43,173.06	.00	43,173.06	83.1
111	HOSPITAL AND MEDICAL INSURANCE	936	69.94	818.00	858	118.00	.00	118.00	87.4
112	UNEMPLOYMENT COMPENSATION	115,389	8,284.00	98,358.08	105,773	17,030.92	.00	17,030.92	85.2
113	WORKERS COMPENSATION	6,773	607.06	7,413.78	6,208	640.78	.00	640.78	109.5
114	SERVICE RECOGNITION	12,144	864.87	10,562.31	11,132	1,581.69	.00	1,581.69	87.9
115	SERVICE RECOGNITION	2,598	75.00	2,232.50	2,381	365.50	.00	365.50	87.9
		417,724	28,858.93	350,013.94	382,912	67,710.06	.00	67,710.06	83.8

CONTRACTUAL SERVICES									
201	ADVERTISING	250	.00	501.90	229	251.90	.00	251.90	200.8
210	PRINTING AND BINDING	14,000	1,853.32	13,224.16	12,833	475.84	113.95	362.19	77.4
211	SERV-BUILDINGS	10,000	262.00	7,230.56	9,166	2,768.44	482.56	2,286.88	77.1
212	SERV-IMPROVEMENTS	200	308.00	568.00	192	398.00	.00	398.00	284.0
213	SERV-AUTO EQUIPMENT	1,500	1,383.93	2,877.89	1,375	1,377.89	128.00	1,128.56	111.3
230	MIS-SERVICES	25,365	2,113.75	11,000.56	9,166	1,000.56	.00	1,000.56	91.7
231	TELEPHONE	65,000	3,732.08	61,117.59	59,583	3,882.41	.00	3,882.41	94.0
232	ELECTRICITY	13,500	2,180.86	5,240.05	12,375	8,259.95	.00	8,259.95	38.8
233	GAS	26,000	208.30	23,310.23	23,833	2,689.77	.00	2,689.77	89.7
234	WATER	1,250	208.30	882.72	1,145	367.28	.00	367.28	70.6
238	AUDITING SERVICES	1,500	258.00	1,200.00	1,375	300.00	.00	300.00	80.0
240	TRAINING SCHOOL	4,000	420.00	2,629.64	3,666	1,370.36	.00	1,370.36	65.7
241	CONFERENCES AND OTHER TRAVE	6,000	794.20	13,475.81	5,500	1,524.19	.00	1,524.19	74.6
245	POSTAGE	12,500	259.00	13,029.07	11,458	529.07	13.38	542.45	104.3
247	COMPUTER SOFTWARE EXPENSE	3,000	2,756.40	36,175.44	2,750	106.75	655.51	548.76	118.3
271	TEMP PERSONNEL SERVICES	25,000	.00	1,552.00	2,916	11,175.44	.00	11,175.44	144.7
272	TUITION REIMBURSEMENT	3,000	.00	291.12	2,750	1,448.00	.00	1,448.00	51.7
273	TRAVEL EXPENSE FOR INTERVIEW	1,000	4,678.13	66,809.07	916	708.88	.00	708.88	29.0
280	OTHER PROFESSIONAL SERVICES	70,000	5.00	2,504.00	64,166	3,190.93	2,500.00	690.93	99.0
284	PROFESSIONAL MEMBERSHIP FEE	2,600	438.00	17,810.55	2,333	2,189.45	500.00	404.00	15.5
286	RENTAL-D P EQUIPMENT	20,000	1,695.47	24,949.99	18,333	6,050.01	.00	2,189.45	89.1
289	RENTAL-EQUIPMENT	31,000	23,346.44	323,824.85	28,416	22,840.15	4,393.10	6,050.01	80.5
		346,665	23,346.44	323,824.85	317,768	18,447.05	4,393.10	18,447.05	94.7

COMMODITIES									
310	GASOLINE	2,000	27.47	1,431.48	1,833	568.53	.00	568.53	71.6
312	JANITORIAL SUPPLIES	3,500	25.91	2,906.07	3,208	591.93	.00	591.93	83.7
320	MATERIAL-BLDGS	10,500	1,709.25	10,249.96	9,166	249.96	1,318.20	1,568.16	115.7
337	MATERIAL TO MAINT AUTO EQUI	31,000	20.83	25,446.60	458	1,844.60	2,263.93	3,012.50	468.9
345	OFFICE SUPPLIES	31,000	2,496.74	25,723.57	28,416	5,276.43	.00	3,012.50	90.3
357	EMPLOYEE RECOGNITION SUPPLI	200	.00	147.40	183	52.60	.00	52.60	73.7
		47,200	4,280.20	42,805.08	43,264	812.79	3,582.13	812.79	98.3

OTHER CHARGES									
400	CONTINGENCIES	14,635	100.00	836.23	13,415	13,798.77	.00	13,798.77	5.7
415	TRANSFER TO GENERAL FUND	1,200	.00	1,100.00	1,100	100.00	.00	100.00	91.7

REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 20 DECATUR PUBLIC LIBRARY 3/31/97

40000 DECATUR PUBLIC LIBRARY

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	OTHER CHARGES								
418	MOTOR VEHICLE-INSURANCE	3,054	254.50	2,799.50	2,799	254.50	.00	254.50	91.7
420	BOILER INSURANCE	109	9.08	99.88	99	9.12	.00	9.12	91.6
421	PROPERTY INSURANCE	6,356	529.67	5,826.37	5,826	529.63	.00	529.63	91.7
423	GENERAL LIABILITY INSURANCE	6,006	142.50	5,863.50	5,505	142.50	.00	142.50	97.6
478	TRANSFER TO LIBRARY CAPITAL	100,000	.00	.00	91,666	100,000.00	.00	100,000.00	
499	SMALL CAPITAL ITEMS	4,000	.00	4,388.03	3,666	388.03	.00	388.03	109.7
		135,360	1,035.75	20,913.51	124,076	114,446.49	.00	114,446.49	15.5

CAPITAL OUTLAY

515	OFFICE MACHINERY AND EQUIPM	31,000	1,563.21	19,836.12	28,416	11,163.88	46,601.00	35,437.12	214.3
		31,000	1,563.21	19,836.12	28,416	11,163.88	46,601.00	35,437.12	214.3

CAPITAL OUTLAY

800	BOOKS AND PERIODICALS	40,000	23,638.81	287,069.10	36,666	247,069.10	.00	247,069.10	717.7
801	BOOKS-MAIN ADULT	104,200	.00	.00	95,516	104,200.00	.00	104,200.00	
802	BOOKS-MAIN YOUTH	7,000	.00	.00	6,416	7,000.00	.00	7,000.00	
803	BOOKS-MAIN JUVENILE	37,000	.00	.00	33,916	37,000.00	.00	37,000.00	
804	BOOKS-MAIN REFERENCE	95,000	.00	.00	87,083	95,000.00	.00	95,000.00	
805	BOOKS-PROFESSIONAL	5,000	.00	.00	4,583	5,000.00	.00	5,000.00	
821	BOOKS-EXTENSION ADULT	31,500	.00	.00	28,875	31,500.00	.00	31,500.00	
830	AV-PHONODICS	850	.00	756.24	28,779	31,500.00	.00	31,500.00	
841	MAG/PAPERS-MAIN ADULT	20,000	2.90	21,064.53	18,333	1,064.53	.00	1,064.53	89.0
842	MAG/PAPERS-MAIN YOUTH	650	.00	713.12	595	63.12	.00	63.12	109.7
843	MAG/PAPERS-MAIN JUVENILE	1,700	.00	1,194.12	1,558	505.88	.00	505.88	70.2
844	MAG/PAPERS-MAIN REFERENCE	13,200	.00	10,504.12	12,100	2,695.88	.00	2,695.88	79.6
845	MAG/PAPERS-MAIN PROFESSIONAL	1,500	20.00	1,397.92	1,375	102.08	.00	102.08	93.2
847	MAG/PAPERS-EXTEN ADULT	0	.00	2,980.59	0	2,980.59	.00	2,980.59	
857	LAGOON E BULKHEAD	2,400	.00	.00	2,200	2,400.00	.00	2,400.00	
		360,000	23,661.71	325,679.74	329,995	34,320.26	.00	34,320.26	90.5

** DIVISION TOTAL **

		2,760,824	185,289.67	2,290,628.14	2,530,733	470,195.86	54,576.23	415,619.63	84.9
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LIBRARY CAPITAL

ACCT. ND.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	254,329.16	393,976.42	277,450.00	116,526.42-	142
TOTAL		.00	254,329.16	393,976.42	277,450.00	116,526.42-	142
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,803.63	9,166.66	19,442.06	10,000.00	9,442.06-	194
TOTAL		1,803.63	9,166.66	19,442.06	10,000.00	9,442.06-	194
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	5,106.62	.00	5,106.62-	
TOTAL		.00	.00	5,106.62	.00	5,106.62-	
FUND TOTAL		1,803.63	263,495.82	418,525.10	287,450.00	131,075.10-	145

LIBRARY CAPITAL EXPENDITURES

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1996-97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY CAPITAL EXPENDITURES				FUND 21				3/31/97
	CONTRACTUAL SERVICES								
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	9,166	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	45,833	50,000.00	.00	50,000.00	
	TOTAL	60,000	.00	.00	54,999	60,000.00	.00	60,000.00	
	OTHER CHARGES								
404	TR TO EQUIP REPLACEMENT FD	0	3,416.25	18,525.10	0	18,525.10-	.00	18,525.10-	
	TOTAL	0	3,416.25	18,525.10	0	18,525.10-	.00	18,525.10-	
	CAPITAL OUTLAY								
502	BUILDINGS	100,000	.00	.00	91,666	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	.00	.00	45,833	50,000.00	.00	50,000.00	
	TOTAL	150,000	.00	.00	137,499	150,000.00	.00	150,000.00	
**	DIVISION TOTAL **	210,000	3,416.25	18,525.10	192,498	191,474.90	.00	191,474.90	8.8

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 03/31/97

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	115,293.00	119,778.38	116,598.00	3,180.38-	102
30001-922	BEG FUND BAL-BRECKENRIDGE	.00	109,646.00	881.24	.00	881.24-	
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	819.29	.00	819.29-	
TOTAL		.00	227,554.00	121,478.91	116,598.00	4,880.91-	104
INVESTMENT INCOME							
30700-103	DPL INTEREST-CANTONI TRUST	527.23	6,416.66	5,768.68	7,000.00	1,231.32	82
30700-104	DPL INTEREST-BRECKENRIDGE	.79	.00	14.35	.00	14.35-	
30700-105	DISTRIBUTION FR BRIDGES TRUST	7.13	733.33	900.50	800.00	100.50-	112
TOTAL		535.15	7,149.99	6,683.53	7,800.00	1,116.47	85
FUND TOTAL		535.15	234,703.99	128,162.44	124,398.00	3,764.44-	103

GLA3010 DPL-CANTONI TRUST

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 92 PUBLIC LIBRARY-TRUSTS

PAGE 152 3/31/97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	6,000	1,593.83	9,593.53	5,500	3,593.53	212.00	3,805.53	163.4
	EXPENDITURES	6,000	1,593.83	9,593.53	5,500	3,593.53	212.00	3,805.53	163.4
**	DIVISION TOTAL **	6,000	1,593.83	9,593.53	5,500	3,593.53	212.00	3,805.53	163.4

GLA3010 DPL-BRECKENRIDGE TRUST

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 92 PUBLIC LIBRARY-TRUSTS

PAGE 153 3/31/97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
404	TR TO EQUIP REPLACEMENT FD	0	177.59	177.59	0	177.59	.00	177.59	
	OTHER CHARGES	0	177.59	177.59	0	177.59	.00	177.59	
	CAPITAL OUTLAY	0	.00	718.00	0	718.00	.00	718.00	
515	OFFICE MACHINERY AND EQUIPM	0	.00	718.00	0	718.00	.00	718.00	
	EXPENDITURES	0	.00	718.00	0	718.00	.00	718.00	
**	DIVISION TOTAL **	0	177.59	895.59	0	895.59	.00	895.59	

GLA3010 DPL-BRIDGES TRUST

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 92 PUBLIC LIBRARY-TRUSTS

PAGE 154 3/31/97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
900	EXPENDITURES	800	.00	129.49	733	670.51	.00	670.51	16.2
	EXPENDITURES	800	.00	129.49	733	670.51	.00	670.51	16.2
**	DIVISION TOTAL **	800	.00	129.49	733	670.51	.00	670.51	16.2

CITY OF DECATUR FY 1996-97
REVENUE REPORT

FUND 94

PERIOD ENDING 03/31/97

DPL-CHILDCARE CONNECTION GRANT

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
INTER GOVERNMENTAL REVENUE		3,745.78	.00	3,745.78	.00	3,745.78-	
30200-107	STATE GRANTS OR OTHER	3,745.78	.00	3,745.78	.00	3,745.78-	
TOTAL		3,745.78	.00	3,745.78	.00	3,745.78-	
FUND TOTAL		3,745.78	.00	3,745.78	.00	3,745.78-	

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97

FUND 94 DPL-CHILDCARE CONNECTION GRANT 3/31/97

GLA3010

OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
40000		GRANT EXPENSES								
		SALARIES & WAGES								
		CONTRACTUAL SERVICES								
280		OTHER PROFESSIONAL SERVICES	0	750.00	750.00	0	750.00-	.00	750.00-	
		COMMODITIES	0	750.00	750.00	0	750.00-	.00	750.00-	
		OTHER CHARGES								
		CAPITAL OUTLAY								
		CAPITAL OUTLAY								
800		BOOKS AND PERIODICALS	0	944.21	9,927.02	0	9,927.02-	.00	9,927.02-	
		** DIVISION TOTAL **	0	1,694.21	10,677.02	0	10,677.02-	.00	10,677.02-	

Finance and Properties Committee
March 11, 1997

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Janice Lambert, Mary Lee, Russell Reimer, and Shirley Moore. Staff present: John Moorman, Linda Humphreys, and Carolyn Jensen.

1996/97 fiscal year end: Mr. Moorman projected that revenue will be \$54,540 over the budget this fiscal year and expenditures will be \$53,000 under budget.

Equipment purchase proposal: Mr. Moorman recommended that \$45,914 be spent during the current fiscal year for 2 microfilm reader printers (to replace old ones), 9 personal computers, 4 printers, 1 carpet extractor, 1 sweeper, and 1 upright vacuum. The consensus was to recommend approval of the purchases.

There was no other business. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Finance and Properties Committee
April 1, 1997

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Mary Lee, and Shirley Moore. Absent: Janice Lambert and Russell Reimer. Staff present: John Moorman, Linda Humphreys, and Carolyn Jensen.

1996/97 fiscal year end: Mr. Moorman reported that if the fiscal year ended April 1, 1997, revenue would be \$18,655.70 plus the April replacement tax over the budget and expenditures would be \$36,897.89 under budget.

Mr. Stengel made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Ms. Lee and unanimously carried on roll call vote. The Board went into closed session at 4:50 p.m. The meeting was re-convened at 5:25 p.m.

The committee requested that Mr. Moorman order a roof inspection of the Sears building.

There was no further business. The meeting was adjourned at 5:25 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

Decatur Public Library Foundation
March 27, 1997

Richard Lockmiller called the meeting to order at 3:00 p.m. Members present: Mr. Lockmiller and Dave Pritts. Absent: Bill Gerstner, Mark Gibson, Martin Seidman, Bob Smith. Others present: Shirley Moore, Jack Stengel, John Moorman, and Linda Humphreys.

Since a quorum was not present, no action was taken.

Approval of minutes: The minutes of the meeting of January 21, 1997 were reviewed.

Treasurer's report: Mr. Smith was absent. Mr. Lockmiller reported that the Foundation has \$16,273.87 in checking, \$6,692.92 in savings, and \$11,396.52 in a certificate of deposit. Mr. Lockmiller said that Mr. Smith will no longer be able to serve on the Foundation Board and a replacement for him will be sought.

Discussion of fundraising: Mr. Lockmiller reported that \$615,000 in local contributions is now committed to the purchase of a new library. Mr. Lockmiller will follow up on some contacts. The need for a coordinator for the fund drive was discussed. Mr. Lockmiller will contact Jackie Goetter to discuss the Foundation plans for the fund drive.

There was no other business. The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Robert C. Smith

Chapter VIII Facilities

Introduction

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, storytimes, and other library programs. The Supplemental Standards for this section are divided into two sections -- Existing Facilities and New or Expanded Facilities.

Applicable Core Standards

- Core 3. The library is in compliance with all federal laws that affect library operations including but not limited to, the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8], and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
- Core 4. The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
- Core 12. The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core 20. The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.

- Core 23. The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.
- Core 28. At least every 10 years and more frequently if necessary, the Board of Trustees determines if the physical facility is sufficient to meet the needs of the community. Should the facility be found insufficient to meet the needs of the community, the Board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long- term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well- lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, there should be one space per 500 sq. ft.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.

10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of first aid kit.
12. The library has an emergency manual and a disaster plan which are reviewed biennially.
13. The library has telephones and associated communications devices sufficient to meet user and staff needs.
 - a.) Telephones in all offices and at all service desks.
 - b.) Telephone number listed in both white and yellow pages.
 - c.) Automatic equipment to inform callers of library hours when the library is closed.
14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. The library has allocated space for child and family use and provided furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
15. The library has enough shelving and other types of display and/or storage to provide patrons with easy access to all materials. All shelving and other display and/or storage is designed for library purposes. Shelving in the area serving young children is scaled to their needs.
16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor to ceiling illumination of all vertical surfaces. **For more information on lighting, see #8 under Supplemental Standards for new or expanded facilities.**
17. The library has fireproof facilities for the return of library materials when the library is closed.
18. The library has heating, ventilating, and air conditioning systems (HVAC) capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for new or expanded facilities.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, except those that are part of a home rule unit of government, selects an architect in compliance with the **Local Government Professional Services Selection Act [50 ILCS 510/0.01]**. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.
5. Flexibility of design and furnishings.
 - a.) Buildings are designed with extensive data and electrical conduit, or with alternative methods of providing service to all locations in the library.
 - b.) Lighting is designed to allow extensive rearrangement of library furnishings
 - c.) All areas of the library are designed to meet the floor loading standard of 150 pounds per square foot. Heavier loads such as microform storage cabinets and compact shelving require 300 pounds per square foot.
 - d.) Service counters, service desks, and office work areas are free-standing modular units.
6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate to the material stored.

7. All construction complies with federal, state, and local codes and regulations including, but not limited to:
 - a.) **National codes**, including the **Americans with Disabilities Act** [Public Law 101-336].
 - b.) Illinois codes, including the **Illinois Environmental Barriers Act of 1985** (410 ILCS 25/1 et seq.) the **Illinois Plumbing Code**, and the **Illinois Accessibility Code**, published by the Capital Development Board to implement the **Illinois Environmental Barriers Act**.
 - c.) Local codes. Many Illinois municipalities have adopted nationally formulated codes as their local codes. Most municipalities adopt either the **Building Officials and Construction Administrators (BOCA) Code** or the **Uniform Building Codes** established by the International Conference of Building Officials (ICBO).

8. High quality lighting is critically important to libraries.
 - a.) Indirect lighting provides uniform, non-glare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from single points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where CRTs and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a CRT and look for reflections of concentrated light sources.
 - b.) Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and eliminate hum and flicker.
 - c.) High pressure sodium lighting is the ideal choice for parking lots.
 - d.) The most recent edition of the IES Lighting Handbook, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. For example, the IES recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision. IES standards are also included in *Administrator's Guide to Library Building Maintenance*, an excellent publication by Dianne Lueder and Sally Webb. Both publications are included in the bibliography following this section.

9. Provide enough storage space. This is one of the most frequently overlooked needs in the design of new or expanded facilities.
10. Safety and low maintenance are primary concerns when considering the design of landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, there are some standard guidelines for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. **See Appendix 7.1, "Determining Space Needs" for more detailed information.**

Examples of unique needs include extensive local history or genealogy collections, community need for a large meeting room, frequent programming, and extensive art and graphics related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

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**DECATUR PUBLIC LIBRARY
IN-SERVICE PROGRAM
FALL 1997
TENTATIVE SCHEDULE**

- 8:30 Continental breakfast in library lobby
- 9:00 Preview of the day's schedule
- 9:15 - 12:00 Staff and guests will travel around the library to hear presentations by division staff on the duties, responsibilities, and delights of their respective divisions
- 12:00 - 1:00 Catered lunch in the library
- 1:00 - 3:00 Afternoon presentation by speaker to be announced
- 3:00 - 3:15 Break
- 3:15 - 3:45 Discussion of Shadowing
- 3:45 - 4:15 Evaluation of In-Service Program and Drawing of door prizes