



DECATUR PUBLIC LIBRARY

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

JAMES C. SEIDL, City Librarian



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

April 18, 1991 4:30 P.M.

- I. Call to Order - Barbara Ohlsen, President
- II. Approval of Minutes
 - A. Meeting of March 21, 1991
- III. Communication from the Public
- IV. City Librarian's Report
 - A. Report from City Librarian
- V. Reports of Committees
 - A. Personnel, Policies, and Public Relations Committee
 1. No meeting
 - B. Finance & Properties Committee
 1. Approval of bills for March 1991
 - C. Rolling Prairie
 1. Report on April RPLS Board meeting
 - D. Foundation
 - E. Friends of the Library
 1. No meeting
- VI. Avenues to Excellence II
 - A. Chapter I, Structure and Governance
- VII. Old Business
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
March 21, 1991

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Barbara Ohlsen, President. Members present: Mrs. Ohlsen, Daniel Gaumer, Richard Lockmiller, Janna Lutovsky, Jerrodean Martin, Robert Oakes, Stan Sitton, Robert Smith, and Mark Sorensen. Staff present: James Seidl, Carol Gibson, Linda Humphreys, and Steve Serber. Others present: Charlie Brown.

II. APPROVAL OF MINUTES

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

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

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

The circulation computer was down 17.5 hours in February because of a file error which has since been corrected.

The \$8,000 listed in the 1991/92 budget as projected revenue from Rolling Prairie will not be forthcoming due to state budgetary constraints.

The fee for a non-resident library card must be raised effective May 1 to at least the amount paid by residents of the city. Mr. Oakes made a motion to approve Mr. Seidl's recommendation of raising the non-resident fee to \$70 effective May 1, 1991. The motion was seconded by Mr. Gaumer and unanimously carried.

The volunteer program in circulation will resume when full staffing is reached.

Mr. Seidl recommended that Western Waterproofing be hired for \$2,900 to tuckpoint the front of the building and 70 feet on the east side. The work will be completed and paid for this fiscal year. The trustees agreed with Mr. Seidl's recommendation.

Mr. Sitton volunteered to attend ILA in Chicago on May 3 and 4. The Library will pay the expenses.

Replacement tax revenue has continued to come in; receipts to date are about \$22,000 less than projected for this fiscal year and \$43,000 less than last fiscal year.

The Decatur Celebration promoters have requested to have an "Old Time Cowboy Film Festival" in the Auditorium on August 3. Mr. Seidl will sign and return the contract; there is no fee.

The Automation Committee has been reviewing proposals to convert the Library's database. A recommendation will be ready for the Board on May 23.

The new Minolta reader/printer has been received; both staff and patrons like it a lot. The cost per copy has been increased from \$.15 to \$.25.

This is Mrs. Gibson's last meeting because she is resigning to become Director of Oak Park Public Library. She spoke about her accomplishments and responsibilities during the last four years. The Board thanked her and presented her with a gift to show their appreciation.

V. REPORTS OF COMMITTEES

Personnel, Policies, and Public Relations Committee: Mr. Oakes reported that the Committee met on March 4. A plan for improving staff morale was reviewed. Mrs. Gibson was asked to update her job description. The Committee reviewed a new job description and performance evaluation form for the City Librarian. Mr. Oakes made a motion that the City Librarian's revised job description and performance evaluation form be accepted as mailed. The motion was seconded by Mr. Gaumer and unanimously carried.

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

Rolling Prairie: Mrs. Lutovsky attended the March meeting. Rolling Prairie may be facing a 5% budget cut. The make-up of the Rolling Prairie Board is being reviewed.

Foundation: The "wish list" brochure is printed and available.

Friends of the Library: The Friends met on March 14 and approved a budget for 1991 that includes expenditures of \$29,000. The box for book donations is averaging 200 books per week, including a lot of paperback books.

Long Range Plan Review Committee: Mr. Sitton announced that this committee will meet on March 25 at 4 p.m.

VI. AVENUES TO EXCELLENCE II

Chapter IX, Physical Facilities, was reviewed.

VII. OLD BUSINESS

Labor Negotiations: Mr. Sorensen made a motion to adjourn to closed session to discuss labor negotiations. The motion was seconded by Mr. Smith and unanimously carried on roll call vote. The meeting was re-convened at 5:45 p.m.

VIII. NEW BUSINESS

Nominating Committee: Mrs. Ohlsen appointed Mr. Gaumer and Mrs. Martin to the Nominating Committee. This committee will propose a slate of officers at the June Board meeting.

IX. ADJOURNMENT

Mrs. Ohlsen adjourned the meeting at 5:55 p.m.

Respectfully submitted,

Daniel Gaumer, Secretary
Decatur Public Library Board of Trustees

Barbara A. Ohlsen
Board President

City Librarian's Report
March 1991

I. Statistics

March circulation was down 3% (1,171 items) from March 1990. Circulation for the past twelve months is down 1% (7,833 items). A drop in juvenile circulation over the past several months accounts for the declining circulation. Juvenile fiction and picture books had the largest drops. Extension circulation dropped 11% in March due to missing some of the regular school stops because of teachers' institute and our staff institute. Adult, young adult, and audiovisual circulation had small increases.

Patron requests for service increased 21% (791 requests) over March 1990. For the twelve month period, service statistics are up 15% (5,555 requests) over the previous twelve month period.

Patron usage of the Library in March 1991 was down 3% (971 patrons) from March 1990. The Library was open one day less than last March, which accounts for this decline.

II. Budget

The budget is 88% spent or encumbered. One goal for this year was to save \$50,000 from the budget. Reducing personnel costs has produced a \$19,000 savings toward this goal.

I received information on 4/11/91 that the 1990/91 replacement tax revenue will total \$136,000. I had projected \$151,000 in June 1990, but revised to \$130,000 when the budget was submitted in January 1991. Total revenue for 1990/91 is projected at \$2,385,700.

The uninterruptible power supply (UPS) system for the computer room is installed. Tuckpointing and waterproofing work will be completed by April 15.

The police security guards requested that we determine if the Library is responsible for their worker's compensation if they are injured here. Mr. Booth determined that under the present arrangement, the Library would be responsible for any worker's compensation claims filed. Mr. Booth is also determining if the Library has any additional responsibility through using policemen as security guards.

City Librarian's Report
March 1991

I. Statistics

March circulation was down 3% (1,171 items) from March 1990. Circulation for the past twelve months is down 1% (7,833 items). A drop in juvenile circulation over the past several months accounts for the declining circulation. Juvenile fiction and picture books had the largest drops. Extension circulation dropped 11% in March due to missing some of the regular school stops because of teachers' institute and our staff institute. Adult, young adult, and audiovisual circulation had small increases.

Patron requests for service increased 21% (791 requests) over March 1990. For the twelve month period, service statistics are up 15% (5,555 requests) over the previous twelve month period.

Patron usage of the Library in March 1991 was down 3% (971 patrons) from March 1990. The Library was open one day less than last March, which accounts for this decline.

II. Budget

The budget is 88% spent or encumbered. One goal for this year was to save \$50,000 from the budget. Reducing personnel costs has produced a \$19,000 savings toward this goal.

I received information on 4/11/91 that the 1990/91 replacement tax revenue will total \$136,000. I had projected \$151,000 in June 1990, but revised to \$130,000 when the budget was submitted in January 1991. Total revenue for 1990/91 is projected at \$2,385,700.

The uninterruptible power supply (UPS) system for the computer room is installed. Tuckpointing and waterproofing work will be completed by April 15.

The police security guards requested that we determine if the Library is responsible for their worker's compensation if they are injured here. Mr. Booth determined that under the present arrangement, the Library would be responsible for any worker's compensation claims filed. Mr. Booth is also determining if the Library has any additional responsibility through using policemen as security guards.

III. Collection Development

Mrs. Lutovsky has notified me that the University of Illinois will pay the telephone line charges for the NOVAnet terminals in 1991/92. However, the library will be responsible for:

Usage fee	\$60/mo. X 12 months X 4 terminals =	\$2,880
Royalty fee	\$3/mo. X 12 months X 4 terminals =	<u>114</u>
		\$2,994

I recommend that we maintain only the two NOVAnet terminals in the basement unless outside funding is found to pay for the other two terminals. Two terminals will support the Project READ program. This expense was not included in the 1991/92 budget.

IV. Personnel

JTPA no longer has funding available for young adults to work at the library during the summer. Last summer, two JTPA people shelved library materials. I had planned to use this program again this summer. It will cost \$1,100 to hire an extra page help for 20 hours per week for 8 weeks. Funds will come from positions now vacant.

Several staff members have been recently promoted or transferred. Marsha Walters was promoted from half-time clerk in the reference department to Catalog Clerk II (full-time). Van Robinson transferred from Library Clerk I in circulation to Catalog Clerk I. Robin Bowman changed from half-time to full-time Clerk I in circulation. Current vacancies include a half-time clerk in reference, a half-time clerk in circulation, and the Library Driver position.

Mrs. Gibson's last working day was Tuesday, April 2. Some of her duties have been assigned to department heads. Jeff Dick will edit the newsletter. Cathy Ritchie and Steve Serber are coordinating the National Issues Forums. Jerald Merrick is working with the pages. Shirley Apley is working on the long range plan.

Stan Sitton will attend the Trustees' meeting in Chicago on May 3 and 4. A workshop for trustees will be held in Decatur on September 14 and 15 at the Holiday Inn. I would encourage all trustees to attend.

V. Public Relations

St. Thomas school will close in May 1991. St. Thomas has had a bookmobile stop for over twenty years. In September, the bookmobile will move to St. Patrick's school. Electrical and telephone line work will be completed this summer. St. Thomas school generated over 5,000 check-outs per school year.

John Powers, Illinois author, spoke to 35 people in the auditorium in March. I attended this program and found it very entertaining. Dorothy Ross will be the final speaker of this series on April 13th.

The children's department had 12 preschool story times and eight lap sits attended by 322 people. In addition, 19 groups visited the department for library instruction programs. The department has begun preparing for the summer reading program. The Decatur Area Arts Council has agreed to underwrite \$500 for the reading program grand finale.

Three National Issues Forums will be held in April. Topics are: Remedies for Racial Inequality (on April 2), Regaining the Competitive Edge (April 9), and the Battle Over Abortion (April 16).

National Library Week is April 14-20. The "Great American Read Aloud" will be Wednesday, April 17 from 6:30 to 8:30 p.m.

STATISTICAL REPORT

March 1991

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 mos. to Date</u>
Total books, 1991	35,893	2,184	23,951	62,028	667,540
1990	35,800	2,362	26,310	64,472	685,669
AV materials, 1991	13,459			13,459	140,356
1990	13,186			13,186	130,060
Total circulation, 1991	49,352	2,184	23,951	75,487	807,896
1990	48,986	2,362	26,310	77,658	815,729

Volumes purchased this 12 months to date: 15,470

Volumes purchased last 12 months to date: 14,686

TECHNICAL SERVICES

New books added	1,125
New titles added	594
AV titles added	71
Books withdrawn	1,056
Books mended	850
Gifts	615

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1990/91</u>	<u>YTD Expended 1989/90</u>	<u>Unexpended</u>
Personal Services	1,755,966	1,576,775	1,529,726	179,191
Operating	418,745	308,342	293,793	110,403
Capital & books	322,673	260,190	267,743	72,483

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	11 + 1	0	0	11 + 1
Library Assistants	7 + 5	0	0	7 + 5
Clerical	15 + 9	0	0	17 + 7
Pages	4 + 8	0	0	4 + 8
Maintenance	3 + 1	0	0	3 + 1

CURRENT VACANCIES: 1/2 time Library Clerk I (3); 1/2 time Library Driver

COMPUTER DOWN-TIME FOR MONTH: 1 hour

PATRONS REGISTERED: 668 adult + 93 youth + 168 juvenile = 929 total

PATRON CONTACTS: this 12 months to date: 43,293
last 12 months to date: 37,738

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/05/91	POSTMASTER	27.62	42296	3/05/91	POSTAGE
3/06/91	DICK, JEFF	29.95	42309	3/06/91	AV-VIDEOS
3/06/91	TREAS-NON MEDICAL INS	250.91	42334	3/08/91	MOTOR VEHICLE-INSURANCE
3/06/91	TREAS-NON MEDICAL INS	48.59	42334	3/08/91	BOILER INSURANCE
3/06/91	TREAS-NON MEDICAL INS	943.17	42334	3/08/91	PROPERTY LIABILITY INSURANCE
3/06/91	TREAS-NON MEDICAL INS	612.00	42334	3/08/91	GENERAL LIABILITY INSURANCE
3/06/91	TREAS-GENERAL FUND	2,835.95	42337	3/08/91	GAS
3/06/91	TREAS-GENERAL FUND	2,873.83	42337	3/08/91	TRANSFER TO GENERAL FUND
3/11/91	BAKER & TAYLOR CO	60.22	42339	3/11/91	BOOKS-MAIN ADULT
3/11/91	BAKER & TAYLOR CO	1.77	42339	3/11/91	BOOKS-MAIN YOUTH
3/11/91	BAKER & TAYLOR CO	50.78	42339	3/11/91	BOOKS-MAIN JUVENILE
3/11/91	BAKER & TAYLOR CO	83.79	42339	3/11/91	BOOKS-MAIN REFERENCE
3/11/91	BAKER & TAYLOR CO	5.94	42339	3/11/91	BOOKS-EXTENSION ADULT
3/11/91	BAKER & TAYLOR CO	16.04	42339	3/11/91	BOOKS-EXTENSION JUVENILE
3/11/91	BAKER & TAYLOR CO	175.25	42339	3/11/91	AV-PHONODICS
3/11/91	BAKER & TAYLOR CO	97.80	42339	3/11/91	AV-CASSETTES
3/11/91	BAKER & TAYLOR CO	93.78	42345	3/11/91	POSTAGE
3/11/91	POSTMASTER	5.05	42350	3/11/91	CONFERENCES AND OTHER TRAVEL
3/11/91	TREAS-PETTY CASH	11.80	42350	3/11/91	POSTAGE
3/11/91	TREAS-PETTY CASH	39.45	42350	3/11/91	MATERIALS TO MAINT BLDGS
3/11/91	TREAS-PETTY CASH	21.07	42350	3/11/91	OFFICE SUPPLIES
3/11/91	TREAS-PETTY CASH	32.48	42352	3/11/91	JANITORIAL SUPPLIES
3/12/91	ARATX SERVICES, INC.	225.46	42360	3/12/91	WATER
3/12/91	TREAS-WATER FUNDS	181.96	42361	3/12/91	OFFICE SUPPLIES
3/12/91	TREAS-GENERAL FUND	67.02	42362	3/12/91	OFFICE SUPPLIES
3/13/91	TOWNE AIR FIGHT, INC.	42.90	42382	3/13/91	TRAINING SCHOOL
3/13/91	FARMERS MARKET	40.07	42383	3/13/91	TRAINING SCHOOL
3/13/91	HOUSE OF DONUTS	583.66	42384	3/13/91	TELEPHONE
3/13/91	IL BELL TELEPHONE CO	100.00	42388	3/13/91	SERV TO MAINT BUILDINGS
3/13/91	IL STATE TREASURER	415.80	42396	3/13/91	TEMP PERSONEL SERVICES
3/13/91	MAINPOWER	67.00	42401	3/13/91	TRAINING SCHOOL
3/13/91	SEIDL, JAMES	3,153.72	42403	3/13/91	HOSPITAL AND MEDICAL INSURANCE
3/13/91	TREAS-MEDICAL INSURANCE	45.89	42404	3/13/91	GROUP LIFE INSURANCE
3/13/91	TREAS-NON MEDICAL INS	962.01	42406	3/13/91	WORKERS COMPENSATION
3/13/91	TREAS-NON MEDICAL INS	9,521.13	42432	3/13/91	RETIREMENT-IMRF
3/14/91	TELECOM U S A	20.00	42441	3/15/91	TRAINING SCHOOL
3/14/91	IL DCLC USERS GROUP	187.50	42445	3/15/91	OTHER PROFESSIONAL SERVICES
3/14/91	ROBBINS, SCHWARTZ, NICHOLAS,	2,386.00	42445	3/15/91	SERV TO MAINT OFFICE EQUIP
3/14/91	3M CHICAGO SALES CENTER	100.00	42452	3/15/91	TRAINING SCHOOL
3/14/91	OW MADISON	115.63	42457	3/15/91	BOOKS-MAIN REFERENCE
3/14/91	DECATUR HERALD & REVIEW	25.00	42458	3/18/91	BOOKS-MAIN REFERENCE
3/18/91	DIRECT MARKETING ASSOC.	691.92	42469	3/18/91	POSTAGE
3/18/91	TREAS-CENTRAL GARAGE FD	432.55	42470	3/18/91	GASOLINE
3/18/91	TREAS-GENERAL FUND	108.00	42483	3/18/91	POSTAGE
3/19/91	HUGHES, WAYNE	144.00	42484	3/19/91	OTHER PROFESSIONAL SERVICES
3/19/91	HULL, ROBERT	39.95	42485	3/19/91	OTHER PROFESSIONAL SERVICES
3/19/91	INFO PRESS	195.00	42487	3/19/91	BOOKS-MAIN REFERENCE
3/19/91	MURKIN, STAR	48.00	42489	3/19/91	BOOKS-MAIN REFERENCE
3/19/91	PETERS, CHRIS	96.00	42490	3/19/91	OTHER PROFESSIONAL SERVICES
3/19/91	RIGSBY, PAUL	48.00	42491	3/19/91	OTHER PROFESSIONAL SERVICES
3/19/91	SLEETH, ALAN	1.13	42495	3/19/91	POSTAGE
3/19/91	TREAS-PETTY CASH	53.76	42495	3/19/91	MATERIALS TO MAINT BLDGS
3/19/91	TREAS-PETTY CASH	7.42	42495	3/19/91	MATERIAL TO MAINT AUTO EQUIP
3/19/91	TREAS-PETTY CASH	15.40	42495	3/19/91	OFFICE SUPPLIES
3/19/91	TREAS-PETTY CASH	68.00	42499	3/19/91	OFFICE SUPPLIES
3/19/91	WARDEN-MICHLI, LINDA	29.89	42507	3/20/91	TELEPHONE
3/19/91	IL BELL TELEPHONE CO	224.40	42507	3/20/91	TEMP PERSONEL SERVICES
3/19/91	MANPOWER	13.50	42512	3/22/91	LIBRARY POSTAGE
3/21/91	BARCLAY PUBLIC LIBRARY DIST	635.58	42528	3/22/91	POSTAGE
3/21/91	TREAS-GENERAL FUND	204.85	42543	3/26/91	BOOKS-MAIN ADULT
3/26/91	BAKER & TAYLOR CO	187.81	42565	3/26/91	BOOKS-MAIN YOUTH
3/26/91	BAKER & TAYLOR CO	125.34	42565	3/26/91	BOOKS-MAIN REFERENCE
3/26/91	BAKER & TAYLOR CO	210.00	42565	3/26/91	BOOKS-EXTENSION YOUTH
3/26/91	BAKER & TAYLOR CO	11.53	42565	3/26/91	AV-PHONODICS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/26/91	BAKER & TAYLOR CO	20.31	42565	3/26/91	AV-CASSETTES
3/26/91	BAKER & TAYLOR CO	173.28	42565	3/26/91	AV-VIDEOS
3/27/91	MANPOWER	256.44	42608	3/27/91	TEMP PERSONNEL SERVICES
3/27/91	MEDICAL INSURANCE	3,153.72	42608	3/27/91	HOSPITAL AND MEDICAL INSURANCE
3/27/91	TREAS-NON MEDICAL INS	45.89	42609	3/27/91	GROUP LIFE INSURANCE
3/27/91	TREAS-IMRF	977.28	42611	3/27/91	WORKERS COMPENSATION
3/27/91	TREAS-IMRF	9,472.69	42611	3/27/91	RETIREMENT-IMRF
3/11/91	AMER LIBRARY ASSN	14.95	42623	3/27/91	MAG/PAPERS-MAIN JUVENILE
3/18/91	ALDUS CORPORATION	302.98	42630	3/28/91	COMPUTER SOFTWARE EXPENSE
3/12/91	ANN LANDERS	4.85	42632	3/28/91	BOOKS-MAIN REFERENCE
3/06/91	ABLEX PUBLISHING CORP	24.50	42636	3/28/91	BOOKS-PROFESSIONAL
3/26/91	AAA VIDEO DISTRIBUTORS	121.47	42637	3/28/91	AV-VIDEOS
3/20/91	BAKER & TAYLOR CO	94.19	42644	3/28/91	BOOKS-MAIN ADULT
3/20/91	BAKER & TAYLOR CO	353.20	42644	3/28/91	BOOKS-MAIN REFERENCE
3/26/91	BAKER & TAYLOR CO	42644	42644	3/28/91	AV-VIDEOS
3/18/91	BAKER & TAYLOR CO	225.90	42645	3/28/91	BOOKS-MAIN ADULT
3/18/91	BAKER & TAYLOR CO	556.10	42645	3/28/91	BOOKS-MAIN YOUTH
3/18/91	BAKER & TAYLOR CO	43.78	42645	3/28/91	BOOKS-MAIN JUVENILE
3/18/91	BAKER & TAYLOR CO	1,398.78	42645	3/28/91	BOOKS-MAIN REFERENCE
3/18/91	BAKER & TAYLOR CO	29.67	42645	3/28/91	BOOKS-EXTENSION ADULT
3/18/91	BAKER & TAYLOR CO	26.13	42645	3/28/91	BOOKS-EXTENSION JUVENILE
3/18/91	BAKER & TAYLOR CO	166.52	42645	3/28/91	AV-VIDEOS
3/18/91	BAKER & TAYLOR CO	23.25	42645	3/28/91	AV-VIDEOS
3/18/91	BAKER & TAYLOR CO	27.40	42645	3/28/91	AV-VIDEOS
3/18/91	BAKER & TAYLOR CO	1,032.95	42645	3/28/91	AV-VIDEOS
3/20/91	BAKER & TAYLOR CO	1,374.04	42646	3/28/91	AV-VIDEOS
3/20/91	BAKER & TAYLOR CO	171.85	42646	3/28/91	BOOKS-MAIN ADULT
3/20/91	BAKER & TAYLOR CO	153.46	42646	3/28/91	BOOKS-MAIN YOUTH
3/18/91	BAKER & TAYLOR CO	39.39	42646	3/28/91	BOOKS-MAIN JUVENILE
3/20/91	BAKER & TAYLOR CO	447.50	42646	3/28/91	BOOKS-MAIN REFERENCE
3/20/91	BAKER & TAYLOR CO	11.94	42646	3/28/91	BOOKS-EXTENSION ADULT
3/20/91	BAKER & TAYLOR CO	55.88	42646	3/28/91	BOOKS-EXTENSION JUVENILE
3/20/91	BAKER & TAYLOR CO	3.37	42646	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	904.39	42647	3/28/91	BOOKS-MAIN ADULT
3/28/91	BAKER & TAYLOR CO	42.34	42647	3/28/91	BOOKS-MAIN YOUTH
3/28/91	BAKER & TAYLOR CO	1,062.03	42647	3/28/91	BOOKS-MAIN JUVENILE
3/28/91	BAKER & TAYLOR CO	82.45	42647	3/28/91	BOOKS-MAIN REFERENCE
3/28/91	BAKER & TAYLOR CO	58.02	42647	3/28/91	BOOKS-EXTENSION ADULT
3/28/91	BAKER & TAYLOR CO	181.09	42647	3/28/91	BOOKS-EXTENSION JUVENILE
3/20/91	BAKER & TAYLOR CO	96.89	42647	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	63.92	42647	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	116.68	42647	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	13.37	42648	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	22.83	42648	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	115.92	42648	3/28/91	AV-VIDEOS
3/28/91	BAKER & TAYLOR CO	7.24	42648	3/28/91	AV-VIDEOS
3/25/91	BOLAND ELECTRIC SUPPLY, INC.	87.61	42648	3/28/91	AV-VIDEOS
3/12/91	BULMAN, INC.	242.63	42652	3/28/91	MATERIALS TO MAINT BLDGS
3/07/91	BUREAU OF ECON & BUS RESEARCH	93.40	42660	3/28/91	OFFICE SUPPLIES
3/15/91	BANTAM/DOUBLEDAY/DELL	10.00	42661	3/28/91	MAG/PAPERS-MAIN REFERENCE
3/26/91	BUSINESS ONE IRWIN	648.00	42665	3/28/91	BOOKS-MAIN ADULT
3/12/91	BERKSHIRE HOUSE, PUBLISHERS	65.99	42666	3/28/91	BOOKS-MAIN REFERENCE
3/21/91	BOOTH, PASEK & GULLINGS	6.96	42667	3/28/91	BOOKS-MAIN REFERENCE
3/14/91	C L S I	85.00	42670	3/28/91	OTHER PROFESSIONAL SERVICES
3/12/91	CANFIELD LUCAS LUMBER CO.	602.01	42674	3/28/91	RENTAL-D EQUIPMENT
3/28/91	CHILDREN'S PRESS	51.15	42679	3/28/91	MATERIALS TO MAINT BLDGS
3/12/91	CAKEER TRACKS	207.52	42680	3/28/91	BOOKS-MAIN JUVENILE
3/12/91	CONSULTANTS NEWS	42682	42680	3/28/91	BOOKS-MAIN REFERENCE
3/07/91	CAHNER'S PUBLISHING CO.	31.95	42687	3/28/91	BOOKS-MAIN REFERENCE
3/21/91	CREUIT BUREAU OF SPRINGFIELD	95.00	42689	3/28/91	BOOKS-MAIN REFERENCE
3/21/91	DECATUR PAPER HOUSE	924.21	42695	3/28/91	OTHER PROFESSIONAL SERVICES
3/06/91	DIN PUBLISHING CO.	803.61	42701	3/28/91	OFFICE SUPPLIES
3/06/91	EMPAK PUBLISHING CO.	36.20	42715	3/28/91	BOOKS-MAIN ADULT
3/15/91	EMMONS HART	17.50	42722	3/28/91	BOOKS-MAIN JUVENILE
3/06/91	FORDHAM EQUIPMENT	1,363.87	42731	3/28/91	BOOKS-MAIN REFERENCE
					OFFICE SUPPLIES

FOR PERIOD ENDING 3/28/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/21/91	GAYLORD BROS	780.57	42744	3/28/91	OFFICE SUPPLIES
3/26/91	SALE RESEARCH CO	643.37	42757	3/28/91	BOOKS-MAIN REFERENCE
3/19/91	G K HALL COMPANIES	177.20	42758	3/28/91	AV-CASSETTES
3/21/91	G NEAL PUBLISHING	42.84	42760	3/28/91	OTHER PROFESSIONAL SERVICES
3/12/91	HUGHES, WAYNE	135.50	42765	3/28/91	BOOKS-MAIN REFERENCE
3/27/91	IL BELL TELEPHONE CO	48.00	42767	3/28/91	OTHER PROFESSIONAL SERVICES
3/25/91	IL POWER CO	171.21	42774	3/28/91	TELEPHONE
3/06/91	INGRAM AUDIO COMPANY	3,038.65	42776	3/28/91	ELECTRICITY
3/12/91	IL LIBRARY ASSN	9.26	42782	3/28/91	AV-CASSETTES AND OTHER TRAVEL
3/25/91	IL STATE LIBRARY	180.00	42787	3/28/91	CONFERENCES AND OTHER TRAVEL
3/21/91	IL STATE LIBRARY	325.89	42788	3/28/91	PRINTING AND BINDING
3/21/91	IL STATE LIBRARY	70.00	42788	3/28/91	SERV TO MAINT OFFICE EQUIP
3/21/91	IL STATE LIBRARY	417.92	42788	3/28/91	TELEPHONE
3/21/91	IL STATE LIBRARY	38.62	42788	3/28/91	POSTAGE
3/21/91	IL STATE LIBRARY	664.55	42788	3/28/91	RENTAL-EQUIPMENT
3/12/91	JOHNSTONE SUPPLY	172.31	42796	3/28/91	MATERIAL TO MAINT
3/19/91	JOHN CUKLEY & ASSOCIATES	178.77	42797	3/28/91	BOOKS-MAIN REFERENCE
3/19/91	JANICE B. MANDERNACH	2,544.00	42798	3/28/91	OTHER PROFESSIONAL SERVICES
3/27/91	JANICE B. MANDERNACH	10.00	42800	3/28/91	BOOKS-MAIN REFERENCE
3/12/91	J.G. FERGUSON PUBL CO.	227.90	42800	3/28/91	MAG/PAPERS-EXTEN ADULT
3/19/91	LIBRARY OUTREACH REPORTER	15.00	42800	3/28/91	OTHER PROFESSIONAL SERVICES
3/11/91	MEDICENTER OF DECATUR, INC.	35.00	42823	3/28/91	SERV TO MAINT OFFICE EQUIP
3/25/91	MODERN BUSINESS SYSTEMS	1,286.25	42829	3/28/91	OFFICE SUPPLIES
3/25/91	MODERN BUSINESS SYSTEMS	343.35	42829	3/28/91	SERV TO MAINT OFFICE EQUIP
3/12/91	MODERN BUSINESS SYSTEMS	153.84	42838	3/28/91	SERV TO MAINT OFFICE EQUIP
3/12/91	MING AUTO BODY	10.00	42840	3/28/91	BOOKS-MAIN REFERENCE
3/21/91	HILLIKIN UNIVERSITY	10.00	42840	3/28/91	BOOKS-MAIN REFERENCE
3/06/91	MANPOWER	486.00	42849	3/28/91	BOOKS-MAIN REFERENCE
3/27/91	NEHER ELECTRIC SUPPLY, INC	314.00	42857	3/28/91	OFFICE SUPPLIES
3/19/91	NORTH AMER PUBL CO	90.00	42858	3/28/91	MATERIALS TO MAINT BLDGS
3/12/91	NEWMAN-ULLMAN COMPANY	2,302.85	42863	3/28/91	SERV TO MAINT AUTO EQUIP
3/11/91	UTIS ELEVATOR COMPANY	38.95	42867	3/28/91	BOOKS-MAIN REFERENCE
3/06/91	PHYSICIANS DESK REFERENCE	37.36	42873	3/28/91	BOOKS-MAIN REFERENCE
3/12/91	PSI RIS	54.03	42875	3/28/91	BOOKS-MAIN REFERENCE
3/12/91	PERMA-BOUND BOOKS	29.18	42875	3/28/91	BOOKS-MAIN REFERENCE
3/12/91	PERMA-BOUND BOOKS	127.48	42881	3/28/91	BOOKS-MAIN REFERENCE
3/27/91	POWERS, JOHN R	91.06	42882	3/28/91	BOOKS-MAIN REFERENCE
3/06/91	R L PULK & COMPANY	37.52	42892	3/28/91	BOOKS-MAIN REFERENCE
3/12/91	REGENT BOOK CO	33.56	42893	3/28/91	BOOKS-MAIN REFERENCE
3/12/91	REGENT BOOK CO	328.57	42893	3/28/91	BOOKS-MAIN REFERENCE
3/14/91	ROLLING PRAIRIE LIBRARIES	25.40	42894	3/28/91	BOOKS-MAIN REFERENCE
3/19/91	READERS DIGEST ASSN	50.80	42895	3/28/91	BOOKS-MAIN REFERENCE
3/19/91	READERS DIGEST ASSN	48.00	42895	3/28/91	BOOKS-MAIN REFERENCE
3/19/91	RIGSBY, PAUL	358.16	42901	3/28/91	SMALL CAPITAL ITEMS
3/07/91	SATTLEY, S, INC.	20.00	42912	3/28/91	AV-PROGRAMS
3/19/91	SCHWANN	74.07	42932	3/28/91	BOOKS-MAIN ADULT
3/26/91	THORNDIKE PRESS	85.39	42933	3/28/91	TELEPHONE
3/28/91	TELECOM U S A	23.00	42947	3/28/91	BOOKS-MAIN REFERENCE
3/20/91	WEST PUBLISHING COMPANY	76.62	42949	3/28/91	BOOKS-MAIN REFERENCE
3/14/91	W W GRAINGER, INC.	12.43	42956	3/28/91	MATERIALS TO MAINT BLDGS
3/06/91	XEROX	75,740.04			RENTAL-EQUIPMENT
	TOTAL	75,740.04			

FOR PERIOD ENDING 3/28/91

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
3/26/91	BAKER & TAYLOR CO	80.88	42644	3/28/91	EXPENDITURES
3/20/91	BAKER & TAYLOR CO	10.90	42646	3/28/91	EXPENDITURES
3/18/91	DAVIDSON TITLES, INC.	132.88	42712	3/28/91	EXPENDITURES
	TOTAL	224.66			

DBD ICD	DECATUR PUBLIC LIBRARY DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	FUND 20		UNENCUMBERED BALANCE	UNENCUMBERED PRCNT COMM
						DECATUR PUBLIC LIBRARY	ENCUMBERANC		
SALARIES & WAGES									
090	REGULAR SALARIES	1,355,702	92,853.07	1,058,047.10	1,242,726	297,654.90	.00	297,654.90	78.0
092	HOLIDAYS	0	1,040.58	52,122.78	0	52,122.78	.00	52,122.78	
094	OTHER LEAVE WITH PAY	0	190.36	1,149.97	0	1,149.97	.00	1,149.97	
096	SICK TIME	0	2,610.11	30,700.82	0	30,700.82	.00	30,700.82	
098	VACATION TIME	0	1,756.64	82,317.09	0	82,317.09	.00	82,317.09	
-----		1,355,702	98,450.76	1,224,337.76	1,242,726	131,364.24	.00	131,364.24	90.3
PERSONAL SERVICES									
101	OVERTIME	0	1,661.54	17,154.16	0	260.74	.00	260.74	
102	TEMPORARY SALARIES	26,067	18,993.82	235,568.85	23,894	8,912.84	.00	8,912.84	65.8
104	RETIREMENT-IMRF	262,018	91.78	1,116.85	240,183	26,449.15	.00	26,449.15	89.9
111	GROUP LIFE INSURANCE	1,188	6,307.44	72,393.20	1,089	71.15	.00	71.15	94.0
112	HOSPITAL AND MEDICAL	79,382	1,939.29	23,728.31	72,766	6,988.80	.00	6,988.80	91.2
114	WORKERS COMPENSATION	26,934	117.50	2,215.00	26,541	5,225.69	.00	5,225.69	82.0
115	SERVICE RECOGNITION	2,695	0.00	0.00	2,433	440.00	.00	440.00	83.4
-----		400,264	29,111.37	352,437.11	365,906	47,826.89	.00	47,826.89	88.1
CONTRACTUAL SERVICES									
201	ADVERTISING	4,225	325.00	2,544.13	3,872	1,680.87	382.50	1,298.37	65.3
202	PRINTING AND BINDING	11,600	2,402.85	7,788.36	10,633	3,811.64	436.05	3,375.59	70.9
210	SERV TO MAINT BUILDINGS	200	0.00	105.00	11,916	5,248.82	2,130.00	3,118.82	76.0
211	SERV TO MAINT IMPROVEMENTS	2,000	168.72	1,861.51	1,833	95.00	0.00	95.00	52.5
212	SERV TO MAINT AUTO EQUIPMEN	12,000	3,742.25	9,364.51	11,000	138.49	429.64	291.15	114.6
213	SERV TO MAINT OFFICE EQUIP	70,000	3,038.62	60,226.06	64,166	9,773.94	0.00	2,635.49	78.0
231	ELECTRICITY	14,000	2,835.95	8,592.98	12,833	5,407.02	0.00	5,407.02	61.4
232	GAS	21,800	1,332.47	15,380.60	19,836	6,259.40	50.00	6,209.40	71.3
233	TELEPHONE	800	225.46	9,923.72	733	123.72	0.00	123.72	115.5
238	AUDITING SERVICES	1,300	0.00	0.00	1,191	1,300.00	0.00	1,300.00	0.0
240	TRAINING SCHOOL	5,090	269.97	2,819.45	4,665	2,270.55	0.00	2,270.55	55.4
241	CONFERENCES AND OTHER TRAVE	3,250	185.05	2,313.62	2,979	936.38	0.00	936.38	71.2
245	POSTAGE	10,000	1,241.08	9,630.54	9,166	369.46	0.00	369.46	96.3
247	COMPUTER SOFTWARE EXPENSE	2,750	302.98	302.98	2,520	2,447.02	0.00	2,447.02	11.0
271	TEMP PERSONNEL SERVICES	10,400	896.84	8,990.06	9,533	2,226.46	0.00	2,226.46	78.5
272	TUITION REIMBURSEMENT	2,000	0.00	0.00	1,833	1,009.94	0.00	1,009.94	49.5
280	OTHER PROFESSIONAL SERVICES	56,178	4,862.60	46,406.63	51,496	9,771.37	11,448.00	1,676.63	103.0
284	PROFESSIONAL MEMBERSHIP FEE	2,250	15.00	2,172.00	2,062	78.00	0.00	78.00	96.5
286	RENTAL-D P EQUIPMENT	32,400	602.01	13,098.09	29,700	19,301.91	0.00	19,301.91	40.4
289	RENTAL-E EQUIPMENT	16,000	676.98	13,475.37	14,666	2,524.63	0.00	2,524.63	84.2
-----		291,083	23,124.75	213,920.33	266,816	77,162.67	14,876.19	62,286.48	78.6
COMMODITIES									
310	GASOLINE	3,000	691.92	2,660.53	2,750	339.47	0.00	339.47	88.7
312	JANITORIAL SUPPLIES	3,500	32.48	7,946.81	3,208	446.81	23.80	470.61	113.2
320	MATERIALS TO MAINT BLDGS	18,000	1,034.16	7,651.27	16,500	10,348.73	5,348.97	4,999.76	72.2
337	MATERIAL TO MAINT AUTO EQUI	3,000	169.73	1,321.66	2,750	1,678.34	140.00	1,538.34	48.7
345	OFFICE SUPPLIES	31,000	3,919.25	25,304.99	28,416	5,695.01	2,089.10	3,605.91	88.4
357	EMPLOYEE RECOGNITION SUPPLI	200	0.00	122.80	183	77.20	0.00	77.20	61.4
-----		58,700	5,847.54	41,008.06	53,807	17,691.94	7,601.87	10,090.07	82.8
OTHER CHARGES									
400	CONTINGENCIES	10,000	0.00	0.00	9,166	10,000.00	0.00	10,000.00	0.0
415	TRANSFER TO GENERAL FUND	34,486	2,873.83	31,612.13	31,612	2,873.87	0.00	2,873.87	91.7
418	MOTOR VEHICLE-INSURANCE	3,011	250.91	2,760.01	2,760	250.99	0.00	250.99	91.7
420	BOILER INSURANCE	563	48.59	534.49	534	48.51	0.00	48.51	91.7
421	PROPERTY INSURANCE	11,318	943.17	10,374.87	10,374	943.13	0.00	943.13	91.7

GLA3010 C I T Y O F D E C A T U R
 REPORT OF EXPENDITURES TO BUDGET FY 1990-91
 FUND 20 DECATUR PUBLIC LIBRARY UNENCUMBERED PRCNT
 40000 DECATUR PUBLIC LIBRARY 3/31/91 BALANCE COMM

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
JOB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM																																																																																									
		OTHER CHARGES																																																																																																	
7		423 GENERAL LIABILITY INSURANCE	7,344	612.00	6,732.00	6,732	612.00	.00	612.00	91.7																																																																																									
8		488 GRANT EXPENSES	500	.00	358.23	458	141.77	.00	141.77	71.6																																																																																									
9		499 SMALL CAPITAL ITEMS	1,720	358.16	1,041.56	1,576	678.44	.00	678.44	60.6																																																																																									
			68,962	5,086.66	53,413.29	63,212	15,548.71	.00	15,548.71	77.5																																																																																									
		CAPITAL OUTLAY																																																																																																	
13		515 OFFICE MACHINERY AND EQUIPM	22,223	.00	1,777.00	20,371	20,446.00	6,968.00	13,478.00	39.4																																																																																									
14		520 OTHER MACHINERY AND EQUIPME	2,900	.00	1,508.53	2,658	1,391.47	.00	1,391.47	52.0																																																																																									
			25,123	.00	3,285.53	23,029	21,837.47	6,968.00	14,869.47	40.8																																																																																									
		CAPITAL OUTLAY																																																																																																	
18		801 BOOKS-MAIN ADULT	68,000	4,285.03	81,700.89	80,666	6,299.11	12,769.61	6,470.50	107.4																																																																																									
19		802 BOOKS-MAIN YOUTH	6,500	457.38	5,325.49	5,958	1,174.51	893.29	281.22	95.7																																																																																									
20		803 BOOKS-MAIN JUVENILE	38,000	2,911.52	32,271.86	34,833	5,728.14	6,740.60	1,012.46	102.7																																																																																									
21		804 BOOKS-MAIN REFERENCE	70,500	2,977.71	62,760.79	64,670	7,789.21	7,420.26	19.52	100.0																																																																																									
22		805 BOOKS-PROFESSIONAL	3,600	12.00	2,631.12	3,300	968.88	420.26	548.62	84.8																																																																																									
23		821 BOOKS-EXTENSION ADULT	16,000	569.67	12,659.37	14,666	3,340.63	2,082.92	1,257.71	92.1																																																																																									
24		822 BOOKS-EXTENSION YOUTH	655	154.56	73.55	600	581.45	36.01	545.44	16.7																																																																																									
25		823 BOOKS-EXTENSION JUVENILE	10,000	532.28	7,894.42	9,166	2,105.58	2,038.43	67.15	99.3																																																																																									
26		830 AV-PHONOLICS	5,000	328.92	2,691.75	4,583	2,308.25	483.05	1,825.20	63.5																																																																																									
27		831 AV-CASSETTES	7,000	403.13	5,324.28	6,416	1,675.72	948.91	726.81	89.6																																																																																									
28		832 AV-VIDEOS	27,000	1,675.03	15,799.65	24,750	11,200.35	2,455.65	8,744.70	67.6																																																																																									
29		841 MAG/PAPERS-MAIN ADULT	18,200	25.40	13,384.43	16,683	4,815.57	5.00	4,810.57	73.6																																																																																									
30		842 MAG/PAPERS-MAIN JUVENILE	490	.00	249.09	449	240.91	.00	240.91	50.8																																																																																									
31		843 MAG/PAPERS-MAIN REFERENCE	1,050	14.95	912.44	962	137.56	.00	137.56	86.9																																																																																									
32		844 MAG/PAPERS-MAIN PROFESSIONA	10,100	10.00	8,469.58	9,258	1,630.42	77.95	1,552.47	84.6																																																																																									
33		845 MAG/PAPERS-EXTEN ADULT	4,000	65.80	3,426.01	3,666	573.99	.00	573.99	85.7																																																																																									
34		848 MAG/PAPERS-EXTEN YOUTH	210	.00	142.04	192	67.96	12.44	55.52	73.6																																																																																									
35		849 MAG/PAPERS-EXTEN JUVENILE	215	.00	69.06	197	145.94	.00	145.94	32.1																																																																																									
			307,550	14,090.26	256,904.28	281,913	50,645.72	36,733.81	13,911.91	95.5																																																																																									
		** DIVISION TOTAL **	2,507,384	175,711.34	2,145,306.36	2,298,409	362,077.64	66,179.87	295,897.77	88.2																																																																																									

GLA3010 C I T Y O F D E C A T U R
REPORT OF EXPENDITURES TO BUDGET FY 1990-91 FUND 92 PUBLIC LIBRARY-TRUSTS 3/31/91

1	2	3	4	5	6	7	8	9	10	11	12
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM	
	900	EXPENDITURES	16,000	224.66	15,205.29	14,666	794.71	1,664.99	870.28	105.4	
		** DIVISION TOTAL **	16,000	224.66	15,205.29	14,666	794.71	1,664.99	870.28	105.4	

GLA3010 C I T Y O F D E C A T U R
REPORT OF EXPENDITURES TO BUDGET FY 1990-91 FUND 92 PUBLIC LIBRARY-TRUSTS 3/31/91

1	2	3	4	5	6	7	8	9	10	11	12
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM	
	900	EXPENDITURES	12,000	.00	.00	11,000	12,000.00	4,625.74	7,374.26	38.5	
		** DIVISION TOTAL **	12,000	.00	.00	11,000	12,000.00	4,625.74	7,374.26	38.5	

GLA3010 C I T Y O F D E C A T U R
REPORT OF EXPENDITURES TO BUDGET FY 1990-91 FUND 92 PUBLIC LIBRARY-TRUSTS 3/31/91

1	2	3	4	5	6	7	8	9	10	11	12
OB	CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-I-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM	
	900	EXPENDITURES	1,500	.00	1,468.68	1,375	31.32	.00	31.32	97.9	
		** DIVISION TOTAL **	1,500	.00	1,468.68	1,375	31.32	.00	31.32	97.9	

DECATUR PUBLIC LIBRARY
REVENUE REPORT PERIOD ENDING 03/31/91

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	172,578.93	172,579.00		.07 100
TOTAL		.00	202,570.00	172,578.93	172,579.00		.07 100
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,773,873.75	1,939,183.10	1,935,135.00	4,048.10	100
TOTAL		.00	1,773,873.75	1,939,183.10	1,935,135.00	4,048.10	100
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	18,659.31	138,416.66	108,887.10	151,000.00	42,112.90	72
30200-107	STATE GRANTS OR OTHER	.00	186,900.08	179,523.61	203,891.00	24,367.39	88
TOTAL		18,659.31	325,316.74	288,410.71	354,891.00	66,480.29	81
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,872.54	41,250.00	48,015.72	45,000.00	3,015.72	106
30500-510	LIBRARY NON-RESIDENT FEES	234.90	5,500.00	5,255.40	6,000.00	744.60	87
30500-511	LIBRARY LOST AND DAMAGED BOOKS	432.86	2,750.00	3,455.00	3,000.00	455.00	115
30500-514	VERIFAX	101.25	733.33	685.50	800.00	114.50	85
30500-515	RESERVES	280.61	5,500.00	4,049.91	6,000.00	1,950.09	67
TOTAL		4,922.16	55,733.33	61,461.53	60,800.00	661.53	101
TRANSFERS FROM							
30600-702	TRANSFER FROM GENERAL FUND	.00	13,750.00	20,000.00	15,000.00	5,000.00	133
TOTAL		.00	13,750.00	20,000.00	15,000.00	5,000.00	133
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	2,403.34	32,908.33	34,994.67	35,900.00	905.33	97
TOTAL		2,403.34	32,908.33	34,994.67	35,900.00	905.33	97
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	800.00	458.33	10,156.71	500.00	9,656.71	31
30800-899	MISCELLANEOUS INCOME	43.55	916.66	6,874.29	1,000.00	5,874.29	687
TOTAL		843.55	1,374.99	17,031.00	1,500.00	15,531.00	135
FUND TOTAL		26,828.36	2,405,527.14	2,533,659.94	2,575,805.00	42,145.06	98

ILLINOIS LIBRARY ASSOCIATION



AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

I. STRUCTURE AND GOVERNANCE

The Library Network and the Role of the Local Public Library

The Library Network and the Role of the Local Public Library. Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, and the statewide library network, ILLINET.

It is the public library's responsibility to work in constructive ways with other types of libraries and information sources in order to assure its patrons the best possible access to information. The public library should also be ever-mindful of the unique needs and resources of the individuals, organizations, and agencies within its community.

The local public library has a responsibility to select roles as outlined in PLA's Planning and Role Setting in Public Libraries. The shared common goal that is central to the mission of all public libraries is the provision of information in its broadest sense. (See Introduction.) How a local library carries this out will be reflected in the library roles chosen by that local library.

Local Public Library Support

The Library Board has the responsibility to provide sufficient financial support to fulfill the library's chosen roles and to meet or exceed the standards outlined in this document.

Public libraries are supported largely by local property taxes which should be levied at a rate sufficient to provide this support and meet these standards. The Board has the responsibility to conduct referenda for increasing the tax rate when the existing levy proves inadequate and to request additional taxes as permitted by law for special purposes.* If these taxes are not sufficient to provide adequate library service, alternative methods should be considered. These could include combining two or more districts, conversion to a library district and expanding, or contracting for library service with another library.

*Municipal or county libraries in home rule communities should seek advice from system consultants or other sources for the possible impact of home rule on Illinois Statutes relating to library governance.

Governing Authority

The public library is established and maintained according to the provisions of the Illinois statutes. The governing body of the public library is the library board. Board members are appointed or elected (at nonpartisan elections) in accordance with state law. The board shall observe its full legal responsibilities, duties and rights and employ such legal and other services as necessary. Board members shall attend board meetings regularly.

1. Board members and library staff shall be familiar with all Illinois library laws that apply to their library and other Illinois or federal laws which affect library operations, such as minimum wage, unemployment compensation, criminal theft of library materials, Open Meetings Act, Fair Labor Standards Act, Home Rule, Library Records Confidentiality Act, etc.
 _____ _____ _____ _____ _____
2. Boards must adopt bylaws, rules, policies, and regulations for their own guidance and for the governance of the library. Such policies should include conflict of interest provisions. (Chapter 81: 4-7(1) and Chapter 81: 1004-11(1).)
 _____ _____ _____ _____ _____
3. Boards must assure that adequate records of library operations are kept and that reports are made annually to the community, the corporate authority, the library system, the Illinois State Library, and other appropriate agencies, as required. (Chapter 81: 4-10 and Chapter 81: 1004-12.)
 _____ _____ _____ _____ _____
4. Library boards must have complete authority, as defined by Illinois Revised Statutes, over the library's budget. (Chapter 81: 4-7(2) and Chapter 81: 1004-11(2).)
 _____ _____ _____ _____ _____
5. Boards must follow statutory requirements as to fiscal year, audit, meetings, reports, and budgeting process. (Various sections in Illinois Revised Statutes depending on the type of library.)
 _____ _____ _____ _____ _____
6. Board members and library staff, or designated representative(s), shall actively participate in the legislative process to effect change that will benefit libraries by maintaining regular communication with local, state and national legislators.
 _____ _____ _____ _____ _____

Board Membership and Development

Current board members should encourage the election or appointment of new board members for their interest in the library, their value in interpreting the needs of all segments of the community, and their interest in establishing and maintaining sound library policy. The board should represent the wide range of population

and community characteristics, and should not be chosen for partisan reasons. There should be continuing programs both for encouraging participation of board members and for identifying new talent for board membership.

All board members have an obligation, with the assistance of the administrative librarian, to keep informed of and involved in library developments; regional system developments, and legislation concerning libraries at the local, system, state and national levels.

- 7. The board and the librarian shall conduct a meaningful and comprehensive orientation program for each new board member.
 _____ _____ _____ _____ _____
- 8. Board members shall participate in continuing education endeavors such as system and regional trustee workshops, state and national conferences.
 _____ _____ _____ _____ _____
- 9. Financial provision shall be indicated in the bylaws or policies and specified in the annual budget for trustee dues to library associations and expenses for attendance at appropriate meetings, conferences, and workshops (including mileage, etc.).
 _____ _____ _____ _____ _____

Board and Administrative Librarian Responsibilities

Board members and the administrative librarian should understand their respective functions, differentiating areas of joint responsibility from those for which the board members or the administrative librarian are solely responsible. When the administrative librarian independently changes or fails to follow established policy, or when the board engages in direct management, both are violating standards of sound administration.

The board carries full responsibility for the library and its policies.
The board selects, appoints, and evaluates the performance of the library administrator who has full professional responsibility for administering library policy, personnel selection and management, development and administration of programs and services and selection of materials.

- 10. The board and administrative librarian shall jointly study, plan and develop library policies and review them annually.
 _____ _____ _____ _____ _____
- 11. The administrative librarian or designated representative shall be present at all board meetings and board committee meetings; other library staff shall be encouraged to attend.
 _____ _____ _____ _____ _____

12. Each year the board shall formally evaluate the performance of the administrative librarian. The librarian's input is an integral part of the process.

_____ _____ _____ _____ _____

STRUCTURE AND GOVERNANCE BIBLIOGRAPHY

- Brazier, Ula. Parliamentary Procedures for the Public Library. Trustee Facts File. Chicago: ILA, 1986.
- Juergensmeyer, John E. Libraries and the Law. Trustee Facts File. Chicago: ILA, 1986.
- Lee, Alice and Margaret Stephens. Hiring, Evaluating, and Dismissing a Librarian. Trustee Facts File. Chicago: ILA, 1986.
- Maulding, Virginia. Developing Public Library Policies. Trustee Facts File. Chicago: ILA, 1986.
- Simpson, Betty J. and Marsha Foster. Intellectual Freedom and Censorship. Trustee Facts File. Chicago: ILA, 1986.
- Weber, Mark R. The Library Trustee's Role and Responsibilities. Trustee Facts File. Chicago: ILA, 1986.
- Wright, Donald and Sara J. Wright. The Public Library. Trustee Facts File. Chicago: ILA, 1986.

FOR FURTHER READING

- Laiming, Susan and Paul Laiming. Insurances for the Public Library. Trustee Facts File. Chicago: ILA, 1986.
- Miller, Deborah. Advocacy and the Library Trustee. Trustee Facts File. Chicago: ILA, 1986.
- Trustee Tool Kit for Library Leadership. 425 p. California State Library Foundation, 1987.
- Wilford, Valerie. Continuing Education for the Library Trustee. Trustee Facts File. Chicago: ILA, 1986.
- Young, Virginia. The Library Trustee: A Practical Guidebook. 3rd ed. Bowker, 1978.
- Young, Virginia. The Trustee of a Small Public Library. Rev. ed. ALA, 1978.