

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617 • FAX (217) 423-5741

JOHN A. MOORMAN, City Librarian

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

### AGENDA

October 15, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
  - A. Meeting of September 17, 1992
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    1. Meeting of October 5, 1992
  - B. Finance & Properties Committee
    1. Approval of Bills for September 1992
    2. Meeting of October 6, 1992
  - C. Rolling Prairie
    1. Report on RPLS October Board Meeting
  - D. Foundation
    1. Meeting of October 12, 1992
  - E. Friends of the Library
    1. No Meeting
- VI. Avenues to Excellence II
  - A. Chapter VI, Reference Service
- VII. Old Business
  - A. Re-financing of CLSI Lease/Purchase Agreement
  - B. Report from Engineer on Bookshelves
  - C. Tour of the Library
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
September 17, 1992

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Richard Lockmiller, President. Members present: Mr. Lockmiller, Daniel Gaumer, Janice Lambert, Barbara Ohlsen, Stanley Sitton, and John Stengel. Members absent: Edmund McClure, Robert Smith, and Patricia Williams. Staff present: John Moorman, Linda Humphreys, and Margaret Sommerfeldt. Others present: Owen Balding and Chuck Phillips.

II. APPROVAL OF MINUTES

The minutes of the previous meeting were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

Owen Balding addressed the Board on a variety of his concerns.

Mrs. Ohlsen made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Gaumer and unanimously carried on roll call vote. The Board went into closed session at 4:37 p.m. The meeting was re-convened at 5:05 p.m.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Mr. Moorman reported that the 1993 Fine Arts Film Series is being planned.

The state law regarding library theft has been amended. The amount for felony theft has been lowered to \$50 aggregate value; notification letters will be sent by certified mail rather than registered; the library may recover expenses such as legal fees and postage.

Mr. Moorman has agreed to serve as Co-chair of the ILA 1993 Conference Program Committee.

Several options for possible refinancing of the current lease agreement with CLSI were discussed, since the interest rates have dropped. Mr. Moorman will obtain rates from local banks.

Sunday hours were discussed. Mr. Moorman will prepare cost estimates for full and partial Sunday service for the next Personnel, Policy, and Public Relations Committee meeting.

The Foundation Board of Directors has agreed to purchase two computers for the Business Information Center to replace the two Epson computers. Security for the BIC computers is also being improved.

Mr. Moorman has hired a structural engineer to evaluate the bookmobiles for a maximum cost of \$300.

The Request for Information for contractual janitorial service was previously mailed. A recommendation will be made on whether to proceed with a Request for Proposal at the next Board meeting.

Night Owl Reference Service will begin October 1 for a nine month trial service.

Mr. Moorman expressed concern about the library's telephone system, which was purchased in 1986. He will be looking at training for the staff on the system as well as meeting with the vendor to determine the system's capabilities. A new system may be needed.

There was some discussion about a library users survey. Mr. Moorman will contact Linda Love to find out of the city Division of Budget & Technology is planning to conduct one. Mr. Moorman will also find out if a survey will be required by Incomes to Excellence.

#### V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The Committee met September 8. Mr. Sitton noted that the Illinois Library Association seminar for trustees will be September 27 at the Decatur Holiday Inn. Library staff, Friends, and trustees will be helping with the tour of the Library.

The proposed policy for filling staffing vacancies was discussed. It was determined that it needs further revision. The consensus was that the Board supports in-house promotions, but the language needs to be rewritten and taken to the Civil Service Commission. The proposal was tabled.

The next committee meeting will begin discussion of reorganization, Sundays hours, and goals for Mr. Moorman for next year.

**Finance and Properties Committee:** Mr. Sitton made a motion to approve the August bills as presented. The motion was seconded by Mr. Stengel and unanimously carried on roll call vote.

**Billing Prairie:** Mr. Moorman was unable to attend the September meeting because of labor negotiations.

**Foundation:** The Foundation Board of Directors met September 11. The minutes of the last meeting were previously mailed. Mr. Moorman is updating the wish list. The writing intern from Willikin University is preparing a final draft for the 1993 annual report. Officers from last year were re-elected: Dick Lockmiller, President; Sharon Alpi, Vice-President; and Bob Smith, Treasurer. The open house for the Local History Room is set for Tuesday, January 12, 1993. Mr. Gerstner will continue his fundraising efforts. The Foundation approved the purchase of two new computers for the Business Information Center.

**Friends of the Library:** The Friends met September 10. The book sale will be October 2 and 3, and will include a lot of material from the old Evans Branch.



The Friends are buying 12 tables for the library. They also agreed to fund \$1200 for new signage.

**VI. AVENUES TO EXCELLENCE II**

Chapter V, Users and Usage, was reviewed.

**VII. OLD BUSINESS**

Goal IV of the Long Range Plan was discussed. This included discussion on renovation, parking and a sign for the outside of the building.

**VIII. NEW BUSINESS**

November 19 is First Family Reading Night. Mr. Lockmiller agreed to approach the Mayor about an official proclamation. The purpose of the night is to encourage families to stay home, turn off the television set, and read.

Mr. Gaumer made a motion to appoint Mr. Lockmiller and Martin Seidman to a second term on the Foundation Board of Directors. The motion was seconded by Mrs. Ghlsen and unanimously carried.

Mr. Moorman will be seeking quotes to replace the library delivery van. The current budget includes \$15,000 for this purchase.

The walk-through tour of the building was postponed until the next meeting, since some members were absent.

A joint study session of the Library Board of Trustees and the City Council is scheduled for Monday, October 26 at 7:30 p.m. in the Library.

**IX. ADJOURNMENT**

Mr. Lockmiller adjourned the meeting at 6:30 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees



City Librarian's Report  
For the October 15, 1992 Meeting  
of the  
Decatur Public Library Board of Trustees

On October 2nd and 3rd the Friends of the Decatur Public Library had their semi-annual book sale. Held in conjunction with the Civic Center's Pumpkin Fest, the sale included Friday evening hours for the first time. The sale made \$3,355.60 making it the most successful sale in recent years. I wish to express special appreciation to all library staff who assisted in making this sale a great success.

While the special or the spectacular often gets attention and notice, it is the routine that keeps an institution in operation and providing service. Routine items this month included the maintenance department's patching of the roof cap, spraying for fleas, and dismantling the old T.V. tower on the roof. Processing mended 1,242 items and replaced 610 book jackets. Circulation sent 822 individuals first overdue notices, 225 second overdue notices, and 135 individuals were sent final bills. The children's department held 13 story times with 293 in attendance. All departments recorded 5,159 informational contacts. The order department discharged 1,678 order cards, cleared 130 invoices for payment and received 1,139 magazines. The catalog department withdrew 8,500 items from the collections.

As of October 5, 1992 42.3% of the fiscal year had been completed and 39.1% of the budget had been encumbered or spent.

For the past six weeks the adult services department has been keeping statistics on an hourly basis in order to track periods of heaviest usage. When completed this survey will be employed to evaluate staffing levels at the public service desks. The extension department began on-site collections at three day care sites: Longview, Grace United Methodist, and Noah's Ark. Each site contains 20 books and will be exchanged on a monthly basis. The circulation department installed a new backup system on the CDSI computer on September 22nd and will be installing an upgrade to Release 28 on October 10th. This last installation is a preliminary step to installing the CL-CAT software for the on-line catalog. Installation dates for this have not yet been set as work on system parameters and an authority control update to the collection have yet to be accomplished.

Workshops attended by staff during the period included a reference workshop in West Lafayette, Indiana and a Fiction Collection Assessment workshop in Urbana. Staff represented the library at a variety of meetings including the Human Services Agency Consortium, the DORS Annual Awards Luncheon, and the Small Business Breakfast meeting of the Chamber of Commerce.

Work continues on two special cooperative collection development projects begun in the past several months. I am working with Communities in Partnership to develop a grantsmanship center in the library and Cathy Ritchie is working with the Illinois Department of Rehabilitation to establish the library as an ADA Information Center. When completed both projects will enhance the library's role as a community information provider.

Use statistics indicate that September of 1992 was a good month. Total circulation increased by 5.24% over September of 1991. Notable increases within circulation were a 21.71% increase in outreach services, 12.76% increase in young adult materials and a 10.25% increase in children's materials. There were 29,190 visits to the main library during the month.

A labor negotiation session was held on October 7, 1992. Jack Taylor will have a written report on the status of negotiations for the board meeting on October 15, 1992. Chuck Phillips will be present at the board meeting to answer questions concerning the negotiations.

The survey of card catalog usage continues on schedule and staff visits to libraries employing on-line public access catalogs should be scheduled within the month. The discussion of the recently completed inventory of library paintings has been postponed until November.

**STATISTICAL REPORT**  
**September 1992**

Volumes purchased this 12 months to date: 13,577  
 Volumes purchased last 12 months to date: 16,552

**TECHNICAL SERVICES**

New book volumes added	910
New book titles added	435
AV titles added	41
Books withdrawn	8,500
Books mended	1,242
Gift books	1,982

**FINANCIAL REPORT**

	<u>Budgeted</u>	<u>YTD Expended 1992/93</u>	<u>YTD Expended 1991/92</u>	<u>Unexpended</u>
Personal Services	1,582,370	629,380	672,076	952,990
Operating	446,998	134,318	143,980	312,680
Capital & books	282,537	103,035	114,199	179,502

**STAFF STRENGTH**

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
Professional	9	0	0	9
Library Assistants	7 + 6	0	0	7 + 6
Clerical	18 + 9	1	0	17 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 1	0	0	2 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian; Building Custodian; Catalog Clerk I

CURRENT HOURS-TIME PER MONTH: 0

ENTRUS RECOVERED: 131 adult + 20 youth + 19 juvenile = 170 total

ENTRUS CONTACTS: this 12 months to date: 48,234  
 last 12 months to date: 46,953

REMARKS: 72 volunteers worked 257 hours



DECATUR PUBLIC LIBRARY  
CIRCULATION STATISTICS  
September 1992

	Adult Materials		Youth Materials		Juvenile Materials		TOTAL	TOTAL
	Month	12 MONTH	Month	12 MONTH	Month	12 MONTH	MONTH	12 MONTH
PERM 1992	31485	395917	1969	25922	24326	285351	57780	707190
PERM 1991	30122	381069	1773	26653	22498	283397	54393	691119
A-R 1992	10549	136908					10549	136908
A-R 1991	10534	142340					10534	142340
TOTAL 92	42034	532825	1969	25922	24326	285351	68329	844098
TOTAL 91	40656	523409	1773	26653	22498	283397	64927	833459

	Current Month	Previous Month	Percentage	Current 12 Months	Previous 12 Months	Percentage
Central Library, Print						
Reference	136	205	-33.66	1827	2692	-32.13
Adult Materials	25728	24947	3.13	329457	314209	4.85
Young Adult Materials	1705	1512	12.76	22824	23330	-2.17
Children's Materials	15200	13787	10.25	198894	197577	0.67
Total Central Library	42769	40451	5.73	553002	537808	2.83
Extension Print						
Bookmobile SA7	6735	6274	7.35	67089	66055	1.57
Bookmobile SA8	6449	6273	2.81	66787	67159	-0.55
Outreach Services	1323	1087	21.71	14351	14750	-2.71
Total Extension	14507	13634	6.40	148227	147964	0.18
Total Print	57276	54085	5.90	701229	685772	2.25
Non-print Materials						
Films	74	78	-26.32	439	561	-21.75
Videocassettes	6940	7182	-3.37	93469	95906	-2.54
Audio cassettes	2117	1898	11.54	25089	27019	-7.14
Recordings	1328	1338	-0.75	16582	17659	-6.10
Other non-print	87	61	45.00	728	628	-12.08
Total Central Non-print	10486	10437	-1.11	136307	141973	-3.99
Extension Non-print	83	97	18.27	534	367	61.22
Total Non-print Materials	10569	10534	0.34	136841	142340	-3.81
Reserves	504	308	63.94	5863	5347	11.52
Total Circulations	67845	64619	5.24	844098	833459	1.28

Personnel, Policy, and Public Relations Committee  
October 5, 1992

Patricia Williams called the meeting to order at 5:00 p.m. Members present: Mrs. Williams, Barb Ohlsen, Stan Sitton, and Dick Lockmiller. Members absent: Dan Gerner and Janice Lambert. Staff present: John Moorman and Linda Humphreys.

**Cleaning contract:** The Requests for Information for janitorial services were returned and summarized. Mr. Moorman reported that several of the companies submitting quotes were small and probably would not be able to meet bonding and insurance requirements that the Library would include in a Request for Proposal. A janitor service would also not secure and lock up the building at night as the current staff do. There would also be a lack of control over the cleaning personnel. Mr. Moorman also felt that the quotes in the RFI would increase with bonding and insurance requirements. The consensus was that it was not worth pursuing at this time. The situation will be examined again in the next year or two.

Mr. Moorman reported that he had discussed the proposed policy for filling staff vacancies with Mr. Phillips, who agreed to present the proposal to the Civil Service Commission.

**Labor negotiations:** The last meeting was September 9; the next meeting will be October 7. Hopefully, meetings can be scheduled more frequently in the future. Mr. Taylor was involved in the Harrisburg School strike which has been settled.

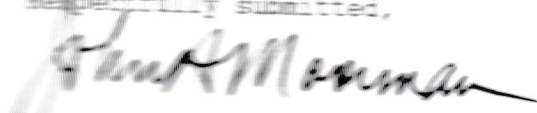
**Goals for City Librarian:** Mr. Moorman's draft list of goals was discussed at length. The Committee requested that Mr. Moorman revise the list of goals and ongoing requirements and present them at the Board meeting.

**Sunday hours:** Mr. Moorman presented a preliminary report and cost estimates for establishing Sunday hours for the Library during the school year. The consensus was to recommend approval to the Finance and Properties Committee for Sunday hours beginning September 1993.

**Reorganization:** Mr. Moorman presented a preliminary draft for a new Table of Organization which included five service areas. Each area would have one person reporting to Mr. Moorman, rather than the 12 staff that now report to him. Other department heads currently reporting to Mr. Moorman would become part of middle management. The Committee asked for a report of the benefits and disadvantages of reorganization, as well as the rationale behind it. Mr. Moorman will be meeting with staff and bringing additional feedback and more specific information to the next meeting.

There was no further business. The meeting was adjourned at 6:55 p.m.

Respectfully submitted,

  
John A. Moorman, City Librarian

John A. Moorman

City Librarian

Goals For The Period

November 1, 1992 - October 31, 1993

1. Complete and obtain Library Board of Trustees approval for staff reorganization plan by March 19, 1993. Have implementation plan for staff reorganization approved by Library Board of Trustees by July 16, 1993.
2. Have on-line catalog available for public use by June 1, 1993. Have staff training program on CL-CAT in place within one month after installation of CL-CAT software. Have terminals ordered for on-line use by February 1, 1993.
3. Begin Sunday hour main library service on September 12, 1993.
4. By December 1, 1993 develop an RFP for a building consultation that will result in a renovation plan for the main library facility. If funding is available have this consultation completed by September 1, 1993.
5. Prepare with the Library Board of Trustees by April 1, 1993 a written response to the recommendations found in the Operational Review of the Decatur Public Library, by the Office of Budget and Technology of the City of Decatur.



John A. Moorman

City Librarian

Goals For The Period

November 1, 1992 - October 31, 1993

1. Complete and obtain Library Board of Trustees approval for staff reorganization plan by March 19, 1993. Have implementation plan for staff reorganization approved by Library Board of Trustees by July 16, 1993.
2. Have on-line catalog available for public use by June 1, 1993. Have staff training program on CL-CAT in place within one month after installation of CL-CAT software. Have terminals ordered for on-line use by February 1, 1993.
3. Begin Sunday hour main library service on September 12, 1993.
4. By December 1, 1993 develop an RFP for a building consultation that will result in a renovation plan for the main library facility. If funding is available have this consultation completed by September 1, 1993.
5. Prepare with the Library Board of Trustees by April 1, 1993 a written response to the recommendations found in the Operational Review of the Decatur Public Library, by the Office of Budget and Technology of the City of Decatur.

**John A. Moorman**

**City Librarian**

**On-Going Responsibilities**

1. Facilitate communication between library board, administration and staff.
  - a. Hold meetings with area heads at least once a month.
  - b. Hold meetings with all staff at least once every two months.
  - c. Work to provide a positive work environment for all employees.
2. Work with the Friends of the Decatur Public Library. Provide assistance and support to the organization and give input as to library financial and program needs that Friends might support.
3. Work with the Decatur Public Library Foundation. Assist the Foundation in developing long-range plan and a fundraising program. Provide input as to library financial and program needs that the Foundation might support.
4. Develop a professional working relationship with City Officials and staff which is beneficial to the operation of the Library.
5. Work closely with community groups such as Rotary, Chamber of Commerce, and the Downtown Decatur Council to inform about and promote library services and activities.
6. Effectively represent the Decatur Public Library on a state and national level.

DECATUR PUBLIC LIBRARY OF DECATUR, ILL. BILLS AND PAYROLLS FOR PERIOD ENDING 9/30/92

REQUEST	VENDOR	AMOUNT	NUMBER	DATE	DESCRIPTION
1	POSTAGE	80.98	80783	9/28/92	POSTAGE
2	POSTAGE	10.92	80784	9/28/92	POSTAGE
3	POSTAGE	11.92	80785	9/28/92	POSTAGE
4	JANITORIAL SUPPLIES	11.92	80786	9/28/92	JANITORIAL SUPPLIES
5	SERV TO MAINT OFFICE EQUIP	11.92	80787	9/28/92	SERV TO MAINT OFFICE EQUIP
6	TEMP PERSONNEL SERVICES	11.92	80788	9/28/92	TEMP PERSONNEL SERVICES
7	MATERIALS TO MAINT BLDGS	776.80	80789	9/03/92	MATERIALS TO MAINT BLDGS
8	CONFERENCE AND OTHER TRAVEL	63.82	80790	9/03/92	CONFERENCE AND OTHER TRAVEL
9	POSTAGE	6.00	80791	9/04/92	POSTAGE
10	MATERIALS TO MAINT BLDGS	4.79	80792	9/04/92	MATERIALS TO MAINT BLDGS
11	OFFICE SUPPLIES	26.00	80793	9/04/92	OFFICE SUPPLIES
12	EMPLOYEE RECOGNITION SUPPLIES	66.40	80794	9/04/92	EMPLOYEE RECOGNITION SUPPLIES
13	BOOKS-MAIN ADULT	3.73	80795	9/04/92	BOOKS-MAIN ADULT
14	BOOKS-MAIN JUVENILE	16.06	80796	9/04/92	BOOKS-MAIN JUVENILE
15	BOOKS-MAIN REFERENCE	64.56	80797	9/04/92	BOOKS-MAIN REFERENCE
16	BOOKS-EXTENSION YOUTH	3.95	80798	9/04/92	BOOKS-EXTENSION YOUTH
17	BOOKS-MAIN ADULT	274.95	80799	9/08/92	BOOKS-MAIN ADULT
18	BOOKS-MAIN JUVENILE	14.92	80800	9/08/92	BOOKS-MAIN JUVENILE
19	BOOKS-MAIN REFERENCE	562.50	80801	9/08/92	BOOKS-MAIN REFERENCE
20	BOOKS-EXTENSION ADULT	1.00	80802	9/08/92	BOOKS-EXTENSION ADULT
21	BOOKS-EXTENSION JUVENILE	81.19	80803	9/08/92	BOOKS-EXTENSION JUVENILE
22	BOOKS-EXTENSION YOUTH	17.47	80804	9/08/92	BOOKS-EXTENSION YOUTH
23	AV-CASSETTES	13.87	80805	9/08/92	AV-CASSETTES
24	AV-VIDEOS	250.62	80806	9/08/92	AV-VIDEOS
25	BOOKS-MAIN ADULT	4.14	80807	9/08/92	BOOKS-MAIN ADULT
26	BOOKS-MAIN JUVENILE	14.20	80808	9/08/92	BOOKS-MAIN JUVENILE
27	BOOKS-MAIN REFERENCE	15.04	80809	9/08/92	BOOKS-MAIN REFERENCE
28	BOOKS-EXTENSION ADULT	467.40	80810	9/08/92	BOOKS-EXTENSION ADULT
29	BOOKS-EXTENSION JUVENILE	25.02	80811	9/08/92	BOOKS-EXTENSION JUVENILE
30	BOOKS-EXTENSION YOUTH	300.47	80812	9/08/92	BOOKS-EXTENSION YOUTH
31	AV-CASSETTES	120.04	80813	9/08/92	AV-CASSETTES
32	AV-VIDEOS	213.95	80814	9/08/92	AV-VIDEOS
33	BOOKS-MAIN ADULT	689.11	80815	9/08/92	BOOKS-MAIN ADULT
34	BOOKS-MAIN JUVENILE	390.00	80816	9/08/92	BOOKS-MAIN JUVENILE
35	BOOKS-MAIN REFERENCE	14.95	80817	9/08/92	BOOKS-MAIN REFERENCE
36	BOOKS-EXTENSION ADULT	861.50	80818	9/08/92	BOOKS-EXTENSION ADULT
37	BOOKS-EXTENSION JUVENILE	10.00	80819	9/08/92	BOOKS-EXTENSION JUVENILE
38	BOOKS-EXTENSION YOUTH	16.78	80820	9/08/92	BOOKS-EXTENSION YOUTH
39	AV-CASSETTES	3,043.17	80821	9/08/92	AV-CASSETTES
40	AV-VIDEOS	36.88	80822	9/08/92	AV-VIDEOS
41	INSURANCE	626.94	80823	9/08/92	INSURANCE
42	HOSPITAL AND MEDICAL	624.82	80824	9/08/92	HOSPITAL AND MEDICAL
43	WORKERS COMPENSATION	8,928.53	80825	9/08/92	WORKERS COMPENSATION
44	OFFICE SUPPLIES	5,018.00	80826	9/08/92	OFFICE SUPPLIES
45	RETIREMENT-IMRF	144.00	80827	9/08/92	RETIREMENT-IMRF
46	BOOKS-MAIN REFERENCE	185.15	80828	9/08/92	BOOKS-MAIN REFERENCE
47	BOOKS-MAIN JUVENILE	36.84	80829	9/08/92	BOOKS-MAIN JUVENILE
48	BOOKS-MAIN ADULT	103.20	80830	9/08/92	BOOKS-MAIN ADULT
49	BOOKS-EXTENSION ADULT	18.45	80831	9/08/92	BOOKS-EXTENSION ADULT
50	BOOKS-EXTENSION JUVENILE	110.40	80832	9/08/92	BOOKS-EXTENSION JUVENILE
51	BOOKS-EXTENSION YOUTH	375.00	80833	9/08/92	BOOKS-EXTENSION YOUTH
52	TEMP PERSONNEL SERVICES	238.60	80834	9/08/92	TEMP PERSONNEL SERVICES
53	OFFICE SUPPLIES	585.00	80835	9/08/92	OFFICE SUPPLIES
54	OTHER PROFESSIONAL SERVICES	120.00	80836	9/08/92	OTHER PROFESSIONAL SERVICES
55	OTHER PROFESSIONAL SERVICES	127.15	80837	9/08/92	OTHER PROFESSIONAL SERVICES
56	OTHER PROFESSIONAL SERVICES	70.00	80838	9/08/92	OTHER PROFESSIONAL SERVICES
57	OTHER PROFESSIONAL SERVICES	462.04	80839	9/08/92	OTHER PROFESSIONAL SERVICES
58	OTHER PROFESSIONAL SERVICES	19.36	80840	9/08/92	OTHER PROFESSIONAL SERVICES
59	OTHER PROFESSIONAL SERVICES	120.00	80841	9/08/92	OTHER PROFESSIONAL SERVICES
60	TRAINING SCHOOL	60.00	80842	9/08/92	TRAINING SCHOOL
61	JANITORIAL SUPPLIES	39.00	80843	9/08/92	JANITORIAL SUPPLIES
62	JANITORIAL SUPPLIES	104.27	80844	9/08/92	JANITORIAL SUPPLIES

DECATUR PUBLIC LIBRARY OF DECATUR, ILL. BILLS AND PAYROLLS FOR PERIOD ENDING 9/30/92

POSTAGE  
 POSTAGE  
 POSTAGE  
 JANITORIAL SUPPLIES  
 SERV TO MAINT OFFICE EQUIP  
 TEMP PERSONNEL SERVICES  
 MATERIALS TO MAINT BLDGS  
 CONFERENCE AND OTHER TRAVEL  
 POSTAGE  
 MATERIALS TO MAINT BLDGS  
 OFFICE SUPPLIES  
 EMPLOYEE RECOGNITION SUPPLIES  
 BOOKS-MAIN ADULT  
 BOOKS-MAIN JUVENILE  
 BOOKS-MAIN REFERENCE  
 BOOKS-EXTENSION YOUTH  
 BOOKS-MAIN ADULT  
 BOOKS-MAIN JUVENILE  
 BOOKS-MAIN REFERENCE  
 BOOKS-EXTENSION ADULT  
 BOOKS-EXTENSION JUVENILE  
 BOOKS-EXTENSION YOUTH  
 AV-CASSETTES  
 AV-VIDEOS  
 BOOKS-MAIN ADULT  
 BOOKS-MAIN JUVENILE  
 BOOKS-MAIN REFERENCE  
 BOOKS-EXTENSION ADULT  
 AV-VIDEOS  
 SERV TO MAINT AUTO EQUIPMENT  
 JANITORIAL SUPPLIES  
 OFFICE SUPPLIES  
 BOOKS-MAIN REFERENCE  
 BOOKS-MAIN ADULT  
 BOOKS-EXTENSION ADULT  
 HOSPITAL AND MEDICAL  
 INSURANCE  
 WORKERS COMPENSATION  
 OFFICE SUPPLIES  
 RETIREMENT-IMRF  
 BOOKS-MAIN REFERENCE  
 BOOKS-MAIN JUVENILE  
 BOOKS-MAIN ADULT  
 PRINTING AND BINDING  
 OFFICE SUPPLIES  
 SERV TO MAINT AUTO EQUIPMENT  
 OFFICE SUPPLIES  
 OFFICE SUPPLIES  
 OFFICE SUPPLIES  
 JANITORIAL SUPPLIES  
 SERV TO MAINT OFFICE EQUIP  
 CONFERENCE AND OTHER TRAVEL  
 OTHER PROFESSIONAL SERVICES  
 TEMP PERSONNEL SERVICES  
 OFFICE SUPPLIES  
 OTHER PROFESSIONAL SERVICES  
 OFFICE SUPPLIES  
 OFFICE SUPPLIES  
 OTHER PROFESSIONAL SERVICES  
 OTHER PROFESSIONAL SERVICES  
 OTHER PROFESSIONAL SERVICES  
 TRAINING SCHOOL  
 JANITORIAL SUPPLIES



CLARK COUNTY PUBLIC LIBRARY

STATE OF DEACON, III. BILLS AND PAYROLLS

FOR PERIOD ENDING 9/30/92

DATE OF REQUEST	VEHICLE	AMOUNT	NUMBER	DATE	DESCRIPTION
9/16/92	TRAIL LIBRARY SYSTEM	692.00	86699	9/16/92	RENTAL-D P EQUIPMENT
9/16/92	TRAIL LIBRARY SYSTEM	20.00	86699	9/16/92	TRAINING SCHOOL
9/16/92	TRAIL LIBRARY SYSTEM	579.60	86699	9/16/92	TRAINING SCHOOL SERVICES
9/16/92	TRAIL LIBRARY SYSTEM	275.69	86699	9/16/92	TRAINING SCHOOL
9/17/92	LEASING CORP	847.00	86699	9/17/92	RENTAL-D P EQUIPMENT
9/17/92	LEASING CORP	409.50	86699	9/17/92	OFFICE SUPPLIES
9/17/92	LEASING CORP	312.00	86699	9/17/92	OTHER PROFESSIONAL SERVICES
9/17/92	LEASING CORP	22.00	86699	9/17/92	AV-VIDEOS
9/17/92	LEASING CORP	7.49	86699	9/17/92	PRINTING AND BINDING
9/17/92	LEASING CORP	33.61	86699	9/17/92	POSTAGE
9/17/92	LEASING CORP	29.77	86699	9/17/92	MATERIALS TO MAINT BLDGS
9/17/92	LEASING CORP	165.90	86699	9/17/92	OFFICE SUPPLIES
9/17/92	LEASING CORP	601.00	86699	9/17/92	BOOKS-MAIN ADULT
9/17/92	LEASING CORP	149.60	86680	9/18/92	BOOKS-MAIN REFERENCE
9/17/92	LEASING CORP	14.82	86680	9/18/92	BOOKS-MAIN YOUTH
9/17/92	LEASING CORP	31.17	86680	9/18/92	BOOKS-MAIN JUVENILE
9/17/92	LEASING CORP	71.53	86680	9/18/92	BOOKS-MAIN REFERENCE
9/17/92	LEASING CORP	16.23	86680	9/18/92	BOOKS-EXTENSION ADULT
9/17/92	LEASING CORP	12.43	86680	9/18/92	AV-CASSETTES
9/17/92	LEASING CORP	105.19	86680	9/18/92	AV-VIDEOS
9/17/92	LEASING CORP	1,545.83	86681	9/18/92	BOOKS-MAIN ADULT
9/17/92	LEASING CORP	84.78	86681	9/18/92	BOOKS-MAIN YOUTH
9/17/92	LEASING CORP	528.91	86681	9/18/92	BOOKS-MAIN JUVENILE
9/17/92	LEASING CORP	330.59	86681	9/18/92	BOOKS-MAIN REFERENCE
9/17/92	LEASING CORP	477.46	86681	9/18/92	BOOKS-EXTENSION ADULT
9/17/92	LEASING CORP	10.70	86681	9/18/92	BOOKS-EXTENSION YOUTH
9/17/92	LEASING CORP	240.28	86681	9/18/92	BOOKS-EXTENSION JUVENILE
9/17/92	LEASING CORP	17.66	86681	9/18/92	AV-CASSETTES
9/17/92	LEASING CORP	176.01	86682	9/18/92	AV-VIDEOS
9/17/92	LEASING CORP	11.25	86682	9/18/92	BOOKS-MAIN ADULT
9/17/92	LEASING CORP	130.75	86688	9/18/92	BOOKS-MAIN YOUTH
9/17/92	LEASING CORP	490.33	86690	9/18/92	BOOKS-MAIN JUVENILE
9/17/92	LEASING CORP	171.00	86699	9/18/92	BOOKS-MAIN REFERENCE
9/17/92	LEASING CORP	342.95	86702	9/18/92	BOOKS-EXTENSION ADULT
9/17/92	LEASING CORP	105.75	86703	9/18/92	BOOKS-EXTENSION YOUTH
9/17/92	LEASING CORP	50.00	86705	9/18/92	BOOKS-EXTENSION JUVENILE
9/17/92	LEASING CORP	413.42	86706	9/18/92	AV-CASSETTES
9/17/92	LEASING CORP	44.00	86706	9/18/92	AV-VIDEOS
9/17/92	LEASING CORP	459.07	86706	9/18/92	BOOKS-MAIN ADULT
9/17/92	LEASING CORP	43.77	86706	9/18/92	BOOKS-MAIN YOUTH
9/17/92	LEASING CORP	1,445.85	86706	9/18/92	BOOKS-MAIN JUVENILE
9/17/92	LEASING CORP	47.91	86707	9/18/92	BOOKS-MAIN REFERENCE
9/17/92	LEASING CORP	63.88	86707	9/18/92	BOOKS-EXTENSION ADULT
9/17/92	LEASING CORP	20.19	86709	9/18/92	BOOKS-EXTENSION YOUTH
9/17/92	LEASING CORP	16.98	86711	9/18/92	BOOKS-EXTENSION JUVENILE
9/17/92	LEASING CORP	550.00	86715	9/18/92	AV-CASSETTES
9/17/92	LEASING CORP	30.08	86717	9/18/92	AV-VIDEOS
9/17/92	LEASING CORP	219.80	86720	9/18/92	BOOKS-MAIN ADULT
9/17/92	LEASING CORP	28.50	86730	9/18/92	BOOKS-MAIN YOUTH
9/17/92	LEASING CORP	49.40	86731	9/18/92	BOOKS-MAIN JUVENILE
9/17/92	LEASING CORP	42.18	86733	9/18/92	BOOKS-MAIN REFERENCE
9/17/92	LEASING CORP	12.00	86737	9/18/92	BOOKS-EXTENSION ADULT
9/17/92	LEASING CORP	8,308.13	86738	9/18/92	BOOKS-EXTENSION YOUTH
9/17/92	LEASING CORP	8.50	86745	9/18/92	BOOKS-EXTENSION JUVENILE
9/17/92	LEASING CORP	17.00	86747	9/18/92	AV-CASSETTES
9/17/92	LEASING CORP	30.00	86751	9/18/92	AV-VIDEOS
9/17/92	LEASING CORP	7.98	86768	9/18/92	BOOKS-MAIN ADULT
9/17/92	LEASING CORP	47.15	86775	9/18/92	BOOKS-MAIN YOUTH
9/17/92	LEASING CORP	27.00	86782	9/18/92	BOOKS-MAIN JUVENILE
9/17/92	LEASING CORP	22.20	86784	9/18/92	BOOKS-MAIN REFERENCE





GLASSBORO DECATUR PUBLIC LIBRARY CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 9/30/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/30/92	YORKSHIRE PRESS	198.89	87898	8/28/92	ROBERT-MANN REFERENCE

GLASSBORO LIBRARY CAPITAL CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 9/30/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
08/15/92	ATMORGE COMPUTER CENTER, INC.	2,430.00	56593	9/15/92	OFFICE MACHINERY AND EQUIPMENT
08/17/92		70.00	56657	9/17/92	OFFICE MACHINERY AND EQUIPMENT
TOTAL		2,500.00			

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

FOR PERIOD ENDING 9/30/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
09/08/92	LIVELIGHT BOOK COUNCIL	47.25	56207	9/08/92	EXPENDITURES
09/18/92	BAKER & TAYLOR CO	25.10	56250	9/08/92	EXPENDITURES
09/18/92	BAKER & TAYLOR CO	95.10	56679	9/18/92	EXPENDITURES
09/18/92	BAKER & TAYLOR CO	25.20	56681	9/18/92	EXPENDITURES
09/18/92	BAKER & TAYLOR CO	10.77	56682	9/18/92	EXPENDITURES
09/30/92	BAKER & TAYLOR CO	51.96	57027	9/30/92	EXPENDITURES
09/30/92	BAKER & TAYLOR CO	17.10	57028	9/30/92	EXPENDITURES
TOTAL		272.48			



BEVERAGE REVENUE FY 1992-93

PERIOD ENDING 09/30/92

UNRECORDED BALANCE

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
3000-101	202,570.00	247,392.55	166,232.00	81,160.55 - 140
TOTAL	202,570.00	247,392.55	166,232.00	81,160.55 - 140

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30100-101	814,583.33	1,015,000.00	1,955,000.00	940,000.00 51
TOTAL	814,583.33	1,015,000.00	1,955,000.00	940,000.00 51

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30200-101	40,333.33	46,506.43	116,000.00	69,493.57 40
TOTAL	40,333.33	46,506.43	116,000.00	69,493.57 40

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30300-101	80,137.50	46,506.43	192,330.00	145,823.57 24
TOTAL	80,137.50	46,506.43	192,330.00	145,823.57 24

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30400-101	22,916.67	27,038.34	55,000.00	27,961.66 49
TOTAL	22,916.67	27,038.34	55,000.00	27,961.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30500-101	1,633.30	6,765.09	19,000.00	12,234.91 35
TOTAL	1,633.30	6,765.09	19,000.00	12,234.91 35

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30600-101	88.95	1,761.15	4,000.00	2,238.85 44
TOTAL	88.95	1,761.15	4,000.00	2,238.85 44

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30700-101	165.70	2,119.90	5,200.00	3,080.10 40
TOTAL	165.70	2,119.90	5,200.00	3,080.10 40

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30800-101	8,307.61	1,352,388.04	2,405,562.00	1,053,173.96 56
TOTAL	8,307.61	1,352,388.04	2,405,562.00	1,053,173.96 56

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
30900-101	4,670.12	27,038.34	55,000.00	27,961.66 49
TOTAL	4,670.12	27,038.34	55,000.00	27,961.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31000-101	1,077.50	1,974.34	4,000.00	2,025.66 49
TOTAL	1,077.50	1,974.34	4,000.00	2,025.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31100-101	1,027.69	3,992.04	5,000.00	1,007.96 79
TOTAL	1,027.69	3,992.04	5,000.00	1,007.96 79

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31200-101	6,444.65	34,604.07	67,800.00	33,195.93 51
TOTAL	6,444.65	34,604.07	67,800.00	33,195.93 51

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31300-101	7,916.67	6,765.09	19,000.00	12,234.91 35
TOTAL	7,916.67	6,765.09	19,000.00	12,234.91 35

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31400-101	1,666.67	1,761.15	4,000.00	2,238.85 44
TOTAL	1,666.67	1,761.15	4,000.00	2,238.85 44

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31500-101	2,166.67	2,119.90	5,200.00	3,080.10 40
TOTAL	2,166.67	2,119.90	5,200.00	3,080.10 40

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31600-101	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56
TOTAL	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31700-101	4,670.12	27,038.34	55,000.00	27,961.66 49
TOTAL	4,670.12	27,038.34	55,000.00	27,961.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31800-101	1,077.50	1,974.34	4,000.00	2,025.66 49
TOTAL	1,077.50	1,974.34	4,000.00	2,025.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
31900-101	1,027.69	3,992.04	5,000.00	1,007.96 79
TOTAL	1,027.69	3,992.04	5,000.00	1,007.96 79

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32000-101	6,444.65	34,604.07	67,800.00	33,195.93 51
TOTAL	6,444.65	34,604.07	67,800.00	33,195.93 51

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32100-101	7,916.67	6,765.09	19,000.00	12,234.91 35
TOTAL	7,916.67	6,765.09	19,000.00	12,234.91 35

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32200-101	1,666.67	1,761.15	4,000.00	2,238.85 44
TOTAL	1,666.67	1,761.15	4,000.00	2,238.85 44

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32300-101	2,166.67	2,119.90	5,200.00	3,080.10 40
TOTAL	2,166.67	2,119.90	5,200.00	3,080.10 40

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32400-101	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56
TOTAL	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32500-101	4,670.12	27,038.34	55,000.00	27,961.66 49
TOTAL	4,670.12	27,038.34	55,000.00	27,961.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32600-101	1,077.50	1,974.34	4,000.00	2,025.66 49
TOTAL	1,077.50	1,974.34	4,000.00	2,025.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32700-101	1,027.69	3,992.04	5,000.00	1,007.96 79
TOTAL	1,027.69	3,992.04	5,000.00	1,007.96 79

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32800-101	6,444.65	34,604.07	67,800.00	33,195.93 51
TOTAL	6,444.65	34,604.07	67,800.00	33,195.93 51

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
32900-101	7,916.67	6,765.09	19,000.00	12,234.91 35
TOTAL	7,916.67	6,765.09	19,000.00	12,234.91 35

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33000-101	1,666.67	1,761.15	4,000.00	2,238.85 44
TOTAL	1,666.67	1,761.15	4,000.00	2,238.85 44

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33100-101	2,166.67	2,119.90	5,200.00	3,080.10 40
TOTAL	2,166.67	2,119.90	5,200.00	3,080.10 40

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33200-101	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56
TOTAL	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33300-101	4,670.12	27,038.34	55,000.00	27,961.66 49
TOTAL	4,670.12	27,038.34	55,000.00	27,961.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33400-101	1,077.50	1,974.34	4,000.00	2,025.66 49
TOTAL	1,077.50	1,974.34	4,000.00	2,025.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33500-101	1,027.69	3,992.04	5,000.00	1,007.96 79
TOTAL	1,027.69	3,992.04	5,000.00	1,007.96 79

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33600-101	6,444.65	34,604.07	67,800.00	33,195.93 51
TOTAL	6,444.65	34,604.07	67,800.00	33,195.93 51

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33700-101	7,916.67	6,765.09	19,000.00	12,234.91 35
TOTAL	7,916.67	6,765.09	19,000.00	12,234.91 35

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33800-101	1,666.67	1,761.15	4,000.00	2,238.85 44
TOTAL	1,666.67	1,761.15	4,000.00	2,238.85 44

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
33900-101	2,166.67	2,119.90	5,200.00	3,080.10 40
TOTAL	2,166.67	2,119.90	5,200.00	3,080.10 40

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
34000-101	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56
TOTAL	1,135,624.17	1,352,388.04	2,405,562.00	1,053,173.96 56

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
34100-101	4,670.12	27,038.34	55,000.00	27,961.66 49
TOTAL	4,670.12	27,038.34	55,000.00	27,961.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
34200-101	1,077.50	1,974.34	4,000.00	2,025.66 49
TOTAL	1,077.50	1,974.34	4,000.00	2,025.66 49

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
34300-101	1,027.69	3,992.04	5,000.00	1,007.96 79
TOTAL	1,027.69	3,992.04	5,000.00	1,007.96 79

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
34400-101	6,444.65	34,604.07	67,800.00	33,195.93 51
TOTAL	6,444.65	34,604.07	67,800.00	33,195.93 51

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE
34500-101	7,916.67	6,765.09	19,000.00	12,234.91 35
TOTAL	7,916.67	6,765.09	19,000.00	12,234.91 35

ACCOUNT	REVENUE	EXPENSE	AMOUNT	BALANCE









PERIOD ENDING 09/30/92

ACT. DESCRIPTION	REVENUE	ACTUAL	AMOUNT	UNRECORDED BALANCE
FUND BALANCE				
30001-000 BEGINNING FUND BALANCE	.00	173,001.19	160,000.00	5,001.19- 103
TOTAL	.00	173,001.19	160,000.00	5,001.19- 103
INVESTMENT INCOME				
30700-101 INVESTMENT INTEREST	479.31	2,867.39	7,600.00	4,732.61 37
TOTAL	479.31	2,867.39	7,600.00	4,732.61 37
FUND TOTAL	479.31	176,748.58	175,600.00	1,148.58- 100

CITY OF DECATUR  
 REPORT OF EXPENDITURES TO BUDGET FY 1991-92  
 FUND 21 LIBRARY CAPITAL

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCAT CCMM
CONTRACTUAL SERVICES								
247 COMPUTER SOFTWARE EXPENSE	20,000	.00	.00	8,333	20,000.00	14,450.00	5,550.00	72.3
280 OTHER PROFESSIONAL SERVICES	35,000	.00	.00	14,583	35,000.00	.00	35,000.00	
TOTAL	55,000	.00	.00	22,916	55,000.00	14,450.00	40,550.00	26.3
CAPITAL OUTLAY								
510 AUTOMOTIVE EQUIPMENT	15,000	.00	.00	6,250	15,000.00	.00	15,000.00	
513 OFFICE MAINTENANCE AND EQUIPM	13,000	2,500.00	2,500.00	5,416	10,500.00	2,400.00	8,100.00	37.7
TOTAL	28,000	2,500.00	2,500.00	11,666	25,500.00	2,400.00	23,100.00	17.5
** DIVISION TOTAL **	83,000	2,500.00	2,500.00	34,582	80,500.00	16,850.00	63,650.00	23.3

11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33

GLASSBORO	DEPARTMENT TRUST	FY 1991-92	UNENCUMBERED BALANCE	ENCUMBERANC	UNENCUMBERED PRCA
01000	01000	0,076.37	930.33	7,130.04	28.6
01000	01000	0,076.37	930.33	7,130.04	28.6
01000	01000	0,076.37	930.33	7,130.04	28.6
** DIVISION TOTAL **					

92 PUBLIC LIBRARY-TRUSTS

UNENCUMBERED BALANCE

ENCUMBERANC

UNENCUMBERED PRCA

28.6

GLASSBORO	DEPARTMENT TRUST	FY 1991-92	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
02000	02000	4,166	10,000.00	.00	10,000.00	9/30/92
02000	02000	4,166	10,000.00	.00	10,000.00	9/30/92
02000	02000	4,166	10,000.00	.00	10,000.00	9/30/92
** DIVISION TOTAL **						

92 PUBLIC LIBRARY-TRUSTS

UNEXPENDED BALANCE

ENCUMBERANC

UNENCUMBERED BALANCE

PRCT COMM

9/30/92

GLASSBORO	DEPARTMENT TRUST	FY 1991-92	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCT COMM
03000	03000	47.25	317.90	625	1,182.10	.00	1,182.10	21.2	
03000	03000	47.25	317.90	625	1,182.10	.00	1,182.10	21.2	
03000	03000	47.25	317.90	625	1,182.10	.00	1,182.10	21.2	
** DIVISION TOTAL **									

92 PUBLIC LIBRARY-TRUSTS

UNEXPENDED BALANCE

ENCUMBERANC

UNENCUMBERED BALANCE

PRCT COMM

9/30/92

21.2

**Finance and Properties Committee**  
**October 6, 1992**

Dick Lockmiller called the meeting to order at 4:30 p.m. Members present: Mr. Lockmiller, Ed McClure, Barb Ohlsen, Bob Smith, and John Stengel. Members absent: Stan Sitton (arrived late). Staff present: John Moorman and Linda Rappireys.

**Cleaning contract:** Mr. Moorman reported that the consensus of the Personnel, Policy, and Public Relations Committee was that there was not enough savings to justify making the change at this time. There is very little difference between the quotes submitted and the present cost. In addition, staff now perform the jobs listed separately on the proposal, including waxing floors and shampooing carpet.

**Labor negotiations:** Either Chuck Phillips or Jack Taylor will report on negotiations at the next Board meeting.

**Sunday hours:** Mr. Moorman estimated that Sunday hours will cost approximately \$61,000. There was considerable discussion on how to fund Sunday hours. The consensus was that the Committee wanted to provide Sunday hours for the public, although there was no consensus on how to fund the proposal. This will be discussed with the City Council on October 26.

**Reorganization:** Mr. Moorman presented a preliminary draft for a new Table of Organization including five service areas. He noted that current library staffing is at 52.5 FTE's, which is lower than what was recommended by the city Division of Budget & Technology. There would be changes in who some staff would report to. Mr. Moorman will be meeting with staff and bringing additional feedback and more specific information to the next meeting.

**Key request:** A draft proposal was discussed at length. The proposal included a projected 11% health insurance rate increase, no capital outlay, and a 14.9% increase to the materials budget. The proposal is balanced, which will make the carryover balance the same at the end of 1993/94 as it will be at the end of 1992/93, or approximately \$175,000. The proposal is a 6.75% increase over the current year's budget.

**Quotes on delivery van:** Mr. Moorman received quotes from Northtown Ford, Miles Chevrolet, and Bob Brady Dodge. The Committee recommended approval of the apparent low quote of \$13,965 (including trade in) from Northtown Ford.

There was no further business. The meeting was adjourned at 6:35 p.m.

Respectfully submitted,

  
John A. Moorman, City Librarian



**Foundation Board of Directors**  
**October 12, 1992**

The Library Foundation Board of Directors met Monday, October 12 at 4:30 p.m. in the Library Board Room. Members present: Dick Lockmiller, Martin Seidman, and Sharon Alpi. Members absent: Mark Sorensen and Bob Smith. Others present: John Moorman and Linda Humphreys.

The minutes of the meeting of September 10 were approved as mailed.

There was discussion about increasing the number of Directors from five to six. This will require a change to the bylaws and a 2/3 vote, or four votes in favor of the change. Since only three Directors were present, this item was tabled until the next meeting.

Treasurer's Report: Mr. Smith was not present to report. Mr. Lockmiller reported that Mr. Smith and Mr. Sorensen will be working on a long-term investment plan.

It was decided that the meetings of the Board should be regularly scheduled. Future meetings will be on the second Monday of the month at 4:30 p.m.

Long Range Plan for Building Facility: Mr. Moorman reported that he had checked with professional consultants about examining the library and developing a plan and drawings as well as an HVAC plan. The building has the capability of having an additional floor built on the top. The library must be in full compliance with the Americans with Disabilities Act (ADA) in 1995. It will cost approximately \$20,000 for a plan from a professional firm with expertise in libraries.

Open House on January 12, 1993: Swartz's restaurant will provide a full buffet breakfast including china and silver for \$6.20 per person. The buffet will include meat, eggs, fruit, toast, rolls, coffee and tea. Shaw's price was \$7.95. Mrs. Alpi will begin work on a list of people to invite, including accountants, bankers and lawyers.

There was some discussion about the legal aspects of including Foundation giving in wills and trusts.

Wish list: Mr. Moorman distributed a revised wish list. The bookteller is a person who would be employed during the school year to promote the library and its services to the school community.

1992 Annual Report: The Annual Report was revised and previously mailed. Mr. Lockmiller will prepare an update to go with the report, and it will be mailed to contributors and others.

Food raising: This item was tabled until next month.

Public relations program: Public relations will be combined with fund raising. There was discussion about an advisory board for fundraising.

It was decided that a brainstorming session to determine a long-range plan and monetary goals for the Foundation will be held Saturday, November 14 from 8:00 a.m. until noon in the Library Board Room. Rolls, coffee and juice will be provided. Mr. Moorman will request plans from other cities with successful Foundations.

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

Respectfully submitted,

N. Richard Lockmiller  
President

# Decatur Public Library Foundation Annual Report January 1 - December 31, 1991

## Letter from the President

Your Decatur Public Library Foundation started as an idea in 1988 and in late 1989, was identified by the Internal Revenue Service as an exempt organization under section 501 (c) (3) of the Internal Revenue Code.

We truly became operational in 1990. During these months, your Foundation developed By-laws, investment philosophy, and short and long term goals while continuing to receive significant contributions, particularly from the Friends of the Library.

In 1991, your Foundation put together a fund-raising team headed by William Gerstner. At the same time the Foundation put together a "Wish List" including needs for the Library as a whole and in particular for our Business Information Center. Mr. Gerstner was successful in generating significant multi-year funding.

Also during the period, we faced the loss of our City Librarian, James Seidl, and the loss of additional grant money for our Business Information Center. We have been slow in getting started, but we should be on our way again once our new City Librarian is on board.

I am proud of our Foundation and what it has accomplished in the last two years, particularly in 1991. It has been accomplished totally with volunteers and no administrative cost to the Foundation.

We know that fiscal 1992 and beyond will be even better for your Decatur Public Library Foundation.

N. R. Lockmiller

## Financial Highlights

<b>Receipts</b>	<b>Cash</b>
Friends of the Library <b>\$ 5,000.00</b>	Checking <b>\$ 4,664.23</b>
Corporate <b>11,150.00</b>	Savings <b>455.40</b>
F.W. Shilling Trust <b>3,810.53</b>	<b>\$ 5,119.63</b>
Other <b>3,592.72</b>	<b>Investments</b>
<b>\$23,553.25</b>	Certificate of Deposit <b>5,321.96</b>
	Certificate of Deposit <b>14,000.00</b>
	<b>\$19,326.00</b>
<b>Expenditures</b>	
Material & Supplies <b>\$ 206.94</b>	
Local History Room <b>3,810.53</b>	
<b>\$4,017.47</b>	<b>Total</b> <b>\$24,441.59</b>



# Foundation "Wish List"

**Capital Items** - Equipment that will enhance the quality of Library service provided to the people of Decatur.

	<b>Cost:</b>
1) Public Address System for the downtown Library	\$ 1,500
2) Comfortable chairs for the Library Auditorium	7,200
3) Large screen television with VCR	4,000
4) Newspaper racks	2,000

**Special Collections** - Collections that require special attention and additional funding.

1) Infotrac	\$ 8,000
2) Business Collection	10,000
3) Block shelving	1,000
4) Million Dollar Disk	3,500
5) Direct phone line to the Library's Database	1,500

## **Children's Department**

1) Two computers and software	\$ 5,000
2) A large aquarium	1,000
3) Block shelving for baby books	75
4) The Booktalker	12,500

## Contributors

-ADM	-Magna Bank of Central Illinois N.A.
-Illinois Power	-First of America Bank of Decatur
-Rathje Enterprises	-A.E. Staley Manufacturing Company
-Soy Capital Bank & Trust	-Friends of the Decatur Public Library
-First National Bank of Decatur	-Decatur Macon County Economic Development Foundation

### Board Members

Richard Lockmiller - President  
Robert Smith  
Martin Seidman  
Sharon Alpi  
Mark Sorensen



5. The User Perception of Reference Fill Rate  
Libraries shall determine this during the same sampling periods as the "Librarians Perception of Reference Fill Rate." (Every 3 years.)

Minimum 60%

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

6. Reference Transactions Per Capita  
Once a year Libraries shall determine the average number of reference questions asked by each member of the community during the year. The definitions and procedures outlined in the ALA/PLA Output Measures for Public Libraries (1987) should be followed when calculating this measure.

Minimum .5 Percentile comparisons (Optional): \_\_\_\_\_ 50th \_\_\_\_\_ 75th \_\_\_\_\_ 90th

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

### REFERENCE SERVICE BIBLIOGRAPHY

Durrance, Joan C. Armed for Action: Library Response to Citizen Information Needs. New York, NY: Neal-Schuman Publishers, 1983.

Reference Service for Children and Young Adults. New York, NY: Haworth Press, 1983.

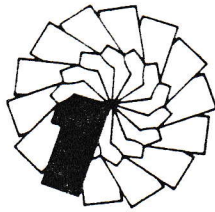
Stevens, Roland Elwell. Reference Work in the Public Library. Littleton, CO: Libraries Unlimited, 1983.

### FOR FURTHER READING

Reference and Information Services: A Reader for Today. Metuchen, NJ: Scarecrow Press, 1986.

Riechel, Rosemarie. Improving Telephone Information and Reference Service in Public Libraries. Hamden, CONN: Library Professional Publications, 1987.





# FIRST BANK<sup>SM</sup>

October 13, 1992

Mr. John A. Moorman, City Librarian  
Decatur Public Library  
267 E. North St.  
Decatur, IL 62523

Dear John:

Pursuant to our recent discussions, the following is our Bank's proposal for the refinancing of the Library's CLSI System:

Amount:	Up to \$58,000
Term:	Up to 48 Months
Rate:	5.25%

This rate is being provided contingent upon the interest paid to the Bank not being subject to Federal Income Tax. If the library does anything to cause the interest to become subject to tax, the rate will then be adjusted upward so as to provide the Bank with the same after tax return. Also, the library is to keep the equipment insured with the Bank listed as loss payee on the policy.

We hope that you will find this proposal acceptable, and if so, please sign the enclosed copy of this letter and return it by October 30, 1992.

Sincerely,

W. J. Decker  
Senior Vice President

WJD:wh

Enclosure

Request accepted by the Decatur Public Library

DATE:



October 13, 1992

Mr. John A. Moorman, Librarian  
Decatur Public Library  
247 E. North Street  
Decatur, IL 62523-1128

Dear Mr. Moorman:

This is to confirm that Magna Bank of Central Illinois has approved financing for use by the Library in the amount of \$58,000. The rate of interest will be 5 1/2% assuming that it qualifies as a tax-exempt rate. It is our understanding that the proceeds of the loan will be used to refinance an equipment lease that is presently outstanding.

We thank you for giving us the opportunity to be of service to you.

Very truly yours,

A handwritten signature in cursive script that reads 'Paul Tenarvitz'.

Paul Tenarvitz  
Executive Vice President

PT/jh





# COMMITMENT LETTER

September 23, 19 92

Decatur Public Library  
247 East North Street  
Decatur, IL 62523

Re: Proposed Loan by First of America Bank, Decatur, N.A. ("Bank")  
to Decatur Public Library ("Borrower")

This is a letter by the Bank to make a loan to the Borrower, subject to the terms, provisions, limitations, and conditions contained herein:

- 1. Loan Amount: 58,000
- 2. Interest Rate: 6.81%
- 3. Term: 48 months
- 4. Payment: \$1383.78 monthly principal and interest
- 5. Collateral: N/A
- 6. Purpose: Purchase computer update
- 7. Other: Attorney's Letter of Opinion regarding tax exempt status of Decatur Public Library

8. Acceptance/Date: This offer must be accepted in writing not later than November 22, 19 92, and will be deemed accepted only when executed and returned to the Bank at 236 N. Water, Decatur, IL

9. Loan Closing: This loan shall be closed not later than \_\_\_\_\_, 19 \_\_\_\_\_. The Bank may extend this closing date at its option.

- 10. Covenants: So long as Borrower is indebted to Bank, the Borrower shall:
  - (a) Maintain premises and keep its buildings and properties in good repair, working order, and condition and from time to time make all necessary repairs, renewals, replacements, additions, betterments, and improvements thereof, so that at all times, the efficiency thereof shall be fully preserved and maintained.
  - (b) Maintain insurance against fire, theft, and other casualty on its insurable real and personal property at full replacement cost from companies acceptable to the Bank against liability or amount of damage to persons or property as required under all workmen's compensation laws. Also, Borrower shall maintain any other insurance as may from time to time be reasonably requested by the Bank and shall deliver certified copies of all such insurance policies to the Bank.
  - (c) Pay and discharge or cause to be paid and discharged all taxes, assessments, and other governmental charges imposed upon it and its properties or any part thereof, or upon the income or profits therefrom, as well as all claims for labor, materials, or supplies, which if unpaid could become a lien or charge upon its property, except such items as are being in good faith appropriately contested and for which the Borrower has provided adequate reserves.
  - (d) Operate and conduct its business in substantially the same manner and in substantially the same areas as such business is now and has previously been carried on, and maintain its legal existence, and comply with all valid and applicable statutes, rules and regulations.
  - (e) Maintain a separate, proper system of accounting; deliver to Bank financial reports in form satisfactory to Bank as Bank may request from time to time, including but not limited to: Annually

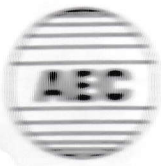
- 11. Other Terms and Conditions:
  - (a) Bank or its duly authorized representative(s) of Bank at all reasonable times to examine and inspect any of the Borrower's property wherever same may be located.
  - (b) Borrower shall comply with all applicable federal, state and local laws, ordinances, rules and regulations, including, but not limited to, all environmental laws, ordinances, rules and regulations and shall keep any real property mortgaged, conveyed or assigned to secure payment of the indebtedness owed by Borrower to Bank (the "Indebtedness") free and clear of any liens imposed pursuant to such laws, ordinances, rules and regulations and deliver to Bank such reports and information in form satisfactory to Bank as Bank may request from time to time to establish compliance with this covenant.
  - (c) Borrower shall comply with all applicable federal, state and local laws, ordinances, rules and regulations concerning wage payments, minimum wages, overtime laws, and payment of withholding taxes, and deliver to Bank such reports and information in form satisfactory to Bank as Bank may request from time to time to establish compliance with such laws.
  - (d) If any personal property, or both, or any interest therein is mortgaged, conveyed, or assigned or a security interest granted therein by the Borrower to the Bank as security for payment of the Loan:
    - (i) Borrower shall comply with all warranties, covenants and representations of such mortgage, security agreement, conveyance or assignment which warranties, covenants and representations are incorporated by reference herein in their entirety;
    - (ii) The General and Environmental Conditions—Real Estate Loans (the "General Conditions"), and the Environmental Certificate (the "Certificate") both enclosed herewith, must be executed and delivered to the Bank along with the signed Commitment;
    - (iii) The terms and conditions of the General Conditions and the Certificate are incorporated by reference in their entirety in this Commitment as though set forth in full.
  - (e) The Bank shall not be required to make any advance or loan to the Borrower if the Borrower does not complete, execute and return the General Conditions and the Certificate with this letter or if in the opinion of the Bank, there exists an uncorrected violation of any Environmental Law (as defined in the General Conditions), or any environmental condition which may impair the value of the Premises (as defined in the General Conditions) or which may impair the Borrower's financial viability, which requires, or may require, a cleanup, removal or other remedial action by the Borrower or in connection with the Premises or its operation under any Environmental Law.

- 12. Other Terms and Conditions:
  - (a) Nothing contained in this Agreement or any exhibit attached hereto or any agreement given pursuant hereto shall be deemed or construed as creating any relationship other than that of borrower and lender. There is no partnership or joint venture between the Bank and the Borrower, or between the Bank and any other person and the Bank is not responsible in any way for the debts or obligations of the Borrower or any other person. Nothing in this letter or any attachments makes the Bank a guarantor for the Borrower or any other person.
  - (b) This letter is personal to the parties hereto and is for their sole benefit and is not made for the express or implied benefit of any other person or entity.
  - (c) Any requests of the Borrower's property or evaluation of the potential profitability of the enterprise to be engaged in by the Borrower in connection with the extension of credit or proposed extension of credit from the Bank to the Borrower, are for the sole benefit of the Bank and do not constitute a representation of the likelihood of financial viability of such enterprise by the Bank to the Borrower.
  - (d) This letter, if accepted by the Borrower, constitutes the entire agreement between the Bank and the Borrower. Any and all prior contemporaneous, oral or written agreements, understandings, statements, customs or practices between the Bank and the Borrower pertaining to the transaction herein described are merged herein. No parties have made any representations, warranties or inducements, express or implied, to any other party except as expressly set forth herein.
  - (e) The terms of this letter may not be modified, waived, discharged or terminated orally, but only by an instrument in writing signed by Borrower and the Bank.

ACCEPTED AND APPROVED BY \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_.  
BORROWER

FIRST OF AMERICA BANK, Decatur, N.A.  
By: [Signature]  
Assistant Vice President  
The terms of this letter have been reviewed and are approved.  
GUARANTOR





ALLEN  
ENGINEERING  
CORPORATION

2121 South Imboden Court • Decatur, Illinois 62521 • 217-428-0566 • Fax 217-428-9844

---

October 1, 1992

Mr. John Moorman  
Decatur Public Library  
247 East North Street  
Decatur, IL 62523-1128

Dear Mr. Moorman:

I inspected your two mobile library units on Monday September 28, 1992 and report the results of my findings as follows;

UNIT # 548 (At Springcreek Plaza)

---

1. This van was reportedly built in 1978 and has been in service for the Decatur Public Library since that time.
2. The structural frame for the van consists of 2 steel "I" beams running the full length from front to back, with small steel tubes serving as floor joists running perpendicular to the "I" beams. The joists are welded to the "I" beams and are spaced at approximately 16".
3. The floor system consists of light gauge metal pans on top of the floor joists with plywood decking.
4. The main "I" beams are somewhat rusted, but appear to be structurally sound and should provide many more years of service.
5. The steel tube floor joists are badly rusted in an area beginning over the rear axle and extending to the rear of the van. One of the joists located directly over the rear axle is rusted clear through and is no longer providing support for the floor system.
6. The steel pans over the joists have rusted clear through along side of the joists in some areas and are no longer providing a weatherproof barrier for the floor which I believe was their main function.
7. Considering the condition of the exposed structure, I believe the floor joists and metal pans should be replaced on approximately one half of the floor area. The other sections appear to be alright at this time, but will probably need to be replaced within the next 4 or 5 years.

UNIT # 547 ( At Fairview Plaza)

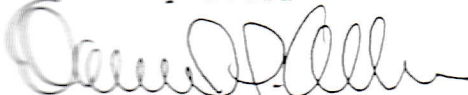
---

1. This unit was reportedly purchased new in 1980 or 1981 and has been used by the Library ever since.
2. The main frame for the van has the same type "I" beams that run from front to back. These beams show some significant rusting in the rear, but would probably not need to be replaced for several more years.
3. The floor joists are not visible on this van because of a light gauge metal liner installed on the bottom of the joists. This liner is loose in several locations and sags down where the fasteners have been pulled through.
4. There appears to be some fiberglass insulation under this floor system that is protected by the metal liner. One of the joists was slightly visible and it appeared to be a small "I" beam. If all of these joists are beams instead of the tubes used on the other van, they may be in much better condition. The liner probably would have protected these joists also if it has been in place for an extended period of time.
5. There is no way of knowing the condition of the floor system and joists without removing the liner and insulation from the underside of the floor on this van.
6. I believe this van is probably in better condition than the other one and could probably provide another 5 years of service, unless an inspection of the joists shows significant deterioration.

In summary, the older van, # 548, needs some repair work done on the floor system and joists. However, it could still be used for another year without endangering the occupants. The other van, # 547, probably can provide several more years of service, but should have the underside liner removed for a thorough inspection of the joists and floor system.

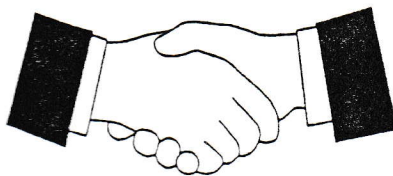
If you have any questions, please call.

Very Truly Yours



Daniel P. Allen, P.E.

copy: file



## **Merger Discussion Document**

### **Corn Belt Library System Rolling Prairie Library System**

October 14, 1992  
Decatur, Illinois

Prepared by

Jay Wozny, Director  
CBLS



## Summary

This document has been prepared as a preliminary guide for the trustees and staff of the Corn Belt and Rolling Prairie Library Systems and should be seen as a statement of issues rather than a statement of position. This document is not all-inclusive of all issues which might emerge in the event additional discussions regarding merger between these two systems take place.

## Background

The publication of *Illinois Library Systems: Perspectives on Merger & Realignment*, July, 1991-June, 1992 (hereafter referred to as the ILSDO Report) marked the end of the beginning of a process leading toward the merger of multitype library systems in Illinois. The assumptions, considerations, and recommendations included in that document took on additional emphasis in July, 1992 when the Secretary of State announced a 34 percent reduction in the amount of state funding to be granted systems during Fiscal Year 1993.

While the ILSDO Report did not specifically recommend the merger of the Corn Belt and Rolling Prairie Library Systems, these two systems have traditionally cooperated in a variety of enterprises, most notably in the joint provision of film and video services to their member libraries. This enterprise ran for over 20 years before being discontinued in the wake of system budget reductions.

In addition, CBLS and RPLS share portions of Logan and DeWitt counties through which runs the southern/northern limit, respectively, of the two systems. At the same time, the two systems cover areas which are relatively alike in many ways, including the presence of several medium-large urban communities within a largely agricultural setting.

The highway network linking communities in the two systems is of good quality and can only improve. Several interstates crisscross the systems, of which two, I-55 and I-74, run centrally and connect major communities. Other primary highways, such as US Route 51 provide a north-south link between the two headquarter cities of CBLS and RPLS while secondary highways such as Illinois 48, 54, and 47 join smaller communities.

Both systems converted to multitype several years ago and provide services to academic, public, school, and special libraries within their boundaries. The combined library assets of the members of the two systems would provide a wealth of regional resources for membership. These resources include the collections of Illinois State University, Illinois Wesleyan University, Millikin University, and Sangamon State University to name just four academic institutions. Public Libraries in Bloomington, Decatur, Lincoln, Normal, Pontiac, and Springfield provide an excellent framework for

public library cooperation. A variety of special libraries and a growing number of school libraries, many of which are automated already or planning to become computerized in the near future adds to the resource capabilities of such a system.

In terms of size, CBLS covers approximately 2,750 square miles with 184,000 residents. RPLS totals 4,674 square miles with a population totalling 440,772. The combined size of the two totals 7,428 square miles and a population of 624,772 persons.

The combined Fiscal Year 1993 grant for area and population of these two systems amounts to \$904,589.

This brief review of some of the similarities and commonalities between CBLS and RPLS serves to illustrate the potential ability of the two systems to offer a single unified resource for library development in Central Illinois. Since the systems share so many common characteristics, our ability to make better use of limited resources should not be limited in any way by fundamental differences in basic geography, population, lifestyle, or infrastructure.

# General Issues 1

## Type of Merger:

**Unilateral Termination--  
No successor system  
named**

**Unilateral Termination--  
Successor system(s)  
named**

**Multilateral Termination--  
New system created**



# General Issues 2

Organization

Governance

Staff

Facilities

Services

Automation

Disposition of  
Assets/Liabilities

Ongoing obligations  
(Contracts)

## **General Issues 3**

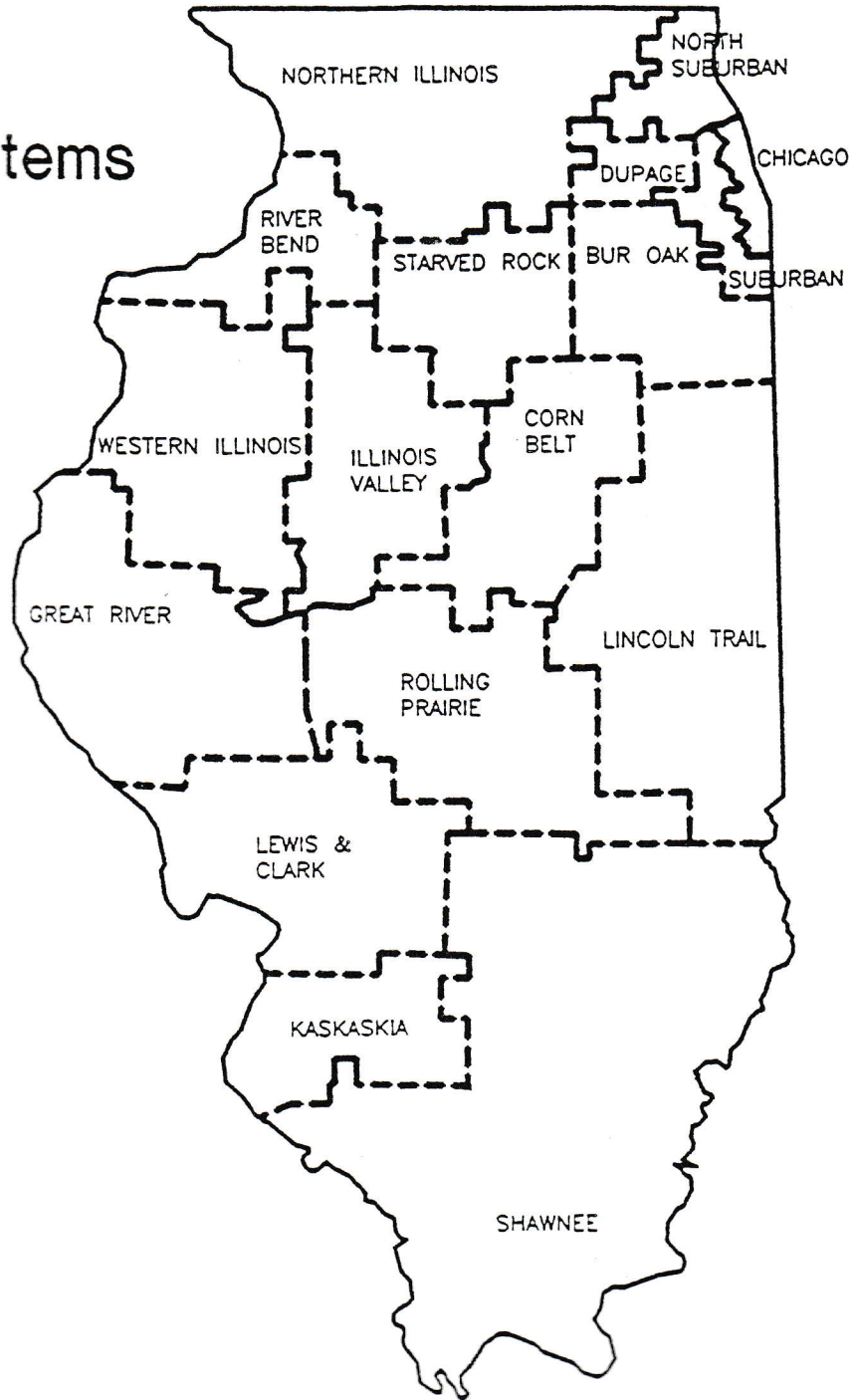
**Transition Process**

**Discussion Format: Method,  
Participants, Calendar**

**Implementation Schedule**

**Approval Process**

# 17 Systems



## Library Systems in Illinois



**LIBRARY LEVY AS % OF CITY GENERAL FUND EXPENDITURES**

<b>YEAR</b>	<b>CITY BUDGET</b>	<b>LIBRARY LEVY</b>	<b>%</b>
1985-86	\$24,527,480	\$1,396,874	5.69
1986-87	29,197,070	1,400,000	4.79
1987-88	30,218,528	1,480,934	4.90
1988-89	30,392,456	1,723,889	5.67
1989-90	31,204,340	1,855,000	5.94
1990-91	33,507,619	1,939,183	5.78
1991-92	36,038,952	1,935,135	5.36

DECATUR PUBLIC LIBRARY

PROPERTY TAX LEVY

1992-93 millage rate .4174

Yearly cost to an owner of a \$50,000 home \$69.50

Yearly cost to an owner of an \$80,000 home \$111.20

DECATUR PUBLIC LIBRARY

INFORMATIONAL SHEET

MATERIALS BUDGET

1988-89	\$235,000
1992-93	\$275,000

Percentage increase for 4 year period: \$17.05%

Book price increases from 1988-89 through 1991:

Business	15.00%
Children's	41.13%
Technology	14.75%
Fiction	24.10%



MEDIUM TO LARGE SIZE AREA LIBRARIES

SUNDAY HOURS

Library	Time	Period
Bloomington	1 p.m. - 5 p.m.	School year
Champaign	2 p.m. - 6 p.m.	All year
Normal	1 p.m. - 5 p.m.	All year
Springfield	1 p.m. - 5 p.m.	School year
Peoria *	12 noon - 5 p.m.	School
Urbana	No Sunday hours	

\* Hours are not for main library. Lakeview Branch is open these hours (largest branch).

LIBRARY EXPENDITURES PER CAPITA

FOR FISCAL YEAR 1990-91

City	Population	Library Budget	\$ Per Capita
Joliet	76,836	1,762,118	22.93
Peoria	113,504	2,702,460	23.80
Decatur	83,885	2,386,821	28.45
Springfield	105,227	3,160,126	30.03
Easton	73,233	2,211,885	30.20
Elgin	77,010	2,550,411	33.12
Naperville	85,351	3,386,050	39.67
Champaign	63,502	2,556,661	40.26
Arlington Heights	75,460	5,468,054	72.46

BUDGET PER CIRCULATION

FOR FISCAL YEAR 1990-91

City	Library Budget	Circulation	Cost per Circulation
Branston	2,211,885	911,871	\$2.43
Champaign	2,556,661	882,025	2.90
Decatur	2,386,821	814,434	2.93
Springfield	3,160,126	1,034,123	3.06
Waperville	3,386,050	1,074,654	3.15
Decoria	2,702,460	798,994	3.38
Arlington Heights	5,468,054	1,373,525	3.98
Elgin	2,550,411	564,669	4.51
Joliet	1,762,118	365,381	4.82



NUMBER OF BORROWERS AS % OF POPULATION

FOR FISCAL YEAR 1990-91

City	Population	Registered Borrowers	% of Pop.
Evanston	73,233	55,845	76.26
Elgin	77,010	58,529	76.00
Decatur	83,885	63,315	75.47
Arlington Heights	75,460	56,872	75.36
Joliet	76,836	50,000	65.07
Waperville	85,351	53,065	62.17
Springfield	105,227	55,000	52.23
Champaign	63,502	27,100	42.67
Peoria	113,504	32,212	28.37

CIRCULATIONS PER FULL-TIME EQUIVALENCY (FTE)

FOR FISCAL YEAR 1990-91

City	Circulation	FTE	Circulations per FTE
Evanston	911,871	53.1	17,172.7
Decatur	814,434	52.5	15,513.0
Champaign	882,025	58.0	15,207.3
Naperville	1,074,654	76.1	14,121.6
Springfield	1,034,123	76.5	13,517.9
Elgin	564,669	51.6	10,943.2
Joliet	365,381	36.5	10,010.4
Peoria	798,994	88.7	9,007.6
Arlington Heights	1,373,525	175.9	7,808.5

BOOK BUDGET AS A % OF LIBRARY BUDGET

FOR FISCAL YEAR 1990-91

City	Population	Library Budget	Book Budget as a %
Evanson	73,233	2,211,885	16.04
Arlington Heights	75,460	5,468,054	13.81
Peoria	113,504	2,702,460	13.49
Naperville	85,351	3,386,050	13.16
Decatur	83,885	2,386,821	12.73
Champaign	63,502	2,556,661	12.73
Elgin	77,010	2,550,411	12.50
Springfield	105,227	3,160,126	10.49
Joliet	76,836	1,762,118	9.40