

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

October 20, 1988

- I. Call to Order - Mark Sorensen, President
- II. Approval of Minutes
 - A. Meeting of September 15, 1988
- III. Communications from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of October 12, 1988
 - B. Finance & Properties Committee
 1. Approval of bills for September 1988
 2. Meeting of October 18, 1988
 - C. Rolling Prairie
 1. Report on October RPLS Board meeting
 - D. Task Force on Employee/Board Relations
 1. Meetings of October 13 and October 20
- VI. Avenues to Excellence
 - A. Chapter VIII, Services: Reference
- VII. Old Business
- VIII. New Business
- IX. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 20, 1988

I. Roll Call

In the absence of Mr. Sorensen, the meeting was called to order at 4:30 p.m. by Vice-president Ohlsen. Members present: Mrs. Ohlsen, Mrs. Martin, Mr. Lockmiller, Mrs. Lutovsky, Mrs. Shade, and Mr. Smith. Members absent: Mr. Akin, Mr. Mueller and Mr. Sorensen. Staff present: Ms. Ballinger, Mr. Seidl, Mrs. Brooks, and Mr. Kupish.

II. Minutes

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

III. Communication From The Public

Owen Balding addressed the Board on a variety of concerns: commended Mr. Lockmiller's presentation on China; promoted the Great Books discussion group; brought up personnel concerns.

IV. City Librarian's Report

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

Mrs. Martin asked about the workshop on buildings that Mr. Seidl attended. He answered that he learned about the importance of planning, and that it takes eight years to complete a building project from its inception.

Mrs. Martin asked about Bev Roelleke's leave of absence, and Mr. Seidl explained that she has been on a leave of absence without pay for five months due to health problems and is expected to return to work in mid-November.

The increasing health insurance rates were discussed.

Mr. Sorensen arrived at this point.

Mr. Lockmiller questioned the possibility of books-on-tape for the book-mobiles. Mr. Seidl said probably not; Ballinger added that a grant applied for with the Illinois State Library would provide books-on-tape for book-mobiles beginning next year if the grant is funded.

Mr. Seidl announced that the plastic jackets for cards are in and will be sold for five cents each.

Mr. Seidl described the inter-system reciprocal borrowing program. It will take effect after the Board's approval and notification of RPLS. The library will not lose revenue from non-resident fees, because those fees are paid by those who have access to no resident library service. Mrs. Lutovsky made a motion to adopt a resolution approving the reciprocal borrowing program. Motion was seconded by Mrs. Shade and unanimously carried.

Mr. Seidl discussed a reciprocal borrowing agreement with Millikin University library. The library attorney has reviewed both agreements and felt they were correct. There was some discussion regarding inter-library loaning videos. Mr. Lockmiller made a motion to approve the agreement with Millikin University in principle, with the wording changed as appropriate per discussion. Motion was seconded by Mrs. Martin and carried. Mr. Lockmiller noted that reciprocal borrowing agreements could be noted on the back of library cards.

V. Reports of Committees

Personnel, Policy, and Public Relations: There are changes in dates regarding the classification study. The study will be released to the staff on October 24, and staff will hear from Diane Whitehouse on October 28. The Board will still meet on November 2. The committee changed the minutes of their meeting on October 12 to say "Staff input will be encouraged" after the November 2 Board meeting.

Finance and Properties Committee: In Mr. Akin's absence, Mrs. Ohlsen reported that the bills were reviewed and all is in order. Mrs. Ohlsen made a motion to approve the September bills. The motion was seconded by Mr. Lockmiller, and unanimously carried on roll call vote.

The committee met on October 18, and recommended paying for a 55% increase for health insurance until the end of fy 1988-89. Mrs. Ohlsen made a motion to approve the recommendation; motion was seconded by Mr. Lockmiller and carried. The Board asked the City Librarian to keep track of what the city and their unions are negotiating in this matter. Mr. Sorensen felt the staff should be notified of the increase and efforts to find the best price on insurance. Mr. Seidl noted that he sent a detailed memo to staff about the insurance costs.

After discussion, Mrs. Ohlsen made a motion that the Library adopt the lease-purchase agreement for the upgrade of the computer system to the Altos 1075. Motion was seconded by Mrs. Martin and carried. There was also some discussion of the need for a computer systems analyst on staff in the next three to five years.

Rolling Prairie: Mrs. Lutovsky attended the meeting. She reported that 100 grants were submitted to the Illinois State Library; 39 were funded. Money owed the U.S. Department of Education by the Illinois State Library has been forgiven. The Baby TALK grant received full funding.

Board/Staff Relations Task Force: Mr. Smith had already left the meeting, so Mrs. Martin commented on the minutes of the meeting. The proposed survey was given to the Task Force at a meeting today, but action was delayed due to some questions regarding the wording.

VI. Avenues to Excellence: Chapter 8 was postponed until the November 2 meeting.

VII. Old Business

A security guard is now on duty Mondays, Tuesdays, and Wednesdays through November.

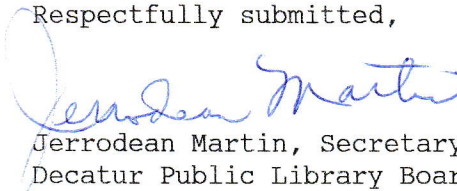
VIII. New Business

There was no new business.

IX. Adjournment

Mr. Sorensen adjourned the meeting at 5:59 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 2, 1988 Special Meeting

The meeting was called to order at 4:30 p.m. by President Sorensen. Members present: Mr. Sorensen, Mrs. Ohlsen, Mrs. Martin, Mr. Akin, Mr. Lockmiller, Mrs. Lutovsky, Mrs. Shade, and Mr. Smith. Members absent: Mr. Mueller. Staff present: Ms. Humphreys, Mr. Seidl, Mrs. Brooks, and Mr. Kupish.

The first item on the agenda was the review of the reclassification study. Diane Whitehouse was present to review her recommendations with the Board and answer any questions. Ms. Whitehouse made several points. It is recommended that a study be done every ten years. Her recommendations are only recommendations; the Board has the power to do as it feels proper. Job descriptions are reviewed and approved by civil service. The "average" salaries in her survey are midpoints, not averages. She also felt that it was appropriate to give staff some type of appeal process.

There is a problem in that the current personnel policy states that all supervisors will be paid higher than anyone they supervise. A two-tier pay scale will necessitate changing that policy.

Mr. Seidl stated that some of the comments he has received include suggestions for the staff to work 37 1/2 hours, close one night per week, that the new staff hired will not like the two-tier pay scale, and that Ms. Whitehouse does not understand what the staff does.

The job descriptions Ms. Whitehouse submitted are not final or complete; they need revision by administration.

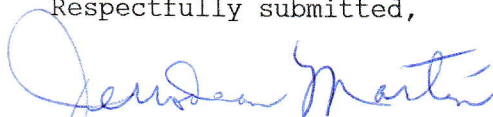
Mr. Seidl advised that any changes regarding salaries which the Board makes should be final prior to January 1 for inclusion in the 1989-90 budget.

It was the consensus of the Board that they would like to see any upgrades implemented as a first priority. They asked the City Librarian to prepare before the next Board meeting an itemized statement of the costs involved.

Chapter 8 of Avenues to Excellence was tabled until the next meeting.

Mr. Sorensen adjourned the meeting at 6:15 p.m.

Respectfully submitted,



Jerrodean Martin, Secretary
Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT

September 1988

I. Statistics

Circulation declined slightly, .81% or 503 items compared to September 1987. Circulation for the past twelve months is up .96% or 7,229 items. The Extension Department experienced a large decrease with the St. Paul's school stop closed due to construction and poor circulation at Coppenbarger School. Videocassette and audiocassette circulation continue to have extremely large increases for both the month and the year.

Average daily attendance at the central library was 1,022, with 1,871 items circulated per day.

II. Budget

The budget is right on track with less than one percent of the projected budget not spent.

Health insurance costs will increase an additional \$9,000 to \$10,000 over the projected budget due to a 55% rate increase from Blue Cross/Blue Shield. The finance committee will also report recommendations concerning the need to upgrade the present computer system.

III. Services

Cataloging the compact discs and books on tapes is taking longer than anticipated. Plastic cases to house the CDs have finally arrived and the problem with our cataloging profile has been resolved. November 1 is the day both collections will be available for public circulation.

A question was asked at the September 19 Board meeting concerning the use of plastic jackets for patron's cards. We purchased 500 jackets and plan to charge five cents per jacket. If the Library gave each patron a jacket, it would cost \$650 to \$700 per year. Ms. Anderson informed me that the Library is still registering patrons for three years (not the five years that I reported) and deleting the cards after the three year period. Therefore, the problem of a card being deleted before it expired does not exist.

The Infotrac CD-ROM database received many favorable comments. Patrons enjoyed the ease of searching and variety of materials indexed. Librarians from Decatur have been meeting during the summer to discuss ways to cooperatively utilize this new technology. Results from our testing Infotrac and findings from the database searching committee will be used to determine DPL's ability to implement this technology.

IV. Personnel

Yes, the half-time reference assistant is still employed. Mrs. Gross has returned from maternity leave and the only staff position not presently filled is Mrs. Roelleke (reference library assistant), who is on a medical leave of absence.

Mary Tatum, a University of Illinois intern, is working in the Children's Department. Last spring she worked as an intern in the Reference Department.

Twelve staff members spent one morning touring the Bloomington Public Library and then spoke with their Bloomington counterparts. Staff learned that both libraries have many of the same types of problems. Overall the staff enjoyed the learning experience and felt it was beneficial.

I attended a two day seminar in Bloomington on September 24 and 25 to learn about the requirements for library construction grant applications.

V. Public Relations

September was National Library Card Sign-up Month. With the support of the local media, Decatur Public Library was able to sign up 785 new patrons and 743 patron renewals, for a total of 1,528 patrons. Ms. Ballinger spoke 17 times on WSOY radio, three articles and a photo appeared in the Herald & Review, and WAND-TV featured a father and son registering for a card.

Every six months WSOY sends a statement listing the amount of free air time given to the Library. For the period 1/1/88 to 6/30/88, \$1,121.21 was used, compared to \$446.75 for the same period last year.

An article on Bookmobile 548 appeared in the Herald & Review focusing on the upcoming 40 years of service by the bookmobiles. Mr. and Mrs. Gross were featured the same day in an article about two working librarians.

The Library is scheduling the Books-Between-Bites program this year. The Friends of the Library representative was unable to complete the program. The first speaker was Dick Lockmiller who presented a slide/lecture on his trip to China. Speakers have been found for November and December.

The Friends of the Library book sale collected \$2,111.71, with over 8,500 items being sold.

MEMORANDUM

October 14, 1988

MEMO TO: Library Trustees
FROM: James Seidl, City Librarian
SUBJECT: Circulation

I recommend that the Board approve a resolution to join the Inter-System Reciprocal Borrowing program. This program provides reciprocal borrowing privileges to public library patrons with resident cards from another library system. The program works in the following way: if one of our patrons visits a public library outside our system which participates in the program and wishes to borrow materials from that library, he or she would be able to only if our library agreed to participate in inter-system reciprocal borrowing. Our patrons would only need to show their resident card to check out the library materials. If patrons from any public library in another system in Illinois which agrees to be a reciprocal borrower wishes to borrow materials from our library, they may do so also.

Over 560 of the 680 Illinois public libraries presently participate in this program. The only drawback is that each library is responsible for lost material fees charged to one of their patrons because of a reciprocal loan. These fees must be paid within four months of the due date of the item(s).

Enclosed is a list of the libraries in the Rolling Prairie Library System that participate.

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ROLLING PRAIRIE LIBRARY SYSTEM
PUBLIC LIBRARIES PARTICIPATING IN THE
INTER-SYSTEM RECIPROCAL BORROWING PROGRAM

Argenta	Friends Creek Public Library	Township
Assumption	Assumption Public Library District	District
Atwood	Atwood-Hammond Public Library District	District
Bethany	Marrowbone Township Library	Township
Blue Mound	Blue Mound Memorial Library District	District
Cerro Gordo	Hope Welty Township Library	Township
Clinton	Vespasian Warner Public Library	City
Cowden	Dry Point Township Public Library	Township
Divernon	Divernon Township Library	Township
Effingham	Helen Matthes Library	City
Elkhart	Lemira Park Gillett Memorial Library	District
Findlay	Findlay Village Public Library	Village
Forsyth	Forsyth Public Library	Village
Greenup	Greenup Township Carnegie Library	Township
Herrick	Herrick Township Public Library	Township
Illiopolis	Illiopolis Public Library	Township
Lincoln	Lincoln Public Library	City
Lovington	Lovington Township Library	Township
Macon	South Macon Township Library	Township
Maroa	Maroa Township Library	Township
Mason City	Mason City Public Library	City
Morrisonville	Kitchell Memorial Library	Township
Mt. Pulaski	Mt. Pulaski Library District	District
Mt. Zion	Mt. Zion Township Library	Township
Moweaqua	Moweaqua Public Library	Village
Neoga	Neoga Township Library	Township
Oreana	Village of Oreana Library	Village
Pana	Carnegie-Schuyler Library	City
Pawnee	Pawnee Public Library	Village
Petersburg	Petersburg Public Library	City
Rochester	Rochester Public Library District	District
Shelbyville	Shelbyville Free Public Library	City
Springfield	Lincoln Library	City
Stonington	Stonington Township Public Library	Township
Sullivan	Elizabeth Titus Memorial Library	City
Taylorville	Taylorville Public Library	City
Toledo	Sumpter Township Library	Township
Warrensburg	Barclay Public Library of Illini Township	District
Weldon	Weldon Public Library	Township
Williamsville	Williamsville Public Library	Village
Windsor	Storm Memorial Library	Township

MEMORANDUM

October 3, 1988

MEMO TO: Library Board of Trustees
FROM: Jim Seidl
SUBJECT: Reciprocal Borrowing

I recommend that the Library Board of Trustees approve a reciprocal borrowing agreement with Millikin University. Dr. Hale, director of Staley Library, and I have explored the establishment of a reciprocal borrowing agreement between the two organizations. Presently, the Library has reciprocal borrowing programs with Rolling Prairie Library System and Richland Community College.

Reciprocal borrowing is presently a requirement for system membership at RPLS. Inter-system reciprocal borrowing will soon be a requirement in order for DPL to apply for state grants. A natural extension of reciprocal borrowing would be an agreement with Millikin University.

The Millikin University agreement would be similar to the agreement with RCC. RCC has agreed to pay for any materials lost or damaged by students who live outside a library taxing area. However, there is no agreement which allows DPL patrons access to RCC materials.

Millikin University has over 2,000 non-Millikin patrons, many of which are residents of the city of Decatur. The agreement would allow patrons from each organization to use the other's resources. If materials are lost, damaged, or fines owed the respective libraries by "valid, registered users" becomes the financial obligation of the library where that patron is duly registered. Therefore, if a DPL patron fails to return materials and fails to pay for these materials, DPL would be responsible for the charges. This is the same procedure presently used in the RPLS and in the Inter-system Reciprocal Borrowing programs.

Seidl

Proposed Agreement

1. Decatur Public Library patrons who hold a valid library card are eligible to use Millikin University Staley Library at no cost.
2. Students/faculty from Millikin who possess a valid current Millikin University I.D. and who are not eligible for a reciprocal borrower's card are eligible for a DPL card.
3. Any losses, damages owed to the respective libraries by valid, registered users become the financial obligation of the library where that patron is duly registered.
4. This agreement will be reviewed annually and can be cancelled by either organization with sixty days notice.

Personnel, Policy & Public Relations Committee

10/12/88

Janna Lutovsky, Eve Shade, Robert Smith, Jerrodean Martin (chairperson), and Jim Seidl attended the 4 p.m. meeting in the Board Room. Staff present: Harriet Berbaum, Jim Kupish.

The reason for the special meeting was to discuss the reclassification study. The City of Decatur Department of Human Resources recently completed a reclassification report for the Library. The committee decided that a special Board meeting should be scheduled to discuss the study. The committee recommended that the staff be given a copy of the study and Mr. Seidl's recommendations a few days before the Board meeting to review the study.

Monday, October 31	Reclassification study and Mr. Seidl's recommendations provided to the staff
Tuesday, November 1	Staff will hear from Diane Whitehouse about the study
Wednesday, November 2	Special Board meeting at 4:30 to hear presentation from Diane Whitehouse and to discuss the recommendations

The committee recommended that the special November Board meeting only discuss the recommendations. Staff input will be encouraged, with the Board working toward a January 1989 goal to allow time to develop the 1989/90 budget.

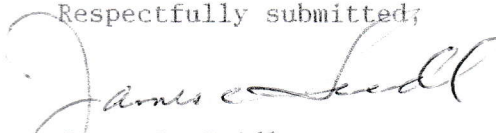
Mr. Seidl informed the committee that the Library health insurance rates will increase 55% effective November 1. This problem will be discussed by the Finance Committee at its October 18 meeting.

Several of the committee members were concerned about the recent problem on one of the bookmobiles. Mr. Seidl stated that the Library was aware of the problem and had taken action to determine the cause and to ensure that it will not happen again. A letter was written to the patron apologizing for the Library's action and informing the patron that disciplinary action was taken.

A handout was presented to the committee from a staff member. The committee noted that this request was previously considered and that the long range planning committee was asked to review the material for consideration.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted;


James C. Seidl
City Librarian

BOARD/STAFF RELATIONS TASK FORCE

Mr. Smith, chairperson, Ms. Apley, Mr. Kupish, Mrs. Martin, Mrs. Parish, Mr. Phillips, and Mr. Seidl attended the meeting held in the Board Room at 4:00 p.m. on 10/13/88.

Mr. Seidl opened the meeting and explained that the task force was formed by the Board to determine if there is a morale problem, what the problem is, and how it could be solved.

Mr. Smith stated that after reading the staff comments concerning the Sunday hours, he felt there was a gap between what was being done and how it was perceived. He stated that the task force could help develop better channels of communications.

Mr. Phillips asked who the channels should be developed between. He said that it is the responsibility of the Board to make policy, and administration's job to carry out the Board policies. While channels of communications should always be improved, it was not his intention to bypass administration.

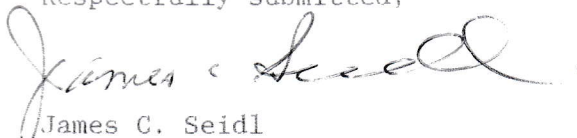
Mr. Seidl expressed a concern brought to him by some staff members that only public service staff members had been elected to represent the staff. Mr. Kupish added that it was difficult for three people to represent 70 different staff members. After discussion, the committee noted the problems but decided to take no action.

The committee next talked about methods of determining if there is a morale problem(s). A survey and staff interviews were suggested. It was decided that a survey would be developed by Mr. Phillips. The committee will review and distribute it to staff members. Results will be used to determine the committee's future actions.

The next meeting was scheduled for October 20 at 4:00 p.m.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,


James C. Seidl
City Librarian

FOR PERIOD ENDING 9/28/88

DATE OF REQUEST	VENDOR	DESCRIPTION	CHECK NUMBER	CHECK DATE	AMOUNT
9/16/88	AMER ASSN FOR ADVANCE SCIENCE	MAG/PAPERS--MAIN ADULT	19661	9/28/88	110.00
9/16/88	AMER INST OF PHYSICS	MAG/PAPERS--MAIN ADULT	19662	9/28/88	85.00
9/16/88	AMER CRAFT COUNCIL	MAG/PAPERS--MAIN ADULT	19663	9/28/88	72.00
9/16/88	ALTA GRAPHICS	ADVERTISING REFERENCE	19664	9/28/88	9.00
9/16/88	ALTA	BOOKS--MAIN ADULT	19665	9/28/88	92.00
9/15/88	BAKER & TAYLOR CO	BOOKS--MAIN ADULT	19673	9/28/88	36.48
9/15/88	BAKER & TAYLOR CO	BOOKS--MAIN YOUTH	19673	9/28/88	5.21
9/15/88	BAKER & TAYLOR CO	BOOKS--EXTENSION YOUTH	19673	9/28/88	10.76
9/13/88	BAKER & TAYLOR CO	BOOKS--MAIN ADULT	19674	9/28/88	1.595.44
9/13/88	BAKER & TAYLOR CO	BOOKS--MAIN YOUTH	19674	9/28/88	94.98
9/13/88	BAKER & TAYLOR CO	BOOKS--MAIN JUVENILE	19674	9/28/88	97.39
9/13/88	BAKER & TAYLOR CO	BOOKS--EXTENSION ADULT	19674	9/28/88	365.42
9/13/88	BAKER & TAYLOR CO	BOOKS--EXTENSION YOUTH	19674	9/28/88	248.78
9/13/88	BAKER & TAYLOR CO	BOOKS--EXTENSION JUVENILE	19674	9/28/88	43.60
9/15/88	BAKER & TAYLOR CO	BOOKS--MAIN ADULT	19675	9/28/88	1.339.17
9/15/88	BAKER & TAYLOR CO	BOOKS--MAIN YOUTH	19675	9/28/88	10.89
9/15/88	BAKER & TAYLOR CO	BOOKS--MAIN JUVENILE	19675	9/28/88	17.98
9/13/88	BAKER & TAYLOR CO	BOOKS--EXTENSION ADULT	19675	9/28/88	323.86
9/13/88	BAKER & TAYLOR CO	BOOKS--EXTENSION YOUTH	19675	9/28/88	581.62
9/13/88	BAKER & TAYLOR CO	BOOKS--EXTENSION JUVENILE	19675	9/28/88	608.27
9/27/88	BAKER & TAYLOR CO	BOOKS--MAIN ADULT	19676	9/28/88	19.86
9/27/88	BAKER & TAYLOR CO	BOOKS--MAIN YOUTH	19676	9/28/88	2.585.90
9/27/88	BAKER & TAYLOR CO	BOOKS--MAIN JUVENILE	19676	9/28/88	222.42
9/27/88	BAKER & TAYLOR CO	BOOKS--EXTENSION ADULT	19676	9/28/88	611.37
9/27/88	BAKER & TAYLOR CO	BOOKS--EXTENSION YOUTH	19676	9/28/88	82.67
9/27/88	BAKER & TAYLOR CO	BOOKS--EXTENSION JUVENILE	19676	9/28/88	102.37
9/27/88	BAKER & TAYLOR CO	BOOKS--MAIN ADULT	19677	9/28/88	117.18
9/27/88	BAKER & TAYLOR CO	BOOKS--MAIN YOUTH	19677	9/28/88	98.78
9/27/88	BAKER & TAYLOR CO	BOOKS--MAIN JUVENILE	19678	9/28/88	19.24
9/27/88	BAKER & TAYLOR CO	BOOKS--EXTENSION ADULT	19678	9/28/88	333.49
9/13/88	BECK'S ENGRAVING	OFFICE SUPPLIES TO MAINT BLDGS	19679	9/28/88	61.50
9/23/88	BLACK & CO., INC.	MATERIAL TO MAINT AUTO EQUIP	19680	9/28/88	2.6.37
9/23/88	BLACKYARD SCIENTIST	MATERIAL TO MAINT AUTO EQUIP	19680	9/28/88	32.37
9/13/88	BACKYARD SCIENTIST	BOOKS--MAIN ADULT	19686	9/28/88	38.00
9/13/88	BACKYARD SCIENTIST	BOOKS--MAIN YOUTH	19686	9/28/88	38.00
9/16/88	BACKGROUND & CO CENTER	BOOKS--MAIN JUVENILE	19697	9/28/88	14.00
9/16/88	CALLAGHAN & CO CENTER	BOOKS--EXTENSION ADULT	19701	9/28/88	19.94
9/16/88	CALLAGHAN & CO CENTER	BOOKS--EXTENSION YOUTH	19709	9/28/88	18.90
9/16/88	CALLAGHAN & CO CENTER	BOOKS--EXTENSION JUVENILE	19712	9/28/88	122.00
9/26/88	CHAMBERS RECORD AND VIDEO CORP	VIDEO CORP	19714	9/28/88	8.85
9/26/88	CHAMBERS RECORD AND VIDEO CORP	VIDEO CORP	19714	9/28/88	294.43
9/27/88	CHAMBERS RECORD AND VIDEO CORP	VIDEO CORP	19714	9/28/88	567.90
9/13/88	CHATHAM COMMUNICATORS, INC.	AV-CASSETTES	19715	9/28/88	97.90
9/20/88	CHATHAM COMMUNICATORS, INC.	AV-VIDEOS	19715	9/28/88	97.90
9/20/88	CHATHAM COMMUNICATORS, INC.	AV-VIDEOS	19715	9/28/88	97.90
9/13/88	CONGRESSIONAL QUARTERLY, INC	BOOKS--MAIN ADULT	19716	9/28/88	97.90
9/13/88	CONGRESSIONAL QUARTERLY, INC	BOOKS--MAIN YOUTH	19716	9/28/88	435.00
9/13/88	CONGRESSIONAL QUARTERLY, INC	BOOKS--MAIN JUVENILE	19716	9/28/88	248.10
9/26/88	DECATUR PAPER HOUSE	MAG/PAPERIAL SUPPLIES	19729	9/28/88	205.82
9/19/88	DECATUR REFRIGERATION CO	OFFICE SUPPLIES	19730	9/28/88	79.12
9/16/88	DEMCO EDUCATIONAL CORP	SERV TO MAINT BUILDINGS	19733	9/28/88	447.32
9/13/88	DECATUR HERALD & REVIEW	OFFICE SUPPLIES	19738	9/28/88	474.17
9/13/88	DOW JONES INDEXES, INC.	BOOKS--MAIN REFERENCE	19743	9/28/88	725.00
9/13/88	FILMAGIC PRODUCTS, INC.	MAG/PAPERS--MAIN REFERENCE	19743	9/28/88	50.61
9/13/88	FORLUM	OFFICE SUPPLIES	19759	9/28/88	45.00
9/13/88	FORTUNE	MAG/PAPERS--MAIN ADULT	19759	9/28/88	31.00
9/27/88	GAYLORD BROS	MAG/PAPERS--MAIN REFERENCE	19757	9/28/88	31.00
9/09/88	GREANIAS, BOOTH & PASEK	MAG/PAPERS--MAIN REFERENCE	19762	9/28/88	799.00
9/26/88	GEORGE ALARM CO, INC.	OTHER PROFESSIONAL SERVICES	19765	9/28/88	15.00
9/26/88	GRACE KIRSCHENBAUM	SERV TO MAINT BUILDINGS	19768	9/28/88	300.00
9/26/88	GOLDEN HANDS PRESS	MAG/PAPERS--MAIN ADULT	19770	9/28/88	30.00
9/26/88	GOLDEN HANDS PRESS	BOOKS--MAIN ADULT	19771	9/28/88	6.95

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

FOR PERIOD ENDING 9/28/88

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/13/88	BAKER & TAYLOR CO	24.28	19868	9/13/88	EXPENDITURES
9/13/88	BAKER & TAYLOR CO	50.89	19674	9/28/88	EXPENDITURES
9/15/88	BAKER & TAYLOR CO	63.40	19674	9/28/88	EXPENDITURES
9/27/88	BAKER & TAYLOR CO	23.14	19675	9/28/88	EXPENDITURES
9/27/88	BAKER & TAYLOR CO	17.66	19676	9/28/88	EXPENDITURES
9/27/88	BAKER & TAYLOR CO	25.73	19677	9/28/88	EXPENDITURES
9/13/88	NAVL GEOGRAPHIC SOCIETY	19.40	19864	9/28/88	EXPENDITURES
	TOTAL	225.10			

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	CCM
090 REGULAR SALARIES	1,260,234	143,204.66	524,075.69	525,097	736,158.31	.00	736,158.31	41.6
PERSONAL SERVICES	1,260,234	143,204.66	524,075.69	525,097	736,158.31	.00	736,158.31	41.6
101 OVERTIME	0	0	123.04	0	123.04	.00	123.04	
102 TEMPORARY SALARIES	31,448	4,073.74	15,006.74	13,103	16,441.26	.00	16,441.26	47.7
104 RETIREMENT-INSUR	196,584	15,097.51	75,336.75	81,901	121,027.25	.00	121,027.25	38.4
111 GROUP LIFE INSURANCE	1,215	101.25	506.25	506	708.75	.00	708.75	41.7
112 HOSPITAL AND MEDICAL INSURANCE	50,889	4,240.75	21,203.75	21,203	29,685.25	.00	29,685.25	41.7
114 WORKMEN'S COMPENSATION	14,472	1,206.00	6,030.00	5,030	8,442.00	.00	8,442.00	41.7
115 SERVICE RECOGNITION	2,095	345.00	1,080.00	935	1,015.00	.00	1,015.00	51.6
	296,683	25,064.25	119,486.53	123,678	177,196.47	.00	177,196.47	40.3

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	CCM
CONTRACTUAL SERVICES								
201 ADVERTISING	800	41.52	50.58	333	749.42	.00	749.42	6.3
202 PRINTING AND BINDING	7,300	311.52	1,632.50	3,350	5,667.10	800.00	4,867.10	37.3
210 SERV TO MAINT BUILDINGS	14,300	755.44	5,386.84	5,350	8,933.16	4,262.00	4,671.16	61.1
211 SERV TO MAINT IMPROVEMENTS	2,000	80.40	276.15	125	23.65	361.25	339.40	213.1
212 SERV TO MAINT AUTO EQUIP	25,000	2,250.00	6,778.72	833	1,325.90	805.00	520.90	71.0
213 ELECTRICITY	60,000	4,050.00	26,233.34	9,064	18,221.23	11,185.31	7,035.97	41.7
231 GAS	15,000	31.74	223.54	27,626	39,766.66	.00	39,766.66	1.5
232 TELEPHONE	15,500	985.30	5,182.38	7,833	14,770.46	.00	14,770.46	33.4
233 WATER	500	731.00	370.77	7,500	317.62	.00	10,317.62	33.4
234 AUDITING SERVICES	500	731.00	370.77	7,500	317.62	.00	10,317.62	33.4
238 TRAINING SCHOOL	2,795	731.00	904.33	500	231.00	500.00	731.00	29.2
240 CONFERENCES AND OTHER TRAVE	4,730	40.00	2,336.17	1,164	1,890.67	.00	1,890.67	32.4
245 POSTAGE	9,200	1,135.08	2,610.11	2,739	2,393.83	.00	2,393.83	49.4
247 COMPUTER SOFTWARE EXPENSE	500	.00	289.00	3,833	6,589.89	.00	6,589.89	28.4
249 COPYING EXPENSE	200	.00	15.59	208	211.00	.00	211.00	57.8
272 TUITION REIMBURSEMENT	2,000	85.00	736.80	83	184.41	.00	184.41	7.8
280 OTHER PROFESSIONAL SERVICES	9,300	85.00	4,498.49	600	1,263.20	.00	1,263.20	36.8
284 PROFESSIONAL MEMBERSHIP FEE	2,100	858.39	1,250.00	3,875	4,891.51	.00	4,891.51	47.4
289 RENTAL-EQUIPMENT	17,500	858.39	5,468.24	6,526	12,031.76	980.25	1,051.51	36.8
	189,805	14,671.63	64,446.05	79,333	125,358.95	18,896.71	106,462.24	43.9

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	CCM
COMMODITIES								
310 GASOLINE	1,350	364.92	808.50	770	1,041.50	.00	1,041.50	43.7
312 JANITORIAL SUPPLIES	3,930	273.02	860.44	1,187	2,639.56	177.74	2,461.82	29.7
320 MATERIALS TO MAINT BLDGS	2,600	277.19	5,901.32	5,650	10,028.68	3,270.05	6,758.63	57.8
345 OFFICE SUPPLIES	29,000	54.76	372.03	1,083	2,227.97	1,168.20	1,059.77	30.2
	52,880	2,201.03	7,747.95	9,500	21,252.05	1,008.92	20,243.13	30.2
OTHER CHARGES								
400 CONTINGENCIES	5,000	2,567.75	12,838.00	2,083	5,000.00	.00	5,000.00	41.7
415 TRANSFER TO GENERAL FUND	30,813	255.67	1,278.35	12,838	17,974.25	.00	17,974.25	29.7
418 MOTOR VEHICLE-INSURANCE	3,068	10.83	54.15	0	75.85	.00	1,789.65	41.7
420 BOILER INSURANCE	130	1,001.60	3,005.00	0	7,012.00	.00	7,012.00	41.5
421 PROPERTY INSURANCE	12,017	614.67	3,073.35	0	4,302.65	.00	4,302.65	41.7
423 GENERAL LIABILITY INSURANCE	1,376	.00	59.00	1,500	1,571.00	.00	1,571.00	41.7
499 SMALL CAPITAL ITEMS	1,530	.00	59.00	1,500	1,571.00	.00	1,571.00	3.6
CAPITAL OUTLAY	60,034	4,449.92	22,308.60	16,421	37,725.40	.00	37,725.40	37.2

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CUMM
515	OFFICE MACHINERY AND EQUIPM	4,850	.00	4,778.48	2,020	71.52	.00	71.52	98.5
	CAPITAL OUTLAY	4,850	.00	4,778.48	2,020	71.52	.00	71.52	98.5
801	BOOKS-MAIN ADULT	85,800	5,951.24	39,165.81	35,750	46,634.19	15,971.19	30,663.09	64.3
802	BOOKS-MAIN YOUTH	3,500	124.13	1,007.69	1,458	2,492.31	789.17	1,703.14	51.3
803	BOOKS-MAIN JUVENILE	28,193	5,160.69	18,025.52	11,747	10,167.48	6,041.36	4,126.12	85.4
804	BOOKS-MAIN REFERENCE	21,000	3,911.29	8,470.58	8,750	12,529.42	8,334.82	4,194.60	80.0
805	BOOKS-PROFESSIONAL	3,000	22.50	374.71	1,250	2,625.29	1,323.81	1,301.48	56.6
821	BOOKS-EXTENSION ADULT	15,700	1,220.69	6,728.02	6,541	8,971.98	3,768.09	5,203.89	68.9
822	BOOKS-EXTENSION YOUTH	840	21.92	189.78	350	650.22	69.34	580.88	90.8
823	BOOKS-EXTENSION JUVENILE	9,800	1,622.22	6,437.92	4,083	3,362.08	1,155.07	2,207.01	77.5
831	AV-CASSETTES	6,000	196.02	2,324.74	2,500	3,675.26	451.00	3,224.26	46.3
832	AV-VIDEOS	29,950	3,984.47	1,585.90	1,666	2,414.10	481.91	1,932.19	51.7
833	AV-ART/SCULPTURE	50	1,512.65	15,161.18	12,479	14,788.82	7,340.20	7,448.62	75.1
841	MAG/PAPERS-MAIN ADULT	14,737	1,296.65	5,297.47	6,140	9,439.53	493.82	8,945.71	39.3
842	MAG/PAPERS-MAIN YOUTH	957	37.90	200.61	398	756.39	97.00	659.39	31.1
843	MAG/PAPERS-MAIN JUVENILE	541	14.00	285.80	225	355.20	22.97	332.23	57.1
844	MAG/PAPERS-MAIN REFERENCE	7,894	1,808.00	2,562.00	3,289	5,332.00	.00	5,332.00	32.5
845	MAG/PAPERS-MAIN PROFESSIONAL	1,111	47.97	133.00	462	978.00	.00	978.00	12.0
847	MAG/PAPERS-EXTEN ADULT	2,714	47.97	821.30	1,130	1,892.70	170.00	1,722.70	36.5
848	MAG/PAPERS-EXTEN YOUTH	147	.00	125.76	61	21.24	.00	21.24	85.6
849	MAG/PAPERS-EXTEN JUVENILE	59	.00	.00	24	59.00	.00	59.00	
	** DIVISION TOTAL **	235,993	23,236.34	108,897.79	98,323	127,095.21	46,509.66	80,585.55	65.9
		2,100,479	214,097.72	859,683.38	863,062	1,240,795.62	71,031.28	1,169,764.34	44.3

UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CUMM
900	EXPENDITURES	2,669	.00	.00	1,112	2,669.00	2,669.00	.00	100.0
	EXPENDITURES	2,669	.00	.00	1,112	2,669.00	2,669.00	.00	100.0
	** DIVISION TOTAL **	2,669	.00	.00	1,112	2,669.00	2,669.00	.00	100.0

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FUND 92 PUBLIC LIBRARY-TRUSTS

9/30/88

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

9/30/88

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	5,000	161.30	1,393.27	2,083	3,606.73	1,740.29	1,866.44	62.7
		5,000	161.30	1,393.27	2,083	3,606.73	1,740.29	1,866.44	62.7
	** DIVISION TOTAL **	5,000	161.30	1,393.27	2,083	3,606.73	1,740.29	1,866.44	62.7

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	5,000	161.30	1,393.27	2,083	3,606.73	1,740.29	1,866.44	62.7
		5,000	161.30	1,393.27	2,083	3,606.73	1,740.29	1,866.44	62.7
	** DIVISION TOTAL **	5,000	161.30	1,393.27	2,083	3,606.73	1,740.29	1,866.44	62.7

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CITY OF DECATUR

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FY 1988-89

FUND 92 PUBLIC LIBRARY-TRUSTS

9/30/88

42000 EPL-BRECKENRIDGE TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

9/30/88

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	17,400	.00	.00	7,250	17,400.00	.00	17,400.00	
		17,400	.00	.00	7,250	17,400.00	.00	17,400.00	
	** DIVISION TOTAL **	17,400	.00	.00	7,250	17,400.00	.00	17,400.00	

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	17,400	.00	.00	7,250	17,400.00	.00	17,400.00	
		17,400	.00	.00	7,250	17,400.00	.00	17,400.00	
	** DIVISION TOTAL **	17,400	.00	.00	7,250	17,400.00	.00	17,400.00	

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FUND 92 PUBLIC LIBRARY-TRUSTS

9/30/88

43000 EPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

9/30/88

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	1,500	63.80	576.20	625	923.80	77.20	846.60	43.6
		1,500	63.80	576.20	625	923.80	77.20	846.60	43.6
	** DIVISION TOTAL **	1,500	63.80	576.20	625	923.80	77.20	846.60	43.6

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCM
900	EXPENDITURES	1,500	63.80	576.20	625	923.80	77.20	846.60	43.6
		1,500	63.80	576.20	625	923.80	77.20	846.60	43.6
	** DIVISION TOTAL **	1,500	63.80	576.20	625	923.80	77.20	846.60	43.6