

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA

March 11, 1997 5:30 p.m.

- I. Call to Order - Shirley Moore, President
- II. Approval of Minutes
 - A. Meeting of February 20, 1997
- III. Communication from the Public
- IV. Purchase of real property--CLOSED SESSION
- V. City Librarian's Report
 - A. Report from John Moorman
- VI. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 1. No Meeting
 - B. Finance and Properties Committee
 1. Approval of bills for February 1997
 2. Meeting of March 11, 1997
 - C. Rolling Prairie Library System
 1. Report on March 1997 RPLS Board meeting
 - D. Friends of the Library
 1. No Meeting
 - E. Foundation
 1. No Meeting
- VII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter VII
- VIII. Old Business
- IX. New Business
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
February 20, 1997

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Mark Gibson, Janice Lambert, Mary Lee, Judi Moss, Russell Reimer, and Ellen Spycher. Absent: David Pritts and John Stengel. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Ed Booth.

II. APPROVAL OF MINUTES

The minutes of the meeting of December 12, 1996 and January 9, 1997 were approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

No one from the public addressed the Board.

IV. OLD BUSINESS

Mrs. Lambert made a motion to adjourn to closed executive session to discuss collective negotiating matters. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The Board went into closed session at 4:35 p.m. The meeting was re-convened at 5:03 p.m.

Mrs. Spycher made a motion to adjourn to closed executive session to discuss the purchase of real property. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote. The Board went into closed session at 5:03 p.m. The meeting was re-convened at 5:28 p.m.

V. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Mr. Moorman reported that the 3M self-check machine will be ordered soon.

VI. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee has reviewed the proposed bloodborne pathogen policy. Ms. Lee made a motion to approve the policy as presented. The motion was seconded by Mrs. Lambert and unanimously approved.

Mr. Moorman reported that plans for the Nims computer training center are proceeding. The Friends have agreed to pay for new

furniture. Mrs. Moss made a motion that the library provide financial support for the project if needed. The motion was seconded by Mrs. Spycher and unanimously carried on roll call vote.

Mrs. Moss reported on Mr. Moorman's proposal to reorganize the administrative office. Mrs. Lambert made a motion to reclassify the current Library Administrative Secretary to Office Manager. The motion was seconded by Mr. Gibson and unanimously carried. Mrs. Lambert made a motion to approved the revised job description for Library Administrative Secretary and proceed with filling the position. The motion was seconded by Mrs. Spycher and unanimously carried.

Finance and Properties Committee: Ms. Lee made a motion to approve the bills for December 1996 and January 1997. The motion was seconded by Mr. Reimer and unanimously carried on roll call vote.

Rolling Prairie: The January meeting was cancelled. Mrs. Spycher was not able to attend the February meeting.

Friends of the Library: The Friends are working on new banner designs. Teena Zindel-McWilliams is the new president.

Foundation: The minutes of the meetings of January 7 and 21, 1997 were reviewed.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapters IV, V, and VI were reviewed.

VIII. OLD BUSINESS

Mrs. Spycher made a motion to approve a contract with Nims and Associates for 40 hours per week of computer support during the coming fiscal year. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:25 p.m.

Respectfully submitted,

Judi Moss

Judi Moss, Secretary
Decatur Public Library Board of Trustees

STATISTICAL REPORT
February 1997

TECHNICAL SERVICES

New book volumes added: 1,091
New book titles added: 634
AV titles added: 111
Volumes withdrawn: 783
Books mended: 957

PERSONNEL ACTIVITY:

2/10/97 Paul Miner hired for Building Custodian (1/2 time)
2/20/97 Linda Humphreys reclassified to Office Manager

CURRENT VACANCIES: Library Administrative Secretary

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 577 main + 38 extension = 615 total

PROFESSIONAL ASSISTS: this 12 months to date: 70,315
last 12 months to date: 69,854

PATRONS IN THE BUILDING: this 12 months to date: 357,251
last 12 months to date: 346,339

VOLUMES PURCHASED: this 12 months to date: 22,523
last 12 months to date: 18,038

VOLUNTEERS: 28 volunteers worked 200 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 February 1997

Location	February 1997	February 1996	% Change
CENTRAL LIBRARY, PRINT			
Adult	25,073	26,824	-6.5
Young Adult	1,187	1,415	-16.1
Children's	12,828	13,817	-7.2
TOTAL	39,088	42,056	-7.1
EXTENSION PRINT			
Bookmobile 547	0	0	
Bookmobile 548	6,984	9,221	-24.3
Bookmobile 549	3,384	3,184	6.3
Outreach	1,195	728	64.2
TOTAL	11,563	13,133	-12.0
TOTAL PRINT	50,651	55,189	-8.2
NON-PRINT			
Videocassettes	7,389	6,855	7.8
Audiocassettes	3,075	3,067	0.3
Recordings	2,311	2,022	14.3
TOTAL	12,775	11,944	7.0
Extension Non-print	831	875	-5.0
TOTAL NON-PRINT	13,606	12,819	6.1
Renewals	659	981	-32.8
TOTAL CIRCULATION	64,916	68,989	-5.9

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 February 1997

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	287,740	292,326	-1.6
Young Adult	15,381	17,140	-10.3
Children's	158,959	169,319	-6.1
TOTAL	462,080	478,785	-3.5
EXTENSION PRINT			
Bookmobile 547	0	20,686	-100.0
Bookmobile 548	82,882	85,813	-3.4
Bookmobile 549	35,473	29,934	18.5
Outreach	10,039	9,648	4.1
TOTAL	128,394	146,081	-12.1
TOTAL PRINT	590,474	624,866	-5.5
NON-PRINT			
Videocassettes	77,676	73,963	5.0
Audiocassettes	34,998	35,992	-2.8
Recordings	24,398	22,755	7.2
TOTAL	137,072	132,710	3.3
Extension Non-print	10,315	11,583	-11.0
TOTAL NON-PRINT	147,387	144,293	2.1
Renewals	10,467	10,835	-3.4
TOTAL CIRCULATION	748,328	779,994	-4.1

2225 South Franklin
Decatur, IL 62521
March 9, 1997

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

Dear John:

Just a note of thanks for the excellent help and support I have received from the staff of the library's Children's Department. Katie Gross and Joyce Robinson, particularly, have gone out of their way on numerous occasions to assist me with any questions or needs I might have in conjunction with my work in children's literature.

I also had the delightfully memorable experience of hearing Katie do a presentation on recent children's books at a meeting of the Women In the Arts organization. What an outstanding job she did! I will remember her readings for a long time.

It seems to me that we are indeed fortunate to have such kind, knowledgeable and enthusiastic people working with Decatur's children. Many thanks for your leadership in providing this quality of assistance.

Yours truly,

Sara Wooten

Sara A. Wooten

422 - 4240

The new library is never "finished" when the doors open; it has to be constantly adapted to meet changing demands

Beyond the Blueprint

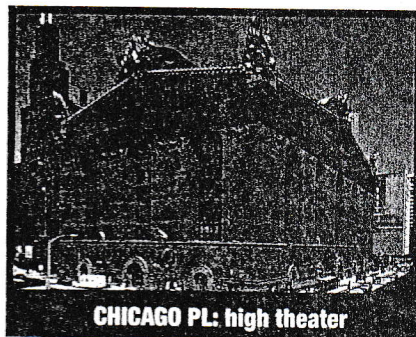
By Peter Booth Wiley

A CONCENTRATED RUSH of library construction saw seven major North American cities build or renovate central facilities in the past six years. Chicago led the charge in 1991 with the Harold Washington Library Center, followed by the renovation and expansion of the Los Angeles Public Library Central Library in 1993, new buildings in Denver, Phoenix, San Antonio, and Vancouver in 1995, and the completion of San Francisco's New Main in 1996.

Each opening has created its own unique set of challenges from the predictable—how to deal with the rapid increase in patronage—to the unexpected—where to put caterers. But they all represent a quantum leap in the sophistication of library facilities and services.

It usually takes about a year to deal with the most visible challenges, but any new facility demands continuous adjustments that may stretch on for much longer. "You aren't really finished the day you open the building. You aren't

Peter Booth Wiley is the author of *A Free Library in This City: The Illustrated History of the San Francisco Public Library* and a member of the board of San Francisco's Friends of the Library



finished a year later. You may never finish," said Betty Gay Teoman, director of the Central Library in Los Angeles. In fact, the most effective new buildings are those that are designed as living entities that can be continually adapted to changing demands.

Coping with the crowds

Every librarian interviewed pointed to an instantaneous, huge increase in patronage as the most dramatic change to which those who open a new building must adjust. In Vancouver, library use doubled at the new central library. "Exactly what we predicted," said Library Director Madeline Aalto. In San Antonio the number of customers jumped from 800 a day to 3000. San Francisco's

use tripled to 9000 a day. Phoenix experienced a more modest increase going from about 1700 patrons a day to 2500 in its first 16 months.

All the libraries planned for the patron onslaught, but in both Denver and San Francisco, estimates of new users turned out to be too low. Denver had to assign additional staff to checkout lines until the numbers stabilized. On weekends when patronage was highest, Denver put a manager in charge of assigning staff so that no patron waited more than seven minutes in a checkout line.

San Francisco's building program projected 5000 visitors a day, according to Kathy Page, chief of the New Main. Instead patronage jumped to 9000 a day after the opening. In San Francisco the move from an 80-year-old, earthquake-damaged facility that had reached capacity in 1944 released pent up demand for library services. By the summer of 1996, there were long lines at checkout desks and a serious backlog in reshelving books. During the most difficult time it took more than a month to get returned books back on the shelves.

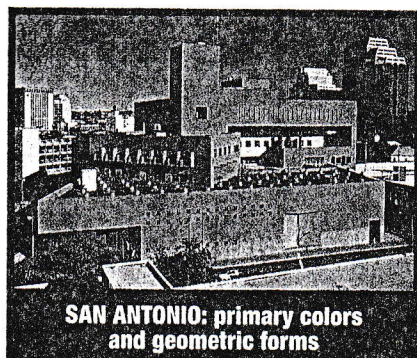
Dealing with the surge of patronage is undoubtedly the most nerve-wracking part of opening a major new facility. Ultimately (usually some time toward the end of the first year) the numbers level off and drop to something more predictable.

New uses for new libraries

There has been surprising demand for the nontraditional use of library facilities—especially meeting rooms—at a number of new buildings. People want to use the libraries for everything from elegant dinners to weddings and wakes. After the Harold Washington Library Center opened, the staff transformed a spacious, well-lit room on the top floor into the Winter Garden, which can be used both as a reading room and a banquet facility. San Francisco's New Main has five meeting rooms and a new auditorium, which require a full-time community events coordinator and a policy limiting use by community groups.

"You build this beautiful public landmark, and you expect people to be excited about it and drawn to it, but you don't necessarily realize all the ways in which they will want to use it," said Anya Breitenbach, public relations manager for the Denver Public Library. In its first nine months, 45,000 people signed up to use Denver's public meeting rooms.

"We totally underestimated how popular [the new meeting rooms] would be," said San Antonio Public Library ad-



SAN ANTONIO: primary colors and geometric forms

ministrator Craig Zapatos. He had to hire an events coordinator to book rooms, oversee the fee schedule, and make arrangements for security, audiovisual aids, and caterers. The building was not designed to accommodate caterers so a stairwell is used as a staging area.

Los Angeles, which built a new auditorium in its renovated central library, was not ready for the heavy demand for its use, putting the library squarely in the space rental business. San Francisco is looking for additional fee-based uses for its state-of-the-art, high-tech auditorium.

Tourist attractions

These new central libraries have broken dramatically with conventional neoclassical architecture. Their dramatic design departures and displays of public artwork have become big tourist attractions, making for a rapid increase in the demand

for docent tours, again something for which librarians have had to prepare.

Like the other libraries, San Antonio planned ahead for additional docent tours. It discovered that the vibrantly colorful building, designed by Mexican architect Ricardo Legorreta, was such a big drawing card that more tours had to be planned. In the first year, 12,363 people toured the library, while 16,199 children in 467 groups visited the children's department.

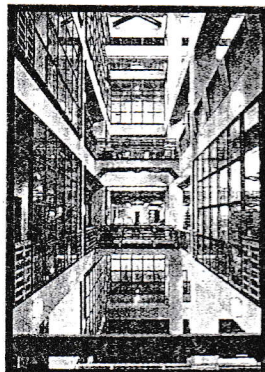
Form vs. function

When the doors open, librarians find out if what looked good on a blueprint works well in three dimensions, explained L.A.'s Teoman. "The planning horizon is very long while the

library services and technology are changing very rapidly." Thus, there are no permanent answers, Teoman insisted. That's why space and flexibility are at a premium in building design. William P. Bruder, who designed the new Phoenix Public Library in collaboration with Manuel Ocina and McGraw/Baldwin Architects, tried to shape the structural frame of the building to maximize collection development. "We found that six inches of change in the grid could affect as much as 15 to 20 percent of the collection," Bruder explained. Phoenix's entire circulating collection was placed in open stacks on one floor so that it could be accessed and easily rearranged. Wiring hangs from the ceiling, giving the building an unfinished industrial look, but this arrangement facilitates changes in technology and reduces their cost (see "Phoenix's Arch Architect," p. 112).

In retrospect, Emelie Shroder, head of the Harold Washington Library Center, would have liked to have had more contact with the building's architects (Hammond, Beeby, & Babka) during planning, but she feels that they understood and anticipated many of the librarians' needs. At the architects' instigation, the building

was designed so that heavy floor loads for microform storage and compact shelving are distributed over several floors and the ends of the building, permitting increased storage in these areas. The use of subfloor



SFPL: a maze of special departments

wiring races has made it easier to redesign the use of interior space and accommodate changes in computer technology.

In the most important post-opening alterations of Chicago's Harold Washington Library Center, the technical services and library automation departments were moved into the building from a temporary warehouse facility. The Winter Garden area on the top floor was reorganized with the addition of another exhibit room.

"We were able to do this extremely quickly," Shroder explained. Because the building is a loftstyle structure, there are no load-bearing interior walls.

Library as living entity

In buildings that need to be living entities rather than fixed structures, reorganization of space is inevitable. In the L.A. Central Library, the popular reading collection was first placed in a room on the second floor that turned out to be too large and too remote, so the collection has been moved to the first floor near the main information desk.

San Francisco is already working on reorganizing its circulating collec-



DENVER PL: an architectural mélange

tion. It plans to hire a consultant to deal with the space limitations of the New Main and to reconfigure cramped and poorly lit staff work areas that often lack the basics, such as proper shelving. "A lot of architects who make these enormous statements forget about the people who work there," said Annette MacNair, an SFPL reference librarian.

Kathy Page wishes that she had anticipated problems at the New Main. The elevators were placed so that they are hard to find. The plans were too generous in the amount of space assigned to aisles in the open stacks—48" instead of the 44" required by the Americans with Disabilities Act. No one thought about what to do with skateboarders now that the New Main has made the cover of *Thrasher* magazine and been identified on the Internet as a prime skateboarding location.

Space is the big S.F. problem

Even with a new structure that more than doubled square footage in the main library to 376,000 feet and increased shelving by 42 percent, lack of space is still San Francisco's most daunting problem. While the percentage of books on open shelves increased in the New Main, many old city records, runs of most periodicals from 1985 and earlier, and thousands of books includ-

ing a collection of rare books and the library's renowned sf collection have been relegated to a dank storage space that is part of Brooks Hall, a nearby convention center with underground connections to the library.

A large amount of space in the New Main is used by a central atrium and lightwells that bring natural lighting into much of the public space. The natural lighting adds to the comfort of the library's large work spaces, but many librarians have noted that the result is lack of space to expand collections and crowded conditions in nonpublic spaces.

Pressures on the staff

Part of the inevitable adjustment to a new facility is working with patrons to

understand how the building and its new technologies work. Clear signs and an easily deciphered building reduce the pressures on staff, something strongly emphasized by Bruder in his design of the Phoenix Central Library. But these work only to a degree. There is much to be explained in any new building: where collections are located, where to get library cards, where the restrooms are, how the online catalog works, what databases are available and how to access them, how to operate new microfilm readers, and how to tap into the Internet if it is available.

All these new libraries have a larger percentage of their collections in open stacks, and theoretically new computer systems increase the extent to

which libraries are moving toward greater self-service. "After a year, reference and directional questions actually decreased," said San Antonio's Zapatos.

The opposite occurred in Chicago, where the opening of the Harold Washington Library Center provided an opportunity to switch to a new computer system. Despite providing patrons with better access to electronic information, the business, science, and technology staff, for example, has grown from 25 to 32 in five years, and division Chief David Rouse has assigned eight people to work the reference desk where there used to be four.

The introduction of new technology brings a demand for a dramatic increase in both staff and patron training. Before the Harold Washington opened,

Phoenix's Arch Architect

William P. Bruder, designer of the new Phoenix Central Library, is decidedly contrarian when it comes to the architecture of new central libraries. Chicago's Harold Washington Library Center, he said, is "about high theater," San Francisco and

they require furniture to be moved in order to change the wiring.

to maintain and are divisive to the flow of operations." The new Phoenix Central Library, Bruder boasts, is organized around "a popular bookstore culture of easy access." It has its poetic gestures, such as a 100'-high central lightwell known as the Crystal Canyon and a grand reading room on the top floor, which Bruder calls the "top of the mesa."

Bruder's central concerns, however, were cost and the patron's understanding of how to use the building. Thus sightlines are long and unobstructed, the floor plan is easy to follow, and the entire circulating collection is on open shelves in a reading room. Some of the more far-out design features, such as the sail-like awnings that hang down outside the building, are purely pragmatic. The sails regulate heat and glare in a harsh desert climate.

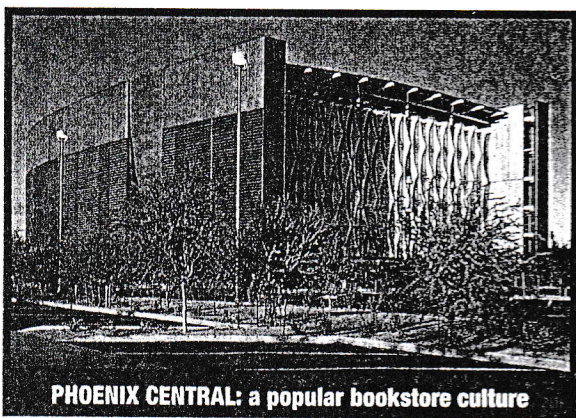
Phoenix's interior has a raw industrial look with wires hanging down from the ceiling. These are an index of Bruder's commitment to building a flexible, low-cost structure. Subfloor wiring races are an acclaimed feature of both the Chicago and San Francisco libraries. They permit changes in wiring that will accompany changes in technology, such as the replacement of copper wire with fiber-optic cable. Bruder finds them too costly and says

they require furniture to be moved in order to change the wiring.

These kinds of design decisions allowed Bruder and his associates to build the \$43 million Phoenix Central Library for \$154 a square foot, substantially lower than San Francisco's \$239. Phoenix, of course, had no choice. It is not a book town, nor did it have a large support community that could be persuaded to go out and raise substantial amounts of money for the library.

In the end, Bruder hopes that the Phoenix Central Library will become a "new paradigm for a sustainable building" and "a role model for the community." The Phoenix model is certainly worthy of consideration in any community that needs a new library but faces both public and private funding constraints.

Bruder acknowledges that all the new central libraries "seem to be meeting great public acceptance because the public is starved on one level for library access." He attributes the new use of central libraries to the larger sociology of urban life. "Our community is starved for a public place, for a place to be seen and a place to interact," Bruder explained. In the 1950s there was the death of downtown and the rise of the shopping mall. More recently, discount stores and factory outlets are challenging the mall. These new retail outlets do not provide satisfactory gathering places. As a result libraries and museums are once again becoming places for meeting and interacting. "As we go cyber," Bruder concluded, "we need places for public gathering."—PBW



PHOENIX CENTRAL: a popular bookstore culture

Vancouver are "about grandiosity and architectural caprice," while San Francisco's New Main is "a maze of special departments" like a Macy's that offers designer boutiques, an Armani collection here, a Nautique collection there.

"The architecture is about civic image, about exterior imagery rather than specific function," Bruder asserted. According to him a building has to be both pragmatic and poetic; it can't be either/or. When it comes to function, Bruder finds some of the new buildings "have resulted in schemes that are hard



Equipment Purchase Proposal

March 11, 1997

2 Canon DMP 500 Microfilm Reader Printers @\$11,157 each	\$22,314
Includes coin-op and furniture	
9 Personal Computers @ \$2,000 each	\$18,000
5 for technical services	
1 for administrative office	
1 for assistant city librarian/head of adult division	
2 for downstairs network	
4 Printers @ \$500 each	\$ 2,000
1 for downstairs get help desk	
1 for main floor get help desk	
1 for children's get help desk	
1 for assistant city librarian/head of adult division	
1 carpet extractor for building maintenance	\$ 2,000
1 NSS sweeper for building maintenance	\$ 1,100
1 upright vacuum for building maintenance	\$ 500
Total Equipment Request	\$45,914

The five personal computers for technical services would upgrade five workstations to the 1998 OCLC workstation requirements. Four of the five personal computers currently in use in technical services would then be placed at get help desks throughout the library replacing dumb terminals currently in use. The fifth personal computer would be provided for the network specialist who does not currently have a personal computer at her workstation.

I am requesting this at this time as next year's budget does not contain adequate funds for needed equipment purchases. At the present time, I am projecting that this year's revenue receipts will exceed budget projections by \$ 54,540.00 and budget expenditures will fall \$ 53,000 short of budgeted amount.

FOR PERIOD ENDING 2/28/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/18/97	B DICK PRODUCTS	107.06		2/29/97	OFFICE SUPPLIES
2/04/97	BAKER & TAYLOR CO	294.09	75393	2/04/97	BOOKS AND PERIODICALS
2/04/97	BAKER & TAYLOR CO	779.63	75394	2/04/97	BOOKS AND PERIODICALS
2/04/97	TREAS-GENERAL FUND	200.00		2/04/97	TRANSFER TO GENERAL FUND
2/04/97	TREAS-SELF INSURANCE FUND	509.00	100283	2/04/97	MOTOR VEHICLE-INSURANCE
2/04/97	TREAS-SELF INSURANCE FUND	18.16	100285	2/04/97	BOILER INSURANCE
2/04/97	TREAS-SELF INSURANCE FUND	1,059.34	100285	2/04/97	PROPERTY INSURANCE
2/04/97	TREAS-SELF INSURANCE FUND	1,001.00	100285	2/04/97	GENERAL LIABILITY-INSURANCE
2/04/97	TREAS-MIS OPERATING	4,227.50	100287	2/04/97	MIS SERVICES
2/05/97	COMMERCIAL MAIL SERVICES	51.53	100297	2/05/97	POSTAGE
2/05/97	TREAS-MEDICAL INSURANCE	4,054.63	100333	2/05/97	HOSPITAL AND MEDICAL INSURANCE
2/05/97	TREAS-NON MEDICAL INS	34.05	100334	2/05/97	GROUP LIFE-INSURANCE
2/05/97	TREAS-NON MEDICAL INS	305.92	100334	2/05/97	UNEMPLOYMENT COMPENSATION
2/05/97	TREAS-NON MEDICAL INS	435.84	100334	2/05/97	WORKERS COMPENSATION
2/05/97	TREAS-IMRF	8,353.79	100335	2/05/97	RETIREMENT-IMRF
1/29/97	BAKER & TAYLOR CO	373.69	100352	2/03/97	BOOKS AND PERIODICALS
2/07/97	DUNN & BRADSTREET INFO SERV.	458.25	100361	2/07/97	BOOKS AND PERIODICALS
2/07/97	NSLS	50.00	100369	2/07/97	TRAINING SCHOOL
2/07/97	TREAS-PETTY CASH	4.00	100375	2/07/97	SERV-AUTO EQUIP
2/07/97	TREAS-PETTY CASH	12.95	100375	2/07/97	SERV-OFFICE EQUIP
2/07/97	TREAS-PETTY CASH	6.40	100375	2/07/97	POSTAGE
2/07/97	TREAS-PETTY CASH	32.00	100375	2/07/97	OTHER PROFESSIONAL SERVICES
2/07/97	TREAS-PETTY CASH	47.76	100375	2/07/97	MATERIAL-BLDGS
2/07/97	TREAS-PETTY CASH	11.95	100375	2/07/97	MAG/PAPERS-MAIN ADULT
2/07/97	TREAS-PETTY CASH	25.00	100375	2/07/97	MAG/PAPERS-MAIN REFERENCE
2/07/97	TREAS-PETTY CASH	125.92	100438	2/14/97	BOOKS AND PERIODICALS
2/14/97	HERALD & REVIEW	4.00	100455	2/14/97	SERV-AUTO EQUIPMENT
2/14/97	TREAS-PETTY CASH	13.00	100455	2/14/97	CONFERENCES AND OTHER TRAVEL
2/14/97	TREAS-PETTY CASH	22.50	100455	2/14/97	POSTAGE
2/14/97	TREAS-PETTY CASH	4.03	100455	2/14/97	OTHER PROFESSIONAL SERVICES
2/14/97	TREAS-PETTY CASH	24.18	100455	2/14/97	MATERIAL-BLDGS
2/14/97	TREAS-PETTY CASH	22.31	100455	2/14/97	OFFICE SUPPLIES
2/14/97	TREAS-PETTY CASH	58.84	100459	2/14/97	BOOKS AND PERIODICALS
2/17/97	AUTUMN, INC.	229.27	100459	2/17/97	SERV-BUILDINGS
2/17/97	BAKER & TAYLOR CO	1,426.14	100461	2/17/97	BOOKS AND PERIODICALS
2/17/97	BAKER & TAYLOR CO	1,239.56	100462	2/17/97	BOOKS AND PERIODICALS
2/17/97	BAKER & TAYLOR CO	1,298.49	100463	2/17/97	BOOKS AND PERIODICALS
2/17/97	BAKER & TAYLOR CO	865.97	100464	2/17/97	BOOKS AND PERIODICALS
2/17/97	AMERITECH	100.73	100469	2/17/97	BOOKS AND PERIODICALS
2/17/97	ILLINOIS POWER COMPANY	5,021.42	100497	2/17/97	ELECTRICITY
2/17/97	ILLINOIS POWER COMPANY	516.39	100498	2/17/97	POSTAGE
2/17/97	TREAS-GENERAL FUND	968.20	100519	2/17/97	OFFICE SUPPLIES
2/19/97	TREAS-GENERAL FUND	197.62	100519	2/19/97	OTHER PROFESSIONAL SERVICES
2/19/97	CARR, GERALD	67.50	100545	2/19/97	OTHER PROFESSIONAL SERVICES
2/19/97	JENSEN, CAROLYN	1,056.00	100560	2/19/97	OTHER PROFESSIONAL SERVICES
2/19/97	POSTMASTER	64.00	100560	2/19/97	POSTAGE
2/19/97	RICHARDSON, OWEN	129.99	100574	2/19/97	MATERIAL-BLDGS
2/19/97	RICHARDSON, OWEN	135.00	100574	2/19/97	OTHER PROFESSIONAL SERVICES
2/19/97	RAUBER, PAUL	135.00	100576	2/19/97	OTHER PROFESSIONAL SERVICES
2/19/97	SLEUTH, ALAN	135.00	100580	2/19/97	OTHER PROFESSIONAL SERVICES
2/19/97	TREAS-MEDICAL INSURANCE	4,142.00	100584	2/19/97	HOSPITAL AND MEDICAL INSURANCE
2/19/97	TREAS-NON MEDICAL INS	34.97	100585	2/19/97	GROUP LIFE INSURANCE
2/19/97	TREAS-NON MEDICAL INS	296.36	100585	2/19/97	UNEMPLOYMENT COMPENSATION
2/19/97	TREAS-NON MEDICAL INS	422.22	100585	2/19/97	WORKERS COMPENSATION
2/19/97	TREAS-IMRF	8,755.49	100585	2/19/97	RETIREMENT-IMRF
2/19/97	TAYLOR, DELBERT	202.50	100592	2/19/97	OTHER PROFESSIONAL SERVICES
2/20/97	AMERICAN LIBRARY ASSOCIATION	42.00	100592	2/20/97	MAG/PAPERS-MAIN PROFESSIONAL
2/20/97	AMERICAN LIBRARY ASSOC	41.00	100599	2/20/97	OFFICE SUPPLIES
2/20/97	CONROR COMPANY	31.41	100606	2/20/97	MATERIAL-BLDGS
2/20/97	G. NEIL COMPANIES	15.92	100619	2/20/97	POSTAGE
2/20/97	G. NEIL COMPANIES	212.25	100619	2/20/97	COMPUTER SOFTWARE EXPENSE
2/20/97	LIFE	23.96	100625	2/20/97	MAG/PAPERS-MAIN ADULT
2/20/97	LIFE	47.92	100625	2/20/97	MAG/PAPERS-EXTEN ADULT
2/20/97	T A BRINKOETTER & SONS, INC.	48.00	100639	2/20/97	SERV-BUILDINGS

FOR PERIOD ENDING 2/28/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/20/97	TREAS-CENTRAL GARAGE FD.	231.55	100641	2/20/97	GASOLINE
2/20/97	TYLER-TYPES	486.00	100642	2/20/97	PROFESSIONAL SERVICES
2/20/97	ARENDIS	130.00	100652	2/20/97	OFFICE EQUIP
2/20/97	COMPUTER CENTER	452.00	100653	2/21/97	SERV-OFFICE EQUIP
2/20/97	DESIGN PRINTING & GRAPHICS	48.00	100655	2/21/97	OFFICE MACHINERY AND EQUIPMENT
2/24/97	ILLINOIS HERITAGE ASSOCIATION	371.67	100673	2/21/97	PRINTING AND BINDING
2/26/97	TREAS-PETTY CASH	8.00	100706	2/24/97	CONFERENCES AND OTHER TRAVEL
2/26/97	TREAS-PETTY CASH	36.74	100710	2/26/97	MAG/PAPERS-MAIN REFERENCE
2/26/97	TREAS-PETTY CASH	57.00	100710	2/26/97	SERV-AUTO EQUIPMENT
2/26/97	TREAS-PETTY CASH	5.00	100710	2/26/97	CONFERENCES AND OTHER TRAVEL
2/26/97	TREAS-PETTY CASH	140.64	100710	2/26/97	PROFESSIONAL SERVICES
2/26/97	TREAS-PETTY CASH	10.81	100710	2/26/97	PROFESSIONAL MEMBERSHIP FEES
2/26/97	TREAS-PETTY CASH	60.95	100710	2/26/97	MATERIAL-BLOGS
2/27/97	A B DICK CORPORATION	36.92	100712	2/26/97	OFFICE SUPPLIES
2/27/97	ARMON CORPORATION	25.75	100714	2/27/97	BOOKS AND PERIODICALS
2/27/97	BOOTH & LITTLE	63.05	100715	2/27/97	SERV-OFFICE EQUIP
2/27/97	CSC CREDIT SERVICES, INC.	1,220.00	100716	2/27/97	OTHER PROFESSIONAL SERVICES
2/27/97	C & K CUSTOM SIGNS	95.60	100718	2/27/97	OFFICE SUPPLIES
2/27/97	HAMILTON PROT COATINGS, INC	47.20	100726	2/27/97	OTHER PROFESSIONAL SERVICES
2/27/97	LINCOLN TRAIL LIBRARY SYSTEM	78.45	100731	2/27/97	PRINTING AND BINDING
2/28/97	ASSOCIATED OFFICE FURNISHINGS	60.00	100739	2/27/97	MATERIAL-BLOGS
2/28/97	AUDIO RENAISSANCE TAPES	56.71	100747	2/28/97	TRAINING SCHOOL
2/26/97	AMERITECH	62.95	100751	2/28/97	OFFICE SUPPLIES
2/26/97	BAKER & TAYLOR CO	100.73	100753	2/28/97	BOOKS AND PERIODICALS
2/21/97	BAKER & TAYLOR CO	845.30	100754	2/28/97	BOOKS AND PERIODICALS
2/26/97	BAKER & TAYLOR CO	836.23	100755	2/28/97	BOOKS AND PERIODICALS
2/26/97	BAKER & TAYLOR CO	5,353.29	100755	2/28/97	BOOKS AND PERIODICALS
2/26/97	BAKER & TAYLOR CO	820.39	100755	2/28/97	BOOKS AND PERIODICALS
2/26/97	BAKER & TAYLOR CO	2,102.86	100759	2/28/97	BOOKS AND PERIODICALS
2/28/97	BAKER & TAYLOR CO	3,055.24	100757	2/28/97	BOOKS AND PERIODICALS
2/27/97	BODINE ELECTRIC	340.00	100758	2/28/97	SERV-AUTO EQUIPMENT
2/27/97	BODINE ELECTRIC	56.30	100758	2/28/97	MATERIAL TO MAINT AUTO EQUIP
2/25/97	BABY TALK INC.	275.00	100761	2/28/97	OTHER PROFESSIONAL SERVICES
2/28/97	BAKER & TAYLOR	939.62	100763	2/28/97	BOOKS AND PERIODICALS
2/28/97	BLOOMINGTON COMPUTER SERVICE	1,252.77	100764	2/28/97	BOOKS AND PERIODICALS
2/27/97	BLOOMINGTON COMPUTER SERVICE	5.00	100767	2/28/97	BOOKS AND PERIODICALS
2/25/97	BERNAN	92.00	100767	2/28/97	POSTAGE SUPPLIES
2/25/97	BLACK-RABBIT PRODUCTIONS	28.95	100769	2/28/97	OFFICE SUPPLIES
2/18/97	CHILDEN BOOK COMPANY CORP.	131.51	100770	2/28/97	BOOKS AND PERIODICALS
2/18/97	CARR, GERALD, MARSHALL CORP.	21.15	100787	2/28/97	BOOKS AND PERIODICALS
2/18/97	CONSOLIDATED COMMUNICATIONS	202.50	100789	2/28/97	BOOKS AND PERIODICALS
2/18/97	CHELSEA HOUSE PUBLISHERS	109.58	100791	2/28/97	OTHER PROFESSIONAL SERVICES
2/18/97	CONGRESSIONAL QUARTERLY BKS	11.96	100795	2/28/97	TELEPHONE
2/25/97	COMPUTERS LIBRARY	71.41	100796	2/28/97	BOOKS AND PERIODICALS
2/26/97	DEMCO EDUCATIONAL CORP	21.95	100797	2/28/97	BOOKS AND PERIODICALS
2/26/97	DEMCO EDUCATIONAL CORP	76.45	100804	2/28/97	BOOKS AND PERIODICALS
2/18/97	DEMCO EDUCATIONAL CORP	680.38	100804	2/28/97	POSTAGE SUPPLIES
2/18/97	DUNKER ELECTRIC SUPPLY, INC	980.91	100804	2/28/97	OFFICE MACHINERY AND EQUIPMENT
2/18/97	DAVISON TITLES, INC.	34.53	100806	2/28/97	OFFICE MACHINERY AND EQUIPMENT
2/18/97	DIXIE USA, INC.	47.35	100808	2/28/97	MATERIAL-BLOGS
2/18/97	DURKIN HAYES PUBLISHING	6.41	100816	2/28/97	BOOKS AND PERIODICALS
2/18/97	NATL FIRE PROTECTION ASSOC.	30.10	100817	2/28/97	TRAINING SCHOOL
2/25/97	FACETS-ON FILE	775.25	100823	2/28/97	BOOKS AND PERIODICALS
2/25/97	FLORE BROS	8.06	100828	2/28/97	BOOKS AND PERIODICALS
2/25/97	GENERAL BUSINESS SYSTEMS	802.17	100832	2/28/97	OFFICE SUPPLIES
2/25/97	GENERAL BUSINESS SYSTEMS	10.50	100835	2/28/97	POSTAGE SUPPLIES
2/25/97	HIGHSMITH CO., INC.	271.20	100839	2/28/97	OFFICE SUPPLIES
2/18/97	HIGHSMITH CO., INC.	33.77	100839	2/28/97	POSTAGE SUPPLIES
2/26/97	H W HUCHEN BINDERY LTD	73.75	100840	2/28/97	OFFICE SUPPLIES
2/26/97	HOUGHTON MIFFLIN	28.08	100841	2/28/97	BOOKS AND PERIODICALS
2/25/97	AMERITECH	102.50	100844	2/28/97	PRINTING AND BINDING
2/28/97	AMERITECH	54.52	100844	2/28/97	TELEPHONE
		1,131.01	100845	2/28/97	TELEPHONE

FOR PERIOD ENDING 2/28/97

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/28/97	ILLINOIS POWER COMPANY	3,501.51	100846	2/28/97	ELECTRICITY
2/28/97	ILLINOIS POWER COMPANY	1,810.90	100846	2/28/97	GAS
2/28/97	IBM BOOKSTORE	369.35	100848	2/28/97	SERV-OFFICE EQUIP
2/26/97	IL STATE LIBRARY	147.84	100851	2/28/97	PRINTING-AND-BINDING
2/26/97	IL STATE LIBRARY	50.00	100851	2/28/97	TELEPHONE
2/26/97	IL STATE LIBRARY	21.03	100851	2/28/97	POSTAGE
2/26/97	IL STATE LIBRARY	1,838.76	100851	2/28/97	RENTAL-EQUIPMENT
2/21/97	JAN SAN SUPPLY CO., INC.	24.74	100854	2/28/97	SERV-AUTO-EQUIPMENT
2/21/97	JAN SAN SUPPLY CO., INC.	158.30	100854	2/28/97	JANITORIAL SUPPLIES
2/28/97	J & L UPHOLSTERY	40.00	100856	2/28/97	SERV-BUILDINGS
2/18/97	KNOGO-NORTH-AMERICA	331.55	100860	2/28/97	MATERIAL-BLDGS
2/25/97	KNOWLEDGE UNLIMITED, INC	64.75	100865	2/28/97	OFFICE SUPPLIES
2/18/97	LACO ELECTRONICS, INC	166.27	100869	2/28/97	BOOKS AND PERIODICALS
2/18/97	MR. VIDEO	47.73	100891	2/28/97	MATERIAL-BLDGS
2/18/97	MANPOWER	297.00	100891	2/28/97	POSTAGE SUPPLIES
2/28/97	NIMS ASSOCIATES, INC.	330.88	100896	2/28/97	OFFICE PERSONNEL SERVICES
2/21/97	NORRELL SERVICES, INC.	2,500.00	100905	2/28/97	TEMP PROFESSIONAL SERVICES
2/18/97	NATIONAL SCHOOL PRODUCTS	2,332.79	100909	2/28/97	OTHER PERSONNEL SERVICES
2/18/97	OXFORD UNIVERSITY PRESS	62.45	100910	2/28/97	BOOKS AND PERIODICALS
2/18/97	PHOENIX LEARNING GROUP, INC	202.00	100925	2/28/97	BOOKS AND PERIODICALS
2/25/97	PERMA-ROUND BOOKS	542.94	100927	2/28/97	BOOKS AND PERIODICALS
2/25/97	PET-VISION, INC	17.95	100929	2/28/97	BOOKS AND PERIODICALS
2/25/97	PERFORMANCE VIDEO	33.95	100930	2/28/97	BOOKS AND PERIODICALS
2/28/97	R POLK & CO.	216.00	100934	2/28/97	BOOKS AND PERIODICALS
2/25/97	RECORDED BOOKS, INC.	151.10	100937	2/28/97	BOOKS AND PERIODICALS
2/25/97	READER'S CHAIR	47.74	100942	2/28/97	BOOKS AND PERIODICALS
2/28/97	RIGSBY, PAUL	67.50	100943	2/28/97	OTHER PROFESSIONAL SERVICES
2/18/97	RAVER, DOUGLAS	135.00	100944	2/28/97	OTHER PROFESSIONAL SERVICES
2/25/97	REED REFERENCE PUBL	161.62	100945	2/28/97	BOOKS AND PERIODICALS
2/25/97	ROUNDER KIDS	26.67	100946	2/28/97	BOOKS AND PERIODICALS
2/25/97	SATILEY, S, INC.	145.43	100948	2/28/97	OFFICE SUPPLIES
2/25/97	SPECIALTY COMPUTER RIBBONS	54.00	100955	2/28/97	OFFICE SUPPLIES
2/28/97	STRIGLOS/HAINES & ESSICK	64.81	100958	2/28/97	OFFICE SUPPLIES
2/28/97	SPEED-LUBE	61.55	100969	2/28/97	SERV-AUTO-EQUIPMENT
2/28/97	SLEETH, ALAN	67.50	100970	2/28/97	OTHER PROFESSIONAL SERVICES
2/25/97	TOMMY HOUSE TIRE	14.00	100972	2/28/97	SERV-AUTO-EQUIPMENT
2/25/97	TOMMY HOUSE TIRE	12.00	100972	2/28/97	POSTAGE
2/18/97	TIME LIFE EDUCATION INC.	385.96	100972	2/28/97	MATERIAL-TO-MAINT-AUTO-EQUIP
2/28/97	THORION WELDING SERVICE	41.58	100984	2/28/97	BOOKS AND PERIODICALS
2/28/97	THORION WELDING SERVICE	132.50	100987	2/28/97	SERV-BUILDINGS
2/28/97	TAYLOR, DELBERT	221.09	100987	2/28/97	MATERIAL-BLDGS
2/28/97	3M GR8 733	202.50	100989	2/28/97	OFFICE SUPPLIES
2/18/97	WOODBINE PUBLISHING INC.	62.97	100990	2/28/97	OTHER PROFESSIONAL SERVICES
2/18/97	WHEELER PUBLISHING INC.	20.68	101006	2/28/97	OFFICE SUPPLIES
2/18/97	WHEELER PUBLISHING INC.	55.88	101007	2/28/97	BOOKS AND PERIODICALS
	TOTAL	94,680.37			

FOR PERIOD ENDING 2/28/97

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
2/04/97	BAKER & TAYLOR CO	75393	2/04/97	EXPENDITURES	52.34
1/29/97	BAKER & TAYLOR CO	100352	2/03/97	EXPENDITURES	54.77
2/14/97	DOVER PUBLICATIONS, INC	100439	2/14/97	EXPENDITURES	58.65
2/17/97	BAKER & TAYLOR CO	100461	2/17/97	EXPENDITURES	396.18
2/17/97	BAKER & TAYLOR CO	100462	2/17/97	EXPENDITURES	28.22
2/17/97	BAKER & TAYLOR CO	100463	2/17/97	EXPENDITURES	15.68
2/26/97	BAKER & TAYLOR CO	100753	2/28/97	EXPENDITURES	25.88
2/26/97	BAKER & TAYLOR CO	100756	2/28/97	EXPENDITURES	128.00
2/28/97	BAKER & TAYLOR CO	100757	2/28/97	EXPENDITURES	72.40
2/25/97	FACTS ON FILE	100828	2/28/97	EXPENDITURES	75.00
TOTAL					908.12

FOR PERIOD ENDING 2/28/97

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
2/14/97	CONSTRUCTIVE PLAYTHINGS	100436	2/14/97	BOOKS AND PERIODICALS	41.59
2/14/97	PENNSHIRE USA	100450	2/14/97	BOOKS AND PERIODICALS	37.96
2/14/97	PUPPETS ON THE PIER	100451	2/14/97	BOOKS AND PERIODICALS	83.50
2/17/97	BAKER & TAYLOR CO	100462	2/17/97	BOOKS AND PERIODICALS	19.90
2/17/97	BAKER & TAYLOR CO	100463	2/17/97	BOOKS AND PERIODICALS	183.76
2/26/97	TREAS-PETTY CASH	100710	2/28/97	BOOKS AND PERIODICALS	36.70
2/26/97	BAKER & TAYLOR CO	100710	2/28/97	BOOKS AND PERIODICALS	22.00
2/26/97	BAKER & TAYLOR CO	100754	2/28/97	BOOKS AND PERIODICALS	31.64
2/21/97	BAKER & TAYLOR ENTERTAINMENT	100757	2/28/97	BOOKS AND PERIODICALS	205.68
2/28/97	BAKER & TAYLOR ENTERTAINMENT	100763	2/28/97	BOOKS AND PERIODICALS	19.11
2/21/97	FOLLETT LIBRARY-RESOURCES	100764	2/28/97	BOOKS AND PERIODICALS	21.74
2/18/97	PHOENIX LEARNING GROUP, INC	100827	2/28/97	BOOKS AND PERIODICALS	220.16
2/25/97	ROUNDER KIDS	100925	2/28/97	BOOKS AND PERIODICALS	808.00
2/25/97	ROUNDER KIDS	100946	2/28/97	BOOKS AND PERIODICALS	26.67
TOTAL					1,761.41

DPL-EQUIP REPLACEMENT FUND

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 02/28/97	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
TRANSFERS FROM								
30600-728	FROM CAPITAL IMPROVEMENT FUND	1,815.00	.00	.00	15,108.85	.00	15,108.85-	
TOTAL		1,815.00	.00	.00	15,108.85	.00	15,108.85-	
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	91.02	.00	.00	316.93	.00	316.93-	
TOTAL		91.02	.00	.00	316.93	.00	316.93-	
OTHER INCOME								
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	.00	8,200.00	.00	8,200.00-	
TOTAL		.00	.00	.00	8,200.00	.00	8,200.00-	
FUND TOTAL		1,906.02	.00	.00	23,625.78	.00	23,625.78-	

GLA3010

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET

40000 EXPENSES

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	0	.00	.00	0	.00	7,894.45	7,894.45-	
** DIVISION TOTAL **		0	.00	.00	0	.00	7,894.45	7,894.45-	

DECATUR PUBLIC LIBRARY
 ACCT. NO. DESCRIPTION MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL ANNUAL BUDGET UNREALIZED BALANCE % REAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
TOTAL		.00	202,570.00	338,100.32	310,409.00	27,691.32-	108
30100-107	PROPERTY TAX-LIBRARY	.00	1,891,311.66	2,172,755.69	2,269,574.00	96,818.31	95
TOTAL		.00	1,891,311.66	2,172,755.69	2,269,574.00	96,818.31	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	115.65	137,500.00	142,651.52	165,000.00	22,348.48	86
30200-107	STATE GRANTS OR OTHER	.00	86,666.66	107,573.07	104,000.00	3,573.07-	103
TOTAL		115.65	224,166.66	250,224.59	269,000.00	18,775.41	93
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,280.32	61,666.66	58,249.95	74,000.00	15,750.05	78
30500-510	LIBRARY NON-RESIDENT FEES	150.00	1,250.00	1,162.50	1,500.00	337.50	77
30500-511	LIBRARY LOST AND DAMAGED BOOKS	248.55	3,533.33	4,362.41	4,000.00	362.41-	109
30500-514	VERIFAX	434.25	1,458.33	2,677.85	1,750.00	927.85-	153
30500-515	RESERVES	658.67	7,083.33	9,428.84	8,500.00	928.84-	110
TOTAL		6,771.79	74,791.65	75,881.55	89,750.00	13,868.45	84
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	.00	4,270.49	.00	4,270.49-	
TOTAL		.00	.00	4,270.49	.00	4,270.49-	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	3,577.30	19,166.66	36,213.90	23,000.00	13,213.90-	157
TOTAL		3,577.30	19,166.66	36,213.90	23,000.00	13,213.90-	157
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	279.00	2,083.33	2,732.69	2,500.00	232.69-	109
30800-899	MISCELLANEOUS INCOME	279.55	5,833.33	9,654.24	7,000.00	2,654.24-	137
TOTAL		279.55	7,916.66	12,386.93	9,500.00	2,886.93-	130
FUND TOTAL		10,744.29	2,419,923.29	2,889,833.47	2,971,233.00	81,399.53	97

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,422,875	91,488.17	941,461.22	1,185,729	481,413.78	.00	481,413.78	66.2
092	HOLIDAYS	0	4,506.17	54,675.14	0	54,675.14	.00	54,675.14	
094	OTHER LEAVE WITH PAY	0	184.25	3,181.88	0	3,181.88	.00	3,181.88	
095	SICK TIME	0	1,921.65	36,582.50	0	36,582.50	.00	36,582.50	
098	VACATION TIME	0	2,340.81	69,110.73	0	69,110.73	.00	69,110.73	
		1,422,875	100,421.05	1,105,011.47	1,185,729	317,863.53	.00	317,863.53	77.7
PERSONAL SERVICES									
101	OVERTIME	8,900	865.43	5,181.54	7,416	3,718.46	.00	3,718.46	58.2
102	TEMPORARY SALARIES	13,000	654.04	11,097.29	12,500	3,902.71	.00	3,902.71	74.0
104	RETIREMENT-IMRF	255,984	17,109.28	195,328.38	213,320	60,591.62	.00	60,591.62	76.3
111	GROUP LIFE INSURANCE	69,022	69.02	748.06	780	187.94	.00	187.94	79.9
112	HOSPITAL AND MEDICAL	115,389	8,196.63	90,074.08	96,157	25,314.92	.00	25,314.92	78.1
113	UNEMPLOYMENT COMPENSA	6,773	602.28	6,806.72	5,644	33.72	.00	33.72	100.5
114	WORKERS COMPENSATION	12,144	858.06	9,697.44	10,120	2,446.56	.00	2,446.56	79.9
115	SERVICE RECOGNITION	2,598	377.50	2,157.50	2,165	440.50	.00	440.50	83.0
		417,724	28,732.24	321,155.01	348,102	96,568.99	.00	96,568.99	76.9

CONTRACTUAL SERVICES

201	ADVERTISING	250	.00	501.90	208	251.90	.00	251.90	200.8
202	PRINTING AND BINDING	14,000	725.54	11,670.84	11,666	2,329.16	1,092.00	1,237.16	91.2
210	SERV-BUILDINGS	10,000	449.77	6,968.56	8,333	3,031.44	490.56	2,540.88	74.0
211	SERV-IMPROVEMENTS	200	.00	260.00	166	60.00	.00	60.00	130.0
212	SERV-AUTO EQUIPMENT	1,500	454.29	2,877.89	1,250	1,377.89	.00	1,377.89	91.9
213	SERV-OFFICE EQUIP	10,000	569.22	9,616.63	8,233	383.37	128.00	255.37	97.4
230	MIS SERVICES	25,365	4,227.50	21,137.50	21,137	4,227.50	.00	4,227.50	83.3
231	ELECTRICITY	65,000	5,522.93	37,385.51	54,166	7,614.49	.00	7,614.49	88.3
232	GAS	13,500	2,327.29	5,240.05	11,250	8,259.95	.00	8,259.95	38.8
233	TELEPHONE	26,000	1,604.00	21,129.37	21,666	4,870.63	.00	4,870.63	81.3
234	WATER	1,250	.00	674.42	1,041	575.58	.00	575.58	54.0
238	TRAINING-SCHOOL	1,500	.00	1,200.00	1,250	300.00	.00	300.00	80.0
240	CONFERENCE AND OTHER TRAVE	4,000	116.41	2,371.64	3,333	1,628.36	.00	1,628.36	59.3
241	POSTAGE	6,000	411.41	4,055.81	5,000	1,944.19	.00	1,944.19	67.6
245	COMPUTER SOFTWARE EXPENSE	12,500	1,330.03	12,234.87	10,416	265.13	54.38	210.75	98.3
271	TRAVEL REIMBURSEMENT	25,000	2,212.25	2,634.25	2,500	655.75	655.51	289.76	109.7
272	TUITION	3,000	.00	33,419.04	20,833	8,419.04	.00	8,419.04	133.7
273	INTERVIEW FEE	3,000	.00	1,552.00	2,500	1,448.00	.00	1,448.00	51.7
280	OTHER PROFESSIONAL SERVICES	1,000	.00	291.12	833	708.88	.00	708.88	29.1
284	PROFESSIONAL MEMBERSHIP FEE	70,000	7,101.63	62,130.94	58,333	7,869.06	2,500.00	5,369.06	92.3
285	RENTAL-EQUIPMENT	2,600	5.00	2,499.00	2,166	101.00	500.00	399.00	115.3
289	RENTAL-EQUIPMENT	31,000	1,838.96	23,254.52	25,833	7,745.48	.00	7,745.48	75.0
		346,665	32,539.90	300,478.41	288,879	46,186.59	5,420.45	40,766.14	88.2

COMMODITIES

310	GASOLINE	2,000	231.55	1,404.01	1,666	595.99	.00	595.99	70.2
312	JANITORIAL SUPPLIES	3,500	187.20	2,882.16	2,916	617.84	.00	617.84	82.3
320	MATERIAL-BLDGS	10,000	811.72	8,540.71	8,333	1,459.29	1,318.20	141.09	98.6
337	MATERIAL TO MAINT AUTO EQUI	500	442.26	2,323.77	416	1,823.77	.00	1,823.77	46.8
355	OFFICE SUPPLIES	31,000	3,360.62	23,226.83	25,833	7,773.17	1,757.14	6,016.03	90.6
357	EMPLOYEE RECOGNITION SUPPLI	1,200	.00	147.40	166	52.60	.00	52.60	73.7
		47,200	5,033.35	38,524.88	39,330	8,675.12	3,075.34	5,599.78	88.1

OTHER CHARGES

400	CONTRIBUTIONS	14,635	836.23	836.23	12,195	13,798.77	.00	13,798.77	5.7
415	TRANSFER TO GENERAL FUND	1,200	200.00	1,000.00	1,000	200.00	.00	200.00	83.3

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	OTHER CHARGES								
418	MOTOR VEHICLE-INSURANCE	3,054	509.00	2,545.00	2,545	509.00	.00	509.00	83.3
420	BOILER INSURANCE	109	18.16	90.80	90	18.20	.00	18.20	83.3
421	PROPERTY INSURANCE	6,356	1,059.34	5,296.70	5,296	1,059.30	.00	1,059.30	83.3
423	GENERAL LIABILITY INSURANCE	6,006	1,001.00	5,721.00	5,005	285.00	.00	285.00	95.3
478	TRANSFER TO LIBRARY CAPITAL	100,000	.00	.00	83,333	100,000.00	.00	100,000.00	
499	SMALL CAPITAL ITEMS	4,000	.00	4,388.03	3,333	388.03	.00	388.03	
		135,360	3,623.73	19,877.76	112,797	115,482.24	.00	115,482.24	14.7
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	31,000	1,439.91	18,272.91	25,833	12,727.09	23,581.00	10,853.91	135.0
		31,000	1,439.91	18,272.91	25,833	12,727.09	23,581.00	10,853.91	135.0
CAPITAL OUTLAY									
800	BOOKS AND PERIODICALS	40,000	22,870.69	263,430.29	33,333	223,430.29	.00	223,430.29	658.6
801	BOOKS-MAIN ADULT	104,200	.00	.00	86,833	104,200.00	.00	104,200.00	
802	BOOKS-MAIN YOUTH	7,000	.00	.00	5,833	7,000.00	.00	7,000.00	
803	BOOKS-MAIN JUVENILE	37,000	.00	.00	30,833	37,000.00	.00	37,000.00	
804	BOOKS-MAIN REFERENCE	95,000	.00	.00	79,166	95,000.00	.00	95,000.00	
805	BOOKS-PROFESSIONAL	5,000	.00	.00	4,166	5,000.00	.00	5,000.00	
821	BOOKS-EXTENSION ADULT	31,500	.00	.00	26,250	31,500.00	.00	31,500.00	
830	AV-PHONODICS	850	.00	756.24	708	93.76	.00	93.76	89.0
841	MAG/PAPERS-MAIN ADULT	20,000	35.91	21,061.63	16,666	1,061.63	.00	1,061.63	105.3
842	MAG/PAPERS-MAIN YOUTH	650	.00	713.12	541	63.12	.00	63.12	109.7
843	MAG/PAPERS-MAIN JUVENILE	1,700	.00	1,194.12	1,416	505.88	.00	505.88	70.2
844	MAG/PAPERS-MAIN REFERENCE	13,200	55.00	10,504.12	11,000	2,695.88	.00	2,695.88	79.6
845	MAG/PAPERS-MAIN PROFESSIONA	1,500	42.00	1,377.92	1,250	122.08	.00	122.08	91.9
847	MAG/PAPERS-EXTEN ADULT	0	47.92	2,980.59	0	2,980.59	.00	2,980.59	
857	LAGOON E BULKHEAD	2,400	.00	.00	2,000	2,400.00	.00	2,400.00	
		360,000	23,051.52	302,018.03	299,995	57,981.97	.00	57,981.97	83.9
** DIVISION TOTAL **									
		2,760,824	194,841.70	2,105,338.47	2,300,665	655,485.53	32,076.79	623,408.74	77.4

LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	231,208.33	393,976.42	277,450.00	116,526.42-	142
TOTAL		.00	231,208.33	393,976.42	277,450.00	116,526.42-	142
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	1,612.62	8,333.33	17,638.43	10,000.00	7,638.43-	176
TOTAL		1,612.62	8,333.33	17,638.43	10,000.00	7,638.43-	176
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	.00	5,106.62	.00	5,106.62-	
TOTAL		.00	.00	5,106.62	.00	5,106.62-	
FUND TOTAL		1,612.62	239,541.66	416,721.47	287,450.00	129,271.47-	145

LIBRARY CAPITAL EXPENDITURES

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	8,333	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	50,000	.00	.00	41,666	50,000.00	.00	50,000.00	
TOTAL		60,000	.00	.00	49,999	60,000.00	.00	60,000.00	
OTHER CHARGES									
404	TR TO EQUIP REPLACEMENT FD	0	1,815.00	15,108.85	0	15,108.85-	.00	15,108.85-	
TOTAL		0	1,815.00	15,108.85	0	15,108.85-	.00	15,108.85-	
CAPITAL OUTLAY									
502	BUILDINGS	100,000	.00	.00	83,333	100,000.00	.00	100,000.00	
515	OFFICE MACHINERY AND EQUIPM	50,000	.00	.00	41,666	50,000.00	.00	50,000.00	
TOTAL		150,000	.00	.00	124,999	150,000.00	.00	150,000.00	
** DIVISION TOTAL **		210,000	1,815.00	15,108.85	174,998	194,891.15	.00	194,891.15	7.2

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 02/28/97

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
-----------	-------------	----------------	----------------	--------------	---------------	--------------------	--------

FUND BALANCE

30001-921	BEG FUND BAL-CANTONI	.00	115,293.00	119,778.38	116,598.00	3,180.38-	102
30001-922	BEG FUND BAL-BRECKENRIDGE	.00	109,646.00	881.24	.00	881.24-	
30001-923	BEG FUND BAL-BRIDGES	.00	2,615.00	819.29	.00	819.29-	
TOTAL		.00	227,554.00	121,478.91	116,598.00	4,880.91-	104

INVESTMENT INCOME

30700-103	DPL INTEREST-CANTONI TRUST	472.53	5,833.33	5,241.45	7,000.00	1,758.55	74
30700-104	DPL INTEREST-BRECKENRIDGE	.70	.00	13.56	.00	13.56-	
30700-105	DISTRIBUTION FR BRIDGES TRUST	6.58	666.66	893.37	800.00	93.37-	111
TOTAL		479.81	6,499.99	6,148.38	7,800.00	1,651.62	78

FUND TOTAL

479.81	234,053.99	127,627.29	124,398.00	3,229.29-	102
--------	------------	------------	------------	-----------	-----

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
900	EXPENDITURES	6,000	810.11	7,999.70	5,000	1,999.70	212.00	2,211.70	136.9
		6,000	810.11	7,999.70	5,000	1,999.70	212.00	2,211.70	136.9
**	DIVISION TOTAL **	6,000	810.11	7,999.70	5,000	1,999.70	212.00	2,211.70	136.9

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPM	0	.00	718.00	0	718.00	.00	718.00	
		0	.00	718.00	0	718.00	.00	718.00	
**	DIVISION TOTAL **	0	.00	718.00	0	718.00	.00	718.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	EXPENDITURES								
900	EXPENDITURES	800	58.65	129.49	666	670.51	.00	670.51	16.2
		800	58.65	129.49	666	670.51	.00	670.51	16.2
**	DIVISION TOTAL **	800	58.65	129.49	666	670.51	.00	670.51	16.2

Chapter VII Public Relations and Marketing

Introduction

A public that is aware of all the services and collections offered by its library; a public that views its library as a positive, vital, and indispensable part of their life -- this is the ideal that can be achieved through an effective public relations and marketing program.

Applicable Core Standards

- Core 1. The library offers uniformly gracious and friendly service to all users.
- Core 27. The library informs its service population about the collections and services available in and through the library.

Supplemental Standards

1. The board, administration, and staff assess the library's image at least once a year with a "walk through."
2. Board, administration, and appropriate staff visit other libraries at least once a year.
3. The operating budget includes funds for public relations and marketing.
4. The library, employing a variety of means, markets its services within the library and throughout its jurisdictional area. These methods include but are not limited to newspaper articles; library newsletters; TV or radio announcements; posters or flyers; displays; and presentations to community organizations, businesses, and institutions.
5. The library considers persons with special needs when developing and delivering information about the library's collections and services.
6. The library develops strategies to reach those groups who do not use the library.
7. The Board, administration, and staff are encouraged to participate in community activities and organizations. Such participation is made possible through paid time (for administration and staff) and funding for participation.
8. Public relations and marketing efforts are coordinated by one member of the staff.

9. When reviewing and setting library policies, the board evaluates how the policies will affect persons within the jurisdictional population. Are the policies in the best interest of the persons the policies are intended to serve?
10. The library includes public relations and customer service as part of the orientation of all new staff and board.
11. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the State Library, and the community.

Evaluation Methods

1. Statistics on library use (circulation, gate count, reference questions, program attendance, reciprocal borrowing patterns for the library's cardholders) and the percentage of registered borrowers can be indicators of how effective the public relations efforts have been. These statistics are used most effectively when a library compares its own numbers from year to year rather than comparing itself with other libraries. Procedures, rules and methods of gathering statistics vary among libraries.
2. A survey can determine if the public is aware of the services and collections that are offered by the library. Often a small, carefully targeted survey will provide more useable information than a long general survey.
3. Make a suggestion box available.
4. Query patrons about the way in which they heard about library programs or services.

Bibliography

Field, Selma and Edwin. *Publicity manual for libraries: a professional guide to communicating with the community*. Monticello (NY): Knowledge Network Press, 1993.

Fox, Beth Wheeler. *The dynamic community library: creative, practical, and inexpensive ideas for the director*. Chicago: ALA, 1988.

"Look us up": The public awareness campaign for Illinois libraries -- Summary report on the campaign launch. Illinois State Library: Special Report Series, Vol. 1, Issue 2, 1994.

Part-time public relations with full time results: a PR primer for libraries. Edited by Rashelle S. Karp for the Public Relations Section, Library Administration and Management Association. Chicago: ALA, 1955.

Heller, Dawn Hansen and Tuggle, Ann Montgomery. *Grand schemes and nitty gritty details: library PR that works.* Littleton (CO): Libraries Unlimited, 1987.

Walters, Suzanne. *Marketing: a how to do it manual for librarians.* New York: Neal Schuman, 1992.