

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA  
January 21, 1993 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
  - A. Meeting of December 17, 1992
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. No Meeting
  - B. Finance and Properties Committee
    - 1. Approval of Bills for December 1992
    - 2. Meeting of January 4, 1993
  - C. Rolling Prairie Library System
    - 1. Report on January RPLS Board Meeting
  - D. Foundation
    - 1. Meeting of January 4, 1993
  - E. Friends of the Library
    - 1. No Meeting
- VI. Avenues to Excellence II
  - A. Chapter VII, Personnel
- VII. Old Business
  - A. Shilling Local History Room Breakfast and Open House
  - B. Long Range Plan, Goal VI.
- VIII. New Business
- IX. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**December 17, 1992**

**I. CALL TO ORDER**

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

**II. APPROVAL OF MINUTES**

The minutes of the meetings of November 19 and 27, 1992 were approved as mailed.

**III. COMMUNICATIONS FROM THE PUBLIC**

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

**IV. CITY LIBRARIAN'S REPORT**

Leta Burch, Staff Artist, spoke to the Board about her duties and responsibilities.

The City Librarian's report was previously mailed.

Mr. Moorman reported that the trip to visit the Iowa City libraries has been rescheduled for February 9. Those who are going on the trip with Mr. Moorman are Owen Richardson, Joan Bauer, Karen Anderson, and Grace Veach.

Circulation statistics were discussed. Mr. Moorman noted that both the number of reference questions answered and the patron count are also very important statistics.

Over 200 home use videos were donated by the System and are being added to the collection.

Mr. Moorman agreed to serve on an educational committee which Mrs. Lambert is chairing.

**V. REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** The committee met December 7, 1992. Mr. Sitton made a motion to adjourn to closed executive session to discuss the management pay plan. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll

call vote. The Board went into closed session at 5:00 p.m. The meeting was re-convened at 5:18 p.m.

The Committee recommended approval of Mr. Moorman's proposal to create a Library Administrative Aide position which will be management. The person appointed to this position will handle confidential materials, supervise staff as assigned, and serve as back-up to the Administrative Secretary. Mrs. Ohlsen made a motion to approve the position. The motion was seconded by Mr. Gaumer and unanimously approved.

The Committee also recommended approval of Mr. Moorman's proposal to fill the vacant full-time Building Custodian position with two part-time Building Custodian positions. Mr. Sitton made a motion to approve the proposal. The motion was seconded by Mrs. Ohlsen and unanimously carried.

**Finance and Properties Committee:** Mr. Sitton made a motion to approve the bills for November 1992. The motion was seconded by Mr. McClure and unanimously carried on roll call vote.

The Committee met December 8. Prairie Archives submitted a bid of \$3,030 for a collection of old books owned by the library which need to be disposed of. The consensus was that another quote should be obtained.

**Budget discussion:** The city is re-evaluating the fee charged to the library for city services. There are no additional funds available from the income tax surcharge that the city received from the state. There was also a discussion about the library's carryover fund. The City Council will meet Monday, December 21 to determine the property tax levy. The library budget will be prepared and submitted to the Board for approval in January.

The Personnel Committee meeting which was scheduled for January 4 at 5:00 is cancelled. The Finance Committee meeting which was scheduled for January 5 at 4:30 is rescheduled to January 4 at 4:00.

**Rolling Prairie:** Mr. Moorman did not attend the December System meeting. He reported that Lincoln Trail and Rolling Prairie Systems are discussing a merger. The new state standard for system populations is 575,000.

**Foundation:** The Foundation Board met December 14th. The minutes were distributed. The next Foundation Board meeting will be January 4 at 5:30 p.m.

**Friends of the Library:** The Friends did not meet this month.

## **VI. AVENUES TO EXCELLENCE II**

Chapter VII, Personnel, was tabled for one month.



**VII. OLD BUSINESS**

There was no old business.

**VIII. NEW BUSINESS**

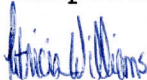
Mr. Moorman reported that the Illinois State Library is proposing a statewide library borrower's card. This will require libraries to issue a library card to anyone 18 years old or under living in an unserved area. This is proposed for a two year trial period beginning in July 1993. There was a lot of discussion about the negative impact of the proposal on the library. Mr. Sitton agreed to write a letter to the state library expressing the Board's opposition to the plan.

The library will be closed on Martin Luther King Day. The library will participate in the M. L. King Day celebration on Saturday, January 16 at Richland Community College.

**IX. ADJOURNMENT**

Mr. Lockmiller adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees



## City Librarian's Report

For the January 21, 1993 Meeting

of the

Decatur Public Library Board of Trustees

On Tuesday, January 12, 1993 the Shilling Local History Room was formally dedicated. The ceremonies included a morning breakfast and an afternoon open house hosted by the Decatur Public Library Foundation. Those attending the breakfast included attorneys, certified public accountants, bank trust officers and representatives of the Franklin W. Shilling Trust. Both events were well attended in spite of inclement weather and the room received many favorable comments. I wish to express my appreciation to all library staff who assisted in making the day a success.

The Library will be participating in the Martin Luther King Day Celebration held at Richland Community College on Saturday January 16th. We will have an information table outlining library services and materials at the community showcase exhibit area from 12 noon until 1:00 p.m. Joan Bauer, Evelyn Hood, and Jerald Merrick will be assisting me with this event.

The thirteenth annual Fine Arts Film Series has arrived. The Library will again serve as the host for the series. The first film is scheduled for January 16th with other showings on January 30th, February 13th, February 27th, March 6th and March 13th. Arthur Gross is serving on the committee planning the series as the Library representative and other staff are assisting with film series performances.

This month has seen a change in our handling of new books. Previously, we had kept in the new book area any book with a current copyright date which had been purchased within the past 12 months. This special display period has now been changed to 6 months. This action will facilitate a quicker integration of new materials into our collection and aid users in finding new materials in areas of interest. An additional change is the establishment of a public accessible area on each floor where material which has been checked in may be displayed for checkout prior to being reshelved in its proper location. This change shortens the amount of time an item is unavailable for use and should lessen the shelving load of library pages.

The trial period for payment of second hour parking at City Garage B for library users has ended. During the two month trial

period 95 people had their parking tickets validated for a total cost of \$19.00. I recommend that this service be continued.

From January 22nd until January 26th I will be in Denver, Colorado attending the Mid-Winter Meetings of the American Library Association. This meeting is the Association's business session between annual conferences. I am on the Board of Directors of the Public Library Association and on the Executive Committee of the Small and Medium-sized Libraries Section of the Association.

In cooperation with the City of Decatur Purchasing and Finance Departments we are looking at how we issue purchase orders for repeat vendor purchases such as library materials, supplies, regular maintenance, and utility budget items. We hope to be able to consolidate purchase orders in these areas and cut operational costs to both the city and the library.

The use statistics for December 1992 indicate that it was a busy month. Circulation figures are up over December 1991 with Monday, December 28th as our heaviest use day with 3,685 items checked out. The Children's Department was host to 15 groups with 310 in attendance for story hours and report writing sessions. Adult Services is working on African American and Science and Technology bibliographies. Joan Bauer gave a book review to Project READ volunteers at their Christmas Appreciation meeting. The Christmas Wish Tree display near the main entrance resulted in 28 books being donated to the library by 18 individuals.

As of January 11, 1993, 71.1% of the fiscal year had passed and 65.6% of the budget was either expended or encumbered.

Other highlights of the month saw new lighting installed in the administrative offices and the page area in circulation, the construction of three new video cabinets to help house the over 500 videos we will receive from Rolling Prairie Library System as a result of their discontinuing of A-V Services, work progressing on the installation of the Library's TTD machine (for communication with our deaf users), and new floor sills installed on Bookmobile 548. Grace Veach and her department continue to progress on the MARC retroconversion project as 1,897 titles were converted this month as well as 340 new subject headings added and 8,400 cards filed in the catalogs and shelflist.

DECATUR PUBLIC LIBRARY

Circulation Statistics

December 1992

Location	December 1992	December 1991	% Change
CENTRAL LIBRARY, PRINT			
Reference	227	123	84.55
Adult	22,838	22,189	2.92
Young Adult	1,306	1,489	-12.29
Children's	11,722	10,536	11.25
TOTAL	36,093	34,337	5.11
EXTENSION			
Bookmobile 547	4,523	4,064	11.29
Bookmobile 548	4,813	4,199	14.62
Outreach	1,451	1,153	25.84
TOTAL	10,787	9,416	14.56
TOTAL PRINT	46,880	43,753	7.14
NON-PRINT			
Films	0	36	
Videocassettes	6,916	7,205	-4.01
Audiocassettes	1,885	1,729	9.02
Recordings	1,400	1,237	13.17
Other	111	46	141.30
TOTAL	10,312	10,253	.57
Extension Non-print	30	52	-42.30
TOTAL NON-PRINT	10,342	10,305	.35
Renewals	357	359	-.01
TOTAL CIRCULATION	57,579	54,417	5.81



DECATUR PUBLIC LIBRARY

Circulation Statistics

December 1992

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,870	2,612	-28.40
Adult	326,491	320,210	1.96
Young Adult	21,976	23,373	-5.97
Children's	200,917	196,821	2.08
TOTAL	551,254	543,016	1.51
EXTENSION			
Bookmobile 547	67,495	66,179	1.98
Bookmobile 548	62,259	68,063	-8.52
Outreach	15,224	14,129	7.75
TOTAL	144,978	148,371	-2.28
TOTAL PRINT	696,232	691,387	.70
NON-PRINT			
Films	334	485	-31.13
Videocassettes	92,237	95,975	-3.89
Audiocassettes	26,093	26,083	.03
Recordings	16,139	16,684	-3.26
Other	866	755	14.70
TOTAL	135,669	139,982	-3.08
Extension Non-print	523	467	11.99
TOTAL NON-PRINT	136,192	140,449	-3.03
Renewals	5,921	5,267	12.41
TOTAL CIRCULATION	838,345	837,103	.14

**STATISTICAL REPORT**  
**December 1992**

Volumes purchased this 12 months to date: 14,482  
Volumes purchased last 12 months to date: 16,871

**TECHNICAL SERVICES**

New book volumes added	1,091
New book titles added	523
AV titles added	102
Books withdrawn	1,043
Books mended	1,093
Gift books	410

**FINANCIAL REPORT**

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1992/93</u>	<u>YTD Expended</u> <u>1991/92</u>	<u>Unexpended</u>
Personal Services	1,606,970	1,037,870	1,021,398	569,100
Operating	453,268	252,729	245,269	200,539
Capital & books	284,537	201,403	205,834	83,134

**STAFF STRENGTH**

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present</u> <u>Strength</u>
Professional	9	0	0	9
Library Assistants	7 + 5	0	0	7 + 5
Clerical	16 + 9	0	0	16 + 9
Pages	4 + 6	0	0	4 + 6
Maintenance	2 + 1	0	0	2 + 1

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

**COMPUTER DOWN-TIME FOR MONTH:** 0

**PATRONS REGISTERED:** 265 adult + 49 youth + 64 juvenile = 378 total

**PATRON CONTACTS:** this 12 months to date:  
last 12 months to date:

**VOLUNTEERS:** 70 volunteers worked 226 hours

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/01/92	DESIGN PRINTING	42.30	58713	12/01/92	PRINTING AND BINDING
12/02/92	AMER LIBRARY ASSN	45.00	58730	12/02/92	BOOKS-MAIN ADULT
12/02/92	TREAS-MEDICAL INSURANCE	3,136.42	58775	12/02/92	HOSPITAL AND MEDICAL INSURANCE
12/02/92	TREAS-NON MEDICAL INS	35.04	58776	12/02/92	GROUP LIFE INSURANCE
12/02/92	TREAS-IMRF	684.81	58779	12/02/92	WORKERS COMPENSATION
12/04/92	COMMERCIAL MAIL SERVICES	8,724.56	58779	12/02/92	RETIREMENT-IMRF
12/04/92	LACONI	29,426.26	58802	12/04/92	POSTAGE
12/04/92	OSCO'S	30.00	58802	12/04/92	BOOKS-PROFESSIONAL
12/04/92	TREAS-PETTY CASH	49.99	58817	12/04/92	MATERIALS TO MAINT BLDGS
12/04/92	TREAS-PETTY CASH	3.65	58821	12/04/92	POSTAGE
12/04/92	TREAS-PETTY CASH	12.00	58821	12/04/92	MATERIALS TO MAINT BLDGS
12/04/92	TREAS-PETTY CASH	118.85	58821	12/04/92	MATERIALS TO MAINT AUTO EQUIP
12/07/92	POSTMASTER	162.43	58824	12/07/92	OFFICE SUPPLIES
12/07/92	TREAS-CENTRAL GARAGE FD	162.43	58824	12/07/92	OFFICE SUPPLIES
12/08/92	SERBER, STEVE	75.00	58851	12/07/92	POSTAGE
12/08/92	TREAS-GENERAL FUND	648.80	58873	12/08/92	GASOLINE
12/10/92	TREAS-GENERAL FUND	75.93	58907	12/10/92	CONFERENCES AND OTHER TRAVEL
12/11/92	AMER LIBRARY ASSN	44.92	58910	12/11/92	POSTAGE
12/11/92	B. S. H PUBLISHING, INC.	33.45	58912	12/11/92	BOOKS-MAIN JUVENILE
12/11/92	HERALD & REVIEW	299.00	58912	12/11/92	BOOKS-MAIN REFERENCE
12/11/92	IL STATE LIBRARY	391.69	58922	12/11/92	MAGAZINES-MAIN ADULT
12/11/92	IL STATE LIBRARY	44.00	58922	12/11/92	PRINTING AND BINDING
12/11/92	IL STATE LIBRARY	41.78	58922	12/11/92	SERV TO MAINT OFFICE EQUIP
12/11/92	IL STATE LIBRARY	159.50	58922	12/11/92	TELEPHONE
12/11/92	MACWILLIAN PUBLISHING CO.	1,127.31	58922	12/11/92	RENTAL-EQUIPMENT
12/11/92	POSTMASTER, DECATUR, ILL	38.63	58925	12/11/92	POSTAGE
12/11/92	TREAS-GENERAL FUND	116.00	58926	12/11/92	AV-CASSETTES
12/11/92	TREAS-NEWSPAPER	24.16	58929	12/11/92	OFFICE SUPPLIES
12/14/92	AMER LIBRARY ASSN	48.00	58930	12/11/92	MAGAZINES-MAIN ADULT
12/14/92	HUGHES, WAYNE	35.95	58932	12/11/92	BOOKS-MAIN JUVENILE
12/14/92	RIGSBY, PAUL	60.00	58939	12/14/92	BOOKS-MAIN PROFESSIONAL SERVICES
12/14/92	SLEETH, ALAN	120.00	58948	12/14/92	OTHER PROFESSIONAL SERVICES
12/14/92	STEFURICE, DENNIS K	120.00	58952	12/14/92	OTHER PROFESSIONAL SERVICES
12/14/92	ZRS FOUNDATION	240.00	58954	12/14/92	OTHER PROFESSIONAL SERVICES
12/15/92	AIR CLEAN FILTER SERVICE	5.97	58956	12/14/92	AV-VIDEOS
12/15/92	BENNETT MARINE VIDEO	2.00	58961	12/15/92	SERV TO MAINT BUILDINGS
12/15/92	BENNETT MARINE VIDEO	78.96	58962	12/15/92	MATERIAL TO MAINT AUTO EQUIP
12/15/92	GAYLORD BROS	208.33	58968	12/15/92	OTHER PROFESSIONAL SERVICES
12/15/92	TAMPAS VIDEO	35.90	58968	12/15/92	OTHER PROFESSIONAL SERVICES
12/15/92	WOOD PRINTING SERVICE, INC.	300.28	58990	12/15/92	AV-VIDEOS
12/15/92	WOOD PRINTING SERVICE, INC.	257.50	58992	12/15/92	OFFICE SUPPLIES
12/16/92	TREAS-MEDICAL INSURANCE	54.00	59022	12/15/92	SMALL CAPITAL ITEMS
12/16/92	TREAS-NON MEDICAL INS	210.00	59025	12/15/92	PRINTING AND BINDING
12/16/92	TREAS-NON MEDICAL INS	31,197.24	59080	12/16/92	HOSPITAL AND MEDICAL INSURANCE
12/16/92	TREAS-IMRF	35.04	59081	12/16/92	GROUP LIFE INSURANCE
12/16/92	WOOD PRINTING SERVICE, INC.	689.43	59081	12/16/92	WORKERS COMPENSATION
12/17/92	CATALOGING DIST SERVICE	8,174.38	59081	12/16/92	RETIREMENT-IMRF
12/17/92	R L PUBLISHING CO. CITY DIRECTORY	178.50	59092	12/16/92	PRINTING AND BINDING
12/17/92	TREAS-PETTY CASH	135.00	59096	12/17/92	BOOKS-PROFESSIONAL
12/17/92	TREAS-PETTY CASH	273.00	59103	12/17/92	BOOKS-MAIN REFERENCE
12/17/92	UNIVERSITY BOOK SERVICE	136.50	59103	12/17/92	BOOKS-PROFESIONAL
12/17/92	UNIVERSITY BOOK SERVICE	20.00	59106	12/17/92	CONFERENCES AND OTHER TRAVEL
12/17/92	TREAS-PETTY CASH	3.21	59106	12/17/92	POSTAGE
12/17/92	TREAS-PETTY CASH	66.48	59106	12/17/92	MATERIALS TO MAINT BLDGS
12/17/92	TREAS-PETTY CASH	6.86	59106	12/17/92	OFFICE SUPPLIES
12/17/92	TREAS-PETTY CASH	201.10	59108	12/17/92	BOOKS-MAIN JUVENILE
12/17/92	TREAS-PETTY CASH	83.42	59108	12/17/92	BOOKS-EXTENSION JUVENILE
12/17/92	UNIVERSITY BOOK SERVICE	33.57	59129	12/17/92	PRINTING AND BINDING
12/21/92	TREAS-SELF INSURANCE FUND	1,190.92	59169	12/21/92	BOILER INSURANCE
12/21/92	TREAS-SELF INSURANCE FUND	424.33	59169	12/21/92	PROPERTY INSURANCE
12/22/92	TREAS-SELF INSURANCE FUND	116.62	59172	12/22/92	GENERAL LIABILITY INSURANCE
12/22/92	TREAS-SELF INSURANCE FUND	208.33	59173	12/22/92	PRINTING AND BINDING
12/22/92	TREAS-SELF INSURANCE FUND	208.33	59173	12/22/92	OTHER PROFESSIONAL SERVICES



FOR PERIOD ENDING 12/31/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/22/92	CHRISTY-FOLZ, INC	1,638.00	59174	12/22/92	SERV TO MAINT BUILDINGS
12/22/92	DEMCO EDUCATIONAL CORP	283.65	59175	12/22/92	OFFICE SUPPLIES
12/22/92	ILLINOIS POWER COMPANY	7,324.94	59178	12/22/92	ELECTRICITY
12/23/92	BOOTH & LITTLE	210.00	59192	12/23/92	OTHER PROFESSIONAL SERVICES
12/23/92	CHILDREN'S PRESS	62.84	59193	12/23/92	BOOKS--MAIN JUVENILE
12/23/92	C. L. S. I., INC.	6,655.02	59204	12/23/92	RENTAL-D.P. EQUIPMENT
12/23/92	HARPER-MAKRAE & ASSOCIATES	44.99	59204	12/23/92	BOOKS--MAIN REFERENCE
12/23/92	MANPOWER	2,935.40	59221	12/23/92	TEMP PERSONNEL SERVICES
12/23/92	TAMPASIS COMPUTER SYSTEMS, INC.	25.00	59221	12/23/92	SERV TO MAINT OFFICE EQUIP
12/23/92	TAMPASIS COMPUTER SYSTEMS, INC.	25.00	59221	12/23/92	OFFICE SUPPLIES
12/24/92	AAA/PRIORITY VIDEO, INC.	43.50	59227	12/24/92	AV-VIDEOS
12/24/92	DAVIDSON TITLES, INC.	23.50	59232	12/24/92	BOOKS--MAIN ADULT
12/24/92	HERALD & REVIEW	59.67	59232	12/24/92	BOOKS--MAIN REFERENCE
12/24/92	MCKORMAN, JOHN	60.52	59242	12/24/92	CONFERENCES AND OTHER TRAVEL
12/24/92	POSTMASTER	413.50	59242	12/24/92	POSTAGE
12/24/92	TREAS-PETTY CASH	12.33	59246	12/24/92	POSTAGE
12/24/92	TREAS-PETTY CASH	55.94	59246	12/24/92	POSTAGE
12/24/92	TREAS-PETTY CASH	8.81	59246	12/24/92	POSTAGE
12/24/92	TREAS-PETTY CASH	78.57	59248	12/24/92	OFFICE SUPPLIES
12/28/92	CSC CREDIT SERVICES, INC.	35.00	59252	12/28/92	OFFICE SUPPLIES
12/28/92	PRINTING TREND, INC. DECATUR	1,096.70	59252	12/28/92	BOOKS--MAIN ADULT
12/28/92	FIRST NATL BANK OF DECATUR	45.00	59259	12/28/92	OTHER PROFESSIONAL SERVICES
12/29/92	HUGHES, WAYNE	1,231.53	59265	12/29/92	TEMP PERSONNEL SERVICES
12/29/92	RIGSBY, PAUL	60.00	59269	12/29/92	RENTAL-D.P. EQUIPMENT
12/29/92	SLEETH, ALAN	120.00	59270	12/29/92	OTHER PROFESSIONAL SERVICES
12/29/92	STEEL, RICHARD G	60.00	59270	12/29/92	OTHER PROFESSIONAL SERVICES
12/30/92	BECK'S ENGRAVING	180.00	59271	12/29/92	OTHER PROFESSIONAL SERVICES
12/30/92	MANPOWER	26.47	59276	12/30/92	OFFICE SUPPLIES
12/30/92	RICHARDSON, D'WEN	1,278.20	59292	12/30/92	TEMP PERSONNEL SERVICES
12/30/92	TREAS-MEDICAL INSURANCE	99.00	59298	12/30/92	HOSPITAL AND MEDICAL INSURANCE
12/30/92	TREAS-NON MEDICAL INS	3,197.24	59302	12/30/92	TUITONAL REIMBURSEMENT
12/30/92	TREAS-NON MEDICAL INS	35.04	59303	12/30/92	GROUP LIFE INSURANCE
12/30/92	TREAS-IMRF	678.78	59304	12/30/92	WORKERS COMPENSATION
12/30/92	BAKER & TAYLOR CU	8,056.83	59327	12/30/92	RETIREMENT-IMRF
12/24/92	BAKER & TAYLOR CU	85.96	59327	12/31/92	BOOKS--MAIN ADULT
12/24/92	BAKER & TAYLOR CU	496.76	59327	12/31/92	BOOKS--MAIN JUVENILE
12/24/92	BAKER & TAYLOR CU	19,342	59327	12/31/92	BOOKS--MAIN REFERENCE
12/24/92	BAKER & TAYLOR CU	246,399	59328	12/31/92	BOOKS--EXTENSION ADULT
12/24/92	BAKER & TAYLOR CU	15,648	59328	12/31/92	BOOKS--MAIN ADULT
12/24/92	BAKER & TAYLOR CU	156,648	59328	12/31/92	BOOKS--MAIN YOUTH
12/24/92	BAKER & TAYLOR CU	47,266	59328	12/31/92	BOOKS--MAIN JUVENILE
12/24/92	BAKER & TAYLOR CU	45,188	59328	12/31/92	BOOKS--EXTENSION ADULT
12/24/92	BAKER & TAYLOR CU	25,188	59328	12/31/92	BOOKS--EXTENSION JUVENILE
12/24/92	BAKER & TAYLOR CU	1,503.59	59328	12/31/92	AV-VIDEOS
12/24/92	BAKER & TAYLOR CU	90.80	59329	12/31/92	BOOKS--MAIN ADULT
12/24/92	BAKER & TAYLOR CU	151,441	59329	12/31/92	BOOKS--MAIN YOUTH
12/24/92	BAKER & TAYLOR CU	108,287	59329	12/31/92	BOOKS--MAIN REFERENCE
12/24/92	BAKER & TAYLOR CU	249,377	59329	12/31/92	BOOKS--MAIN EXTENSION ADULT
12/24/92	BAKER & TAYLOR CU	15,190	59329	12/31/92	BOOKS--EXTENSION YOUTH
12/24/92	BAKER & TAYLOR CU	224,147	59329	12/31/92	AV-PRONODICTES
12/24/92	BAKER & TAYLOR CU	313,974	59329	12/31/92	AV-VIDEOS
12/24/92	BAKER & TAYLOR CU	398,441	59329	12/31/92	AV-CASSETTES
12/24/92	BAKER & TAYLOR CU	601,441	59330	12/31/92	BOOKS--MAIN ADULT
12/24/92	BAKER & TAYLOR CU	4,777	59330	12/31/92	BOOKS--MAIN YOUTH
12/24/92	BAKER & TAYLOR CU	18,356	59330	12/31/92	BOOKS--MAIN REFERENCE
12/24/92	BAKER & TAYLOR CU	173,89	59330	12/31/92	BOOKS--MAIN EXTENSION ADULT
12/24/92	BAKER & TAYLOR CU	109,01	59330	12/31/92	BOOKS--EXTENSION JUVENILE
12/24/92	BAKER & TAYLOR CU	182,222	59330	12/31/92	AV-PRONODICTES
12/24/92	BAKER & TAYLOR CU	271,532	59330	12/31/92	AV-VIDEOS
12/24/92	BAKER & TAYLOR CU	21,800	59331	12/31/92	AV-CASSETTES
12/24/92	BAKER & TAYLOR CU	896,30	59331	12/31/92	BOOKS--MAIN ADULT
12/24/92	BAKER & TAYLOR CU	153,82	59331	12/31/92	BOOKS--MAIN YOUTH
12/24/92	BAKER & TAYLOR CU	1,081.88	59331	12/31/92	BOOKS--MAIN REFERENCE



DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT	FUR PERIOD ENDING
12/15/92	BAKER & TAYLOR CO	59331	12/31/92	BOOKS-MAIN REFERENCE	26.63	12/31/92
12/24/92	BAKER & TAYLOR CO	59331	12/31/92	BOOKS-EXTENSION ADULT	95.21	12/31/92
12/30/92	BAKER & TAYLOR CO	59331	12/31/92	BOOKS-EXTENSION JUVENILE	923.27	12/31/92
12/30/92	BAKER & TAYLOR CO	59332	12/31/92	BOOKS-MAIN ADULT	601.86	12/31/92
12/30/92	BAKER & TAYLOR CO	59332	12/31/92	BOOKS-MAIN JUVENILE	23.87	12/31/92
12/30/92	BAKER & TAYLOR CO	59332	12/31/92	BOOKS-MAIN YOUTH	1,022.32	12/31/92
12/30/92	BAKER & TAYLOR CO	59332	12/31/92	BOOKS-MAIN REFERENCE	99.91	12/31/92
12/30/92	BAKER & TAYLOR CO	59332	12/31/92	BOOKS-EXTENSION ADULT	348.80	12/31/92
12/30/92	BAKER & TAYLOR CO	59332	12/31/92	BOOKS-EXTENSION JUVENILE	1,267.49	12/31/92
12/30/92	BAKER & TAYLOR CO	59333	12/31/92	BOOKS-MAIN YOUTH	16.11	12/31/92
12/30/92	BAKER & TAYLOR CO	59333	12/31/92	BOOKS-MAIN JUVENILE	185.41	12/31/92
12/30/92	BAKER & TAYLOR CO	59333	12/31/92	BOOKS-MAIN REFERENCE	304.55	12/31/92
12/30/92	BAKER & TAYLOR CO	59333	12/31/92	BOOKS-EXTENSION ADULT	69.60	12/31/92
12/30/92	BAKER & TAYLOR CO	59333	12/31/92	BOOKS-EXTENSION JUVENILE	83.54	12/31/92
12/30/92	BAKER & TAYLOR CO	59333	12/31/92	AV-CASSETTES	110.76	12/31/92
12/30/92	BAKER & TAYLOR CO	59334	12/31/92	BOOKS-MAIN ADULT	1,864.32	12/31/92
12/30/92	BAKER & TAYLOR CO	59334	12/31/92	BOOKS-MAIN YOUTH	18.42	12/31/92
12/30/92	BAKER & TAYLOR CO	59334	12/31/92	BOOKS-MAIN JUVENILE	117.02	12/31/92
12/30/92	BAKER & TAYLOR CO	59334	12/31/92	BOOKS-MAIN REFERENCE	91.20	12/31/92
12/30/92	BAKER & TAYLOR CO	59334	12/31/92	BOOKS-EXTENSION ADULT	401.50	12/31/92
12/30/92	BAKER & TAYLOR CO	59334	12/31/92	BOOKS-EXTENSION JUVENILE	22.59	12/31/92
12/30/92	BAKER & TAYLOR CO	59335	12/31/92	AV-PHONODISC	107.36	12/31/92
12/30/92	BAKER & TAYLOR CO	59335	12/31/92	AV-CASSETTES	88.47	12/31/92
12/30/92	BAKER & TAYLOR CO	59335	12/31/92	AV-PHONODISC	14.37	12/31/92
12/30/92	BAKER & TAYLOR CO	59335	12/31/92	AV-CASSETTES	437.46	12/31/92
12/23/92	BOLAND ELECTRIC SUPPLY, INC.	59337	12/31/92	AV-VIDEOS	415.27	12/31/92
12/11/92	BRADFIELD'S COMPUTER SUPPLY	59337	12/31/92	MATERIALS TO MAINT BLDGS	287.70	12/31/92
12/23/92	CHEMCU EDUCATIONAL CORP	59338	12/31/92	OFFICE SUPPLIES	323.90	12/31/92
12/30/92	DECATUR BROS	59397	12/31/92	OFFICE SUPPLIES	93.34	12/31/92
12/30/92	ILLINOIS BELL	59405	12/31/92	TELEPHONE	733.85	12/31/92
12/30/92	ILLINOIS BELL	59406	12/31/92	TELEPHONE	162.54	12/31/92
12/30/92	ILL STATE LIBRARY	59410	12/31/92	PRINTING AND BINDING OFFICE EQUIP	420.82	12/31/92
12/30/92	ILL STATE LIBRARY	59410	12/31/92	SERV TO MAINT OFFICE EQUIP	44.00	12/31/92
12/30/92	ILL STATE LIBRARY	59410	12/31/92	TELEPHONE	469.04	12/31/92
12/30/92	JAN SAN SUPPLY CO., INC.	59410	12/31/92	TELEPHONE	39.07	12/31/92
12/14/92	LUGART'S GRAPHICS	59410	12/31/92	POSTAGE	1,647.30	12/31/92
12/11/92	MULTIGRAPHICS	59413	12/31/92	EQUIPMENT TO MAINT BLDGS	113.04	12/31/92
12/30/92	MENARDS	59421	12/31/92	MATERIALS TO MAINT AUTO EQUIPMENT	39.52	12/31/92
12/30/92	MOODY'S INVESTORS SERVICE	59443	12/31/92	MATERIALS TO MAINT OFFICE EQUIP	1,687.00	12/31/92
12/23/92	NEWARK ELECTRONICS	59445	12/31/92	MATERIALS TO MAINT BLDGS	1,735.00	12/31/92
12/23/92	NEWARK ELECTRONICS	59455	12/31/92	MATERIALS TO MAINT BLDGS	1768.16	12/31/92
12/30/92	PHYSICIAN'S DESK REFERENCE	59457	12/31/92	MAG/PAPERS-MAIN REFERENCE	67.05	12/31/92
12/30/92	QUALITY INTERNATIONAL	59461	12/31/92	MATERIALS TO MAINT BLDGS	10.93	12/31/92
12/11/92	REGENT BUSINESS EQUIPMENT	59464	12/31/92	MATERIALS TO MAINT BLDGS	74.01	12/31/92
12/30/92	REGENCY BOOK CO	59467	12/31/92	MATERIAL TO MAINT AUTO EQUIP	350.00	12/31/92
12/11/92	SATTELLEY'S, INC.	59475	12/31/92	OFFICE MAIN REFERENCE	28.78	12/31/92
12/11/92	SATTELLEY'S, INC.	59479	12/31/92	BOOKS-MAIN ADULT	16.98	12/31/92
12/11/92	SATTELLEY'S, INC.	59486	12/31/92	BOOKS-EXTENSION ADULT	282.47	12/31/92
12/30/92	SPECIALTY VIDEO MARKETING	59488	12/31/92	AV-VIDEOS	22.07	12/31/92
12/31/92	TELECOM U S A	59504	12/31/92	AV-VIDEOS	33.95	12/31/92
12/30/92	VOICE NEWS PAPER	59507	12/31/92	MAG/PAPERS-MAIN REFERENCE	49.79	12/31/92
12/30/92	WEST PUBLISHING COMPANY	59511	12/31/92	BOOKS-MAIN REFERENCE	24.00	12/31/92
12/30/92	WALL STREET JOURNAL	59517	12/31/92	MAG/PAPERS-MAIN ADULT	1,897.60	12/31/92
	TOTAL				101,820.91	

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

PAGE 48

FOR PERIOD ENDING 12/31/92

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
12/30/92	BAKER & TAYLOR CO	203.52	59327	12/31/92	EXPENDITURES
	TOTAL	203.52			

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DECATUR PUBLIC LIBRARY

PERIOD ENDING 12/31/92

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	.00	202,570.00	247,392.55	166,232.00	81,160.55-	148
	<b>TOTAL</b>	<b>.00</b>	<b>202,570.00</b>	<b>247,392.55</b>	<b>166,232.00</b>	<b>81,160.55-</b>	<b>148</b>
<b>TAXES</b>							
30100-107	PROPERTY TAX-LIBRARY	113,000.00	1,303,333.33	1,955,000.00	1,955,000.00	.00	100
	<b>TOTAL</b>	<b>113,000.00</b>	<b>1,303,333.33</b>	<b>1,955,000.00</b>	<b>1,955,000.00</b>	<b>.00</b>	<b>100</b>
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	11,332.18	77,333.33	79,185.98	116,000.00	36,814.02	68
30200-107	STATE GRANTS OR OTHER	.00	72,800.00	1,599.22	109,200.00	107,600.78	1
	<b>TOTAL</b>	<b>11,332.18</b>	<b>150,133.33</b>	<b>80,785.20</b>	<b>225,200.00</b>	<b>144,414.80</b>	<b>35</b>
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	5,303.31	36,666.66	43,641.40	55,000.00	11,358.60	79
30500-510	LIBRARY NON-RESIDENT FEES	225.00	1,333.33	1,651.35	2,000.00	348.65	82
30500-511	LIBRARY LOST AND DAMAGED BOOKS	375.64	2,666.66	3,459.89	4,000.00	540.11	86
30500-514	VERIFAX	262.90	1,200.00	1,202.80	1,800.00	597.20	66
30500-515	PRESERVES	931.17	3,333.33	6,219.45	5,000.00	1,219.45-	124
	<b>TOTAL</b>	<b>7,098.02</b>	<b>45,199.98</b>	<b>56,174.89</b>	<b>67,800.00</b>	<b>11,625.11</b>	<b>82</b>
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	2,648.18	12,666.66	15,058.88	19,000.00	3,941.12	79
	<b>TOTAL</b>	<b>2,648.18</b>	<b>12,666.66</b>	<b>15,058.88</b>	<b>19,000.00</b>	<b>3,941.12</b>	<b>79</b>
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	1,634.45	2,666.66	3,445.60	4,000.00	554.40	86
30800-899	MISCELLANEOUS INCOME	145.25	800.00	692.55	1,200.00	507.45	57
	<b>TOTAL</b>	<b>1,779.70</b>	<b>3,466.66</b>	<b>4,138.15</b>	<b>5,200.00</b>	<b>1,061.85</b>	<b>79</b>
	<b>FUND TOTAL</b>	<b>135,858.08</b>	<b>1,717,369.96</b>	<b>2,358,549.67</b>	<b>2,438,432.00</b>	<b>79,882.33</b>	<b>96</b>

CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT CCNRM
<b>SALARIES &amp; WAGES</b>									
090	REGULAR SALARIES	1,233,031	107,165.96	679,984.11	822,020	553,046.89	.00	553,046.89	55.1
092	HOLIDAYS	0	9,247.19	35,589.34	0	35,589.34	.00	35,589.34	
094	OTHER LEAVE WITH PAY	0	466.22	1,655.51	0	1,655.51	.00	1,655.51	
096	SICK TIME	0	3,708.94	19,206.61	0	19,206.61	.00	19,206.61	
098	VACATION TIME	0	10,073.16	58,863.36	0	58,863.36	.00	58,863.36	
		1,233,031	130,661.47	795,298.93	822,020	437,732.07	.00	437,732.07	64.5
<b>PERSONAL SERVICES</b>									
102	TEMPORARY SALARIES	18,568	3,749.85	15,765.67	12,378	2,802.33	.00	2,802.33	84.9
104	RETIREMENT-THRF	244,134	25,525.77	158,040.16	162,909	86,323.84	.00	86,323.84	64.7
111	GROUP LIFE INSURANCE	1,134	105.12	661.32	756	472.68	.00	472.68	58.3
112	HOSPITAL AND MEDICAL	87,900	9,530.90	54,213.62	58,600	33,686.38	.00	33,686.38	61.7
114	WORKERS COMPENSATION	19,390	2,033.02	12,057.90	12,925	7,332.10	.00	7,332.10	62.2
115	SERVICE RECOGNITION	2,583	135.00	1,832.50	1,722	7,750.50	.00	7,750.50	70.9
		373,939	41,099.66	242,571.17	249,291	131,367.83	.00	131,367.83	64.9
<b>CONTRACTUAL SERVICES</b>									
201	ADVERTISING	1,000	.00	118.35	666	881.65	10.00	871.65	12.8
202	PRINTING AND BINDING	18,000	4,988.48	8,858.71	12,000	9,141.29	.00	9,141.29	49.2
210	SERV TO MAINT BUILDINGS	13,000	1,840.00	3,787.71	8,666	9,200.00	3,589.90	5,622.39	56.8
211	SERV TO MAINT IMPROVEMENTS	5,000	.00	.00	3,333	1,858.49	520.00	1,538.49	73.2
213	SERV TO MAINT AUTO EQUIPMEN	12,500	3,521.31	3,141.51	8,333	8,616.55	418.95	8,197.60	34.4
231	ELECTRICITY	175,000	7,320.94	46,465.26	50,000	28,534.74	.00	28,534.74	62.0
232	GAS	12,500	.00	11,074.51	8,333	11,425.49	.00	11,425.49	8.6
233	TELEPHONE	21,000	1,887.00	11,841.06	14,000	9,158.94	766.00	8,392.94	60.0
234	WATER	1,500	.00	692.70	666	307.30	.00	307.30	69.3
238	TRAINING SERVICES	1,500	.00	.00	1,000	1,500.00	.00	1,500.00	25.2
240	TRAINING SCHOOL	3,500	.00	881.30	3,333	2,618.70	.00	2,618.70	69.7
241	CONFERENCES AND OTHER TRAVE	1,500	508.50	1,044.92	1,000	2,455.08	.00	2,455.08	69.5
245	POSTAGE	18,500	1,049.93	5,226.47	12,333	13,273.53	43.00	13,230.53	28.5
271	COMPUTER SOFTWARE EXPENSE	33,510	5,310.30	1,368.96	22,600	468.96	.00	468.96	152.1
272	PERSONNEL SERVICES	1,500	.00	38,989.35	2,000	5,479.35	.00	5,479.35	116.4
273	TRAVEL REIMBURSE FOR INTERVIE	3,000	99.00	1,761.10	2,000	261.90	.00	261.90	99.2
280	OTHER PROFESSIONAL SERVICES	44,500	1,741.66	20,275.10	29,666	24,274.63	.00	24,274.63	45.5
284	PROFESSIONAL MEMBERSHIP FEE	2,300	.00	2,617.00	1,533	6,683.00	.00	6,683.00	92.0
286	PROFESSIONAL MEMBERSHIP FEE	35,000	7,886.55	28,825.60	23,333	6,174.40	9,777.82	3,603.42	110.3
289	RENTAL-EQUIPMENT	23,000	2,774.61	13,664.81	15,333	9,335.19	1,063.00	8,272.19	64.0
		327,910	37,050.49	196,443.24	218,601	131,466.76	16,688.67	114,778.09	65.0
<b>GUMMCCITIES</b>									
310	GASOLINE	3,200	162.43	992.48	2,133	2,207.52	.00	2,207.52	31.0
312	JANITORIAL SUPPLIES	4,600	.00	2,216.34	2,666	1,781.66	.00	1,781.66	55.5
320	MATERIALS TO MAINT BLDGS	14,000	2,281.42	5,040.80	9,333	8,959.20	488.28	8,470.92	39.5
328	MATERIAL TO MAINT EQUIPMENT	0	.00	140.00	0	1,400.00	.00	1,400.00	
337	OFFICE SUPPLIES	5,000	225.00	3,011.96	3,333	1,388.04	135.00	1,853.04	62.9
345	EMPLOYEE RECOGNITION SUPPLI	34,000	1,774.07	12,096.91	22,666	21,203.00	957.09	20,946.00	38.4
		60,575	4,442.92	23,648.19	40,381	36,926.81	1,580.37	35,346.44	41.6
<b>OTHER CHARGES</b>									
400	CONTINGENCIES	10,000	.00	15,000.00	6,666	10,000.00	.00	10,000.00	50.0
415	TRANSFER TO GENERAL FUND	30,000	.00	2,826.91	20,000	15,000.00	.00	15,000.00	80.8
418	MOTOR VEHICLE-INSURANCE	3,497	.00	2,668.66	2,331	134.34	.00	134.34	66.7
420	BUILER INSURANCE	403	33.57		268				



UNENCUMBERED BALANCE

ENCUMBERANCE

UNENCUMBERED BALANCE

PRCNT CCMM

UNENCUMBERED BALANCE

UNENCUMBERED BALANCE

421

PROPERTY INSURANCE

PROPERTY INSURANCE

423

GENERAL LIABILITY INSURANCE

GENERAL LIABILITY INSURANCE

499

SMALL CAPITAL ITEMS

SMALL CAPITAL ITEMS

515

OFFICE MACHINERY AND EQUIPM

OFFICE MACHINERY AND EQUIPM

520

OTHER MACHINERY AND EQUIPME

OTHER MACHINERY AND EQUIPME

801

BOOKS-MAIN ADULT

BOOKS-MAIN ADULT

802

BOOKS-MAIN JUVENILE

BOOKS-MAIN JUVENILE

803

BOOKS-MAIN REFERENCE

BOOKS-MAIN REFERENCE

804

BOOKS-PROFESSIONAL

BOOKS-PROFESSIONAL

805

BOOKS-EXTENSION ADULT

BOOKS-EXTENSION ADULT

821

BOOKS-EXTENSION YOUTH

BOOKS-EXTENSION YOUTH

822

BOOKS-EXTENSION JUVENILE

BOOKS-EXTENSION JUVENILE

830

AV-PHONODISC

AV-PHONODISC

831

AV-VIDEOS

AV-VIDEOS

832

MAG/PAPERS-MAIN ADULT

MAG/PAPERS-MAIN ADULT

841

MAG/PAPERS-MAIN YOUTH

MAG/PAPERS-MAIN YOUTH

842

MAG/PAPERS-MAIN REFERENCE

MAG/PAPERS-MAIN REFERENCE

843

MAG/PAPERS-MAIN PROFESSIONAL

MAG/PAPERS-MAIN PROFESSIONAL

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MAG/PAPERS-EXTEN ADULT

MAG/PAPERS-EXTEN ADULT

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MAG/PAPERS-EXTEN YOUTH

MAG/PAPERS-EXTEN YOUTH

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MAG/PAPERS-EXTEN JUVENILE

MAG/PAPERS-EXTEN JUVENILE

849

MAG/PAPERS-EXTEN JUVENILE

MAG/PAPERS-EXTEN JUVENILE

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DIVISION TOTAL \*\*

DIVISION TOTAL \*\*

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT CCMM
	OTHER CHARGES								
421	PROPERTY INSURANCE	14,291	1,190.92	9,527.33	9,527	4,763.67	.00	4,763.67	66.7
423	GENERAL LIABILITY INSURANCE	5,092	424.33	3,394.66	3,394	1,697.34	.00	1,697.34	66.7
499	SMALL CAPITAL ITEMS	1,500	54.00	1,619.84	1,000	119.84	2,089.00	2,208.84	247.3
		64,783	1,702.82	32,637.40	43,186	32,145.60	2,089.00	30,056.60	53.6
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIPM	7,450	350.00	3,996.19	4,966	3,453.81	.00	3,453.81	53.6
520	OTHER MACHINERY AND EQUIPME	0	.00	745.00	0	745.00	.00	745.00	
		7,450	350.00	4,741.19	4,966	2,708.81	.00	2,708.81	63.6
	CAPITAL OUTLAY								
801	BOOKS-MAIN ADULT	94,700	6,777.36	48,853.29	63,133	45,846.71	6,382.02	39,464.69	58.3
802	BOOKS-MAIN JUVENILE	8,000	292.11	3,068.80	5,333	4,931.20	930.54	1,000.66	50.0
803	BOOKS-MAIN REFERENCE	30,000	2,738.52	25,784.81	20,000	4,215.19	2,823.74	1,391.45	95.4
804	BOOKS-PROFESSIONAL	56,000	2,925.40	49,854.61	37,333	6,145.39	1,935.97	4,209.42	92.5
805	BOOKS-EXTENSION ADULT	3,000	301.50	3,728.00	2,000	2,728.00	641.97	1,369.97	145.7
821	BOOKS-EXTENSION YOUTH	15,400	974.28	12,276.27	10,000	2,723.73	1,087.59	1,636.14	89.1
822	BOOKS-EXTENSION JUVENILE	9,400	1,550.50	3,630.09	266	36.91	186.62	39.71	109.9
830	AV-PHONODISC	9,000	517.42	2,062.56	6,000	785.70	352.10	599.64	93.3
831	AV-VIDEOS	7,000	862.61	3,523.18	2,666	1,937.44	588.84	1,585.34	60.4
832	MAG/PAPERS-MAIN ADULT	16,000	948.24	6,156.77	4,666	3,475.82	588.84	2,887.98	58.7
841	MAG/PAPERS-MAIN YOUTH	18,065	510.00	17,180.98	12,043	9,843.23	1,794.53	8,048.70	49.7
842	MAG/PAPERS-MAIN REFERENCE	435	.00	527.56	290	884.02	.00	884.02	95.1
843	MAG/PAPERS-MAIN PROFESSIONAL	1,083	.00	815.31	722	92.56	.00	92.56	121.3
844	MAG/PAPERS-EXTEN ADULT	9,817	1,735.00	10,234.23	6,544	267.69	.00	267.69	75.3
845	MAG/PAPERS-EXTEN YOUTH	936	.00	853.99	624	417.23	.00	417.23	104.3
848	MAG/PAPERS-EXTEN JUVENILE	3,424	.00	2,889.48	2,282	84.01	.00	82.01	91.2
849	MAG/PAPERS-EXTEN JUVENILE	137	.00	174.34	91	534.52	.00	534.52	84.4
		277,087	20,097.90	196,662.27	184,719	80,424.73	16,799.98	63,624.75	77.0
	** DIVISION TOTAL **	2,344,775	235,405.26	1,492,002.39	1,563,164	852,772.61	37,158.02	815,614.59	65.2



LIBRARY CAPITAL		PERIOD ENDING 12/31/92						
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	112,000.00	173,881.19	168,000.00	5,881.19-	103	
	TOTAL	.00	112,000.00	173,881.19	168,000.00	5,881.19-	103	
INVESTMENT INCOME								
30700-101	INVESTMENT INTEREST	468.49	5,066.66	4,373.89	7,600.00	3,226.11	57	
	TOTAL	468.49	5,066.66	4,373.89	7,600.00	3,226.11	57	
	FUND TOTAL	468.49	117,066.66	178,255.08	175,600.00	2,655.08-	101	

GLA3010 40000 LIBRARY CAPITAL EXPENDITURES		CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1991-92					PAGE 63		
OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT CCYM
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	20,000	.00	.00	13,333	20,000.00	14,450.00	5,550.00	72.3
280	OTHER PROFESSIONAL SERVICES	35,000	.00	.00	23,333	35,000.00	.00	35,000.00	
		55,000	.00	.00	36,666	55,000.00	14,450.00	40,550.00	26.3
CAPITAL OUTLAY									
510	AUTOMOTIVE EQUIPMENT	15,000	.00	13,972.00	10,000	1,028.00	.00	1,028.00	93.1
515	OFFICE MACHINERY AND EQUIPM	13,000	.00	2,773.00	8,666	10,227.00	.00	10,227.00	21.3
		28,000	.00	16,745.00	18,666	11,255.00	.00	11,255.00	59.8
	** DIVISION TOTAL **	83,000	.00	16,745.00	55,332	66,255.00	14,450.00	51,805.00	37.6

GLA3010		CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET						PAGE 136	
41000 DPL-CANTONI TRUST		FY 1991-92		FUND 92		PUBLIC LIBRARY-TRUSTS		12/31/92	
UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
	EXPENDITURES								
900	EXPENDITURES	10,000	203.52	2,418.46	6,666	7,581.54	913.95	6,667.59	33.3
		10,000	203.52	2,418.46	6,666	7,581.54	913.95	6,667.59	33.3
	** DIVISION TOTAL **	10,000	203.52	2,418.46	6,666	7,581.54	913.95	6,667.59	33.3

GLA3010		CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET						PAGE 137	
42000 DPL-BRECKENRIDGE TRUST		FY 1991-92		FUND 92		PUBLIC LIBRARY-TRUSTS		12/31/92	
UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
	CAPITAL CUTLAY EXPENDITURES								
900	EXPENDITURES	10,000	.00	.00	6,666	10,000.00	.00	10,000.00	
		10,000	.00	.00	6,666	10,000.00	.00	10,000.00	
	** DIVISION TOTAL **	10,000	.00	.00	6,666	10,000.00	.00	10,000.00	

GLA3010		CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET						PAGE 138	
43000 DPL-BRIDGES TRUST		FY 1991-92		FUND 92		PUBLIC LIBRARY-TRUSTS		12/31/92	
UB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
	EXPENDITURES								
900	EXPENDITURES	1,500	.00	363.99	1,000	1,136.01	.00	1,136.01	24.3
		1,500	.00	363.99	1,000	1,136.01	.00	1,136.01	24.3
	** DIVISION TOTAL **	1,500	.00	363.99	1,000	1,136.01	.00	1,136.01	24.3



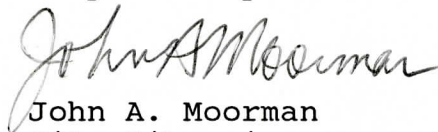
**Finance and Properties Committee**  
**January 4, 1993**

Mr. Sitton called the meeting to order at 4:00 p.m. Members present: Mr. Sitton, Dick Lockmiller, Barb Ohlsen, Ed McClure, and Bob Smith, and John Stengel. Staff present: John Moorman and Linda Humphreys.

Budget: Mr. Moorman presented four budget drafts. After considerable discussion, one of the drafts was slightly modified. The materials budget was set at \$300,000 with the carryover balance reduced to \$161,658. The proposal did not include funds for staffing for Sunday hours. The committee felt strongly that a two month trial period for Sunday hours should be conducted in the fall of 1993 using outside funding. Mr. Stengel was not in favor of a proposal which would reduce the fund balance. The other committee members recommended approval of the plan to the Board.

There was no further business. The meeting was adjourned at 5:15 p.m.

Respectfully submitted,



John A. Moorman  
City Librarian

FUND: 20 DECATUR PUBLIC LIBRARY

REVENUE

Object Code	Description	1992-93 Budget	1993-94 Estimate
<u>Fund Balance</u>			
30001000	Beginning Fund Balance	247,392	174,817
<u>Taxes</u>			
30100107	Property Tax - Library	1,955,000	2,017,617
<u>Intergovernmental Revenue</u>			
30200104	Replacement Tax	116,000	123,000
30200107	State Grants or Other	109,200	87,908
<u>Fines and Fees</u>			
30500509	Library Fines & Fees	55,000	60,000
30500510	Library Non-Resident Fees	2,000	2,000
30500511	Library Lost & Damaged Books	4,000	4,500
30500514	Verifax	1,800	1,500
30500515	Reserves	5,000	8,000
<u>Transfers</u>			
30600702	Transfer From General Fund	0	0
<u>Investment Income</u>			
30700101	Investment Interest	19,000	21,000
<u>Other Income</u>			
30800805	Contributions & Donations	4,000	4,500
30800899	Misc. Income	1,200	1,000
	Fund Total	2,519,592	2,505,842

Draft #6  
January 4, 1993



FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1992-93 Budget	1993-94 Estimate
<u>Personal Services</u>			
090	Regular Salaries	1,233,031	1,307,362
101	Overtime	0	0
102	Temporary Salaries	18,568	14,436
104	Retirement - IMRF	244,364	244,274
111	Group Life Insurance	1,134	936
112	Hosp. & Medical Insurance	87,900	90,453
114	Worker's Compensation	19,390	20,454
115	Service Recognition	2,583	2,723
	Total	1,606,970	1,680,638
<u>Contractual Services</u>			
201	Advertising	1,000	500
202	Printing and Binding	18,000	16,000
210	Serv. to Maint. Buildings	13,000	10,000
211	Serv. to Maint. Improvements	200	200
212	Serv. to Maint. Auto Equip.	5,000	2,500
213	Serv. to Maint. Office Equip.	12,500	12,500
231	Electricity	75,000	74,470
232	Gas	12,500	12,500
233	Telephone	21,000	21,000
234	Water	1,000	1,250
238	Auditing Services	1,500	1,500
240	Training School Expense	3,500	2,500
241	Conf. & Other Travel Expense	1,500	3,000
245	Postage	18,500	13,000
247	Computer Software Expense	900	2,000
271	Temporary Personnel Services	33,510	0
272	Tuition Reimbursement	1,500	2,500
273	Travel Expense for Interviews	3,000	500
280	Other Prof. Services	44,500	29,400
284	Professional Membership Fees	2,300	2,600
286	Rental (Data Processing)	35,000	29,000
289	Rental (Equipment)	23,000	23,000
	Total	327,910	259,920
<u>Commodities</u>			
310	Gasoline	3,200	2,200
312	Janitorial Supplies	4,000	2,000
320	Materials to Maint. Bldgs.	14,000	9,000
328	Materials to Maint. Equipment	0	0
337	Materials to Maint. Auto Equip.	5,000	4,000
345	Office Supplies	34,000	28,401
357	Employee Recognition Supplies	375	400
	Total	60,575	46,001

FUND: 20 DECATUR PUBLIC LIBRARY (continued)

EXPENDITURES

Object Code	Description	1992-93 Budget	1993-94 Estimate
	<u>Other Charges</u>		
400	Contingencies	10,000	5,000
415	Transfer to General Fund	30,000	33,480
418	Motor Vehicle Insurance	3,497	2,148
420	Boiler Insurance	403	403
421	Property Insurance	14,291	10,195
423	General Liability Insurance	5,092	4,899
499	Small Capital Items	1,500	1,500
	Total	64,783	57,625
	<u>Capital Outlay</u>		
515	Office Machinery & Equip.	7,450	0
520	Other Machinery & Equip.	0	0
	Total	7,450	0
	<u>Library Inventory</u>		
800	Books and Periodicals	277,087	300,000
	Fund Total	2,344,775	\$2,344,184
280:	Booth		2,000
	physicals		1,000
	security @ \$24		19,200
	Baby TALK		2,500
	NovaNET		3,200
	Labor negotiations		<u>1,500</u>
			\$29,400
			2,505,842
			<u>-2,334,184</u>
	1994/95 beginning fund balance		161,658



**Decatur Public Library Foundation**  
**January 4, 1993**

The Decatur Public Library Foundation Board of Directors met Monday, January 4, 1993 at 5:30 p.m. in the Library Board Room. Members present: Dick Lockmiller, Sharon Alpi, Martin Seidman, Bill Gerstner, and Mark Sorensen. Members absent: Bob Smith. Others present: John Moorman and Linda Humphreys.

The minutes of the meeting of December 14 were approved as mailed.

Treasurer's Report: The checking account balance is \$1,456. A Certificate of Deposit for \$5,321 matures on February 3, 1993. After discussion, it was decided to put the \$5,321 in the Foundation's savings account.

Shilling Local History Room: Mr. Moorman reported that everything is ready for the breakfast and open house on January 12.


The discussion of the mission statement and long range plan was tabled for one month.

Secretary/Treasurer: Mr. Moorman reported that it appeared that it was the intent of the initial bylaws to have two separate officers, but that has not been the practice. Mrs. Alpi made a motion to change the bylaws to a combined office of Secretary/Treasurer. The motion was seconded by Mr. Seidman and unanimously carried.

The next meeting will be Monday, February 8, 1993 at 5:30 p.m.

There was no other business. The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

  
N. Richard Lockmiller  
President

## VII. PERSONNEL

### Staffing Levels

Personnel is the library's most valuable resource and usually accounts for the largest portion of the budget. A library must be adequately staffed by competent, well-trained personnel in order to guarantee timely, efficient, and high quality library service to the community.

Planning and providing quality library service is a demanding task. The library profession has recognized that one means of maintaining quality is through approved educational programs. The American Library Association (ALA) has done this through the accreditation of graduate programs in library and information science. While acknowledging that each library employee must be evaluated on his or her specific talents, the commitment of the profession to quality education for its members is supported in this document by recommending the employment of graduates of ALA accredited programs for professional library positions.

1. Every library, no matter how small, shall have a permanent, paid staff member scheduled to work a minimum of 25 hours per week who is responsible for the administration of library services.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

2. (Either a or b applies.)

- a. Libraries serving populations of 5,000 and over shall have on the staff at least one full-time employee with a graduate degree from an ALA accredited library school. Libraries serving over 5,000 people should employ degreed librarians in reasonable proportion to their population and their locally chosen roles.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

- b. Libraries serving fewer than 5,000 people shall have on their staff a person with any one of the following educational descriptions: a graduate ALA accredited Masters degree in Library Science, a Bachelor's degree, a Library Technical Assistant Certificate (LTA) or two years of college

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_



(NOTE: For libraries serving populations under 5,000: A grandfather clause will be applied to this standard in recognition of the fact that there is often little flexibility in staffing arrangements in small institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)

3. Scheduling of library staff shall reflect library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

### Policies

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

5. Job descriptions shall be written and made available to all staff members.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

### Salaries

7. The library complies with the current federal minimum wage.

<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____	<input type="checkbox"/> _____
--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------	--------------------------------

8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

- a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Bowker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Bowker Annual is two years prior to the current year.)

b. The base salary for a public school teacher with a fifth year degree in any one of the elementary or secondary school districts within the library's service boundaries.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

### Staff Development

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10 There shall be a planned orientation program for all new employees.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

11 Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

### Community Awareness

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

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DECATUR PUBLIC LIBRARY LONG RANGE PLAN, 1989-1994

**VI. GOAL: To increase the amount of financial support available to Decatur Public Library.**

- A. Objective: Ensure that adequate local funding is available to the library annually.

Action Steps:

1. Board will request sufficient funds from City of Decatur to operate DPL each year.

**COMMENTS:** Board is reviewing the process to increase funding.

2. Lay groundwork for public and government support of an increase in tax funding for the library, by FY 1994.

**COMMENTS:** Not done. A task force and/or Board Finance Committee need to define this Action Step further.

- B. Objective: Raise \$50,000 in grant funds annually, beginning FY 1990.

**COMMENTS:** Grant funds have exceeded \$50,000 for 1989/90. In 1991, \$55,000 for local history was received through the Schilling Foundation. Need a person proficient in grant writing to continue in this area of funding.

- C. Objective: Receive annual support from the Friends of the Library, on a project basis, beginning in FY 1990.

**COMMENTS:** Done. Foundation and individual departments within the library have received funding.

- D. Objective: Raise \$200,000 in donations to the Library Foundation by FY 1994.

Action Steps:

1. Beginning in FY 1990, Assistant City Librarian and Decatur Area Resources for Economic Development Project Coordinator will continue to seek funding for this Project--through the Library Foundation, grants, and other sources.

**COMMENTS:** The committee members did not understand this goal.