

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
AGENDA
March 18, 1993 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
 - A. Meeting of February 18, 1993
- III. Communication from the Public
- IV. City Librarian's Report
- V. Reports of Committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of February 1, 1993
 - 2. Meeting of March 1, 1993
 - B. Finance and Properties Committee
 - 1. Approval of Bills for February 1993
 - 2. Meeting of March 2, 1993
 - C. Rolling Prairie Library System
 - 1. Report on February RPLS Board Meeting
 - D. Foundation
 - 1. Meeting of March 6, 1993
 - E. Friends of the Library
 - 1. Meeting of February 11, 1993
- VI. Avenues to Excellence II
 - A. Chapter IX, Physical Facilities
- VII. Old Business
- VIII. New Business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
February 18, 1993

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

The minutes of the regular meeting of January 21, 1993 were approved as mailed. The minutes of the special meeting of February 8, 1993 were also approved as mailed.

III. COMMUNICATIONS FROM THE PUBLIC

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

IV. CITY LIBRARIAN'S REPORT

Grace Veach, Cataloger, talked about the functions of her department.

The City Librarian's report was previously mailed.

Mr. Moorman reported that the City Human Resources division has offered meeting management training for the Library Board.

The annual Staff Institute training day will be Friday, April 23. A bus trip to the Harold Washington Center Library in Chicago is scheduled. Some trustees indicated an interest in going on the trip. The library is 1 city block big and 11 stories tall.

The Per Capita Grant application forms have arrived. A document delivery survey will be required.

Mr. Moorman updated the Board on the statewide borrower's card proposal. It has now been split into two proposals. Twenty-five people testified at the second hearing, with one person being for the proposal.

Mr. McClure made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Gaumer and unanimously carried on roll call vote. The Board went into closed session at 5:05 p.m. The meeting was re-convened at 5:40 p.m.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The Committee met February 1, 1993. The minutes were previously mailed.

Finance and Properties Committee: Mrs. Ohlsen made a motion to approve the January bills. The motion was seconded by Mr. McClure and unanimously approved on roll call vote.

At this point, Mr. Smith left the meeting and there was no longer a quorum.

The Committee met February 2, 1993. Technical Services needs modular furniture and networked terminals at each desk before the on-line catalog is implemented. Funding is available in the capital fund and the Breckenridge fund. Mr. Moorman reported that he and some staff toured the Iowa City Public Library last week to check their computer terminals. He agreed to purchase their old ALTOS unit for \$1,200, which is a considerable savings. Some furniture may be available for the Library from Staley; more details will be available mid-March. The Board recognized the staff for a substantial dollar savings based on original cost estimates for automation.

Mr. Moorman's initial response to the list of suggestions from Budget & Technology was reviewed. Mr. Moorman requested that a sub-committee be appointed to work on that project.

Rolling Prairie: Mr. Moorman attended the February meeting. He noted that Rolling Prairie staff received a 5% pay bonus to bring their pay level up to what it was in July 1992. A list of which libraries received Rolling Prairie's video titles has been prepared.

Foundation: The Foundation did not meet.

Friends of the Library: The Friends met January 28, 1993. The next book sale will be April 16 and 17, 1993.

VI. AVENUES TO EXCELLENCE II

Chapter VIII, Materials, was reviewed.

VII. OLD BUSINESS

A volunteer is making a list of the materials in the Library's collection of rare books. The list will be mailed out for quotes to sell the collection.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mr. Sitton ended the meeting at 6:15 p.m.

Respectfully submitted,



Patricia Williams, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the March 18, 1993 Meeting
of the
Decatur Public Library Board of Trustees

The best thing about February is that it is only 28 days long. I think that all of us can echo the sentiment expressed above this year. February 1993 saw library circulation decline, and bad weather that contributed to early library closing, bookmobile shutdowns, and increased absence due to flu and related illnesses. Several Saturdays saw the library busier than ever with peak usage being recorded on February 20th when 3,375 items were borrowed from the library.

During the month I gave a speech to the Decatur Lions Club about library activities and programs, attended a reception in Springfield on February 26th honoring Carl Volkmann (retiring Director of the Lincoln Library), and assisted with the planning for the National Issues Forum meeting held at Richland Community College on March 4th. Planning continues on schedule for the ILA Annual Conference to be held in Springfield on April 28th through May 1st. At the conference there will be a program by Claudia Quigg, Director of the Decatur Baby TALK program, entitled "Proactive Possibilities for Ensuring Your Library's Future". Karen Anderson, DPL Circulation Librarian, will be heading a Circulation Workshop for Library Assistants.

As a first step in our plan to use our expertise and equipment to help offset city charges for service provision, we are printing the Police Department's operational manual. While the project is larger in scope than desired for a first effort, it should give us guidance for future efforts in this area.

As the result of hearings before LSCA committees, the Statewide Borrowers Card Program has undergone substantial revision and will likely become a voluntary program for those libraries wishing to participate. These changes remove my major concerns about the proposed program and its effect for this library.

Overall, library use statistics are down from February of 1992. Material circulation is down 13% and the only area showing an increase is outreach which had a 9.4% increase. However, our service statistics (information requests) were up 9.9% overall and Reference saw a 36.8% increase over last year. What does this mean? Right now not a whole lot. Weather played a part as this

February's weather was worse than last year. Bookmobile stops were canceled on several days and the main library closed early on one day. If the statistical trend continues in coming months, it may mean that Decatur is coming out of its economic recession. Library use tends to decrease in times of a robust economy, and increase when recession or depression is present. It may also signal a change in how the library is being used with more emphasis on the informational exchange process and less on the physical checking out of library materials.

As of March 10, 1993, 85.5% of the budget year had been completed and 80.1% of the library's budgeted funds were either encumbered or spent.

The on-line catalog project is proceeding. All public access terminals are now on order and furniture and printers will be ordered shortly. Carolyn Baker, Installation Consultant with CLSI, spent March 3rd and 4th working with library staff on setting the parameters for the new system and in training staff on its use.

On March 10, 1993 the Friends of the Library held a reception honoring Duffy Sadorus, the artist whose Sand Dollar sculpture was recently purchased for the library by the Friends. The reception was well attended and the Friends are to be commended for their addition to the Library.

Other major items this month included the replacement of a clutch in one bookmobile tractor, the interviewing of over 55 individuals to fill two part-time building custodian positions, and carpet repair in several building areas.

Jerald Merrick indicates in his report: "The Grant Assistance Center open house will be April 20, 1993 at 9:00 a.m. This will be set up just north of the Business Information Center with books from DPL Reference and Communities in Partnership. A computer will be in the Center with grant information. It will be connected to the laser printer in the BIC area. Charlene Mounce (of Communities in Partnership) will be available on-site that day for one-on-one grant assistance. She will schedule certain posted hours and will also be available by appointment."

The Library was represented at the Black History Month Fair at Richland Community College where as Joan Bauer states in her report: "Not many people stopped due to the cold, but those who did were very supportive of DPL." The library will also have a table at the Environmental Fair on March 27, 1993.

The Children's Department is working with Baby TALK as that agency is planning for Decatur to be a program test site for the "Touchpoints" parents education program developed by Dr. T. Terry Brazelton. As an indication of how outside programs affect library usage, Katie Gross reports "We recorded 58 SPARK contacts--SPARK parents request a paper saying they visited the library, and use it to earn points towards a prize (usually a paperback book). Last

February, we recorded 16, so we've had a sizable increase of parents motivated to use the library by SPARK." Lap-sit programs are well attended and on February 12 there were 76 in attendance at three programs.

In closing this month's report, I again wish to express my appreciation to all the library staff, whose hard work and dedication make this library the fine place it is.

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 February 1993

Location	February 1993	February 1992	% Change
CENTRAL LIBRARY, PRINT			
Reference	146	172	-15.1
Adult	26,870	30,225	-11.1
Young Adult	1,583	1,804	-12.3
Children's	15,968	18,046	-11.5
TOTAL	44,567	50,247	-11.3
EXTENSION PRINT			
Bookmobile 547	3,900	5,734	-32.0
Bookmobile 548	4,342	5,738	-24.3
Outreach	1,172	1,071	9.4
TOTAL	9,414	12,543	-25.0
TOTAL PRINT	53,981	62,790	-14.0
NON-PRINT			
Films	0	42	-100.0
Videocassettes	7,841	8,596	-8.8
Audiocassettes	2,039	2,289	-10.9
Recordings	1,483	1,599	-7.3
Other	121	93	30.1
TOTAL	11,484	12,619	-9.0
Extension Non-print	49	53	-7.6
TOTAL NON-PRINT	11,533	12,672	-9.0
Renewals	645	618	4.4
TOTAL CIRCULATION	66,159	76,080	-13.0

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 February 1993

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Reference	1,866	2,481	-24.8
Adult	318,589	327,466	-2.7
Young Adult	21,500	23,266	-7.6
Children's	197,305	200,383	-1.5
TOTAL	539,260	553,596	-2.6
EXTENSION PRINT			
Bookmobile 547	61,758	66,487	-7.1
Bookmobile 548	60,666	67,954	-10.7
Outreach	15,628	13,749	13.7
TOTAL	138,052	148,190	-6.8
TOTAL PRINT	677,312	701,786	-3.5
NON-PRINT			
Films	162	568	-71.5
Videocassettes	90,226	96,295	-6.3
Audiocassettes	25,640	25,890	-1.0
Recordings	15,868	16,733	-5.2
Other	968	748	29.4
TOTAL	132,864	140,234	-5.3
Extension Non-print	509	497	2.4
TOTAL NON-PRINT	133,373	140,731	-5.2
Renewals	6,032	5,494	9.8
TOTAL CIRCULATION	816,717	848,011	-3.7

STATISTICAL REPORT

February 1993

TECHNICAL SERVICES

New book volumes added: 1,381
New book titles added: 696
AV titles added: 125
Volumes withdrawn: 555
Books mended: 836
Gift books received: 233

PERSONNEL REPORT

	Previous Month	Terminations	New Staff	Present Strength
Librarians	9	0	0	9
Library Assistants	7 + 6	0	0	7 + 6
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: 21 adult + 4 youth + 7 juvenile = 32 total

PROFESSIONAL ASSISTS: this 12 months to date: 53,311
last 12 months to date: 50,675

PATRONS IN THE BUILDING: this 12 months to date: 361,016
last 12 months to date: 372,073

VOLUMES PURCHASED: this 12 months to date: 14,989
last 12 months to date: 16,708

VOLUNTEERS: not available

Personnel, Policy, and Public Relations Committee
February 1, 1993

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

Public Aid program: Mr. Moorman reported that he had been approached by a representative of the public aid department requesting that the library allow public aid recipients to work at the library at no charge to the library. Mr. Moorman noted several problems with the standard contract provided. He also said that staffing is very tight right now and it would be difficult to find time to train and supervise the people. There was mixed Committee reaction to the proposal and it was determined that the plan will be looked at again in three months. There was also interest expressed in participating in the AARP program which places retired people in part-time jobs at no cost to the participating agency.

Drug Free Workplace: Mr. Moorman explained that when the Board approved the per capita grant application, it included a statement that the library is a drug-free workplace. To comply with the regulations, the Board must adopt appropriate policy to support the statement.

Performance Evaluations: The forms that the library is currently using were reviewed. The consensus was that the forms need to be revised and updated. It was agreed that the forms are administrative tools and should be developed by Mr. Moorman and the department heads, using samples of forms provided by ALA and other libraries. Mr. Moorman also said that the department heads need to be trained on how to conduct performance evaluations. It was also noted that the Committee is responsible for Mr. Moorman's performance evaluation. Copies of appropriate forms for evaluating a director will be mailed out before the next meeting.

Long Range Plan Committee: The current Long Range Plan ends in 1994. In the past, the Long Range Plan Committee was an ad hoc committee of the Board. Several names were mentioned as possible candidates for the new committee. A new citizen's survey needs to be conducted before the new committee begins its work, and for consistency, some of the questions need to be the same as before. Mrs. Alpi has indicated that her students could conduct a survey, but they cannot begin until fall 1993.

Travel Expenses: The form used by library staff to report travel expenses, including mileage expense, was reviewed. It was noted that the IRS allows \$.28 for mileage and the library only pays \$.20. The city also pays \$.20 for mileage reimbursement, but the city has a large fleet so that most employees do not have to use their personal vehicles for city business. The library has only one station wagon and one van. The consensus was that \$.28 was

appropriate but the committee requested an estimate on the annual cost of increasing the reimbursement to \$.28.

Mr. Sitton made a motion to adjourn to closed executive session to discuss salaries. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote. The Board went into closed session at 6:20 p.m. The meeting was re-convened at 6:40 p.m.

There was no further business. The meeting was adjourned at 6:40 p.m.

Respectfully submitted,


John A. Moorman
City Librarian

Personnel, Policy, and Public Relations Committee
March 1, 1993

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

Reorganization: Mr. Moorman presented a revised plan for library reorganization. The new plan includes six service areas and six people who will report directly to the City Librarian. The Committee agreed with the concepts in the plan.

Performance Evaluations: There was discussion about narrative versus scaled evaluations. The consensus was that the form created to evaluate the City Librarian should be numerically based with space for comments on each criteria. The progress toward the goals and ongoing should be part of the evaluation. It was also noted that it is important to recognize the routine parts of the job. A self-evaluation from Mr. Moorman should also be included in the process. Mrs. Williams agreed to develop a draft form.

Administrative Office Clerical Position: Mr. Moorman reported that he is ready to fill the vacant administrative clerical position. The previous responsibilities of the position have been reduced. Mr. Moorman proposed placing two half-time people in the position rather than one full-time person. It is assumed that the positions will be filled from within. The Committee agreed to recommend Mr. Moorman's proposal to the full Board for approval.

Mr. Moorman reported that the city Human Resources Division has offered the Library Board training on meeting management. The Committee members expressed possible interest in the training. Mr. Moorman will check on details and report to the Board.

There was no further business. The meeting was adjourned at 6:15 p.m.

Respectfully submitted,



John A. Moorman
City Librarian

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 2/28/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/26/93	POSTMASTER	201.66	29810	2/26/93	POSTAGE
2/26/93	COMMERCIAL MAIL SERVICES	28.05	60534	2/26/93	MAG/PAPERS--MAIN ADULT
2/26/93	READER'S DIGEST FUND FOR	9.95	60546	2/26/93	MAG/PAPERS--EXTEN ADULT
2/26/93	READER'S DIGEST LIBRARIES	19.90	60246	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	POLLING PRAIRIE LIBRARIES	44.00	60277	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	DECATUR TRIBUNE	113.22	60280	2/26/93	ADVERTISING
2/26/93	FARM & FLEET	45.00	60283	2/26/93	JANITORIAL SUPPLIES
2/26/93	MODERN BUSINESS SYSTEMS	376.69	60284	2/26/93	OFFICE SUPPLIES AND OTHER TRAVEL
2/26/93	MOORMAN JOHN	24.00	60288	2/26/93	CONFERENCE AND BUILDINGS
2/26/93	TREAS--PETTY CASH	4.00	60588	2/26/93	SERV TO MAINT AUTO EQUIPMENT
2/26/93	TREAS--PETTY CASH	14.58	60588	2/26/93	SERV TO MAINT BUILDINGS
2/26/93	TREAS--PETTY CASH	35.88	60288	2/26/93	CONFERENCE AND OTHER TRAVEL
2/26/93	TREAS--PETTY CASH	28.88	60288	2/26/93	CONFERENCE AND OTHER TRAVEL
2/26/93	TREAS--GENERAL FUND	570.65	60310	2/26/93	MATERIALS TO MAINT BLDGS
2/26/93	TREAS--GENERAL FUND	414.11	60310	2/26/93	MATERIALS TO MAINT AUTO EQUIP
2/26/93	POSTMASTER	88.79	60331	2/26/93	POSTAGE SUPPLIES
2/26/93	TREAS--MEDICAL INSURANCE	3,136.42	60331	2/26/93	HOSPITAL AND MEDICAL INSURANCE
2/26/93	TREAS--NON MEDICAL INS	37.12	60337	2/26/93	GROUP LIFE INSURANCE
2/26/93	TREAS--NON MEDICAL INS	675.57	60337	2/26/93	WORKERS COMPENSATION
2/26/93	TREAS--IMRF	8,059.41	60398	2/26/93	RETIREMENT--IMRF
2/26/93	ARATEX SERVICES, INC.	2.00	60410	2/26/93	SERV TO MAINT BUILDINGS
2/26/93	HUGHES, WAYNE	60.00	60419	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	RIGSBY, PAUL	60.00	60428	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	SLEETH, ALAN	60.00	60431	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	STORTELIC, DENNIS R	180.00	60432	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	TORRINGTON VIDEO, INC.	25.95	60447	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	QUALITY VIDEO, INC.	25.95	60447	2/26/93	AV-VIDEOS
2/26/93	COMPUTER, INC	1,307.64	60448	2/26/93	OFFICE SUPPLIES
2/26/93	DECATUR HERALD & REVIEW	60.49	60453	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	DISTRIBUTION VIDEOS	93.76	60454	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	DO IT YOURSELF INC.	85.70	60455	2/26/93	AV-VIDEOS
2/26/93	EDUC RECORD & TAPE DIST	31.74	60459	2/26/93	AV-VIDEOS
2/26/93	FILMS FOR HUMANITIES & SCIENCE	579.00	60461	2/26/93	AV-CASSETTES
2/26/93	FILMS FOR HUMANITIES & SCIENCE	91.90	60461	2/26/93	AV-CASSETTES
2/26/93	MICROTEXT	245.27	60469	2/26/93	AV-VIDEOS
2/26/93	QUALITY BOOKS INC.	11.84	60477	2/26/93	OFFICE SUPPLIES
2/26/93	REGENT BOOK CO	37.42	60479	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	REGENT BOOK CO	33.96	60479	2/26/93	BOOKS--MAIN ADULT
2/26/93	REED REFERENCE PUBL	208.38	60481	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	SELECTED PUBLISHING	57.65	60483	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	SKILLS LIBRARY	53.45	60484	2/26/93	AV-VIDEOS
2/26/93	WEST PUBLISHING COMPANY	32.95	60495	2/26/93	AV-VIDEOS
2/26/93	WEST PUBLISHING COMPANY	129.25	60496	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	STIFF-LIP PRODUCTIONS	54.39	60520	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	TELECOM U S A	110.00	60521	2/26/93	TELEPHONE
2/26/93	DECATUR AREA ARTS COUNCIL	85.00	60541	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	ILLINOIS LIBRARY ASSOCIATION	1,203.80	60542	2/26/93	CONFERENCE AND OTHER TRAVEL
2/26/93	MANPOWER	25.23	60546	2/26/93	TEMP PERSONNEL SERVICES
2/26/93	PRAIRIE LIBRARIES	72.00	60547	2/26/93	TELEPHONE
2/26/93	CLUB OF DECATUR	21.84	60550	2/26/93	PROFESSIONAL MEMBERSHIP FEES
2/26/93	ROTARY CLUB OF DECATUR	32.00	60550	2/26/93	PROFESSIONAL MEMBERSHIP FEES
2/26/93	STRIGLOS, PHAINES & ESSICK	1,388.64	60553	2/26/93	OFFICE SUPPLIES
2/26/93	ULTRATEC	2,329.87	60553	2/26/93	OFFICE SUPPLIES
2/26/93	BAKER & TAYLOR CO	13.74	60556	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	88.36	60556	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	744.15	60556	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	419.37	60557	2/26/93	BOOKS--EXTENSION JUVENILE
2/26/93	BAKER & TAYLOR CO	152.67	60557	2/26/93	BOOKS--EXTENSION JUVENILE
2/26/93	BAKER & TAYLOR CO	61.02	60557	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	30.88	60557	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	106.81	60557	2/26/93	BOOKS--PROFESSIONAL
2/26/93	BAKER & TAYLOR CO	124.66	60557	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	BAKER & TAYLOR CO		60557	2/26/93	AV-CASSETTES

GLA3120 FUND DECATUR PUBLIC LIBRARY CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FOR PERIOD ENDING 2/28/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/19/93	ILLINOIS POWER COMPANY	3,606.79	60560	2/19/93	ELECTRICITY
2/19/93	MANPOWER	1,833.70	60563	2/19/93	TEMP PERSONNEL SERVICES
2/22/93	MARKETING SERVICE	163.25	60572	2/22/93	REFERENCE
2/22/93	SECRETARY OF STATE	290.00	60585	2/22/93	BOOKS--MAIN REFERENCE
2/24/93	BOOTH & LITTLE	155.00	60608	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	CSC CREDIT SERVICES, INC.	88.97	60610	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	HUGHES WAYNE	60.00	60625	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	MIDWEST MICROFILM CO	111.97	60638	2/24/93	BOOKS--MAIN REFERENCE
2/24/93	MAGNA BANK OF CENTRAL IL NA	20.00	60639	2/24/93	ADVERTISING
2/24/93	MYERS LANDSCAPING SERVICE	35.00	60640	2/24/93	SERV TO MAINT IMPROVEMENTS
2/24/93	MANPOWER	60.00	60641	2/24/93	TEMP PERSONNEL SERVICES
2/24/93	ROSDER, PAUL	93.75	60649	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	ROBBINS, SCHWARTZ, NICHOLAS	400.00	60654	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	SIGNORELLI OFFICE SERVICES	180.00	60655	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	SLEETH, ALAN	120.00	60656	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	TORTORICE, DENNIS R	60.00	60658	2/24/93	OTHER PROFESSIONAL SERVICES
2/24/93	TREAS-MEDICAL INSURANCE	3,136.42	60660	2/24/93	HOSPITAL AND MEDICAL INSURANCE
2/24/93	TREAS-NON MEDICAL INS	34.12	60661	2/24/93	GROUP LIFE INSURANCE
2/24/93	TREAS-NON MEDICAL INS	675.57	60661	2/24/93	WORKERS COMPENSATION
2/24/93	TREAS-GENERAL FUND	2,876.27	60662	2/24/93	CAS
2/24/93	TREAS-IMRF	8,058.28	60662	2/24/93	RETIREMENT-IMRF
2/24/93	UNIVERSITY OF ILLINOIS	20.00	60670	2/24/93	SERV TO MAINT OFFICE EQUIP
2/24/93	MAGNA BANK OF CENTRAL IL NA	20.00	60677	2/24/93	SERV TO MAINT OFFICE EQUIP
2/25/93	TRIGAS-CENTRAL GARAGE FD	200.88	60682	2/25/93	GASOLINE
2/26/93	AUTUMN, INC.	180.00	60691	2/26/93	SERV TO MAINT BUILDINGS
2/26/93	AMER BINDERY	195.35	60696	2/26/93	PRINTING AND BINDING
2/26/93	BAKER & TAYLOR CO	38.00	60702	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	83.00	60702	2/26/93	BOOKS--MAIN JUVENILE
2/26/93	BAKER & TAYLOR CO	530.08	60702	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	BAKER & TAYLOR CO	94.50	60702	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	BAKER & TAYLOR CO	475.25	60703	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	BAKER & TAYLOR CO	107.75	60703	2/26/93	BOOKS--MAIN YOUTH
2/26/93	BAKER & TAYLOR CO	5.66	60703	2/26/93	BOOKS--MAIN JUVENILE
2/26/93	BAKER & TAYLOR CO	96.30	60703	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	BAKER & TAYLOR CO	22.24	60703	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	BAKER & TAYLOR CO	133.97	60703	2/26/93	AV-PHONOTICS
2/26/93	BAKER & TAYLOR CO	798.24	60703	2/26/93	AV-CASSETTES
2/26/93	BAKER & TAYLOR CO	81.50	60703	2/26/93	AV-VIDEOS
2/26/93	BAKER & TAYLOR CO	150.00	60704	2/26/93	OFFICE SUPPLIES
2/26/93	BAKER & TAYLOR CO	1,076.50	60704	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	209.76	60704	2/26/93	BOOKS--MAIN YOUTH
2/26/93	BAKER & TAYLOR CO	1,369.59	60704	2/26/93	BOOKS--MAIN JUVENILE
2/26/93	BAKER & TAYLOR CO	114.50	60704	2/26/93	BOOKS--MAIN REFERENCE
2/26/93	BAKER & TAYLOR CO	121.07	60704	2/26/93	BOOKS--EXTENSION ADULT
2/26/93	BAKER & TAYLOR CO	52.22	60704	2/26/93	AV-PHONOTICS
2/26/93	BAKER & TAYLOR CO	223.76	60704	2/26/93	AV-CASSETTES
2/26/93	BAKER & TAYLOR CO	1,457.31	60704	2/26/93	AV-VIDEOS
2/26/93	BAKER & TAYLOR CO	882.21	60705	2/26/93	BOOKS--MAIN ADULT
2/26/93	BAKER & TAYLOR CO	703.14	60705	2/26/93	BOOKS--MAIN JUVENILE
2/26/93	BAKER & TAYLOR CO	94.52	60705	2/26/93	BOOKS--EXTENSION JUVENILE
2/26/93	BAKER & TAYLOR CO	188.16	60705	2/26/93	AV-CASSETTES
2/26/93	BAKER & TAYLOR CO	216.90	60725	2/26/93	OFFICE SUPPLIES
2/26/93	CAPITAL CITY PAPER CO	725.17	60737	2/26/93	OFFICE SUPPLIES
2/26/93	DECATUR PAPER HOUSE	109.17	60738	2/26/93	OFFICE SUPPLIES
2/26/93	DECATUR PAPER HOUSE	42.28	60747	2/26/93	TRAINING SCHOOL
2/26/93	DIXIE USA	88.04	60747	2/26/93	OFFICE SUPPLIES
2/26/93	HIGHSMITH CO., INC.	828.51	60769	2/26/93	TELEPHONE
2/26/93	ILLINOIS BELL	43.44	60773	2/26/93	TELEPHONE
2/26/93	ILLINOIS BELL	974.43	60774	2/26/93	PRINTING AND BINDING EQUIP
2/26/93	ILL STATE LIBRARY	88.00	60777	2/26/93	SERV TO MAINT OFFICE EQUIP
2/26/93	ILL STATE LIBRARY	922.02	60777	2/26/93	POSTAGE
2/26/93	ILL STATE LIBRARY	67.25	60777	2/26/93	TELEPHONE
2/26/93	ILL STATE LIBRARY	87.02	60777	2/26/93	POSTAGE
2/26/93	ILL STATE LIBRARY	3,231.33	60777	2/26/93	RENTAL-EQUIPMENT
2/17/93	JAN SAN SUPPLY CO., INC.	3,274.18	60783	2/26/93	JANITORIAL SUPPLIES

FOR PERIOD ENDING 2/28/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/17/93	JAN SAN SUPPLY CO., INC.	143.73	60783	2/26/93	MATERIALS TO MAINT BLDGS
2/17/93	MILLER O'NEILL	614.00	60812	2/26/93	SERV TO MAINT BUILDINGS
2/17/93	MILLER O'NEILL	939.75	60812	2/26/93	MATERIALS TO MAINT BLDGS
2/24/93	NEWARK ELECTRONICS	71.91	60817	2/26/93	MATERIALS TO MAINT BLDGS
2/24/93	PRAIRIE INTERNATIONAL	198.03	60827	2/26/93	SERV TO MAINT AUTO EQUIPMENT
2/24/93	POPULAR SUBSCRIPTION SERV.	41.26	60828	2/26/93	MAG/PAPERS-MAIN ADULT
2/26/93	PROFESSIONAL MEDIA SERV. CORP	156.21	60829	2/26/93	AV-VIDEOS
2/26/93	REED REFERENCE PUBL	282.58	60839	2/26/93	BOOKS-MAIN JUVENILE
2/19/93	SATLEY'S, INC.	139.35	60841	2/26/93	OFFICE SUPPLIES
2/24/93	SCHUERMAN KEY SHOP INC.	118.50	60842	2/26/93	SERV TO MAINT BUILDINGS
2/11/93	STRIGLOS/HAINES & ESSICK	271.43	60850	2/26/93	OFFICE SUPPLIES
2/24/93	STRIGLOS/HAINES & ESSICK	49.63	60851	2/26/93	OFFICE SUPPLIES
2/24/93	SCHUER-TEL COMMUNICATIONS	37.50	60853	2/26/93	TELEPHONE
2/26/93	SATASTAR COMMUNICATIONS INC.	235.90	60860	2/26/93	AV-VIDEOS
2/26/93	SCHOLASTIC INC	33.77	60865	2/26/93	BOOKS-MAIN JUVENILE
2/24/93	TEPPER ELECTRIC	53.06	60866	2/26/93	MATERIALS TO MAINT BLDGS
2/26/93	TORTORICE, DENNIS R	60.00	60871	2/26/93	OTHER PROFESSIONAL SERVICES
2/26/93	TORNADO PROJECT	33.00	60876	2/26/93	AV-VIDEOS
TOTAL		69,863.11			

FOR PERIOD ENDING 2/28/93

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
2/18/93	UNIPUB	42.50	60554	2/18/93	EXPENDITURES
2/26/93	BAKER & TAYLOR CO	433.44	60702	2/26/93	EXPENDITURES
TOTAL		475.94			

GLA3010	DECATUR PUBLIC LIBRARY	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
090	SALARIES & WAGES	1,233,031	75,958.85	827,105.58	1,027,525	405,925.42	.00	405,925.42	67.1
092	REGULAR SALARIES	0	4,928.10	49,169.69	0	49,169.69	.00	49,169.69	
094	HOLIDAYS	0	43.67	433.15	0	433.15	.00	433.15	
096	LEAVE WITH PAY	0	3,413.67	25,283.52	0	25,283.52	.00	25,283.52	
098	SICK TIME	0	2,068.98	63,901.71	0	63,901.71	.00	63,901.71	
098	VACATION TIME								
		1,233,031	86,412.67	967,649.65	1,027,525	265,381.35	.00	265,381.35	78.5
	PERSONAL SERVICES								
102	TEMPORARY SALARIES	18,568	2,639.44	20,757.00	15,473	2,189.00	.00	2,189.00	111.8
104	RETIREMENT - FMRF	244,364	16,117.69	190,799.50	203,636	54,254.50	.00	54,254.50	77.8
111	GROUP LIFE INSURANCE	1,324	6,824.24	7,098.72	945	335.28	.00	335.28	70.4
112	HOSPITAL AND MEDICAL INSURANCE	87,500	6,272.84	66,820.12	73,250	21,079.88	.00	21,079.88	76.0
114	WORKERS COMPENSATION	19,590	1,351.14	14,728.23	19,138	4,661.77	.00	4,661.77	76.0
115	SERVICE RECOGNITION	2,583	337.50	2,170.00	2,152	413.00	.00	413.00	84.0
		373,939	26,786.85	295,383.57	311,614	78,555.43	.00	78,555.43	79.0
	CONTRACTUAL SERVICES								
201	ADVERTISING AND BINDINGS	1,000	31.10	149.45	833	850.55	10.00	840.55	15.9
202	PRINTING	18,000	1,169.78	10,475.19	15,000	7,574.81	713.00	9,811.81	62.2
210	SERV TO MAINT BUILDINGS	13,000	35.00	7,595.01	10,833	5,614.99	2,314.99	3,300.00	25.0
211	SERV TO MAINT IMPROVEMENTS	5,000	202.03	70.00	166	1,300.00	.00	1,300.00	27.0
212	SERV TO MAINT AUTO EQUIPMEN	12,500	108.70	3,901.48	4,166	1,098.52	.00	1,098.52	33.8
231	GAS	12,500	3,606.79	4,861.13	10,416	7,520.87	118.00	7,402.87	59.2
232	ELECTRICITY	12,500	2,876.87	53,699.65	62,500	21,300.35	.00	21,300.35	71.6
233	TELEPHONE	21,000	1,911.09	17,860.82	10,416	4,639.18	.00	4,639.18	62.9
234	WATER SERVICES	1,000	.00	692.73	17,500	6,302.27	766.00	5,536.27	73.6
238	AUDITING SERVICES	1,000	.00	.00	833	307.30	.00	307.30	69.3
240	TRAINING SCHOOL	3,500	42.28	923.58	1,250	1,500.00	.00	1,500.00	43.4
241	CONFERENCES AND OTHER TRAVE	1,500	476.19	1,531.11	1,250	2,576.42	.00	2,576.42	102.1
245	POSTAGE	18,900	976.38	7,083.58	15,416	11,416.42	87.55	11,328.87	38.8
247	COMPUTER SOFTWARE EXPENSE	3,500	.00	1,368.96	750	468.96	.00	468.96	152.1
271	TUITION REIMBURSEMENT	3,500	5,057.48	48,105.88	27,250	14,595.88	.00	14,595.88	128.6
272	TUITION EXPENSE FOR INTERVIE	3,000	.00	2,975.10	2,500	428.80	.00	428.80	143.6
273	TRAVEL EXPENSE FOR INTERVIE	4,000	1,927.72	24,065.07	37,083	20,434.93	416.66	20,018.27	99.2
280	OTHER PROFESSIONAL SERVICES	2,500	72.00	31,709.00	1,916	3,711.34	7,314.76	501.00	74.3
284	PROFESSIONAL MEMBERSHIP FEE	35,000	3,231.53	17,164.90	19,166	5,835.50	1,063.00	3,672.42	179.3
286	RENTAL-EQUIPMENT								
289	RENTAL-EQUIPMENT								
		327,910	22,663.44	241,937.80	273,251	85,972.20	12,803.96	73,168.24	77.7
	COMMODITIES								
310	GASOLINE	3,200	200.88	1,388.05	2,666	1,811.95	.00	1,811.95	43.4
312	JANITORIAL SUPPLIES	4,000	387.40	2,628.74	3,333	1,373.29	381.13	962.13	75.2
320	MATERIALS TO MAINT BLDGS	14,000	1,244.33	6,660.55	11,666	7,339.45	2,855.61	4,483.84	68.0
328	MATERIALS TO MAINT EQUIPMENT	0	.00	140.00	0	140.00	.00	140.00	65.6
337	MATERIALS TO MAINT AUTO EQUI	5,000	28.88	3,280.38	4,166	1,719.62	.00	1,719.62	76.2
347	OFFICE SUPPLIES	34,000	3,804.53	17,423.56	28,333	16,576.44	8,476.60	8,099.84	39.4
357	EMPLOYEE RECOGNITION SUPPLI	3,375	.00	147.70	3,312	227.30	.00	227.30	39.4
		60,575	5,666.02	31,666.98	50,476	28,908.02	11,713.34	17,194.68	71.6
	OTHER CHARGES								
400	CONTINGENCIES	10,000	.00	15,000.00	8,333	10,000.00	.00	10,000.00	50.0
415	TRANSFER TO GENERAL FUND	30,000	.00	2,826.91	25,000	15,670.00	.00	15,000.00	80.8
418	MOTOR VEHICLE-INSURANCE	3,497	.00	2,302.23	2,914	100.77	.00	100.77	75.0
420	BOILER INSURANCE	3,403	.00	.00	2,335	.00	.00	.00	.00

GLA3010

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

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40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

2/28/93

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMM
OTHER CHARGES									
421	PROPERTY INSURANCE	14,291	.00	10,718.25	11,909	3,572.75	.00	3,572.75	75.0
423	GENERAL LIABILITY INSURANCE	5,092	.00	3,818.99	4,243	1,273.01	.00	1,273.01	75.0
499	SMALL CAPITAL ITEMS	1,500	.00	3,708.84	1,250	2,208.84	164.95	2,373.79	258.3
		64,783	.00	36,375.22	53,984	28,407.78	164.95	28,242.83	56.4
CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPM	7,450	.00	3,996.19	6,208	3,453.81	665.00	2,788.81	62.6
520	OTHER MACHINERY AND EQUIPME	0	.00	745.00	0	745.00	.00	745.00	
		7,450	.00	4,741.19	6,208	2,708.81	665.00	2,043.81	72.6
CAPITAL OUTLAY									
801	BOOKS-MAIN ADULT	94,700	4,317.47	69,202.77	78,916	25,497.23	12,940.55	12,556.68	86.7
802	BOOKS-MAIN YOUTH	8,000	499.28	4,787.98	6,666	3,212.02	640.90	2,571.12	67.9
803	BOOKS-MAIN JUVENILE	30,000	4,831.51	32,537.37	25,000	2,537.37	4,669.87	7,207.24	124.0
804	BOOKS-MAIN REFERENCE	56,000	1,865.42	53,224.26	46,666	2,775.74	1,728.63	1,047.11	98.1
805	BOOKS-PROFESSIONAL	3,000	30.88	3,754.88	2,500	754.88	620.20	1,375.08	145.8
821	BOOKS-EXTENSION ADULT	15,000	467.44	14,254.02	12,500	745.98	889.76	143.78	101.0
822	BOOKS-EXTENSION YOUTH	400	.00	363.09	333	36.91	76.62	39.71	109.9
823	BOOKS-EXTENSION JUVENILE	9,000	838.67	9,191.91	7,500	1,91.91	191.65	383.56	104.3
830	AV-PHONODICS	4,000	755.19	2,912.12	3,333	1,087.88	1,250.95	163.07	104.1
831	AV-CASSETTES	7,000	649.62	4,757.93	5,833	2,242.07	1,662.85	579.22	91.7
832	AV-VIDEOS	16,000	3,351.35	10,333.56	13,333	5,666.44	3,839.63	1,826.81	88.6
841	MAG/PAPERS-MAIN ADULT	18,065	51.21	17,434.22	15,054	630.78	.00	630.78	96.5
842	MAG/PAPERS-MAIN YOUTH	435	.00	527.56	362	92.56	.00	92.56	121.3
843	MAG/PAPERS-MAIN JUVENILE	1,083	.00	815.31	902	267.69	.00	267.69	75.3
844	MAG/PAPERS-MAIN REFERENCE	9,817	.00	10,234.23	8,180	417.23	.00	417.23	104.3
845	MAG/PAPERS-MAIN PROFESSIONA	936	.00	853.99	780	82.01	.00	82.01	91.2
847	MAG/PAPERS-EXTEN ADULT	3,424	19.90	2,909.38	2,853	514.62	.00	514.62	85.0
848	MAG/PAPERS-EXTEN YOUTH	90	.00	174.34	75	84.34	.00	84.34	193.7
849	MAG/PAPERS-EXTEN JUVENILE	137	.00	100.70	114	36.30	.00	36.30	73.5
		277,087	17,677.94	238,369.62	230,900	38,717.38	28,511.61	10,205.77	96.3
** DIVISION TOTAL **		2,344,775	159,206.92	1,816,124.03	1,953,958	528,650.97	53,858.86	474,792.11	79.8

RECYCLED

ENVIRO-FORMS

04

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	140,000.00	173,881.19	168,000.00	5,881.19-	103
	TOTAL	.00	140,000.00	173,881.19	168,000.00	5,881.19-	103
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	374.15	6,333.33	5,181.11	7,600.00	2,418.89	68
	TOTAL	374.15	6,333.33	5,181.11	7,600.00	2,418.89	68
FUND TOTAL							
		374.15	146,333.33	179,062.30	175,600.00	3,462.30-	102

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1991-92

FUND 21 LIBRARY CAPITAL

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OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PERCENT CCMM
LIBRARY CAPITAL EXPENDITURES									
CONTRACTUAL SERVICES									
247	COMPUTER SOFTWARE EXPENSE	20,000	.00	.00	16,666	20,000.00	14,450.00	5,550.00	72.3
280	OTHER PROFESSIONAL SERVICES	35,000	.00	.00	29,166	35,000.00	.00	35,000.00	
	TOTAL	55,000	.00	.00	45,832	55,000.00	14,450.00	40,550.00	26.3
CAPITAL OUTLAY									
510	AUTOMOTIVE EQUIPMENT	15,000	.00	13,972.00	12,500	1,028.00	.00	1,028.00	93.1
515	OFFICE MACHINERY AND EQUIPM	13,000	.00	2,773.00	10,833	10,227.00	.00	10,227.00	21.3
	TOTAL	28,000	.00	16,745.00	23,333	11,255.00	.00	11,255.00	59.8
	** DIVISION TOTAL **	83,000	.00	16,745.00	69,165	66,255.00	14,450.00	51,805.00	37.6

CITY OF DECATUR										PAGE 136	
REPORT OF EXPENDITURES TO BUDGET FY 1991-92										2/28/93	
FUND 92 PUBLIC LIBRARY-TRUSTS											
GLA3010	DPL-CANTONI TRUST										
OB CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT	CCPM		
900	EXPENDITURES										
		475.94	2,968.61	8,333	7,031.39	913.95	6,117.44	38.8			
		475.94	2,968.61	8,333	7,031.39	913.95	6,117.44	38.8			
**	DIVISION TOTAL **	475.94	2,968.61	8,333	7,031.39	913.95	6,117.44	38.8			

CITY OF DECATUR										PAGE 137	
REPORT OF EXPENDITURES TO BUDGET FY 1991-92										2/28/93	
FUND 92 PUBLIC LIBRARY-TRUSTS											
GLA3010	DPL-BRECKENRIDGE TRUST										
OB CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT	CCPM		
900	EXPENDITURES										
		.00	.00	8,333	10,000.00	.00	10,000.00	---			
		.00	.00	8,333	10,000.00	.00	10,000.00	---			
**	DIVISION TOTAL **	.00	.00	8,333	10,000.00	.00	10,000.00	---			

CITY OF DECATUR										PAGE 138	
REPORT OF EXPENDITURES TO BUDGET FY 1991-92										2/28/93	
FUND 92 PUBLIC LIBRARY-TRUSTS											
GLA3010	DPL-BRIDGES TRUST										
OB CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCAT	CCPM		
900	EXPENDITURES										
		.00	306.37	1,250	1,193.63	.00	1,193.63	20.4			
		.00	306.37	1,250	1,193.63	.00	1,193.63	20.4			
**	DIVISION TOTAL **	.00	306.37	1,250	1,193.63	.00	1,193.63	20.4			

Finance and Properties Committee
March 2, 1993

Mr. Sitton called the meeting to order at 4:30 p.m. Members present: Mr. Sitton, Dick Lockmiller, Ed McClure, and John Stengel. Absent: Barb Ohlsen and Bob Smith. Staff present: John Moorman, Grace Veach, Joann Stanbery, and Linda Humphreys.


Technical Services Computer Network Proposal: Quotes were reviewed for a computer network in Technical Services. Mr. McClure recommended that a price difference be checked for 8 meg. of memory instead of 4 meg. as quoted. Mr. McClure recommended that the network be built in steps in case there are compatibility problems. Mr. Moorman will present a migration plan at the Board meeting on March 18. Ms. Veach said that it is important that everything be working before the on-line catalog is implemented. There was discussion about why Mr. Moorman and Ms. Veach were requesting approval of the higher quote. A written explanation will be prepared for the Board meeting.

Administrative Office Clerical Position: The Committee agreed with Mr. Moorman's proposal to fill a vacant administrative clerk position with two half-time clerks. The new positions will have less responsibility and will be pay grade 9 rather than 11. This proposal will be presented at the Board meeting.

The possibility of transferring funds from the library general fund to the library capital fund before the end of the fiscal year was discussed.

The meeting was adjourned at 5:30 p.m.

Respectfully submitted,


John A. Moorman
City Librarian

Decatur Public Library Foundation
March 6, 1993

The Decatur Public Library Foundation Board of Directors met Saturday, March 6, 1993 at 8:30 a.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 January 4 were approved as mailed.

Treasurer's Report: The checking account balance is \$1,112.13. A Certificate of Deposit for \$14,744.03 matures on March 18, 1993. After discussion, Mr. Sorensen made a motion to put the \$14,744.03 in the Foundation's savings account. The motion was seconded by Mrs. Alpi and unanimously approved.

Mission Statement: "The mission of the Decatur Public Library Foundation is to benefit the Decatur community by raising, managing, and distributing funds to enhance the services, facilities, and collections of the Decatur Public Library, and to increase public awareness of Library needs and services." Mr. Sorensen made a motion to adopt the mission statement as written. The motion was seconded by Mr. Gerstner and unanimously carried.

Mr. Moorman reported that the Foundation's three-year IRS "exempt" status expired on December 31, 1992. Mr. Moorman has asked Ed Booth to handle the paperwork to make the exemption permanent.

Long Range Plan: Mr. Moorman reported that he would like to hire a Development Officer to assist in fundraising projects. This position would initially need private funding from a source such as the Foundation, and could start as part-time. It was agreed that there was a need for the position and a decision was made to hire a consultant on an hourly basis for three months, spending up to \$5,000 of Foundation funds. Mr. Sorensen and Mrs. Alpi will serve as a Search Committee. Mr. Moorman will provide a list of responsibilities and goals for the position. The Search Committee will prepare a list of potential candidates by the next meeting.

Mr. Moorman also recommended that plans proceed with hiring a building consultant for a facilities plan. Richard E. Thompson, Director of the Wilmette Public Library, is a recognized library building consultant. Mr. Thompson agreed to provide a building needs assessment for the Library for \$2,500. After discussion, Mr. Moorman said that he would try to have Mr. Thompson at the next Foundation meeting to meet the Directors and bring some sample plans he has developed.

The draft of the Long Range Plan will be further refined after the new Development Officer is hired.

Bylaws: Mrs. Alpi made a motion to amend the bylaws to combine the positions of Secretary and Treasurer into one Secretary/Treasurer

position. The motion was seconded by Mr. Gerstner and unanimously approved. Mrs. Alpi made a motion to amend the bylaws by deleting the following sentence: "No director shall serve more than two consecutive terms." The motion was seconded by Mr. Gerstner and approved with four aye votes and one abstention (Mr. Sorensen).

Mr. Lockmiller will be working with Ms. Humphreys to prepare the Foundation's 1992 annual report.

Mr. Moorman is checking to see if the Foundation is required to file form 990 with the IRS.

The next meeting will be Saturday, April 3 at 8:30 a.m.

There was no other business. The meeting was adjourned at 10:15 a.m.

Respectfully submitted,

N. Richard Lockmiller
President



ILLINOIS LIBRARY ASSOCIATION



AVENUES TO EXCELLENCE II

STANDARDS FOR PUBLIC LIBRARIES IN ILLINOIS

IX. PHYSICAL FACILITIES

The library building shall be efficiently designed, flexible, attractive, functional, and expandable. Local service needs differ and facilities should be planned as part of a long-range library development program, in response to identified community needs. Appealing, attractive appearance is vital in addition to the functional requirements of the building.

Whether planning new buildings or expanding and remodeling old, consideration must be given to adapting the library environment to accommodate changes in community needs and emerging library roles. The Public Library Mission Statement and Its Imperatives for Service (Chicago: American Library Association, 1979.) states it this way: "Traditional library buildings should be considered as only one way to deliver library service. Innovative systems should be designed to deliver library services through a full range of physical and electronic means to the places where people live and work."

1. All public library buildings must comply with fire, safety, sanitary, federal, state and local codes.

_____ _____ _____ _____ _____ _____

2. The library shall have a telephone, a listed telephone number and a listing in the "yellow pages."

_____ _____ _____ _____ _____ _____

3. Each public library shall determine whether or not it is equipped with enough telephone lines to accommodate user needs.

_____ _____ _____ _____ _____ _____

4. The library shall have a materials catalog located in a public area easily accessible to the user and the staff.

_____ _____ _____ _____ _____ _____

5. Library furnishings and equipment shall be selected for aesthetics, durability, comfort, and appropriateness suitable to the activities and needs of patrons and staff.

_____ _____ _____ _____ _____ _____

6. Shelving and storage systems shall be selected for (1) properly housing the various types of items which form the collection and (2) easy access by the intended user.

_____ _____ _____ _____ _____ _____

7. Signs shall identify the library's service areas and the library collection; e.g., Adult Services, Reference, Youth Services, Large Print Books, etc.

_____ _____ _____ _____ _____ _____

8. The exterior of the building shall be well lighted and identified with appropriate signs of high visibility. The signs shall include hours of service.

_____ _____ _____ _____ _____ _____

9. Facilities shall be provided for the return of library materials when the library is closed.

_____ _____ _____ _____ _____ _____

10 Building features which conserve energy shall be utilized whenever possible, especially when planning renovation or new construction. Adequate temperature control, humidity, and lighting influence the overall utilization and efficiency of the building and are essential for patron comfort, preservation of materials, and operation of equipment.

_____ _____ _____ _____ _____ _____

11 Adequate and convenient parking shall be available to the library's patrons and staff at or near the library site. A question about parking shall be included in both the user and the citizen survey.

_____ _____ _____ _____ _____ _____

12 The library shall undergo an energy audit at least once in the life of a building, more often if any major renovation or addition has been done.

_____ _____ _____ _____ _____ _____

Lighting

13 Light shall be evenly distributed and glare avoided. See Appendix C for lighting standards and lighting level tables. A lighting audit should be performed at least every 10 years.

_____ _____ _____ _____ _____ _____

Building Accessibility for People with Physical Disabilities

Access for the those with physical disabilities is essential for every public library, and shall include signage as well as physical access. Staff and patron areas shall be accessible.

Specific items to consider when determining library accessibility for the physically disabled and compliance with standards and codes:

14 Automobile parking (Minimum 96 inch wide parking space, plus adjacent access aisle minimum of 96 inch width for aggregate of 192 inches (16 feet). Two spaces may use the same access aisle.*

_____ _____ _____ _____ _____ _____

*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

- 15 Accessible route to circulation desk and the materials catalog. Minimum door openings of 32 inches and minimum 36 inch wide passageways. This insures maneuverability by wheelchairs and allows for a comfortable gait by people using walking aids.*

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

- 16 Drinking fountain and public telephone which are wheelchair accessible.

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

- 17 Toilet facility which is wheelchair accessible.

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

- 18 At least 5% or minimum of one of each item: fixed seating, table or study carrel. Area needed: clear floor space of 30" x 48"; knee clearance at least 27" high, 30" wide, and 19" deep. Top of work surfaces up to a maximum of 36" from floor.*

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

- 19 Shelf height for the materials catalog, reference, and current periodicals within the accessible reach area: 48" max. high forward reach and 54" max. high side reach of a person in a wheelchair; minimum forward reach not less than 15" above floor and not less than 9" above floor minimum side reach.*

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

- 20 Height of carpet pile: 1/2 inch maximum height.*

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

Square Footage

Before libraries embark on a building or remodeling project intended to serve 20 years or more, considerable self-evaluation is required. Community differences and variations in library roles make it impossible to specify the total square footage needed by a library to serve a population of a certain size. Libraries are therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

*Always consult the latest ANSI Standards, federal, state, and local codes (listed in the Facilities Bibliography) for more details and latest advisable figures.

therefore encouraged to evaluate present space deficiencies based on current resources, service, and staffing levels, and to project future space needs based on a community assessment and plans for library development as outlined in the library's goals and objectives.

Current Space Needs

21 At least every 5 years the administrative librarian shall fill out and review with the board the form in Appendix E. (Libraries with less than the required space should begin discussing either a space utilization plan or a building project.)

_____ _____ _____ _____ _____ _____

(Caveat: This is not meaningful data if a library has not previously defined its role. For example, if a high percentage of the book collection is no longer used by a library's patrons, it is misleading to use this formula to prove that the library needs more space to house those materials.)

Future Space Needs

22 At least every 5 years the administrative librarian, with input from the staff, should complete and share with the board a written space needs assessment based on the following:

- a. current space requirements (Appendix E)
- b. the most recent community analysis (Appendix A)
- c. space changes and requirements resulting from local role setting and adoption of a long-range plan

_____ _____ _____ _____ _____ _____

Libraries incorporating or planning a significant commitment to audiovisual collection and services, or computer based systems, should attend to the particular space, electrical, and environmental requirements of those services and systems.

The Construction Planning Process

A written building program developed by the administrator, staff, and board with appropriate assistance from a qualified building consultant is essential to a successful project. This building program should be based on the library's written long-range plan.

An excellent way to approach a building or remodeling project is to talk with and visit other library staff and trustees who have just completed or are in the process of completing a similar project. A library board and staff should come to a mutual understanding of their library's needs prior to working with building consultants and architects. Names of building consultants and architects may be obtained from your system, the Illinois State Library, and the American Library Association.

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- Holt, Raymond M. Wisconsin Library Building Project Handbook. Wisconsin Department of Public Instruction, Madison, 1978. (New edition in progress.)

FOR FURTHER READING

- Ansi. American National Standard for Buildings and Facilities--Providing Accessibility and Usability for Physically Handicapped People. American, National Standards Institute, 1986.
- Dahlgren, Anders. Planning the Small Public Library Building. (Small Libraries Publication No. 11) LAMA, American Library Association, 1985.
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- Library Administration and Management, Vol. 1, No. 3, (June 1987) pp. 80-106.
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- U.S. Depart. of the Interior. The Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings, rev. 1983. U.S. Gov. Printing Office: 1986 (O=498-786: QL 3).
- U.S. Government Printing Office. Office of the Federal Register. National Archives and Records Administration. Code of Federal Regulations. Title 41 - Public Contracts-and Property Management, Ch. 101, Subpart 101-19.6, Appendix A "Uniform Federal Accessibility Standards" part 8 (Libraries) and parts 4.1 to 4.33 as referred to in part 8.

The following Illinois Laws are also relevant to physical facilities:

1. Illinois Vehicle Code (95-1/2: 11-302 and 11-301.1)
2. Environmental Barriers Act of 1985 (111-1/2: 3711 as amended)
3. Illinois Accessibility Code (To be completed)