

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, April 16, 1998 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
- II. Approval of minutes
 - A. Meeting of March 19, 1998
- III. Communication from the public
- IV. Presentation by Randy Gibson from PSA
- V. City Librarian's report
- VI. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of April 2, 1998
 - B. Finance and Properties Committee
 1. Approval of bills for March 1998
 2. Meeting of April 7, 1998
 - C. Rolling Prairie Library System
 1. Report on April 1998 system board meeting
 - D. Friends of the Library
 1. No meeting
 - E. Foundation
 1. Meeting of April 15, 1998
- VII. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter VIII: Facilities
 - B. Chapter IX: System & ILLINET member responsibilities
- VIII. Old business
- IX. New business
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

March 19, 1998

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Wayne Dunning, Mary Lee, Judi Moss, Russell Reimer, and John Stengel. Absent: Mark Gibson and Ellen Spycher. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Julie McNamara, Randy Gibson, and Harry Cook.

II. APPROVAL OF MINUTES

The minutes of the meeting of February 19, 1998 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman presented some samples of Corian by Dupont for possible use for the donor wall, which is planned to include the names of those who give \$1,000 or more to the Foundation fund drive.

Mr. Moorman reported that A Century of Change was published by the Friends of the Library and is now on sale for \$20.00. After discussion, Mrs. Arnold made a motion to authorize the City Librarian to cancel a contract with Mr. Rush Copy and Print, subsequent to Board review of a document from the library attorney. The motion was seconded by Mrs. Moss and unanimously carried.

Mr. Moorman attended the annual conference of the Public Library Association in Kansas City. He and another librarian presented a program on "The Seven Deadly Sins of Public Library Architecture."

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

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

The committee did not meet.

Rolling Prairie Library System: Mr. Moorman was not able to attend the meeting.

Friends of the Library: The Friends met March 11, 1998. Mr. Moorman reported that the Friends Board of Directors pledged \$50,000 to the Foundation fund drive. Contributions and pledges total over \$1 million.

Foundation: The Foundation Board of Directors did not meet. The status of the fund drive was reviewed.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

This was tabled until next month.

VII. OLD BUSINESS

Construction grant from the Illinois State Library The status of this grant application was discussed at length. Mr. Dunning made a motion to approve resolution #98-01 authorizing use of library funds in the Sears renovation library project. The motion was seconded by Mrs. Arnold and unanimously approved.

VIII. NEW BUSINESS

Universal Service Program: Mrs. Jensen and Mrs. McNamara described the program wherein the Library should qualify for an 80% discount on telecommunication and information services. Mrs. Arnold made a motion to select the Computer Center of Decatur and Geac Computers, Inc. as recommended by staff. The motion was seconded by Mr. Reimer and unanimously approved on roll call vote.

Adjusted project schedule from Phillips Swager Associates: Mr. Gibson and Mr. Cook reviewed new project schedules. Mr. Gibson reported that he planned to submit design documents for Board review by March 30. He will need authorization to proceed at the April 16 Board of Trustees meeting to stay on the schedule. The asbestos report was reviewed. Mr. Gibson pointed out that the current estimates do not include any funds for roof replacement. He also noted that the furniture budget is very tight. Mr. Stengel made a motion to authorize Mr. Gibson to complete the design process using option #2 for asbestos removal. The motion was seconded by Mrs. Moss and approved on roll call vote with 6 votes and one abstention (Mr. Dunning).

IX. ADJOURNMENT

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

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the April 16, 1998 Meeting

of the

Decatur Public Library Board of Trustees

Catherine Ritchie, a valued member of the Library Staff since 1986, will be leaving in June. In August she will begin her studies at the Graduate School of Library and Information Science at the University of Illinois, Urbana-Champaign for a "Certificate of Advanced Studies". While here she selected young adult fiction and non-fiction materials and adult fiction. She created many useful book lists and attractive displays on a variety of subjects. Recently she revised the DPL brochure and has written a chapter on young adult book selection for the soon to be released Young Adults and Public Libraries.

OCLC First Search, a valuable information data base, is now on the public Info Trac terminals on the basement network. Bev Hackney received permission from Millikin University to copy their First Search user guide and it will shortly be placed out for patron use.

Bev Hackney and I went to court on Friday, March 27, 1998 to testify against a temporarily banned patron in a criminal trespass case. He was found guilty and was sentenced to 10 days in the county jail.

Carolyn Jensen indicates that; "The Adult Division librarians and library assistants have been determinedly, if, at times, wearily, weeding the adult and young adult fiction and non-fiction collections. Weeding is a time consuming, complex activity which requires time off the service desks and away from other required duties." The goal for completion of the weeding project is April 1, 1999.

The Technical Services Division is fully functioning with the CATME software. They are impressed with it and indicate that many of the functions are faster. While there have been some added steps to the cataloging procedures, the whole process costs considerably less than the previous method of hooking up to OCLC.

The GEAC system had patch 8 installed to it during the month. This solved the problem with authority control and Grace Veach has added over 700 authority records which were backlogged from last July. The patch did cause a problem with lockup in the receiving function of the acquisitions module which is being worked on. Other problems with the patch include no statistics for the 3M self check machine and a problem with system lockup that staff are working with GEAC to correct.

During the month there were 1698 changes to the database, 171 interlibrary loan requests filled from other libraries and 149 requests by library patrons filled for material from other libraries and 77 OCLC records upgraded or errors reported. There were 806 items mended,

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384 book jackets replaced, and 369 paperbacks bound. Kathy Colebar indicates that the new procedures for sending books to mending have resulted in twenty fewer books being sent on an average day. These procedures have allowed the mending backlog to be substantially reduced.

During the month staff attended several workshops and seminars. Karen Anderson, Kathy Colebar, Shirley Edwards, Elizabeth Kent, Marsha Walters and Lee Wiley attended the city's office safety training seminar. Bev Hackney and Sherry Mallory attended a workshop on using search engines in Springfield. Bev Hackney, Carolyn Jensen and I attended a vendor's fair in Springfield where we examined various information databases for possible future purchase. Grace Veach attended an Internet workshop.

Staff presentations included Grace Veach to the Kiwaniennes and the First United Methodist Women's Group, Jerald Merrick to the Kiwaniennes and "Books Between Bites", Dayle Irwin and Bev Hackney to the DAR and the Prairieland Kiwanis, Judy Ellison to clients at Macon Resources and Katie Gross to three classes at MacArthur High School. The Storyteller's Story programs continue to be well attended and received.

There were 226 hours of volunteer service rendered to the library by 32 volunteers. Karen Anderson has had one response so far to a request for volunteer shelf readers.

As of April 8, 1998 93.97% of the fiscal year had been completed, and 90.1% of budgeted funds had been expended or encumbered.

The library purchased four cassette players and headphones during the month for the Extension Division. They are checking them out for a 6 month period to homebound patrons who need them.

On June 16, 1998 the Backyard Birds will be doing a program at the Macon/Linden bookmobile stop. Harry the tarantula will be coming along as they talk about spiders. Karen Anderson continues to work with the Cooperative Extension Office to coordinate bookmobile summer stops with their programs.

After considerable time and effort it appears that both bill changers are now properly working. Owen Richardson and Larry Harris have spent considerable amount of time in recent months working with the bill changer company getting problems with both units resolved.

Larry Harris has been cleaning and painting the ladies restroom on the second level. The project is almost complete. He is working on repairing walls in the library storeroom and getting broken glass replaced.

The Children's Division indicates that there were eight lap-sits attended by 155 individuals.

City Librarian's Report
April 18, 1998
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The preschool storytimes finished up at the beginning of the month. Four storytimes were attended by 47 children. The Baby TALK Book Time was attended by 9 individuals with the program being a presentation by Diane Dunn on author/illustrator Shirley Hughes.

During the month fifteen groups visited the Children's Division, including Trinity Lutheran preschool, two classes from Garfield pre-K, Pathways to Independence, a Girl Scout Troop, two special education classes from Sunnyside, a class from Thomas Jefferson which the division did in conjunction with the adult division, Home Bases Head Start, 2 kindergartens from Southeast, 2 1st grades from South Shores, Head Start GED, and Head Start Family Literacy. There were 24 Baby TALK contacts, including 6 photos, 2 birthday books, and 1 new baby book. There were 26 SPARK contacts.

For the month of March, there were 356 new DPR cards issued, and 436 re-registrations. In all circulation staff assisted 897 patrons with their cards.

Elizabeth Kent and Kathy Watts are working with Norrell to get a better list of fully trained temporary workers.

I continue to work with the Foundation on the Capital Fund Drive and with the architects as the design development phase of the Sears Building renovation project draws to a close.

STATISTICAL REPORT
March 1998

TECHNICAL SERVICES

New book volumes added: 1,525
New book titles added: 862
AV titles added: 191
Volumes withdrawn: 971
Books mended: 856

PERSONNEL ACTIVITY:

4/2/98 Erin McGlade hired for Library Telephone Page (1/2 time)

CURRENT VACANCIES: NONE!!!

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 434 main + 18 extension = 452 total

PROFESSIONAL ASSISTS: this 12 months to date: 85,625
last 12 months to date: 70,609

PATRONS IN THE BUILDING: this 12 months to date: 364,640
last 12 months to date: 361,883

VOLUMES PURCHASED: this 12 months to date: 18,159
last 12 months to date: 22,403

VOLUNTEERS: 32 volunteers worked 226 hours

DECATUR PUBLIC LIBRARY
Monthly Circulation Statistics

March 1998

| Location | March 1998 | March 1997 | % Change |
|-------------------------------|---------------|---------------|-------------|
| CENTRAL LIBRARY, PRINT | | | |
| Adult | 24,882 | 27,103 | -8.2 |
| Young Adult | 1,211 | 1,291 | -6.2 |
| Children's | 13,302 | 13,802 | -3.6 |
| TOTAL | 39,395 | 42,196 | -6.6 |
| EXTENSION PRINT | | | |
| Bookmobile 548 | 8,958 | 6,291 | 42.4 |
| Bookmobile 549 | 3,296 | 3,289 | 0.2 |
| Outreach | 300 | 1,456 | -79.4 |
| TOTAL | 12,554 | 11,036 | 13.8 |
| TOTAL PRINT | 51,949 | 53,232 | -2.4 |
| NON-PRINT | | | |
| Videocassettes | 8,383 | 7,783 | 7.7 |
| Audiocassettes | 2,792 | 3,310 | -15.7 |
| Recordings | 2,133 | 2,318 | -8.0 |
| TOTAL | 13,308 | 13,411 | -0.8 |
| Extension Non-print | 959 | 827 | 16.0 |
| TOTAL NON-PRINT | 14,267 | 14,238 | 0.2 |
| Renewals | 1,017 | 948 | 7.3 |
| TOTAL CIRCULATION | 67,233 | 68,418 | -1.7 |

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 March 1998

| Location | Current Year | Last Year | % Change |
|-------------------------------|-----------------|----------------|-------------|
| CENTRAL LIBRARY, PRINT | | | |
| Adult | 274,336 | 286,243 | -4.2 |
| Young Adult | 14,578 | 15,284 | -4.6 |
| Children's | 159,374 | 159,202 | 0.1 |
| TOTAL | 448,288 | 460,729 | -2.7 |
| EXTENSION PRINT | | | |
| Bookmobile 548 | 86,130 | 79,775 | 8.0 |
| Bookmobile 549 | 33,038 | 35,263 | -6.3 |
| Outreach | 8,174 | 10,814 | -24.4 |
| TOTAL | 127,342 | 125,852 | 1.2 |
| TOTAL PRINT | 575,630 | 586,581 | -1.9 |
| NON-PRINT | | | |
| Videocassettes | 84,546 | 78,496 | 7.7 |
| Audiocassettes | 31,393 | 34,915 | -10.1 |
| Recordings | 22,779 | 24,564 | -7.3 |
| TOTAL | 138,718 | 137,975 | 0.5 |
| Extension Non-print | 11,350 | 10,247 | 10.8 |
| TOTAL NON-PRINT | 150,068 | 148,222 | 1.3 |
| Renewals | 8,547 | 10,359 | -17.5 |
| TOTAL CIRCULATION | 734,245 | 745,162 | -1.5 |

Personnel, Policy and Public Relations Committee
April 2, 1998

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Mark Gibson, and Shirley Moore. Absent: Ellen Spycher. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen.

Review of latest cost projections from PSA: It was noted that the city fee for a building permit--approximately \$6,300--must be included in owner's costs. New furniture estimates show the cost of the new circulation desk, reference desk, and children's desk to be \$55,000. This is much less than previously thought.

1998 staff in-service day: Mr. Moorman reported that the staff committee has selected Friday, October 9 for the 1998 staff in-service day. Mr. Moorman asked for approval to close the library that day. The consensus was to recommend this to the Board for approval.

Other business: The committee reviewed a letter from the library attorney regarding the cancellation of the library's contract with Mr. Rush Copy and Print. The consensus was that the letter was appropriate.

Mr. Moorman outlined details regarding Proud Project status for the new library project. This would require the library to guarantee all union labor in exchange for an agreement of no work stoppages.

There was no further business. The meeting was adjourned at 5:20 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

FOR PERIOD ENDING 3/31/98

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|---------------------------|----------|--------------|------------|-------------------------------|
| 3/02/98 | COMMERCIAL MAIL SERVICES | 89.44 | 110728 | 3/02/98 | POSTAGE |
| 3/03/98 | CARR, GERALD | 144.00 | 110740 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | HUMPHREYS, LINDA | 30.00 | 110749 | 3/03/98 | TRAINING SCHOOL |
| 3/03/98 | RIGSBY, PAUL | 72.00 | 110760 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | RAVER, DOUGLAS | 144.00 | 110761 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | SLEETH, ALAN | 144.00 | 110763 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | TREAS-PETTY CASH | 2.00 | 110769 | 3/03/98 | SERV-AUTO EQUIPMENT |
| 3/03/98 | TREAS-PETTY CASH | 20.86 | 110769 | 3/03/98 | SERV-OFFICE EQUIP |
| 3/03/98 | TREAS-PETTY CASH | 39.86 | 110769 | 3/03/98 | CONFERENCES AND OTHER TRAVEL |
| 3/03/98 | TREAS-PETTY CASH | 11.40 | 110769 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | TREAS-PETTY CASH | 8.47 | 110769 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | TREAS-PETTY CASH | 31.76 | 110769 | 3/03/98 | JANITORIAL SUPPLIES |
| 3/03/98 | TREAS-PETTY CASH | 14.75 | 110769 | 3/03/98 | MATERIAL-BLDS |
| 3/03/98 | TREAS-PETTY CASH | 11.90 | 110769 | 3/03/98 | OFFICE SUPPLIES |
| 3/03/98 | TREAS-PETTY CASH | 144.00 | 110771 | 3/03/98 | BOOKS AND PERIODICALS |
| 3/03/98 | TREAS-PETTY CASH | 172.00 | 110772 | 3/03/98 | OTHER PROFESSIONAL SERVICES |
| 3/03/98 | WARD, JAMES H. | 4,587.98 | 110815 | 3/04/98 | MEDICAL INSURANCE |
| 3/04/98 | TREAS-MEDICAL INS | 32.40 | 110816 | 3/04/98 | LIFE INSURANCE |
| 3/04/98 | TREAS-MON MEDICAL INS | 437.45 | 110816 | 3/04/98 | UNEMPLOYMENT COMPENSATION |
| 3/04/98 | TREAS-MON MEDICAL INS | 1,040.00 | 110816 | 3/04/98 | WORKERS COMPENSATION |
| 3/04/98 | TREAS-MON MEDICAL INS | 8,599.86 | 110817 | 3/04/98 | RETIREMENT-IMRF |
| 3/09/98 | TREAS-CENTRAL GARAGE FD | 173.41 | 110879 | 3/09/98 | GASOLINE |
| 3/10/98 | FAST IMPRESSIONS | 176.85 | 110889 | 3/10/98 | PRINTING AND BINDING |
| 3/10/98 | GENERAL BUSINESS SYSTEMS | 314.25 | 110890 | 3/10/98 | PRINTING AND BINDING |
| 3/10/98 | HOUGHEN BINDERY LTD | 219.55 | 110891 | 3/10/98 | CONFERENCES AND OTHER TRAVEL |
| 3/10/98 | JENSEN, CAROLYN | 97.44 | 110894 | 3/10/98 | BOOKS AND PERIODICALS |
| 3/10/98 | METROMAIL CORPORATION | 2,744.50 | 110898 | 3/10/98 | BOOKS AND PERIODICALS |
| 3/10/98 | TREAS-PETTY CASH | 14.95 | 110904 | 3/10/98 | SERV-AUTO EQUIPMENT |
| 3/10/98 | TREAS-PETTY CASH | 10.00 | 110904 | 3/10/98 | SERV-AUTO EQUIPMENT |
| 3/10/98 | TREAS-PETTY CASH | 26.66 | 110904 | 3/10/98 | TRAINING SCHOOL |
| 3/10/98 | TREAS-PETTY CASH | 18.17 | 110904 | 3/10/98 | CONFERENCES AND OTHER TRAVEL |
| 3/10/98 | TREAS-PETTY CASH | 4.28 | 110904 | 3/10/98 | OTHER PROFESSIONAL SERVICES |
| 3/10/98 | TREAS-PETTY CASH | 22.61 | 110904 | 3/10/98 | JANITORIAL SUPPLIES |
| 3/10/98 | TREAS-PETTY CASH | 10.83 | 110905 | 3/10/98 | MATERIAL-BLDS |
| 3/10/98 | TREAS-PETTY CASH | 22.86 | 110905 | 3/10/98 | OFFICE SUPPLIES |
| 3/10/98 | TYLETYPES | 54.50 | 110906 | 3/10/98 | EMPLOYEE RECOGNITION SUPPLIES |
| 3/12/98 | DECATUR MEMORIAL HOSPITAL | 67.00 | 110931 | 3/12/98 | OTHER PROFESSIONAL SERVICES |
| 3/12/98 | BAKER & TAYLOR CO | 763.74 | 110966 | 3/12/98 | OTHER PROFESSIONAL SERVICES |
| 3/16/98 | BAKER & TAYLOR CO | 963.01 | 110967 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/16/98 | BAKER & TAYLOR CO | 1,491.47 | 110968 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/16/98 | BAKER & TAYLOR CO | 1,950.13 | 110969 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/16/98 | BAKER & TAYLOR CO | 134.27 | 110970 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/16/98 | BAKER & TAYLOR CO | 473.89 | 110975 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/16/98 | CHILTON BOOK COMPANY | 492.93 | 110976 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/16/98 | IL STATE LIBRARY | 19.93 | 110992 | 3/16/98 | POSTAGE |
| 3/12/98 | IL STATE LIBRARY | 1,581.99 | 110992 | 3/16/98 | RENTAL-EQUIPMENT |
| 3/12/98 | MIDWEST MICROFILM CO | 127.09 | 110004 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/11/98 | TREAS-GENERAL FUND | 843.57 | 111013 | 3/16/98 | POSTAGE |
| 3/11/98 | TREAS-GENERAL FUND | 299.00 | 111013 | 3/16/98 | JANITORIAL SUPPLIES |
| 3/11/98 | TREAS-GENERAL FUND | 347.05 | 111013 | 3/16/98 | OFFICE SUPPLIES |
| 3/12/98 | WEST PUBLISHING COMPANY | 101.50 | 111014 | 3/16/98 | BOOKS AND PERIODICALS |
| 3/18/98 | CARR, DOUGLAS | 144.00 | 111037 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/18/98 | RIGSBY, PAUL | 144.00 | 111067 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/18/98 | RAVER, DOUGLAS | 144.00 | 111068 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/18/98 | SLEETH, ALAN | 144.00 | 111072 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/18/98 | TREAS-MEDICAL INSURANCE | 172.00 | 111075 | 3/18/98 | MEDICAL INSURANCE |
| 3/18/98 | TREAS-MON MEDICAL INS | 4,687.98 | 111076 | 3/18/98 | LIFE INSURANCE |
| 3/18/98 | TREAS-MON MEDICAL INS | 32.40 | 111076 | 3/18/98 | UNEMPLOYMENT COMPENSATION |
| 3/18/98 | TREAS-MON MEDICAL INS | 444.18 | 111076 | 3/18/98 | WORKERS COMPENSATION |
| 3/18/98 | TREAS-MON MEDICAL INS | 1,056.00 | 111077 | 3/18/98 | RETIREMENT-IMRF |
| 3/18/98 | TREAS-MON MEDICAL INS | 8,720.29 | 111077 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/18/98 | WARD, JAMES H. | 144.00 | 111083 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/18/98 | WARD, JAMES H. | 144.00 | 111087 | 3/18/98 | OTHER PROFESSIONAL SERVICES |
| 3/19/98 | CHRONICLE OF PHILANTHROPY | 112.00 | 111091 | 3/19/98 | MAGAZINES-MAIN ADULT |
| 3/19/98 | READERS DIGEST ASSN | 44.92 | 111104 | 3/19/98 | MAGAZINES-EXTEN ADULT |

FOR PERIOD ENDING 3/31/98

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|------------------------------|----------|--------------|------------|-------------------------------|
| 3/19/98 | TREAS-GENERAL FUND | 200.00 | 111108 | 3/19/98 | TRANSFER TO GENERAL FUND |
| 3/19/98 | TREAS-S-SELF INSURANCE FUND | 372.34 | 111109 | 3/19/98 | MOTOR VEHICLE-INSURANCE |
| 3/19/98 | TREAS-S-SELF INSURANCE FUND | 19.00 | 111110 | 3/19/98 | BOILER INSURANCE |
| 3/19/98 | TREAS-S-SELF INSURANCE FUND | 1,276.16 | 111111 | 3/19/98 | PROPERTY INSURANCE |
| 3/19/98 | TREAS-S-SELF INSURANCE FUND | 1,012.00 | 111112 | 3/19/98 | GENERAL LIABILITY INSURANCE |
| 3/19/98 | TREAS-MIS OPERATING | 3,757.34 | 111113 | 3/19/98 | WLS SERVICES |
| 3/20/98 | MUELLER, INC CORPORATION | 576.00 | 111114 | 3/20/98 | AV-PHONODICS |
| 3/23/98 | ARMON CORPORATION | 39.17 | 111115 | 3/23/98 | OTHER PROFESSIONAL SERVICES |
| 3/23/98 | AMERITECH | 152.28 | 111116 | 3/23/98 | TELEPHONE |
| 3/23/98 | IBM | 369.35 | 111117 | 3/23/98 | SERV-OFFICE EQUIP |
| 3/23/98 | KENT, ELIZABETH | 175.00 | 111118 | 3/23/98 | PROFESSIONAL MEMBERSHIP FEES |
| 3/23/98 | MOORMAN, JOHN | 442.71 | 111119 | 3/23/98 | CONFERENCES AND OTHER TRAVEL |
| 3/23/98 | RIGSBY, PAUL | 72.00 | 111120 | 3/23/98 | OTHER PROFESSIONAL SERVICES |
| 3/23/98 | SAVY, CLUB | 44.75 | 111121 | 3/23/98 | JANITORIAL SUPPLIES |
| 3/23/98 | TREAS-PETTY CASH | 75.00 | 111122 | 3/23/98 | TRAINING SCHOOL |
| 3/23/98 | TREAS-PETTY CASH | 73.74 | 111123 | 3/23/98 | CONFERENCES AND OTHER TRAVEL |
| 3/23/98 | TREAS-PETTY CASH | 5.00 | 111124 | 3/23/98 | OTHER PROFESSIONAL SERVICES |
| 3/23/98 | TREAS-PETTY CASH | 15.06 | 111125 | 3/23/98 | MATERIAL-BLDGS |
| 3/23/98 | TREAS-PETTY CASH | 7.41 | 111126 | 3/23/98 | OFFICE SUPPLIES |
| 3/23/98 | TREAS-PETTY CASH | 29.57 | 111127 | 3/23/98 | MATERIAL TO MAINT AUTO EQUIP |
| 3/23/98 | TREAS-PETTY CASH | 68.00 | 111128 | 3/23/98 | BOOKS AND PERIODICALS |
| 3/23/98 | TREAS-PETTY CASH | 12.90 | 111129 | 3/23/98 | BOOKS AND PERIODICALS |
| 3/23/98 | TREAS-PETTY CASH | 21.00 | 111130 | 3/23/98 | MAG/PAPERS--MAIN ADULT |
| 3/25/98 | TREAS-PETTY CASH | 216.50 | 111131 | 3/25/98 | MAG/PAPERS--MAIN JUVENILE |
| 3/26/98 | ILLINOIS LIBRARY ASSOCIATION | 465.00 | 111132 | 3/26/98 | BOOKS AND PERIODICALS |
| 3/26/98 | COLUMBIA UNIV. PRESS | 67.00 | 111133 | 3/26/98 | BOOKS AND PERIODICALS |
| 3/27/98 | DECATUR MEMORIAL HOSPITAL | 108.00 | 111134 | 3/27/98 | OTHER PROFESSIONAL SERVICES |
| 3/27/98 | MONEY PAPER | 142.89 | 111135 | 3/27/98 | MAG/PAPERS--MAIN REFERENCE |
| 3/27/98 | QUINLAN PUBLISHING CO | 32.50 | 111136 | 3/27/98 | MAG/PAPERS--MAIN PROFESSIONAL |
| 3/27/98 | WEEKLY READER | 8.00 | 111137 | 3/27/98 | MAG/PAPERS--MAIN ADULT |
| 3/27/98 | ARAWARK SERVICES, INC. | 51.00 | 111138 | 3/27/98 | SERV-BUILDINGS |
| 3/30/98 | ALA VIDEO LIBRARY | 7.63 | 111139 | 3/30/98 | BOOKS AND PERIODICALS |
| 3/31/98 | A B DICK PRODUCTS | 41.90 | 111140 | 3/31/98 | SERV-OFFICE EQUIP |
| 3/31/98 | AMERITECH | 54.23 | 111141 | 3/31/98 | OFFICE SUPPLIES |
| 3/30/98 | BAKER & TAYLOR CO | 1,139.02 | 111142 | 3/31/98 | TELEPHONE |
| 3/27/98 | BAKER & TAYLOR CO | 546.26 | 111143 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | BAKER & TAYLOR CO | 989.36 | 111144 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | BAKER & TAYLOR CO | 1,318.24 | 111145 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | BAKER & TAYLOR CO | 2,868.38 | 111146 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | BAKER & TAYLOR CO | 735.98 | 111147 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | BAKER & TAYLOR CO | 1,968.02 | 111148 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | BAKER & TAYLOR CO | 5,466.38 | 111149 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | BAKER & TAYLOR CO | 1,435.19 | 111150 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | BAKER & TAYLOR CO | 1,257.00 | 111151 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | BAKER & TAYLOR CO | 1,295.94 | 111152 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | BAKER & TAYLOR CO | 973.31 | 111153 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | BAKER & TAYLOR CO | 3,910.34 | 111154 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/20/98 | BRADFIELD'S COMPUTER SUPPLY | 211.04 | 111155 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | BADY TALK, INC | 132.50 | 111156 | 3/31/98 | OFFICE SUPPLIES |
| 3/27/98 | BADY TALK, INC | 275.00 | 111157 | 3/31/98 | OFFICE SUPPLIES |
| 3/30/98 | BAKER & TAYLOR ENTERTAINMENT | 2,336.68 | 111158 | 3/31/98 | OTHER PROFESSIONAL SERVICES |
| 3/31/98 | BOOTH & LITTLE | 1,313.30 | 111159 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/27/98 | COMPUTER CENTER | 2,236.50 | 111160 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/31/98 | CAPITAL CITY PAPER CO | 199.00 | 111161 | 3/31/98 | OTHER PROFESSIONAL SERVICES |
| 3/27/98 | CAMERON, MARSHALL CORP. | 85.22 | 111162 | 3/31/98 | SERV-OFFICE EQUIP |
| 3/31/98 | CARR, GERALD COMMUNICATIONS | 487.55 | 111163 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/30/98 | CDA INVEST TECHNOLOGIES, INC | 216.00 | 111164 | 3/31/98 | TELEPHONE |
| 3/27/98 | CHANNING L. BETE CO., INC. | 220.94 | 111165 | 3/31/98 | OTHER PROFESSIONAL SERVICES |
| 3/27/98 | DECATUR BLUE PRINT | 414.95 | 111166 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/11/98 | DECATUR EDUCATIONAL CORP | 100.70 | 111167 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/20/98 | DAVIDSON TITLES, INC. | 59.75 | 111168 | 3/31/98 | BOOKS AND PERIODICALS |
| 3/20/98 | DAVIDSON TITLES, INC. | 72.00 | 111169 | 3/31/98 | PRINTING AND BINDING |
| 3/20/98 | DAVIDSON TITLES, INC. | 155.60 | 111170 | 3/31/98 | OFFICE SUPPLIES |
| 3/30/98 | DAVIDSON TITLES, INC. | 852.10 | 111171 | 3/31/98 | BOOKS AND PERIODICALS |

FOR PERIOD ENDING 3/31/98

| DATE OF REQUEST | VENDOR | CHECK NUMBER | CHECK DATE | DESCRIPTION | AMOUNT |
|-----------------|------------------------------------|--------------|------------|-----------------------------|----------|
| 3/30/98 | EDWARD GRANT | 111342 | 3/31/98 | BOOKS AND PERIODICALS | 94.10 |
| 3/30/98 | HIGGINSON BOOK COMPANY | 111366 | 3/31/98 | BOOKS AND PERIODICALS | 187.50 |
| 3/20/98 | AMERITECH | 111370 | 3/31/98 | TELEPHONE | 366.20 |
| 3/31/98 | AMERITECH | 111371 | 3/31/98 | TELEPHONE | 1,557.41 |
| 3/30/98 | ILLINOIS POWER COMPANY | 111372 | 3/31/98 | ELECTRICITY EQUIP | 3,809.39 |
| 3/30/98 | IKON CAPITAL | 111377 | 3/31/98 | SERVICE SUPPLIES | 879.39 |
| 3/31/98 | K.S. MERCHANDISE MART | 111384 | 3/31/98 | OFFICE SUPPLIES | 79.88 |
| 3/27/98 | MILLIKIN UNIVERSITY | 111402 | 3/31/98 | OTHER PROFESSIONAL SERVICES | 46.30 |
| 3/31/98 | NIMS ASSOCIATES, INC. | 111425 | 3/31/98 | OTHER PROFESSIONAL SERVICES | 4,166.00 |
| 3/31/98 | NORRELL SERVICES, INC. | 111428 | 3/31/98 | TEMP PERSONNEL SERVICES | 3,841.79 |
| 3/30/98 | NATIONAL GALLERY OF ART | 111430 | 3/31/98 | BOOKS AND PERIODICALS | 57.00 |
| 3/27/98 | PRODUCT DEVELOPMENT CORP. | 111444 | 3/31/98 | BOOKS AND PERIODICALS | 17.98 |
| 3/31/98 | RIGSBY, PAUL | 111453 | 3/31/98 | OTHER PROFESSIONAL SERVICES | 144.00 |
| 3/31/98 | RAVER, DOUGLAS | 111454 | 3/31/98 | OTHER PROFESSIONAL SERVICES | 144.00 |
| 3/30/98 | R.R. BOKER | 111456 | 3/31/98 | BOOKS AND PERIODICALS | 518.36 |
| 3/27/98 | RANDOM HOUSE, INC. | 111457 | 3/31/98 | BOOKS AND PERIODICALS | 43.20 |
| 3/20/98 | SATTLEY, ST. INC. COMPUTER RIBBONS | 111459 | 3/31/98 | OFFICE SUPPLIES | 59.29 |
| 3/20/98 | SPECIALTY CHAINES & ESSICK | 111466 | 3/31/98 | OFFICE SUPPLIES | 125.50 |
| 3/31/98 | STRIGLOS/HAINES & ESSICK | 111467 | 3/31/98 | OFFICE SUPPLIES | 82.80 |
| 3/31/98 | SLEETH, ALAN | 111477 | 3/31/98 | OTHER PROFESSIONAL SERVICES | 144.00 |
| 3/27/98 | SOFTWARE SPECTRUM | 111480 | 3/31/98 | COMPUTER SOFTWARE EXPENSE | 1,602.04 |
| 3/27/98 | STAR QUEST ENTERTAINMENT | 111481 | 3/31/98 | BOOKS AND PERIODICALS | 25.00 |
| 3/11/98 | STEPPER ELECTRIC | 111482 | 3/31/98 | MATERIAL-BLDGS | 68.35 |
| 3/30/98 | TREAS-WATER FUNDS | 111498 | 3/31/98 | MATERIAL-BLDGS | 207.78 |
| 3/27/98 | TAYLOR, DELBERT | 111503 | 3/31/98 | OTHER PROFESSIONAL SERVICES | 144.00 |
| 3/27/98 | TARA PRODUCTIONS | 111504 | 3/31/98 | BOOKS AND PERIODICALS | 208.72 |
| 3/30/98 | VISION VIDEO | 111515 | 3/31/98 | BOOKS AND PERIODICALS | 246.15 |
| 3/20/98 | WEST PUBLISHING COMPANY | 111516 | 3/31/98 | BOOKS AND PERIODICALS | 187.25 |

TOTAL 107,248.55

TOTAL

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|----------------|-----------|--------------|------------|-------------------------------|
| 3/10/98 | PSA ASSOCIATES | 12,893.08 | 110900 | 3/10/98 | ARCH AND ENGINEERING SERVICES |
| 3/12/98 | PSA ASSOCIATES | 6,569.20 | 110937 | 3/12/98 | ARCH AND ENGINEERING SERVICES |
| TOTAL | | 19,462.28 | | | |

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|-------------------|--------|--------------|------------|--------------|
| 3/16/98 | BAKER & TAYLOR CO | 47.44 | 110968 | 3/16/98 | EXPENDITURES |
| 3/16/98 | BAKER & TAYLOR CO | 233.60 | 110969 | 3/16/98 | EXPENDITURES |
| 3/16/98 | BAKER & TAYLOR CO | 81.55 | 110970 | 3/16/98 | EXPENDITURES |
| 3/27/98 | BAKER & TAYLOR CO | 12.75 | 111260 | 3/31/98 | EXPENDITURES |
| 3/27/98 | BAKER & TAYLOR CO | 11.37 | 111281 | 3/31/98 | EXPENDITURES |
| 3/27/98 | BAKER & TAYLOR CO | 36.21 | 111282 | 3/31/98 | EXPENDITURES |
| 3/27/98 | BAKER & TAYLOR CO | 47.21 | 111263 | 3/31/98 | EXPENDITURES |
| 3/27/98 | BAKER & TAYLOR CO | 70.54 | 111264 | 3/31/98 | EXPENDITURES |
| 3/30/98 | BAKER & TAYLOR CO | 40.22 | 111266 | 3/31/98 | EXPENDITURES |
| 3/30/98 | BAKER & TAYLOR CO | 8.97 | 111257 | 3/31/98 | EXPENDITURES |
| 3/30/98 | BAKER & TAYLOR CO | 36.00 | 111271 | 3/31/98 | EXPENDITURES |
| 3/30/98 | BAKER & TAYLOR CO | 51.45 | 111272 | 3/31/98 | EXPENDITURES |
| 3/30/98 | BAKER & TAYLOR CO | 107.25 | 111273 | 3/31/98 | EXPENDITURES |
| TOTAL | | 786.56 | | | |

| DATE OF REQUEST | VENDOR | AMOUNT | CHECK NUMBER | CHECK DATE | DESCRIPTION |
|-----------------|----------------------------|----------|--------------|------------|-----------------------------|
| 3/10/98 | RICHLAND-COMMUNITY-COLLEGE | 1,616.00 | 110991 | 3/10/98 | OTHER PROFESSIONAL SERVICES |
| 3/31/98 | BABY TALK | 2,838.94 | 111282 | 3/31/98 | OTHER PROFESSIONAL SERVICES |
| TOTAL | | 4,454.94 | | | |

DPL-EQUIP REPLACEMENT FUND
PERIOD ENDING 03/31/98

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-I-D ESTIMATE | Y-I-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|--------------------------|-------------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| FUND BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | 116,944.66 | 109,029.60 | 127,576.00 | 18,546.40 | 85 |
| | TOTAL | .00 | 116,944.66 | 109,029.60 | 127,576.00 | 18,546.40 | 85 |
| TRANSFERS FROM | | | | | | | |
| 30600-728 | FROM CAPITAL IMPROVEMENT FUND | .00 | 3,644.66 | 8,812.63 | 3,976.00 | 4,836.63- | 221 |
| | TOTAL | .00 | 3,644.66 | 8,812.63 | 3,976.00 | 4,836.63- | 221 |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 586.77 | .00 | 5,888.66 | .00 | 5,888.66- | |
| | TOTAL | 586.77 | .00 | 5,888.66 | .00 | 5,888.66- | |
| OTHER INCOME | | | | | | | |
| 30800-899 | MISCELLANEOUS INCOME | .00 | 2,157.83 | .00 | 2,354.00 | 2,354.00 | |
| | TOTAL | .00 | 2,157.83 | .00 | 2,354.00 | 2,354.00 | |
| | FUND TOTAL | 586.77 | 122,747.15 | 123,730.89 | 133,906.00 | 10,175.11 | 92 |

| GLA3010 | DESCRIPTION | MONTHLY ACTUAL | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENGUMBERANC | UNENCUMBERED BALANCE | PRCNT COMM |
|-----------------------------|-----------------------------|----------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| 40000 EXPENSES | | | | | | | | |
| CONTRACTUAL SERVICES | | | | | | | | |
| 247 | COMPUTER SOFTWARE EXPENSE | .00 | .00 | 18,333 | 20,000.00 | .00 | 20,000.00 | |
| | TOTAL | .00 | .00 | 18,333 | 20,000.00 | .00 | 20,000.00 | |
| OTHER CHARGES | | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 800 | BOOKS AND PERIODICALS | .00 | 1,206.02 | 0 | 1,206.02- | .00 | 1,206.02- | |
| | TOTAL | .00 | 1,206.02 | 0 | 1,206.02- | .00 | 1,206.02- | |
| | ** DIVISION TOTAL ** | .00 | 1,206.02 | 18,333 | 18,793.98 | .00 | 18,793.98 | 6.0 |

DECATUR PUBLIC LIBRARY PERIOD ENDING 03/31/98

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-I-D ESTIMATE | Y-T-I-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | REAL BALANCE |
|-----------------------------------|--------------------------------|----------------|------------------|----------------|---------------|--------------------|--------------|
| FUND BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | 202,570.00 | 341,645.77 | 338,082.00 | 3,563.77- | 101 |
| TOTAL | | .00 | 202,570.00 | 341,645.77 | 338,082.00 | 3,563.77- | 101 |
| TAXES | | | | | | | |
| 30100-107 | PROPERTY TAX-LIBRARY | 16,006.11 | 2,080,442.83 | 2,275,811.83 | 2,269,574.00 | 6,237.83- | 100 |
| TOTAL | | 16,006.11 | 2,080,442.83 | 2,275,811.83 | 2,269,574.00 | 6,237.83- | 100 |
| INTER GOVERNMENTAL REVENUE | | | | | | | |
| 30200-104 | REPLACEMENT TAX | 13,247.30 | 151,250.00 | 169,834.49 | 165,000.00 | 4,834.49- | 102 |
| 30200-107 | STATE GRANTS OR OTHER | .00 | 95,333.33 | 118,293.95 | 104,000.00 | 14,293.95- | 113 |
| TOTAL | | 13,247.30 | 246,583.33 | 288,128.44 | 269,000.00 | 19,128.44- | 107 |
| FINES AND FEES | | | | | | | |
| 30500-509 | LIBRARY FINES AND FEES | 6,516.45 | 67,833.33 | 63,930.72 | 74,000.00 | 10,069.28 | 86 |
| 30500-510 | LIBRARY NON-RESIDENT FEES | 112.50 | 1,375.00 | 1,112.50 | 1,500.00 | 387.50 | 74 |
| 30500-511 | LIBRARY LOST AND DAMAGED BOOKS | 730.94 | 3,666.66 | 6,156.02 | 4,000.00 | 2,156.02- | 153 |
| 30500-514 | VERIFAX | .00 | 1,604.16 | 1,942.95 | 1,750.00 | 192.95- | 111 |
| 30500-515 | RESERVES | 1,006.71 | 7,721.66 | 8,083.87 | 8,500.00 | 416.13 | 95 |
| TOTAL | | 8,366.60 | 82,270.81 | 81,226.06 | 89,750.00 | 8,523.94 | 90 |
| TRANSFERS FROM | | | | | | | |
| 30600-752 | TRANS FR WALMART TIF | .00 | 5,500.00 | 3,645.52 | 6,000.00 | 2,354.48 | 60 |
| TOTAL | | .00 | 5,500.00 | 3,645.52 | 6,000.00 | 2,354.48 | 60 |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 3,897.54 | 30,250.00 | 45,771.36 | 33,000.00 | 12,771.36- | 138 |
| TOTAL | | 3,897.54 | 30,250.00 | 45,771.36 | 33,000.00 | 12,771.36- | 138 |
| OTHER INCOME | | | | | | | |
| 30800-805 | CONTRIBUTIONS AND DONATIONS | 227.00 | 2,291.66 | 3,359.89 | 2,500.00 | 859.89- | 134 |
| 30800-899 | MISCELLANEOUS INCOME | .00 | 6,416.66 | 9,500.79 | 7,000.00 | 2,500.79- | 135 |
| TOTAL | | 227.00 | 8,708.32 | 12,860.68 | 9,500.00 | 3,360.68- | 135 |
| FUND TOTAL | | | | | | | |
| | | 41,742.55 | 2,656,325.29 | 3,049,089.66 | 3,014,906.00 | 34,183.66- | 101 |

| OB | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBRANCE | UNENCUMBERED BALANCE | PRCNT CUMM |
|-----------------------------|-----------------------------|---------------|----------------------|---------------------------|--------------|--------------------|-------------|----------------------|------------|
| SALARIES & WAGES | | | | | | | | | |
| 090 | REGULAR SALARIES | 1,424,326 | 92,216.73 | 1,043,781.24 | 1,305,632 | 380,544.76 | .00 | 380,544.76 | 73.3 |
| 092 | HOLIDAYS | 0 | 2,243.51 | 56,003.32 | 0 | 56,003.32 | .00 | 56,003.32 | |
| 094 | OTHER LEAVE WITH PAY | 0 | 0 | 2,201.89 | 0 | 2,201.89 | .00 | 2,201.89 | |
| 096 | SICK TIME | 0 | 2,819.16 | 30,234.19 | 0 | 30,234.19 | .00 | 30,234.19 | |
| 098 | VACATION TIME | 0 | 2,142.66 | 72,267.73 | 0 | 72,267.73 | .00 | 72,267.73 | |
| PERSONAL SERVICES | | | | | | | | | |
| 101 | OVERTIME SALARIES | 8,900 | 805.60 | 5,043.15 | 8,158 | 3,856.84 | .00 | 3,856.84 | 56.7 |
| 102 | TEMPORARY SALARIES | 15,000 | 793.77 | 14,954.40 | 13,750 | 45.60 | .00 | 45.60 | 99.6 |
| 104 | RETIREMENT-IMRE | 242,933 | 17,323.15 | 202,558.98 | 222,688 | 40,874.02 | .00 | 40,874.02 | 83.2 |
| 111 | LIFE INSURANCE | 819 | 64.80 | 773.71 | 750 | 45.29 | .00 | 45.29 | 94.5 |
| 112 | MEDICAL INSURANCE | 118,193 | 9,375.96 | 101,848.19 | 108,343 | 16,344.81 | .00 | 16,344.81 | 86.2 |
| 113 | UNEMPLOYMENT COMPENSATION | 12,075 | 881.63 | 9,967.13 | 11,048 | 2,107.87 | .00 | 2,107.87 | 82.5 |
| 114 | WORKERS COMPENSATION | 28,764 | 2,096.00 | 23,696.00 | 21,312 | 5,008.00 | .00 | 5,008.00 | 82.2 |
| 115 | SERVICE RECOGNITION | 2,678 | 830.08 | 5,362.60 | 2,454 | 2,684.60 | .00 | 2,684.60 | 200.2 |
| CONTRACTUAL SERVICES | | | | | | | | | |
| 201 | ADVERTISING AND BINDING | 250 | 468.40 | 502.02 | 229 | 252.02 | .00 | 252.02 | 8 |
| 202 | PRINTING AND BINDING | 14,600 | 8.00 | 19,436.15 | 12,833 | 3,563.85 | .00 | 3,563.85 | 79.6 |
| 210 | SERV-IMPROVEMENTS | 10,000 | 0 | 5,846.61 | 9,166 | 4,315.39 | .00 | 4,315.39 | 71.4 |
| 211 | SERV-AUTO EQUIPMENT | 1,500 | 15.95 | 845.83 | 1,375 | 895.83 | .00 | 895.83 | 62.3 |
| 213 | SERV-SERVICES | 10,000 | 1,475.63 | 4,395.41 | 9,166 | 6,004.81 | .00 | 6,004.81 | 41.0 |
| 230 | MIS SERVICES | 22,344 | 3,757.34 | 20,665.37 | 20,665 | 1,878.63 | .00 | 1,878.63 | 91.7 |
| 231 | ELECTRICITY | 65,000 | 3,809.39 | 60,907.19 | 59,583 | 4,092.81 | .00 | 4,092.81 | 93.7 |
| 232 | GAS | 13,000 | 0 | 5,794.51 | 12,375 | 7,705.49 | .00 | 7,705.49 | 42.9 |
| 233 | TELEPHONE | 26,000 | 2,351.06 | 20,449.37 | 23,833 | 5,550.63 | .00 | 5,550.63 | 78.2 |
| 234 | WATER | 1,250 | 207.78 | 857.58 | 1,145 | 392.42 | .00 | 392.42 | 68.6 |
| 238 | AUDITING SERVICES | 1,500 | 65.00 | 1,858.73 | 1,375 | 1,500.00 | .00 | 1,500.00 | 46.5 |
| 240 | TRAINING SCHOOL | 4,000 | 680.41 | 7,173.03 | 3,500 | 2,141.27 | .00 | 2,141.27 | 119.6 |
| 241 | CONFERENCES AND OTHER TRAVE | 3,000 | 982.94 | 1,853.10 | 1,458 | 1,453.10 | .00 | 1,453.10 | 53.38 |
| 245 | POSTAGE | 12,500 | 1,802.04 | 13,953.10 | 2,750 | 4,982.68 | .00 | 4,982.68 | 235.9 |
| 270 | COMPUTER SOFTWARE EXPENSE | 25,000 | 3,841.79 | 46,775.16 | 22,916 | 21,775.16 | .00 | 21,775.16 | 187.1 |
| 271 | TEMP PERSONNEL SERVICES | 3,400 | 0 | 1,428.50 | 2,750 | 1,571.50 | .00 | 1,571.50 | 47.6 |
| 272 | TUITION REIMBURSEMENT | 1,000 | 0 | 0 | 916 | 1,000.00 | .00 | 1,000.00 | 0 |
| 273 | TRAVEL EXPENSE FOR INTERVIE | 97,383 | 9,218.04 | 92,852.87 | 89,817 | 5,130.13 | .00 | 5,130.13 | 101.5 |
| 280 | OTHER PROFESSIONAL SERVICES | 2,600 | 175.00 | 3,357.07 | 2,383 | 457.00 | .00 | 457.00 | 163.5 |
| 284 | PROFESSIONAL MEMBERSHIP FEE | 20,000 | 1,896.24 | 14,329.32 | 18,333 | 5,920.68 | .00 | 5,920.68 | 70.4 |
| 286 | RENTAL-DR EQUIPMENT | 31,000 | 1,896.24 | 19,318.11 | 28,416 | 11,681.89 | .00 | 11,681.89 | 62.3 |
| 289 | RENTAL-EQUIPMENT | 371,827 | 30,526.01 | 355,022.58 | 340,833 | 16,804.42 | 11,357.24 | 5,447.18 | 98.5 |
| COMMODITIES | | | | | | | | | |
| 310 | GASOLINE | 2,000 | 173.41 | 2,500.62 | 1,833 | 500.62 | .00 | 500.62 | 125.0 |
| 312 | JANITORIAL SUPPLIES | 3,500 | 356.50 | 3,329.13 | 3,238 | 479.17 | .00 | 479.17 | 113.7 |
| 320 | MATERIAL-BLDGS | 7,000 | 137.78 | 7,523.63 | 6,416 | 523.63 | .00 | 523.63 | 107.5 |
| 337 | MATERIAL TO MAINT AUTO EQUI | 3,500 | 7,741 | 3,762.63 | 2,208 | 292.63 | .00 | 292.63 | 108.4 |
| 345 | OFFICE SUPPLIES | 31,000 | 1,164.89 | 24,702.34 | 28,416 | 6,297.66 | 4,542.25 | 1,755.41 | 194.3 |
| 357 | EMPLOYEE RECOGNITION SUPPLI | 200 | 22.66 | 201.90 | 183 | 1.90 | .00 | 1.90 | 101.0 |
| OTHER CHARGES | | | | | | | | | |
| 415 | TRANSFER TO GENERAL FUND | 47,200 | 1,862.65 | 42,700.14 | 43,264 | 4,499.85 | 4,542.25 | 42,39-100.1 | |
| 418 | MOTOR VEHICLE-INSURANCE | 1,200 | 300.00 | 1,100.00 | 1,100 | 100.00 | .00 | 100.00 | 91.7 |
| | | 2,834 | 372.34 | 2,347.87 | 2,047 | 186.03 | .00 | 186.03 | |

GLASGOW CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 20 DECATUR PUBLIC LIBRARY UNENCUMBERED BALANCE PAGE 70

40000 DECATUR PUBLIC LIBRARY
 OB DESCRIPTION MONTHLY YEAR-TO-DATE Y-T-D UNEXPENDED UNENCUMBERED
 CD EXPENDITURES EXPENDITURES BUDGET BALANCE ENCUMBRANCE BALANCE COMM

OTHER CHARGES

| | | | | | | | | | |
|-----|-----------------------------|--------|----------|-----------|--------|----------|----------|----------|-------|
| 420 | BOILER INSURANCE | 114 | 19.00 | 194.50 | 104 | 9.50 | 9.50 | 9.50 | 91.7 |
| 421 | PROPERTY INSURANCE | 7,657 | 1,276.16 | 7,018.88 | 7,018 | 638.12 | 638.12 | 638.12 | 91.7 |
| 423 | GENERAL LIABILITY INSURANCE | 6,072 | 1,012.00 | 5,565.00 | 5,566 | 506.00 | 506.00 | 506.00 | 91.7 |
| 499 | SMALL CAPITAL ITEMS | 4,000 | .00 | 4,265.39 | 3,666 | 265.39 | 265.39 | 265.39 | 106.6 |
| | | 21,277 | 2,879.50 | 20,102.64 | 19,501 | 1,174.36 | 1,174.36 | 1,174.36 | 94.5 |

CAPITAL OUTLAY

| | | | | | | | | | |
|-----|----------------------------|--------|-----|-----------|-------|--------|--------|--------|-------|
| 515 | OFFICE MACHINERY AND EQUIP | 10,000 | .00 | 10,876.25 | 9,166 | 876.25 | 876.25 | 876.25 | 108.8 |
| | | 10,000 | .00 | 10,876.25 | 9,166 | 876.25 | 876.25 | 876.25 | 108.8 |

CAPITAL OUTLAY

| | | | | | | | | | |
|-----|------------------------------|---------|-----------|------------|---------|-----------|-----------|-----------|------|
| 800 | BOOKS AND PERIODICALS | 371,072 | 40,191.80 | 278,547.67 | 340,149 | 92,424.33 | 92,424.33 | 92,424.33 | 75.1 |
| 805 | BOOKS-PROFESSIONAL | | | 51.37 | | 51.37 | 51.37 | 51.37 | |
| 810 | AV-PHONODICS | | 576.00 | 763.87 | | 763.87 | 763.87 | 763.87 | |
| 841 | MAG/PAPERS-MAIN ADULT | | 202.32 | 21,876.69 | | 21,876.69 | 21,876.69 | 21,876.69 | |
| 842 | MAG/PAPERS-MAIN YOUTH | | .00 | 789.51 | | 789.51 | 789.51 | 789.51 | |
| 843 | MAG/PAPERS-MAIN JUVENILE | | 21.00 | 1,295.01 | | 1,295.01 | 1,295.01 | 1,295.01 | |
| 844 | MAG/PAPERS-MAIN REFERENCE | | 108.00 | 13,150.99 | | 13,150.99 | 13,150.99 | 13,150.99 | |
| 845 | MAG/PAPERS-MAIN PROFESSIONAL | | 142.89 | 1,855.02 | | 1,855.02 | 1,855.02 | 1,855.02 | |
| 847 | MAG/PAPERS-EXTEN ADULT | | 44.92 | 3,340.11 | | 3,340.11 | 3,340.11 | 3,340.11 | |
| | | 371,072 | 41,286.93 | 321,775.19 | 340,149 | 92,424.33 | 92,424.33 | 92,424.33 | 75.1 |

EXPENDITURES

| | | | | | | | | | |
|--|--|---------|-----------|------------|---------|-----------|-----------|-----------|------|
| | | 371,072 | 41,286.93 | 321,775.19 | 340,149 | 92,424.33 | 92,424.33 | 92,424.33 | 75.1 |
|--|--|---------|-----------|------------|---------|-----------|-----------|-----------|------|

** DIVISION TOTAL ** 2,675,004 214,903.14 2,318,664.34 2,452,068 356,339.66 15,899.49 340,440.17 87.3

LIBRARY CAPITAL

| ACCT. NO. | DESCRIPTION | PERIOD ENDING 03/31/98 | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE REAL | % REAL |
|-------------------|-----------------------------|------------------------|----------------|----------------|--------------|---------------|-------------------------|--------|
| FUND BALANCE | | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | | .00 | 361,144.66 | 400,000.00 | 393,976.00 | 6,024.00- | 101 |
| TOTAL | | | .00 | 361,144.66 | 400,000.00 | 393,976.00 | 6,024.00- | 101 |
| INVESTMENT INCOME | | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | | .00 | 9,166.66 | 8,812.63 | 10,000.00 | 1,187.37 | 88 |
| TOTAL | | | .00 | 9,166.66 | 8,812.63 | 10,000.00 | 1,187.37 | 88 |
| OTHER INCOME | | | | | | | | |
| 30800-805 | CONTRIBUTIONS AND DONATIONS | | .00 | .00 | 16,000.00 | .00 | 16,000.00- | |
| 30800-870 | DPL FOUNDATION TRANSFER | | 12,893.08 | .00 | 71,247.66 | .00 | 71,247.66- | |
| TOTAL | | | 12,893.08 | .00 | 87,247.66 | .00 | 87,247.66- | |
| FUND TOTAL | | | 12,893.08 | 370,311.32 | 496,060.29 | 403,976.00 | 92,084.29- | 122 |

GLA3010

| DB CD | LIBRARY CAPITAL EXPENDITURES | REPORT OF EXPENDITURES TO BUDGET | FY 1996-97 | FUND 21 | LIBRARY CAPITAL | UNEXPENDED BALANCE | ENCUMBERANC | UNENCUMBERED BALANCE | PRCNI COMM |
|----------------------|------------------------------|----------------------------------|------------|---------|-----------------|--------------------|-------------|----------------------|------------|
| 237 | ARCH AND ENGINEERING-SERVIC | 19,462.28 | 71,247.66 | 0 | 71,247.66- | .00 | .00 | 71,247.66- | |
| 247 | COMPUTER SOFTWARE EXPENSE | .00 | .00 | 9,166 | 10,000.00 | .00 | .00 | 10,000.00 | |
| 280 | OTHER PROFESSIONAL SERVICES | .00 | .00 | 174,166 | 190,000.00 | .00 | .00 | 190,000.00 | |
| TOTAL | | 19,462.28 | 71,247.66 | 183,332 | 128,752.34 | .00 | .00 | 128,752.34 | 35.6 |
| OTHER CHARGES | | | | | | | | | |
| 404 | TR TO EQUIP-REPLACEMENT FD | .00 | 8,812.63 | 3,644 | 4,836.63- | .00 | .00 | 4,836.63- | 221.6 |
| TOTAL | | .00 | 8,812.63 | 3,644 | 4,836.63- | .00 | .00 | 4,836.63- | 221.6 |
| CAPITAL-OUTLAY | | | | | | | | | |
| 502 | BUILDINGS | .00 | 400,000.00 | 183,333 | 200,000.00- | .00 | .00 | 200,000.00- | 200.0 |
| TOTAL | | .00 | 400,000.00 | 183,333 | 200,000.00- | .00 | .00 | 200,000.00- | 200.0 |
| ** DIVISION TOTAL ** | | 19,462.28 | 480,060.29 | 370,309 | 76,084.29- | .00 | .00 | 76,084.29- | 118.8 |

PERIOD ENDING 03/31/98

PUBLIC LIBRARY-TRUSTS

ACCT. NO. DESCRIPTION

MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL ANNUAL BUDGET UNREALIZED BALANCE % REAL

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|-------------------|-------------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| FUND BALANCE | | | | | | | |
| 30001-921 | BEG FUND BAL-CANTONI | .00 | 115,293.00 | 115,247.23 | 114,779.00 | 468.23 | 100 |
| 30001-923 | BEG FUND BAL-BRIDGES | .00 | 2,615.00 | 926.97 | 800.00 | 126.97 | 115 |
| | TOTAL | .00 | 117,908.00 | 116,174.20 | 115,579.00 | 595.20 | 100 |
| INVESTMENT INCOME | | | | | | | |
| 30700-103 | DPL INTEREST-CANTONI TRUST | 570.25 | 6,416.66 | 5,921.26 | 7,000.00 | 1,078.74 | 84 |
| 30700-105 | DISTRIBUTION FR BRIDGES TRUST | 4.36 | 733.33 | 818.74 | 800.00 | 18.74 | 102 |
| | TOTAL | 574.61 | 7,149.99 | 6,740.00 | 7,800.00 | 1,060.00 | 86 |
| | FUND TOTAL | 574.61 | 125,057.99 | 122,914.20 | 123,379.00 | 464.80 | 99 |

| CITY OF DECATUR | | | | | | | | | | |
|---|-------------------|----------------------|--------------|-----------------------|----------------------|--------------------|--------------|---------------------------|----------------------|---------------|
| REPORT OF EXPENDITURES TO BUDGET FY 1996-97 | | | | | | | | | | |
| GLA3010 | DPL-CANTONI TRUST | FUND | 92 | PUBLIC LIBRARY-TRUSTS | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | Y-T-D BUDGET | YEAR-TO-DATE EXPENDITURES | MONTHLY EXPENDITURES | ANNUAL BUDGET |
| DB | CD | DESCRIPTION | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES |
| 900 | | EXPENDITURES | | | | | | | | |
| | | | | | 3,135.73 | 212.00 | 6,416 | 3,652.27 | 786.56 | 7,000 |
| | | | | | 3,135.73 | 212.00 | 6,416 | 3,652.27 | 786.56 | 7,000 |
| | | ** DIVISION TOTAL ** | | | 3,135.73 | 212.00 | 6,416 | 3,652.27 | 786.56 | 7,000 |

| CITY OF DECATUR | | | | | | | | | | |
|---|------------------------|----------------------|--------------|-----------------------|----------------------|--------------------|--------------|---------------------------|----------------------|---------------|
| REPORT OF EXPENDITURES TO BUDGET FY 1996-97 | | | | | | | | | | |
| GLA3010 | DPL-BRECKENRIDGE TRUST | FUND | 92 | PUBLIC LIBRARY-TRUSTS | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | Y-T-D BUDGET | YEAR-TO-DATE EXPENDITURES | MONTHLY EXPENDITURES | ANNUAL BUDGET |
| DB | CD | DESCRIPTION | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES |
| 900 | | EXPENDITURES | | | | | | | | |
| | | | | | | | | | | |
| | | ** DIVISION TOTAL ** | | | | | | | | |

| CITY OF DECATUR | | | | | | | | | | |
|---|-------------------|----------------------|--------------|-----------------------|----------------------|--------------------|--------------|---------------------------|----------------------|---------------|
| REPORT OF EXPENDITURES TO BUDGET FY 1996-97 | | | | | | | | | | |
| GLA3010 | DPL-BRIDGES TRUST | FUND | 92 | PUBLIC LIBRARY-TRUSTS | UNENCUMBERED BALANCE | UNEXPENDED BALANCE | Y-T-D BUDGET | YEAR-TO-DATE EXPENDITURES | MONTHLY EXPENDITURES | ANNUAL BUDGET |
| DB | CD | DESCRIPTION | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES | EXPENDITURES |
| 900 | | EXPENDITURES | | | | | | | | |
| | | | | | | | | | | |
| | | ** DIVISION TOTAL ** | | | | | | | | |

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-T-D ESTIMATE | Y-T-D ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|--------------------------------|------------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| DPL-CHILDCARE CONNECTION GRANT | | | | | | | |
| FUND BALANCE | | | | | | | |
| 30001-000 | BEGINNING FUND BALANCE | .00 | .00 | 8,126.34- | .00 | 8,126.34 | |
| TOTAL | | .00 | .00 | 8,126.34- | .00 | 8,126.34 | |
| INTER GOVERNMENTAL REVENUE | | | | | | | |
| 30200-107 | STATE GRANTS OR OTHER | .00 | 12,240.25 | 19,325.86 | 13,353.00 | 5,972.86- | 144 |
| TOTAL | | .00 | 12,240.25 | 19,325.86 | 13,353.00 | 5,972.86- | 144 |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 39.13 | .00 | 75.68 | .00 | 75.68- | |
| TOTAL | | 39.13 | .00 | 75.68 | .00 | 75.68- | |
| FUND TOTAL | | 39.13 | 12,240.25 | 11,275.20 | 13,353.00 | 2,077.80 | 84 |

| GLA3010 | REPORT OF EXPENDITURES TO BUDGET | FY | 1996-97 | FUND 94 | DPL-CHILDCARE CONNECTION | GRAN | 3/31/98 | PAGE 162 |
|----------------------|----------------------------------|---------------|--------------|--------------------|--------------------------|----------------------|------------|----------|
| OB | DESCRIPTION | ANNUAL BUDGET | Y-T-D BUDGET | UNEXPENDED BALANCE | ENCUMBERANCE | UNENCUMBERED BALANCE | PRCNT COMA | |
| SALARIES & WAGES | | | | | | | | |
| 090 | REGULAR SALARIES | 2,857 | 2,618 | 2,857.00 | .00 | 2,857.00 | | |
| TOTAL | | 2,857 | 2,618 | 2,857.00 | .00 | 2,857.00 | | |
| CONTRACTUAL SERVICES | | | | | | | | |
| 245 | POSTAGE | 0 | 0 | 38.40- | .00 | 38.40- | | |
| 271 | TEMP PERSONNEL SERVICES | 2,857 | 2,618 | 427.00 | .00 | 427.00 | 85.1 | |
| TOTAL | | 2,857 | 2,618 | 388.60 | .00 | 388.60 | 86.4 | |
| COMMODITIES | | | | | | | | |
| 345 | OFFICE SUPPLIES | 24 | 22 | 24.00 | .00 | 24.00 | | |
| TOTAL | | 24 | 22 | 24.00 | .00 | 24.00 | | |
| OTHER CHARGES | | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| CAPITAL OUTLAY | | | | | | | | |
| 800 | BOOKS AND PERIODICALS | 7,615 | 6,980 | 6,979.49 | .00 | 6,979.49 | 8.3 | |
| TOTAL | | 7,615 | 6,980 | 6,979.49 | .00 | 6,979.49 | 8.3 | |
| ** | DIVISION TOTAL ** | 13,353 | 12,238 | 10,249.09 | .00 | 10,249.09 | 23.2 | |

FAMILY LITERACY GRANT

| ACCT. NO. | DESCRIPTION | MONTHLY ACTUAL | Y-I-O ESTIMATE | Y-I-O ACTUAL | ANNUAL BUDGET | UNREALIZED BALANCE | % REAL |
|----------------------------|-----------------------|----------------|----------------|--------------|---------------|--------------------|--------|
| INTER GOVERNMENTAL REVENUE | | | | | | | |
| 30200-107 | STATE GRANTS OR OTHER | 10,477.80 | .00 | 31,433.40 | .00 | 31,433.40- | |
| | TOTAL | 10,477.80 | .00 | 31,433.40 | .00 | 31,433.40- | |
| INVESTMENT INCOME | | | | | | | |
| 30700-101 | INVESTMENT INTEREST | 81.93 | .00 | 168.59 | .00 | 168.59- | |
| | TOTAL | 81.93 | .00 | 168.59 | .00 | 168.59- | |
| | FUND TOTAL | 10,559.73 | .00 | 31,601.99 | .00 | 31,601.99- | |

GLA3010

| OB CD | DESCRIPTION | ANNUAL BUDGET | MONTHLY EXPENDITURES | YEAR-TO-DATE EXPENDITURES | Y-I-O BUDGET | Y-I-O ACTUAL | UNEXPENDED BALANCE | ENCUMBRANC | UNENCUMBERED BALANCE | PRCNT COMM |
|---|-----------------------------|---------------|----------------------|---------------------------|--------------|--------------|--------------------|------------|----------------------|------------|
| CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 95 FAMILY LITERACY GRANT | | | | | | | | | | |
| PAGE 163 3/31/98 | | | | | | | | | | |
| 280 | OTHER PROFESSIONAL SERVICES | 0 | 4,454.74 | 14,835.33 | 0 | 14,835.33 | .00 | 14,835.33 | 14,835.33 | |
| | PERSONAL SERVICES | 0 | 4,454.74 | 14,835.33 | 0 | 14,835.33 | .00 | 14,835.33 | 14,835.33 | |
| 345 | OFFICE SUPPLIES | 0 | .00 | 427.45 | 0 | 427.45 | 1,493.15 | 1,493.15 | 1,920.60 | |
| | OTHER CHARGES | 0 | .00 | 427.45 | 0 | 427.45 | 1,493.15 | 1,493.15 | 1,920.60 | |
| CAPITAL OUTLAY | | | | | | | | | | |
| CAPITAL OUTLAY EXPENDITURES | | | | | | | | | | |
| **DIVISION TOTAL ** | | | | | | | | | | |
| | | 0 | 4,454.74 | 15,262.78 | 0 | 15,262.78 | | 1,493.15 | 15,755.93 | |

Finance and Properties Committee
April 7, 1998

John Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Mary Lee, and Russell Reimer. Absent: Wayne Dunning and Shirley Moore. Staff present: John Moorman, Linda Humphreys, and Carolyn Jensen.

Review of latest cost projections from PSA: The most recent figures from the architect were reviewed. Anyone with questions should send them to Mr. Moorman to be relayed to the architect. Randy Gibson from PSA will be at the April Board meeting. Newest drawings show an additional stairway on the east end and additional first floor rest rooms. A letter from Project READ requested 300 square feet of space in the new building which they could pay for in a variety of ways. This proposal will be considered at the Board meeting.

Discussion of year-end budget status: Mr. Moorman presented the latest budget projections. The consensus was to recommend that the Board authorize Mr. Moorman to work with Beth Couter to transfer all unused funds to the library capital fund on April 30, 1998.

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

Respectfully submitted,

John A. Moorman, City Librarian



Phillips Swager Associates

April 1, 1998

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

Re: Sears Building Renovation Work
PSA Project No. 3091.01

Dear John,

Pursuant to your request, we have established the preliminary budget figures for the three service desks to be incorporated into the Project. As you are aware, the cost of these desks has been attributed to the furniture line item within the overall Project Cost Budget. The budget cost breakdown is as indicated below:

| | |
|------------------------|-----------------|
| Circulation Desk | \$25,000 |
| Reference Desk | \$20,000 |
| <u>Children's Desk</u> | <u>\$10,000</u> |
| Total | \$55,000 |

Please contact me should you have any questions or comments.

Sincerely,

PHILLIPS SWAGER ASSOCIATES

Randall E. Gibson, S.E., P.E.
Vice President

REG/rl

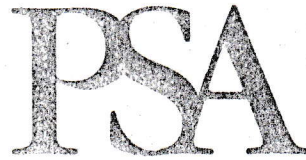
pc: MRL
DCW

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90 Shuman Boulevard, Suite 175
Naperville, IL 60563-8465
tel: 301 983-5115
FAX: 301 983-5468
email: psa@psa-inc.com

Architects
Engineers
Planners

Offices in Peoria,
Illinois & Dallas, Texas



Phillips Swager Associates

April 1, 1998

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

Re: Sears Building Renovation Work
PSA Project No. 3091.01

Dear John,

We have recently completed the Design Development portion of the Project and have reported to the Library the estimated construction cost and the total estimated Project cost. As noted on the attached overall budget, the Project is \$66,973 over the Library's target of \$8,200,000. We believe that at this juncture, it would be prudent to discuss the overall impact on this overage.

As you recall the Owner-Architect Agreement, dated October 30, 1997, requires PSA to design the Project to within a construction budget of \$4,655,782 (Provision 5d.). The current estimated cost (\$4,237,590 construction, \$182,009 escalation and \$218,236 construction contingency) equates to \$4,637,835, or \$17,947 under the Contract limit.

We look forward to meeting with you and the Board on April 16, 1998 to discuss the next phase of the Project. Please contact me with any questions that might arise.

Sincerely,

PHILLIPS SWAGER ASSOCIATES

Randall E. Gibson, S.E., P.E.
Vice President

REG/rl

attachment

pc: Harry Cook
MRL
DCW

x:\309101\corresp\moorman.n13

40 Sherman Boulevard, Suite 175
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Offices in Florida,
Illinois & Dallas, Texas

DECATUR PUBLIC LIBRARY
 Project Cost Budget
 November 6, 1996
 Revised January 13, 1997
 Revised January 29, 1997
 Revised November 3, 1997
 Revised December 5, 1997 (Schematic Design)
 Revised January 7, 1998 (Schematic Design - Addenda)
 Revised March 18, 1998 (Interim DD)
Revised March 30, 1998 (Design Development)

Construction

| | | | |
|---|--|--------------------|--------------------|
| Base Bid ¹ | | \$4,131,064 | |
| Alternate Bid G-1 (Demo of Lease Space) | | \$46,526 | |
| Alternate Bid G-2 (External Vestibule) | | \$60,000 | |
| Hazardous Material Removal | | \$163,310 | |
| Subtotal | | | \$4,400,900 |

Contingencies

| | | | |
|--------------------------|-------|------------------|------------------|
| Design Contingency | 3% | \$127,128 | |
| Plan Review Contingency | | \$5,000 | |
| Escalation ² | 4.17% | \$182,009 | |
| Construction Contingency | 5% | \$218,236 | |
| Subtotal | | | \$532,373 |

Land/Building Acquisition

| | | | |
|-----------------------------------|--|--|-------------|
| Purchase of Property ³ | | | \$2,400,000 |
|-----------------------------------|--|--|-------------|

Furnishings

| | | | |
|--|--|-----------|------------------|
| New Furniture and Equipment ³ | | \$250,000 | |
| Artwork | | \$0 | |
| Telephone System | | \$60,000 | |
| Book Theft Detection | | \$35,000 | |
| Computer Cabling | | \$50,000 | |
| Subtotal | | | \$395,000 |

Consulting Fees

| | | |
|-------------------------------|-----------|-----------|
| Architect | \$379,300 | |
| Architect Reimbursables | \$20,200 | |
| Interior Design | \$20,000 | |
| Interior Design Reimbursables | \$2,500 | |
| Landscape Consultant | \$5,000 | |
| Abatement | \$9,000 | |
| Surveying | \$5,000 | |
| Telephone | \$7,000 | |
| Subtotal | | \$448,000 |

Owners Costs

| | | |
|---|----------|-----------------|
| Soil Investigation | \$0 | |
| Environmental Testing | \$15,000 | |
| Abatement Inspection | \$5,200 | |
| Roofing Consultant | \$3,000 | |
| Construction Testing | \$2,500 | |
| Legal | \$15,000 | |
| Builders Risk Insurance (included in const. cost) | \$0 | |
| Building Permits | \$0 | |
| Utility Connection Fees | \$0 | |
| Moving Costs ² | \$50,000 | |
| Subtotal | | <u>\$90,700</u> |
| PROJECT TOTAL | | \$8,266,973 |
| Owner Target | | \$8,200,000 |
| | | (\$66,973) |

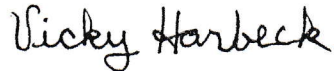
Notes:

1. Does not include cost of service desks (cost to be provided in furniture budget)
3. Escalation is assumed at 4% per annum from April 1998. Assumes a construction start of November 1998 and a 11 month construction period. (i.e. escalation = $[0.58 \text{ years} + .92 \text{ year}/2] \times 4\% = 4.17\%$)
3. Estimated cost provided by Owner
4. Re-roof removed as alternate - not within budget parameter.

- Our budget allows advertising expenses for items such as brochures, billboards, posters, and newspapers. As Project READ prepares advertising materials, the inclusion of a library address would help promote public awareness for the Decatur Public Library.
- Assist with library family literacy efforts by purchasing books and other items for children.
- Establish a collection of Hi-Lo Workforce reading materials.
- Create a collection of Hi-Lo books-on-tape.
- Continue to add to the existing Hi-Lo book collection.
- Provide educational programs.
- Work cooperatively with library staff in other activities.

We thank you for your time and hope you will consider these possibilities.

Sincerely,



Vicky Harbeck
Literacy Coordinator

Chapter VIII Facilities

Introduction

The physical library remains central to library service. While no one model could meet every unique local need, some requirements are common to all public libraries. These include adequate and accessible space to house and circulate the collections; comfortable and attractive public spaces for readers; space for other public amenities including restrooms and water fountains; efficient and comfortable work and lounge areas for staff; and space for board meetings, storytimes, and other library programs. The Supplemental Standards for this section are divided into two sections -- Existing Facilities and New or Expanded Facilities.

Applicable Core Standards

- Core 3. The library is in compliance with all federal laws that affect library operations including but not limited to, the **Americans with Disabilities Act** [Public Law 101-336], the **Fair Labor Standards Act** [29 USC Ch 8], and the **Bloodborne Pathogen Standard** [29 CFR Part 1910].
- Core 4. The library is in compliance with all other state laws that affect library operations including but not limited to, the **Illinois Accessibility Code** [71 Illinois Administrative Code 400 et seq.], the **Open Meetings Act** [5 ILCS 120/1], the **Freedom of Information Act** [5 ILCS 140/1 et seq.], the **State Records Act** [5 ILCS 160/1 et seq.], the **Library Records Confidentiality Act** [75 ILCS 70/1] and the **Drug Free Workplace Act** [30 ILCS 505/3].
- Core 12. The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois Statutory law specifically requires the board to establish and review at least biennially, a written policy for the selection of library materials (this is part of the library's collection management policy) and the use of library materials and facilities. [75 ILCS 5/4-7.2 or 75 ILCS 16/30-60]). All library policies are in compliance with state and federal laws.
- Core. 20. The library has a telephone, telefaxsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY or a "voice relay" provided by the telephone company.

- Core 23. The library is located in a facility designed or renovated for that purpose and in compliance with applicable federal, state, and local codes.
- Core 28. At least every 10 years and more frequently if necessary, the Board of Trustees determines if the physical facility is sufficient to meet the needs of the community. Should the facility be found insufficient to meet the needs of the community, the Board of trustees takes steps to correct the problem.

Supplemental Standards for Existing Facilities

1. The library provides the right amount of space of the right kind to meet the provisions of its long-range plans.
2. At least once every five years, the board directs a review of the library's long-term space needs.
3. The library develops a plan and annual budget for maintenance of building and grounds and fixed asset replacements.
4. The library building supports the implementation of current and future telecommunications and electronic information technologies.
5. The library, including branches or other service points, is located at a site that is determined to be most convenient for the community. Travel time to the library under normal conditions does not exceed 30 minutes.
6. The library provides adequate, safe, well-lighted, and convenient parking during all hours of service. The minimum number of required parking spaces may be governed by local ordinance. Libraries reached primarily by car should provide 1.3 spaces per 500 population. If based on building size, there should be one space per 500 sq. ft.
7. The library's entrance is easily identified, clearly visible, and well lighted. The entrance faces the direction used by the majority of the patrons.
8. The library has an identifying sign clearly visible from the street. Additional signs guide users from arterial streets to the library.
9. The library has adequate signage. All signage is in compliance with applicable federal, state, and local regulations. Interior signs should be limited in number and not serve as a substitute for logical building arrangement or for staff responses to routine user questions.

10. The library has a designated tornado shelter. Emergency exits and evacuation routes out of the building and to the tornado shelter are clearly marked. Fire extinguishers are clearly marked. Emergency first aid supplies are readily available.
11. The library provides emergency training for staff, including annual fire and tornado drills, use of fire extinguishers, and location of first aid kit.
12. The library has an emergency manual and a disaster plan which are reviewed biennially.
13. The library has telephones and associated communications devices sufficient to meet user and staff needs.
 - a.) Telephones in all offices and at all service desks.
 - b.) Telephone number listed in both white and yellow pages.
 - c.) Automatic equipment to inform callers of library hours when the library is closed.
14. The library has sturdy and comfortable furnishings in sufficient quantity to meet user needs. The library has allocated space for child and family use and provided furniture and equipment designed for use by children. All furniture is in compliance with applicable codes.
15. The library has enough shelving and other types of display and/or storage to provide patrons with easy access to all materials. All shelving and other display/and or storage is designed for library purposes. Shelving in the area serving young children is scaled to their needs.
16. The library's lighting levels comply with the standards issued by the Illuminating Engineering Society of North America. The lighting is evenly distributed, low glare, does not cast shadows, and provides floor to ceiling illumination of all vertical surfaces. **For more information on lighting, see #8 under Supplemental Standards for new or expanded facilities.**
17. The library has fireproof facilities for the return of library materials when the library is closed.
18. The library has heating, ventilating, and air conditioning systems (HVAC) capable of filtering outside air and of maintaining comfortable temperatures throughout the year.
19. The library provides adequate security for staff, users, and collections.

Supplemental Standards for new or expanded facilities.

1. Public library construction, expansion, and major renovation projects are planned by a team consisting of the board or members of the board of trustees, the library administrator and key staff, a library building consultant, and a registered professional architect.
2. The library, except those that are part of a home rule unit of government, selects an architect in compliance with the **Local Government Professional Services Selection Act [50 ILCS 510/0.01]**. There is no legal requirement to contract with the architect offering the lowest fee.
3. The library's attorney reviews all contracts related to the construction project. The American Institute of Architects provides standard legal forms that are used in many situations, but the library can negotiate different terms if it so chooses.
4. Space planning is based on a twenty-year population projection (including probable annexation) and desired improvements in collections and services. Each project takes into account both the correction of current overcrowding and the creation of space for expanded collections and services. Major building projects include specific plans for how and where future expansion will take place.
5. Flexibility of design and furnishings.
 - a.) Buildings are designed with extensive data and electrical conduit, or with alternative methods of providing service to all locations in the library.
 - b.) Lighting is designed to allow extensive rearrangement of library furnishings
 - c.) All areas of the library are designed to meet the floor loading standard of 150 pounds per square foot. Heavier loads such as microform storage cabinets and compact shelving require 300 pounds per square foot.
 - d.) Service counters, service desks, and office work areas are free-standing modular units.
6. The library selects shelving that is designed for library purposes. Heavy-duty steel, bracket type shelving that can be easily reassembled is the best choice. The depth of the shelving should be appropriate to the material stored.

7. All construction complies with federal, state, and local codes and regulations including, but not limited to:
 - a.) **National codes**, including the **Americans with Disabilities Act** [Public Law 101-336].
 - b.) Illinois codes, including the **Illinois Environmental Barriers Act of 1985** (410 ILCS 25/1 et seq.) the **Illinois Plumbing Code**, and the **Illinois Accessibility Code**, published by the Capital Development Board to implement the **Illinois Environmental Barriers Act**.
 - c.) Local codes. Many Illinois municipalities have adopted nationally formulated codes as their local codes. Most municipalities adopt either the **Building Officials and Construction Administrators (BOCA) Code** or the **Uniform Building Codes** established by the International Conference of Building Officials (ICBO).

8. High quality lighting is critically important to libraries.
 - a.) Indirect lighting provides uniform, non-glare illumination. It provides the most flexibility because the light is reflected from a continuous surface (the ceiling) rather than emanating from single points. In general, extreme down lighting is a very poor idea in libraries because it causes glare, creates troublesome shadows, and does not light vertical surfaces. Glare is a particular nuisance in areas where CRTs and microform readers with vertical glass screens are in use. Proximity to windows and skylights can also create glare. To test for glare, place a mirror over the screen of a CRT and look for reflections of concentrated light sources.
 - b.) Modern fluorescent lighting technology offers important advantages. Lamps with a CRI (color rendition index) of 75 or better provide much more attractive light than traditional lamps. Electronic ballasts are more efficient than traditional magnetic ballasts, and eliminate hum and flicker.
 - c.) High pressure sodium lighting is the ideal choice for parking lots.
 - d.) The most recent edition of the IES Lighting Handbook, edited by John E. Kaufman, provides recommendations for lighting intensities, but some are too low for library purposes. For example, the IES recommendation of 5 to 10 footcandles for halls, elevators, and stairways can create problems for persons with low vision. IES standards are also included in *Administrator's Guide to Library Building Maintenance*, an excellent publication by Dianne Lueder and Sally Webb. Both publications are included in the bibliography following this section.

9. Provide enough storage space. This is one of the most frequently overlooked needs in the design of new or expanded facilities.
10. Safety and low maintenance are primary concerns when considering the design of landscaping and walkways.
11. Although each library's ultimate space needs will be determined by its unique needs including its programs, services, and collections, there are some standard guidelines for determining the space needed for specific components. These guidelines are based on information from building program consultants, standards from other states, and some measuring tape. **See Appendix 7.1, " Determining Space Needs" for more detailed information.**

Examples of unique needs include extensive local history or genealogy collections, community need for a large meeting room, frequent programming, and extensive art and graphics related activities. Additional staff office space will be needed for libraries that are responsible for all work and files related to finances and benefits. This is true of all district and many village libraries.

12. Provide space for deliveries and trash removal.

Bibliography

The Americans with disabilities act: its impact on libraries. Edited by Joanne L. Crispen. Association of specialized and cooperative agencies. Chicago: ALA, 1993.

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Chapter IX System and ILLINET membership responsibilities

Introduction

Through Illinois' regional multitype library systems, Illinois public, academic, school and special libraries are able to offer their patrons additional services and access to larger collections. These self-governing, cooperative systems and their member libraries, together with the Research and Reference Centers and designated Resource Centers, make up ILLINET. Any library which is a member of a system is automatically a member of ILLINET. The dual purpose of this statewide network is to facilitate the sharing of library information and materials and to provide services when these cannot be provided locally.

Systems are funded by the state of Illinois and are governed by local libraries through area library representatives. Local library involvement is essential to the success of Illinois library systems.

Applicable Core Standards

- Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21. The library provides access to ILLINET Online.
- Core 22. The library participates in the *Standards for the services of Illinois multitype systems* by fulfilling the member library responsibilities. Title included in bibliography following this section.

Supplemental Standards

1. Library board members, administrators, and staff volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Representatives who accept the responsibility of system board membership are willing to represent the interests of both their own libraries and their expanded constituencies, which include all member libraries in their systems.
2. As members of regional library systems, all Illinois public libraries agree to make their resources and information available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other appropriate local arrangements.

3. All public libraries share with systems the responsibility for promoting statewide tax-supported public library service.
4. Library boards and staffs are aware of the services offered by their systems , including such standard services as interlibrary loan, delivery, reference backup, and maintenance of multilibrary online catalogs.
5. Systems serve libraries just as libraries serve their individual users. System services are actively promoted to library patrons of all ages as essential components of local library service.

Bibliography

Standards for the services of Illinois multitype library systems. Secretary of State and State Librarian, George Ryan. Springfield: State of Illinois, 1993.



(Super Parents Are Relating to Kids)

Coordinator: Tonya Donnelly

SPARK Wins Award for Television Excellence

Firstnews on Parenting, which is presented on WAND/ABC television weekly by SPARK, has received the International Reading Association Broadcast Media Award for Television. This award recognizes reporting and programming on television that deals with reading and literacy, recognizing the value of reading in today's society and promoting literacy oriented toward the generous public rather than reading education professionals.

★ Congratulations to Tonya Donnelly and the WAND staff for a job well done!

SPARK Facts

From 9/97 - 2/28/98

Enrollment

531 Adults 730 Children

12 Class Locations

Adams, Brush, Durfee, Franklin, Garfield, Harris, Muffley, Oak Grove, Parsons, Southeast, Washington, Woodrow Wilson

SPARK Outreach Programs: 6 Agencies

Homework Hang-out, New Horizons, Boys' and Girls' Club, DOVE, Self-Start at Longview, Longview Daycare (servicing Baum)

SPARK Parochial Classes: 2 Locations

Our Lady of Lourdes, St. James (Special Events held at LSA, Holy Family, St. Patrick's)

SPARK Community Locations: 3 Sites

Macon County Jail, Macon County Day Probation, Richland Community College

SPARK Support Services

3534 recruitment/retention phone calls 348 children babysat
197 people transported 16 home visits

SPARK impact since Fall 1997. . .

220 visits to the library
1436 toys/games/parenting materials circulated
5454 times that parents read aloud to their children
4778 times that families had NOTV family meals

SPARK participation from 9/97 through 2/28/98

2384 adult contacts
3153 child contacts

SPARK Parent Academies/All-City SPARK

10 classes/155 adult contacts

SPARK Special Events

54 Events in 16 schools with 46 classroom teachers
548 Adults/1452 Children

Trustee Workshop

Saturday, May 16, 1998
Rolling Prairie Library System
345 W. Eldorado, Decatur

9:00 a.m. - 2:30 p.m.

Agenda

| | |
|------------|---|
| 8:30 a.m. | Coffee and Registration |
| 9:00 a.m. | Welcome and Introductions |
| 9:15 a.m. | Public Library Per Capita Grant: Library Standards, and ADA |
| 10:00 a.m. | Illinois State Library Videoconference Attorney Phil Lenzini and Members of the Executive Core |
| 12:00 noon | Lunch |
| 12:45 p.m. | Technology in the Library: a discussion / Explore the Internet / Tour the RPLS Facilities |
| 2:15 p.m. | Evaluation and Closing |
| 2:30 p.m. | Adjournment |

Fee \$10 to cover lunch

#####

Registration Trustee Workshop, May 16, 1998

Name _____

Library _____

Enclosed is \$ _____ for _____ registrations.

Return form to RPLS, ATT: Peggy Durst by May 8, 1998

Make checks payable to Rolling Prairie Library System