

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 17, 1998 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
- II. Report from John Cardwell
- III. Approval of minutes
 - A. Meeting of November 19, 1998
- IV. Communication from the public
- V. City Librarian's report
- VI. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of December 3, 1998
 - B. Finance and Properties Committee
 - 1. Approval of bills for November 1998
 - 2. No meeting
 - C. Rolling Prairie Library System
 - 1. Report on December 1998 system board meeting
 - D. Friends of the Library
 - 1. No meeting
 - E. Foundation
 - 1. No meeting
- VII. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter V, Reference, Reader's Advisory, and Bibliographic Instruction
- VIII. Old business
- IX. New business
- X. Adjournment



101 S. Main Street
Decatur, IL 62523
(217) 421-1111 Phone
(217) 421-1833 Fax

Cardwell Companies Cardwell Development Corporation

Fax Cover Sheet

Date: 12-17-98
To: John Moulton
Company: _____

From: John Cardwell

Pages (including cover sheet): 3

Comments: Please review changes,
feel free to make any changes
and let me know!

If you do not receive all the pages of this fax, please contact Cathy or Barb at (217) 421-1111.

MAIN STREET MALL

LETTER OF INTENT

RÉCITALS

WHEREAS, John S. Cardwell D/B/A Main Street Mall (hereinafter referred to as "Prospective Tenant") is aware that The Decatur Public Library (hereinafter referred to as Tenant) intends to Lease the commercial building located at 152 N. Franklin St., Decatur, Illinois and

WHEREAS, said commercial building is currently known as the former Sears Auto Mart, and

WHEREAS, Prospective Tenant is strongly interested in leasing space in the Main Street Mall upon completion of the build-outs according to agreed upon specifications or June 1, 1999 whatever occurs first and

WHEREAS, Landlord wishes to set forth the terms of a Lease of commercial space in The Former Sears Auto Mart which are acceptable to Prospective Tenant, and

WHEREAS, Prospective Tenant understands that this Letter of Intent is not a binding Lease Agreement, but is an expression of the intention of Prospective Tenant to enter into a Lease Agreement upon completion of the Architects drawings and specifications, Sub-Lease Letter of Intents and financing of Leasehold improvements.

LEASE TERMS

The following terms and conditions are acceptable to Prospective Tenant:

1. Subject of Lease: Prospective Tenant intends to lease approximately 19,000 square feet of space of the 23,000 S.F. facility.
2. Term of Lease: Prospective Tenant intends to enter into a Lease for the above defined commercial space for a term of one year with 19 (nineteen) 1 (one) year options.

3. Rent: Prospective Tenant will agree in a Lease to pay rent in an amount of \$3,100.00 per month per year until the second floor built-out is completed and the rent shall become \$3,950 per month per year.

4. Purpose of Lease: Prospective Tenant intends to operate a Mini Mall retail shopping and office facility including non-alcoholic restaurants in the leased premises for the term of the Lease with the Sub-Leases.

5. Utilities, Janitorial Service and Security: Landlord understands that Prospective of Proposed Mall will be responsible for payment of utilities, including water, sewer, garbage, electric, gas and janitorial services for rented space.

6. Buildouts: Prospective Tenant shall provide the entire build-out Leasehold improvements including all mechanical, plumbing, electric, heat & air, all interior walls, flooring and other specifications to provided for Sub-Leases including elevator.

7. Additional Terms: Prospective Tenant intends to enter into a Lease containing the above terms and conditions along with additional reasonable and customary commercial lease terms and conditions.

Prospective Tenant: Main Street Mall, L.L.C.

By: _____
Its _____

Landlord: The Decatur Public Library

By: _____
Its _____

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 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, Patricia Greanias, Mary Lee, Judi Moss, Russell Reimer, and John Stengel. Absent: Wayne Dunning and Mark Gibson. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Ed Booth, John Cardwell, Denelle Wrightson, and Marian Bebeau.

II NEW BUSINESS

Mrs. Moss made a motion to adjourn to closed executive session to consider information regarding the sale of real estate. The motion was seconded by Mrs. Arnold and unanimously carried on roll call vote. The Board went into executive session at 4:33 p.m. The meeting was re-convened at 5:25 p.m.

Mr. Stengel made a motion to sell the Library building December 15, 1998 for Six Hundred Thousand Dollars (\$600,000), less one percent of the building sale price per month as Library's rent payments, for occupancy until on or about September 30, 1999; Buyer to be entitled to occupy approximately 8,5000 square feet of Library space. The motion was seconded by Mrs. Moss and unanimously carried on roll call vote.

Ms. Wrightson and Ms. Bebeau made a presentation on furniture and design in the new building. A final presentation is planned for the January board meeting. The Herman Miller furniture is available through state contract with a very good discount and will not require bids. Plans are being made for students from Millikin University to design art work for end panels on shelving.

III APPROVAL OF MINUTES

The minutes of the meetings of October 15, 1998 and November 3, 1998 were approved as mailed.

IV COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

V CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman reported that statistics for computer usage will be available next month.

VL REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met November 5, 1998. The circulation policy was reviewed. The committee recommended that #5a to be changed from:

"The City Librarian may, at his discretion, cancel fines and other delinquent charges for minors who are resident in Webster-Cantrell Hall, or other similar institution or foster home, providing the delinquency occurred prior to the establishment of residence of said minor in such institution or foster home."

to

"The City Librarian may, at his discretion, cancel fines or other delinquent charges for minors who are residents in child care facilities or foster homes, providing the delinquency occurred before the minor moved into the facility or foster home."

and #5f from:

"In special circumstances, the City Librarian, at his discretion, may cancel fines and charges for materials returned late in an amount not to exceed \$15.00"

to

"In special circumstances, the City Librarian or Librarian-in-charge may cancel fines and charges for materials returned late."

Mrs. Moss made a motion to approve the changes as written. The motion was seconded by Mrs. Greanias and unanimously carried on roll call vote.

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

The committee met November 3, 1998. Mr. Stengel reported that dependent health insurance for management staff was reviewed. He made a motion that the library continue to pay 70% of the cost of dependent insurance for management staff. There are adequate funds in the budget to pay for the increase. The motion was seconded by Mrs. Arnold and unanimously carried on roll call vote.

Mr. Stengel made a motion to approve payment to MidStates General & Mechanical Contracting Corporation for \$179,127.00. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

Mr. Stengel made a motion to approve payment to Thornburgh Abatement for \$134,233. The motion was seconded by Mrs. Moss and unanimously approved on roll call vote.

Mr. Stengel reported on a proposal from PSA regarding the roof at the new library, including preparing bid documents and assisting during the bidding and construction phases of reroofing for a fee of \$14,500 plus expenses as outlined in their letter dated November 13, 1998. Mrs. Moss made a motion to approve the proposal. The motion was seconded by Mr. Reimer and unanimously approved on roll call vote.

Rolling Prairie Library System: Mr. Moorman was not able to attend the meeting. Mrs. Moore reported that a proposal to change the make-up of the system board was defeated.

Friends of the Library: The Friends met November 11, 1998. Teena Zindel-McWilliams was elected president for the coming year.

Foundation: The Foundation Board of Directors did not meet.

VII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IV, Collection Management, was reviewed.

VIII. OLD BUSINESS

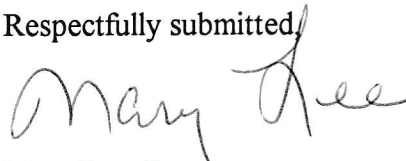
Mr. Moorman reported on the status of environmental issues with Sears at the automotive garage. Decatur-Foresite will be contacted about these matters.

Mr. Moorman reported that the library's request for a 3% increase in the levy rate was approved by the City Council.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 6:20 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Lee".

Mary Lee, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report
For the December 17, 1998 Meeting

of the
Decatur Public Library Board of Trustees

Progress continues on our new building. Monday, December 7 saw the completion of asbestos abatement work. Interior demolition should be 98% complete by Tuesday, December 15. Work continues on the installation of HVAC ductwork and piping for plumbing and electrical conduit. PSA is beginning work on specifications for the re-roofing of the building. I am working on getting cost estimates for separating utilities for the former auto-tire facility.

The move committee continues gathering data. Movers are being contacted for estimates and they have obtained copies of Danville's request for bids for their move and of their move time line. Interest in providing volunteers for the move have been received from several community groups.

Several bookmobile stops have changed during the past month. The Maranatha Noah's Ark stop has been changed to the Kids and Fitness Day Care on Southside Drive. Bookmobile 548 has relocated its Macon and Linden stop to Fairview Plaza. Staff are looking for another location in the area of the previous stop and hope to have one selected in the near future. The Extension Division has received a request from the Decatur Housing Authority for service. They would like for the library to bring materials out, set them up on a table and allow residents to check them out. This is similar to the service we provide to Oxford House.

Technical service continues to work on the project of getting call numbers into all items. This project is reflected in the high number of database changes (2395) recorded during the month. They are beginning to work on setting up a new children's code (DCR) which will better help users to identify children's material in FRED. During the month, the division processed 435 paperbacks, bound 294 paperbacks, mended 626 items, and replaced 191 book jackets.

Larry Harris completed work on parking lot gates for our new facility. The library purchased a leaf vac blower and a weed cutter. The grass was cut and leaves raked and more work done on outside bush trimming. These are new tasks, as since moving into our current facility in 1970 we have had no grass to mow or trees to deal with. Larry has also been taking videos on a regular basis to record progress on our new facility.

A promotional spotlight was run on the 3M Self-Check machine during Children's Book Week, November 16-22. Although there was one day when staff illnesses made it necessary to not staff the machine, the rest of the week there was someone there who showed users how to "Check it out" themselves. The Friends of the library provided book bags for prizes and 3M sent many bags, bookmarks, stickers, shirts, product boxes of items 3M makes and a sweater and a jacket. The promotion was very successful. Monday saw 567 checkouts on the machine and Wednesday

City Librarian's Report

December 17, 1998

Page 2

saw 535 items checked out. Prior to the promotion the highest daily checkouts on the machine were 350 items.

During the month 17 accounts with a value of \$3,027.66 were sent by the circulation division to the credit bureau. There were 480 trapped holds for library patrons and 106 items were returned in damaged condition.

Twenty-four groups visited the children's division. For these groups twenty storytimes were given and there were three tours. Seventeen groups were preschool classes, two were kindergarten classes, two were cub scout troops and there was a group from Baby TALK. Pathways to Independence scheduled their group to look at books.

Project READ and Head Start joined the library in a Family Reading Night program on November 19. Forty-eight individuals attended this program. There were eight lap-sits with 208 individuals in attendance. Katie Gross did the lap-sits this month as the Baby TALK lap-sit teacher. Susan Woods-Cunningham is recovering from a serious automobile accident. There were 24 Baby TALK contacts including 5 photos and 10 birthday books.

The Library Child Care Connection materials program is receiving increasing participation. One child care provider reported that she had read the books from her monthly collection between 2 and 22 times each to her day care children.

Sue Hemp in the adult division has been appointed to a two year term on the Illinet Government Depository Coordinating Council, a statewide group charged with monitoring and implementing the State Plan for Illinet document depository libraries. She continues to offer sessions on basic legal reference to adult division staff.

Arthur Gross, audio-visual librarian led an orientation tour of the library for a Futures Unlimited class. He also prepared four video lists on pregnancy, childbirth, parenting, and newborns for the Baby Fair '98. Jerald Merrick also worked on preparing items for the Baby Fair. He created both InfoTrac Health and General Reference Center guides focusing on a pregnancy search, and Internet guides listing search engines and sample search results for pregnancy, childbirth, and breast feeding.

This month, library pages begin keeping an activity log. During the month they responded to 355 page calls, shelved 776 rows of books, 4,975 videos, 1,422 cassettes, 2,188 CD's and 612 current magazines.

Displays for the month in the adult division included Family Reading Night, Thanksgiving, and Christmas. The bulletin boards in the children's division displayed Children's Book Week posters and there were displays of fairy tales, Thanksgiving books and Rebecca Caudill books.

City Librarian's Report

December 17, 1998

Page 3

Adult division staff members attended the "Soaring to Excellence" teleconference, classes in WordPerfect, Genealogy on the Internet, Government Resources on the Internet, Fundamentals of Microsoft Internet Explorer, and Fundamentals of Netscape. Sherry Mallory, Bobbi Reece, and Len Walther have completed the third session of the LTA course and will now begin independent study.

As of December 10, 61.36% of the fiscal year had been completed. Expenditures and encumbrances stood at 60.46% of budget.

I continue to work with John Cardwell and Gina Dingman in the leasing of space in our new building and the tire building. I have worked with board members and our attorney in discussions concerning the sale of our current facility. Other building related projects included gathering information on the separation of utilities at our new location, so that both buildings can be metered separately, and working with the architects on furniture planning. I participate in regularly scheduled meetings with contractors and architects.

A BIG THANK YOU

Presented to

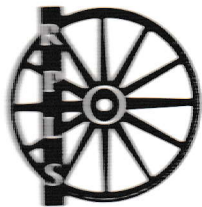
Decatur Public Library

- with our sincere appreciation for your dedication and support -
United Way of Decatur/Macon County



Campaign Achievement Award
1998 United Way Campaign





ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street • Decatur, Illinois 62522

Telephone (217) 429-2586 • FAX (217) 428-1852

November 25, 1998

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

Dear Mr. Moorman,

As you know, Rolling Prairie Library System is in the midst of a major remodeling project. One result of this remodeling is that RPLS no longer has a training facility to use to provide hands-on training to the staff of its member libraries.

Late last summer we asked to use the computer training facilities at Decatur Public Library during these months of upheaval. Not only did you agree, but you have offered nothing but help and support during this time. Nicole Muhs has been known to meet me at the side door to let me in early some days, and when I have had training in the evening, the room has been set up, and the DPL staff has expected us. Julie MacNamara helped me schedule the room, and was very helpful and flexible with the schedule we requested.

Thank you for making this off-site training program a positive experience. Since October 8, when the first RPLS hands-on class was held at DPL, through December 2, when our last regular class is scheduled, we estimate you will have hosted 83 staff members from various RPLS member libraries. This does not include the training that will be offered December 16 just for DPL staff on Government Resources on the Internet. The training facility is an excellent one, and I enjoy instructing there.

I hope this partnership will continue until we have our own training facility completed. If there is anything I can do for you in return, please, call on me any time.

Thank you again for your help and your support.

Sincerely,

Carolyn Rokke
Head of Technology

ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street
Decatur, Illinois 62522

Telephone (217) 429-2586
Fax (217) 428-1852

November 30, 1998

John Moorman, City Librarian
Decatur Public Library
247 E. North
Decatur, IL 62522

Dear John,

I want to take this opportunity to thank you and your staff for the hospitality shown to us during the workshop "Friends Groups: Organizing, Maintaining, Revitalizing" held November 19th at the Decatur Public Library. Shirley Edwards was a dream to work with. Teena Zindel-McWilliams was excellent on our panel of library friends.

Thank you for your support and the use of your facility. With your help the program was a success.

Sincerely,



Beverly Obert
Library Development Coordinator

November 20, 1998

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

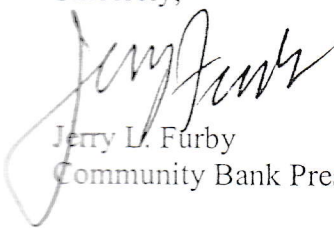
Dear Mr. Moorman:

Thank you, again, for taking time out to make a presentation to the National City Bank Community Bank Board on October 9, 1998. Your presentation was very enlightening. Clearly, you have a lot of well deserved pride in the Decatur Public Library. I am equally pleased to report that the bank board was also very favorably impressed with your presentation.

I advised you that our plans were to make formal announcements around the end of October. Unfortunately, Decatur Foresight, Inc. did not release the funds as expected. In fact, a firm dollar amount has not yet been determined. As such, we are unable to advise you of our intended contribution to your organization. I can state that National City Bank does plan to contribute funds to your organization.

I understand that Decatur Foresight will pay out the funds prior to the end of the year. We will contact you to arrange a time for the presentation. Thank you, again, for your interest and patience. Please advise me if you have any questions.

Sincerely,



Jerry L. Furby
Community Bank President

RESOLUTION NO. R98-150

**RESOLUTION CELEBRATING
THE UNITY OF ALL CITIZENS**

Whereas, our strength and greatness as a community and nation is based on our unity and our willingness to allow all people input and participation; and,

Whereas, racism and other forms of discrimination still continue to plague our nation; and,

Whereas, local efforts have helped raise awareness about discrimination and mobilized community members to heal social divisions which can be cultivated through further dialogue, education and awareness; and,

Whereas, all citizens should consider the impact of race relations upon the quality of our community and work together to eliminate discrimination; and,

Whereas, community members encourage the celebration of our differences and call for a reconciliation between the races.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That the Decatur City Council, in conjunction with the Decatur School Board, does hereby urge not only the citizens of Decatur and Macon County, but across this great nation, to recognize and celebrate the unity of its citizens and to join in efforts to heal social divisions and to celebrate our human family.

PRESENTED and ADOPTED this 9th day of November, 1998.


TERRY M. HOWLEY, MAYOR

ATTEST:


CITY CLERK

Dec 8, 1998

To Library Board & President

I want to commend ~~you~~
Merrick in the computer division
for an outstanding job. I had
tried to print material on Denmark at
least a month ago. Printer was down so
I forgot about it.

Today - he recognized me &
told me he had printed it out &
bound it - 10 pages. I was astounded
& very grateful!

Thank for great service.

Merry Christmas

Emmy Villanov
423-4961



GEORGE H. RYAN
SECRETARY OF STATE

**ILLINOIS STATE LIBRARY
300 SOUTH SECOND STREET
SPRINGFIELD, ILLINOIS 62701**

November 20, 1998

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

PROJECT #99-SCP-771

Dear Mr. Moorman:

This will acknowledge your letter of October 22, along with the photographs of the on-site construction sign, the required fidelity bond, the construction schedule and a copy of the building permit for the above captioned construction project. I have also received copies of the Changer Orders one and two. You may accept this letter as an approval for the two change orders as approved by your Library Board.

I have notified Library Accounting that this project is now eligible for the second 45% grant payment.

Thank you for keeping the Illinois State Library apprised.

Sincerely,

A handwritten signature in cursive script, appearing to read "Nancy".

Nancy Ortziger
Construction Grant Program

cc: Barb Fitch
conversion - \$250,000



OFFICE OF THE SECRETARY OF STATE

SPRINGFIELD, ILLINOIS 62756

GEORGE H. RYAN
SECRETARY OF STATE

November 20, 1998

Mrs. Shirley Moore, President
Decatur Public Library Board of Trustees
247 East North Street
Decatur, Illinois 62523-1128

Dear Mrs. Moore:

I am pleased to award the Decatur Public Library a FY99 Illinois Public Library Per Capita grant in the amount of \$105,651.48. Due to the record number of eligible participants and an unprecedented occurrence of special census collections for public library service populations, this year's grant is funded at \$1.23 per capita.

In the coming weeks, payments will be sent to your public library or will be deposited as directed. The per capita grant will be paid in two payments; one from the General Revenue Fund and the second from Live & Learn funds. These grant funds must be encumbered by June 30, 1999 and expended by August 31, 1999.

Through this year's grant requirements, Illinois public librarians conducted self-assessment of the library's physical facilities for compliance with the Americans with Disabilities Act, examined the library's physical facilities for compliance with state and federal laws; and reviewed ILLINET and library system membership responsibilities. This review process focused on the library network support available to libraries across our state.

It has been tremendously rewarding to provide per capita funds to help local libraries connect to the Internet, support reading programs, update library resources, increase library hours and staff, and assist and train citizens in the use of new technology. These investments benefit all Illinoisans.

Sincerely,

A handwritten signature in cursive script that reads "George H. Ryan".

GEORGE H. RYAN
Secretary of State
and State Librarian

cc: John Moorman, Librarian

GHR:isl



788 E. Clay Street • Decatur, Illinois 62521
Office (217) 428-6616 • Fax (217) 428-7256

December 14, 1998

John Moorman
Decatur Public Library
247 E. North
Decatur, IL 62523

Dear Mr. Moorman:

Thank you for joining Operation Warm Winter, a coat drive for kids program, by allowing the Library to be used as a drop off site. We have had a wonderful year with over 4,100 coats delivered to area clothing rooms so far. Thank for helping to make that happen.

We have broke the '97 record number of coats already and still have a few coats to be cleaned and distributed . With that kind of increase, we hope it was only a positive influence on your business too. But thanks to all your employees who helped to deal with things on a daily basis and allowing us to put up a display to encourage more participation.

The drive was over in November but it will be a few weeks yet before the final coats are cleaned and to the clothing rooms. We'll send you a postcard with the final count.

But regardless of the count, thanks for opening the library to the drive and being a vital link in the process -- and making it a warmer winter for many.

Sincerely,

Barbara Blakey

Barbara Blakey
OWW Project Coordinator

- Community Services Program
- Domestic Violence Program
24-hour Crisis Hotline
425-2736
- Retired Senior Volunteer Program
- Mother-to-Mother Ministry
- Preschool
- BARES
- Clothing Room
- Maccn Assistance eXchange

• DeWitt County Office
111 S. Quincy
Clinton, IL 61727
Office
(217) 935-6619
24 hour Hotline
(217) 935-6072

STATISTICAL REPORT
November 1998

TECHNICAL SERVICES:

New book volumes added: 1,955
New book titles added: 1,028
AV titles added: 108
Volumes withdrawn: 1,937
Books mended: 626

PERSONNEL ACTIVITY:

11/27/98 Irene Stuke (Library Page 1/2 time) resigned

CURRENT VACANCIES:

Library Clerk I (1/2 time) and Library Page (1/2 time)

NEW PATRONS REGISTERED: 329 main + 27 extension = 356 total

PROFESSIONAL ASSISTS: this 12 months to date: 87,152
 last 12 months to date: 80,323

PATRONS IN THE BUILDING: this 12 months to date: 343,533
 last 12 months to date: 360,126

VOLUMES PURCHASED: this 12 months to date: 21,202
 last 12 months to date: 18,091

VOLUNTEERS: 27 volunteers worked 231 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 461 patrons, 835 time slots
Word Perfect usage: 186 patrons, 377 time slots
InfoTrac usage: 970 sessions, 3360 views
FirstSearch usage: 59 sessions, 168 searches

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 November 1998

Location	November 1998	November 1997	% Change
CENTRAL LIBRARY, PRINT			
Adult	20,296	21,422	-5.3
Young Adult	937	1,166	-19.6
Children's	12,086	12,353	-2.2
TOTAL	33,319	34,941	-4.6
EXTENSION PRINT			
Bookmobile 548	8,614	8,577	0.4
Bookmobile 549	2,346	2,951	-20.5
Outreach	304	590	-48.5
TOTAL	11,264	12,118	-7.1
TOTAL PRINT	44,583	47,059	-5.3
NON-PRINT			
Videocassettes	6,757	6,955	-2.9
Audiocassettes	2,536	2,473	2.6
Recordings	1,963	1,823	7.7
TOTAL	11,256	11,251	0.0
Extension Non-print	878	848	3.5
TOTAL NON-PRINT	12,134	12,099	0.3
Renewals	845	807	4.7
TOTAL CIRCULATION	57,562	59,965	-4.0

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 November 1998

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	261,687	279,605	-6.4
Young Adult	13,149	14,677	-10.4
Children's	156,344	158,499	-1.4
TOTAL	431,180	452,781	-4.8
EXTENSION PRINT			
Bookmobile 548	90,647	80,740	12.3
Bookmobile 549	30,483	35,068	-13.1
Outreach	4,707	10,202	-53.9
TOTAL	125,837	126,010	-0.1
TOTAL PRINT	557,017	578,791	-3.8
NON-PRINT			
Videocassettes	85,745	82,267	4.2
Audiocassettes	31,143	32,667	-4.7
Recordings	22,597	23,504	-3.9
TOTAL	139,485	138,438	0.8
Extension Non-print	11,648	10,893	6.9
TOTAL NON-PRINT	151,133	149,331	1.2
Renewals	7,990	9,056	-11.8
TOTAL CIRCULATION	716,140	737,178	-2.9

Personnel, Policy and Public Relations Committee
December 3, 1998

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

Review of management staff personnel policy: The policy was reviewed and discussed. Mr. Moorman said that no changes are recommended at this time.

Other business: Mr. Moorman gave updates on the status of the building project.

There was no further business. The meeting was adjourned at 5:05 p.m.

Respectfully submitted,

John A. Moorman, City Librarian

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

GLAB120
FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/03/1998	COMMERCIAL MAIL SERVICES	114.07	117552	11/03/1998	POSTAGE
11/04/1998	TREAS-GENERAL FUND	100.00	117574	11/04/1998	TRANSFER TO GENERAL FUND
11/04/1998	TREAS-SELF INSURANCE FUND	204.42	117575	11/04/1998	MOTOR VEHICLE-INSURANCE
11/04/1998	TREAS-SELF INSURANCE FUND	11.75	117575	11/04/1998	ROLLER INSURANCE
11/04/1998	TREAS-SELF INSURANCE FUND	628.92	117575	11/04/1998	PROPERTY INSURANCE
11/04/1998	TREAS-SELF INSURANCE FUND	424.42	117575	11/04/1998	GENERAL LIABILITY INSURANCE
11/04/1998	TREAS-MIS OPERATING	1,868.50	117576	11/04/1998	MIS SERVICES
11/05/1998	TREAS-PETTY CASH	19.58	117600	11/05/1998	SERV-BUILDINGS
11/05/1998	TREAS-PETTY CASH	14.00	117600	11/05/1998	SERV-AUTO EQUIPMENT
11/05/1998	TREAS-PETTY CASH	7.78	117600	11/05/1998	TRAINING SCHOOL
11/05/1998	TREAS-PETTY CASH	58.66	117600	11/05/1998	CONFERENCES AND OTHER TRAVEL
11/05/1998	TREAS-PETTY CASH	36.97	117600	11/05/1998	MATERIAL-BLDGS
11/05/1998	TREAS-PETTY CASH	13.67	117600	11/05/1998	OFFICE SUPPLIES
11/09/1998	DECATUR MEMORIAL HOSPITAL	137.00	117631	11/09/1998	OTHER PROFESSIONAL SERVICES
11/10/1998	EBSCO SUBSCRIPTION SERVICES	100.58	117666	11/10/1998	MAG/PAPERS-MAIN ADULT
11/10/1998	H W WILSON CO	16.60	117666	11/10/1998	MAG/PAPERS-EXTEN ADULT
11/10/1998	H W WILSON CO	315.00	117671	11/10/1998	BOOKS AND PERIODICALS
11/10/1998	H W WILSON CO	325.00	117671	11/10/1998	MAG/PAPERS-MAIN ADULT
11/10/1998	H W WILSON CO	120.00	117671	11/10/1998	MAG/PAPERS-MAIN JUVENILE
11/10/1998	HACKNEY, BEVERLY	68.89	117672	11/10/1998	MAG/PAPERS-MAIN REFERENCE
11/10/1998	JAN MASTER SUPPLY	53.76	117680	11/10/1998	CONFERENCES AND OTHER TRAVEL
11/10/1998	KING LAR	135.00	117681	11/10/1998	JANITORIAL SUPPLIES
11/10/1998	TREAS-MEDICAL INSURANCE	5,312.40	117710	11/10/1998	SERV-BUILDINGS
11/10/1998	TREAS-NON MEDICAL INS	32.70	117711	11/10/1998	MEDICAL INSURANCE
11/10/1998	TREAS-NON MEDICAL INS	249.48	117711	11/10/1998	LIFE INSURANCE
11/10/1998	TREAS-NON MEDICAL INS	481.95	117711	11/10/1998	UNEMPLOYMENT COMPENSATION
11/10/1998	TREAS-GENERAL FUND	724.59	117714	11/10/1998	WORKERS COMPENSATION
11/10/1998	TREAS-TIMRF	48.55	117714	11/10/1998	POSTAGE SUPPLIES
11/12/1998	BAKER & TAYLOR CO	8,930.66	117716	11/12/1998	RETIREMENT-TIMRF
11/12/1998	BOLAND ELECTRIC	3,421.12	117732	11/12/1998	BOOKS AND PERIODICALS
11/12/1998	COMPUTER CENTER	53.44	117732	11/12/1998	MATERIAL-BLDGS
11/12/1998	HOUCHEM BINDERY LTD	158.00	117733	11/12/1998	SMALL CAPITAL ITEMS
11/12/1998	JENSEN, CAROLYN	200.45	117737	11/12/1998	PRINTING AND BINDING
11/12/1998	MENARDS	369.55	117736	11/12/1998	SERV-OFFICE EQUIP
11/12/1998	SAM S CLIPS	451.88	117741	11/12/1998	CONFERENCES AND OTHER TRAVEL
11/12/1998	TYLER TYPS	36.24	117742	11/12/1998	MATERIAL-BLDGS
11/12/1998	TYLER TYPS	35.94	117742	11/12/1998	MATERIAL-BLDGS
11/12/1998	TYLER TYPS	497.25	117748	11/12/1998	OTHER PROFESSIONAL SERVICES
11/13/1998	AMERICAN LIBRARY ASSOCIATION	529.97	117752	11/13/1998	OFFICE PROFESSIONAL AND EQUIPMENT
11/13/1998	AMERICAN LIBRARY ASSOCIATION	1,085.00	117753	11/13/1998	OFFICE MACHINERY AND EQUIPMENT
11/13/1998	BAKER & TAYLOR CO	903.85	117754	11/13/1998	PROFESSIONAL MEMBERSHIPS
11/13/1998	BAKER & TAYLOR CO	902.96	117755	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	BAKER & TAYLOR CO	4,195.28	117756	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	BAKER & TAYLOR CO	533.21	117759	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	BAKER & TAYLOR ENTERTAINMENT	3,253.12	117760	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	BAKER & TAYLOR ENTERTAINMENT	89.17	117761	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	CONSOLIDATED COMMUNICATIONS	245.80	117765	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	HERALD & DWYER	507.00	117768	11/13/1998	BOOKS AND PERIODICALS
11/13/1998	HERALD & DWYER	311.11	117770	11/13/1998	TELEPHONE
11/13/1998	AMERITECH	7,799.06	117771	11/13/1998	OTHER PROFESSIONAL SERVICES
11/13/1998	ILLINOIS POWER COMPANY	52.93	117771	11/13/1998	TELEPHONE
11/13/1998	ILLINOIS POWER COMPANY	17.28	117780	11/13/1998	ELECTRICITY
11/13/1998	TREAS-PETTY CASH	14.00	117780	11/13/1998	GAS
11/13/1998	TREAS-PETTY CASH	82.73	117780	11/13/1998	PRINTING AND BINDING
11/13/1998	TREAS-PETTY CASH	11.01	117780	11/13/1998	CONFERENCES AND OTHER TRAVEL
11/13/1998	TREAS-PETTY CASH	82.73	117780	11/13/1998	CONFERENCES AND OTHER TRAVEL
11/13/1998	TREAS-PETTY CASH	15.95	117780	11/13/1998	MATERIAL-BLDGS
11/13/1998	TREAS-PETTY CASH	6.42	117780	11/13/1998	OFFICE SUPPLIES
11/13/1998	TREAS-PETTY CASH	15.95	117780	11/13/1998	BOOKS AND PERIODICALS
11/16/1998	HERALD & DWYER	395.20	117791	11/16/1998	BOOKS AND PERIODICALS
11/16/1998	MORRELL, STEVEN	243.00	117795	11/16/1998	MAG/PAPERS-MAIN ADULT
11/16/1998	RIGSBY, PAUL	162.00	117801	11/16/1998	OTHER PROFESSIONAL SERVICES
11/16/1998	RAVERY, DOUGLAST	162.00	117802	11/16/1998	OTHER PROFESSIONAL SERVICES
11/16/1998	TAYLOR, DELBERT	243.00	117802	11/16/1998	OTHER PROFESSIONAL SERVICES
11/16/1998	TAYLOR, DELBERT	243.00	117802	11/16/1998	OTHER PROFESSIONAL SERVICES
11/18/1998	SLEETH, ALAN	81.00	117809	11/18/1998	OTHER PROFESSIONAL SERVICES
11/18/1998	SLEETH, ALAN	233.10	117847	11/18/1998	OTHER PROFESSIONAL SERVICES
11/19/1998	AFRICAN-AMERICAN CULTURAL &	50.00	117857	11/19/1998	GASOLINE
11/19/1998	AFRICAN-AMERICAN CULTURAL &	81.00	117889	11/19/1998	MAG/PAPERS-MAIN REFERENCE
11/20/1998	TREAS-PETTY CASH	16.80	117903	11/20/1998	PRINTING AND BINDING

BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	CHECK NUMBER	CHECK DATE	DESCRIPTION	AMOUNT
11/20/1998	TREAS-PETTY CASH	117903	11/20/1998	SERV-AUTO EQUIPMENT	3.00
11/20/1998	TREAS-PETTY CASH	117903	11/20/1998	CONFERENCES AND OTHER TRAVEL	35.17
11/20/1998	TREAS-PETTY CASH	117903	11/20/1998	OTHER PROFESSIONAL SERVICES	2.67
11/20/1998	TREAS-PETTY CASH	117903	11/20/1998	JANITORIAL SUPPLIES	15.98
11/20/1998	TREAS-PETTY CASH	117903	11/20/1998	MATERIAL-BLDGS	27.98
11/23/1998	ARAMARK SERVICES, INC.	117908	11/23/1998	MAG/PAPERS-MAIN ADULT	1.50
11/23/1998	GROSS, CATHERINE	117912	11/23/1998	SERV-BUILDINGS	8.00
11/23/1998	KENT, ELIZABETH	117913	11/23/1998	CONFERENCES AND OTHER TRAVEL	548.85
11/24/1998	TREAS-MEDICAL INSURANCE	117959	11/24/1998	CONFERENCES AND OTHER TRAVEL	169.85
11/24/1998	TREAS-NON MEDICAL INS	117960	11/24/1998	MEDICAL INSURANCE	5,244.17
11/24/1998	TREAS-NON MEDICAL INS	117960	11/24/1998	LIFE INSURANCE	32.40
11/24/1998	TREAS-NON MEDICAL INS	117960	11/24/1998	UNEMPLOYMENT COMPENSATION	253.44
11/24/1998	TREAS-IMRF	117961	11/24/1998	WORKERS COMPENSATION	489.60
11/25/1998	ARTS RENTAL	117975	11/25/1998	RETIEMENT-IMRF	8,977.94
11/25/1998	BOOTH, LITTLE & ANTOLINE	117975	11/25/1998	RENTAL-EQUIPMENT	30.00
11/25/1998	CENTRAL PARK WEST PRINT	117978	11/25/1998	OTHER PROFESSIONAL SERVICES	1,435.00
11/25/1998	ILLINOIS LIBRARY ASSOCIATION	117986	11/25/1998	PRINTING AND BINDING	28.80
11/25/1998	JAN WAY COMPANY	117991	11/25/1998	PROFESSIONAL MEMBERSHIP FEES	1,195.00
11/25/1998	K & G SPECIALTIES, INC	117992	11/25/1998	OFFICE SUPPLIES	55.45
11/25/1998	MORRELL, STERLING	117993	11/25/1998	MATERIAL TO MAINT AUTO EQUIP	39.90
11/25/1998	REXX BATTERY	118000	11/25/1998	OTHER PROFESSIONAL SERVICES	81.00
11/25/1998	RIGSBY, DOUGLAS	118001	11/25/1998	MATERIAL-BLDGS	25.95
11/25/1998	RISK MGT ALTERNATIVES INC	118002	11/25/1998	OTHER PROFESSIONAL SERVICES	162.00
11/25/1998	SLEETH, ALAN	118003	11/25/1998	OTHER PROFESSIONAL SERVICES	130.41
11/25/1998	T A BRINKMEYER & SONS, INC.	118006	11/25/1998	OTHER PROFESSIONAL SERVICES	162.00
11/25/1998	T A BRINKMEYER & SONS, INC.	118008	11/25/1998	OTHER PROFESSIONAL SERVICES	295.00
11/25/1998	TAYLOR, DELBERT	118012	11/25/1998	SERV-BUILDINGS	102.29
11/19/1998	BAKER & TAYLOR CO	118030	11/25/1998	MATERIAL-BLDGS	81.00
11/17/1998	BAKER & TAYLOR CO	118031	11/30/1998	OTHER PROFESSIONAL SERVICES	200.79
11/17/1998	BAKER & TAYLOR CO	118032	11/30/1998	BOOKS AND PERIODICALS	655.23
11/23/1998	BAKER & TAYLOR CO	118033	11/30/1998	BOOKS AND PERIODICALS	2,207.02
11/23/1998	BAKER & TAYLOR CO	118034	11/30/1998	BOOKS AND PERIODICALS	2,245.90
11/23/1998	BAKER & TAYLOR CO	118035	11/30/1998	BOOKS AND PERIODICALS	831.40
11/25/1998	BAKER & TAYLOR CO	118036	11/30/1998	BOOKS AND PERIODICALS	2,213.27
11/17/1998	BRAFIELD, S COMPUTER SUPPLY	118041	11/30/1998	BOOKS AND PERIODICALS	2,174.45
11/17/1998	BABY TALK INC.	118042	11/30/1998	OFFICE SUPPLIES	377.00
11/25/1998	BAKER & TAYLOR INC. ENTERTAINMENT	118045	11/30/1998	OFFICE SUPPLIES	104.00
11/25/1998	BRIGHAM YOUNG UNIVERSITY	118050	11/30/1998	OTHER PROFESSIONAL SERVICES	275.00
11/17/1998	MARSHALL CAVENDISH CORP.	118058	11/30/1998	BOOKS AND PERIODICALS	151.29
11/25/1998	CHIVERS NORTH AMERICA, INC	118075	11/30/1998	BOOKS AND PERIODICALS	80.00
11/18/1998	COMMUNICATIVE INC	118080	11/30/1998	BOOKS AND PERIODICALS	309.54
11/17/1998	EMSCO EDUCATIONAL CORP	118088	11/30/1998	BOOKS AND PERIODICALS	236.44
11/30/1998	FAT-FREE SOFTWARE	118102	11/30/1998	OFFICE SUPPLIES	42.95
11/17/1998	GAYLORD BROS	118109	11/30/1998	MAG/PAPERS-MAIN REFERENCE	856.79
11/17/1998	GEAC COMPUTERS, INC	118113	11/30/1998	COMPUTER SOFTWARE EXPENSE	36.00
11/17/1998	HARCOURT BRACE & CO	118119	11/30/1998	OFFICE SUPPLIES	170.00
11/23/1998	AMERITECH	118124	11/30/1998	POSTAGE SUPPLIES	405.56
11/25/1998	INGRAM LIBRARY SERVICES	118133	11/30/1998	OFFICE SUPPLIES	5.25
11/17/1998	JAN SAV SUPPLY CO., INC.	118140	11/30/1998	BOOKS AND PERIODICALS	50.00
11/17/1998	LIBRARY VIDEO CO., INC.	118157	11/30/1998	BOOKS AND PERIODICALS	184.88
11/17/1998	NIMS ASSOCIATES INC.	118189	11/30/1998	TELEPHONE	115.65
11/10/1998	NORRELL SERVICES, INC.	118191	11/30/1998	BOOKS AND PERIODICALS	1,470.42
11/25/1998	ORR SAFETY EQUIP CO., INC.	118196	11/30/1998	BOOKS AND PERIODICALS	60.23
11/18/1998	OMNIGRAPHICS, INC	118212	11/30/1998	JANITORIAL SUPPLIES	163.23
11/23/1998	R D MCMILLAN	118214	11/30/1998	BOOKS AND PERIODICALS	989.94
11/17/1998	ROCKFORD MAP PUBLISHERS, INC	118220	11/30/1998	OTHER PERSONNEL SERVICES	8,458.00
11/25/1998	RESEARCH TECHNOLOGY INTL	118221	11/30/1998	MATERIAL-BLDGS	2,075.28
11/23/1998	RESEARCH TECHNOLOGY INTL	118222	11/30/1998	BOOKS AND PERIODICALS	9.72
11/23/1998	R.R. BUMKER PUBLISHING CO.	118225	11/30/1998	BOOKS AND PERIODICALS	351.50
11/23/1998	ROYAL FIREWORKS PUBLISHING CO.	118255	11/30/1998	BOOKS AND PERIODICALS	513.50
11/17/1998	TIME LIFE EDUCATION INC.	118255	11/30/1998	BOOKS AND PERIODICALS	65.50

BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/17/1998	WEST GROUP	1,083.65	118269	11/30/1998	BOOKS AND PERIODICALS
11/30/1998	W W GRAINGER, INC.	180.28	118271	11/30/1998	MATERIAL-BLDGS
TOTAL		99,215.77			

BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/12/1998	BAKER & TAYLOR ENTERTAINMENT	46.01	117760	11/13/1998	EXPENDITURES
11/17/1998	BAKER & TAYLOR CO	173.58	118032	11/30/1998	EXPENDITURES
11/17/1998	MARSHALL CAVENISH CORP.	720.20	118075	11/30/1998	EXPENDITURES
11/25/1998	HARCOURT BRACE & CO	116.88	118124	11/30/1998	EXPENDITURES
11/18/1998	OXFORD UNIVERSITY PRESS	15.00	118193	11/30/1998	EXPENDITURES
TOTAL		1,071.67			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND	DPL-EQUIP REPLACEMENT FUND	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
		BAKER & TAYLOR CO	11/13/1998	71.56	112756	11/13/1998	BOOKS AND PERIODICALS
		BAKER & TAYLOR CO	11/23/1998	9.09	116033	11/30/1998	BOOKS AND PERIODICALS
		TOTAL		80.65			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND	LIBRARY CAPITAL	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
		BLANK, WESSELINK, COOK & ASSOC	11/25/1998	1,942.43	117976	11/25/1998	OTHER PROFESSIONAL SERVICES
		PSA ASSOCIATES	11/30/1998	24,103.37	118208	11/30/1998	ARCH AND ENGINEERING SERVICES
		TOTAL		26,045.80			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND	DPL BOND CAPITAL FUND	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
		MID-STATES GENERAL & MECH	11/20/1998	66,627.00	075532	11/20/1998	BUILDINGS
		THORNBURG ABATEMENT INC	11/20/1998	134,233.00	075533	11/20/1998	BUILDINGS
		TOTAL		200,860.00			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 11/30/1998

FUND	DPL-STATE GRANT FOR BLDG	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
		MID-STATES GENERAL & MECH	11/20/1998	112,500.00	075532	11/20/1998	BUILDINGS
		TOTAL		112,500.00			

WILLIAM F. BLANK

HARRY M. COOK

ROBERT M. DEAN

JOSEPH D. CYCOTTE

BWC #362-9701.A F/C-9.2

December 9, 1998

Mr. John Moorman
City Librarian
Decatur Public Library
247 E. North
Decatur, Illinois 62523

RE: PHILLIPS SWAGER ASSOCIATES
Decatur Public Library
ASBESTOS ABATEMENT – Pay Application

Dear John:

Attached is the Pay Application No.2 for the Asbestos Abatement work at the Sears Building.

I have reviewed the document and signed the original certifying that I am in agreement with the amounts requested in accordance with the work completed.

If you have any questions, please advise.

Very truly yours,

BLANK, WESSELINK, COOK & ASSOCIATES, INC.



Scott D. Righter, P.E.
Project Manager

Enclosure

cc: Mr. Randy Gibson, PSA-Naperville

WAIVER OF LIEN
Labor and Materials

State of Missouri

THORNBURGH ABATEMENT

County of St. Louis

Dec 15 19 98

To All Whom it may Concern:

Whereas, the undersigned has been employed by Board of Library Trustees, City of Decatur, Illinois to furnish Labor & Materials

for the building known as Decatur, Illinois Library

Now, therefore, the undersigned for and in consideration of the sum of: 134,233.⁰⁰ One Hundred & Thirty Four Thousand Two Hundred Thirty Three Dollars & ⁰⁰/₁₀₀ and other good and valuable considerations, the receipt whereof is hereby acknowledged, does hereby waive and release any and all lien, and claim or right to lien, on said above described building and real estate under the Statutes of the undersigned for said building and real estate.

Given under our hands this 15TH day of Dec 19 98

WITNESS:
Chris Thornburgh

THORNBURGH ABATEMENT

NOTARY PUBLIC

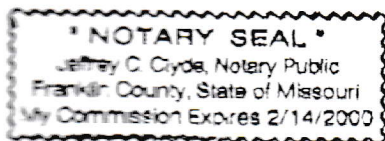
Jeffrey C. Cryde

James McGinnis
Signature Seal

NOTE: All waivers must be for the full amount paid and notarized. If a waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner. Where agent signs, written evidence of his authority to sign should be affixed and notarized.

Future checks will not be released until all copies of this lien waiver and all required second tier lien waivers are signed by an authorized officer and returned to:

THORNBURGH ABATEMENT
6280 Knox Industrial Drive
St. Louis, MO 63139





Phillips Swager Associates

December 11, 1998

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

Post/rt	Date	# of pages
Fax Note	12/14	13
To	John Moorman	
Fax#		
From	[Signature]	
Phone#		

Re: Decatur Public Library
PSA Project No. 3091.01

Dear John,

Please find enclosed Invoice Voucher No. 2 from Mid-States General and Mechanical Contracting Corporation in the amount of \$240,195.00 for the General Work for the above captioned project including the following Waiver of Lien:

Mid-States General and Mechanical Contracting Corporation . \$240,195.00

The previous month's unconditional Waivers of Lien have not been submitted at this time. We are requesting that this payment be processed, and the check be held until the waivers are received.

If you should have any questions, please call.

Sincerely,

PHILLIPS SWAGER ASSOCIATES

Martin R. Leibrock, AIA
Project Architect

MRL/rl

enclosure

pc: Gary Sebens
file

X:\009101\Payover12.wpd

Architects
Engineers
Planners

91 Sherman Boulevard, Suite 105
Naperville, IL 60563-8005
Tel: 630-983-5115
FAX: 630-983-5118
email: psac@com

Offices in Beaverton,
Blacksburg & Dallas, Texas

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

PAGE 1 OF 11

TO (OWNER): Decatur Public Library
 247 East North Street
 Decatur, Illinois 62523

PROJECT: The Decatur Public Library
 Sears Building Renovation

FROM (CONTRACTOR): Mid-States Gen. & Mech.
 4170 North Bearsdale Road
 Decatur, Illinois 62524

PERIOD TO: 1/30/98
 ARCHITECTS: PROJECT NO: 3081.01

CONTRACT FOR Renovation of Sears Store for a New Public Library CONTRACTORS APPLICATION FOR PAYMENT

CONTRACT DATE: 9/1/98

Change Order Summary
 Change Orders approved in previous months by Owner

TOTAL \$0.00

Approved This Month
 Number Date Approved
 OCD 2 Item 1 11/8/98 (\$42,478.00)

TOTALS \$0.00 (\$42,478.00) (\$42,478.00)

The undersigned Contractor certifies that to the best of his knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Mid-States General & Mechanical Contracting Corp.

By: *Ray R. Helms* Date: 11/30/98

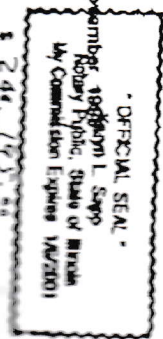
ARCHITECT'S CERTIFICATE FOR PAYMENT
 In accordance with the Contract Documents, based on on-site observations and the data comprising the same applications, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AIA DOCUMENT G702 - APPLICATION AND CERTIFICATE FOR PAYMENT
 THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., NW WASHINGTON, D.C. 20001

Application is made for Payment, as shown, in connection with the Contract Confirmation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM..... \$ 34,039,753.
 2. Net change by Change Orders..... \$ (\$42,478)
 3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 3,997,276
 4. TOTAL COMPLETED & STORED TO DATE..... \$ \$465,916.
 (Column G on G703)
 5. RETAINAGE:
 - a. 10% of Completed Work \$ 30,789.00
 (Column D + E on G703)
 - b. 10% of Stored Material \$ 15,805.00
 (Column F on G703)
- Total Retainage (Line 5a + 5b or Total in Column I of G703)..... \$ \$46,594
6. TOTAL EARNED LESS RETAINAGE..... \$ \$419,322.
 (Line 4 less Line 5 Total)
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)..... \$ \$179,127.
8. CURRENT PAYMENT DUE..... \$ \$240,195
9. BALANCE TO FINISH, PLUS RETAINAGE..... \$ \$3,577,953.
 (Line 3 less Line 6)

State of: Illinois County of: Macon
 Subscribed and sworn to before me this 30th day of November 1998
 Notary Public: *Raymond J. Stebbins*
 My Commission Expires 11/10/2001



AMOUNT CERTIFIED: \$ 240,195.00
 (Attach explanation if amount certified differs from the amount applied for.)
 ARCHITECT: *Raymond J. Stebbins* Date: 12/18/98
 This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and receipt hereof constitute no release or prejudice to any rights of the Owner or Contractor under this contract.

CONTINUATION SHEET

AIA DOCUMENT G703

Decatur Public Library Seuss Building Renovation

Page 2 of 11

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certificates is attached. In tabular form below, amounts are stated in this present dollar. Use Column I on Contract where verbiage releases for this item may apply.

APPLICATION NUMBER
APPLICATION DATE
PERIOD TO:
ARCHITECT'S PROJECT NO:

1
11/4/98
11/4/98
3091.01

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H % (G/C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD			COMPLETED TO DATE	AND STORED TO DATE			
1	General Conditions	\$85,910	\$0,591	\$	8,991	-	\$19,182	20%	\$76,728	\$9,918	
2	Performance Bond	\$30,464	\$30,464	\$	-	-	\$30,464	100%	\$0	\$3,840	
3	Bulkhead Bulk Insurance	\$7,482	\$7,482	\$	-	-	\$7,482	100%	\$0	\$746	
4	Overhead and Profit	\$283,393	\$13,195	\$	15,834	-	\$28,029	11%	\$254,364	\$2,963	
5	Description	\$60,017	\$42,012	\$	8,803	-	\$51,815	85%	\$8,002	\$6,102	
		\$28,853	\$18,897	\$	4,043	-	\$22,940	85%	\$4,913	\$2,291	
6	Concrete	\$13,388	\$0	\$	-	-	\$0	0%	\$13,388	\$0	
		\$8,890	\$0	\$	-	-	\$0	0%	\$8,890	\$0	
7	Architectural Precast Concrete	\$28,000	\$0	\$	-	-	\$0	0%	\$28,000	\$0	
	Core Concrete Products										
8	Glaze Unit Masonry	\$73,982	\$0	\$	-	-	\$0	0%	\$73,982	\$0	
	Bechtler Masonry										
9	Structural Steel	\$62,100	\$0	\$	-	-	\$0	0%	\$62,100	\$0	
	Ferguson Steel										
10	Structural Steel Erection	\$21,907	\$0	\$	-	-	\$0	0%	\$21,907	\$0	
	Labor										
Page 2 Subtotal		\$720,236	\$121,591	\$	38,471	\$	\$160,062	22%	\$560,174	\$10,881	

CONTRIBUTION SHEET

AIA DOCUMENT G703

Decatur Public Library Sears Building Renovation

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C - G)	J RETAINAGE %
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
11	Carpentry	Labor \$1,989 Material \$450	\$0	\$0	-	\$0	0%	\$1,989	0%
12	Structural System	Labor \$3,989 Material \$28,977	\$0	\$0	-	\$0	0%	\$3,989	0%
13	Cabinetry	Labor \$8,527 Material \$27,381	\$0	\$0	-	\$0	0%	\$8,527	0%
14	Flashing	Materials \$5,975	\$0	\$0	-	\$0	0%	\$5,975	0%
15	Elastomeric Roofing	Contractors \$8,708	\$0	\$0	-	\$0	0%	\$8,708	0%
16	Coating & Sealants	Subcontractor \$600	\$0	\$0	-	\$0	0%	\$600	0%
17	Metal Doors & Frames	Labor \$5,288 Material \$30,008	\$0	\$0	-	\$0	0%	\$5,288	0%
18	Wood Doors	Labor \$3,239 Material \$36,000	\$0	\$0	-	\$0	0%	\$3,239	0%
Page 3 Subtotal		\$158,189	\$0	\$0	-	\$0	0%	\$158,189	0%

CONTINUATION SHEET

AIA DOCUMENT G703

Decatur Public Library Sees Building Renovation

Page 4 of 11

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS TIME PERIOD APPLICATION (D+E)		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (D+C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
19	Aluminum Entrances Polaris Glass	\$75,000	\$0	\$0	\$0	-	\$0	0%	\$75,000	\$0
20	Finish Hardware Labor Hardware	\$8,428 \$17,640	\$0	\$0	\$0	-	\$0	0%	\$8,428 \$17,640	\$0
21	Gypsum Wallboard Von Aert	\$480,120	\$0	\$0	\$0	-	\$0	0%	\$480,120	\$0
22	Ceramic Tile Tile Specialists	\$91,850	\$0	\$0	\$0	-	\$0	0%	\$91,850	\$0
23	Acoustical Ceilings Von Aert	\$303,181	\$0	\$0	\$0	-	\$0	0%	\$303,181	\$0
24	Fabric Wrapped Panels Labor Material	\$2,943 \$2,987	\$0	\$0	\$0	-	\$0	0%	\$2,943 \$2,987	\$0
25	Floor Preparation / Underlayment Subcontractor	\$51,488	\$0	\$0	\$0	-	\$0	0%	\$51,488	\$0
26	Resilient Tile Flooring / Carpet Tile Specialists	\$328,758	\$0	\$0	\$0	-	\$0	0%	\$328,758	\$0
27	Painting Morrey Painting	\$183,800	\$0	\$0	\$0	-	\$0	0%	\$183,800	\$0
28	Chalkboards Subcontractor	\$5,700	\$0	\$0	\$0	-	\$0	0%	\$5,700	\$0
Page 4 Subtotal		\$1,533,807	\$0	\$0	\$0	-	\$0	0%	\$1,533,807	\$0

CONTINUATION SHEET AIA DOCUMENT G703 Decatur Public Library Sarrin Building Renovation Page 5 of 11

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD		% (D+G)	%		
28	Metal Titled Compartments M.L. Products	\$7,320	\$0	\$0	-	\$0	0%	\$7,320	\$0
30	Wall & Corner Guards Labor Material	\$1,353 \$3,610	\$0 \$0	\$0	-	\$0	0%	\$1,353 \$2,610	\$0 \$0
31	Exterior Metal Letters Labor Material	\$1,142 \$1,850	\$0 \$0	\$0	-	\$0	0%	\$1,142 \$1,850	\$0 \$0
32	Indicator Signs Labor Material	\$1,858 \$5,127	\$0 \$0	\$0	-	\$0	0%	\$1,858 \$5,127	\$0 \$0
33	Lockers Subcontractor	\$10,900	\$0	\$0	-	\$0	0%	\$10,900	\$0
34	Fire Exitway/Exit Subcontractor	\$1,508	\$0	\$0	-	\$0	0%	\$1,508	\$0
35	Telephone Enclosures Subcontractor	\$708	\$0	\$0	-	\$0	0%	\$708	\$0
36	Total Accessories Labor Material	\$1,183 \$9,250	\$0 \$0	\$0	-	\$0	0%	\$1,183 \$9,250	\$0 \$0
Page 5 Subtotal		\$48,804	-	-	-	-	0%	\$48,804	-

CONTRIBUTION SHEET

AAA DOCUMENT G703

Decatur Public Library Sears Building Renovation

Page 6 of 11

A	B	C	D	E	F	G	H	I		
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)	WORK COMPLETED THIS PERIOD	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAINAGE	
37	Book Drops Labor Material	\$700 \$3,630	\$0 \$0	\$0 \$0	- -	\$0 \$0	0% 0%	\$900 \$3,630	\$0 \$0	
38	Blinds Barber's Wood	\$3,048 \$8,487	\$0 \$0	\$0 \$0	- -	\$0 \$0	0% 0%	\$3,048 \$8,487	\$0 \$0	
39	Foot Cills Subcontractor	\$8,800	\$0	\$0	-	\$0	0%	\$8,800	\$0	
40	Elevators Schindler	\$77,516	\$0	\$0	-	\$0	0%	\$77,516	\$0	
41	Demolition of Escalators Labor Material	\$4,380 \$0	\$4,050 \$0	\$450 -	- -	\$4,500 \$0	100%	\$0 \$0	\$450 \$0	
42	FIRE PROTECTION									
43	Pipes Head Changes	\$94,000	\$0	\$0	-	\$9,400	10%	\$84,600	\$9,400	
44	Damblition	\$2,900	\$0	\$0	-	\$1,600	55%	\$400	\$400	
45	Flushing	\$9,900	\$0	\$0	-	\$4,800	50%	\$3,200	\$400	
46	Main Reroute	\$4,800	\$0	\$0	-	\$2,000	50%	\$2,800	\$200	
Page 6 Subtotal:		\$272,352	\$4,050	\$18,250	\$0	\$22,300	11%	\$190,052	\$22,300	

CONTINUATION SHEET

AIA DOCUMENT G703

Decker Public Library Sears Building Renovation

Page 7 of 11

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN DORE)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD						
47	PLUMBING / HVAC T.A. Brinhammer & Sons Features	Labor Materials \$9,822 \$22,294	\$0	\$0	-	-	\$0	0%	\$9,822	\$0
48	Pruning Description	Labor Material \$4,211 \$274	\$2,527	\$764	-	-	\$2,527	80%	\$1,684	\$0
49	W & V Underground	Labor Material \$5,413 \$2,626	\$0	\$0	2,465	-	\$0	0%	\$5,413	\$0
50	W & V Aboveground	Labor Material \$19,644 \$14,182	\$0	\$0	3,809	13,482.00	\$13,482	20%	\$14,435	\$0
51	Domestic Water	Labor Material \$18,241 \$12,834	\$0	\$0	-	-	\$0	0%	\$18,241	\$0
52	Hand Excavation	Labor Material \$8,915 \$438	\$0	\$0	-	-	\$0	0%	\$8,915	\$0
53	Roof Details	Labor Material \$850 \$440	\$0	\$0	-	-	\$0	0%	\$850	\$0
54	Shedding Specialty		\$0	\$0	-	-	\$0	0%	\$15,127	\$0
55	Heating Description	Labor Material \$8,211 \$288	\$881	\$28	7,358	210	\$8,338	85%	\$1,472	\$0
	Page 7 Subtotal	\$139,522	\$3,700	\$13,872	\$13,482	\$30,054	22%	\$108,760	\$3,000	

CONTINUATION SHEET

AAA DOCUMENT C703

Decatur Public Library Sears Building Renovation

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (P+I+J)	G TOTAL COMPLETED AND STORED TO DATE (P+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD			% (G/C)			
56	Hydraulic Piping	Labor Material \$18,209 \$13,553	\$1,822 \$1,355	\$	-	-	\$1,822 \$1,355	10% 10%	\$48,597 \$12,188	\$182 \$136
57	Mechanical Rooms Piping	Labor Material \$33,838 \$9,548	\$0 \$0	\$0	-	-	\$0 \$0	0% 0%	\$33,838 \$9,548	\$0 \$0
58	Gas Piping	Labor Material \$1,402 \$3,129	\$0 \$0	\$0	70	-	\$0 \$0	5% 5%	\$1,402 \$3,129	\$7 \$17
59	Humidifier	Labor Material \$1,402 \$28,800	\$7 \$0	\$	-	28,090.00	\$0 \$28,090	0% 100%	\$1,402 \$0	\$0 \$2,808
60	Coating Tower	Labor Material \$2,573 \$28,500	\$0 \$0	\$0	-	-	\$0 \$0	0% 0%	\$2,573 \$28,500	\$0 \$0
61	Chiller	Labor Material \$1,083 \$85,100	\$0 \$0	\$0	3,083	85,400.00	\$0 \$85,400	100% 100%	\$0 \$0	\$308 \$3,540
62	Sheet Metal Fabrication	Labor Material \$11,461 \$4,993	\$2,280 \$989	\$	5,728 2,487	-	\$8,016 \$3,489	70% 70%	\$3,435 \$1,487	\$802 \$350
63	Sheet Metal Installation	Labor Material \$32,237 \$35,422	\$3,224 \$21,263	\$	1,812	7,084.00	\$4,838 \$28,337	69% 80%	\$27,401 \$7,085	\$884 \$2,804
Page 8 Subtotal		\$320,888	\$30,843	\$	\$13,154	\$130,574	\$174,671	64%	\$141,217	\$17,460

CONTINUATION SHEET

AIA DOCUMENT G703

Decatur Public Library Sears Building Renovation

Page 9 of 11

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G/C)	I BALANCE TO FINISH (C - G)	J RETAINAGE
			FROM PREVIOUS APPLICATION (D+E)	THIS PERIOD					
64	Sheet Metal Offices / Regulators	Labor Material \$16,637 \$8,614	\$0 \$0	-	-	\$0 \$0	0% 0%	\$16,637 \$8,614	\$0 \$0
65	Sheet Metal Ductwork	Labor Material \$17,556 \$865	\$15,802 \$347	1,405 31	-	\$17,207 \$378	88% 88%	\$254 \$7	\$1,721 \$38
68	Heating Equipment	Labor Material \$8,808 \$28,828	\$0 \$0	-	-	\$0 \$0	0% 0%	\$8,808 \$28,828	\$0 \$0
67	Refrigeration Piping	Labor Material \$1,527 \$330	\$0 \$0	-	-	\$0 \$0	0% 0%	\$1,527 \$330	\$0 \$0
66	Plumbing Installation	Labor Material \$6,707 \$14,140	\$0 \$0	-	-	\$0 \$0	0% 0%	\$6,707 \$14,140	\$0 \$0
69	Duct Installation	\$13,791	\$0	-	-	\$0	0%	\$13,791	\$0
70	Temperature Control	\$67,180	\$0	-	-	\$0	0%	\$67,180	\$0
71	Roof Flashing	\$436	\$0	-	-	\$0	0%	\$436	\$0
72	Air / Water Balance	\$6,375	\$0	-	-	\$0	0%	\$6,375	\$0
73	Elevation / Bases	\$432	\$0	-	-	\$0	0%	\$432	\$0
74	Painting Contractor Equipment	\$3,857	\$63	-	-	\$153	5%	\$2,894	\$16
75	Piping Contractor Equipment	\$5,406	\$0	-	-	\$0	0%	\$5,406	\$0
76	HVAC Contractor Equipment	\$12,535	\$1,254	-	-	\$1,254	10%	\$11,281	\$126
Page 8 Subtotal		\$200,190	\$17,556	\$1,436	\$0	\$18,992	9%	\$184,198	\$1,099

CONTINUATION SHEET

AAA DOCUMENT 6703

Decatur Public Library Seane Building Renovation

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS THIS PERIOD APPLICATION (D+E)		E TOTAL COMPLETED AND STORED TO DATE (D+E+F)	F MATERIALS STORED (D+E)	G % (G/C)	H BALANCE TO FINISH (C-D)	I RETAINAGE
			FROM PREVIOUS THIS PERIOD APPLICATION (D+E)	FROM PREVIOUS THIS PERIOD APPLICATION (D+E)					
77	Electrical Description Labor Material	\$22,900 \$5,108	\$13,224 \$2,959	\$0 \$0	\$18,260 \$4,080	-	80% 80%	\$4,596 \$1,029	\$1,824 \$408
ELECTRICAL-Outline Electric									
78	Description - Labor	\$8,500	\$4,087	\$0	\$6,011	-	87%	\$998	\$881
79	Wire and Cable Labor Material	\$34,396 \$26,756	\$0 \$0	\$0 \$0	\$0 \$0	-	0% 0%	\$34,396 \$26,756	\$0 \$0
80	Plasterwork, Cornice & Filings Labor Material	\$82,536 \$41,702	\$1,000 \$0	\$0 \$0	\$86,731 \$1,975	-	10% 34%	\$15,807 \$27,122	\$1,873 \$1,286
81	Panelboards, Switches, and Transformers Labor Material	\$75,340 \$83,560	\$0 \$0	\$0 \$0	\$0 \$0	-	0% 0%	\$75,340 \$83,560	\$0 \$0
82	Light Fixtures Labor Material	\$81,251 \$288,047	\$0 \$0	\$0 \$0	\$0 \$0	-	0% 0%	\$81,251 \$288,047	\$0 \$0
83	Wiring Devices / Floor Boxes Labor Material	\$96,417 \$88,101	\$0 \$0	\$0 \$0	\$0 \$0	-	0% 0%	\$10,417 \$10,101	\$0 \$0
84	Fire Alarm Labor Material	\$9,481 \$18,740	\$0 \$0	\$0 \$0	\$0 \$0	-	0% 0%	\$9,481 \$18,740	\$0 \$0
Page 10 Subtotal		\$681,958	\$21,180	\$23,073	\$13,076	\$60,037	0%	\$681,958	\$1,061

CONTINUATION SHEET AIA DOCUMENT G703 Decatur Public Library Sears Building Renovation Page 11 of 11

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED FROM PREVIOUS APPLICATION (D+E)		E THIS PERIOD	F MATERIALS STORED PRESENTLY (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C-G)	J RETAINAGE
85	Special Systems Labor Material	\$8,578 \$13,280	\$0	\$0	\$0	\$0	\$0	0%	\$8,578 \$13,280	\$0 \$0
86	Alarmable G1 Labor Material	\$1,110 \$2,102	\$0	\$0	\$0	\$0	\$0	0%	\$1,110 \$2,102	\$0 \$0
87	CCD No. 2-Deluxe Consonators Underdevelopment	(\$42,479)	\$0	\$0	\$0	\$0	\$0	0%	(\$42,479)	\$0
Page 11 Subtotal		(\$17,428)	\$0	\$0	\$0	\$0	\$0	0%	(\$17,428)	\$0
JOB TOTALS		\$3,997,275	\$198,029	\$108,953	\$138,031	\$465,916	\$465,916	12%	\$3,531,359	\$465,916

PARTIAL WAIVER OF LIEN AND AFFIDAVIT

STATE OF ILLINOIS COUNTY OF MACON

Whereas the undersigned having contracted with The Decatur Public Library
to furnish certain materials and/or labor described as
General Contracting work for the project known as Decatur Public Library
and located at Decatur, Illinois

and owned by Decatur Public Library DOES HEREBY FURTHER
STATE ON behalf of the aforementioned subcontractor/supplier.

PARTIAL WAIVER That the balance due from contractor is the sum of:
Two Hundred Forty Thousand One Hundred Ninety-Five and 00/100 (\$ 240,195.00)
Receipt of which is hereby acknowledged.

THEREFORE: The undersigned waives and releases unto the said owner of said premises any
and all lien or claim whatsoever on the above described property and improvements thereon on
account of labor and material or both, furnished by the undersigned thereto, and further certifies
that no other party has any claim or right to a lien on account of any work performed or material
furnished to the undersigned for said project, and within the scope of this WAIVER AND
AFFIDAVIT.

Given under _____ hand and seal this 10 day of December, 1998

BY: Mid-States General & Mechanical Cont. CORP'S
Name of Ownership or Corporation [Signature]
Signature & Title Contractor

Subscribed and sworn before me this 10th day of December, 1998

Karyn Sapp
Notary Public My Commission Expires: 1/6/2001





JOHN A. MOORMAN · CITY LIBRARIAN

FOR IMMEDIATE RELEASE

FOR MORE INFORMATION CONTACT
John A. Moorman
Phone (217) 424-2900, ext. 13

December 17, 1998

PUBLIC NOTICE

The Decatur Public Library Board of Trustees Finance and Properties Committee meeting that was scheduled for Tuesday, January 5, 1999, is rescheduled for Tuesday, January 12, 1999 at 4:45 p.m.

Respectfully submitted,

John A. Moorman
John A. Moorman, City Librarian

JAM:lh

ACCT. NO.	FUND BALANCE	PERIOD ENDING 19981130	MONTHLY ACTUAL	Y-T-O ESTIMATE	Y-T-O ACTUAL	BUDGET	UNREALIZED BALANCE REAL
30001-000	124,195.00	124,195.00	124,195.00	124,195.00	124,195.00	124,195.00	1,081.62
TOTAL	124,195.00	124,195.00	124,195.00	124,195.00	124,195.00	124,195.00	1,081.62
INVESTMENT INCOME							
30700-101	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	1,661.89
TOTAL	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	6,200.00	1,661.89
FUND TOTAL	130,395.00	130,395.00	130,395.00	130,395.00	130,395.00	130,395.00	2,743.51

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-O BUDGET	FUND 19 DPL-EQUIP REPLACEMENT FUND	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	EXPENSES					11/30/1998				
800	BOOKS AND PERIODICALS	0	80.65	80.65	0		80.65-	.00	80.65-	
**	DIVISION TOTAL **	0	80.65	80.65	0		80.65-	.00	80.65-	

DECATOR PUBLIC LIBRARY

PERIOD ENDING 19981130

ACCT. NO. DESCRIPTION MONTHLY ACTUAL ESTIMATE ACTUAL ANNUAL UNREALIZED BALANCE REAL

FUND BALANCE

30001-000	BEGINNING FUND BALANCE	.00	199,293.50	337,515.55	341,646.00	4,130.45	98
TOTAL		.00	199,293.50	337,515.55	341,646.00	4,130.45	98

TAXES

30100-107	PROPERTY TAX-LIBRARY	.00	1,362,411.16	2,227,273.76	2,335,562.00	108,288.24	95
TOTAL		.00	1,362,411.16	2,227,273.76	2,335,562.00	108,288.24	95

INTER GOVERNMENTAL REVENUE

30200-104	REPLACEMENT TAX	420.04	102,083.33	118,670.87	175,000.00	56,329.13	67
30200-107	STATE GRANTS OR OTHER	.00	80,666.86	.00	104,000.00	104,000.00	
TOTAL		420.04	162,749.99	118,670.87	279,000.00	160,329.13	42

FINES AND FEES

30500-509	LIBRARY FINES AND FEES	4,145.61	43,166.66	38,922.12	74,000.00	35,077.88	52
30500-510	LIBRARY NON-RESIDENT FEES	.00	593.33	759.46	1,000.00	240.54	75
30500-511	LIBRARY LOST AND DAMAGED BOOKS	653.70	2,333.33	4,895.53	4,000.00	895.53	122
30500-514	VERIFAX	268.80	1,020.83	1,193.30	1,750.00	550.70	68
30500-515	RESERVES	667.88	4,958.33	6,053.03	8,500.00	2,446.97	71
TOTAL		5,735.79	52,062.48	51,829.44	89,250.00	37,420.56	58

TRANSFERS FROM

30600-752	TRANS FR WALMART TIF	.00	3,500.00	.00	6,000.00	6,000.00	
TOTAL		.00	3,500.00	.00	6,000.00	6,000.00	

INVESTMENT INCOME

30700-101	INVESTMENT INTEREST	5,626.33	19,250.00	29,329.30	33,000.00	3,670.70	88
TOTAL		5,626.33	19,250.00	29,329.30	33,000.00	3,670.70	88

OTHER INCOME

30800-805	CONTRIBUTIONS AND DONATIONS	1,040.00	2,041.66	3,670.86	3,500.00	170.96	104
30800-899	MISCELLANEOUS INCOME	82.00	4,083.33	3,346.90	7,000.00	3,653.10	47
TOTAL		1,122.00	6,124.99	7,017.86	10,500.00	3,482.14	66

FUND TOTAL

	FUND TOTAL	12,904.16	1,805,392.12	2,771,636.78	3,094,958.00	323,321.22	89
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6140010
40000 DECATUR PUBLIC LIBRARY
REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

FUND 20 DECATUR PUBLIC LIBRARY
11/30/1998

AGENCY	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
SALARIES-6 WAGES							
090 REGULAR SALARIES	1,433,619	722,055.05	836,161	711,363.95	.00	711,363.95	50.4
092 HOLIDAY	0	23,896.11	0	23,896.11	.00	23,896.11	
094 OTHER LEAVE WITH PAY	0	1,746.58	0	1,746.58	.00	1,746.58	
096 SICK LEAVE	0	10,406.59	0	10,406.59	.00	10,406.59	
098 VACATION TIME	0	58,745.52	0	58,745.52	.00	58,745.52	
PERSONAL SERVICES							
101 OVERTIME	10,900	1,469.25	6,358	8,143.75	.00	8,143.75	25.3
102 TEMPORARY SALARIES	30,787	1,031.84	17,959	24,012.45	.00	24,012.45	22.0
104 RETIREMENT-EMPF	236,047	17,908.60	137,694	102,128.90	.00	102,128.90	56.7
111 LIFE INSURANCE	840	64.80	490	351.57	.00	351.57	58.1
112 MEDICAL INSURANCE	161,369	10,563.57	94,131	88,637.34	.00	88,637.34	45.1
113 UNEMPLOYMENT COMPENSATION	5,408	502.92	3,154	1,554.92	.00	1,554.92	71.2
114 WORKERS COMPENSATION	10,448	971.55	7,094	3,004.55	.00	3,004.55	71.2
115 SERVICE RECOGNITION	13,060	584.68	7,618	7,876.73	.00	7,876.73	39.7
CONTRACTUAL SERVICES							
201 ADVERTISING	250	.00	145	123.15	.00	123.15	
202 PRINTING AND BINDING	14,000	329.33	8,166	10,211.79	3.90	9,711.79	150.8
210 SERV-BUILDINGS	10,000	461.98	5,833	5,940.30	352.34	5,582.96	44.2
211 SERV-IMPROVEMENTS	1,200	17.00	875	200.00	.00	200.00	
212 SERV-AUTO-EQUIPMENT	1,500	1,015.85	583	484.15	.00	484.15	67.7
213 SERV-OFFICE EQUIP	10,000	368.35	1,707	3,615.48	.00	3,615.48	75.1
215 MIS-SERVICES	22,422	1,868.50	13,079	9,342.50	.00	9,342.50	58.3
230 GAS	65,000	7,799.06	37,916	24,383.27	.00	24,383.27	62.5
231 ELECTRICITY	13,000	52.93	7,875	13,104.64	.00	13,104.64	2.9
232 TELEPHONE	26,000	1,986.35	15,166	9,119.14	.00	9,119.14	64.9
233 WATER	1,250	.00	729	761.18	.00	761.18	39.1
234 AUDITING SERVICES	1,500	.00	875	1,500.00	.00	1,500.00	
240 TRAINING SCHOOL	4,000	7.78	2,333	1,549.53	.00	1,549.53	61.3
241 CONFERENCES AND OTHER TRAVEL	9,000	1,376.12	3,500	1,676.53	.00	1,676.53	72.1
245 POSTAGE	12,500	354.70	7,291	4,823.30	109.96	4,713.34	62.3
247 COMPUTER SOFTWARE EXPENSE	10,000	170.00	2,833	9,409.25	4,093.00	5,313.25	46.9
250 TEMP PERSONNEL SERVICES	25,000	2,075.28	14,583	6,877.27	.00	6,877.27	72.5
271 TUITION REIMBURSEMENT	3,000	.00	1,750	2,110.00	.00	2,110.00	29.7
272 TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	583	1,000.00	.00	1,000.00	
273 TRAVEL EXPENSE FOR INTERVIEWS	87,795	12,897.33	51,213	30,725.23	6,667.00	24,058.23	72.6
280 OTHER PROFESSIONAL SERVICES	2,000	2,280.00	1,516	305.00	1,195.00	1,500.00	157.7
284 PROFESSIONAL MEMBERSHIP FEES	20,000	30.00	18,083	544.00	.00	544.00	97.3
285 RENTAL-O P EQUIPMENT	31,000	.00	18,083	21,002.40	1,575.00	19,427.40	37.3
289 RENTAL-EQUIPMENT	368,517	32,575.71	211,568.19	156,948.81	14,629.20	142,319.61	61.4
COMMODITIES							
310 GASOLINE	2,000	233.10	1,166	580.93	.00	580.93	71.0
312 JANITORIAL SUPPLIES	3,500	782.46	2,041	757.88	528.00	1,285.88	136.7
320 MATERIAL-BLDGS	7,000	483.88	4,083	44.25	.00	44.25	99.4
337 MATERIAL TO MAINT AUTO EQUIP	3,500	39.90	2,041	574.83	.00	574.83	83.6
345 OFFICE SUPPLIES	31,000	2,005.75	18,083	13,197.61	3,820.18	9,377.43	69.8
357 EMPLOYEE RECOGNITION SUPPLIES	200	.00	116	200.00	.00	200.00	
OTHER CHARGES							
415 TRANSFER TO GENERAL FUND	47,200	3,454.09	27,530	13,839.74	4,348.18	9,491.56	79.9
418 MOTOR VEHICLE-INSURANCE	1,200	100.00	700	500.00	.00	500.00	58.3
420 BOILER INSURANCE	2,453	204.42	1,430.94	1,022.06	.00	1,022.06	58.3
421 PROPERTY INSURANCE	7,547	628.92	4,402	58.75	.00	58.75	58.3
				3,144.56	.00	3,144.56	58.3

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

40000 DECATUR PUBLIC LIBRARY	FUND 20 DECATUR PUBLIC LIBRARY	11/30/1998	UNENCUMBERED PERCENT
03 DESCRIPTION	BUDGET	UNEXPENDED BALANCE	COMM
04 OTHER CHARGES	EXPENDITURES	ENCUMBRANCE	

423 GENERAL LIABILITY INSURANCE	5,073	2,970.74	2,122.06	2,122.06	50.3
478 TRANSFER TO LIBRARY CAPITAL	200,000	.00	200,000.00	.00	200,000.00
499 SMALL CAPITAL ITEMS	4,000	5,270.66	1,270.66	.00	1,270.66-132.0
	220,434	1,527.51	205,568.77	.00	205,568.77 6.7

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT	42,883	31,613.97	11,269.03	4,296.00	6,973.03 83.7
	42,883	31,613.97	11,269.03	4,296.00	6,973.03 83.7

800 BOOKS AND PERIODICALS	372,000	165,262.72	217,000	.00	206,737.28 44.4
841 MAG/PAPERS-MAIN ADULT	0	20,618.67	0	.00	20,618.67-
842 MAG/PAPERS-MAIN YOUTH	0	668.26	0	.00	668.26-
843 MAG/PAPERS-MAIN JUVENILE	0	1,538.14	0	.00	1,538.14-
844 MAG/PAPERS-MAIN REFERENCE	0	9,133.79	0	.00	9,133.79-
845 MAG/PAPERS-MAIN PROFESSIONAL	0	1,578.42	0	.00	1,578.42-
847 MAG/PAPERS-EXTEN ADULT	0	3,522.95	0	.00	3,522.95-
	372,000	202,322.95	217,000	.00	169,677.05 54.4

** DIVISION TOTAL **

2,953,312	210,897.72	1,551,729.24	1,722,746	1,401,582.76	23,273.38	1,378,309.38	53.3
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ASCT. DESCRIPTION	MONTHLY	BY YEAR	ACTUAL	AMOUNT	UNREALIZED REAL
FUND BALANCE					
30001-000 BEGINNING FUND BALANCE	.00	3,514.00	172,614.80	6,024.00	166,590.80- 865
TOTAL	.00	3,514.00	172,614.80	6,024.00	166,590.80- 865
INVESTMENT INCOME					
30700-101 INVESTMENT INTEREST	771.63	17,791.66	5,442.94	30,500.00	25,057.06 17
TOTAL	771.63	17,791.66	5,442.94	30,500.00	25,057.06 17
OTHER INCOME					
30800-020 DPL FOUNDATION CONTRIBUTION	24,103.37	.00	220,022.49	.00	220,022.49-
TOTAL	24,103.37	.00	220,022.49	.00	220,022.49-
FUND TOTAL	24,875.00	21,305.66	398,080.23	36,524.00	361,556.23- 89

C I T Y O F D E C A T U R PAGE 49

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 21 LIBRARY CAPITAL	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000 LIBRARY CAPITAL EXPENDITURES									11/30/1998
CONTRACTUAL SERVICES									
237 ARCH AND ENGINEERING SERVICES	159,700	24,103.37	220,022.49	93,158	60,322.49-	.00	.00	60,322.49-	137.8
280 OTHER PROFESSIONAL SERVICES	60,700	1,942.43	1,942.43	35,408	58,757.57	.00	.00	58,757.57	3.2
TOTAL	220,400	26,045.80	221,964.92	128,566	1,564.92-	.00	.00	1,564.92-	100.7
CAPITAL OUTLAY									
502 BUILDINGS	4,208,400	.00	.00	2,454,900	4,208,400.00	.00	.00	4,208,400.00	
TOTAL	4,208,400	.00	.00	2,454,900	4,208,400.00	.00	.00	4,208,400.00	
** DIVISION TOTAL **	4,428,800	26,045.80	221,964.92	2,583,466	4,206,835.08	.00	.00	4,206,835.08	5.0

ASCT.	DESCRIPTION	MONTHLY APPROPRIATION	YEAR-TO-DATE ESTIMATE	ACTUAL	AMOUNT	UNREALIZED REAL BALANCE
	INVESTMENT INCOME					
30700-101	INVESTMENT INTEREST	14,471.64	.00	77,658.59	.00	77,658.59-
	TOTAL	14,471.64	.00	77,658.59	.00	77,658.59-
	TRANSFERS IN					
30900-900	BOND OR NOTE PROCEEDS	.00	3,033,333.33	5,200,000.00	5,200,000.00	.00 100
	TOTAL	.00	3,033,333.33	5,200,000.00	5,200,000.00	.00 100
	FUND TOTAL	14,471.64	3,033,333.33	5,277,658.59	5,200,000.00	77,658.59- 101

REPORT OF EXPENDITURES TO BUDGET FY 1998-1999

OB CD	DESCRIPTION	FUND 31 DPL BOND CAPITAL FUND			UNENCUMBERED BALANCE	PRCNT COMM
		ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES		
	CONTRACTUAL SERVICES	0	.00	125.00	.00	125.00-
	280 OTHER PROFESSIONAL SERVICES	0	.00	125.00	.00	125.00-
	CAPITAL OUTLAY					
	502 BUILDINGS	0	200,860.00	1,746,555.56	.00	1,746,555.56-
	** DIVISION TOTAL **	0	200,860.00	1,746,680.56	.00	1,746,680.56-

40000 DPL-BOND CAPITAL FUND

FUND 31 DPL BOND CAPITAL FUND 11/30/1998

UNEXPENDED BALANCE

ENCUMBRANCE

Y-T-D BUDGET

UNENCUMBERED BALANCE

PRCNT COMM

125.00-

125.00-

1,746,555.56-

1,746,555.56-

1,746,680.56-

1,746,680.56-

ASCT.	DESCRIPTION	APPROVAL	ACTUAL	UNRECORDED BAL
	FUND BALANCE			
30001-923	BEG FUND BAL-CANTONI	119,535.56	119,537.00	6,298.52
30001-923	BEG FUND BAL-BRIDGES	67,227.91	67,228.00	628.00
	TOTAL	119,535.56	119,535.42	3,362.52
	INVESTMENT INCOME			
30700-103	DPL INTEREST-CANTONI TRUST	4,083.33	4,338.54	2,661.46
30700-105	DISTRIBUTION FR BRIDGES TRUST	466.66	33.74	766.26
	TOTAL	500.68	4,372.28	3,427.72
	FUND TOTAL	72,317.56	123,907.70	65.30

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
900	EXPENDITURES	7,000	1,071.67	1,652.23	4,083	5,347.77	212.00	5,135.77	26.6
**	DIVISION TOTAL **	7,000	1,071.67	1,652.23	4,083	5,347.77	212.00	5,135.77	26.6

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
900	EXPENDITURES	800	.00	797.58	466	2.42	.00	2.42	99.7
**	DIVISION TOTAL **	800	.00	797.58	466	2.42	.00	2.42	99.7

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
900	EXPENDITURES	800	.00	797.58	466	2.42	.00	2.42	99.7
**	DIVISION TOTAL **	800	.00	797.58	466	2.42	.00	2.42	99.7

Chapter V Reference, Reader's Advisory, and Bibliographic Instruction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

Reference service is the provision of information in response to a patron's question.

Reader's advisory service is guidance in selecting material appropriate to a specific patron's desires and needs.

Bibliographic instruction is service provided in response to a request by a patron either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document *professional reference service* refers to reference service provided by a person holding an MLS degree from an ALA-accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result, often lack the funding to hire a full-time qualified librarian, other approaches, such as the following, may be required.

mergers of several small libraries or library services

consortiums of several small libraries with one central reference library

system reference service with an 800 number

Illinois State Library reference service with an 800 number

contracts between small libraries and larger libraries for reference service

shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site

cooperative collection development in which the purchase of specific reference works is assigned to each library in the group

cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

Applicable Core Standards

Core 1. The library provides uniformly gracious and friendly service to all library users.

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 (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2)

Core 16. The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)

Core 18. The library adopts and adheres to the ALA *Code of Ethics*. (See appendix 2.7 for *Code of Ethics*.)

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 20. The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.

Core 21. The library provides access to ILLINET Online.

Core 26. The library provides or develops a formal agreement with another agency to provide reference service to the community.

Supplemental Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has a board-approved reference service policy developed by reference staff and administration. (See appendix 5.1 for a model reference service policy.)
3. The reference service policy is reviewed every three years.
4. The library participates in system-provided backup reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library provides easy access to an accurate and up-to-date community information resource file.

7. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
8. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
9. The library provides access to local and state maps.
10. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
11. The library provides voter information, including precinct boundaries and location of polling places.
12. The library provides information about local history and events.
13. The library has telephone books for the local calling area and any other frequently requested areas.
14. The library has all materials included in the list of basic reference materials. (See appendix 5.2.)
15. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. (See appendix 5.3 for evaluation methods.)

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Notes from Move Committee meeting--Tue., Dec. 8, 1998

All members present for meeting.

The main purpose of today's meeting was to talk about the visit to the Danville Library and to report on information received from talking to the Danville staff about their move. It is important to note that their move was from one building to another building (not crossing any streets--only parking lots) and also they were mainly moving materials as new furniture and shelving was purchased at the time of their move.

Attached to this sheet is a copy of the Notes from the trip to Danville written up by Karen Anderson.

Karen has been in touch with Library movers in the Chicago area and bids will be put out for the move. Also Sherri Arnold and Mary Lee will be contacting local movers to see if the moving companies would be willing to donate their services as well as equipment, etc.

Larry told us that the asbestos abatement people will be done with the building today. There will still be wrapping going on, but the major portion of their work is completed. He also stated that he hopes to have heat in the new building by the end of this week.

We were also told by Larry that the Library will be renting the old barber shop area across State St. for us to use to move the materials out of the area that Illinois Power will be taking over when they move in. He also mentioned that he hoped to be able to put books for the book sale in April on pallets and have them stored at either the new Library building or at the Civic Center itself. There was no mention as to who would be doing all of this moving. Another idea for storage is renting semi-trucks (trailer portion only) to use to store materials such as the books for the book sale.

Larry said that the architects were trying to find ends for the new shelving units that we presently have in storage. The company that made them is out of business and they cannot be used without ends. Larry wishes that he could get more info on what new shelving we are going to have, where it will be, its size, etc. He is also very concerned about a need for repairing and refinishing shelving units once we get them to the new building and where that work will be done. He does hope to have his maintenance department workshop set up and be familiar with the physical working of the new building beforehand. Larry also stated that whoever tears down the shelving units that we are moving (and we are moving almost all of them), should be the same ones to set them back up. Also the new shelving that we are buying is supposed to be delivered directly to the new building and according to John Moorman will also be set up by the people we are purchasing it from, not by us.

Another thing that the committee spent time discussing today was the need for safety. Larry suggested getting some training videos for the staff and possibly volunteers to watch to cut down on the chance of people being injured. Larry said that Richland has a number

of good videos. Karen mentioned that she thought when we have the training for the move committee by the Move Management organization that they would do some guidance along these lines.

The date for that seminar is now set for Tuesday, Feb. 16, 1999 during the hours of 9:00-5:00. She believes that the man conducting this training will arrive one day early and tour our facilities and try to get a handle on what will be the most help to us. We are hoping that he will help us set up a tentative schedule for the actual move that is geared directly to our circumstances. NOTE: On the notes from Danville--they had to throw out their schedule and do a day by day plan as the move was taking place.

Karen also reported to the Committee that Katie Gross has been working on setting up a Summer Reading program that will work in conjunction with the move. Kids will be allowed to check out materials for extended periods of time and not return them until we are in the new building at which time they will also receive their prizes. The Extension dept. will not be doing this Summer Reading plan as it would not work for them. There will be more details on this at a later date.

During the meetings with John and the staff today, the staff will be asked their thoughts on the hours we will be working during the time we are closed. Hours such as 8:00-4:30 or 8:00-5:00 are possibilities. J. Merrick seemed to think that the staff would need hour long lunches to run errands, rest, etc. There are a number of questions that need to be decided along these lines. Some questions are: one-half or one-hour long lunch breaks, what about people who only work here evenings, what about people who now work on Saturdays, etc.

Now is the time for the staff to start asking their questions and making suggestions. Please use the Move box under the mailboxes to put in your two-cents worth. You do not have to sign these and they can be typed. Hopefully, all staff will read these notes from today's meeting and respond in some way.

No exact date was set for another meeting at this time. The next meeting will probably be the Move Management seminar. Members of the Committee have assignments to do during this time and are continuing to check on ideas and gathering information, etc.

Copies of these notes will be given to each employee, the Library Board and also placed on the staff bulletin boards.

November 11, 1998

NOTES FROM TRIP TO DANVILLE PUBLIC LIBRARY

Set up a command center where the whole staff met each day to decide what area would be moved that day. Had spent time working on a schedule, but due to changes delays etc. had to throw it out and take things day by day. Probably will need a command center in both buildings.

All staffed worked 8-4:30p.m.

Each department had a captain. Captains were responsible for tagging shelves (where certain #'s would start, etc).

Make sure allow time to unload carts at new building and have them back to the old building to start loading the next day. This was one of the mistakes that Danville said they made.

Allied Van Lines from Danville moved them. They rented 80 moving carts from one of their outlets in Chicago to move the books. However, 50 of them had to be sent back before the move was complete, so this slowed down the move. We need to make sure we reserve moving carts well ahead & keep them for the duration of the move (if we hire a mover to do books).

Make staff responsible for moving their possessions in their work areas. Suggested the use of zip lock bags for smaller items.

Use color coded and numbered tags to make sure items get to their proper areas in the new building. Have matching color coded tags at the other end.

Make sure movers pad doorways, columns, etc. that might be damaged by the movers. Often not that careful. Make sure new carpet remains covered in traffic areas until everything is moved in.

Radio Flyer (flier?) donated 7 wagons and the library had what they called the "Great Wagon Train Book Move." A drawing was held after the event, and the wagons were given away to 6 lucky winners. The 7th is in the library. McDonald's donated sandwiches for the event (had 550 kids and parents turn out). Two people on horseback led the parade and the children's librarian had made her wagon look like a conestoga wagon.

Set up the administrative office first with a phone line to take calls. Continued to receive mail--picked it up at the post office. Had materials delivered to the new building.