

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, June 20, 2002 @ 4:30 p.m.**  
**AGENDA**

- I. Call to order – Mark Gibson, President
- II. Approval of minutes
  - a. Regular meeting of May 23, 2002
  - b. Annual meeting of May 23, 2002
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
  - a. Personnel, Policy & Public Relations Committee
    - i. Meeting of June 6, 2002
  - b. Finance and Properties Committee
    - i. Approval of bills for May 2002
    - ii. No meeting
  - c. Rolling Prairie Library System
    - i. Report on May meeting
  - d. Friends of the Library
    - i. No meeting
  - e. Foundation
    - i. No meeting
- VI. Old business
  - a. Lease space
- VII. New business
  - a. Ordinance determining prevailing wage rates
  - b. Per capita grant application for FY2003
- VIII. Adjournment

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

May 23, 2002

## I. CALL TO ORDER

Mark Gibson, President, called the meeting to order at 4:30 p.m. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Mary Gladney, Patricia Greanias, Eugene King, and Phil Wise. Absent: Linda Rowden. Staff present: Lee Ann Fisher and Linda Humphreys. Others present: Beth Smith, Master Gardener, and Pat McDaniel.

## II. APPROVAL OF MINUTES

The minutes of April 18, 2002, were approved as mailed.

## III. COMMUNICATION FROM THE PUBLIC

Beth Smith, Master Gardener, presented a proposal to add two large containers of flowers along the glass entrance to the library. The consensus was to approve the proposal. The trustees also thanked the Master Gardeners for their hard work on all the gardens all around the library.

## IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported that the new Gates computer lab is up and trainers are coming in early June to train the staff.

A group from Toledo, Ohio is coming to the library June 7 to look at the Blue Bird bookmobile that will be for sale as soon as the new bookmobile arrives in August.

## V. REPORTS OF COMMITTEES

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

**Finance and Properties Committee:** Mr. Cocagne made a motion to approve the April 2002 bills. The motion was seconded by Mr. Wise and unanimously carried on roll call vote.

The committee did not meet.

**Rolling Prairie Library System:** Mrs. Greanias attended the meeting. She reported on the history of the system.

**Friends of the Library:** The Friends met May 9, 2002. The book appraisal fair was successful and raised about \$250 for the Friends. The Friends are buying a book for every child who

completes the Summer Reading Program this year.

**Foundation:** The Foundation Board of Directors did not meet.

## **VI. OLD BUSINESS**

The bylaws were reviewed at the May meeting of the Personnel, Policy and Public Relations Committee. At that time, the change in the "Public Library" section of the Municipal Code, which is part of the bylaws, was questioned. It was later determined that the Municipal Code change was prior to 1988. Mr. Wise made a motion to approve the amendment to the bylaws as presented. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote.

## **VII. NEW BUSINESS**

Ms. Fisher reported that the state has changed regulations for non-resident library cards. She recommended that the board adopt the general mathematical formula which would make the cost of the library card \$77.76 to non-residents. Mr. King made a motion to adopt the general mathematical formula and set the cost of library cards at \$77.76 for non-residents. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

Ms. Fisher presented a revised Internet policy developed by the adult division staff. This revision to the policy is needed before the new Gates lab is opened to the public. The draft has been sent to Mr. Booth for review. Mr. Wise made a motion to approve the policy as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

The trustees were advised that the library has been named in a lawsuit filed by the parents of a child who fell in the children's division.

Ms. Craig made a motion to adjourn to closed executive session to discuss the performance of an employee. The motion was seconded by Mrs. Gladney and unanimously approved on roll call vote. The Board went into executive session at 5:15 p.m. The meeting was reconvened at 5:20 p.m. Mr. Cocagne made a motion to increase the salary of the City Librarian to \$68,000 effective July 1, 2002. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.

## **VIII. ADJOURNMENT**

Mr. Gibson adjourned the meeting at 5:20 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys, Office Manager

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**May 23, 2002**

**ANNUAL MEETING**

**I. CALL TO ORDER**

Mark Gibson, President, called the annual meeting to order at 5:20 p.m. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Mary Gladney, Patricia Greanias, Eugene King, and Phil Wise. Absent: Linda Rowden. Staff present: Lee Ann Fisher and Linda Humphreys.

**II. ANNUAL REPORT TO THE ILLINOIS STATE LIBRARY**

The annual report to the Illinois State Library was reviewed. Mrs. Greanias made a motion to approve and submit the report as written. The motion was seconded by Mr. King and unanimously carried.

**III. ANNUAL REPORT OF THE CITY LIBRARIAN**

The annual report of the City Librarian was reviewed. Mr. King made a motion to accept and submit the report as written. The motion was seconded by Mr. Cocagne and unanimously carried.

**IV. ANNUAL REPORT TO THE CITY COUNCIL**

The annual report to the City Council was reviewed. Mr. Cocagne made a motion to approve and submit the report as written. The motion was seconded by Mr. Wise and unanimously carried.

**V. NOMINATION OF OFFICERS FOR 2002/03**

Mr. Gibson reported that he and Mrs. Gladney proposed the following slate of officers for 2002/03: Mrs. Arnold, President, Mr. King, Vice President, and Ms. Craig, Secretary. Mr. Wise made a motion to close the nominations and accept the proposed slate of officers by acclamation. The motion was seconded by Mr. Cocagne and unanimously carried.

**VI. ADJOURNMENT**

Mr. Gibson adjourned the annual meeting at 5:30 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys, Office Manager

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**CITY LIBRARIAN'S REPORT**  
**June 14, 2002**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**ADMINISTRATION:** We are starting the new year off going full blast. I worked the reference desk two days, so that all the adult services staff could receive Gates training. I am now ordering all of the memorial requests in an effort to speed the process up and get the money spent. The Union has filed a grievance over the reorganization of Technical Services. Ed Booth advised us on how to respond. The response was unsatisfactory and the Union says it will take it to the next step, which is arbitration. In addition to my regular weekly and monthly meetings I attended the Friends spring fundraiser, the RPLS advisory board, received Proquest training and met with Dawn Wendt and Jane Spittler to discuss the content of the next newsletter. Larry is painting my office.

**GATES GRANT:** We are still working on fine-tuning the lab and awaiting the purchase of a print manager, Vendprint, which should be installed before the end of the month for an estimated cost of \$2,241.

**SIRSI:** The dedupe program is being run in small batches and is estimated to end mid July. It is estimated that the dedupe program will fix 1% of the duplicate records in the database. RPLS ran a program that turned all of our holdings into "local request only." When we spotted the problem and reported it to them, it took several days for them to fix the problem. During this time they refused to notify the other libraries of our situation or when it would be fixed. The only way to fix it was to take "local request only" off all of our holdings including many things that we did want to stay that way. We have having to fix these as we find them. This problem was wide reaching and affected nearly every department. I raised both of these issues at the Governing Board meeting.

**FRIENDS:** The Spring fundraiser, the Book Appraisal Fair, was held Sunday May 19<sup>th</sup> here at the library. The program was well attended and produced some exciting finds for participants. There was no board meeting this month.

**STAFF:** Karen Anderson started as the new Head of the Technical Division June 6<sup>th</sup>. Bev Hackney has moved back to Adult Services part-time and is assisting in transitioning Karen to her new position. Evelyn Hood has retired from Circulation. Her Clerk I position has been posted. Susan Gulick from Circulation will be transferred to the Technical Division as the Clerk I. The Routing Clerk is posted and in its second round.

**ADULT DIVISION:** All reference staff received Gates training for two days. Sue Hemp attended a Government Documents conference and is applying for a \$1,800 grant for a new computer. Staff also received Proquest training.

**BUILDING DIVISION:** We had sewer backup problems in the upstairs restroom. The pipes have been cleaned and the problem traced to the middle of the street. Larry is talking with the city to see what can be done. We lost a fan bearing in the boiler room and it tore up the fan shaft, fan cage and unit cabinet. We will have to knock a hole in the firewall to get the new shaft

## CITY LIBRARIAN'S REPORT

June 14, 2002

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in. Cost estimate at this time near \$10,000.

CHILDREN'S DEPARTMENT: May was busy with class visits (23) and summer reading club preparations for "Discover a Hoppin' Place @ your Library", which started on May 28. Enrollment was 549 on June 4<sup>th</sup>. Reference assists were up 12%. Placed four book orders. Had 19 programs with 251 attending.

CIRCULATION DIVISION: Systems is preparing a new station for the routing clerk and replacing malfunctioning equipment. The e-mail system works great, the only draw back is we do not receive a copy of the notifications that are sent out. This is especially necessary for those patrons who have bills and need to be sent to the collection agency. There were 23 new credit bureau accounts this month for a total of \$3,265.59 worth of library materials. Signatures for the new Internet policy will become a part of getting a new card. Those already with a card will have their account updated. Staffing will be an issue as Clerk I's retire, transfer and are promoted.

EXTENSION: The shell for the new bookmobile has arrived at Ohio Bus and they will begin work on it this month. We need to start thinking about what kind of graphics we want on it. Bookmobile 549 was off the road for two days with a generator problem. It was fixed and still under warranty. Several school stops were canceled due to school request and the last two weeks were spent picking up books from schools. The summer schedule started May 28.

SYSTEMS ADMINISTRATION: Children's has reported no outages since the new switch was installed. Added memory to several computers, which is part of an ongoing project to bring all computers to the same minimum level; also installing Office 2000 on all computers as part of the same project. Finished working on the Gates computers. Currently evaluating print managers. Matt is working on redesigning our website. The bookmobile received a new Gateway computer.

TECHNICAL DIVISION: DVD's are now in circulation and being added to the collection. We are still looking at ways to better process and protect them. Karen will take Bev's place on the Database Standards committee. Marsha received Cataloging 4 training. There were 415 database changes this month, 1,562 volumes added and 888 withdrawals.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher

City Librarian

June 14, 2002

**Personnel, Policy and Public Relations Committee**  
**June 6, 2002**

Sherry Arnold called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Carol Craig, Mark Gibson, and Mary Gladney. Absent: Linda Rowden. Staff present: Lee Ann Fisher and Sheila Robinson.

Job description-Catalog Clerk I: Ms. Fisher recommended the job description for Catalog Clerk I be approved as presented. Mr. Gibson made a motion to approve the description. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

First floor reorganization plan: With the unanimous recommendation of the first floor reorganization committee, Ms. Fisher proposed a plan to reorganize the library's first floor to better utilize the facilities and to create a more "patron friendly" environment. The changes include the development of the Bill and Melinda Gates Computer Lab housed in the former quiet study room. Mr. Gibson requested that current and proposed layout sketches be included in the packets for the June 20<sup>th</sup> board of trustees meeting for review. If approved, Ms. Fisher estimated the work to commence toward the end of summer or early fall.

Investment of library endowment money: Mr. Gibson spoke with Beth Couter, City finance director, who stated that money given to the City or to the Library has to be invested in government-backed securities. If money is given to the Decatur Public Library Foundation, those funds are unrestricted.

Processing Fee: Ms. Fisher proposed that a processing fee be attached to the cost of all lost or completed damaged items. Replacement items must be processed for re-entry into the library system at some cost. Most libraries within the RPLS system use a processing fee rather than charge maximum overdue fines. The consensus was to recommend the change to a \$5.00 processing fee for approval as presented.

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

Respectfully submitted,

Sheila Robinson  
Administrative Secretary



**Job Description****CATALOG CLERK I****DECATUR PUBLIC LIBRARY****NATURE OF WORK**

This is entry-level specialized clerical work performed in the Technical Division of the public library. Work schedule may include night and weekend hours.

Work involves varied basic clerical tasks related to the cataloging, classifying, and subject assignment of all books and other materials added to the library collections. Initial work assignments are performed under detailed supervision, but as experience is gained in particular procedures, the variety of assignments increases and the work is carried out with some independence.

**SUPERVISION RECEIVED**

Work is performed under the direct supervision of the Head of the Technical Division and is reviewed while in progress and upon completion and through the observation of results obtained.

**EXAMPLES OF WORK (Typical work examples, but not limited to the following):**

Performs various computer entry processes on new books and materials, including modification and completion of item record information for new and added copy items and reinstatements.

Withdraws damaged or weeded items and removes the bibliographic record from the computer; prepares last copy notice if necessary; maintains file on items to be replaced.

Processes all new paperbacks and checks database for unbound paperback records. If there, adds item record and sends to processing.

Assigns barcodes to new materials and changes records to reflect that material is in the library.

Replaces missing barcodes, reinstates lost items if a bibliographic records exists.

Works on various database maintenance projects.

Maintains statistics and prepares reports as assigned.

Performs related work and other duties as assigned.

Job Description  
Catalog Clerk I  
Decatur Public Library  
Page 2

**REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

Level I cataloging certificate with DRA or equivalent system, or ability to obtain same.

Knowledge of business English, spelling and arithmetic.

Knowledge of standard office practices and procedures.

Some knowledge of computer entry work.

Ability to make elementary arithmetic computations and ability to write legibly.

Ability to understand and follow oral and written instructions.

Ability to type 45 w.p.m.

**DESIRED TRAINING AND EXPERIENCE**

Graduation from high school or equivalent, including or supplemented by courses in typing/keyboarding; some experience in computer data entry, or any equivalent combination of training and experience.

Pay Grade 9

6/02

June 13, 2002

1<sup>st</sup> Floor Reorganization Committee

Patti Freitag, Chair

Robert Edwards

Lee Ann Fisher

Larry Harris

J Merrick

Shelley Whiteside

Linda Wilhelm

The 1<sup>st</sup> Floor Reorganization Committee unanimously recommends the following:

- 1) Bill and Melinda Gates Computer Lab – completed; 11 computer (flat) monitors installed.
- 2) 12 additional computers will be installed at two kiosks.
- 3) Young Adult in inappropriate area (presently northwest side). 98% of our vandalism happens here. Needs to be moved to more prominent location. Move YA close to computer lab; have area for seating.
- 4) Old periodicals – move very old materials to maintenance room to accommodate the rest of the periodicals. Periodical collection will be halved and older issues will be stored.
- 5) Reverse collection order from ‘right to left’ to ‘left to right.’
- 6) Incorporate genres alphabetically by author; paperbacks in one area, hardbacks in another.
- 7) CDs, DVDs, AV moved forward, closer to circulation.
- 8) New books, large print to be slanted in the areas they currently occupy.
- 9) Angle both reference and main desks to look toward the front door.
- 10) Move casual seating where old periodicals are (south wall).
- 11) Move quiet study area to the back (south of casual seating).
- 12) Need to weed the reference area – incorporating some reference into non-fiction.
- 13) Have a “greeter” at the front – between the sliding glass door and gate.
- 14) Pull circulation counter (modular units) 3 or 4 feet forward, flush to the pillar.
- 15) New signage – better placement and larger size.
- 16) Permanent display area under staircase.
- 17) Idea is to make patrons as self-sufficient as possible.
- 18) Note: Business Information Center, Health Center, Decatur Center, Illinois Center and microfilm area will remain at current locations.

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If proposal is approved, determine when is best time to do the reorganization and how to orderly implement.

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
05/08/2002	TREAS-MEDICAL INSURANCE	9,203.32	E015633	05/08/2002	MEDICAL INSURANCE
05/08/2002	TREAS-NON MEDICAL INS	22.95	E015634	05/08/2002	LIFE INSURANCE
05/08/2002	TREAS-NON MEDICAL INS	758.88	E01564	05/08/2002	WORKERS COMPENSATION
05/08/2002	TREAS-IMRF	5,713.26	E01565	05/08/2002	RETIREMENT-IMRF
05/22/2002	TREAS-MEDICAL INSURANCE	9,003.05	E01586	05/22/2002	MEDICAL INSURANCE
05/22/2002	TREAS-NON MEDICAL INS	22.44	E01587	05/22/2002	LIFE INSURANCE
05/22/2002	TREAS-NON MEDICAL INS	737.80	E01587	05/22/2002	WORKERS COMPENSATION
05/22/2002	TREAS-IMRF	5,697.25	E01588	05/22/2002	RETIREMENT-IMRF
05/02/2002	COMMERCIAL MAIL SERVICES	149.70	152000	05/02/2002	POSTAGE
05/03/2002	TREAS-ELECT MAINTENANCE	41.88	152008	05/03/2002	GASOLINE
05/13/2002	BLUEGRASS MEMORIAL LIBRARY	71.00	152133	05/13/2002	OTHER PROFESSIONAL SERVICES
05/13/2002	DECATUR BLUEPRINT, INC.	90.72	152138	05/13/2002	PRINTING AND BINDING
05/13/2002	FIRST NATIONAL BANK OF DECATUR	35.00	152142	05/13/2002	OTHER PROFESSIONAL SERVICES
05/13/2002	GAYLORD BROS.	305.00	152143	05/13/2002	SMALL CAPITAL ITEMS
05/13/2002	IDEAL BUSINESS PRODUCTS	152.49	152149	05/13/2002	OFFICE SUPPLIES
05/13/2002	ROLLING PRAIRIE LIBRARY SYSTEM	150.00	152158	05/13/2002	TRAINING SCHOOL
05/13/2002	RADIO SHACK	83.36	152159	05/13/2002	OFFICE SUPPLIES
05/13/2002	VERIAD	197.29	152173	05/13/2002	OFFICE SUPPLIES
05/14/2002	TREAS-GENERAL FUND	100.00	152193	05/14/2002	TRANSFER TO GENERAL FUND
05/14/2002	TREAS-SELF INSURANCE FUND	345.75	152194	05/14/2002	MOTOR VEHICLE-INSURANCE
05/14/2002	TREAS-SELF INSURANCE FUND	248.92	152194	05/14/2002	BOILER INSURANCE
05/14/2002	TREAS-SELF INSURANCE FUND	1,055.83	152194	05/14/2002	PROPERTY INSURANCE
05/14/2002	TREAS-SELF INSURANCE FUND	866.58	152194	05/14/2002	GENERAL LIABILITIES
05/14/2002	TREAS-MIS OPERATING	1,469.50	152195	05/14/2002	MIS SERVICES
05/07/2002	ASSOCIATED OFFICE FURNISHINGS	370.04	152200	05/15/2002	OFFICE SUPPLIES
05/07/2002	UNYX WASTE SERVICES-DECATUR,IL	322.04	152203	05/15/2002	OFFICE SUPPLIES
05/15/2002	BAKER & TAYLOR CO	455.97	152212	05/15/2002	SERV-BUILDINGS
05/15/2002	BOBINE ELECTRIC	666.40	152213	05/15/2002	BOOKS AND PERIODICALS
05/06/2002	BAU BY TALK INC.	1,100.00	152216	05/15/2002	SERV-AUTO EQUIPMENT
05/15/2002	BAKER & TAYLOR ENTERTAINMENT	513.64	152219	05/15/2002	OTHER PROFESSIONAL SERVICES
05/15/2002	DEMCO INC	76.08	152236	05/15/2002	BOOKS AND PERIODICALS
05/15/2002	HERALD & REVIEW	104.07	152238	05/15/2002	ADVERTISING
05/15/2002	EMSCO SUBSCRIPTION SERVICES	23.68	152238	05/15/2002	BOOKS AND PERIODICALS
05/15/2002	EMSCO SUBSCRIPTION SERVICES	59.28	152238	05/15/2002	MAG/PAPERS-MAIN PROFESSIONAL
05/12/2002	EZ LAWN CARE	200.00	152255	05/13/2002	SERV-BUILDINGS
05/13/2002	GAYLORD BROS.	186.87	152255	05/13/2002	OFFICE SUPPLIES
05/15/2002	HOUGHEN BINDERY LTD	191.35	152255	05/13/2002	PRINTING AND BINDING
05/15/2002	MOULT, DANNY R.	300.00	152256	05/15/2002	OTHER PROFESSIONAL SERVICES
05/06/2002	AMERITECH	1,979.62	152268	05/15/2002	TELEPHONE
05/06/2002	ILLINOIS POWER COMPANY	9,844.28	152268	05/15/2002	ELECTRICITY
05/15/2002	MORRELL, STERLING	200.00	152287	05/15/2002	TELECOMMUNICATIONS
05/10/2002	MCLERO, USA	97.70	152289	05/15/2002	SERV-PROFESSIONAL SERVICES
05/10/2002	MONTECELLO MICRO	355.00	152289	05/15/2002	SERV-PROFESSIONAL SERVICES
05/10/2002	OFFICE MAX	149.99	152296	05/13/2002	SERV-PROFESSIONAL SERVICES
05/10/2002	ORKIN EXTERMINATING	56.00	152297	05/13/2002	SMALL CAPITAL ITEMS
05/13/2002	PHOENIX LEARNING GROUP	82.50	152297	05/13/2002	SMALL CAPITAL ITEMS
05/15/2002	POLAND, S, INC	430.00	152302	05/15/2002	BOOKS-BUILDINGS
05/15/2002	PUBLISHERS QUALITY LIBRARY SER	146.52	152304	05/15/2002	BOOKS-BUILDINGS
05/15/2002	RECORDED BOOKS, INC.	331.50	152309	05/15/2002	BOOKS AND PERIODICALS
05/15/2002	RIGSBY, PAUL	300.00	152309	05/15/2002	BOOKS AND PERIODICALS
05/15/2002	SOUTH SIDE CONTROL SUPPLY CO	25.76	152311	05/15/2002	OTHER PROFESSIONAL SERVICES
05/15/2002	SLEETH, ALAM	200.00	152311	05/15/2002	MATERIAL-BLDGS
05/15/2002	SMITH SYSTEM	3,639.86	152321	05/13/2002	OTHER PROFESSIONAL SERVICES
05/15/2002	TAYLOR, DELBERT	317.00	152321	05/13/2002	SMALL CAPITAL ITEMS
05/06/2002	WATTS COPY SYSTEMS	310.00	152322	05/15/2002	OTHER PROFESSIONAL SERVICES
05/16/2002	MIDWEST CONSTRUCTION SERVICES	130.10	152347	05/16/2002	SERV-PROFESSIONAL SERVICES
05/17/2002	DMH CORP HEALTH SERVICES	30.00	152358	05/17/2002	OFFICE SUPPLIES
05/24/2002	BECK'S STUDIO	47.62	152455	05/24/2002	OFFICE SUPPLIES
05/24/2002	BOOTH & ANTOLINE	110.00	152455	05/24/2002	OTHER PROFESSIONAL SERVICES
05/24/2002	CRITICAL TECHNOLOGY	471.48	152455	05/24/2002	SMALL CAPITAL ITEMS
05/24/2002	ENTREPRISE SOLUTIONS DIVISION	2,291.44	152455	05/24/2002	SMALL CAPITAL ITEMS
05/24/2002	EDWARDS, ROBERT	156.00	152460	05/24/2002	TUTORIAL REIMBURSEMENT
05/24/2002	GAYLORD BROS.	245.99	152461	05/24/2002	SMALL CAPITAL ITEMS
05/24/2002	GATEWAY COMPANIES INC.	37,808.00	152462	05/24/2002	SMALL CAPITAL ITEMS
05/24/2002	GATEWAY BINDERY LTD	407.65	152465	05/24/2002	SMALL CAPITAL ITEMS
05/24/2002	HOUCHEIN LIBRARY ASSOCIATION	80.00	152466	05/24/2002	PRINTING AND BINDING
05/24/2002	JAN SAN SUPPLY INC.	324.50	152467	05/24/2002	JANITORIAL SUPPLIES

BILLS AND PAYROLLS FOR PERIOD ENDING 05/31/2002

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
05/24/2002	JAN SAN SUPPLY INC.	440.00	152467	05/24/2002	SMALL CAPITAL ITEMS	
05/24/2002	MICROBYX	987.00	152469	05/24/2002	SERV-OFFICE EQUIP	
05/24/2002	ROTARY CLUB OF DECATUR	138.85	152474	05/24/2002	OTHER PROFESSIONAL SERVICES	
05/24/2002	SPEEDY CLUBE #3	47.10	152475	05/24/2002	SERV-AUTO EQUIPMENT	
05/29/2002	UNITED WAY	213.84	152479	05/29/2002	OTHER PROFESSIONAL SERVICES	
05/30/2002	AMAZON.COM CREDIT	990.00	152518	05/30/2002	BOOKS AND PERIODICALS	
05/30/2002	AT&B ASSOCIATES, INC.	1,723.61	152520	05/30/2002	SERV-OFFICE EQUIP	
05/30/2002	ADT SECURITY SERVICES	1,135.00	152526	05/30/2002	SERV-BUILDINGS	
05/30/2002	DECATUR SEWER & SEPTIC CO. INC	223.90	152528	05/30/2002	OFFICE SUPPLIES	
05/30/2002	FORDHAM EQUIPMENT	419.32	152529	05/30/2002	OFFICE SUPPLIES	
05/30/2002	GAYLORD BROS.	3,499.00	152530	05/30/2002	SMALL CAPITAL ITEMS	
05/30/2002	GATEWAY COMPANIES INC.	120.00	152532	05/30/2002	TELEPHONE	
05/30/2002	HEART TECHNOLOGIES INC.	1,299.00	152534	05/30/2002	RENTAL-EQUIPMENT	
05/30/2002	ILLINOIS STATE LIBRARY	593.32	152539	05/30/2002	SERV-OFFICE EQUIP	
05/30/2002	NCI BUSINESS SYSTEMS	58.49	152545	05/30/2002	MATERIAL-BLDGS	
05/30/2002	SAM'S CLUB	31.92	152547	05/30/2002	POSTAGE SUPPLIES	
05/30/2002	TREAS-GENERAL FUND	1,115.25	152551	05/30/2002	OFFICE SUPPLIES	
05/30/2002	TREAS-GENERAL FUND	1,174.22	152551	05/30/2002	OFFICE SUPPLIES	
05/30/2002	TECHNICAL SOLUTIONS SERVICES, INC.	279.60	152553	05/30/2002	MATERIAL-BLDGS	
05/30/2002	ARAMARK UNIFORM SERVICES, INC.	104.44	152557	05/31/2002	SERV-BUILDINGS	
05/17/2002	VERIZON WIRELESS	49.02	152564	05/31/2002	TELEPHONE	
05/17/2002	BAKER & TAYLOR CO	1,816.98	152566	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	BAKER & TAYLOR CO	2,483.66	152567	05/31/2002	BOOKS AND PERIODICALS	
05/22/2002	BAKER & TAYLOR CO	4,057.18	152568	05/31/2002	BOOKS AND PERIODICALS	
05/22/2002	BAKER & TAYLOR CO	626.94	152569	05/31/2002	BOOKS AND PERIODICALS	
05/22/2002	BOOKS ON TAPE	347.14	152574	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	BAKER & TAYLOR ENTERTAINMENT	1,325.56	152576	05/31/2002	BOOKS AND PERIODICALS	
05/24/2002	BARBART CO. COMMUNICATIONS GROUP	3,732.00	152583	05/31/2002	BOOKS AND PERIODICALS	
05/30/2002	BARDECK COMMUNICATIONS GROUP	1,306.38	152584	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	THE BOOK SOURCE	95.74	152586	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	BRILLIANCE AUDIO, INC.	172.50	152587	05/31/2002	BOOKS AND PERIODICALS	
05/30/2002	CAPITAL CITY PAPER CO	189.36	152596	05/31/2002	OFFICE SUPPLIES	
05/17/2002	CHIVENS NORTH AMERICA, INC	37.00	152601	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	DONNELLY AUTOMOTIVE	132.60	152605	05/31/2002	MATERIAL-BLDGS	
05/17/2002	EDUCATIONAL GRAPHICS PRESS INC	67.00	152617	05/31/2002	BOOKS AND PERIODICALS	
05/31/2002	EAST IMPRESSIONS	232.30	152619	05/31/2002	PRINTING AND BINDING	
05/22/2002	HOULT DANNY R.	200.00	152634	05/31/2002	OTHER PROFESSIONAL SERVICES	
05/22/2002	HERITAGE QUEST	279.30	152635	05/31/2002	BOOKS AND PERIODICALS	
05/24/2002	AMERITECH	1,993.52	152638	05/31/2002	TELEPHONE	
05/17/2002	LACO ELECTRONICS, INC	59.62	152650	05/31/2002	OFFICE SUPPLIES	
05/17/2002	MIDWEST COMPUTER SUPPLY	69.55	152659	05/31/2002	SMALL CAPITAL ITEMS	
05/31/2002	MORRELL, STERLING	300.00	152670	05/31/2002	OTHER PROFESSIONAL SERVICES	
05/23/2002	SPHERION CORPORATION	2,361.71	152679	05/31/2002	TEMP PERSONNEL SERVICES	
05/24/2002	R D MCILLAN	240.10	152691	05/31/2002	JANITORIAL SUPPLIES	
05/30/2002	RECORDED BOOKS, INC.	189.40	152693	05/31/2002	BOOKS AND PERIODICALS	
05/31/2002	RIGSBY, PAUL	100.72	152697	05/31/2002	BOOKS AND PERIODICALS	
05/31/2002	SLEETH, ALAN	100.00	152698	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	SELF COUNSEL PRESS INC.	200.00	152710	05/31/2002	OTHER PROFESSIONAL SERVICES	
05/31/2002	TREAS-COUNSEL FUNDS	77.77	152711	05/31/2002	EMPLOYEE RECOGNITION SUPPLIES	
05/31/2002	TREAS-PETTY CASH	11.96	152712	05/31/2002	BOOKS AND PERIODICALS	
05/31/2002	TREAS-PETTY CASH	629.33	152721	05/31/2002	WATER	
05/31/2002	TREAS-PETTY CASH	16.00	152722	05/31/2002	OTHER PROFESSIONAL SERVICES	
05/31/2002	TREAS-PETTY CASH	3.75	152723	05/31/2002	WATER	
05/31/2002	TREAS-PETTY CASH	56.35	152724	05/31/2002	OFFICE SUPPLIES	
05/31/2002	TREAS-PETTY CASH	5.78	152725	05/31/2002	EMPLOYEE RECOGNITION SUPPLIES	
05/31/2002	TAYLOR, JAMES	300.00	152726	05/31/2002	OTHER PROFESSIONAL SERVICES	
05/31/2002	TERTUCHA, JAMES	100.00	152726	05/31/2002	OTHER PROFESSIONAL SERVICES	
05/17/2002	WEST TEACHING COMPANY	15.00	152726	05/31/2002	BOOKS AND PERIODICALS	
05/17/2002	WEST GROUP	976.00	152733	05/31/2002	BOOKS AND PERIODICALS	

TOTAL 138,253.16

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 05/31/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
05/15/2002	BAKER & TAYLOR CO	45.76	152212	05/15/2002	BOOKS AND PERIODICALS
05/24/2002	MADCAP PRODUCTIONS	1,000.00	152472	05/24/2002	BOOKS AND PERIODICALS
05/17/2002	BAKER & TAYLOR CO	132.20	152566	05/31/2002	BOOKS AND PERIODICALS
05/17/2002	BAKER & TAYLOR CO	142.75	152286	05/31/2002	EXPENDITURES
05/17/2002	BAKER & TAYLOR CO	224.33	152286	05/31/2002	BOOKS AND PERIODICALS
05/17/2002	BAKER & TAYLOR CO	53.66	152567	05/31/2002	BOOKS AND PERIODICALS
05/22/2002	BAKER & TAYLOR CO	983.77	152567	05/31/2002	BOOKS AND PERIODICALS
05/24/2002	BAKER & TAYLOR CO	125.65	152568	05/31/2002	BOOKS AND PERIODICALS
05/17/2002	BAKER & TAYLOR ENTERTAINMENT	12.23	152576	05/31/2002	BOOKS AND PERIODICALS
TOTAL					2,620.35

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 05/31/2002

FUND LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
05/10/2002	DYNEGY ENERGY SERVICES	464.44	152242	05/15/2002	ELECTRICITY
TOTAL					464.44

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	403,307.58	26,685.92	403,307.58	320,231.00	83,076.58-	125
TOTAL		403,307.58	26,685.92	403,307.58	320,231.00	83,076.58-	125
<b>TAXES</b>							
30100-107	PROPERTY TAX-LIBRARY	.00	230,643.75	.00	2,767,725.00	2,767,725.00	
TOTAL		.00	230,643.75	.00	2,767,725.00	2,767,725.00	
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	20,390.55	20,000.00	20,390.55	240,000.00	219,609.45	8
30200-107	STATE GRANTS OR OTHER	.00	7,992.00	.00	95,904.00	95,904.00	
TOTAL		20,390.55	27,992.00	20,390.55	335,904.00	315,513.45	6
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	2,335.00	4,166.67	2,335.00	50,000.00	47,665.00	4
30500-510	LIBRARY NON-RESIDENT FEES	.00	56.25	.00	675.00	675.00	
30500-511	LIBRARY LOST AND DAMAGED BOOKS	187.10	500.00	187.10	6,000.00	5,812.90	3
30500-514	COPIES & MISC	1,121.84	1,000.00	1,121.84	12,000.00	10,878.16	9
30500-515	MEETING ROOM FEES	480.00	1,000.00	480.00	12,000.00	11,520.00	4
TOTAL		4,123.94	6,722.92	4,123.94	80,675.00	76,551.06	5
<b>TRANSFERS FROM</b>							
30600-752	TRANS FR WALMART TIF	.00	500.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	19,454.09	.00	19,454.09	.00	19,454.09-	
TOTAL		19,454.09	500.00	19,454.09	6,000.00	13,454.09-	324
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	441.02	1,666.67	441.02	20,000.00	19,558.98	2
TOTAL		441.02	1,666.67	441.02	20,000.00	19,558.98	2
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	1,083.33	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	.00	3,333.33	.00	40,000.00	40,000.00	
30800-899	MISCELLANEOUS INCOME	.00	1,666.67	.00	20,000.00	20,000.00	
TOTAL		.00	6,083.33	.00	73,000.00	73,000.00	
<b>FUND TOTAL</b>							
		447,717.18	300,294.59	447,717.18	3,603,535.00	3,155,817.82	12

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

05/31/2002

OB DESCRIPTION ANNUAL BUDGET MONTHLY EXPENDITURES YEAR-TO-DATE EXPENDITURES Y-T-D BUDGET UNEXPENDED BALANCE ENCUMBRANCE UNENCUMBERED BALANCE PRCT COMM

SALARIES & WAGES

090 REGULAR SALARIES	1,793,310	115,428.97	115,428.97	149,442	1,677,881.03	.00	1,677,881.03	6.4
092 HOLIDAYS	0	3,015.09	3,015.09	0	3,015.09	.00	3,015.09	
094 OTHER LEAVE WITH PAY	0	664.52	664.52	0	664.52	.00	664.52	
096 SICK TIME	0	3,681.59	3,681.59	0	3,681.59	.00	3,681.59	
098 VACATION TIME	0	5,820.13	5,820.13	0	5,820.13	.00	5,820.13	
	1,793,310	128,610.30	128,610.30	149,442	1,664,699.70	.00	1,664,699.70	7.2

PERSONAL SERVICES

101 OVERTIME	15,775	576.92	576.92	1,314	15,198.08	.00	15,198.08	3.7
102 TEMPORARY SALARIES	46,689	1,895.10	1,895.10	3,890	44,793.90	.00	44,793.90	7.0
104 RETIREMENT-TMRF	163,602	11,410.51	11,410.51	13,633	152,191.49	.00	152,191.49	7.2
111 LIFE INSURANCE	634	45.39	45.39	52	588.61	.00	588.61	6.7
112 MEDICAL INSURANCE	271,418	18,206.87	18,206.87	22,618	253,211.13	.00	253,211.13	7.1
114 WORKERS COMPENSATION	21,098	1,496.68	1,496.68	1,758	19,601.32	.00	19,601.32	7.1
115 SERVICE RECOGNITION	19,830	1,118.38	1,118.38	1,652	18,711.62	.00	18,711.62	5.6
	539,046	34,749.85	34,749.85	44,917	504,296.15	.00	504,296.15	6.4

CONTRACTUAL SERVICES

201 ADVERTISING AND BINDING	500	156.08	156.08	41	343.92	.00	343.92	31.2
202 PRINTING AND BINDING	5,000	922.02	922.02	416	4,077.98	.00	4,077.98	18.4
210 SERV-BUILDINGS	40,500	1,317.48	1,317.48	3,375	39,182.52	.00	39,182.52	11.3
212 SERV-AUTO EQUIPMENT	19,000	4,431.10	4,431.10	1,583	14,568.90	.00	14,568.90	23.8
230 MIS SERVICES	17,634	1,469.50	1,469.50	1,469	16,164.50	.00	16,164.50	8.3
231 ELECTRICITY	160,000	10,308.72	10,308.72	13,333	149,691.28	.00	149,691.28	6.4
232 GAS	32,000	4,239.86	4,239.86	2,666	32,000.00	.00	32,000.00	15.1
233 TELEPHONE	28,000	629.33	629.33	2,333	25,760.14	.00	25,760.14	15.7
234 AUDITING SERVICES	1,600	150.00	150.00	333	3,370.67	.00	3,370.67	3.0
238 TRAINING SCHOOL	5,000	150.00	150.00	416	4,850.00	.00	4,850.00	3.0
240 CONFERENCES AND OTHER TRAVEL	7,500	625	625	625	7,500.00	.00	7,500.00	11.5
241 POSTAGE	15,200	1,265.65	1,265.65	1,266	13,934.35	.00	13,934.35	5.2
245 COMPUTER SOFTWARE EXPENSE	20,000	2,361.71	2,361.71	1,666	20,000.00	.00	20,000.00	5.2
271 TEMP PERSONNEL SERVICES	45,000	156.00	156.00	3,250	42,638.29	.00	42,638.29	5.2
272 TUITION REIMBURSEMENT	3,000	400.00	400.00	33	2,847.00	.00	2,847.00	18.6
273 TRAVEL EXPENSE FOR INTERVIEWS	4,600	4,070.85	4,070.85	3,875	42,429.15	.00	42,429.15	28.9
280 OTHER PROFESSIONAL SERVICES	46,500	593.32	593.32	175	2,100.00	.00	2,100.00	9.3
284 PROFESSIONAL MEMBERSHIP FEES	2,100	593.32	593.32	625	6,906.68	.00	6,906.68	
289 RENTAL-EQUIPMENT	7,500	32,785.12	32,785.12	38,613	430,648.88	10,169.85	420,479.03	
	463,434	32,785.12	32,785.12	38,613	430,648.88	10,169.85	420,479.03	

COMMODITIES

310 GASOLINE	4,000	41.88	41.88	333	3,958.12	.00	3,958.12	1.0
312 JANITORIAL SUPPLIES	12,000	564.60	564.60	1,666	11,435.40	.00	11,435.40	2.1
320 MATERIAL-BLOGS	20,000	423.63	423.63	166	2,000.00	.00	2,000.00	8.4
337 MATERIAL TO MAINT AUTO EQUIP	2,000	.00	.00	21	176.45	.00	176.45	5.6
345 OFFICE SUPPLIES	35,000	2,703.79	2,703.79	6,102	69,442.55	251.41	69,191.14	
357 EMPLOYEE RECOGNITION SUPPLIES	260	83.55	83.55	21	176.45	.00	176.45	
	73,260	3,817.45	3,817.45	6,102	69,442.55	251.41	69,191.14	

OTHER CHARGES

415 TRANSFER TO GENERAL FUND	1,200	100.00	100.00	100	1,100.00	.00	1,100.00	8.3
418 MOTOR VEHICLE-INSURANCE	4,149	345.75	345.75	345	3,803.25	.00	3,803.25	8.3
420 BOILER INSURANCE	12,670	1,055.83	1,055.83	1,055	11,614.17	.00	11,614.17	8.3
421 GENERAL LIABILITY INSURANCE	8,239	686.58	686.58	686	17,552.42	.00	17,552.42	8.3
499 SMALL CAPITAL ITEMS	6,000	48,920.31	48,920.31	500	42,920.31	.00	42,920.31	815.3
	35,245	51,357.39	51,357.39	2,934	16,112.39	.00	16,112.39	145.7



REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	40000 DECATUR PUBLIC LIBRARY								05/31/2002
	OTHER CHARGES								
	CAPITAL OUTLAY								
	515 OFFICE MACHINERY AND EQUIPMENT	0	.00	.00	0	.00	435.00	435.00	
		0	.00	.00	0	.00	435.00	435.00	
	800 BOOKS AND PERIODICALS	380,000	19,425.96	19,425.96	31,666	360,574.04	.00	360,574.04	5.1
	843 MAG/PAPERS-MAIN JUVENILE	0	23.66	23.66	0	23.66	.00	23.66	
	845 MAG/PAPERS-MAIN PROFESSIONAL	0	59.28	59.28	0	59.28	.00	59.28	
		380,000	19,508.90	19,508.90	31,666	360,491.10	.00	360,491.10	5.1
	** DIVISION TOTAL **	3,284,295	270,829.01	270,829.01	273,674	3,013,465.99	10,856.26	3,002,609.73	8.6

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	41000 LEASE EXPENSES								05/31/2002
	CONTRACTUAL SERVICES								
	231 ELECTRICITY	5,575	.00	.00	464	5,575.00	.00	5,575.00	
	280 OTHER PROFESSIONAL SERVICES	25,000	.00	.00	2,083	25,000.00	.00	25,000.00	
		30,575	.00	.00	2,547	30,575.00	.00	30,575.00	
	OTHER CHARGES								
	409 PRINCIPAL PAYMENTS	21,875	.00	.00	1,822	21,875.00	.00	21,875.00	
	410 INTEREST EXPENSE	7,656	.00	.00	638	7,656.00	.00	7,656.00	
		29,531	.00	.00	2,460	29,531.00	.00	29,531.00	
	** DIVISION TOTAL **	60,106	.00	.00	5,007	60,106.00	.00	60,106.00	

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20020531

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-921	BEG FUND BAL-CANTONI	119,420.58	10,080.42	119,420.58	120,965.00	1,544.42	98
30001-922	BEG FUND BAL-MEYER	270,334.15	21,794.08	270,334.15	261,529.00	8,805.15	103
30001-923	BEG FUND BAL-BRIDGES	3,317.90	470.33	3,317.90	5,944.00	2,626.10	58
30001-924	BEG FUND BALANCE-DONATIONS	.00	382.93	.00	4,594.00	4,594.00	
<b>TOTAL</b>		<b>393,072.63</b>	<b>32,727.66</b>	<b>393,072.63</b>	<b>392,732.00</b>	<b>340.63-</b>	<b>100</b>
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	.00	8.33	.00	100.00	100.00	
30700-103	DPL INTEREST-CANTONI TRUST	172.02	250.00	172.02	3,000.00	2,827.98	5
30700-104	DPL INTEREST-MEYER	389.40	541.67	389.40	6,500.00	6,110.60	6
30700-105	DISTRIBUTION FR BRIDGES TRUST	4.78	416.67	4.78	5,000.00	4,995.22	
<b>TOTAL</b>		<b>566.20</b>	<b>1,216.67</b>	<b>566.20</b>	<b>14,600.00</b>	<b>14,033.80</b>	<b>3</b>
<b>OTHER INCOME</b>							
30800-805	CONTRIBUTIONS AND DONATIONS	480.50	291.67	480.50	3,500.00	3,019.50	13
<b>TOTAL</b>		<b>480.50</b>	<b>291.67</b>	<b>480.50</b>	<b>3,500.00</b>	<b>3,019.50</b>	<b>13</b>
<b>FUND TOTAL</b>		<b>394,119.33</b>	<b>34,236.00</b>	<b>394,119.33</b>	<b>410,832.00</b>	<b>16,712.67</b>	<b>95</b>

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000 DPL-CANTONI TRUST

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
800 BOOKS AND PERIODICALS	3,000	185.86	185.86	250	2,814.14	.00	2,814.14	6.2
EXPENDITURES				250	2,814.14	.00	2,814.14	6.2
900 EXPENDITURES	0	42.75	42.75	0	42.75	212.00	254.75	
** DIVISION TOTAL **	3,000	228.61	228.61	250	2,771.39	212.00	2,559.39	14.7

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

42000 DPL-MEYER TRUST

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
800 BOOKS AND PERIODICALS	6,500	.00	.00	541	6,500.00	.00	6,500.00	
** DIVISION TOTAL **	6,500	.00	.00	541	6,500.00	.00	6,500.00	

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

43000 DPL-BRIDGES TRUST

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
800 BOOKS AND PERIODICALS	5,000	1,000.00	1,000.00	416	4,000.00	.00	4,000.00	20.0
** DIVISION TOTAL **	5,000	1,000.00	1,000.00	416	4,000.00	.00	4,000.00	20.0

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

44000 DPL-DONATIONS FOR BOOKS

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 92 PUBLIC LIBRARY-TRUSTS UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
800 BOOKS AND PERIODICALS	1,000	1,391.74	1,391.74	83	391.74	.00	391.74	139.2
** DIVISION TOTAL **	1,000	1,391.74	1,391.74	83	391.74	.00	391.74	139.2

## ORDINANCE DETERMINING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Decatur Public Library Board of Trustees of the City of Decatur investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of Macon County employed in performing construction of public works for said Decatur Public Library Board of Trustees.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF THE DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body, or any political subdivision, or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library Board of Trustees is hereby ascertained to be the same as the prevailing wages for construction work in Macon County area as determined by the Department of Labor of the State of Illinois as of June 2002, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Decatur Public Library Board of Trustees. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Decatur Public Library Board of Trustees to the extent required by the aforesaid Act.

SECTION 3: The Decatur Public Library Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the Decatur Public Library this determination or any revision of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Decatur Public Library Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any

determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Decatur Public Library Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Decatur Public Library Board of Trustees shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

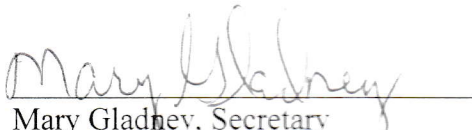
PASSED THIS 20<sup>th</sup> day of June 2002.

APPROVED:



Mark D. Gibson, President  
Decatur Public Library Board of Trustees

ATTEST:

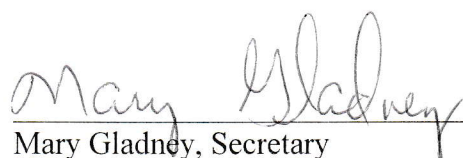


Mary Gladney, Secretary  
Decatur Public Library Board of Trustees

CERTIFICATE

STATE OF ILLINOIS        )  
                                  ) SS  
COUNTY OF MACON        )

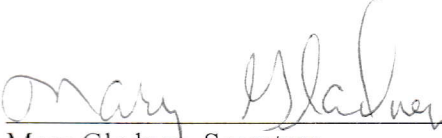
I, the undersigned, Secretary of the Decatur Public Library Board of Trustees, do hereby certify that the above and foregoing is a true, perfect, and correct copy of the Ordinance Determining Prevailing Wage Rates duly adopted at a meeting of the Decatur Public Library Board of Trustees held on June 20, 2002.

  
\_\_\_\_\_  
Mary Gladney, Secretary  
Decatur Public Library Board of Trustees

NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 20<sup>th</sup> day of June 2002, the Decatur Public Library Board of Trustees adopted an Ordinance Determining Prevailing Wage Rates for public works in accordance with 820ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39s-1 et seq.; and said determination is available for inspection by any interested party at 130 N. Franklin Street, Decatur, Illinois.

DATED the 20<sup>th</sup> day of June 2002.

  
\_\_\_\_\_  
Mary Gladney, Secretary  
Decatur Public Library Board of Trustees

## Macon County Prevailing Wage for June 2002

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		22.900	23.650	1.5	1.5	2.0	3.150	4.000	0.000	0.300
ASBESTOS ABT-MEC		BLD		24.010	25.010	1.5	1.5	2.0	2.920	4.320	0.000	0.000
BOILERMAKER		BLD		25.000	27.500	1.5	1.5	2.0	3.800	7.840	0.000	0.150
BRICK MASON		BLD		22.770	24.270	1.5	1.5	2.0	3.000	4.750	0.000	0.425
CARPENTER		BLD		22.850	24.600	1.5	1.5	2.0	3.250	6.560	0.000	0.250
CARPENTER		HWY		23.130	24.880	1.5	1.5	2.0	3.250	6.560	0.000	0.250
CEMENT MASON		BLD		22.500	23.250	1.5	1.5	2.0	3.250	6.400	0.000	0.000
CEMENT MASON		HWY		21.170	21.970	1.5	1.5	2.0	3.000	6.000	0.000	0.000
ELECTRIC PWR EQMT OP		ALL		25.690	29.530	1.5	1.5	2.0	2.200	6.420	0.000	0.000
ELECTRIC PWR GRNDMAN		ALL		17.250	29.530	1.5	1.5	2.0	2.200	4.320	0.000	0.000
ELECTRIC PWR LINEMAN		ALL		27.670	29.530	1.5	1.5	2.0	2.200	6.920	0.000	0.000
ELECTRIC PWR TRK DRV		ALL		18.160	29.530	1.5	1.5	2.0	2.200	4.540	0.000	0.000
ELECTRICIAN		BLD		26.600	29.260	1.5	1.5	2.0	3.200	4.000	0.000	0.400
ELECTRONIC SYS TECH		BLD		19.800	20.300	1.5	1.5	2.0	2.800	0.590	0.000	0.000
ELEVATOR CONSTRUCTOR		BLD		25.725	28.940	2.0	2.0	2.0	4.425	2.610	1.540	0.000
GLAZIER		BLD		25.430	0.000	1.5	2.0	2.0	0.000	2.750	0.000	0.000
HT/FROST INSULATOR		BLD		27.910	28.910	1.5	1.5	2.0	3.000	6.240	0.000	0.000
IRON WORKER	E	ALL		23.020	24.520	1.5	1.5	2.0	4.390	5.900	0.000	0.500
IRON WORKER	W	BLD		22.880	24.380	1.5	1.5	2.0	3.420	7.100	0.000	0.250
IRON WORKER	W	HWY		22.880	24.130	1.5	1.5	2.0	3.420	7.100	0.000	0.250
LABORER		BLD		21.550	22.300	1.5	1.5	2.0	3.150	4.000	0.000	0.300
LABORER		HWY		22.650	23.400	1.5	1.5	2.0	2.800	4.000	0.000	0.300
LATHER		BLD		22.850	24.600	1.5	1.5	2.0	3.250	6.560	0.000	0.250
MACHINIST		BLD		30.610	32.360	2.0	2.0	2.0	3.200	2.600	2.110	0.000
MARBLE MASON		BLD		22.870	24.120	1.5	1.5	2.0	3.000	4.750	0.000	0.325
MILLWRIGHT		BLD		24.400	26.150	1.5	1.5	2.0	3.250	5.470	0.000	0.250
MILLWRIGHT		HWY		19.410	20.660	1.5	1.5	2.0	2.800	3.000	0.000	0.000
OPERATING ENGINEER		BLD	1	24.650	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		BLD	2	22.300	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		BLD	3	18.700	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		HWY	1	24.850	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		HWY	2	22.500	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		HWY	3	18.900	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		HWY	4	26.350	0.000	1.5	1.5	2.0	3.600	5.000	0.000	0.600
OPERATING ENGINEER		O&C		19.520	0.000	1.5	1.5	2.0	3.250	4.500	0.000	0.600
PAINTER		ALL		22.730	23.730	1.5	1.5	2.0	2.800	2.850	0.000	0.400
PAINTER OVER 30FT		ALL		23.730	24.730	1.5	1.5	2.0	2.800	2.850	0.000	0.400
PAINTER PWR EQMT		ALL		23.480	24.480	1.5	1.5	2.0	2.800	2.850	0.000	0.400
PILEDRIVER		BLD		23.350	25.100	1.5	1.5	2.0	3.250	6.560	0.000	0.250
PILEDRIVER		HWY		23.630	25.380	1.5	1.5	2.0	3.250	6.560	0.000	0.250
PIPEFITTER		BLD		26.780	29.280	1.5	1.5	2.0	3.050	3.550	0.000	0.670
PLASTERER		BLD		24.800	26.540	2.0	2.0	2.0	0.000	8.200	0.000	0.200
PLUMBER		BLD		26.780	29.280	1.5	1.5	2.0	3.050	3.550	0.000	0.670
ROOFER		BLD		19.900	22.400	1.5	1.5	2.0	3.350	4.150	0.000	0.400
SHEETMETAL WORKER		BLD		22.220	23.970	1.5	1.5	2.0	4.880	4.730	0.000	0.350
SPRINKLER FITTER		BLD		29.040	30.540	1.5	1.5	2.0	3.400	2.900	0.000	0.150
STONE MASON		BLD		22.770	24.270	1.5	1.5	2.0	3.000	4.750	0.000	0.425
TELECOM WORKER		ALL		21.900	23.400	1.5	1.5	2.0	3.000	2.650	1.430	0.000
TERRAZZO MASON		BLD		22.870	24.120	1.5	1.5	2.0	3.000	4.750	0.000	0.325
TILE MASON		BLD		22.870	24.120	1.5	1.5	2.0	3.000	4.750	0.000	0.325
TRUCK DRIVER		ALL	1	23.340	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER		ALL	2	23.740	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER		ALL	3	23.940	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER		ALL	4	24.190	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000



TRUCK DRIVER	ALL	5	24.940	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER	O&C	1	18.670	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER	O&C	2	18.990	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER	O&C	3	19.150	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER	O&C	4	19.350	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TRUCK DRIVER	O&C	5	19.950	0.000	1.5	1.5	2.0	4.360	2.225	0.000	0.000
TUCKPOINTER	BLD		22.770	24.270	1.5	1.5	2.0	3.000	4.750	0.000	0.425

Legend:

- M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
- OSA (Overtime is required for every hour worked on Saturday)
- OSH (Overtime is required for every hour worked on Sunday and Holidays)
- H/W (Health & Welfare Insurance)
- Pensn (Pension)
- Vac (Vacation)
- Trng (Training)

## Explanations

### MACON COUNTY

IRON WORKERS (WEST) - West of a straight line just east of Route 51 to the southeast corner where Shelby, Macon and Moultrie counties meet.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

### EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

### ELECTRONIC SYSTEMS TECHNICIAN

Installing, assembling and maintaining sound and intercom, protection alarm (security), master antenna television, closed circuit television, computer hardware and software programming and installation to the network's outlet and input (EXCLUDING all cabling, power and cable termination work historically performed by wiremen), door monitoring and control, nurse and emergency call programming and installation to the system's outlet and input (EXCLUDING all cabling, power and cable termination work historically performed by wiremen), clock and timing; and the installation and maintenance of transmit and

receive antennas, transmitters, receivers, and associated apparatus which operates in conjunction with the above systems. All work associated with these system installations will be included EXCEPT (1) installation of protective metallic conduit, excluding less than ten-foot runs strictly for protection of cable, and (2) 120 volt AC (or higher) power wiring and associated hardware.

#### TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY. Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface. This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material; and maintaining trucks at job site related to oil and chip resealing. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

#### OPERATING ENGINEERS - BUILDING

CLASS 1. Asphalt Screed Man; Aspco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backfillers, Crane Type; Backhoes; Barber Green Loaders; Bulldozers; Cableways; Cherry Pickers; Clam Shells; C.M.I. & similar type autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Pumps; Cranes; Derricks; Derrick Boats; Draglines; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Operators or Leverman on Dredges; Operators, Power Boat; Operators, Pug Mill (Asphalt Plants); Orange Peels; Overhead Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting Machines;

Pushdozers, or Push Cats; Robotic Con-trolled Equipment in this Classification; Rock Crushers; Ross Carrier or Similar Machines; Rotomill; Scoops, Skimmer, two cu. yd. capacity and under; Scoops, All or Tournapull; Sheep-Foot Roller (Self Propelled); Shovels; Skid Steer; Skimmer Scoops; Temporary Concrete Plant Operators; Test Hole Drilling Machines; Tower Cranes; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Sideboom; Trenching or Ditching Machine; Tunnelluggers; Vermeer Type Saws; Water Blaster Cutting Head; Wheel Type End Loaders; Winch Cat.

CLASS 2. Air Compressors (six to eight)\*; Asphalt Boosters and Heaters; Asphalt Distributors; Asphalt Plant Fireman; Oiler on Two Paving Mixers When Used in Tandem; Boom or Winch Trucks; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Conveyors (six to eight)\*; Generators (six to eight)\*; Gravel or Stone Spreader, Power Operated; Hoist (with One Drum and One Load Line); Light Plants (six to eight)\*; Mechanical Heaters (six to eight)\*; Mud Jacks; Post Hole Digger, Mechanical; Pug Mills when used for other than Asphalt operation; Robotic Controlled Equipment in this Classification; Road or Street Sweeper, Self Propelled; Rollers (except bituminous concrete); Seaman Tiller; Straw Machine; Vibratory Compactor; Water Blaster, Power Unit; Welding Machines (six to eight)\*; Well Drill Machines.

CLASS 3. Air Compressors(one to five)\*; Air Compressors, Track or Self-Propelled; Automatic Hoist; Building Elevators; Bulk Cement Batching Plants; Conveyors (one to five)\*; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators (one to five)\*; Greasers; Helper on Single Paving Mixer; Hoist, Automatic; Light Plants (one to five)\*; Mechanic Helpers; Mechanical Heaters (one to five)\*; Oilers; Power Form Graders; Power Sub-Graders; Robotic Controlled Equipment in this Classification; Scissors Hoist; Tractors without power attachments regardless of size or type; Truck Crane Oiler and Driver (1 man); Vibratory Hammer (power source); Water Pumps (one to five)\*; Welding Machines (1/300 Amp. or over)\*; Welding machines (one to five)\*

\* Combinations of one to eight of any Air Compressors, Conveyors, Welding Machines, Water Pumps, Light Plants, or Generators shall be in batteries or within 400 feet and shall be paid as per the Classification Schedule contained in this Article.

#### OPERATING ENGINEERS - HIGHWAY

CLASS 1. Asphalt Screed Man; Asphco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backhoes; Barber Green Loaders; Bulldozers; Cableways; Carry Deck Pickers; Cherry Pickers (Rough Terrain); C.M.I. & similar type-autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Plant Operators; Concrete Pumps; Derricks; Derrick Boats; Dewatering Systems; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Grout Pump; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Hydro Jet or Hydro Laser; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Multi-Point Power Lifting Equipment; Operators or Leverman on Dredges; Operators, Power Boat; Operators, Pug Mill (Asphalt Plants); Overhead

Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting Machines; Push-dozers, or Push Cats; Robotic Controlled Equipment in this Classification; Rock Crushers; Ross Carrier or Similar Machines; Roto-Mill; Scoops, Skimmer, two cu. yd. capacity and under; Sheep-Foot Roller (Self Pro-pelled); Shovels; Skid Steer; Skimmer Scoops; Test Hole Drilling Machines; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Side-boom; Trenching or Ditching Machine; Tunnelluggers; Vermeer-Type Saws; Wheel Type End Loaders; Winch Cat; Scoops, All or Tournapull.

CLASS 2. Air Compressors (six to eight)\*; Articulated Dumps; Asphalt Boosters and Heaters; Asphalt Distributors; Asphalt Plant Fireman; Boom or Winch Trucks; Building Elevators; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Conveyors (six to eight)\*; Generators (six to eight)\*; Gravel or Stone Spreader, Power Operated; Hoist, Automatic; Hoist with One Drum and One Load Line; Light Plants (six to eight)\*; Mechanical Heaters (six to eight)\*; Mud Jacks; Off Road Water Wagons; Oiler on Two Paving Mixers When Used in Tandem; Post Hole Digger, Mechanical; Robotic Controlled Equipment in This Classification; Road or Street Sweeper, Self-Propelled; Rollers (except bituminous concrete); Scissor Hoist; Sea-man Tiller; Straw Machine; Vibratory Compactor; Water Pumps (six to eight)\*; Well Drill Machines.

CLASS 3. Air Compressors (one to five)\*; Air Compressors, Track or Self-Propelled; Bulk Cement Batching Plants; Conveyors (one to five)\*; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators (one to five)\*; Greasers; Helper on Single Paving Mixer; Light Plants (one to five)\*; Mechanic Helpers; Mechanical Heaters (one to five)\*; Oilers; Power Form Graders; Power Sub-Graders; Pug Mills when used for other than Asphalt operation; Robotic Controlled Equipment in This Classification; Tractors without power attachments, regardless of size or type; Truck Crane Oiler and Driver (1 man); Vibratory Hammer (power source); Water Pumps (one to five)\*; Welding Machines (one 300 Amp. or over)\*; Welding Machines (one to five)\*.

CLASS 4. Lattice Boom Crawler Crane; Lattice Boom Truck Crane; Telescopic Truck-Mounted Crane; Tower Crane.

\*Combinations of one to eight of any Air Compressors, Conveyors, Welding Machines, Water Pumps, Light Plants or Generators shall be in batteries or within 400 feet and shall be paid as per the Classification Schedule contained in this Article.

OPERATING ENGINEER - OIL AND CHIP RESEALING ONLY. Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface. This shall encompass the operation of all motorized heavy equipment used in oil and chip resealing, including but not limited to operating self-propelled chip spreaders, and all types of rollers (both hard and rubber tired); and other duties pertaining to the operation or maintenance of heavy equipment related to oil & chip resealing.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If there is no such definition on file, the Bureau of Labor Statistics SIC list will be used. If a task to be performed is not subject to one of the classifications of pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. Further, if no such neighboring county rate applies to the task, the Department shall undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

#### LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

# 25434

CERTIFICATE OF PUBLICATION

IN

Herald & Review

Billed to Solicitors  
or Attorneys

Decatur Public Library  
130 N. Franklin St.  
Decatur, IL 62523

In the matter of:

Prevailing Wage Rates

COPY OF ADVERTISEMENT

25434  
NOTICE OF  
DETERMINATION OF  
PREVAILING  
WAGE RATES  
TAKE NOTICE that on the  
20th day of June 2002, the  
Decatur Public Library  
Board of Trustees adopted  
An Ordinance Determining  
Prevailing Wage Rates for  
public works in accordance  
with 820ILCS 130/1 et. seq.  
(1993), formerly Illinois  
Revised Statutes, Chapter  
48, paragraph 39s-1 et seq;  
and said determination is  
available for inspection by  
any interest party at 130 N.  
Franklin Street, Decatur,  
Illinois.  
DATED the 20th day of  
June 2002.  
Mary Gladney  
Secretary  
Decatur Public Library  
Board of Trustees

STATE OF ILLINOIS

SS

Macon County

HERALD & REVIEW, a division of LEE ENTERPRISES INCORPORATED, a corporation, does hereby certify that it is the publisher of the Herald & Review, a daily secular newspaper of general circulation in said County, printed and published in the City of Decatur, in said County and State, and that said newspaper is a newspaper as defined in "An Act to revise the law in relation to notices," approved February 13, 1874, as amended, and that the advertisement or notice hereunto annexed and made a part of this certificate has been published in said newspaper one time in each and every copy and impression of the final edition thereof, and that the publication thereof was in the final edition of said newspaper on

Sunday, the 30th, day of June,

A.D., 2002, and that

Mary Crisler by resolution of the Board of Directors, has authority to make this certificate.

IN TESTIMONY WHEREOF, the said Mary Crisler has hereunto affixed the name of said Company, this 30th day of June,

A.D., 2002

Fee \$ 18.75

HERALD & REVIEW, a division of  
LEE ENTERPRISES INCORPORATED

Received \$ 18.75

Date: 7-17-02 By Mary Crisler

Herald & Review

601 E William St  
P O Box 311  
Decatur IL 62525  
42-0823980

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES  
APPLICATION STATEMENT

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for a grant, or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition, during the previous twelve months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records, which directly relate to this grant. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Date: June 20, 2002

Mr.  Mrs.  Ms. Mark D. Gibson  
SIGNATURE: *Mark D. Gibson* Name (typed): Mark D. Gibson  
SIGNATURE: *President, Board of Directors/Trustees*

Mr.  Mrs.  Ms. Mary Gladney  
SIGNATURE: *Mary Gladney* Name (typed): Mary Gladney  
SIGNATURE: *Secretary, Board of Directors/ Trustees*

Mr.  Mrs.  Ms. Lee Ann Fisher  
SIGNATURE: *Lee Ann Fisher* Name (typed): Lee Ann Fisher  
SIGNATURE: *Librarian*

Prepare four (4) copies of application and all supporting documentation. Retain one (1) copy for your library's files, send one (1) copy to your regional library system, and submit two (2) copies (one with original ink signatures and documentation) postmarked no later than July 15, 2002 to:

State Grants for Illinois Public Libraries  
Illinois State Library  
300 South Second Street  
Springfield, Illinois 62701-1796

The Illinois State Library is neither responsible for nor obligated to pay grant applications received after the deadline date. Proof of receipt is the responsibility of the applicant. The Illinois State Library is not obligated to pay grant applications from public libraries that have delinquent grant reports or that have lapsed grant funds from any Illinois State Library administered grant program.

CITY Decatur, IL LIBRARY NAME Decatur Public Library

**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES**

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for a Per Capita Grant and/or an Equalization Aid Grant to be used for library purposes.

1. Legal name of library: Decatur Public Library  
*\*Note any name changes made between July 13, 2001 and July 15, 2002 due to mergers, conversion or other reasons should be reported on line 1.*

Formerly: \_\_\_\_\_

2. Address: 130 North Franklin  
 (Street Address)

(P.O. Box)

Decatur, IL 62523-1327  
 (City) (State) (ZIP + Four)

County: Macon

3. Name of corporate authority that levies the tax supporting the library: city of Decatur

4. Type of library applying (check one):  
 City     County     District     Park  
 Town     Village     Township     Other \_\_\_\_\_

5. What county or counties does the library's primary service area include: Macon

6. Date library was legally established: 1876

7. Library system: Rolling Prairie Library System

8. Federal Tax Identification Number (FEIN#): 37-6001308

9. Is the library participating in the non-resident reciprocal borrowing program:     Yes     No

10. The library's non-resident fee for FY2003 is: \$ 77.76

11. Name and title of the person preparing this application:

Linda Humphreys    Office Manager  
 (Name)    (Title)

Library Phone Number: 217 424-2900

Library FAX Number: 217 233-4071

E-Mail Address: lhumphreys@decaturnet.org  
 (e-mail address of the person preparing this application)

Main Library Hours:    Monday 9 a.m. - 9 p.m.    Tuesday 9 a.m. - 9 p.m.

Wednesday 9 a.m. - 9 p.m.    Thursday 9 a.m. - 9 p.m.

Friday 9 a.m. - 9 p.m.    Saturday 9 a.m. - 5:30 p.m.

Sunday 1 p.m. - 5 p.m. (October - April)

CITY Decatur, IL

LIBRARY NAME

Decatur Public Library



**ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID**

12. Calculation of Equalization Aid Grant: (NOTE: Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if you are not applying for an Equalization Aid Grant.)

- a) Value of all taxable property within the library's service area as of January 1, 2001, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau (see page 11)..... \$ 691,016,351 a)
- b) Said valuation multiplied by 0.0013 yields..... \$ 898,321.26 b)
- c) Levy at 0.13% divided by population served yields per capita of..... \$ 10.97 c)
- d) Population served multiplied by \$4.25 equals..... \$ \_\_\_\_\_ d)
- e) Enter valuation multiplied by 0.0013 obtained in step b)..... \$ \_\_\_\_\_ e)
- f) Subtract e) from d) equals amount of equalization aid..... \$ \_\_\_\_\_ f)

13. Calculation of Per Capita Grant: Population Served 81,860

**ONLY THE OFFICIAL 2000 U.S. CENSUS (INCLUDING, CORRECTED OR REVISED) OR A SPECIAL FEDERAL CENSUS AS OFFICIALLY ON FILE WITH THE SECRETARY OF STATE'S OFFICE AS OF JULY 15, 2002 FOR THE AREA WILL BE ACCEPTED.**

14. Attachments and Certifications Check Off:

- a) Population verification: If library taxes are collected (not contractual) from more than one taxing jurisdiction (e.g., county, townships, city, district, or part thereof) show population for each and a total. Attach sheet, if necessary, and include documentation for any population changes officially on file with the Secretary of State's Office as of July 15, 2002 (such as a special census or U.S. Census corrections). Please check if applicable.
- b) County Clerk Certification(s): Check the box if the library has attached the original copy from your county clerk(s) certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 2001, or the most recent year available.
- c) In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on that basis, attach documentation for the most recent year available. Please check if applicable.
- d) Please check the box if the library's current annual report is on file at the Illinois State Library.

**PUBLIC LIBRARIES APPLYING FOR PER CAPITA FOR THE FIRST TIME MUST FILE:**

- g) Drug free certification: If the library has not submitted a Drug Free Workplace Certificate to the Illinois State Library, please attach the statement as approved by the board (Illinois Compiled Statutes 30 ILCS 580/1-7) and check if applicable.
- h) Disaster Plan: Please check if the library has attached its disaster plan to the FY2003 per capita application.
- i) ADA Self-Evaluation Form: Please check if the library has attached the ADA Self-Evaluation form to the FY2003 per capita application.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

PUBLIC LIBRARY STANDARDS

15. In narrative form, report on the library's progress in meeting Chapter 1, "The Core Standards," of *Serving Our Public: Standards for Illinois Public Libraries, Revised Edition*. Use the space provided.

In July 2001, the Board hired a qualified new administrator (Core 7). A performance evaluation of that new administrator was conducted in June 2002 (Core 15).

The Library spent \$318,104 on materials, or 9.3% of the operating budget. We hope to do better in the coming year with our new acquisitions module. (Core 25).

The library is in compliance with all other standards on an ongoing basis.

CITY Decatur, IL

TRAINING

16. By June 30, 2003, the library must send at least one staff member to training on each of the long range planning models. Training attended between December 1, 1999 through June 30, 2003 qualifies with a minimum of three hours total training required.

Planning Model	Date Attended or Anticipated Date to Attend
<i>Planning for Results</i>	<u>We have no schedule. We will attend by June 30, 2003.</u>
<i>Managing for Results</i>	<u>We have no schedule. We will attend by June 30, 2003.</u>
<i>Wired for the Future</i>	<u>We have no schedule. We will attend by June 30, 2003.</u>

LIBRARY NAME

Decatur Public Library

DEMOGRAPHIC CHANGES

17. In narrative form, compare the 1990 U.S. Census with the 2000 U.S. Census and identify trends and changes that have occurred in the community. Use the space provided.

Decatur's population declined 2.4% in 2000 compared to 1990, from 83,885 to 81,860. The city population is 71.4% of the county population, which has remained constant since the 1930's. The City population density per square mile continues to decline from 2712 in 1980, 2262 in 1990, to 1970 in 2000. The number of households remained stable, increasing from 34,013 to 34,086.

The minority population continues to be concentrated in the inner city, with minority increases in the outlying areas as well. Caucasion population in Decatur continues to decline from 69,164 in 1990 to 63,519 in 2000, or -8.9%.

The number of children under 18 dropped from 21,101 to 19,629. This age group now makes up just 24% of Decatur's population.

The Diversity Index, which uses mathematical probabilities to determine how diverse a community is, is 37 for Decatur, compared to 30 in 1990. An index of 0 means everyone is of the same race; 100 means everyone is of different races.

Other community concerns which are being addressed, but for which specific census data is not yet available, are the number of children living in poverty, the high school dropout rate, and the number of grandchildren being raised by grandparents.

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

SPECIAL POPULATIONS

18. Using the 2000 U.S. Census information, available at <http://www.census.gov> identify special populations living within the library's service area.

	Percent of persons in the community
Under 5	6.7
5 to 24 years	28.4
25 to 64 years	48.6
65 and older	16.4
White	77.6
Black, African American	19.5
American Indian, Alaskan Native, Eskimo and Aleut	0.2
Asian, Native Hawaiian, Pacific Islander	0.7
Hispanic or Latino (of any race)	1.2
Persons in group quarters (institutionalized and non-institutionalized)	4.2

Identify up to five additional special populations that are prominent in the community that are not listed above. This section should be completed if significant special populations reside in your community that could impact the library's plan of service.

Special Population	Percent of persons in the community
1) <u>Unemployed people</u>	<u>7.4 as of this month</u>
2) <u>People at poverty level and below</u>	<u>12.1%</u>
3) <u>People who speak only Spanish</u>	<u>1.9%</u>
4) <u>High school dropouts</u>	<u>19.2% of population 25 years and older</u>
5) _____	_____

CITY Decatur, IL

LIBRARY NAME Decatur Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

COMMUNITY LEADERS

19. While looking at your community, describe categories of individuals and/or groups who reflect the makeup of your community and who might serve on your long-range planning committee. Use the space provided. (No personal names should be included. Examples - library users, library volunteers, superintendent, business owners, service organizations, local government officials, senior citizens, teenagers, etc.)

Our new Long Range Planning Committee was formed over a year ago and our plan is well underway. Committee members are all staff and trustees, however, input has been solicited from the public through our newsletter, as well as from Friends of the Library.

PLANNED USE OF FY2003 GRANT MONIES

20. In order to meet standards in SERVING OUR PUBLIC, we plan to use FY2003 grant monies in the following way(s). Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building will be considered a capital expenditure) will not be approved for per capita funds.*
1. Continue to support the Business Information Center and the Decatur Center services and collections. Purchase materials and provide support staffing.
  2. Continue serving newborn infants and their parents through co-sponsoring Baby TALK by purchasing materials, holding lapsits, and conducting special programs.
  3. Support staff training and development. Provide for staff attendance at system and state library sponsored continuing education programs and other conferences and workshops which expand staff knowledge and abilities.
  4. Continue purchasing materials as part of the Cooperative Collection Management Plan. Provide support staffing for this effort.
  5. Continue to provide an active public relations program. Contractual personnel will be employed for this program.

CITY Decatur

LIBRARY NAME: Decatur Public Library

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY2002) PER CAPITA GRANT

21. If a Per Capita Grant was received last year, describe how the Per Capita Grant monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**, revised edition.

We are trying to increase our spending on materials to meet the guideline of 12% of the operating budget.

We are also working with a contractual service to increase our public relations efforts through more and better marketing of library services.

CITY Decatur, IL

LIBRARY NAME

Decatur Public Library

EXPENDITURE OF LAST YEAR'S (FY2002) PER CAPITA GRANT

22. Total FY2002 Per Capita Grant received: \$95,903.90

23. Were all the FY2002 Per Capita funds obligated/encumbered between July 1, 2001 – June 30, 2002?

YES       NO

**NOTE:** List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials <i>(including electronic resources)</i>	\$ 12,176
Adult Materials <i>(including electronic resources)</i>	\$ 26,406
Programs	\$ 3,300
Personnel	\$ 42,811
Continuing Education	\$ 9,106
Supplies	\$ _____
Equipment	\$ _____
Electronic Access <i>(include computer software and hardware)</i>	\$ _____
Travel	\$ _____
Public Relations	\$ 2,105
Telecommunications <i>(all expenditures associated with telecommunications)</i>	\$ _____
Contractual Services <i>(please specify)</i>	\$ _____
_____	\$ _____
Other <i>(please specify)</i>	\$ _____
_____	\$ _____
<b>TOTAL</b> <i>(total must be equal to FY2002 Per Capita Grant)</i>	<b>\$ 95,904</b>

ILLINOIS STATE LIBRARY PER CAPITA AND EQUALIZATION AID

USE OF LAST YEAR'S (FY2002) EQUALIZATION AID GRANT

24. If an Equalization Aid Grant was received last year, describe how the Equalization Aid Grant monies were used in the library's progress towards meeting the Illinois Public Library Standards adopted by the Illinois Library Association, SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES, revised edition.

CITY Decatur, IL

LIBRARY NAME

Decatur Public Library

EXPENDITURE OF LAST YEAR'S (FY2002) EQUALIZATION AID GRANT

25. Total FY2002 Equalization Aid Grant received: \_\_\_\_\_

26. Were all FY2002 Equalization Aid funds obligated/encumbered between July 1, 2001 – June 30, 2002?  
 YES       NO

NOTE: List expenditures/obligations by general category

CATEGORY	AMOUNT
Children's Materials <i>(including electronic resources)</i>	\$ _____
Adult Materials <i>(including electronic resources)</i>	\$ _____
Programs	\$ _____
Personnel	\$ _____
Continuing Education	\$ _____
Supplies	\$ _____
Equipment	\$ _____
Electronic Access <i>(include computer software and hardware)</i>	\$ _____
Travel	\$ _____
Public Relations	\$ _____
Telecommunications <i>(all expenditures associated with telecommunications)</i>	\$ _____
Contractual Services <i>(please specify)</i>	\$ _____
_____	\$ _____
Other <i>(please specify)</i>	\$ _____
_____	\$ _____
TOTAL <i>(total must be equal to FY2002 Equalization Aid Grant)</i>	\$ _____

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID  
AND/OR PER CAPITA GRANT

I, STEPHEN M. BEAN Clerk of the County of MACON

in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all property as equalized by the Department of Revenue, Property Tax Administration Bureau for the most recent

year 2001 available in CITY OF DECATUR LIBRARY is:  
(tax year) (Library Corporate entity)

Real Estate	\$ <u>684,122,180</u>
Pollution Control	\$ <u>0</u>
Railroad Property	\$ <u>6,894,171</u>
All Other	\$ _____
TOTAL	\$ <u>691,016,351</u>

All of which appears from the records and files in my office.

The CITY OF DECATUR tax rate for 2001 is .4006  
(Name of library) (Tax Year) (Tax Rate)

If this tax rate was reduced from the previous year, was it because of Property Tax Extension Limitation Law?  
 YES  NO

I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY  
OF MACON, IN  
THE CITY OF DECATUR,  
IN SAID COUNTY.

(County Seal)

Stephen M. Bean  
(County Clerk Signature)

5/3/2002  
(Date)