

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**Thursday, February 21, 2002 4:30 p.m.**

**AGENDA**

- I. Call to order - Mark Gibson, President
  - A. Oath of office for new trustee Linda Rowden
- II. Approval of minutes
  - A. Regular meeting of January 17, 2002
- III. Communication from the public
  - A. Mr. Phillip R. Anello, Coordinator of Macon County Emergency Services & Disaster Agency
- IV. City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy, and Public Relations Committee
    1. Meeting of February 7, 2002
  - B. Finance and Properties Committee
    1. Approval of bills for January 2002
    2. Meeting of February 5, 2002
  - C. Rolling Prairie Library System
    1. Report on February meeting
  - D. Friends of the Library
    1. Meeting of February 14, 2002
  - E. Foundation
    1. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
  - A. Chapter VIII, Public Relations and Marketing
- VII. Old business
  - A. Closed executive session--lease space
- VIII. New business
  - A. Fine limits
  - B. Appointment of attorney
- IX. Adjournment

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 17, 2002

### I. CALL TO ORDER

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

### II. APPROVAL OF MINUTES

The minutes of December 20, 2001 were approved as mailed.

### III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

### IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported that the library was inspected by the Illinois Department of Labor. The inspector noted that the library did not have a required eye wash station. This has been ordered.

### V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met January 10, 2002. No items required board action.

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

The committee met January 8, 2002. The proposed budget was reviewed. Mr. Cocagne made a motion to approve the document as presented. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

**Rolling Prairie Library System:** Mrs. Greanias attended the meeting but there was nothing to report.

**Friends of the Library:** The Friends met January 10, 2002 but there was nothing to report.

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

## **VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter VII, Access, was reviewed.

## **VII. OLD BUSINESS**

There was no old business.

## **VIII. NEW BUSINESS**

Mr. Gibson reported that the City Council is expected to approve the appointment of Linda Rowden to the Library Board of Trustees on January 22, 2002.

Mrs. Gladney made a motion to adjourn to closed executive session to discuss probable pending litigation. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote. The Board went into executive session at 5:02 p.m. The meeting was reconvened at 5:25 p.m.

## **IX. ADJOURNMENT**

Mr. Gibson adjourned the meeting at 5:25 p.m.

Respectfully submitted,



Mary Gladney, Secretary  
Decatur Public Library Board of Trustees

## System With Handicapped Accessible Machine At Library

Dear Editor:

Visiting the Decatur Public Library has always been one of my joys of living in this community. The librarians are kind, friendly and helpful. I cannot say enough good things about them. I have always boasted to my friends and visitors about our Decatur library staff and resources available.

However, many times I have been denied access to the library's computerized reference systems due to the one and only handicapped accessible machine not working. I went in search of answers to Mrs. Fisher's office in an attempt to resolve this problem. The result of this was numerous excuses as to why I was being denied access, which included, that the library was going to change to a new system and I was just going to have to wait till the changes took place, and that individuals with handicaps were a minority of the library users. After meeting with Mrs. Fisher, I felt that she was very insensitive to my needs as an individual with a handicap, that she showed a complete lack of interest to my concerns, my complaint, my disappointment, and my frustration. I felt that Mrs. Fisher lacked the communication skills and the sensitivity to deal with the public. After speaking with Mrs. Fisher I was reminded of an old family saying "An excuse is a skin of a reason stretched around a lie."

On January 19th, 2002, I made the trip to the library to utilize the new computerized system. Once again, I was disappointed and frustrated. I was denied access to the new system, due to the only



### LETTERS To The Editor

computer that is handicapped accessible being broken down. I took the time to look for answers from one of the library staff. I asked the staff if they had another computer set aside for the disabled. The staff informed me that there was only one computer that was accessible to individuals with handicaps. At this time, no other computer was designated or set aside.

I regret that I had to write this letter to the Editor, however, maybe by making this public knowledge, someone will be able to come up with other possible solutions to this problem. At the present time, going to the library as an individual with a handicap is stressful, discouraging and usually turns out to be an unpleasant experience.

*Gary French  
Decatur*

### Tom Dashle Is More Of A Problem Than A Solution In Dealing With Displaced Workers

Dear Editor:

We live in a very dangerous times, since the attack of 9/11 with over 12 million people out of work, and multiple thousands of displaced workers that have given up.

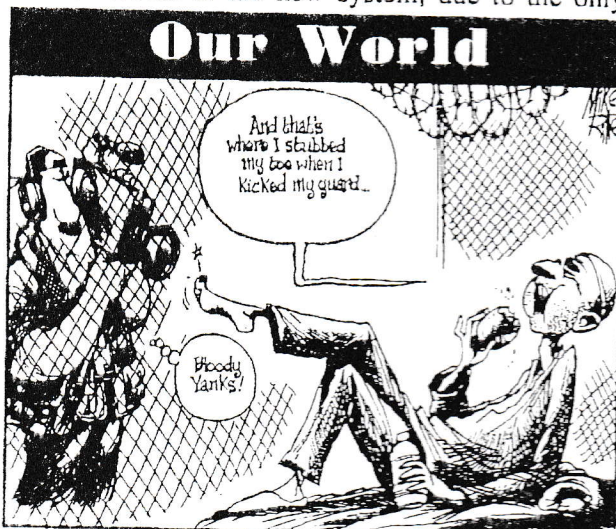
Tom Dashle has proven to be more of a problem, than a source for a solution. He has placed himself and his Democratic party, ahead of The American People and their needs.

President Bush has clearly made every effort to assist the unemployed, by agreeing to extend the benefits for an additional 13 weeks, moreover stood steadfast for tax relief for everyone.

Tom Dashle maliciously pulled the "Economic Security package" from further discussion, hurting millions of people, just to create political slogans, and issues for the upcoming November elections, to attempt to "tar & feather the Republican party of only caring for the "rich", the usual nonsense.

Tom Dashle reminds me of a recent story I read in a local paper, of a guy who set fire to his own house, and runs in, to get everyone out, then stands around for photos.

*Henry Moy  
Bronx, NY*



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 2002

NAME	TERM	TELEPHONE	ADDRESS
Mark Gibson President	1996-2002*	422-8507 (h) 428-4689 (w) 422-7950 (fax)	4452 Mt. Vernon Pl. -21 101 S. Main, Suite 200 -23 email: MRMDGibson@aol.com
Sherri Arnold Vice President	1997-2004*	428-6063 (h)	#1 Millikin Place -22 email: sarnold@webmart.net
Mary Gladney Secretary	1995-2002*	422-3849 (h) 423-8815 (w)	340 N. Calhoun -21 1149 E. Cantrell -21 email: kutnup4@surfbest.net
Ty Cocagne	2000-2003	875-2655 (w) 875-1660 (fax)	1353 E. Mound Suite 300 -26 316 S. Glencoe -22 email: tcocagne@mckcpa.com
Carol Craig	2001-2002**	428-4166 (h) 425-8282 (w) 425-8286 (fax)	134 Victoria Ct. -22 130 N. Water -23 email: ccraig@1stdecatour.com
Pat Greanias	1998-2003	428-1004 (h) 424-3170 (w)	31 Oakridge Dr. -21 email: pat@greanias.com
Eugene King	2001-2004	423-3044 (h)	471 S. Boyd -22 email: KingEugene@bfusa.com
Linda Rowden	2002-2004	423-2442 (h) 421-8074 (w)	404 Timber Dr. -21 email: rowdymama@aol.com
Phil Wise	2000-2003	362-2701 (w) 425-8366 (fax)	First National Bank 130 N. Water -23 email: pwise@1stdecatour.com

\* - second term; \*\* - unexpired term

LIBRARY: phone 424-2900; fax 233-4071

Finance & Properties Committee

Ty Cocagne, Chair  
Pat Greanias  
Eugene King  
Phil Wise  
Mark Gibson, ex-officio

Personnel, Policy & Public Relations Committee

Sherri Arnold, Chair  
Carol Craig  
Mary Gladney  
Linda Rowden  
Mark Gibson, ex-officio

Representative to the Friends of the Library: Carol Craig

Representative to the RPLS Board: Pat Greanias

**CITY LIBRARIAN'S REPORT**  
**February 18, 2002**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**ADMINISTRATION:** Worked with the department heads on the long-range plan, focusing on the reorganization of the ground floor. Received circulation training on DRA at RPLS. Spoke to a large group of Kiwaniannes. Attended the Twain program put on by the Friends. Met with Jerrod Wainscott of Cardwell, about cutting back on the security guards. Was part of the zILLAN focus group for Dr. Moen at RPLS for the state library. Also attended the DRA User's Group and two governing board meetings. In addition to my regular meetings I spent a lot of time with lawyers this month. Received an uncomplimentary letter to the Editor in the Decatur Tribune.

**GATES GRANT:** Matt, Charlotte and I attended The "Before Your Computer Arrives" workshop for the Gates grant on January 28 in Normal. The Illinois rollout will start March 21 in Chicago and continue counter-clockwise around the state. While we have no tentative dates, I feel that we will be toward the end as they swing back up to Chicago. Matt is already looking at the layout of the room and consulting with Larry about electrical and other needs to convert the quiet study room into an operational lab. He is also looking at furniture, which will be purchased with a state grant.

**DRA:** We are working on "tweaking" the system to fit our needs. Dragon will be changed to DOC (Decatur Online Catalog). We are modifying some of the reports to meet our needs. We are looking at how to get the e-mail notification working; no one else in RPLS is doing this. To assist patrons' adult services is preparing a flyer that we can give them or mail out. We are also considering a possible power point presentation that would be available in the library for those who like to learn things on their own. The send list is still our major concern, it can be 75 or 300 and there is no way to predict. We have gotten RPLS to add the necessary overnight programs that will make Notices available on Saturday and days RPLS is closed. This will allow us to get a send item list on Saturday, Sunday and days RPLS is closed, something that has been a drawback in the past. There is a good possibility that we will migrate to something else in two years, as Sirsi is not going to support the DRA product anymore. We will have to do whatever RPLS decides to do.

**FRIENDS:** The Friends will be picking up books on Saturday mornings, if there is a need. A first-time spring fund-raiser is in the works; this would be a book appraisal fair.

**STAFF:** Luray McArthur started January 31 as the processing page. Bev Hackney has requested to be transferred back to Adult Services from Technical Services. That vacancy has been posted. Sue Hemp has requested to go to part-time status. The personnel committee has approved both of these requests. Several staff members, especially those in public service, were sent to CPR and first aid training offered by the city.

**ADULT DIVISION:** Government Documents are being weeded and what we are keeping we are adding to the catalog and filing them by SuDoc number. Previously, they were uncataloged and not kept in a manner that allowed the patron to find them without the assistance of staff. Currently, there are eight locations materials may be; we are working on eliminating some of the less useful categories to simplify things for the patron. This also includes more detailed spine labels on books and placing the barcodes on the back. Arthur has placed a DVD order, which we should be getting soon. We are looking at ordering from Baker & Taylor online and deleting the necessity of

## CITY LIBRARIAN'S REPORT

February 18, 2002

Page 2

filling out cards for every book ordered.

**BUILDING DIVISION:** The problem with the new bookmobile door has been fixed and is under warranty. We have put locks on the toilet paper holders, ugly but effective, and have had no further losses. We cancelled the parking lot sweeper company; they were not doing a good job. The staff is cleaning and picking up now. Floor mats have been ordered and will be placed at the doors and high traffic areas; we had none before. We had a good inspection from the Department of Labor. There was only one finding and it was corrected immediately. We did not have an eye wash station near our chemical station in the boiler room. It is now installed and working and staff has been notified.

**CHILDREN'S DEPARTMENT:** Statistics are up 14%; not sure if DRA is keeping them better or we are busier. Ordering is still behind for the year. Fifteen groups visited the department, bringing in 250 people. Baby TALK did 18 programs for 248 moms and their children.

**CIRCULATION DIVISION:** We are fine-tuning some of our procedures and discovering new ways of using DRA to its maximum potential. We are moving mending items to damage status, which lets patrons know why an item is temporarily out of place and being repaired. Before, we were checking them out, which gave them a due date and let patrons think they were circulating. During conversion some of our patrons got assigned to other libraries; this restricts some things they can do from home. The only way to fix this is one-on-one, when a patron complains.

**EXTENSION:** Looking at the summer schedule, have requests for five new stops. Still no offers on the old Blue Bird. A leaking book drop at Brush College is being replaced.

**SYSTEMS ADMINISTRATION:** Our web site is now on our server in the computer room. Every staff member has an e-mail account using Outlook or Outlook Express. Matt is preparing an outline for training. He installed the latest version of Office Tracker on the server and upgraded memory on several computers.

**TECHNICAL DIVISION:** Steve gained Level II certification for DAR. Bev is looking at the job descriptions for Junior Cataloger and Catalogue Clerk. The removal of the "+" from our call numbers, a data transfer issue, has been completed. 2256 database changes were made this month.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher

City Librarian

February 18, 2002

**Lee Ann Fisher**

---

**From:** Sheila Robinson [srobinson@decaturnet.org]  
**Sent:** Tuesday, February 05, 2002 11:52 AM  
**To:** lfisher@decaturnet.org  
**Subject:** Meeting Rooms

Lee Ann:

FYI -

For the year 2001, the meeting rooms were used as follows:

Conference Room	- 402 times
Auditorium	- 230 times
Board Room	- 119 times

TOTAL	751 times
-------	-----------

There are no fees charged for the use of the board room, which is generally available for in-house events only.

Sheila



# STATISTICAL REPORT

## January 2002

### TECHNICAL SERVICES

New book volumes added:	899
New book titles added:	463
AV titles added:	90
Volumes withdrawn:	864
Books mended:	412

### PERSONNEL ACTIVITY:

1/31/02      Luray McArthur hired for Library Page (½ time)  
1/31/02      Candranette Tyus hired for Library Page (½ time)  
2/4/02        Candranette Tyus resigned

CURRENT VACANCIES: Junior Cataloger, Library Page (½ time)

LIBRARY CARDS: 370 main + 31 extension = 401 total

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	71,652
	last 12 months to date:	75,927

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	320,460
	last 12 months to date:	314,065

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	15,801
	last 12 months to date:	22,566

VOLUNTEERS: 26 volunteers worked 252.5 hours

### COMPUTER USAGE BY LIBRARY PATRONS:

NOT AVAILABLE

Internet usage:    people,    time slots  
Word processing usage:    people,    time slots

**Personnel, Policy & Public Relations Committee**  
**February 7, 2002**

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

Minutes/Bylaws: Ms. Fisher expressed concern regarding the taking and signing of Board and Committee minutes. This will be re-evaluated at the next meeting.

Job description--Library Page: After review, the consensus was to recommend Board approval of the description as revised.

Long Range Plan: A proposal to rearrange the lower level of the library was reviewed.

Proposal from ESDA: Ms. Fisher reported that she had spoken with Mr. Phillip R. Anello, Coordinator of the Macon County Emergency Services & Disaster Agency, regarding the library's storm shelter on the lower level. He will present his proposal at the Board meeting.

Open Meetings Act/Agenda Items: An opinion from attorney Phil Lenzini regarding a recent court case about the open meetings act was reviewed. The "old business" and "new business" agenda items must now be specifically listed. If they are not and a complaint is filed, action taken on the item could be declared null and void.

Other business: Mrs. Gladney made a motion to adjourn to closed executive session to discuss a personnel issue. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote. The Board went into executive session at 5:55 p.m. The meeting was reconvened at 6:10 p.m.

There was no other business. The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

## Job Description

## LIBRARY PAGE

## DECATUR PUBLIC LIBRARY

NATURE OF WORK

This is beginning level work of limited complexity and variety performed throughout the public library.

Work involves standardized duties performed independently following established procedures after a limited period of familiarization with work processes and assignments.

SUPERVISION RECEIVED

Work is performed under the direct supervision of an assigned supervisor 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)

\*Work may vary depending on the department designated.

~~Shelves books; cleans and shelves records~~ **library materials according to appropriate organizational scheme**; places newspapers on rods; places new magazines on racks and removes older issues; keeps periodical stacks in order.

Performs general errands and delivery work; **locates and delivers books** materials to various locations; delivers inter-library mail; empties book drops; ~~takes out and posts outgoing mail.~~

Straightens shelves and ~~public reading area~~ throughout the library.

Prepares new materials for circulation; prepares pockets, cover jackets, iron-on-labels; applies security tapes to ~~books~~ materials already in circulation.

~~Arranges and files catalogue cards and order cards; files and distributes publishers catalogues; e~~Checks in newspapers and ~~telephone books.~~

Assists with mending ~~books~~-materials; replaces torn and missing pages; binds paperbacks; operates machinery necessary for these duties.

~~Assists in ordering materials and processing invoices for materials received.~~

~~Assists in Library of Congress Catalogue searches; h~~ Helps with inventory or related projects; **some data entry required.**

**Sorts and prepares carts for shelving after materials are checked in.**

Performs related work and other duties as assigned.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of business English, spelling and arithmetic.

Some knowledge of standard office practices and procedures.

**Night and weekend work may be required.**

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.

Ability to understand and follow basic oral and written instructions.

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent.

Pay Grade 3-A

Adopted CSC-

**Bold = addition to original job description**

~~Strikethrough~~ = deletion from original job description

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 01/31/2002

FUND	DATE OF REQUEST	VENDOR	DESCRIPTION	CHECK NUMBER	CHECK DATE	AMOUNT
11	01/02/2002	TREAS--MEDICAL INSURANCE	MEDICAL INSURANCE	1491357	01/02/2002	8,424.51
11	01/02/2002	TREAS--NON MEDICAL INS	LIFE INSURANCE	1491358	01/02/2002	22,544
11	01/02/2002	TREAS--NON MEDICAL INS	WORKERS COMPENSATION	1491359	01/02/2002	615.48
11	01/16/2002	TREAS--IMRF	RETIREMENT-IMRF	1491380	01/16/2002	5,576.77
11	01/16/2002	TREAS--MEDICAL INSURANCE	MEDICAL INSURANCE	1491381	01/16/2002	8,726.93
11	01/16/2002	TREAS--NON MEDICAL INS	LIFE INSURANCE	1491382	01/16/2002	22,656
11	01/16/2002	TREAS--NON MEDICAL INS	WORKERS COMPENSATION	1491383	01/16/2002	606.56
11	01/30/2002	TREAS--IMRF	RETIREMENT-IMRF	1491403	01/30/2002	5,708.60
11	01/30/2002	TREAS--NON MEDICAL INS	MEDICAL INSURANCE	1491404	01/30/2002	8,902.21
11	01/30/2002	TREAS--NON MEDICAL INS	LIFE INSURANCE	1491405	01/30/2002	22,915
11	01/30/2002	TREAS--IMRF	RETIREMENT-IMRF	1491406	01/30/2002	615.48
11	01/02/2002	COMMERCIAL MAIL SERVICES	POSTAGE	148827	01/02/2002	5,705.77
11	01/02/2002	VERIZON WIRELESS	POSTAGE	148827	01/02/2002	1,032.64
11	01/02/2002	BANNING, KENNETH	TELEPHONE	148860	01/02/2002	103.25
11	01/02/2002	HERITAGE, NETWORK OF DECATUR	TELEPHONE	148867	01/02/2002	62.00
11	01/02/2002	AMERITECH	PROFESSIONAL MEMBERSHIP FEES	148892	01/02/2002	30.00
11	01/02/2002	AMERITECH	TELEPHONE	148895	01/02/2002	31.03
11	01/02/2002	ILLINOIS POWER COMPANY	GAS	148896	01/02/2002	1,151.37
11	01/02/2002	TREAS--GENERAL FUND	TRANSFER TO GENERAL FUND	148934	01/02/2002	154.65
11	01/02/2002	TREAS--SELF INSURANCE FUND	MOTOR VEHICLE INSURANCE	148935	01/02/2002	100.00
11	01/02/2002	TREAS--SELF INSURANCE FUND	BOILER INSURANCE	148935	01/02/2002	274.92
11	01/02/2002	TREAS--SELF INSURANCE FUND	PROPERTY INSURANCE	148935	01/02/2002	175.92
11	01/02/2002	TREAS--SELF INSURANCE FUND	GENERAL LIABILITY INSURANCE	148935	01/02/2002	1,016.42
11	01/02/2002	TREAS--MIS OPERATING	MIS SERVICE	148936	01/02/2002	609.58
11	01/02/2002	TREAS--FLEET MAINTENANCE	GASOLINE	148971	01/02/2002	1,469.58
11	01/02/2002	ONIX WASTE SERVICES-DECATUR	SERV-BUILDINGS	149037	01/02/2002	243.23
11	01/02/2002	BAKER & TAYLOR CO	BOOKS AND PERIODICALS	149045	01/02/2002	324.07
11	01/11/2002	BLANK, WESSLEINK, COOK & ASSOC	OTHER PROFESSIONAL SERVICES	149048	01/11/2002	4,719.75
11	01/11/2002	DMH CORP HEALTH SERVICES	OTHER PROFESSIONAL SERVICES	149062	01/11/2002	80.00
11	01/11/2002	HERALD & REVUE	BOOKS AND PERIODICALS	149064	01/11/2002	118.63
11	01/11/2002	GAYLORD BROS.	OFFICE SUPPLIES	149077	01/11/2002	158.42
11	01/11/2002	HOUULT DANNY R.	OFFICE SUPPLIES	149085	01/11/2002	98.00
11	01/11/2002	AMERITECH	TELEPHONE	149089	01/11/2002	938.48
11	01/11/2002	ILLINOIS POWER COMPANY	ELECTRICITY	149091	01/11/2002	12,057.19
11	01/11/2002	ILLINOIS POWER COMPANY	ELECTRICITY	149091	01/11/2002	1,303.99
11	01/15/2002	IL STATE LIBRARY	GAS	149094	01/15/2002	1,132.50
11	01/15/2002	MORRELL, STERLING	RENTAL-EQUIPMENT	149117	01/15/2002	90.00
11	01/15/2002	MCLEOD USA	OTHER PROFESSIONAL SERVICES	149118	01/15/2002	67.39
11	01/15/2002	REGENT BOOK CO	TELEPHONE	149129	01/15/2002	71.59
11	01/15/2002	RIGSBY, PAUL	TELEPHONE	149129	01/15/2002	226.00
11	01/15/2002	SLEETH, ALAN	BOOKS AND PERIODICALS	149136	01/15/2002	189.00
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	7.00
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	4.87
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	10.00
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	25.22
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	4.29
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	10.30
11	01/15/2002	TREAS--PETTY CASH	OTHER PROFESSIONAL SERVICES	149144	01/15/2002	77.82
11	01/15/2002	TAYLOR, DELBERT	OFFICE SUPPLIES	149147	01/15/2002	189.00
11	01/15/2002	WATTS COPY SYSTEMS	OTHER PROFESSIONAL SERVICES	149153	01/15/2002	317.00
11	01/16/2002	MCLEOD USA	TELEPHONE	149174	01/16/2002	24.14
11	01/18/2002	TREAS--GENERAL FUND	POSTAGE	149227	01/18/2002	1,032.43
11	01/22/2002	MILLIKIN UNIVERSITY	BOOKS AND PERIODICALS	149246	01/22/2002	115.50
11	01/24/2002	HOOTH & ANTOLINE	OTHER PROFESSIONAL SERVICES	149279	01/24/2002	565.00
11	01/24/2002	CDW	COMPUTER SOFTWARE EXPENSE	149280	01/24/2002	32.14
11	01/24/2002	CDW	SMALL CAPITAL ITEMS	149280	01/24/2002	676.00
11	01/24/2002	COMPUTYPE, INC	SMALL CAPITAL ITEMS	149281	01/24/2002	508.80
11	01/24/2002	CRUCIAL TECHNOLOGY	PRINTING SUPPLIES	149284	01/24/2002	26.99
11	01/24/2002	CRUCIAL TECHNOLOGY	OFFICE SUPPLIES	149284	01/24/2002	26.99
11	01/24/2002	DEMCO INC	SMALL CAPITAL ITEMS	149285	01/24/2002	593.07
11	01/24/2002	HOOKER GLASS & PAINT	SMALL CAPITAL ITEMS	149293	01/24/2002	740.07
11	01/24/2002	NCI BUSINESS SYSTEMS	OFFICE SUPPLIES	149293	01/24/2002	60.54
11	01/24/2002	ORKIN EXTERMINAT INC	OFFICE SUPPLIES	149294	01/24/2002	25.85
11	01/24/2002	T A BRINKOETTER & SONS, INC	MATERIAL-BLDGS	149304	01/24/2002	66.00
11	01/24/2002	T A BRINKOETTER & SONS, INC	SERV-BUILDINGS	149304	01/24/2002	234.00
11	01/24/2002	TEAMER, S SWEEPING SERVICE	MATERIAL-BLDGS	149304	01/24/2002	42.68
11	01/24/2002	UPSTART	SERV-BUILDINGS	149304	01/24/2002	80.00
11	01/24/2002	UPSTART	OFFICE SUPPLIES	149310	01/24/2002	131.63

FUND	DECATUR PUBLIC LIBRARY	VENDOR	DATE OF REQUEST	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
01/24/2002		W W GRAINGER, INC.		245.74	149311	01/24/2002	MATERIAL-BLDGS
01/24/2002		WENDT, DAMN		495.00	149312	01/24/2002	OTHER PROFESSIONAL SERVICES
01/25/2002		CHICAGO TRIBUNE		211.64	149316	01/25/2002	MAG/PAPERS-MAIN ADULT
01/28/2002		TREAS-PETTY CASH		31.26	149348	01/28/2002	POSTAGE
01/28/2002		TREAS-PETTY CASH		8.90	149348	01/28/2002	OTHER PROFESSIONAL SERVICES
01/28/2002		TREAS-PETTY CASH		48.11	149348	01/28/2002	JANITORIAL-BLDGS
01/28/2002		TREAS-PETTY CASH		38.37	149348	01/28/2002	MATERIAL-BLDGS
01/28/2002		TREAS-PETTY CASH		58.00	149348	01/28/2002	MATERIAL TO MAINT AUTO EQUIP
01/28/2002		TREAS-PETTY CASH		18.00	149348	01/28/2002	OFFICE SUPPLIES
01/28/2002		TREAS-PETTY CASH		18.00	149348	01/28/2002	BOOKS AND PERIODICALS
01/28/2002		TREAS-PETTY CASH		129.00	149392	01/28/2002	BOOKS/PAPERS-MAIN ADULT
01/30/2002		CATALOGING DISTRIBUTION SVCS		475.27	149392	01/30/2002	BOOKS AND PERIODICALS
01/30/2002		CRUCIAL TECHNOLOGY		191.81	149394	01/30/2002	SMALL CAPITAL ITEMS
01/30/2002		GAYLORD BROS.		270.00	149398	01/30/2002	OFFICE SUPPLIES
01/30/2002		HOULT, DANNY R.		80.00	149400	01/30/2002	OTHER PROFESSIONAL SERVICES
01/30/2002		ILLINOIS LIBRARY ASSOCIATION		180.00	149404	01/30/2002	ADVERTISING
01/30/2002		MORRELL, STERLING		145.50	149413	01/30/2002	MATERIAL-BLDGS
01/30/2002		POLAND, S, INC		180.00	149418	01/30/2002	OTHER PROFESSIONAL SERVICES
01/30/2002		RIGSBY, PAUL		180.00	149426	01/30/2002	OTHER PROFESSIONAL SERVICES
01/30/2002		SLEETH, ALAN		180.00	149426	01/30/2002	OTHER PROFESSIONAL SERVICES
01/30/2002		TAYLOR, DELBERT		180.00	149431	01/30/2002	OTHER PROFESSIONAL SERVICES
01/24/2002		ASSOCIATED OFFICE FURNISHINGS		217.60	149437	01/31/2002	OFFICE SUPPLIES
01/30/2002		VERIZON WIRELESS		103.04	149445	01/31/2002	TELEPHONE
01/25/2002		BAKER & TAYLOR CO		5,207.70	149449	01/31/2002	BOOKS AND PERIODICALS
01/23/2002		BAKER & TAYLOR CO		4,230.70	149450	01/31/2002	BOOKS AND PERIODICALS
01/24/2002		BOOKS ON TAPE		1,750.52	149452	01/31/2002	BOOKS AND PERIODICALS
01/24/2002		BAKER & TAYLOR ENTERTAINMENT		2,750.00	149453	01/31/2002	OTHER PROFESSIONAL SERVICES
01/25/2002		THE BOOKSOURCE		3,592.62	149455	01/31/2002	BOOKS AND PERIODICALS
01/16/2002		CHIVERS NORTH AMERICA, INC		1,252.23	149463	01/31/2002	BOOKS AND PERIODICALS
01/16/2002		THE GALE GROUP		31.19	149476	01/31/2002	BOOKS AND PERIODICALS
01/19/2002		AMERITECH		131.19	149515	01/31/2002	BOOKS AND PERIODICALS
01/22/2002		IL STATE LIBRARY		1,228.61	149522	01/31/2002	TELEPHONE EQUIPMENT
01/24/2002		JAN SAN SUPPLY INC.		2,116.79	149531	01/31/2002	RENTAL-EQUIPMENT
01/24/2002		MENARDS		65.91	149533	01/31/2002	JANITORIAL SUPPLIES
01/24/2002		NORRELL SERVICES, INC.		39.76	149553	01/31/2002	MATERIAL-BLDGS
01/16/2002		REGENT BOOK CO		1,327.40	149569	01/31/2002	TEMP PERSONNEL SERVICES
01/24/2002		SATTLE, S, INC.		35.40	149586	01/31/2002	BOOKS AND PERIODICALS
01/16/2002		SATILEY, S, INC.		208.23	149589	01/31/2002	MATERIAL-BLDGS
01/25/2002		WEST GROUP		598.00	149625	01/31/2002	OFFICE SUPPLIES
01/31/2002		WPKLY READER		34.50	149629	01/31/2002	BOOKS AND PERIODICALS
		TOTAL		99,676.92			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 01/31/2002

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	01/11/2002	BAKER & TAYLOR CO	9.41	149045	01/15/2002	BOOKS AND PERIODICALS
	01/23/2002	AMAZON.COM CREDIT	8.99	149447	01/31/2002	BOOKS AND PERIODICALS
	01/16/2002	BAKER & TAYLOR CO	249.48	149449	01/31/2002	BOOKS AND PERIODICALS
	01/30/2002	BAKER & TAYLOR CO	17.67	149450	01/31/2002	BOOKS AND PERIODICALS
	01/16/2002	THE GALE GROUP	454.07	149515	01/31/2002	BOOKS AND PERIODICALS
	01/16/2002	WHEELER PUBLISHING INC.	31.67	149630	01/31/2002	BOOKS AND PERIODICALS
		TOTAL	771.29			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 01/31/2002

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	01/24/2002	CARDWELL COMPANIES	498.62	149282	01/24/2002	OTHER PROFESSIONAL SERVICES
	01/24/2002	DYNEGY ENERGY SERVICES	928.88	149287	01/24/2002	ELECTRICITY
		TOTAL	1,427.50			

CITY OF DECATUR  
BILLS AND PAYROLLS FOR PERIOD ENDING 01/31/2002

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
	01/11/2002	BAKER & TAYLOR CO	88.91	149045	01/15/2002	EXPENDITURES
	01/25/2002	BAKER & TAYLOR CO	332.23	149449	01/31/2002	EXPENDITURES
	01/31/2002	HERNAN ASSOCIATES	86.00	149461	01/31/2002	EXPENDITURES
		TOTAL	507.14			

**Finance and Properties Committee**  
**February 5, 2002**

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, and Mark Gibson. Absent: Eugene King and Phil Wise. Staff present: Linda Humphreys and Lee Ann Fisher.

Closed executive session: Mrs. Greanias made a motion to adjourn to closed executive session to discuss probable pending litigation. The motion was seconded by Mr. Cocagne and unanimously approved on roll call vote. The committee went into executive session at 4:30 p.m. The meeting was reconvened at 4:55 p.m.

Proposal for air filters: Ms. Fisher reported that Mr. Harris needs to replace the library's air filters at a cost of \$2,810.50. The existing filters are operating below the efficiency rating. The committee authorized ordering the replacement filters.

Bills and payroll for January 2002: The bill list was reviewed and will be recommended for approval.

There was no other business. The meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian





7300 Ormsby Park Place  
Louisville KY 40223-6168  
P.O. Box 35690  
Louisville KY 40232-5690  
888 223 2003

**DRAFT**

Quotation No: Price List

Date: 01/30/2002

Prep: 96501

**TO: DECATUR PUBLIC LIBRARY**

130 NORTH FRANKLIN ST.  
DECATUR

IL 62523

Cust/Acct # P965010033

Page 1 of 1

Terms: Net 30 days on from date of invoice on approved credit 1.5% per month (18% annual rate) may be charged on past due accounts where permitted by applicable law.

Longest lead time will govern ship date.

Your offer to purchase must be received within (30) days of this quotation. Your offer to purchase constitutes your acceptance of this quotation and your agreement to purchase the goods and/or products described below. Upon acceptance at its office in Louisville, KY by AAF International (hereinafter referred to as the "Company") this shall become a valid and binding contract and the Company will supply the goods described below subject only to the TERMS AND CONDITIONS attached hereto unless otherwise indicated on the face of this quotation. Prices quoted are subject to escalation at time of shipment to those prices in effect at the time unless modified on the face below. All sales will be made under AAF INTERNATIONAL's standard terms and conditions of sale. In no event will AAF INTERNATIONAL be liable for special, indirect or consequential damages.

**DRAFT**

Case

Quantity	Part #	Part Description	Qty	*Lead Time	Unit Net	Ext. Price
<b>PLEATED FILTERS</b>						
	171-102-863	PP PREMIUM24+24+2	12	5 days	3.87 X 110 = \$0.00	425.70
<b>LATCHES</b>						
	391-006-006	LATCH 80-1529262-6 2 Required Per Filter		5 days	1.54 X 200 = \$0.00	354.20
<b>BAGS</b>						
	704-118-150	DP 2000 40%24+24+15 8P UL1	4	10 days	18.46 X 110 = \$0.00	2030.60
<b>Grand Total</b>						<b>\$0.00 2810.50</b>

\*Lead times listed are in working days A.R.O.

**DRAFT**

F.O.B. Origin

Freight Terms ADD

AAF International

Signed: *John Carius*

Name: JOHN CARIUS

Address: P.O. Box 35690

Louisville, KY 40232-5690

Phone: 1-888-223-2003

1-888-223-6500

000 Rev. 1

DPL-DONATED FUNDS

ACCT. NO.	DESCRIPTION	PERIOD ENDING 2002-01-31	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
	FUND BALANCE					
30001-000	BEGINNING FUND BALANCE	.00	4,194.41	1,584.00	2,610.41-	264
	TOTAL	.00	4,194.41	1,584.00	2,610.41-	264
	INVESTMENT INCOME					
30700-101	INVESTMENT INTEREST	41.67	140.07	100.00	40.07-	140
	TOTAL	41.67	140.07	100.00	40.07-	140
	OTHER INCOME					
30800-805	CONTRIBUTIONS AND DONATIONS	553.03	27,849.46	3,500.00	24,349.46-	795
	TOTAL	553.03	27,849.46	3,500.00	24,349.46-	795
	FUND TOTAL	594.70	32,183.94	5,184.00	26,999.94-	620

GLA3010

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PCT COMM
	40000 EXPENSES								
	800 BOOKS AND PERIODICALS	5,184	771.29	2,154.51	3,888	3,029.49	.00	3,029.49	41.6
		5,184	771.29	2,154.51	3,888	3,029.49	.00	3,029.49	41.6
	** DIVISION TOTAL **	5,184	771.29	2,154.51	3,888	3,029.49	.00	3,029.49	41.6

FUND 19 DPL-DONATED FUNDS

01/31/2002

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20020131

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
<b>FUND BALANCE</b>							
30001-000	BEGINNING FUND BALANCE	.00	194,226.75	224,944.76	258,969.00	34,024.24	86
<b>TAXES</b>		.00	194,226.75	224,944.76	258,969.00	34,024.24	86
30100-107	PROPERTY TAX-LIBRARY	107,440.70	2,015,329.50	2,666,229.30	2,687,106.00	20,876.70	99
<b>TOTAL</b>		107,440.70	2,015,329.50	2,666,229.30	2,687,106.00	20,876.70	99
<b>INTER GOVERNMENTAL REVENUE</b>							
30200-104	REPLACEMENT TAX	27,822.79	187,500.00	161,638.36	250,000.00	88,361.64	64
30200-107	STATE GRANTS OR OTHER	95,903.90	78,992.24	99,103.90	105,323.00	8,219.10	94
<b>TOTAL</b>		123,726.69	266,492.24	260,742.26	355,323.00	94,580.74	73
<b>FINES AND FEES</b>							
30500-509	LIBRARY FINES AND FEES	5,088.51	52,500.00	41,149.02	70,000.00	28,850.98	58
30500-510	LIBRARY NON-RESIDENT FEES	80.00	374.99	755.00	500.00	255.00	151
30500-511	LIBRARY LOST AND DAMAGED BOOKS	587.70	5,250.00	4,480.93	7,000.00	2,519.07	124
30500-514	COPIES & MISC	871.82	2,250.00	10,401.33	3,000.00	7,401.33	346
30500-515	MEETING ROOM FEES	851.75	9,750.00	8,012.40	13,000.00	4,987.60	61
<b>TOTAL</b>		7,479.78	70,124.99	64,798.68	93,500.00	28,701.32	69
<b>TRANSFERS FROM</b>							
30600-726	TRANSFER FROM FD 35-BLDG LEASE	.00	12,704.99	.00	16,940.00	16,940.00	100
30600-752	TRANS FR WALMART TIF	.00	4,500.00	6,000.00	6,000.00	.00	100
<b>TOTAL</b>		.00	17,204.99	6,000.00	22,940.00	16,940.00	26
<b>INVESTMENT INCOME</b>							
30700-101	INVESTMENT INTEREST	1,376.92	33,750.00	14,565.89	45,000.00	30,434.11	32
<b>TOTAL</b>		1,376.92	33,750.00	14,565.89	45,000.00	30,434.11	32
<b>OTHER INCOME</b>							
30800-899	MISCELLANEOUS INCOME	.00	9,750.00	55,945.22	13,000.00	42,945.22	430
<b>TOTAL</b>		.00	9,750.00	55,945.22	13,000.00	42,945.22	430
<b>FUND TOTAL</b>		240,024.09	2,626,878.47	3,293,226.11	3,475,838.00	182,611.89	94

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY		UNENCUMBERED BALANCE	PRCT COMM
					UNEXPENDED BALANCE	ENCUMBRANCE		
<b>SALARIES &amp; WAGES</b>								
090 REGULAR SALARIES	1,699,163	143,376.71	1,040,537.09	1,274,372	658,625.91	.00	658,625.91	61.2
092 HOLIDAYS	0	26,458.71	62,093.64	0	62,093.64	.00	62,093.64	
094 OTHER LEAVE WITH PAY	0	1,495.78	1,972.12	0	1,972.12	.00	1,972.12	
096 SICK TIME	0	7,477.98	29,481.68	0	29,481.68	.00	29,481.68	
098 VACATION TIME	0	11,293.85	80,060.25	0	80,060.25	.00	80,060.25	
	1,699,163	190,069.03	1,214,144.78	1,274,372	485,018.22	.00	485,018.22	71.5
<b>PERSONAL SERVICES</b>								
101 OVERTIME	10,900	2,442.36	8,319.00	8,175	2,581.00	.00	2,581.00	76.3
102 TEMPORARY SALARIES	31,081	5,255.16	30,260.82	23,310	820.18	.00	820.18	97.4
104 RETIREMENT-IMRF	176,415	16,988.64	122,949.03	132,431	53,465.97	.00	53,465.97	69.7
111 LIFE INSURANCE	580	68.34	435.78	435	144.22	.00	144.22	75.1
112 MEDICAL INSURANCE	253,545	26,052.85	160,283.82	190,158	93,261.18	.00	93,261.18	63.2
114 WORKERS COMPENSATION	17,864	1,837.52	12,265.00	13,397	5,599.00	.00	5,599.00	68.7
115 SERVICE RECOGNITION	13,065	1,315.26	9,347.38	19,798	3,717.62	.00	3,717.62	71.5
	503,450	51,962.13	343,860.83	377,584	159,589.17	.00	159,589.17	68.3
<b>CONTRACTUAL SERVICES</b>								
201 ADVERTISING	250	80.00	1,535.10	187	1,285.10	.00	1,285.10	614.0
202 PRINTING AND BINDING	14,000	508.80	7,034.90	10,499	6,965.10	83.17	6,881.93	50.8
210 SERV-BUILDINGS	52,900	704.07	49,238.78	39,675	3,661.22	3,284.00	397.22	99.2
211 SERV-IMPROVEMENTS	2,000	.00	240.00	1,499	1,760.00	.00	1,760.00	12.0
212 SERV-AUTO EQUIPMENT	3,000	.00	4,110.99	2,250	1,110.99	.00	1,110.99	137.0
213 SERV-OFFICE EQUIP	15,000	342.85	18,821.32	11,225	3,821.32	1,960.77	5,782.09	138.5
230 MIS SERVICES	17,634	1,469.50	13,225.50	13,725	4,408.50	.00	4,408.50	75.0
231 ELECTRICITY	116,940	12,057.19	126,603.74	87,705	9,663.74	.00	9,663.74	108.3
232 GAS	28,000	1,303.99	21,996.31	13,500	3,996.31	.00	3,996.31	122.2
233 TELEPHONE	3,000	2,411.66	20,875.80	21,000	7,124.20	.00	7,124.20	74.6
234 TRAINING SCHOOL	8,000	.00	2,229.25	2,250	270.75	.00	270.75	91.0
240 CONFERENCES AND OTHER TRAVEL	7,000	7.00	2,241.75	5,999	5,758.25	.00	5,758.25	28.0
241 POSTAGE	15,000	32.14	3,841.48	11,250	3,158.52	.00	3,158.52	72.9
247 COMPUTER SOFTWARE EXPENSE	10,000	1,144.20	10,516.53	11,250	4,483.47	418.00	4,065.47	72.9
271 TEMP PERSONNEL SERVICES	50,000	1,327.40	1,763.65	17,500	8,236.35	.00	8,236.35	17.6
272 TUITION REIMBURSEMENT	3,000	.00	24,805.49	37,499	25,104.51	.00	25,104.51	49.6
273 TRAVEL EXPENSE FOR INTERVIEWS	1,000	.00	82.00	2,250	2,108.00	.00	2,108.00	29.7
280 OTHER PROFESSIONAL SERVICES	47,750	3,692.00	555.78	750	444.22	.00	444.22	55.6
284 PROFESSIONAL MEMBERSHIP FEES	2,600	30.00	75,702.96	35,812	27,952.96	4,841.00	32,793.96	168.7
286 RENTAL-EQUIPMENT	25,000	349.29	2,026.32	18,750	584.38	.00	573.68	77.9
289 RENTAL-EQUIPMENT	26,800	349.29	10,378.92	20,100	16,421.08	1,575.00	14,846.08	44.6
	466,874	25,460.09	411,552.19	350,149	55,321.81	12,141.94	43,179.87	90.8
<b>COMMODITIES</b>								
310 GASOLINE	5,000	243.23	2,412.20	3,749	2,587.80	.00	2,587.80	48.2
312 JANITORIAL SUPPLIES	12,000	74.81	4,589.37	9,000	7,410.63	.00	7,410.63	38.2
320 MATERIAL-BLOGS	3,500	642.95	12,291.27	2,624	291.27	.00	291.27	102.4
337 MATERIAL TO MAINT AUTO EQUIP	35,000	42.66	894.73	26,249	2,605.27	.00	2,605.27	25.6
345 OFFICE SUPPLIES	35,000	1,743.05	18,922.48	26,249	16,077.52	251.41	15,826.11	54.8
357 EMPLOYEE RECOGNITION SUPPLIES	200	.00	144.03	149	55.97	.00	55.97	72.0
	67,700	2,746.70	39,254.08	50,771	28,445.92	251.41	28,194.51	58.4
<b>OTHER CHARGES</b>								
415 TRANSFER TO GENERAL FUND	1,200	100.00	800.00	900	400.00	.00	400.00	66.7
418 MOTOR VEHICLE-INSURANCE	3,299	274.92	1,583.28	2,474	824.72	.00	824.72	75.0
420 BOILER INSURANCE	2,111	1,016.42	9,147.78	1,583	527.72	.00	527.72	75.0
421 PROPERTY INSURANCE	12,197	1,609.58	5,486.22	9,147	3,029.22	.00	3,029.22	75.0
423 GENERAL LIABILITY INSURANCE	17,315	609.58	800.00	5,486	1,828.78	.00	1,828.78	75.0
478 TR TO LIBRARY FUND 33	0	.00	800.00	0	800.00	.00	800.00	

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

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									01/31/2002
	OTHER CHARGES									
499	SMALL CAPITAL ITEMS	6,000	1,737.10	6,312.81	4,500		312.81-	.00	312.81-105.2	
		32,122	3,913.94	26,604.37	24,090		5,517.63	.00	5,517.63	82.8
	CAPITAL OUTLAY									
515	OFFICE MACHINERY AND EQUIPMENT	62,310	.00	69,993.59	46,732		7,683.59-	435.00	8,118.59-113.0	
		62,310	.00	69,993.59	46,732		7,683.59-	435.00	8,118.59-113.0	
800	BOOKS AND PERIODICALS	380,000	20,776.44	186,079.18	284,999		193,920.82	.00	193,920.82	49.0
830	AV-PHONODICS	0	.00	118.65	0		118.65-	.00	118.65-	
841	MAG/PAPERS-MAIN ADULT	0	22.13	22,490.98	0		22,490.98-	.00	22,490.98-	
842	MAG/PAPERS-MAIN YOUTH	0	.00	825.14	0		825.14-	.00	825.14-	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,542.67	0		1,542.67-	.00	1,542.67-	
844	MAG/PAPERS-MAIN REFERENCE	0	.00	10,444.87	0		10,444.87-	.00	10,444.87-	
845	MAG/PAPERS-MAIN PROFESSIONAL	0	.00	1,406.95	0		1,406.95-	.00	1,406.95-	
847	MAG/PAPERS-EXTEN ADULT	0	.00	3,465.39	0		3,465.39-	.00	3,465.39-	
		380,000	20,798.57	226,373.83	284,999		153,626.17	.00	153,626.17	59.6
**	DIVISION TOTAL **	3,211,619	294,950.46	2,331,783.67	2,408,697		879,835.33	12,828.35	867,006.98	73.0

LIBRARY CAPITAL  
PERIOD ENDING 20020131

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL %
FUND BALANCE						
30001-000	BEGINNING FUND BALANCE	.00	68,256.75	86,226.54	91,009.00	4,782.46 94
TOTAL		.00	68,256.75	86,226.54	91,009.00	4,782.46 94
INVESTMENT INCOME						
30700-101	INVESTMENT INTEREST	94.24	3,749.99	1,532.98	5,000.00	3,467.02 30
TOTAL		94.24	3,749.99	1,532.98	5,000.00	3,467.02 30
OTHER INCOME						
30800-870	DPL FOUNDATION CONTRIBUTION	.00	191,874.74	133,273.17	255,833.00	122,559.83 52
30800-899	MISCELLANEOUS INCOME	.00	.00	12,202.95	.00	12,202.95-
TOTAL		.00	191,874.74	145,476.12	255,833.00	110,356.88 56
FUND TOTAL		94.24	263,881.48	233,235.64	351,842.00	118,606.36 66

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
40000	LIBRARY CAPITAL EXPENDITURES								01/31/2002
	CAPITAL OUTLAY								
502	BUILDINGS	133,333	.00	133,273.17	99,999	59.83	.00	59.83	100.0
510	AUTOMOTIVE EQUIPMENT	214,500	.00	30,805.60	160,875	183,694.40	.00	183,694.40	14.4
		347,833	.00	164,078.77	260,874	183,754.23	.00	183,754.23	47.2
**	DIVISION TOTAL **	347,833	.00	164,078.77	260,874	183,754.23	.00	183,754.23	47.2

LIBRARY BUILDING LEASES

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	2,764.49	8,665.63	3,686.00	4,979.63-	235
TOTAL		.00	2,764.49	8,665.63	3,686.00	4,979.63-	235
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	6.09	1,875.00	183.59	2,500.00	2,316.41	7
TOTAL		6.09	1,875.00	183.59	2,500.00	2,316.41	7
OTHER INCOME							
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	67,829.99	35,283.34	90,440.00	55,156.66	39
TOTAL		3,333.33	67,829.99	35,283.34	90,440.00	55,156.66	39
FUND TOTAL		3,339.42	72,469.48	44,132.56	96,626.00	52,493.44	45

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
4000	LIBRARY LEASES								01/31/2002
CONTRACTUAL SERVICES									
210	SERV-BUILDINGS	0	.00	10,079.81	0	10,079.81-	.00	10,079.81-	
231	ELECTRICITY	5,575	928.88	4,844.40	4,181	930.60	.00	930.60	83.3
280	OTHER PROFESSIONAL SERVICES	7,800	498.82	24,896.90	5,850	17,096.90-	.00	17,096.90-	319.2
TOTAL		13,375	1,427.50	39,621.11	10,031	26,246.11-	.00	26,246.11-	296.2
COMMODITIES									
320	MATERIAL-BLDGS	0	.00	426.76	0	426.76-	.00	426.76-	
TOTAL		0	.00	426.76	0	426.76-	.00	426.76-	
OTHER CHARGES									
409	PRINCIPAL PAYMENTS	21,875	.00	.00	16,406	21,875.00	.00	21,875.00	
410	INTEREST EXPENSE	8,750	.00	.00	6,562	8,750.00	.00	8,750.00	
486	TRANSFER TO LIBRARY	16,940	.00	.00	12,704	16,940.00	.00	16,940.00	
TOTAL		47,565	.00	.00	35,672	47,565.00	.00	47,565.00	
CAPITAL OUTLAY									
502	BUILDINGS	25,686	.00	.00	19,264	25,686.00	.00	25,686.00	
TOTAL		25,686	.00	.00	19,264	25,686.00	.00	25,686.00	
** DIVISION TOTAL **		86,626	1,427.50	40,047.87	64,967	46,578.13	.00	46,578.13	46.2

PUBLIC LIBRARY-TRUSTS

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	.00	92,170.49	121,064.85	122,894.00	1,829.15	98
30001-922	BEG FUND BAL-MEYER	.00	95,400.00	129,514.31	127,200.00	2,314.31	101
30001-923	BEG FUND BAL-BRIDGES	.00	1,316.25	4,143.92	1,755.00	2,388.92	236
	<b>TOTAL</b>	.00	198,886.74	254,723.08	251,849.00	2,874.08	101
<b>INVESTMENT INCOME</b>							
30700-103	DPL INTEREST-CANTONI TRUST	164.76	4,874.99	2,237.66	6,500.00	4,262.34	34
30700-104	DPL INTEREST-MEYER	361.20	581.25	3,893.01	775.00	3,120.01	502
30700-105	DISTRIBUTION FR BRIDGES TRUST	829.81	9,374.99	4,432.57	12,500.00	8,067.43	35
	<b>TOTAL</b>	1,355.77	14,831.23	10,565.24	19,775.00	9,209.76	53
<b>TRANSFERS IN</b>							
30900-810	TRUST DISTRIBUTION	.00	84,749.99	131,714.77	113,000.00	18,714.77	116
	<b>TOTAL</b>	.00	84,749.99	131,714.77	113,000.00	18,714.77	116
	<b>FUND TOTAL</b>	1,355.77	288,467.96	397,003.09	384,624.00	12,379.09	103



OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
41000	DPL-CANTONI TRUST								01/31/2002
900	EXPENDITURES	6,000	507.14	2,906.45	4,500	3,093.55	212.00	2,881.55	52.0
		6,000	507.14	2,906.45	4,500	3,093.55	212.00	2,881.55	52.0
**	DIVISION TOTAL **	6,000	507.14	2,906.45	4,500	3,093.55	212.00	2,881.55	52.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
42000	DPL-MEYER TRUST								01/31/2002
900	EXPENDITURES	14,700	.00	64.90	11,025	14,635.10	.00	14,635.10	.4
		14,700	.00	64.90	11,025	14,635.10	.00	14,635.10	.4
**	DIVISION TOTAL **	14,700	.00	64.90	11,025	14,635.10	.00	14,635.10	.4

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
43000	DPL-BRIDGES TRUST								01/31/2002
900	EXPENDITURES	700	.00	1,662.84	525	962.84	.00	962.84	237.5
		700	.00	1,662.84	525	962.84	.00	962.84	237.5
**	DIVISION TOTAL **	700	.00	1,662.84	525	962.84	.00	962.84	237.5

A public that is aware of all the services and collections offered by its library and that views its library as a positive, vital, and indispensable part of life – this is the ideal that can be achieved through an effective public relations and marketing program.

### Applicable Core Standards

- Core 1.** The library offers uniformly gracious and friendly service to all users.
- Core 27.** The library informs its service population about the collections and services available in and through the library.

### Supplemental Standards

1. The board, administration, and staff assess the library's image at least once a year with a "walk through."
2. The board, administration, and appropriate staff visit other libraries at least once a year.
3. The operating budget includes funds for public relations and marketing.
4. The library, employing a variety of means, markets its services within the library and throughout its jurisdictional area. These methods include but are not limited to newspaper articles; library newsletters; TV or radio announcements; posters or flyers; displays; and presentations to community organizations, businesses, and institutions.
5. The library considers persons with special needs when developing and delivering information about the library's collections and services.
6. The library develops strategies to reach those groups that do not use the library.
7. The board, administration, and staff are encouraged to participate in community activities and organizations. Such participation is made possible through paid time (for administration and staff) and funding for participation.
8. Public relations and marketing efforts are coordinated by one member of the staff.
9. When reviewing and setting library policies, the board evaluates how the policies will affect persons within the jurisdictional population. Are the policies in the best interest of the persons the policies are intended to serve?
10. The library includes public relations and customer service as part of the orientation of all new staff and board members.
11. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

### Evaluation Methods

1. Statistics on library use (circulation, gate count, reference questions, program attendance, and reciprocal borrowing patterns for the library's cardholders) and the percentage of registered borrowers can be indicators of how effective the public

- 
- relations efforts have been. These statistics are used most effectively when a library compares its own numbers from year to year rather than comparing itself with other libraries. Procedures, rules, and methods of gathering statistics vary among libraries.
2. A survey can determine if the public is aware of the services and collections that are offered by the library. Often a small, carefully targeted survey will provide more useable information than a long, general survey. (See appendix 8.)
  3. Placing a suggestion box in a convenient location may elicit helpful information.
  4. Many libraries distribute brief evaluation forms inquiring as to how the patrons heard about library programs or services.

### **Bibliography**

- Field, Selma G., and Edwin M. Field. *Publicity Manual for Libraries: A Comprehensive Professional Guide to Communication*. Monticello, N.Y.: Knowledge Network, 1993.
- Fox, Beth Wheeler. *The Dynamic Community Library: Creative, Practical, and Inexpensive Ideas for the Director*. Chicago: ALA, 1988.
- Heller, Dawn Hansen, and Ann Montgomery Tuggle. *Grand Schemes and Nitty Gritty Details: Library PR That Works*. Littleton, Colo.: Libraries Unlimited, 1987.
- Karp, Rashelle S., ed. *Part-Time Public Relations with Full Time Results: A PR Primer for Libraries*. Chicago: ALA, Library Administration and Management Association, 1995.
- "Look Us Up": *The Public Awareness Campaign for Illinois Libraries—Summary Report on the Campaign Launch*. Special Report Series, 1, no. 2., Springfield, Ill.: Illinois State Library, 1994.
- Walters, Suzanne. *Marketing: A How-to-Do-It Manual for Librarians*. New York: Neal-Schuman, 1992.