

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 15, 2001 4:30 p.m.
AGENDA

- I. Call to order - Mark Gibson, President
- II. Approval of minutes
 - A. Regular meeting of October 25, 2001
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 - 1. Meeting of November 1, 2001
 - B. Finance and Properties Committee
 - 1. Approval of bills for October 2001
 - 2. Meeting of November 6, 2001
 - C. Rolling Prairie Library System
 - 1. Report on November meeting
 - D. Friends of the Library
 - 1. Meeting of November 14, 2001
 - E. Foundation
 - 1. Meeting of October 29, 2001
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter V, Reference, Reader's Advisory, and Bibliographic Instruction
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 25, 2001

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, Patricia Greanias, Eugene King, Shirley Moore, and Phil Wise. Staff present: Lee Ann Fisher and Linda Humphreys. Others present: Pat McDaniel.

II. APPROVAL OF MINUTES

The minutes of September 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 on the status of the conversation from GEAC to DRA. The change is scheduled for Monday, October 29.

A new Head of the Adult Division should be announced within the next couple of weeks.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met October 15, 2001. Several items were discussed, but none required action.

Finance and Properties Committee: Mr. Cocagne made a motion to approve the September bills. The motion was seconded by Mrs. Greanias and unanimously carried on roll call vote. Problems with the lease space were discussed at length.

The committee did not meet.

Rolling Prairie Library System: Mrs. Moore was unable to attend the meeting.

Friends of the Library: The Friends met October 10, 2001. The purchase of a new public address system for the library was approved. A reception for Ms. Fisher was also planned for November 18 from 1:00 until 4:00 p.m. Fundraising for the large bookmobile will be part of the reception.

Foundation: The next meeting is scheduled for October 29.

VI SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter IV. Collection Management, was reviewed.

VII OLD BUSINESS

There was no old business.

VIII NEW BUSINESS

Ms. Fisher reported that one of the check-out stations in circulation will be set up to better accommodate wheelchairs and children.

The new small bookmobile has arrived. Ms. Fisher invited trustees to look at it in the parking lot. Staff are working with Millikin Trust officials on some type of recognition for their contribution which made the purchase possible.

IX ADJOURNMENT

Mr. Gibson adjourned the meeting at 5:40 p.m.

Respectfully submitted,



Mary Gladney, Secretary
Decatur Public Library Board of Trustees

CITY LIBRARIAN'S REPORT
November 9, 2001
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: DRA, the lease space and interviewing for two positions have taken up the bulk of my time. In addition, I was invited to meet the Secretary of State, Jessie White and be at a press conference with him on the new Domestic Violence Program which he kicked off the next day here at DPL. He was very impressed with the facility. As a result I was interviewed on TV and by two papers. I had lunch with Lucy Murphy as part of a focus group for the Community Foundation, also with David Zindel from Richland Community College. Shirley Moore and I met with City Manager Steve Garman and Mike Mowen, the Assistant City Manager. We also visited State Senator Duane Noland. Ty Cocagne and I met with Chuck Lohrstorfer and Cardwell representatives. I joined the ABWA. I had meetings with Nims, union representatives, Mark Gibson, Becky Dorgan of RCC and her seniors' focus group. I toured the Circulation and Technical Services Departments and met the staff one on one. I pulled the non-fiction for the send list the first day; it took two and a half hours of straight pulling. I filled in as telephone page for half a morning when Circulation had four out sick.

GATES FOUNDATION GRANT: I was a speaker at ILA on the "Bill & Melinda Gates Foundation Grants for Illinois Libraries" for the state library

DRA: We went "live" October 30th. Now for the good, the bad, the ugly. Right now we are in the ugly stage, wishing it were just bad and hoping for something good to come out of this. Last two days of OBC data; we don't know what went out and what came back for those two days. Staff is stretched and stressed to the max. This system has created more work not less and I don't see it getting any better anytime soon. We have technology issues, functionally issues with the software and operational procedure issues. Attended the DRA Governing Board meeting and expressed our concerns. Talked to Paul at RPLS about specific concerns that came out of the Department Head meeting. Working on resolving what we can one step at a time, but it will be a long time before some issues are worked out.

FRIENDS: The Friends are hosting a reception for me on Sunday November 18 from 1-4. The first of the Road Scholars programs will be Sunday November 11th @ 2 called "Private Ryan's Sergeant". They paid for a pizza party and all the fixings for the staff on October 2 as a treat for getting through conversion.

STAFF: Charlotte Davis, formerly a director at the Monticello Public Library in Indiana will be starting next week as the Head of Adult Services. Matt Wilkerson, the technology consultant for RPLS, will be our new systems administrator after Thanksgiving.

ADULT DIVISION: Adult Services is still one position short. Now that there is a new department head we will move on filling this position. Arthur will resume his regular duties when Charlotte arrives. He has done a great job during this trying time. He also completed a new handout on "How to Find Audio Visual Materials." Sue was a speaker at an ILA pre-conference event, "Online Government Information," also participated in the Decatur Area

CITY LIBRARIAN'S REPORT

November 9, 2001

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Writers Fair and prepared a pathfinder of library resources for the Community Resource Forum to assist workers who have lost their jobs and she also served on the search committee for the head of the department. Dayle created new displays and presented a program to the American Association of University Women. She did Jane Johns for the writers fair and two other events. I was hospitalized most of the month. Staff are dealing with the effects of DRA.

BUILDING DIVISION: The only department not affected by DRA. All vehicles in good running order. Completed inspection of the new bookmobile. The new water softener is installed and should be working soon. Repair to the parking lot hole by the dumpster is complete. Received final clearance on the library building inspection (not the lease area) and we are in compliance with all city codes. Mr. Lohrstorfer has not called IL Power to have his electric meter installed. We cannot get a final inspection on the lease space until he does.

CHILDREN'S DEPARTMENT: Katie considers DRA a nightmare with all of its kinks. Statistics were up finally. Ordering materials is a little ahead and working on weeding, especially damaged or worn out materials. Pre school story times had 83 attending, Baby TALK 126, Lap-Sits 109. Seventeen other groups visited the children's area bringing 295 people. Created new displays for the season and in November will be having a contest on Caldecott and Newbery winners.

CIRCULATION DIVISION: Robyn actually likes DRA. Circulation has had to do the majority of patron troubleshooting during the DRA conversion, especially since we lost some OBC data and the fines and fees transferred improperly. They are doing exceedingly well at resolving problems as they occur. We are being very forgiving for any mistakes. Installed a new handicapped station at the end of the circulation desk. The new receipt printers are working very well and patrons are happy with the new format. Circulation has also been doing the send list; this will have to be removed from this department as it is too time consuming and staff intensive for them to handle on a daily basis. We are considering several options to this problem.

EXTENSION: Karen considers DRA a big stress headache. They also lost some OBC data and had technology problems. Lots of issues and decisions still need to be made concerning procedures for DRA. The new bookmobile is stocked and running. Lee and Karen attended the National Bookmobile Conference. We are checking into using palm pilots to circulate materials instead of computers and laptops. Had two new volunteers sign on to help the library.

SYSTEMS ADMINISTRATION: All other projects placed on hold during DRA conversion/transition. Nicole has been great at solving and working on problems as they arise and seeking answers to those problems not easily solved. The greatest problem has been deciding which fire to put out first, when you have five different people yelling at you. We are dealing with what we can and other things have been turned over to RPLS to solve. Nicole

CITY LIBRARIAN'S REPORT

November 9, 2001

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served on the search committee for the new Systems Administrator and attended DRA users group meetings.

TECHNICAL DIVISION: Bev feels that DRA has created more questions than answers. The bulk of correcting data problems has fallen to TS. For most of them there is no quick fix. Each change/correction has to be made manually on an individual item. There are others that RPLS has been able to do a universal change. Getting new material out has slowed to a crawl and there is a backlog. Steve is still not able to get the acquisition module to work properly, so there are no new books being ordered at this time.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian
November 9, 2001



Decatur Public Library

www.decaturlib.il.us

Lee Ann Fisher • City Librarian

FOR SALE: 1988 Bluebird bookmobile. Body and chassis finished by Ohio Bus Inc. 55,645 actual miles, 3,245 hours. Generator completely rebuilt 2001; new batteries. Engine: Detroit diesel 8.2 L, Allison MT643 four speed automatic transmission. Overall dimensions: 30 ft. 3 in. long, 11 ft. 4 in. tall. Capacity: app. 4,000 items. Starting bid for this unit is \$35,000. Sealed bids can be sent to the attention of City Librarian, Ms. Lee Ann Fisher at the Decatur Public Library, 130 N. Franklin St.; Decatur, Illinois 62523 until 4:00p.m. December 21, 2001. Market value app. \$45,000. The Decatur Public Library reserves the right to reject any and all bids.

STATISTICAL REPORT

October 2001

TECHNICAL SERVICES

New book volumes added:	751
New book titles added:	415
AV titles added:	4
Volumes withdrawn:	2,269
Books mended:	539

PERSONNEL ACTIVITY:

None

CURRENT VACANCIES: Information Specialist--Adult Services, Junior Cataloger, Systems Administrator, Library Page (½ time), Head of Adult Division

LIBRARY CARDS: NOT AVAILABLE

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	72,095
	last 12 months to date:	77,782

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	320,027
	last 12 months to date:	329,686

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	17,808
	last 12 months to date:	21,067

VOLUNTEERS: 27 volunteers worked 316.5 hours

COMPUTER USAGE BY LIBRARY PATRONS:

Internet usage: 1765 people, 2801 time slots

Word processing usage: 249 people, 544 time slots

Personnel, Policy & Public Relations Committee
November 1, 2001

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

Travel policy: Ms. Fisher said that the library needs a travel policy. A sample policy from the state of Georgia will be used as a guideline to develop a new policy for the library.

Holidays: The library's holidays were reviewed. After discussion, the committee agreed to recommend closing the library on Christmas Eve. Any further change to the holidays would need to be made in the next contract negotiations.

Policy review--Material selection and collection development policy: Ms. Fisher said that the current policy had not been updated for six years. She would like to revise the policy after a new Head of the Adult Division is hired. She also questioned whether the various attachments are appropriate.

Other business: Ms. Fisher reported on the change from GEAC to DRA. She noted that the circulation policy needs to be changed to reflect due dates as they are now set in DRA.

Ms. Fisher also reported that she hopes to hire a Systems Administrator very soon. The qualifications for the position were discussed and the consensus was to hire the best person for the position and amend the job description accordingly.

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

Respectfully submitted,

Lee Ann Fisher, City Librarian

FUND DECATUR PUBLIC LIBRARY

DATE	DESCRIPTION	AMOUNT	ACCOUNT	DATE	DESCRIPTION
10/01/70	LIBRARY ASSOCIATION	7,000.00	146533	10/01/70	MEDIA INSURANCE
10/01/70	ILLINOIS LIBRARY ASSOCIATION	80.00	146533	10/01/70	PROPERTY INSURANCE
10/01/70	MCSP PUBLICATIONS	79.00	146533	10/01/70	GENERAL LIABILITY INSURANCE
10/01/70	TREAS-PETTY CASH	7.00	146533	10/01/70	POSTAGE
10/01/70	TREAS-PETTY CASH	30.95	146533	10/01/70	TELEPHONE
10/01/70	TREAS-PETTY CASH	50.35	146533	10/01/70	MAG/PAPERS-MAIN ADULT
10/01/70	TREAS-PETTY CASH	7.80	146533	10/01/70	MAG/PAPERS-MAIN YOUTH
10/01/70	TREAS-PETTY CASH	16.34	146533	10/01/70	MAG/PAPERS-MAIN JUVENILE
10/01/70	TREAS-PETTY CASH	18.52	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	TREAS-PETTY CASH	42.95	146533	10/01/70	PRINTING AND BINDING
10/01/70	TREAS-PETTY CASH	18.00	146533	10/01/70	TELEPHONE
10/01/70	TREAS-PETTY CASH	18.00	146533	10/01/70	ADVERTISING
10/01/70	RODINE ELECTRIC	287.46	146533	10/01/70	TRAINING SCHOOL
10/01/70	GAYLORD BROS.	131.41	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	ORIGIN EXTERMINATING SERVICES	86.00	146533	10/01/70	CONFERENCES AND OTHER TRAVEL
10/01/70	TECHNICAL SOLUTIONS SERVICES	703.25	146533	10/01/70	MATERIAL-BLDGS
10/01/70	WEY INC	1,110.49	146533	10/01/70	POSTAGE
10/01/70	EZ LAWN CARE	240.00	146533	10/01/70	OTHER PROFESSIONAL SERVICES
10/01/70	GAYLORD BROS.	140.00	146533	10/01/70	MATERIAL-BLDGS
10/01/70	MENARDS	32.79	146533	10/01/70	OFFICE SUPPLIES
10/01/70	NIMS ASSOCIATES INC.	40.74	146533	10/01/70	MATERIAL-BLDGS
10/01/70	SAM'S CLUB	6,396.00	146533	10/01/70	OTHER PROFESSIONAL SERVICES
10/01/70	T A BRINKOFFER & SONS, INC.	53.70	146533	10/01/70	JANITORIAL SUPPLIES
10/01/70	T A BRINKOFFER & SONS, INC.	4,602.00	146533	10/01/70	SERV-BUILDINGS
10/01/70	APER TURE	677.60	146533	10/01/70	MATERIAL-BLDGS
10/01/70	ONX WASTE SERVICES-DECATUR, IL	66.00	146533	10/01/70	MAG/PAPERS-MAIN ADULT
10/01/70	BAKER & TAYLOR CO	327.19	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BAKER & TAYLOR CO	2,238.91	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BAKER & TAYLOR CO	1,467.33	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BAKER & TAYLOR CO	695.32	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BAKER & TAYLOR CO	2,210.92	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BAKER & TAYLOR CO	1,106.13	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BABY TALK INC.	1,805.42	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	BAKER & TAYLOR ENTERTAINMENT	275.00	146533	10/01/70	OTHER PROFESSIONAL SERVICES
10/01/70	BARBECK COMMUNICATIONS GROUP	30.42	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	HASTINGS, S. ANDREW	18.97	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	HOULT, DANNY R.	146.781	146533	10/01/70	OTHER PROFESSIONAL SERVICES
10/01/70	AMERITECH	180.00	146533	10/01/70	OTHER PROFESSIONAL SERVICES
10/01/70	ILLINOIS POWER COMPANY	5.69	146533	10/01/70	TELEPHONE
10/01/70	ILLINOIS POWER COMPANY	24,637.13	146533	10/01/70	ELECTRICITY
10/01/70	LEE ENTERPRISES	1,832.17	146533	10/01/70	GAS
10/01/70	LEE ENTERPRISES	2,330.58	146533	10/01/70	ADVERTISING AND BINDING
10/01/70	LEE ENTERPRISES	164.27	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	LEE ENTERPRISES	167.87	146533	10/01/70	BOOKS AND PERIODICALS
10/01/70	MORRELL, STERLING	180.00	146533	10/01/70	OTHER PROFESSIONAL SERVICES
10/01/70	MCLEOD USA	136.37	146533	10/01/70	TELEPHONE

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2001

FUND DECATUR PUBLIC LIBRARY

REVENUE	VEHICLE	AMOUNT	NUMBER	DATE	DESCRIPTION
10/18/2001	AMERICAN LIBRARY SERVICES	1,164.31	147212	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	1,006.67	147218	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	66.13	147221	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	973.17	147222	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	23,420.00	147224	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	66.24	147245	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	1.00	147251	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	3,269.44	147254	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	150.22	147258	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	1,164.31	147212	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	1,006.67	147218	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	66.13	147221	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	973.17	147222	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	23,420.00	147224	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	66.24	147245	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	1.00	147251	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	3,269.44	147254	10/31/2001	OTHER PROFESSIONAL SERVICES
10/18/2001	AMERICAN LIBRARY SERVICES	150.22	147258	10/31/2001	OTHER PROFESSIONAL SERVICES

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2001

FUND DECATUR PUBLIC LIBRARY

REVENUE	VENUE	AMOUNT	CHARGE	DATE	DESCRIPTION
		21,500	4,254	10/31/2001	JANITORIAL SUPPLIES
		100,000	4,254	10/31/2001	BOOKS AND PERIODICALS
		100,000	4,254	10/31/2001	OTHER PROFESSIONAL SERVICES
		100,000	4,254	10/31/2001	MATERIAL-BLDGS
		100,000	4,254	10/31/2001	OFFICE SUPPLIES
		100,000	4,254	10/31/2001	OTHER PROFESSIONAL SERVICES
		100,000	4,254	10/31/2001	BOOKS AND PERIODICALS
		100,000	4,254	10/31/2001	MATERIAL-BLDGS
		100,000	4,254	10/31/2001	BOOKS AND PERIODICALS

TOTAL 1,300,000.00

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2001

FUND	DEBITED FUNDS	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6LA3170	LIBRARY CAPITAL				
DATE OF REQUEST	VENDOR				
10/31/2001	BODINE ELECTRIC	30,805.60	147258	10/31/2001	AUTOMOTIVE EQUIPMENT
TOTAL		30,805.60			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2001

FUND	DEBITED FUNDS	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6LA3170	LIBRARY CAPITAL				
DATE OF REQUEST	VENDOR				
10/31/2001	BODINE ELECTRIC	30,805.60	147258	10/31/2001	AUTOMOTIVE EQUIPMENT
TOTAL		30,805.60			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2001

FUND	DEBITED FUNDS	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6LA3170	LIBRARY BUILDING LEASES				
DATE OF REQUEST	VENDOR				
10/05/2001	BODINE ELECTRIC	17,362.00	146491	10/05/2001	OTHER PROFESSIONAL SERVICES
TOTAL		17,362.00			

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2001

FUND	DEBITED FUNDS	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
6LA3170	PUBLIC LIBRARY-TRUSTS				
DATE OF REQUEST	VENDOR				
10/10/2001	BAKER & TAYLOR CO	70.95	146732	10/15/2001	EXPENDITURES
10/10/2001	BAKER & TAYLOR CO	29.50	146733	10/15/2001	EXPENDITURES
10/10/2001	BAKER & TAYLOR CO	27.61	146734	10/15/2001	EXPENDITURES
10/15/2001	BAKER & TAYLOR CO	95.52	146735	10/15/2001	EXPENDITURES
10/15/2001	BAKER & TAYLOR CO	53.10	146737	10/15/2001	EXPENDITURES
10/19/2001	BAKER & TAYLOR CO	219.88	147154	10/31/2001	EXPENDITURES
TOTAL		496.56			

PERIOD ENDING 2001031

MONTHLY BALANCE

ACCT. DESCRIPTION	MONTHLY BALANCE	YEAR-TO-DATE	ANNUAL	UNENCUMBERED BALANCE
FUND BALANCE				
3001-000 BEGINNING FUND BALANCE	0.00	792.00	1,584.00	2,610.41
TOTAL	0.00	792.00	1,584.00	2,610.41
INVESTMENT INCOME				
30700-101 INVESTMENT INTEREST	9.72	50.00	100.00	33.59
TOTAL	9.72	50.00	100.00	33.59
OTHER INCOME				
30800-805 CONTRIBUTIONS AND DONATIONS	0.00	1,750.00	3,500.00	2,231.42
TOTAL	0.00	1,750.00	3,500.00	2,231.42
FUND TOTAL	9.72	2,592.00	5,184.00	345.40

GLA3010 C I T Y O F D E C A T U R

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

10/31/2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 19 DPL-DONATED FUNDS		UNENCUMBERED BALANCE	PRCT COMM
				Y-T-D BUDGET	UNEXPENDED BALANCE		
800 BOOKS AND PERIODICALS	5,184	538.71	1,211.49	2,592	3,972.51	3,972.51	23.4
** DIVISION TOTAL **	5,184	538.71	1,211.49	2,592	3,972.51	3,972.51	23.4

DECATUR PUBLIC LIBRARY
 RECEIPTS

MONTHLY STATE

TOTAL

AMOUNT

UNRECORDED BAL

FUND BALANCE
 30001-000 BEGINNING FUND BALANCE
 TOTAL

250,969.00
 250,969.00
 36,024.24
 36,024.24

30100-107 PROPERTY TAX-LIBRARY
 TOTAL

2,607,106.00
 2,607,106.00
 120,317.40
 120,317.40

INTER GOVERNMENTAL REVENUE
 30200-109 REPLACEMENT TAX
 30200-109 STATE GRANTS OR OTHER
 TOTAL

250,000.00
 105,323.00
 355,323.00
 130,798.48
 105,323.00
 236,121.48

FINES AND FEES
 30500-509 LIBRARY FINES AND FEES
 30500-510 LIBRARY NON-RESIDENT FEES
 30500-511 LIBRARY LOST AND DAMAGED BOOKS
 30500-514 COPIES & MISC.
 30500-515 MELTING ROOM FEES
 TOTAL

70,000.00
 500.00
 7,000.00
 3,000.00
 13,000.00
 93,500.00
 41,101.25
 175.00
 3,674.44
 4,477.35
 6,719.35
 46,842.69

TRANSFERS FROM
 30600-726 TRANSFER FROM FD 35-BLDG LEASE
 30600-752 TRANS FR WALMART IIF
 TOTAL

16,940.00
 6,000.00
 22,940.00
 16,940.00
 100

INVESTMENT INCOME
 30700-101 INVESTMENT INTEREST
 TOTAL

45,000.00
 45,000.00
 35,499.83
 35,499.83

OTHER INCOME
 30800-899 MISCELLANEOUS INCOME
 TOTAL

13,000.00
 13,000.00
 3,779.78
 3,779.78

FUND TOTAL

3,475,838.00
 501,525.42
 85

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

AGENCY	EXPENDITURE YEAR	DATE	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
60000 DECATUR PUBLIC LIBRARY							
20 SALARIES & WAGES	1,699,163	677,336.97	869,581	1,021,826.08	.00	1,021,826.08	39.9
090 PERSONNEL SALARIES	0	27,590.32	0	27,590.32	.00	27,590.32	
094 OTHER SALARY WITH PAY	0	223.50	0	223.50	.00	223.50	
098 VACATION TIME	0	13,398.66	0	13,398.66	.00	13,398.66	
		62,468.51	0	62,468.51	.00	62,468.51	
	1,699,163	701,617.91	849,581	918,145.09	.00	918,145.09	46.0
PERSONAL SERVICES							
104 OVERSEAS TRAVEL	1,604.69	2,829.02	5,450	8,070.98	.00	8,070.98	26.0
106 TRAVEL EXPENSES	1,604.69	20,359.45	15,540	10,721.55	.00	10,721.55	65.5
110 TRAVEL EXPENSES	0	88,630.97	88,207	95,784.03	.00	95,784.03	45.7
115 TRAVEL EXPENSES	0	6,260.50	0	289.50	.00	289.50	48.4
116 TRAVEL EXPENSES	0	101,260.78	126,772	152,284.22	.00	152,284.22	39.9
117 TRAVEL EXPENSES	0	7,974.48	8,932	9,889.52	.00	9,889.52	44.6
118 TRAVEL EXPENSES	0	815.32	6,532	6,795.80	.00	6,795.80	48.0
	1,604.69	219,604.40	251,723	283,845.60	.00	283,845.60	43.6
CONTRACTUAL SERVICES							
203 ADVERTISING	310.58	1,268.16	125	1,019.16	.00	1,019.16	50.7
204 ADVERTISING	1,126.27	5,276.63	7,000	8,723.37	.00	8,723.37	37.7
205 ADVERTISING	30,180.19	38,096.71	26,450	14,803.29	3,264.00	11,539.29	78.2
210 ADVERTISING	0	240.00	1,000	1,760.00	.00	1,760.00	12.0
211 ADVERTISING	397.76	3,887.74	1,500	887.74	700.00	887.74	129.6
212 ADVERTISING	436.87	12,280.99	7,500	2,719.01	.83	2,018.18	86.5
213 ADVERTISING	1,469.50	8,817.00	8,817	8,817.00	.00	8,817.00	50.4
214 ADVERTISING	24,637.13	78,767.42	58,470	38,172.58	.00	38,172.58	96.8
215 ADVERTISING	1,832.17	17,420.06	9,000	5,799.94	.00	5,799.94	31.5
216 ADVERTISING	1,754.00	14,305.24	14,000	13,694.76	.00	13,694.76	50.1
217 ADVERTISING	0	1,815.22	1,500	1,184.78	.00	1,184.78	27.8
218 ADVERTISING	90.00	2,226.75	4,000	5,773.25	.00	5,773.25	47.1
219 ADVERTISING	1,079.52	3,370.48	3,500	3,629.52	.00	3,629.52	28.1
220 ADVERTISING	824.22	6,719.38	7,500	8,280.62	352.00	7,928.62	16.4
221 ADVERTISING	0	1,640.99	5,000	8,359.01	.00	8,359.01	16.4
222 ADVERTISING	3,269.44	17,288.48	25,000	32,711.52	.00	32,711.52	32.7
223 ADVERTISING	0	382.00	1,500	2,618.00	.00	2,618.00	12.7
224 ADVERTISING	64.31	555.78	1,500	444.22	.00	444.22	55.6
225 ADVERTISING	9,010.10	54,077.96	23,875	6,327.96	4,566.00	10,893.96	122.8
226 ADVERTISING	72.00	360.32	1,300	2,239.68	.00	2,239.68	13.9
227 ADVERTISING	0	12,415.62	12,500	17,584.38	.00	17,584.38	49.7
228 ADVERTISING	1,006.67	9,314.18	13,400	17,485.82	1,575.00	15,910.82	40.6
	466,874	290,528.11	233,437	176,345.89	10,457.83	165,888.06	64.5
COMMODITIES							
310 GASOLINE	5,800	1,659.31	2,500	3,340.69	.00	3,340.69	33.2
312 JANITORIAL SUPPLIES	12,000	3,237.67	6,000	8,762.33	.00	8,762.33	27.0
320 MATERIAL-BLDGS	12,000	9,791.80	6,000	2,208.20	.00	2,208.20	81.6
337 MATERIAL TO MAINT AUTO EQUIP	3,500	495.13	1,750	3,004.87	.00	3,004.87	14.1
345 OFFICE SUPPLIES	35,200	11,739.69	17,500	23,260.31	372.21	22,888.10	34.6
357 EMPLOYEE RECOGNITION SUPPLIES	0	50.35	100	23,295.91	.00	23,295.91	52.0
	67,700	27,027.69	33,850	40,672.31	372.21	40,300.10	40.5
OTHER CHARGES							
415 TRANSFER TO GENERAL FUND	1,200	500.00	600	700.00	.00	700.00	41.7
418 MOTOR VEHICLE-INSURANCE	3,299	274.92	1,649	1,649.52	.00	1,649.52	50.0
420 BOILER INSURANCE	2,111	175.92	1,055	1,055.52	.00	1,055.52	50.0
421 PROPERTY INSURANCE	12,197	1,016.42	6,098	6,098.52	.00	6,098.52	50.0
423 GENERAL LIABILITY INSURANCE	17,315	609.58	3,657	3,657.52	.00	3,657.52	50.0
429 SMALL CAPITAL ITEMS	6,500	1,329.46	3,000	3,670.63	.00	3,670.63	38.8

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

FUND 20 DECATUR PUBLIC LIBRARY

10/31/2001

AGENCY EXPENSES MAINTENANCE

UNRECORDED

UNRECORDED PERSA

37,177 3,397,815 16,280,611 16,059 16,031,59 16,031,59 47.6

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT 6,2310 1,571,00 3,216,59 31,155 30,145,61 435,00 29,710,41 52.3

6,2310 1,571,00 3,216,59 31,155 30,145,61 435,00 29,710,41 52.3

800 BOOKS AND PERIODICALS 300,000 16,593,50 166,517,47 190,000 233,482,53 38.6

830 AV-PHONODICS 0 1,65 48,65 0 48,65 0.00

841 MAG/PAPERS-MAIN ADULT 0 1,459,90 1,459,90 0 1,459,90 0.00

842 MAG/PAPERS-MAIN YOUTH 0 32,92 26,58 0 26,58 0.00

843 MAG/PAPERS-MAIN JUVENILE 0 155,03 144,21 0 144,21 0.00

844 MAG/PAPERS-MAIN REFERENCE 0 29,95 152,40 0 152,40 0.00

845 MAG/PAPERS-MAIN PROFESSIONAL 0 0 134,95 0 134,95 0.00

847 MAG/PAPERS-EXTEN ADULT 0 0 49,92 0 49,92 0.00

380,000 17,862,35 148,480,92 190,000 231,519,08 39.1

3,211,619 259,588,15 1,514,114,03 1,605,805 1,697,504,97 11,265,04 1,686,239,93 47.5

** DIVISION TOTAL **

LIBRARY CAPITAL

ASCT. DESCRIPTION	REVENUE	EXPENSE	UNENCUMBERED BALANCE
FUND BALANCE			
30001-000 BEGINNING FUND BALANCE	0.00	06,886.96	91,009.00
TOTAL	0.00	06,886.96	91,009.00
INVESTMENT INCOME			
30700-101 INVESTMENT INTEREST	201.10	1,266.99	5,000.00
TOTAL	201.10	1,266.99	5,000.00
OTHER INCOME			
30800-870 DPL FOUNDATION CONTRIBUTION	0.00	127,916.50	255,833.00
30800-899 MISCELLANEOUS INCOME	0.00	4,202.95	4,202.95
TOTAL	0.00	132,129.45	260,035.95
FUND TOTAL	201.10	175,921.00	351,842.00

REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FUND 21 LIBRARY CAPITAL		UNENCUMBERED BALANCE	PRCT COMM
				Y-T-D BUDGET	UNEXPENDED BALANCE		
CAPITAL OUTLAY							
502 BUILDINGS	133,333	0.00	133,273.17	66,666	59.83	0.00	59.83
510 AUTOMOTIVE EQUIPMENT	0	30,805.60	30,805.60	107,250	30,805.60	0.00	100.00
515 OFFICE MACHINERY AND EQUIPMENT	214,500	0.00	0.00	173,916	214,500.00	0.00	60.00
TOTAL	347,833	30,805.60	164,078.77	173,916	183,754.23	0.00	47.2
** DIVISION TOTAL **	347,833	30,805.60	164,078.77	173,916	183,754.23	0.00	47.2

LIBRARY BUILDING LEASES
DESCRIPTION

REVENUE RECAPITULATION

FUND BALANCE	30001-000 BEGINNING FUND BALANCE	INVESTMENT INCOME	30700-101 INVESTMENT INTEREST	OTHER INCOME	30800-046 LEASE OF LIBRARY PROPERTY	FUND TOTAL	AMOUNT	UNENCUMBERED BALANCE
	1,043,000	0	0	4,15	3,333.33	3,337.48	0	0
	1,043,000	0	0	4,15	3,333.33	3,337.48	0	0
	1,250,000	0	0	4,15	45,220.00	48,313.00	0	0
	1,250,000	0	0	4,15	45,220.00	48,313.00	0	0
	2,500,000	0	0	4,15	45,220.00	2,500,000	0	0
	2,500,000	0	0	4,15	45,220.00	2,500,000	0	0
	68,773.32	0	0	0	21,666.68	90,440.00	0	0
	68,773.32	0	0	0	21,666.68	90,440.00	0	0
	66,129.47	0	0	0	30,496.53	96,626.00	0	0
	66,129.47	0	0	0	30,496.53	96,626.00	0	0

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 2001-2002

LIBRARY LEASES

FUND 35 LIBRARY BUILDING LEASES

10/31/2001

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES								
210 SERV-BUILDINGS	0	0	7,833.00	0	7,833.00	0	7,833.00	0
231 ELECTRICITY	5,575	0	2,322.20	2,787	3,252.80	0	3,252.80	0
280 OTHER PROFESSIONAL SERVICES	7,800	17,362.00	18,780.84	3,900	10,980.84	0	10,980.84	41.7
	13,375	17,362.00	28,936.04	6,687	15,561.04	0	15,561.04	216.3
COMMODITIES								
320 MATERIAL-BLDGS	0	0	426.76	0	426.76	0	426.76	0
	0	0	426.76	0	426.76	0	426.76	0
OTHER CHARGES								
439 PRINCIPAL PAYMENTS	21,875	0	0	10,937	21,875.00	0	21,875.00	0
410 INTEREST EXPENSE	8,750	0	0	4,375	8,750.00	0	8,750.00	0
486 TRANSFER TO LIBRARY	16,940	0	0	8,470	16,940.00	0	16,940.00	0
	47,565	0	0	23,782	47,565.00	0	47,565.00	0
CAPITAL OUTLAY								
502 BUILDINGS	25,686	0	0	12,843	25,686.00	0	25,686.00	0
	25,686	0	0	12,843	25,686.00	0	25,686.00	0
** DIVISION TOTAL **	86,626	17,362.00	29,362.80	43,312	57,263.20	0	57,263.20	33.9

PUBLIC LIBRARY-TRUSTS PERIOD ENDING 2001031

ASCT.	DESCRIPTION	REVENUE	ESTIMATE	TOTAL	AMOUNT	CURRENT YEAR
FUND BALANCE						
38881-991	NEW FUND BALANCE	100	81,700.00	181,990.00	181,990.00	101
38881-991	NEW FUND BALANCE	0.00	125,990.00	254,720.00	254,720.00	101
TOTAL						
INVESTMENT INCOME						
38708-103	BL. INVESTMENT TRUST	623.24	3,520.00	4,143.24	4,143.24	26
38708-103	BL. INVESTMENT TRUST	462.18	6,380.00	6,842.18	6,842.18	350
TOTAL		1,085.42	9,900.00	10,987.42	10,987.42	36
TRANSFERS IN						
30900-010	TRUST DISTRIBUTION	0.00	56,500.00	131,714.77	113,000.00	116
TOTAL		0.00	56,500.00	131,714.77	113,000.00	116
FUND TOTAL		1,085.42	197,312.00	393,628.54	384,624.00	102

CITY OF DECATUR

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 PRCTG
42000	DPL-MYER TRUST	14,700	.00	64.90	7,350	14,635.10	.00	4
900	EXPENDITURES	14,700	.00	64.90	7,350	14,635.10	.00	4
**	DIVISION TOTAL **	14,700	.00	64.90	7,350	14,635.10	.00	4

CITY OF DECATUR

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 PRCTG
42000	DPL-MYER TRUST	14,700	.00	64.90	7,350	14,635.10	.00	4
900	EXPENDITURES	14,700	.00	64.90	7,350	14,635.10	.00	4
**	DIVISION TOTAL **	14,700	.00	64.90	7,350	14,635.10	.00	4

CITY OF DECATUR

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 PRCTG
43000	DPL-BRIDGES TRUST	700	.00	1,662.84	350	962.84	.00	5
900	EXPENDITURES	700	.00	1,662.84	350	962.84	.00	5
**	DIVISION TOTAL **	700	.00	1,662.84	350	962.84	.00	5

Finance and Properties Committee
November 6, 2001

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

Parking lot: Ms. Fisher reported that the City Engineer is working with Mr. Harris regarding suggestions on improvements to the library's parking lot and training to stripe the lot using city equipment at no cost to the library.

Lease agreement with Anthology Booksellers: Mr. Cocagne reported that he and Ms. Fisher met Monday, November 5 with Mr. Lohrstorfer and Shawn Lahniers regarding the rent for Anthology Booksellers. After discussion, it was agreed that Ms. Fisher would ask Ms. Lahniers to contact Mr. Lohrstorfer to: 1) collect the additional \$2,750 that he has offered to pay, 2) advise him that \$1,250 is due November 30, and 3) \$1,400 is due each Friday in December beginning December 7. Mr. Lohrstorfer also expressed concern regarding the terms of his lease and other issues. The consensus was to discuss these issues at the next Board meeting.

Payment to city on \$175,000: Mr. Cocagne reported that the library does not have enough money in the lease fund to make the payment to the city which is due December 1. Mr. Cocagne will contact the City Treasurer about this and report back to the Board.

Meyer trust agreement: An income report from the Meyer trust was received. Mr. Cocagne reported that no action is necessary since the library is tax exempt.

Bills and payroll for October 2001: The bills were reviewed.

Other business: Ms. Fisher reported that some library computers are too slow and they time out and lock up with DRA. Additional memory is being added to some of the systems to help with this problem.

There was no further business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

Lee Ann Fisher, City Librarian

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

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

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

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

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

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

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

- mergers of several small libraries or library services
- consortiums of several small libraries with one central reference library
- system reference service with an 800 number
- Illinois State Library reference service with an 800 number
- contracts between small libraries and larger libraries for reference service
- shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site
- cooperative collection development in which the purchase of specific reference works is assigned to each library in the group
- cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all library users.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for

exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2)

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

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

Core 19. The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.

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

Core 21. The library provides access to ILLINET Online.

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

Supplemental Standards

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

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

Evaluating Reference Service

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

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217-423-4000

217-423-6082 fax

October 29, 2001

Ms. Lee Ann Fisher, Librarian and
Members of the Board
Decatur Public Library
130 N. Franklin Street
Decatur, Illinois 62523

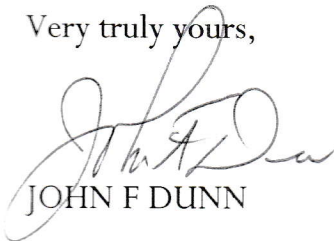
Ladies and Gentlemen:

Recently while visiting the Decatur Public Library I was confronted with the strong smell of diesel fuel coming from the Bookmobile parked with its motor running—both as I went into the Library and when I came out about half an hour later. The Bookmobile was parked on the down sloping loading ramp, and the rear of the vehicle was pumping exhaust fumes down the ramp. Because of the down slope and the roof overhang it was immediately obvious that exhaust fumes were accumulating and compounding.

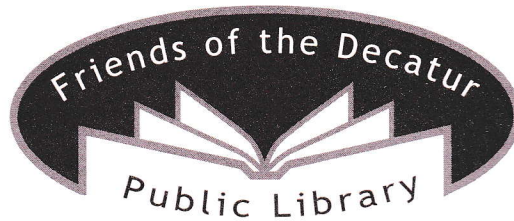
Inside the Library I also noticed the exhaust fume smell. This cannot be good. In addition to the unpleasant smell and possible health problems those fumes may cause, carbon monoxide may also become a problem. Many problems cannot be easily solved. This one is easy. Either park the Bookmobile elsewhere out in the open in the parking lot or turn off its engine.

Thank you for whatever you do to solve this problem. I am a regular patron of the Library and a vocal apostle for the wonders of this lovely facility without equal in central Illinois and perhaps with out equal anywhere in Illinois.

Very truly yours,



JOHN F DUNN



MEMO

TO: Mark Gibson, President
Decatur Library Board

FROM: Jane Spittler

RE: Reception for Lee Ann Fisher
November 18, 2001

DATE: November 13, 2001

Hopefully, most arrangements for the public reception for Lee Ann Fisher on Sunday, November 18, from 1 to 4 p.m., have been completed. I have mailed about 250 written invitations to, among others, the Library Board and Foundation Board members, all large donors to both the Foundation and the Friends, Lee Ann's family, friends and neighbors, all city and county elected officials and dignitaries, all members of the school board, and school administrators and principals, and assorted other Decatur notables (hospitals, chamber, and the like).

The reception will begin with a receiving line at 1:00 p.m. The mayor has agreed to read a proclamation at 2:00 p.m. I would appreciate it if you would introduce the mayor as well as members of the library board who are in attendance. I will introduce you as well as members of my board. After reading the proclamation, the mayor will introduce the six students from the Young Authors program who will read their winning compositions.

I have arranged for chamber music as a background during the reception, and have had the piano checked for tuning. Cake, punch and flowers have been ordered. I have arranged for people to serve refreshments and conduct tour of the library as well as the new bookmobile. I have also arranged for a public donation box for the bookmobile on order. Please let me know if there are any details I have omitted. Thanks.