

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 21, 2002 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of October 17, 2002
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of November 7, 2002
 - b. Finance and Properties Committee
 - i. Approval of bills for October 2002
 - ii. Meeting of November 5, 2002
 - c. Rolling Prairie Library System
 - i. Report on November meeting
 - d. Friends of the Library
 - i. No meeting
 - e. Foundation
 - i. Appointment of David Weber and Pat Greanias
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter IV, Collection Management
- VII. Old business
- VIII. New business
 - a. Lease with Cardwell
 - b. Reciprocal borrowing
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
October 17, 2002

I. CALL TO ORDER

Sherri Arnold, president, called the meeting to order at 4:34 p.m. Members present: Mrs. Arnold, Ty Cocagne, Carol Craig, Garry Davis, Sally Krigbaum, Linda Rowden, and Phil Wise. Absent: Pat Greanias and Eugene King. Staff present: Lee Ann Fisher and Sheila Robinson. Others present: Pat McDaniel.

II. APPROVAL OF MINUTES

Mr. Wise made a motion to approve the minutes of September 19, 2002. The motion was seconded by Mrs. Craig and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Mr. McDaniel commented that the new shelving was very attractive.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed. Ms. Fisher reported that she would be out of the country from October 26 to November 5, 2002.

Ms. Fisher stated that the installation of the two new boilers is ahead of schedule, with completion possibly by next week. The new bookmobile has a cracked generator block that will take approximately two weeks to repair. Ms. Fisher showed the board a newly printed postcard, with a photo of the library, which will be used for publicity purposes. She also mentioned a photographer from the Herald & Review covered the transfer to the new bookmobile and that there was a TV spot on WAND about Teen Week.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: Mr. Cocagne made a motion to approve the revised job descriptions for Head of Circulation Division and Systems Administration as presented. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Mr. Wise made a motion to approve changes to the circulation policy as presented. The motion was seconded by Mr. Cocagne and unanimously approved.

Mrs. Krigbaum made a motion to approve changes to the staff handbook as presented. The motion was seconded by Mr. Wise and unanimously approved.

The board reaffirmed the policy that old periodicals are put into recycling. The board stated that in the future all extension schedules for closing the bookmobiles are based on School District #61 scheduling, and prepared for committee and board consideration.

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

The committee did not meet.

Rolling Prairie Library System: Ms. Fisher attended the October meeting and reported that the DRA users group meeting would be at the library on October 24.

Friends of the Library: The Friends met on October 10, 2002. Ms. Fisher reported that the Friends approved the library's request to purchase an outside book drop for approximately \$6,000.00.

At this time, no board member has been named representative to the Friends.

Foundation: The Foundation's board meeting was held on September 30, 2002. Mrs. Arnold has taken the position as president of the Foundation until January 2003, at which time new officers will be elected. A thank-you letter to all contributors to the 1997 capital campaign fund drive (5-year pledges) will be generated by the end of the year.

Mr. Wise made a motion to approve Pat Greanias as board representative. The motion was seconded by Linda Rowden and unanimously carried on roll call vote.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter III, Personnel, was reviewed.

VII. OLD BUSINESS

The board recommended that the "no Sunday hours" policy (see *Statement of Policy for Use of Meeting Rooms*), be sent back to the Personnel, Policy and Public Relations Committee for reconsideration.

VIII. NEW BUSINESS

Ms. Fisher reported there will be a nominal increase in the library's health insurance coverage for dependents in the year 2003.

IX. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:26 p.m.

Respectfully submitted,

Sheila Robinson

Sheila Robinson
Administrative Secretary

CITY LIBRARIAN'S REPORT
November 13, 2002
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

ADMINISTRATION: New wall shelving has been installed in the AV area; Arthur plans to get his materials relocated next week. We are anticipating moving the reference desks this week to face the front entrance. We hope to have the empty YA shelving added to the Fiction area next week. In addition to my regular meetings and DLI classes, I spoke to the Kiwanis Club and the Lions Club lunch meetings. I formed and met with the Collection Development committee, attended a workshop on "Planning for Results, Managing for Results and Wired for Results" at RPLS as mandated by the state. I was on vacation the week of the 28th of October.

GATES COMPUTER LAB: We have started offering computer classes on Basic Internet, Basic Internet for Seniors, Word Processing I, and Word Processing II, which by the way I am happy to report have been well received and we are fully booked and have a waiting list till February.

SIRSI: After listening to staff concerns, patron complaints, gathering and reviewing statistics, I feel we must take a stand on how some libraries, mainly one, are abusing the system. I will have documentation and examples at the meeting, so that we can discuss what our options are to protect the interest and expectations of the patrons who use DPL.

FRIENDS: The Friends did not meet. The new book drop they purchased has arrived and will be installed shortly.

FOUNDATION: The Foundation has met and a letter has been approved asking for contributions to send to approximately 800 past donors before Thanksgiving. New letterhead and envelopes had to be ordered as the address was a post office box we no longer have.

STAFF: Marsha Walters is retiring November 20th from the Technical Division. She has worked at the library since 1987. Patti Somers from Children's has resigned as her husband has been relocated to Washington State.

ADULT DIVISION: Teen Read Week was a success; 91 surveys were collected. Everyone seems to like the new area; I have even found adults over there reading. Reference was busy this month answering 2,159 questions and giving tours to several different groups. Staff also presented programs and attended workshops. We have signed up for a plan with B & T that will help us get the "hot" new fiction here automatically. Staff are continuing to weed multiple and damaged copies. Two new computers were added to the department. One was purchased with a grant from the state library to provide access to government information. We are looking in to adding GIS to this computer in the future. Another computer was placed in the local history room and purchased with Meyer funds. It includes a scanner, digital camera and a color printer. There was no computer access in this room before.

BUILDING DIVISION: Molding was added to the carpeted section in the entryway to keep them from unraveling. The generator has been replaced on the new bookmobile; all work was under warranty. We got the new (94) 4x4 truck and plow from the city. Our old one is now

CITY LIBRARIAN'S REPORT

November 13, 2002

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for sale. The boilers are installed and working. They are still working on odds and ends to finish up. When that is done, then we will be inspected. Larry predicts big savings on the utility bill.

CHILDREN'S DEPARTMENT: A busy month in Children's with circulation and reference statistics being up. Six groups visited the department bringing in 150 people. Katie is working with Project Success on a family reading project. This department will be short one as we go through the hiring process.

CIRCULATION DIVISION: Sundays have been busy, raising the question about year-round Sunday hours. The e-mail test is nearing the end. Our test group is about to receive bills and if we can track them, then we will open this option to the general public. We are gathering statistics on the send list items to see where our stuff is going. The department is still short staffed and using temp help to fill in the gaps. Staff attended workshops and Robyn spoke to the school librarians.

EXTENSION: Ken and Marcia switched bookmobiles and now drive different routes. The lady in Toledo is still interested in the bookmobile and will call me when she knows something. We are working to provide ADM with a 2-hour stop at lunchtime and may be able to do so when we look at the next schedule. Staff attended workshops and meetings on RFP for RPLS. Twenty-six volunteers provided 244 hours of service this month.

SYSTEMS ADMINISTRATION: Our new web page is nearly ready to go and will be installed soon. Matt is checking to see if we can run our own reports on SIRSI. He is also checking to see if we can make the self-check machine compatible with the new system. Installed the two new computers in reference. Looking at information on going wireless on the bookmobiles.

TECHNICAL DIVISION: The backlog is getting cleared up. We are still working on "clean-up" projects and weeding. Staff is continuing to receive catalog training and serving on RPLS committees. This department will be short one as we go through the hiring process.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

November 13, 2002

Personnel, Policy and Public Relations Committee
November 7, 2002

Carol Craig called the meeting to order at 4:45 p.m. Members present: Ms. Craig, Garry Davis, Sally Krigbaum, and Linda Rowden. Absent: Sherri Arnold. Staff present: Lee Ann Fisher and Linda Humphreys.

Proposed revised job descriptions: The committee reviewed revised job descriptions for Head of Technical Division, Acquisitions Supervisor, and Processing Supervisor. The revisions were to update the descriptions, generalize the automation system, and add night and weekend hours. Mrs. Rowden made a motion to recommend the changes for approval as presented. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Proposed revised software use policy and new computer use policy: After discussion and review, Mrs. Rowden made a motion to recommend the policies for approval as modified. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Proposed revised meeting room policy: Ms. Fisher noted that the library received a few requests for using the meeting rooms on Sundays. The rooms have not been made available in the past because there is only one janitor on Sunday for setup and cleaning. The committee decided to discuss the item further at the Board meeting.

Christmas Eve: Ms. Fisher reported that the committee asked for an annual request regarding Christmas Eve hours. The union contract states that full-time staff will work 6.5 hours and be paid for 8 hours. When the library is open on December 24, it closes at 4 p.m. The committee decided to take this item to the Board meeting for more discussion.

There was no other business.

The meeting was adjourned at 6:10 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

Job Description

3021

Processing Supervisor

Decatur Public Library

Nature of Work

This is clerical work of moderate complexity and difficulty performed in the ~~Support Services~~—Technical Division of the public library.

Work involves the supervision and performance of a variety of clerical tasks in the complete processing of all library materials.

Supervision Received

Work is performed with considerable independence under the general supervision of the Head of ~~Support Services~~— Technical Division. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises supervision over personnel as assigned.

Examples of Work (Typical work examples, but not limited to the following)

Plans and organizes work; instructs, supervises, and evaluates assigned staff on various processes relating to the preparation of all library materials for shelving.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Checks routing slips for accuracy; places security strips in books and audiovisual materials.

Stamps books with property stamp; types book pockets, dust jacket stickers, labels for reference periodicals, films, records, cassettes, and other media; ~~types control cards for all extension books.~~

Prepares and ships books and professional periodicals for the bindery and upon return checks for completion as ordered and prepares for return to shelves.

Prepares and ships local newspapers to be microfilmed.

Prepares audiovisual materials for repackaging.

Mends books; pastes book pockets, types se-lin labels or adds plastic covers.

**PROCESSING SUPERVISOR
DECATUR PUBLIC LIBRARY
Job Description
Page 2**

Makes folders and spiral binders for items received loose.

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Knowledge of library technical work processes, including knowledge of construction of books and various mending operations for books and other library materials.

Knowledge of standard office practices and procedures.

Ability to work independently under general supervision and to provide limited work instruction.

Ability to understand and follow moderately complex oral and written instructions.

Ability to type 45 w.p.m.

Desired Training and Experience

Graduation from high school. **Night and weekend work may be required.**

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 1

Acquisitions Supervisor

Decatur Public Library

Nature of Work

This is advanced and specialized clerical work performed in the Technical ~~Services~~ Division of the public library.

Work involves the knowledge of and experience in technical processes sufficient to exercise senior responsibility as well as direct participation in the completion of work related to ordering and receiving library books and materials.

Supervision Received

Work is performed with considerable independence under the guidance of the Head of ~~Support Services~~— Technical Division. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises supervision over personnel as assigned.

Examples of Work (Typical work examples, but not limited to the following)

Plans and organizes work; instructs, supervises, and evaluates assigned staff on various processes relating to the acquisition of library materials.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and **financial** activity reports.

~~Revises orders for duplication, accuracy and completeness of bibliographical information. Estimates net cost and computes encumbrances. Initiates requisitions and dispatches order for the City.~~ **Searches, imports, and does preliminary editing of bibliographic records necessary to create purchase orders for the acquisition of library materials. Verifies materials received; validates and signs invoices for payment.** Maintains necessary files in appropriate formats.

~~Verifies invoices and materials received against orders. Examines materials received for defects and damage. Computes breakdown of charges. Signs invoices for payment.~~

Initiates and signs correspondence regarding orders, receipt and non-receipt of materials. Maintains files for correspondence, statistics, and invoices.

Keeps accounting records for library materials budget, **patron donations**, and memorial funds.

**ACQUISITIONS SUPERVISOR
DECATUR PUBLIC LIBRARY
Job Description
Page 2**

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Considerable knowledge of library acquisition processes and procedures.

Considerable knowledge of and skill in office practices, procedures, and equipment.

Knowledge of and skill in basic accounting procedures and practices.

Knowledge of basic computer operations and programs.

Ability to work independently under general supervision and ability to supervise and evaluate work of assigned staff.

Ability to deal with **vendor representatives**, the public, and employees in general and difficult work situations.

Desired Training and Experience

Graduation from high school, including or supplemented by courses in word processing and **accounting**~~general office practices~~. Previous library experience in ordering and receiving library materials is desirable. **Night and weekend work may be required.**

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 1

Head of Technical Division

Decatur Public Library

Nature of Work

This is a highly specialized professional position involving supervision of all staff assigned to the Technical Division.

Work involves original cataloging and adaptation of Library of Congress cataloging in the cataloging, classifying and subject assignment of books and audiovisual materials, and scheduling and supervising of divisional staff.

Supervision Received

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodical conferences, reports prepared, observation, and regular conferences.

Supervision Exercised

Exercises supervision over personnel assigned to the Technical Division.

Examples of Work (Typical work examples, but not limited to the following)

Plans and organizes divisional work: instructs, supervises, and evaluates divisional staff.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Catalogs, classifies, and assigns subject headings to library materials.

Coordinates the maintenance of public on-line catalogs, which includes revising and updating materials and may incorporate solutions to particular problems of library users.

Works with Rolling Prairie Library System staff to coordinate DPL cataloging on the **DRA library automation** system.

Works with division heads to coordinate special projects such as recataloging areas of the library's collections.

Represents the Library on various committees and organizations as appropriate or assigned.

Performs related work and other duties as assigned.

**HEAD OF TECHNICAL DIVISION
DECATUR PUBLIC LIBRARY
Job Description
Page 2**

Required Knowledge, Abilities, and Skills

Thorough knowledge of Dewey Decimal Classification, Library of Congress Subject Headings, and AACR 2.

Considerable knowledge of books, authors, book publications, and audiovisual materials.

Knowledge of and experience with library automation systems.

~~Knowledge of and experience in DRA helpful, but not required.~~

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

Considerable knowledge of principles of bibliographic organization and control.

Knowledge of the content and use of basic reference tools. Considerable familiarity with OCLC and CLSI.

Ability to deal with the public and employees in general and difficult work situations.

Knowledge of and experience in library administration.

Desired Training and Experience

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. Some experience in cataloging using the Dewey Decimal Classification System, Library of Congress Subject Headings, and AACR 2. At least three years professional experience with increasing responsibility, preferably at a public library, is required. **Night and weekend work may be required.**

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5

Decatur Public Library

Software Use Policy

1. General Statement of Policy

It is the policy of the Decatur Public Library to respect all computer software copyrights and to adhere to the terms of all software licenses to which the Library is a party. The Systems Administrator is charged with the responsibility for enforcing these guidelines.

Employees of the Library may not duplicate any licensed software or related documentation for use either on Library premises or elsewhere unless the Decatur Public Library is expressly authorized to do so by agreement with the licensor. Unauthorized duplication of software may subject users and/or the Library to both civil and criminal penalties under the United States Copyright Act.

Employees of the Library may not give software to any outsiders including clients, contractors, customers and others. Employees of the Library may use software on local area networks or on multiple machines only in accordance with applicable licenses.

2. Policy Implementation

Each Library employee must read the Software Use Policy for the Library. Upon completion, employees are required to sign this Software Use Policy. New employees will be provided a copy of the Software Use Policy and must read and sign within 10 days of the commencement of their employment.

3. Budgeting for Software

When purchasing software for existing computers, such purchases will be charged to the software budget.

4. Approval for Purchase of Software

To purchase software, users must obtain the approval of their Division Head and the City Librarian, and then follow the same procedures the Library has for the acquisition of other library materials.

5. Acquisition of Software

All software acquired by the Library must be purchased through the Library administrative office. Software acquisition channels are restricted to ensure that the Library has a complete record of all software that has been purchased for Library computers and can register, support and upgrade such software accordingly.

6. Registration of Software

When software is delivered, it must first be delivered to Systems Administration so that they can complete registration and inventory requirements. Systems Administration is responsible for completing the registration card and returning it to the software publisher. Software must be registered in the name of the Library and job title or division in which it will be used. Due to personnel turnover, software will never be registered in the name of the individual user. Systems Administration maintains a

register of all Library software and will keep a file of software licenses. The register must contain: a) the title and publisher of the software; b) the date and source of software acquisition; c) the location of each installation as well as the serial number of the hardware on which each copy of the software is installed; d) the name of the authorized user; e) the existence and location of back-up copies; f) the software product's serial number.

7. Installation of Software

After the registration requirements have been met, the Systems Administration department will install the software. Manuals, tutorials and other user materials will be available as required through Systems Administration. Once installed on the hard drive, the original diskettes or CD-ROMs will be kept in a safe storage area maintained by the Systems Administrator.

A. Acceptable Software

- Microsoft Office (Word, Access, Excel, PowerPoint, Outlook)
- Internet Explorer (Macromedia Flash or Shockwave, if Internet Explorer prompts for downloading)
- Outlook Express
- Microsoft Publisher
- SmartTerm
- Adobe Acrobat
- Messengers (Yahoo, MSN, Netscape)

B. Unacceptable Software

- America Online (AOL)
- Gator
- Netscape
- Comet Cursor
- Programs that let you search and download MP3's, such as Napster or Audio Galaxy
- Screen savers not included with Microsoft Windows, such as Webshots
- Wallpaper not included with Microsoft Windows

This is not a complete list and there is software specific to departments. If you have any questions on acceptable or unacceptable software, contact the Systems Administrator.

8. Home Computers

Library computers are organization-owned assets and must be kept both software-legal and virus-free. Only software purchased through the procedures outlined in this policy may be used on Library machines. Employees are not permitted to bring software from home and load it onto Library computers. Generally, organization-owned software cannot be taken home and loaded on a user's home computer if it also resides on the Library's computer. If an employee is authorized by the City Librarian to use software at home, the Library will purchase a separate package and record it as an organization-owned asset in the software register. However, some software companies provide in their license agreement that home use is permitted under certain circumstances. If an employee is authorized to use software at home, he/she should

consult with the Systems Administrator to determine if appropriate licenses allow for home use.

Under certain circumstances, a staff member may want to bring a computer from home for library use. The Systems Administrator must be allowed to review the hardware and software components of the computer to recommend to the City Librarian approval or disapproval of the computer for Library usage. All hardware and software added to the computer must be removed before the staff member can remove the computer from the library.

9. Shareware

Shareware software is copyrighted software that is distributed freely through bulletin boards and on-line services. It is the policy of the Library to pay shareware authors the fee they specify for the use of their products. Registration of shareware products will be handled the same way as for commercial software products.

10. Audits

The Systems Administrator, under the direction of the Library Office Manager, will conduct appropriate software audits of all Library PC's, including portables, to ensure that the Library is in compliance with all software licenses. Random audits may be conducted as well. Audits will be conducted using an auditing software product. Also, during the audits, the System Administrator will search for computer viruses and eliminate any that are found. The full cooperation of all Library employees is required during these audits.

11. Penalties and Reprimands

According to the U.S. Copyright Act, illegal reproduction of software is subject to civil damages of as much as US \$150,000 per title infringed, and criminal penalties, including fines of as much as US \$250,000 per title infringed and imprisonment of up to five years. The Library will not condone nor tolerate the illegal duplication of software. A Library employee who makes, acquires, or uses unauthorized copies of software will be disciplined as appropriate under the circumstance. Such discipline may include suspension or termination of employment.

12. User Agreement

If you have any additional questions about the above policies, address them to the Systems Administrator before signing this agreement.

I have received, read, understand, and agree to comply with Decatur Public Library's Software Use Policy. I understand that I have no expectation of privacy when I use any of the software. I am aware that violations of this policy on appropriate use of software may subject me to disciplinary action, including termination from employment, legal action, and criminal liability. I further understand that my use of software may reflect on the image of the Decatur Public Library to our users, competitors, and suppliers and that I have responsibility to maintain a positive representation of the Library. Furthermore, I understand that this policy can be amended at any time.

13. User Sign-off

I have received, read, understand, and agree to comply with Decatur Public Library's Software Use Policy. I understand that I have no expectation of privacy when I use any of the software. I am aware that violations of this policy on appropriate use of software may subject me to disciplinary action, including termination from employment, legal action, and criminal liability. I further understand that my use of software may reflect on the image of the Decatur Public Library to our users, competitors, and suppliers and that I have responsibility to maintain a positive representation of the Library. Furthermore, I understand that this policy can be amended at any time.

Date _____

Employee's Signature _____

Printed name of employee _____

Witnessed _____
Office Manager

Date _____

Decatur Public Library

Computer Use Policy

1. Purpose

- A. To better serve our customers and provide our employees with the best tools to do their jobs. Decatur Public Library makes available to our workforce access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.
- B. Decatur Public Library encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all employees and everyone connected with the organization should remember that electronic media and services provided by the Library are Library property and their purpose is to facilitate and support library business. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.
- C. To ensure that all employees are responsible, the following guidelines have been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Decatur Public Library philosophy and set forth general principles when using electronic media and services.

2. Prohibited Communications

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

- 1. Discriminatory or harassing;
- 2. Derogatory to any individual or group;
- 3. Obscene, sexually explicit or pornographic;
- 4. Defamatory or threatening;
- 5. In violation of any license governing the use of software; or
- 6. Illegal or contrary to Decatur Public Library policy or business interests.

3. Personal Use

The computers, electronic media and services provided by Decatur Public Library are primarily for business use to assist employees in the performance of their jobs. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does

not negatively affect the systems' use for their business purposes. However, employees are expected to demonstrate a sense of responsibility and not abuse this privilege.

4. Access to Employee Communications

- A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, Internet and bulletin board system access, and the Library does not review similar electronic media. However, the following conditions should be noted:

Decatur Public Library does routinely gather logs for most electronic activities or monitor employee communications directly, e.g., telephone numbers dialed, sites accessed, call length, and time at which calls are made, for the following purposes:

1. Cost analysis;
 2. Resource allocation;
 3. Optimum technical management of information resources; and
 4. Detecting patterns of use that indicate employees are violating Library policies or engaging in illegal activity.
- B. Decatur Public Library reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other Library policies.
- C. Employees should not assume electronic communications are completely private. Accordingly, if they have sensitive information to transmit, they should use other means.

5. Software

To prevent computer viruses from being transmitted through the Library's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through Decatur Public Library may be downloaded. Employees should contact the System Administrator if they have any questions.

6. Security/Appropriate Use

- A. Employees must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by Library management, employees are prohibited from engaging in, or attempting to engage in:
1. Monitoring or intercepting the files or electronic communications of other employees or third parties;

2. Hacking or obtaining access to systems or accounts they are not authorized to use;
 3. Using other people's log-ins or passwords; and
 4. Breaching, testing, or monitoring computer or network security measures.
- B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.
- D. Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

7. Participation In Online Forums

- A. Employees should remember that any messages or information sent on library-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to Decatur Public Library.
- B. Decatur Public Library recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find the answer to a technical problem by consulting members of a news group devoted to the technical area.

8. Violations

Any employee who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

9. User Agreement

I have received, read, understand, and agree to comply with Decatur Public Library's Computer Use Policy. I understand that I have no expectation of privacy when I use the Library's computers and telecommunications equipment and services. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, legal action, and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of the Decatur Public Library to our users, competitors, and suppliers and that I have responsibility to maintain a positive representation of the Library. Furthermore, I understand that this policy can be amended at any time.

10. User Sign-off

I have received, read, understand, and agree to comply with Decatur Public Library's Computer Use Policy. I understand that I have no expectation of privacy when I use the Library's computers and telecommunications equipment and services. I am aware that violations of this policy may subject me to disciplinary action, including termination from employment, legal action, and criminal liability. I further understand that my use of the e-mail and Internet may reflect on the image of the Decatur Public Library to our users, competitors, and suppliers and that I have responsibility to maintain a positive representation of the Library. Furthermore, I understand that this policy can be amended at any time.

Date _____

Employee's Signature _____

Printed name of employee _____

Witnessed _____
Office Manager

Date _____

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/09/2002	TREAS-MEDICAL INSURANCE	10,280.12	E01815	10/09/2002	MEDICAL INSURANCE
10/09/2002	TREAS-NON MEDICAL INS	23.97	E01816	10/09/2002	LIFE INSURANCE
10/09/2002	TREAS-NON MEDICAL INS	799.42	E01816	10/09/2002	WORKERS COMPENSATION
10/09/2002	TREAS-IMRF	5,979.42	E01817	10/09/2002	RETIREMENT-IMRF
10/23/2002	TREAS-MEDICAL INSURANCE	10,280.12	E01838	10/23/2002	MEDICAL INSURANCE
10/23/2002	TREAS-NON MEDICAL INS	23.97	E01839	10/23/2002	LIFE INSURANCE
10/23/2002	TREAS-NON MEDICAL INS	790.50	E01839	10/23/2002	WORKERS COMPENSATION
10/23/2002	TREAS-IMRF	5,106.38	E01840	10/23/2002	RETIREMENT-IMRF
10/02/2002	COMMERCIAL MAIL SERVICES	111.72	156376	10/02/2002	POSTAGE
10/08/2002	TREAS-PETTY CASH	55.00	156479	10/08/2002	CONFERENCES AND OTHER TRAVEL
10/08/2002	TREAS-PETTY CASH	55.00	156479	10/08/2002	PROFESSIONAL MEMBERSHIP FEES
10/08/2002	TREAS-PETTY CASH	20.07	156479	10/08/2002	MATERIAL-BLDGS
10/08/2002	TREAS-PETTY CASH	3.25	156479	10/08/2002	OFFICE SUPPLIES
10/08/2002	TREAS-PETTY CASH	159.76	156506	10/08/2002	BOOKS AND PERIODICALS
10/09/2002	JAN MASTERY, INC.	200.00	156510	10/09/2002	JANITORIAL SUPPLIES
10/09/2002	ARR VIDEO	477.78	156513	10/09/2002	PROFESSIONAL MEMBERSHIP FEES
10/09/2002	SECRETARY OF STATE	75.00	156521	10/09/2002	OFFICE SUPPLIES
10/09/2002	VIOLAD	209.24	156521	10/09/2002	SERV-AUTO EQUIPMENT
10/10/2002	DMH CORP HEALTH SERVICES	100.00	156533	10/10/2002	OFFICE SUPPLIES
10/10/2002	TREAS-GENERAL FUND	100.00	156533	10/10/2002	OTHER PROFESSIONAL SERVICES
10/10/2002	TREAS-SELF INSURANCE FUND	345.25	156541	10/10/2002	TRANSFER TO GENERAL FUND
10/10/2002	TREAS-SELF INSURANCE FUND	248.92	156542	10/10/2002	MOTOR VEHICLE-INSURANCE
10/10/2002	TREAS-SELF INSURANCE FUND	1,055.83	156542	10/10/2002	BOILER INSURANCE
10/10/2002	TREAS-SELF INSURANCE FUND	686.58	156542	10/10/2002	PROPERTY INSURANCE
10/10/2002	TREAS-MIS OPERATING	1,469.50	156543	10/10/2002	GENERAL LIAB. INSURANCE
10/14/2002	C & K CUSTOM SIGNS	97.00	156582	10/14/2002	MIS SERVICES
10/14/2002	DEMCO INC	586.28	156582	10/14/2002	PRINTING AND BINDING
10/14/2002	DANNY'S MUFFLER	37.50	156583	10/14/2002	OFFICE SUPPLIES
10/14/2002	DANNY'S MUFFLER	37.50	156584	10/14/2002	OFFICE SUPPLIES
10/14/2002	E2 LAWN CARE	300.00	156584	10/14/2002	SERV-AUTO EQUIPMENT
10/14/2002	GOUGHEN BROS.	32.10	156586	10/14/2002	MATERIAL TO MAINT AUTO EQUIP
10/14/2002	THE LIBRARY STORE, INC.	964.85	156589	10/14/2002	SERV-BUILDINGS
10/14/2002	NCI BUSINESS SYSTEMS	33.75	156592	10/14/2002	OFFICE SUPPLIES
10/14/2002	ROCKHURST UNIVERSITY	68.73	156599	10/14/2002	PRINTING AND BINDING
10/14/2002	SAM'S CLUB	179.00	156603	10/14/2002	OFFICE SUPPLIES
10/14/2002	UNYX-FLEET MAINTENANCE	459.95	156604	10/14/2002	SERV-OFFICE EQUIP
10/14/2002	UNYX WASTE SERVICES	294.60	156610	10/14/2002	TRAINING SCHOOL
10/10/2002	VERIZON WIRELESS	229.42	156619	10/10/2002	SMALL CAPITAL ITEMS
10/10/2002	BAKER & TAYLOR CO	106.33	156621	10/10/2002	SERV-BUILDINGS
10/14/2002	BAKER & TAYLOR CO	2,128.87	156625	10/14/2002	TELEPHONE
10/14/2002	BAKER & TAYLOR CO	509.42	156626	10/14/2002	JANITORIAL SUPPLIES
10/14/2002	BAKER & TAYLOR ENTERTAINMENT	1,310.33	156629	10/14/2002	BOOKS AND PERIODICALS
10/14/2002	CDW	464.44	156635	10/14/2002	BOOKS AND PERIODICALS
10/14/2002	DYNTECH ENERGY SERVICES	881.41	156661	10/14/2002	SMALL CAPITAL ITEMS
10/04/2002	ILLINOIS POWER COMPANY	23,280.46	156667	10/04/2002	ELECTRICITY
10/14/2002	JAN MASTERY, INC.	103.12	156670	10/14/2002	ELECTRICITY
10/14/2002	WCL ED USA	66.00	156685	10/14/2002	TELEPHONE
10/14/2002	ORKIN EXTERMINATING SERVICE	66.00	156688	10/14/2002	JANITORIAL SUPPLIES
10/14/2002	PUBLIC BROADCASTING SERVICE	402.13	156695	10/14/2002	BOOKS AND PERIODICALS
10/14/2002	TRUMP PRINTING, INC.	139.45	156703	10/14/2002	BOOKS AND PERIODICALS
10/15/2002	T A BRINKOETTER & SONS, INC.	1,282.80	156704	10/15/2002	POSTAGE
10/15/2002	T A BRINKOETTER & SONS, INC.	317.00	156711	10/15/2002	SERV-BUILDINGS
10/16/2002	WATTS COPY SYSTEMS	75.00	156718	10/16/2002	MATERIAL-BLDGS
10/16/2002	AAULH MEMBER SHIP SERVICES	300.00	156728	10/16/2002	SERV-OFFICE EQUIP
10/16/2002	MORRELL, J. STERLING	200.00	156734	10/16/2002	PROFESSIONAL MEMBERSHIP FEES
10/16/2002	OPS INC., PAUL	49.45	156737	10/16/2002	OTHER PROFESSIONAL SERVICES
10/16/2002	SLEETH, ALAN	200.00	156739	10/16/2002	OTHER PROFESSIONAL SERVICES
10/16/2002	TAYLOR, DELBERT	200.00	156741	10/16/2002	MATERIAL TO MAINT AUTO EQUIP
10/18/2002	TREAS-GENERAL FUND	200.00	156747	10/18/2002	OTHER PROFESSIONAL SERVICES
10/18/2002	TREAS-GENERAL FUND	898.10	156784	10/18/2002	OTHER PROFESSIONAL SERVICES
10/22/2002	DECATUR MAGAZINE	249.66	156784	10/22/2002	POSTAGE SUPPLIES
10/22/2002	HERALD & REVIEW	36.00	156832	10/22/2002	MAG/PAPERS-ADULT
10/22/2002	WASHINGTON CONSUMERS	150.00	156836	10/22/2002	MAG/PAPERS-MAIN REFERENCE
10/23/2002	INFO USA	7,275.00	156862	10/23/2002	BOOKS AND PERIODICALS

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/29/2002	AZURADISC	81.05	156919	10/29/2002	OFFICE SUPPLIES
10/29/2002	CDX	184.95	156922	10/29/2002	SMALL CAPITAL ITEMS
10/29/2002	HEBERT TECHNOLOGIES INC	829.97	156925	10/29/2002	TELEPHONE
10/29/2002	IMBERT CORPORATION BLDGS	2,954.80	156926	10/29/2002	MATERIAL SUPPLIES
10/29/2002	LIGHT IMPRESSIONS CORP	107.45	156931	10/29/2002	OFFICE SUPPLIES
10/29/2002	NCI BUSINESS SYSTEMS	46.06	156934	10/29/2002	SERV-OFFICE EQUIP
10/29/2002	NEWMAN ULLMAN	140.75	156935	10/29/2002	JANITORIAL SUPPLIES
10/29/2002	PSI PLASTIC GRAPHICS	715.11	156936	10/29/2002	PRINTING AND BINDING
10/29/2002	RECORD SYSTEMS INC	163.00	156937	10/29/2002	OFFICE SUPPLIES
10/29/2002	SCHLINDLER ELEVATOR CORP	265.92	156941	10/29/2002	SERV-BUILDINGS
10/29/2002	SCHLINDLER ELEVATOR CORP	437.70	156941	10/29/2002	MATERIAL-BLDGS
10/29/2002	20 MARKETING & COMMUNICATIONS	156945	156945	10/29/2002	OTHER PROFESSIONAL SERVICES
10/29/2002	ASSOCIATED OFFICE FURNISHINGS	221.75	156960	10/31/2002	OFFICE SUPPLIES
10/29/2002	ARAMARK UNIFORM SERVICES, INC.	3.17	156961	10/31/2002	SERV-BUILDINGS
10/29/2002	VIRIZON WIRELESS	236.66	156969	10/31/2002	TELEPHONE
10/29/2002	AMERICAN LIBRARY ASSOCIATION	136.25	156970	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	96.00	156972	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	1,476.23	156973	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	2,423.82	156974	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	706.09	156975	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	92.44	156976	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	3,275.06	156981	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	DADY TALK INC	275.00	156983	10/31/2002	OTHER PROFESSIONAL SERVICES
10/29/2002	BAKER & TAYLOR ENTERTAINMENT	930.19	156988	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BOOTH & ANGLINE	480.00	156983	10/31/2002	OTHER PROFESSIONAL SERVICES
10/29/2002	ADDINE ELECTRIC OF DECATUR	152.50	156990	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	WIDLINE ELECTRIC OF DECATUR	106.40	156990	10/31/2002	SERV-AUTO EQUIPMENT
10/31/2002	DMCO INC	406.69	157010	10/31/2002	MATERIAL TO MAINT AUTO EQUIP
10/31/2002	HERALD & REVIEW	83.75	157013	10/31/2002	OFFICE SUPPLIES
10/31/2002	HERALD & REVIEW	101.23	157013	10/31/2002	ADVERTISING PERIODICALS
10/31/2002	DUNKER ELECTRIC SUPPLY, INC	74.40	157015	10/31/2002	BOOKS AND PERIODICALS
10/31/2002	EDWARDS, ROBERT	65.00	157028	10/31/2002	MATERIAL-BLDGS
10/29/2002	GAYLORD BROS	74.40	157034	10/31/2002	OTHER PROFESSIONAL SERVICES
10/29/2002	HOUCHEN BENDERY LTD	1,254.50	157034	10/31/2002	OFFICE SUPPLIES
10/31/2002	HASTINGS, SCOTT A.	419.00	157047	10/31/2002	PRINTING AND BINDING
10/31/2002	HART, TERRY	100.00	157048	10/31/2002	OTHER PROFESSIONAL SERVICES
10/31/2002	AMERITECH	200.00	157049	10/31/2002	OTHER PROFESSIONAL SERVICES
10/18/2002	INGRAM LIBRARY SERVICES	1,195.88	157053	10/31/2002	OTHER PROFESSIONAL SERVICES
10/29/2002	ILLINOIS STATE LIBRARY	45.42	157062	10/31/2002	TELEPHONE PERIODICALS
10/29/2002	JAN MASTER, INC	65.04	157062	10/31/2002	BOOKS AND PERIODICALS
10/21/2002	JAN SAN SUPPLY INC	129.08	157065	10/31/2002	RENTAL EQUIPMENT
10/17/2002	JAN SAN SUPPLY INC	1.35	157066	10/31/2002	JANITORIAL SUPPLIES
10/24/2002	MORRELL, STUPLING	675.80	157066	10/31/2002	GASOLINE
10/24/2002	NEWMAN ULLMAN	200.00	157094	10/31/2002	JANITORIAL SUPPLIES
10/21/2002	SPHERION CORPORATION	140.75	157101	10/31/2002	OTHER PROFESSIONAL SERVICES
10/21/2002	PUBLIC BROADCASTING SERVICE	530.74	157102	10/31/2002	JANITORIAL SUPPLIES
10/31/2002	REGENT BOOK CO	19.98	157114	10/31/2002	TEMP PERSONNEL SERVICES
10/31/2002	RIGSBY, PAUL	62.30	157122	10/31/2002	BOOKS AND PERIODICALS
10/17/2002	SATTLEY, S, INC	200.00	157123	10/31/2002	BOOKS AND PERIODICALS
10/17/2002	STRIGLOS/HAINE'S & ESSICK	193.58	157123	10/31/2002	OTHER PROFESSIONAL SERVICES
10/31/2002	GLEETH, ALAN	62.00	157133	10/31/2002	OFFICE SUPPLIES
10/31/2002	TAYLOR, DELBERT	200.00	157138	10/31/2002	OTHER PROFESSIONAL SERVICES
10/31/2002	WEST GROUP	200.00	157156	10/31/2002	OTHER PROFESSIONAL SERVICES
10/25/2002	WILLIAM STREET PRESS	865.00	157165	10/31/2002	BOOKS AND PERIODICALS
10/25/2002	WILLIAM STREET PRESS	253.15	157168	10/31/2002	PRINTING AND BINDING

TOTAL 113,710.00

BILLS AND PAYROLLS FOR PERIOD ENDING 10/31/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/02/2002	OBSS INC	7,700.00	156459	10/08/2002	OFFICE MACHINERY AND EQUIPMENT
10/14/2002	BAKER & TAYLOR CO	74.80	156625	10/15/2002	BOOKS AND PERIODICALS
10/14/2002	BAKER & TAYLOR CO	16.52	156626	10/15/2002	BOOKS AND PERIODICALS
10/10/2002	BAKER & TAYLOR ENTERTAINMENT	87.56	156629	10/15/2002	BOOKS AND PERIODICALS
10/10/2002	PUBLIC BROADCASTING SERVICE	99.89	156695	10/15/2002	BOOKS AND PERIODICALS
10/18/2002	BAKER & TAYLOR CO	16.46	156972	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	49.88	156973	10/31/2002	BOOKS AND PERIODICALS
10/21/2002	BAKER & TAYLOR CO	834.06	156974	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	19.62	156975	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	BAKER & TAYLOR CO	7.12	156976	10/31/2002	BOOKS AND PERIODICALS
10/30/2002	BAKER & TAYLOR CO	12.10	156977	10/31/2002	BOOKS AND PERIODICALS
10/18/2002	BAKER & TAYLOR ENTERTAINMENT	234.86	156978	10/31/2002	BOOKS AND PERIODICALS
10/18/2002	BAKER & TAYLOR ENTERTAINMENT	706.96	156979	10/31/2002	BOOKS AND PERIODICALS
10/29/2002	GAYLORD BROS.	301.24	157034	10/31/2002	SMALL CAPITAL ITEMS
	TOTAL	10,371.27			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20021031

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	160,115.50	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	160,115.50	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107	PROPERTY TAX-LIBRARY	1,227,206.11	1,383,862.50	2,622,506.74	2,767,725.00	145,218.26	94
TOTAL		1,227,206.11	1,383,862.50	2,622,506.74	2,767,725.00	145,218.26	94
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	31,623.26	17,000.00	96,771.37	240,000.00	155,228.63	35
30200-107	STATE GRANTS OR OTHER	.00	47,952.00	1,800.00	95,904.00	94,104.00	1
TOTAL		31,623.26	64,952.00	98,571.37	335,904.00	249,332.63	25
FINES AND FEES							
30500-509	LIBRARY FEES AND FEES	4,474.92	25,000.00	21,096.56	50,000.00	28,903.44	42
30500-510	LIBRARY NON-RESIDENT FEES	77.70	337.50	230.46	675.00	44.54	34
30500-511	LIBRARY LOST AND DAMAGED BOOKS	581.95	3,000.00	2,412.82	6,000.00	3,587.18	40
30500-514	COPIES & MISC.	1,801.29	6,000.00	3,336.62	12,000.00	3,663.38	69
30500-515	MEETING ROOM FEES	955.00	6,000.00	5,250.00	12,000.00	6,750.00	43
TOTAL		7,890.86	40,337.50	37,326.46	80,675.00	43,348.54	46
TRANSFERS FROM							
30600-752	TRANS FR. WALMART H/F	.00	3,000.00	.00	6,000.00	6,000.00	
30600-756	FR FROM FUNDS 19,71,15	.00	.00	19,544.09	.00	19,544.09-	
TOTAL		.00	3,000.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	2,202.13	10,000.00	6,209.47	20,000.00	13,790.53	31
TOTAL		2,202.13	10,000.00	6,209.47	20,000.00	13,790.53	31
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	6,500.00	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	20,000.00	19,999.98	40,000.00	20,000.00	50
30800-899	MISCELLANEOUS INCOME	.00	10,000.00	2,842.56	20,000.00	17,157.44	14
TOTAL		3,333.33	36,500.00	22,842.54	73,000.00	50,157.46	31
FUND TOTAL		1,272,055.99	1,801,767.50	3,198,308.25	3,603,535.00	405,226.75	88

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY

10/31/2002

OB	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,793,310	119,901.62	737,255.58	896,655	1,056,054.42	.00	1,056,054.42	41.1
092	HOLIDAYS	0	4,287.02	35,110.55	0	35,110.55	.00	35,110.55	
094	OTHER LEAVE WITH PAY	0	962.87	2,653.67	0	2,653.67	.00	2,653.67	
096	SICK TIME	0	3,758.87	16,573.91	0	16,573.91	.00	16,573.91	
098	VACATION TIME	0	7,062.37	50,308.68	0	60,308.68	.00	60,308.68	
PERSONAL SERVICES									
101	OVERTIME	1,775	937.18	2,940.60	7,007	12,034.40	.00	12,834.40	18.6
102	TEMPORARY SALARIES	5,000	335.00	15,576.50	23,364	31,112.62	.00	31,112.62	33.4
104	RETIREMENT-IMRF	163,602	12,006.09	76,100.04	81,001	87,501.96	.00	87,501.96	46.5
111	LIFE INSURANCE	634	47.94	399.37	317	334.63	.00	334.63	47.2
112	MEDICAL INSURANCE	271,910	20,560.54	127,645.47	135,709	148,592.53	.00	148,592.53	45.3
114	WORKERS COMPENSATION	21,098	1,339.91	9,092.06	10,549	11,200.94	.00	11,200.94	48.9
115	SERVICE RECOGNITION	19,010	930.68	11,539.02	9,495	8,290.18	.00	8,290.18	58.2
CONTRACTUAL SERVICES									
201	ADVERTISING	500	93.75	622.38	250	122.38	.00	122.38	124.5
202	PRINTING AND BINDING	5,000	2,446.70	4,565.23	2,500	434.77	489.38	555.73	191.1
210	SERV-BUILDINGS	40,500	2,446.70	15,990.64	20,250	3,101.17	6,180.28	3,228.78	194.7
211	SERV-IMPROVEMENTS	0	270.00	3,101.17	1,500	1,587.55	.00	1,587.55	17
212	SERV-AUTO EQUIPMENT	3,000	421.45	1,412.45	9,500	9,936.51	.00	9,936.51	47.1
213	SERV-OFFICE EQUIP	17,000	431.79	9,663.49	8,817	8,817.00	.00	8,817.00	50.0
230	MIS SERVICES	190,000	23,280.48	8,817.00	80,000	81,856.18	.00	81,856.18	48.8
231	ELECTRICITY	32,000	3,249.85	17,143.82	16,000	32,000.00	.00	32,000.00	100
232	GAS	29,000	3,249.85	17,358.75	14,000	10,641.25	.00	10,641.25	62.0
233	TELEPHONE	4,000	0.00	1,655.32	2,800	2,344.68	.00	2,344.68	41.4
234	WATER	1,600	0.00	0.00	800	1,600.00	.00	1,600.00	100
238	AUDITING SERVICES	5,000	179.00	1,238.00	3,750	3,762.00	.00	3,762.00	24.8
240	TRAINING SCHOOL	7,500	22.00	1,557.75	3,750	3,945.25	.00	3,945.25	29.8
241	CONFERENCES AND OTHER TRAVEL	15,700	1,149.27	8,574.11	7,600	1,625.89	484.00	2,941.89	59.6
245	POSTAGE	45,000	2,530.74	21,540.19	10,000	17,710.00	.00	17,710.00	17.9
247	COMPUTER SOFTWARE EXPENSE	3,000	0.00	156.00	1,500	2,844.00	.00	2,844.00	54.2
271	TEMP PERSONNEL SERVICES	400	0.00	0.00	200	400.00	.00	400.00	100
272	TUITION REIMBURSEMENT	46,500	3,441.25	21,085.92	23,250	25,414.18	4,566.00	20,848.18	55.2
273	TRAVEL EXPENSE FOR INTERVIEWS	2,100	297.00	867.00	1,050	1,233.00	.00	1,233.00	41.3
280	OTHER PROFESSIONAL SERVICES	7,500	65.04	2,401.35	3,750	5,098.65	1,575.00	3,523.65	53.6
284	PROFESSIONAL MEMBERSHIP FEES	0	0.00	0.00	0	0.00	.00	0.00	0
289	RENTAL-EQUIPMENT	463,434	41,365.46	200,440.47	231,717	262,993.53	13,576.23	249,417.30	46.2
COMMODITIES									
310	GASOLINE	4,000	293.25	1,841.34	2,000	2,158.66	.00	2,158.66	46.0
312	JANITORIAL SUPPLIES	12,000	1,391.76	3,963.52	6,000	8,036.48	.00	8,036.48	33.0
320	MATERIAL-BLDGS	20,000	3,623.27	15,367.09	10,000	4,632.91	.00	4,632.91	72.8
335	MATERIAL TO MAINT AUTO EQUIP	2,000	1,933.35	486.61	1,000	1,915.34	.00	1,915.34	27.3
347	OFFICE SUPPLIES	35,000	3,036.16	18,038.96	17,500	16,770.34	601.36	16,169.08	33.2
357	EMPLOYEE RECOGNITION SUPPLIES	260	0.00	129.99	130	130.01	.00	130.01	50.0
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	100.00	600.00	600	600.00	.00	600.00	50.0
418	VEHICLE-INSURANCE	4,149	345.75	2,074.50	2,074	2,074.50	.00	2,074.50	50.0
420	BOILER INSURANCE	7,987	248.92	1,473.52	1,473	1,493.48	.00	1,493.48	20.0
421	PROPERTY INSURANCE	12,870	1,055.83	6,334.98	6,333	6,333.02	.00	6,333.02	20.0
423	GENERAL LIABILITY INSURANCE	9,239	886.58	4,119.48	4,119	4,119.52	.00	4,119.52	50.0
429	SMALL CAPITAL ITEMS	5,000	1,945.73	61,590.26	3,000	55,159.26	.00	55,159.26	26.5

40000 DECATUR PUBLIC LIBRARY FUND 20 DECATUR PUBLIC LIBRARY 10/31/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRGNT COMM
OTHER CHARGES	35,245	4,382.81	75,212.74	17,621	40,967.74	.00	40,967.74	216.2
CAPITAL OUTLAY								
515 OFFICE MACHINERY AND EQUIPMENT	0	.00	.00	0	.00	435.00	435.00	
800 BOOKS AND PERIODICALS	300,000	19,723.78	153,133.12	190,000	226,866.88	.00	226,866.88	40.3
830 AV-PUBLICITY	0	.00	66.01	0	66.01	.00	66.01	
841 MAG/PAPERS-MAIN ADULT	0	6,29.80	23,819.07	0	23,819.07	.00	23,819.07	
842 MAG/PAPERS-MAIN YOUTH	0	.00	1,037.35	0	1,037.35	.00	1,037.35	
843 MAG/PAPERS-MAIN JUVENILE	0	.00	1,632.69	0	1,632.69	.00	1,632.69	
844 MAG/PAPERS-MAIN REFERENCE	0	150.00	8,553.95	0	8,553.95	.00	8,553.95	
845 MAG/PAPERS-MAIN PROFESSIONAL	0	.00	1,674.86	0	1,674.86	.00	1,674.86	
847 MAG/PAPERS-EXTEN ADULT	0	.00	4,246.97	0	4,246.97	.00	4,246.97	
EXPENDITURES	300,000	16,502.58	194,164.02	190,000	185,835.98	.00	185,835.98	51.1

960 GRANT & INTEREST REPAYMENT

	0	.00	3,593.39	0	3,593.39	.00	3,593.39	
** DIVISION TOTAL **	3,204,295	246,036.52	1,605,310.16	1,642,145	1,678,984.84	14,612.59	1,664,372.25	49.3

41000 LEASE EXPENSES FUND 20 DECATUR PUBLIC LIBRARY 10/31/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRGNT COMM
CONTRACTUAL SERVICES	5,575	464.44	1,057.76	2,787	3,717.24	.00	3,717.24	33.3
231 ELECTRICITY	25,000	.00	261.66	12,500	24,738.34	.00	24,738.34	1.0
280 OTHER PROFESSIONAL SERVICES	30,575	464.44	2,119.42	15,287	28,455.58	.00	28,455.58	6.9
OTHER CHARGES								
409 PRINCIPAL PAYMENTS	21,875	.00	.00	10,937	21,875.00	.00	21,875.00	
410 INTEREST EXPENSE	7,656	.00	.00	3,826	7,656.00	.00	7,656.00	
** DIVISION TOTAL **	29,531	464.44	2,119.42	14,765	29,531.00	.00	29,531.00	
** DIVISION TOTAL **	50,106	464.44	2,119.42	30,052	57,986.58	.00	57,986.58	3.5

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20021031

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	50,482.50	119,420.58	120,965.00	1,544.42	98
30001-922	BEG FUND BAL-MEYER	.00	130,784.50	279,334.15	261,529.00	8,805.15	103
30001-923	BEG FUND BAL-BRIDGES	.00	2,822.00	3,317.90	5,644.00	2,326.10	58
30001-924	BEG FUND BALANCE-DONATIONS	.00	2,297.00	3,317.90	4,594.00	4,594.00	
TOTAL		.00	196,366.00	393,072.63	392,732.00	340.63	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	40.00	.00	100.00	100.00	
30700-103	DPL INTEREST-CANTONI TRUST	109.62	1,500.00	1,021.46	3,000.00	1,978.54	34
30700-104	DPL INTEREST-MEYER	531.94	3,250.00	3,321.66	6,500.00	4,178.34	35
30700-105	DISTRIBUTION FR BRIDGES TRUST	2.40	2,500.00	16.07	5,000.00	4,983.13	
TOTAL		624.04	7,300.00	3,359.99	14,600.00	11,240.01	23
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	730.00	1,750.00	1,702.14	3,500.00	1,797.86	48
TOTAL		730.00	1,750.00	1,702.14	3,500.00	1,797.86	48
FUND TOTAL		1,354.04	205,416.00	398,134.76	410,832.00	12,697.24	96

41000 DPL-C...FONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

10/31/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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800 BOOKS AND PERIODICALS	3,000	173.06	1,535.30	1,500	1,464.70	.00	1,464.70	51.2
EXPENDITURES	3,000	173.06	1,535.30	1,500	1,464.70	.00	1,464.70	51.2

EXPENDITURES

900 EXPENDITURES	0	.00	42.75	0	42.75	212.00	254.75	
** DIVISION TOTAL **	0	.00	42.75	0	42.75	212.00	254.75	

42000 DPL-MEYER TRUST

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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499 SMALL CAPITAL ITEMS	0	381.24	1,775.97	0	1,775.97	.00	1,775.97	
OTHER CHARGES	0	381.24	1,775.97	0	1,775.97	.00	1,775.97	

800 BOOKS AND PERIODICALS

800 BOOKS AND PERIODICALS	6,500	.00	110.00	3,250	6,390.00	.00	6,390.00	1.7
** DIVISION TOTAL **	6,500	.00	110.00	3,250	6,390.00	.00	6,390.00	1.7

** DIVISION TOTAL **

** DIVISION TOTAL **	6,500	381.24	1,885.97	3,250	4,614.03	.00	4,614.03	29.0
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43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

10/31/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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800 BOOKS AND PERIODICALS	5,000	.00	1,778.78	2,500	3,221.22	.00	3,221.22	35.6
** DIVISION TOTAL **	5,000	.00	1,778.78	2,500	3,221.22	.00	3,221.22	35.6

** DIVISION TOTAL **

** DIVISION TOTAL **	5,000	381.24	1,885.97	3,250	4,614.03	.00	4,614.03	29.0
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44000 DPL-DONATIONS FOR BOOKS

FUND 92 PUBLIC LIBRARY-TRUSTS

10/31/2002

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
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515 OFFICE MACHINERY AND EQUIPMENT	0	7,700.00	7,700.00	0	7,700.00	.00	7,700.00	
CAPITAL OUTLAY	0	7,700.00	7,700.00	0	7,700.00	.00	7,700.00	

800 BOOKS AND PERIODICALS

800 BOOKS AND PERIODICALS	1,000	2,116.97	11,504.25	500	10,504.25	.00	10,504.25	150.4
** DIVISION TOTAL **	1,000	2,116.97	11,504.25	500	10,504.25	.00	10,504.25	150.4

** DIVISION TOTAL **

** DIVISION TOTAL **	1,000	9,816.97	19,204.25	500	18,204.25	.00	18,204.25	920.4
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Finance and Properties Committee
November 5, 2002

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

Lease space: The lease space was discussed at length.

Bills and payroll for October 2002: The bills were reviewed. The consensus was to recommend the bills for approval.

Loan payment to City of Decatur: A payment of \$29,531.25 is due December 1, 2002 on the loan for improvements to the lease space. The consensus was to recommend approval of the payment to the city.

There was no other business.

The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

A library's service area may encompass many diverse groups. The needs, interests, and points of view of the community range over the broad spectrum of subjects that are of interest to contemporary society. Intellectual freedom and the right to read are the cornerstones upon which all library services should be based. *Planning for Excellence*, p. 41.

The public library provides a wide range of materials in a variety of formats and in sufficient quantity to meet the needs and interests of the community. The collection is timely, current, and responsive to the community it serves. The key to quality collection management is adequate funding and professionally trained collection managers.

Two integral elements of collection management are resource sharing and cooperative collection management. No one library can provide from its own collection all the materials that are required to meet the needs of its patrons. It is imperative that library staff are knowledgeable about methods of resource sharing, understand its immeasurable value, and actively promote and facilitate interlibrary loan and reciprocal borrowing.

Electronic delivery of information will increasingly affect the development of reference collections. Library planners need to be knowledgeable about electronic products and services and integrate them into library collections when appropriate.

Applicable Core Standards

- Core 12.** The library has a board-approved mission statement, 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 19.** The library is a member of an Illinois multiple library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21.** The library provides access to ILLINET Online.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures.

Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

Supplemental Standards

1. The library has a board-approved, written collection management policy based on professional standards, community needs and interests, and the diversity of American society. The policy is reviewed by the board biennially and is available to the public. (See appendix 4.1 for topics recommended for consideration in a collection management policy.)
2. Staff responsible for collection management are professionally trained in the general principles of selection and weeding as well as in their specific areas of responsibility. Staff select new materials and evaluate the collection for retention or withdrawal in conformance with the collection management policy. Such library staff regularly attend continuing education workshops on collection management.
3. Staff responsible for collection management have access to a variety of selection tools.
4. The library staff uses accepted professional techniques for collection management. Such techniques include quantitative measures (circulation-per-capita and turnaround rates), weeding (The CREW Method), user surveys and questionnaires.
5. The library places a high budgetary priority on collection development. Although use of the collection and the size of the population are the primary factors, there may be additional factors that may affect the size of the collection. Local history, genealogy, and a linguistically diverse population are some examples of these factors.
6. Existing and future use of electronic sources will affect the need to provide hard copy of some periodicals. (See appendix 4.2 and 4.3 for book and periodical collection tables.)
7. Nonprint collections play an increasingly important role in most public libraries. Building program consultants are typically recommending that the size of the AV collections be an amount equal to 10 percent of the book collection. Factors including a linguistically diverse population and the number of formats for each title will affect this percentage.
8. The library provides access to materials in a variety of formats to ensure equal access for the disabled of all ages. Examples of some of these formats are books on cassette; books in Braille; information in electronic formats; and closed captioned, described, or signed videos.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.

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Chapter IV - Collection Management- Electronic resources,workstations

Because of the evolving nature of electronic resources – method of delivery, content, ease of navigation – this particular format requires a higher degree of monitoring than those of the past (print, film, fiche, and CD-ROM). Today's reference librarians will need to engage in a continuous process of evaluation and refinement in the use of electronic resources within their communities. As is true for all collection management, the primary goal is to support the information needs of the community by providing accurate, useable, and timely information.

Applicable Core Standards

Core Standard 20 (Revised)

The library has a telephone, a telefaxsimile machine, photocopier, and computer with *an Internet connection*. 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 Standard 30 (New)

The library provides at least one computer exclusively for public access to electronic resources, including, but not limited to, the Internet.

Additional Supplemental Standards

1. At least one staff member is knowledgeable about and able to assist patrons with electronic resources.
2. The library supports ongoing training for staff in selecting and using electronic resources.

Chapter IV - Collection Management - AV Materials

Audiovisual materials account for an increasingly large percent of public library circulation. In some libraries, the figure is in excess of 35 percent. Typically, the larger and more relevant the AV collection, the higher the circulation.

During times when more than one format is known to be used by the public, librarians may need to purchase the same title in multiple formats. Short, focused surveys will reveal which formats your patrons prefer.

Appendix 4.4 Audiovisual Table

Audiovisual Materials Collection Table					
	Base	Minimum	Growing	Established/Advanced	
		Equal to +/- 10% of book collection	Equal to +/- 15% of book collection	Equal to +/- 20% of book collection	Equal to +/- 25% of book collection
		Volumes per capita plus Base.	Volumes per capita plus Base.	Volumes per capita plus Base.	Volumes per capita plus Base.

Population	Base	Minimum	Growing	Established	Advanced
< 1,000	200	0.5	1.15	2.35	4.25
1,000 - 2,499	600	0.3	0.55	1.5	3.4
2,500 - 4,999	1000	0.175	0.45	1.1	2.5
5,000 - 9,999	2000	0.125	0.4	0.85	2.1
10,000 - 14,999	3500	0.06	0.35	0.6	1.75
15,000 - 24,999	5000	0.06	0.35	0.6	1.6
25,000 - 49,999	8500	0.05	0.35	0.6	1.4
50,000 - 74,999	12,750	0.05	0.35	0.55	1.05
75,000 - 99,999	15,500	0.04	0.3	0.5	1.25
> 100,000	22,000	0.04	0.3	0.45	1

Example

1. Library's jurisdictional population is 30,000.
2. Library wishes to achieve the "Growing" level.
3. To the "Base" add the product of the population multiplied by the number found in the cell where the Population Category (25,000 - 49,999) and the Level (Growing) meet: $8,500 + 10,500 (.35 \times 30,000) = 19,000$.

Note: The "base" is not a level. It is only a figure used as part of the calculation.

December 2, 2002

Mr. John Cardwell
Cardwell Companies
101 South Main Street
Decatur, IL 62523

Dear Mr. Cardwell:

The Library Board of Trustees voted on November 21, 2002, to give notice of termination of the agreement between Cardwell Companies and the Library Board of Trustees dated February 20, 23, 1998, with respect to the lease management of approximately 35,000 square feet on the upper floor on the south side of the main Library building. The Library Board has fixed the commencement date of the sixty (60) day notice period on December 2, 2002. By such date, the sixty (60) day period of termination would run January 31, 2003.

The Library Board would like to extend to you their appreciation for all of you efforts and your staff's efforts with respect to this potential leased space. The Board further appreciates the occasions when you and you staff were willing to accommodate potential lessees with a reduction or waiver of certain fees to accommodate a lease. The Board further wishes to assure you that the termination does not reflect any dissatisfaction with the efforts of you and your staff with respect to this leased space. The Board has simply made the determination that recognizing the size of the leased space and the four years of the agreement has not accomplished what everyone hoped for. that the Board has decided to "go it on their own" so to speak and see what may come in the future. Given the current economic climate and the size and location of the space, the Board is not overly optimistic.

Again, on behalf of the Board of Trustees of the Library, our appreciation is extended to you personally and your staff. If we can ever assist you in any way, please let us know.

Sincerely,

Lee Ann Fisher
City Librarian

AGREEMENT

Cardwell Companies (Cardwell) and the Board of Library Trustees of the City of Decatur (Trustees) make this agreement.

A. Property

Trustees are purchasing by Agreement for Deed the Sears Roebuck & Company property located at 130 N. Franklin, Decatur, Illinois. The Trustees will not get possession of the property until September 30, 1998. The Sears property will be renovated to serve as the Decatur Public Library; that renovation is not scheduled for completion before September 1, 1999.

The Sears property will be renovated to serve as the Decatur Public Library. Approximately 35,000 square feet on the upper floor on the south side of the main building, and the automotive service building will be available to be leased.

B. Agency to Obtain Tenants and Manage Leased Area

Trustees grant to Cardwell the exclusive right to obtain tenants for the area available for lease and to manage the leased space.

Cardwell will utilize the resources and personnel of Cardwell Companies to diligently seek tenants for the property available for lease and to efficiently and diligently manage the leased area.

The tenant, the rent and all terms of any lease must be approved by Trustees.

C. Cardwell Authority and Obligations to Manage Property

Cardwell is authorized to collect rents and deposit all rent money in the account of Trustees.

Trustees will provide custodial service and basic maintenance.

Cardwell shall contract for and superintend repairs of the leased property and for this purpose Cardwell is authorized to spend up to \$500 for any single expenditure without prior approval of the Trustees.

Cardwell shall furnish to Trustees a complete detailed report of the preceding month's activities as soon as possible after the end of the month, but that period not to exceed fifteen (15) days.

D. Term of the Agreement

This agreement shall continue until either party terminates by giving to the other party a written sixty (60) day notice.


E. Compensation

Trustees shall pay to Cardwell as compensation for obtaining leases and for managing the leased property five percent (5%) of the gross rentals received. If a lease is signed with a tenant represented by a broker other than Cardwell Companies or an agent or associate of Cardwell Companies, Trustees shall pay such broker a fee of four percent (4%) of the gross rental. This four percent (4%) fee shall be an addition to the five percent (5%) fee paid to Cardwell.

F. Sale of Portion of Property

If Trustees decide to sell a portion of the Sears Roebuck & Company property, Cardwell shall have the exclusive right to market the property under the applicable terms and conditions of the Listing Agreement between Cardwell and Trustees.

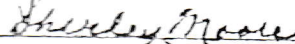
CARDWELL COMPANIES

By 
John Cardwell, President

Dated: FEB, 20, 1998

SELLER:

THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF DECATUR

By 
Shirley Moore, President

Dated: 2/23/98