

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, March 20, 2003 @ 4:30 p.m.
AGENDA

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
 - a. Regular meeting of February 20, 2003
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of March 6, 2003
 - b. Finance and Properties Committee
 - i. Approval of bills for February 2003
 - ii. Meeting of March 4, 2003
 - c. Rolling Prairie Library System
 - i. Report on March 2003 meeting
 - d. Friends of the Library
 - i. Meeting of March 12, 2003
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter VIII, Public Relations and Marketing
- VII. Old business
 - a. Lease space
 - b. Grievance
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 20, 2003

I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Ty Cocagne, Carol Craig, Garry Davis, Patricia Greanias, Eugene King, Linda Rowden, and Phil Wise. Absent: Sally Krigbaum. Staff present: Lee Ann Fisher and Linda Humphreys. Others present: Kathy Collett, Monica Skelley, and Kevin McSherry, owner of "From the Ground Up."

II. APPROVAL OF MINUTES

Mr. Wise made a motion to approve the minutes of January 16, 2003. The motion was seconded by Mrs. Greanias and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Mr. McSherry presented a proposal to construct a temporary greenhouse the size of two parking spaces to sell plants in the library parking lot from March 17 through June 20, 2003. In exchange, they would donate up to 20 flats of annual flowers to be planted at the library. The consensus was to approve the project. Ms. Fisher will send Mr. McSherry a letter so that he can proceed with his plans to Cardwell.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

The snafu with the bomb threat on February 13 was discussed at length. Ms. Fisher said that she discussed her concerns with both the city police and fire departments.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met February 6, 2003. Ms. Craig reported that the committee reviewed the Internet policy. She made a motion to change the policy to reduce the number of people allowed at a computer from two to one (except when parents are helping children) and to delete a reference to express computers that do not exist. The motion was seconded by Mr. King and unanimously approved.

The committee reviewed a proposal from Ms. Fisher regarding cell phone usage. The language in the user guidelines was modified to include cell phone usage with respecting the rights of other library users. Ms. Craig made a motion to approve the policy as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

Ms. Craig said that the committee also reviewed a new policy regarding the confidentiality of

library records. Ms. Craig made a motion to approve the policy subject to approval by Mr. Booth. The motion was seconded by Ms. Rowden and unanimously approved.

Ms. Craig reported that the committee reviewed a revised mission statement for the library. She made a motion to approve the statement as presented. The motion was seconded by Mrs. Greanias and unanimously approved.

The committee also reviewed a new job description for the office manager. Mr. Wise made a motion to approve the new title, description, and pay level for executive administrative assistant effective February 20, 2003, as presented. The motion was seconded by Mr. Davis and unanimously approved on roll call vote.

The first floor reorganization was discussed. Ms. Fisher recommended, after receiving many complaints from patrons and some complaints from staff, that the hardback fiction collection not be interfiled by genres. Ms. Craig made a motion to modify the reorganization plan as discussed. The motion was seconded by Mr. Wise and unanimously approved.

A grievance with the union is scheduled for arbitration on Monday, February 24, 2003.

Finance and Properties Committee: Mr. Cocagne made a motion to approve the January 2003 bills. The motion was seconded by Mr. King and unanimously carried on roll call vote.

The committee met February 4, 2003. Mr. Cocagne reported that the committee reviewed the budget proposal for the library's trust funds. He made a motion to approve the budget as presented. The motion was seconded by Ms. Craig and unanimously approved on roll call vote.

Mrs. Rowden made a motion to adjourn to closed executive session to discuss the lease of real property. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The Board went into executive session at 5:10 p.m. The meeting was reconvened at 5:50 p.m.

Mr. Davis made a motion to authorize the Finance Committee to enter into lease negotiations with a prospective tenant and report back to the Board of Trustees on March 20 as to the feasibility of a lease arrangement. Ms. Fisher was also asked to contact a second prospective tenant to let them know that negotiations are in process with the first prospective tenant.

Rolling Prairie Library System: Mrs. Greanias attended the meeting.

Friends of the Library: The Friends met February 12, 2003.

Foundation: The Foundation Board of Directors met January 27 and elected new officers. A new director is needed to replace Mark Gibson on the board.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VII, Access, was reviewed.

VII. OLD BUSINESS

Mr. King made a motion to adjourn to closed executive session to discuss pending litigation. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote. The Board went into executive session at 6:10 p.m. The meeting was reconvened at 6:20 p.m.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

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

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Admin. Assistant

CITY LIBRARIAN'S REPORT
March 14, 2003
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Increased presence and staggered times of our security offices have helped us with some of the behavior issues we were having earlier. We got the Fiction turned around and kept it separated by genre. Most of the collection is off of the top and bottom shelf, which is our goal. We are going to add one more range of shelving and then I think we will be able to accomplish this. Paperbacks in the Fiction collection are being moved to the Paperback collection or withdrawn. Prepared the book budget. In addition to my regular meetings; I spoke to a PEO group, served on a SIRSI special committee, attended the DLI membership committee meeting, met with Decatur Day Care Center to discuss library service, attended a meeting of the Eagle Lodge, where they presented the library with a \$300 check, worked with Ed Booth on arbitration matters and the Finance Committee on lease issues.

GATES COMPUTER LAB: We had 107 attend five workshops offered in February. In March we started offering "EZ-Email" and "Mousing for Beginners". The popularity of these classes continues to grow.

SIRSI: The proposed change in bylaws was presented to the group and will be voted on in May. This change will place a permanent voting member from Lincoln and Decatur Public Libraries on the Governing Board; each library can only have 1 voting member on the Board. I don't agree with the only one vote, because it discourages us from having our staff be the chairs of the committees they are active with, but as it applies to everyone, we can live with it. The group also voted to approve hiring a Trainer to assist member libraries with learning the new software. I served on the committee to write the job description and now will also assist in developing the posting and placement of the position.

RPLS: I will be giving a tour of DPL on April 2nd for the 3rd Annual Best of the Best Seminar to showcase how we do things. I hear several libraries in the system are closing and I was asked to do this especially for Lincoln Library.

FRIENDS: The Friends will be having an Antique Book Appraisal Fair and Book Sale from 1-5 on Sunday, March 23. They have updated their bylaws to increase their Board to fifteen. Also approved was a \$10,000 payment toward their pledge to the Foundation.

FOUNDATION: The Foundation has \$16,770.62. We just recently received \$1,000 from Illinois Power for the Foundation.

STAFF: Still several positions short and they are in various stages of the hiring process.

ADMINISTRATION: Linda has started writing a monthly report that will cover some events that I usually put in my section for lack of a better place. We have rearranged the Administrative Office to give better visibility to the front. Sheila's work area was replaced with a nice reception desk, with lower walls, so that the public can see her. Joann's high wall unit was replaced with a half-wall, so she can now see the front door at all times. Linda and I now also have a better sight line. Hopefully this will help us know when someone is waiting up front. Linda and Matt created a way to do management evaluations online. We will see how it works and if we like it, we will see about getting the civil service evaluations online.

ADULT DIVISION: We are changing from Pro-Quest to Gale's Infotrac as our main electronic resource. This was after the staff attended an Electronic Resource Expo and tried the product in-house with free trial subscriptions. They feel the coverage is better and more user friendly than Pro-Quest. Gale

CITY LIBRARIAN'S REPORT

March 14, 2003

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Page 2 will provide training to the staff in the near future. Collectors are working on spending the last of their book budgets. Free tax assistance from Millikin students is still being offered. Sandi spoke to a group of school librarians; J gave a presentation on investments. College Illinois gave a presentation on the tuition savings programs for YA. Don Chamberlain did a program on bird photography that more than 40 patrons enjoyed. This department is still one short.

BUILDING DIVISION: Everything is up and running in good condition at the present moment. We had a lot of weather related issues to take care of in February. After we moved the Fiction, we noticed dark areas that were of concern. Upon investigating we found some wires that had shorted out and ballasts that were bad. Assisted in all of the moving and rearranging in the various departments. Tony is still out, but doing well.

CHILDREN'S DIVISION: Reference assists were down this month. Collectors are working on spending the last of their book budgets and weeding. Preschool story times resumed this month on Tuesday nights. 95 kids and parents attended these four programs. Six groups visited the department, bringing in 80 people and 238 attended BabyTalk programs. This department is still one short.

CIRCULATION DIVISION: The receipt printers are repaired. We are getting reports from RPLS that help us locate materials that have a "route" status, that meaning they are neither checked in nor out, but are just floating around. We are also cleaning up agency conversion problems as we find them. We are researching another credit agency to see how ours compares.

EXTENSION DIVISION: We are planning a volunteer appreciation lunch to be held during National Volunteers Week. This is something new for us. Most of our new locations have turned into viable stops. We will continue to evaluate and add stops as needed. Scott is teaching our "Internet for Seniors." This department is still one short.

SYSTEMS ADMINISTRATION: The "Request Title" is now working properly and books are now being sent to us instead of RPLS. Patrons had found a way to get to the Internet from our OPAC's, something we do not want. Mat was able to figure out a way to prevent this. So far it is working, but I am sure they will find some other way to get around it.

TECHNICAL DIVISION: There are still problems while editing records within NETCAT. We have not figured out the problem yet, but we are working on it. Matt set up Processing to generate labels on the computer, we are still waiting to see how this is going to work. Lee, Robert and Karen attended a MARC record workshop. Currently we are withdrawing items faster than we are adding them, with Extension, Children's and the Adult divisions weeding.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian
March 14, 2003

BOOKS, PERIODICALS & AUDIO VISUAL - FY 2004

CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	Current Month Spending	YTD Spending	Currently Encumbered	Available Balance	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance
801	MAIN ADULT	BOOKS	\$117,500.00	\$0.00	\$0.00	\$0.00	\$117,500.00	0.00%	0.00%	\$117,500.00
802	MAIN YOUTH	BOOKS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	0.00%	\$10,000.00
803	MAIN JUVENILE	BOOKS	\$52,500.00	\$0.00	\$0.00	\$0.00	\$52,500.00	0.00%	0.00%	\$52,500.00
804**	MAIN REFERENCE	BOOKS	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0.00%	0.00%	\$85,000.00
805	PROFESSIONAL	BOOKS	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0.00%	0.00%	\$3,000.00
821	EXTENSION	BOOKS	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%	0.00%	\$35,000.00
	TOTAL BOOKS		\$303,000.00	\$0.00	\$0.00	\$0.00	\$303,000.00	0.00%	0.00%	\$303,000.00
830	AUDIO-VISUAL	CD, CAS, V,CD-	\$47,000.00	\$0.00	\$0.00	\$0.00	\$47,000.00	0.00%	0.00%	\$47,000.00
	Shipping	Shipping charge	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0.00%	0.00%	\$2,500.00
830	AUDIO-VISUAL	PERIODICALS	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0.00%	0.00%	\$200.00
841	MAIN ADULT	PERIODICALS	\$26,400.00	\$0.00	\$0.00	\$0.00	\$26,400.00	0.00%	0.00%	\$26,400.00
842	MAIN YOUTH	PERIODICALS	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0.00%	0.00%	\$1,000.00
843	MAIN JUVENILE	PERIODICALS	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0.00%	0.00%	\$1,900.00
844	MAIN REFERENCE	PERIODICALS	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0.00%	0.00%	\$10,000.00
845	PROFESSIONAL	PERIODICALS	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0.00%	0.00%	\$1,800.00
847	EXTENSION	PERIODICALS	\$3,700.00	\$0.00	\$0.00	\$0.00	\$3,700.00	0.00%	0.00%	\$3,700.00
	TOTAL Periodicals		\$45,000.00	\$0.00	\$0.00	\$0.00	\$45,000.00	0.00%	0.00%	\$45,000.00
800	TOTAL		\$397,500.00	\$0.00	\$0.00	\$0.00	\$397,500.00	0.00%	0.00%	\$397,500.00

ENDOWMENT FUNDS - FY 2004

CODE	ALLOCATION	ANNUAL Income Allocation	Current Month Spending	YTD Spending	Currently Encumbered	Available Balance	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance
900C	ELLEN & PETER CANTONI	\$35,000.00	\$0.00	\$0.00	\$0.00	\$35,000.00	0.00%	0.00%	\$35,000.00
900B	MAUDE BRIDGES	\$227.00	\$0.00	\$0.00	\$0.00	\$227.00	0.00%	0.00%	\$227.00
900M	Margaret Meyer	\$11,000.00	\$0.00	\$0.00	\$0.00	\$11,000.00	0.00%	0.00%	\$11,000.00
WHI	Whimery Trust	carryover balance			\$0.00	\$0.00	ERR	ERR	\$0.00
GRANT	Donations/Grants	carryover+donations			\$0.00	\$0.00	ERR	ERR	\$0.00

**) Does NOT include encumbrances for Internet Access Fees and/or licences.

ADULT DIVISION (Circulating) FUNDS - FY 2004

CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
801 0	Generalities	BOOKS	\$2,500.00	\$0.00	\$0.00	0.00%	0.00%	\$2,500.00	\$2,500.00
801 1	Philosophy, psychology	BOOKS	\$2,500.00	\$0.00	\$0.00	0.00%	0.00%	\$2,500.00	\$2,500.00
801 2	Religion	BOOKS	\$2,000.00	\$0.00	\$0.00	0.00%	0.00%	\$2,000.00	\$2,000.00
801 3	Social Sciences	BOOKS	\$9,000.00	\$0.00	\$0.00	0.00%	0.00%	\$9,000.00	\$9,000.00
801 4	Language	BOOKS	\$1,000.00	\$0.00	\$0.00	0.00%	0.00%	\$1,000.00	\$1,000.00
801 5	Natural Sciences	BOOKS	\$5,000.00	\$0.00	\$0.00	0.00%	0.00%	\$5,000.00	\$5,000.00
801 6	Applied Sciences	BOOKS	\$13,500.00	\$0.00	\$0.00	0.00%	0.00%	\$13,500.00	\$13,500.00
801 7	Fine Arts and Entertainment	BOOKS	\$10,000.00	\$0.00	\$0.00	0.00%	0.00%	\$10,000.00	\$10,000.00
801 8	Literature	BOOKS	\$3,500.00	\$0.00	\$0.00	0.00%	0.00%	\$3,500.00	\$3,500.00
801 9	Geography and History	BOOKS	\$11,500.00	\$0.00	\$0.00	0.00%	0.00%	\$11,500.00	\$11,500.00
801 LP	Large Print Collection	LP BOOKS	\$17,000.00	\$0.00	\$0.00	0.00%	0.00%	\$17,000.00	\$17,000.00
801 F	Fiction	BOOKS	\$38,000.00	\$0.00	\$0.00	0.00%	0.00%	\$38,000.00	\$38,000.00
801 PB	Paperback (UNB) Fiction	BOOKS	\$2,000.00	\$0.00	\$0.00	0.00%	0.00%	\$2,000.00	\$2,000.00
	TOTAL BOOKS		\$117,500.00	\$0.00	\$0.00	0.00%	0.00%	\$117,500.00	\$117,500.00

AUDIO VISUAL (Circulating) FUNDS - FY 2004

830 V	Videocassettes	Video	\$16,500.00	\$0.00	\$0.00	0.00%	0.00%	\$16,500.00	\$16,500.00
830 CD	Compact Discs	CD's	\$8,000.00	\$0.00	\$0.00	0.00%	0.00%	\$8,000.00	\$8,000.00
830 CS	Cassette Tapes	Cassettes	\$2,500.00	\$0.00	\$0.00	0.00%	0.00%	\$2,500.00	\$2,500.00
830 BT	Books-on-Tape	B-O-T	\$6,000.00	\$0.00	\$0.00	0.00%	0.00%	\$6,000.00	\$6,000.00
830 BC	Books-on-Compact Disc	B-O-CD	\$4,000.00	\$0.00	\$0.00	0.00%	0.00%	\$4,000.00	\$4,000.00
830 CR	Circulating CD-Roms	CD-Rom	\$1,000.00	\$0.00	\$0.00	0.00%	0.00%	\$1,000.00	\$1,000.00
830 DV	Digital Video Discs	DVD	\$9,000.00	\$0.00	\$0.00	0.00%	0.00%	\$9,000.00	\$9,000.00
	TOTAL AV		\$47,000.00	\$0.00	\$0.00	0.00%	0.00%	\$47,000.00	\$47,000.00

CHILDREN'S DIVISION FUNDS - FY 2004

803	Children's Books	Books	\$44,500.00	\$0.00	\$0.00	0.00%	0.00%	\$44,500.00	\$44,500.00
803 AV	Children's Audio-Visual	AV	\$8,000.00	\$0.00	\$0.00	0.00%	0.00%	\$8,000.00	\$8,000.00
	TOTAL Children's		\$52,500.00	\$0.00	\$0.00	0.00%	0.00%	\$52,500.00	\$52,500.00

ADULT DIVISION (Reference) FUNDS - FY 2004

CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
804 0	Generalities	BOOKS	\$5,000.00	\$0.00	\$0.00	0.00%	0.00%	\$5,000.00	\$5,000.00
804 1	Philosophy, psychology	BOOKS	\$300.00	\$0.00	\$0.00	0.00%	0.00%	\$300.00	\$300.00
804 2	Religion	BOOKS	\$1,000.00	\$0.00	\$0.00	0.00%	0.00%	\$1,000.00	\$1,000.00
804 3	Social Sciences	BOOKS	\$11,000.00	\$0.00	\$0.00	0.00%	0.00%	\$11,000.00	\$11,000.00
804 4	Language	BOOKS	\$300.00	\$0.00	\$0.00	0.00%	0.00%	\$300.00	\$300.00
804 5	Natural Sciences	BOOKS	\$1,500.00	\$0.00	\$0.00	0.00%	0.00%	\$1,500.00	\$1,500.00
804 6	Applied Sciences	BOOKS	\$6,000.00	\$0.00	\$0.00	0.00%	0.00%	\$6,000.00	\$6,000.00
804 7	Fine Arts and Entertainment	BOOKS	\$1,500.00	\$0.00	\$0.00	0.00%	0.00%	\$1,500.00	\$1,500.00
804 8	Literature	BOOKS	\$1,500.00	\$0.00	\$0.00	0.00%	0.00%	\$1,500.00	\$1,500.00
804 9	Geography and History	BOOKS	\$6,900.00	\$0.00	\$0.00	0.00%	0.00%	\$6,900.00	\$6,900.00
804 MF	Microfilm Collection(s)	Microforms	\$10,000.00	\$0.00	\$0.00	0.00%	0.00%	\$10,000.00	\$10,000.00
804 EL**	Electronic Subscriptions	Internet	\$40,000.00	\$0.00	\$0.00	0.00%	0.00%	\$40,000.00	\$40,000.00
	TOTAL BOOKS		\$85,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$85,000.00	\$85,000.00

***) Does NOT include encumbrances for Electronic Access to Internet fees -

804 JM	J Merrick		\$18,300.00	\$0.00	\$0.00	0.00%	0.00%	\$18,300.00	\$18,300.00
804 BH	Bev Hackney		\$4,800.00	\$0.00	\$0.00	0.00%	0.00%	\$4,800.00	\$4,800.00
804 ST	Sandi Trezzo		\$11,900.00	\$0.00	\$0.00	0.00%	0.00%	\$11,900.00	\$11,900.00
804 OT	Other categories		\$50,000.00	\$0.00	\$0.00	0.00%	0.00%	\$50,000.00	\$50,000.00

EXTENSION DIVISION FUNDS - FY 2004

821 A	Extension - Adult Collection	BOOKS	\$16,000.00	\$0.00	\$0.00	0.00%	0.00%	\$16,000.00	\$16,000.00
821 Y	Extension - Young Adult Collection	BOOKS	\$2,000.00	\$0.00	\$0.00	0.00%	0.00%	\$2,000.00	\$2,000.00
821 J	Extension - Children's Collection	BOOKS	\$17,000.00	\$0.00	\$0.00	0.00%	0.00%	\$17,000.00	\$17,000.00
	TOTAL EXTENSION		\$35,000.00	\$0.00	\$0.00	0.00%	0.00%	\$35,000.00	\$35,000.00

Personnel, Policy and Public Relations Committee

March 6, 2003

Carol Craig called the meeting to order at 4:32 p.m. Members present: Ms. Craig, Garry Davis, and Sherri Arnold. Absent: Sally Krigbaum and Linda Rowden. Staff present: Lee Ann Fisher and Sheila Robinson.

Update on grievances: Mr. Davis made a motion to adjourn to closed executive session to discuss pending litigation. The motion was seconded by Mrs. Arnold and unanimously approved on roll call vote. The Board went into executive session at 4:35 p.m. The meeting was reconvened at 5:20 p.m.

Other business: Ms. Fisher presented revised job descriptions for Administrative Aide and Administrative Secretary. Job duties were updated. Ms. Fisher recommended that the pay level of the Administrative Aide be increased from level 1 to level 2 to reflect the level of responsibility. After discussion, the consensus was to recommend approval of the changes as attached.

There was no other business.

The meeting was adjourned at 5:32 p.m.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher, City Librarian

Library Administrative Aide**Decatur Public Library****Nature of Work**

This is specialized clerical and secretarial work of a confidential nature performed in the office of the City Librarian.

Work involves advanced administrative clerical tasks that require broad knowledge of library operations, activities, policies, and work processes. Independent responsibilities call for public contact with supply vendors and library personnel, requires considerable tact, discretion and confidentiality. Serves as backup to ~~Office Manager~~. **Executive Administrative Assistant**. May supervise others when assigned. **This position may require night and weekend work.**

Supervision Received

Work is performed with considerable independence and confidentiality under the general supervision of the City Librarian and is reviewed through periodic conferences and the observation of ~~results obtained~~ **employee performance and work habits**.

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

Selects vendors and executes purchase requisitions; ~~audits~~ **reviews** financial records; ~~on computer~~ **prepares invoices for payment by city.**

Prints brochures, forms, post cards, etc. for the library.

Answers the library telephones as a back up to the Library Administrative Secretary.

Orders and keeps inventory of all library supplies and equipment.

~~Contacts repair services for the maintenance of building and equipment and generally resolves these without recourse to superior.~~

Composes correspondence and answers **vendor** letters of inquiry independently; maintains files.

Maintains petty cash fund; **collects cash from vending machines**; keeps ledger accounts **records**, and makes deposits of library ~~fine monies~~ **money**.

~~Takes minutes of board meetings in the absence of the Office Manager.~~

~~Handles employee payroll as required.~~

Corrects errors on timesheets and assists with payroll input.

~~Does research for labor relations and negotiations projects.~~

**LIBRARY ADMINISTRATIVE AIDE
DECATUR PUBLIC LIBRARY
Job Description
Page 2**

~~Shares in duties of the Office Manager as required.~~

Troubleshoots for all library office equipment, i.e. paper jams, ink replacement, toner replacement, mechanical malfunctions, etc. **Arranges for repair service as needed.**

~~Collects cash from all vending machines.~~

~~May supervise office help as assigned.~~

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Ability to handle confidential matters with considerable tact and discretion.

Considerable knowledge of the library operations and work policies.

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

Considerable knowledge of office practices and procedures.

Knowledge of business English and accounting.

Ability to type 60 w.p.m.

Ability to understand and follow general oral and written instructions.

Ability to operate various office equipment such as a calculator, personal computer, photocopier, laminating machine, printing machine, folder, fax machine, and a ream cutter.

Desired Training and Experience

Graduation from high school or equivalent, including or supplemented by courses in office practices and accounting, previous experience in clerical work, or any equivalent combination of training and experience.

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

Library Administrative Secretary**Decatur Public Library****Nature of Work**

This is highly responsible clerical and advanced secretarial work of a confidential nature performed in the office of the City Librarian.

Work involves advanced administrative tasks that require broad knowledge of library activities, policies and work processes to assure their completion and adherence to established standards. Considerable tact, discretion and judgment are required in the preparation and assembly of materials, screening of visitors and scheduling of appointments.

This position may require night and weekend work.

Supervision Received

Work is performed with considerable independence and confidentiality under the general supervision of the City Librarian and is reviewed through periodic conferences and the observation of ~~results obtained~~ **employee performance and work habits.**

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

Performs independent secretarial work for the City Librarian. Takes dictation and types for the City Librarian and various Library division heads.

Answers and directs telephone calls to appropriate destinations, records messages and provides information to callers. Screens callers and makes appointments on initiative, and maintains the appointment calendar for the City Librarian.

Proofreads and assists with editing the library's newsletter.

Schedules public meeting rooms, collects fees, and prepares and distributes schedule, in accordance with library policy.

Receives, opens, and routes mail to include responding **and responds** to correspondence of a general nature. **Delivers mail to and picks up mail from the civic center.**

~~Processes payroll records and maintains personnel files for the Library.~~

Prepares, distributes, files and maintains various confidential reports, records, lists, documents, statistical data, and minutes.

~~May supervise, train and assign clerical work as authorized.~~

Posts various notices of public events and removes the notices after the events.
Approves flyers for the community information rack and keeps it current.

Take minutes of **the Foundation Board**, or other meetings in the absence of the Office Manager **Executive Administrative Assistant**, or as assigned.

LIBRARY ADMINISTRATIVE SECRETARY

DECATUR PUBLIC LIBRARY

Job Description

Page 2

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Ability to handle confidential matters with considerable tact and discretion.

Considerable knowledge of library operations and work policies.

Ability to operate standard office equipment including personal computer, typewriter, calculator, **fax machine**, and photocopier.

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

Ability to communicate clearly and effectively both orally and in writing.

Considerable knowledge of administrative practices and procedures, including ~~payroll procedures~~ and recording minutes.

Skill in typing, filing, preparing, maintaining and organizing reports, records, documents, lists, correspondence and any other paperwork necessary to library operation both accurately and efficiently.

Ability to type 60 w.p.m. and take dictation at 80 w.p.m.

Desired Training and Experience

Graduation from high school or equivalent, including or supplemented by courses in office practices, word processing, and stenography, three years responsible experience in performing various administrative support work, or any equivalent combination of training and experience.

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

Pay Level 1
rev. 2/97 2/03

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECKS NUMBER	CHECK DATE	DESCRIPTION
02/11/2003	TREAS-MEDICAL INSURANCE	10,157.03	E02021	02/11/2003	MEDICAL INSURANCE
02/11/2003	TREAS-NON MEDICAL INS	27.60	E02022	02/11/2003	LIFE INSURANCE
02/11/2003	TREAS-NON MEDICAL INS	779.96	E02023	02/11/2003	WORKERS COMPENSATION
02/11/2003	TREAS-IMRF	6.00	E02024	02/11/2003	TREATMENT-IMRF
02/16/2003	TREAS-MEDICAL INSURANCE	10,157.03	E02045	02/26/2003	MEDICAL INSURANCE
02/16/2003	TREAS-NON MEDICAL INS	27.60	E02046	02/26/2003	LIFE INSURANCE
02/16/2003	TREAS-IMRF	738.88	E02047	02/26/2003	WORKERS COMPENSATION
02/23/2003	COMMERCIAL LIBRARY ASSOCIATION	6,050.94	E02048	02/26/2003	POSTAGE
02/27/2003	ABWA	134.75	159370	02/03/2003	PROFESSIONAL MEMBERSHIP FEES
02/27/2003	FISHER, STEVE	132.00	159401	02/07/2003	PROFESSIONAL MEMBERSHIP FEES
02/27/2003	FISHER, ROBYN	29.20	159420	02/07/2003	PROFESSIONAL MEMBERSHIP FEES
02/27/2003	GAYLORD BROS.	116.18	159432	02/07/2003	CONFERENCES AND OTHER TRAVEL
02/27/2003	HELIOS FLEET MAINTENANCE ASSOCIATION	88.00	159436	02/07/2003	CONFERENCES AND OTHER TRAVEL
02/27/2003	HELIOS FLEET MAINTENANCE ASSOCIATION	35.00	159442	02/07/2003	CONFERENCES AND OTHER TRAVEL
02/27/2003	HELIOS FLEET MAINTENANCE ASSOCIATION	409.13	159472	02/07/2003	CONFERENCES AND OTHER TRAVEL
02/27/2003	WALKERSON, MATTHEW	29.20	159484	02/07/2003	CONFERENCES AND OTHER TRAVEL
02/13/2003	BODINE ELECTRIC OF DECATUR	486.00	159528	02/13/2003	MAGAZINES AND OTHER TRAVEL
02/13/2003	BOMBURRY LTD.	262.71	159528	02/13/2003	SERVICES TO MAINTAIN AUTO EQUIP
02/13/2003	HOUCHENREYS, LINDA	1,034.65	159533	02/13/2003	PRINTING SUPPLIES
02/13/2003	HUMPHREYS, LINDA	1,375.60	159536	02/13/2003	PRINTING SUPPLIES
02/13/2003	HUMPHREYS, LINDA	29.93	159538	02/13/2003	EMPLOYEE AND BINDING SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	29.93	159538	02/13/2003	EMPLOYEE AND BINDING SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	90.00	159541	02/13/2003	OTHER PROFESSIONAL SERVICES
02/13/2003	MILLER PRODUCTS COMPANY	138.00	159542	02/13/2003	JANITORIAL-BLDGS
02/13/2003	MILLER PRODUCTS COMPANY	135.44	159544	02/13/2003	JANITORIAL-BLDGS
02/13/2003	MILLER PRODUCTS COMPANY	159.45	159545	02/13/2003	JANITORIAL-BLDGS
02/13/2003	MILLER PRODUCTS COMPANY	49.13	159547	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	66.00	159553	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	1,293.00	159557	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	21.91	159557	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	27.77	159557	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	15.00	159560	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	324.50	159565	02/13/2003	OFFICE SUPPLIES
02/13/2003	MILLER PRODUCTS COMPANY	52.50	159567	02/13/2003	OFFICE SUPPLIES
02/16/2003	BAKERY & TAYLOR CO	324.98	159576	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HAZELWOOD ENERGY SERVICES	1,464.44	159578	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HASTING, SCOTT A.	110.00	159602	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	200.00	159611	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	834.81	159611	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	7,231.61	159616	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	2,946.40	159617	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	90.46	159633	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	299.85	159638	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	210.00	159645	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	105.00	159652	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	100.00	159654	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	22.00	159661	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	20.64	159661	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	10.00	159661	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	25.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	37.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	237.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	317.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	170.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	130.50	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	341.11	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	236.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	1,042.31	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	30.94	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	388.48	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	100.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	100.00	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	248.75	159665	02/14/2003	BOOKS AND PERIODICALS
02/14/2003	HOLT, DANNY R.	1,055.83	159665	02/14/2003	BOOKS AND PERIODICALS

BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2003

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/25/2003	TREAS-S&S INSURANCE FUND	686.58	159837	02/25/2003	GENERAL LIABILITY INSURANCE
02/25/2003	TREAS-MLS OPERATING	1,469.50	159838	02/25/2003	MIS SERVICES
02/26/2003	AMERITECH	78.11	159876	02/26/2003	TELEPHONE
02/26/2003	ASSOCIATED OFFICE FURNISHINGS	308.66	159877	02/26/2003	OFFICE SUPPLIES
02/28/2003	ARAMARK UNIFORM SERVICES, INC.	161.20	159878	02/28/2003	SERV-BUILDINGS
02/28/2003	ADT SECURITY SERVICES	1,762.58	159884	02/28/2003	SERV-OFFICE EQUIP
02/28/2003	AZURADISC	55.19	159885	02/28/2003	OFFICE SUPPLIES
02/20/2003	BAKER & TAYLOR CO	4,567.94	159887	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	BAKER & TAYLOR CO	3,288.64	159888	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	BABY TALK INC. ENTERTAINMENT	3,275.00	159889	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	BAKER & TAYLOR CO	2,097.37	159891	02/28/2003	OTHER PROFESSIONAL SERVICES
02/28/2003	BOOKER & ATOLINE	900.00	159892	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	BOOK WHOLESALERS, INC.	901.95	159893	02/28/2003	BOOKS AND PERIODICALS
02/06/2003	CAPITAL CITY PAPER CO	266.96	159911	02/28/2003	BOOKS AND PERIODICALS
02/24/2003	DEMCO INC	1,805.70	159920	02/28/2003	OFFICE SUPPLIES
02/20/2003	DUN & BRADSTREET INFO SERVICES	100.00	159923	02/28/2003	OTHER PROFESSIONAL SERVICES
02/20/2003	FAST IMPRESSIONS	634.50	159934	02/28/2003	OTHER PROFESSIONAL SERVICES
02/20/2003	FORSYTH PUBLIC LIBRARY	23.00	159935	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	THE GALE GROUP	28.00	159944	02/28/2003	PRINTING AND BINDING SERVICES
02/28/2003	HASTINGS, SCOTT A.	103.38	159953	02/28/2003	BOOKS AND PERIODICALS
02/28/2003	HOULI, DANNY R.	200.00	159961	02/28/2003	BOOKS AND PERIODICALS
02/28/2003	HEART TECHNOLOGIES INC	33.25	159962	02/28/2003	OTHER PROFESSIONAL SERVICES
02/26/2003	SBC	1,304.03	159965	02/28/2003	SERV-OFFICE EQUIP
02/28/2003	ICI DULUX PAINTS	50.34	159970	02/28/2003	TELEPHONE-BLDGS
02/28/2003	IL STATE LIBRARY	280.13	159971	02/28/2003	MATERIALS
02/20/2003	INGRAM LIBRARY SERVICES	46.49	159975	02/28/2003	MATERIALS
02/20/2003	ILLINOIS STATE LIBRARY	45.00	159976	02/28/2003	BOOKS AND PERIODICALS
02/28/2003	JAN MASTERS, INC.	196.12	159977	02/28/2003	CONFERENCES AND OTHER TRAVEL
02/28/2003	MEMPHIS	40.80	159999	02/28/2003	JANITORIAL SUPPLIES
02/28/2003	MOLLOHAN, DARRELL INC.	60.00	160010	02/28/2003	MATERIAL-BLDGS
02/20/2003	NORTH TOWN FORD, INC.	40.91	160010	02/28/2003	MATERIAL-BLDGS
02/28/2003	NCI BUSINESS SYSTEMS	58.51	160015	02/28/2003	MATERIAL TO MAINT AUTO EQUIP
02/20/2003	SPHERION CORPORATION	1,194.66	160018	02/28/2003	SERV-OFFICE EQUIP
02/20/2003	PUBLIC BROADCASTING SERVICE	202.45	160020	02/28/2003	TEMP PERSONNEL SERVICES
02/20/2003	REGENT BATTERY	92.95	160029	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	REGENT BOOK CO	178.50	160032	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	ROTARY CLUB OF DECATUR	110.00	160035	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	R. SMITH, ALAN	251.37	160037	02/28/2003	OTHER PROFESSIONAL SERVICES
02/28/2003	SAM'S CLUB	110.00	160038	02/28/2003	BOOKS AND PERIODICALS
02/24/2003	SPHERION CORPORATION	378.52	160054	02/28/2003	OTHER PROFESSIONAL SERVICES
02/28/2003	SBC	515.03	160055	02/28/2003	SMALL CAPITAL ITEMS
02/28/2003	T A BRINKMEYER & SONS, INC.	139.12	160056	02/28/2003	TELEPHONE
02/28/2003	T A BRINKMEYER & SONS, INC.	501.20	160061	02/28/2003	TELEPHONE
02/28/2003	TREAS-PETTY CASH	157.90	160061	02/28/2003	SERV-BUILDINGS
02/28/2003	TREAS-PETTY CASH	121.40	160071	02/28/2003	MATERIALS
02/28/2003	TREAS-PETTY CASH	10.00	160071	02/28/2003	CONFERENCES AND OTHER TRAVEL
02/28/2003	TREAS-PETTY CASH	10.24	160071	02/28/2003	POSTAGE
02/28/2003	TREAS-PETTY CASH	13.73	160071	02/28/2003	MATERIAL-BLDGS
02/28/2003	TREAS-PETTY CASH	17.97	160071	02/28/2003	MATERIAL TO MAINT AUTO EQUIP
02/28/2003	TREAS-PETTY CASH	22.93	160071	02/28/2003	OFFICE SUPPLIES
02/28/2003	TAYLOR, DELBERT	120.00	160071	02/28/2003	EMPLOYEE RECOGNITION SUPPLIES
02/28/2003	2D MARKETING & COMMUNICATIONS	220.00	160075	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	USOURNE BOOKS	662.50	160076	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	TOTAL	86,025.49	160078	02/28/2003	OTHER PROFESSIONAL SERVICES

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
100	02/25/2003	TREAS-SELF INSURANCE FUND	686.58	159837	02/25/2003	GENERAL LIABILITY INSURANCE
100	02/25/2003	TREAS-MIS OPERATING	1,469.50	159838	02/25/2003	MIS SERVICES
100	02/26/2003	AMERITECH	78.11	159876	02/28/2003	TELEPHONE
100	02/20/2003	ASSOCIATED OFFICE FURNISHINGS	308.66	159877	02/28/2003	OFFICE SUPPLIES
100	02/28/2003	ARAMARK UNIFORM SERVICES, INC.	161.20	159878	02/28/2003	SERV-BUILDINGS
100	02/28/2003	ADT SECURITY SERVICES	1,752.58	159884	02/28/2003	SERV-OFFICE EQUIP
100	02/28/2003	AZURADISC	55.19	159885	02/28/2003	OFFICE SUPPLIES
100	02/28/2003	BAKER & TAYLOR CO	4,427.94	159887	02/28/2003	BOOKS AND PERIODICALS
100	02/20/2003	BAKER & TAYLOR CO	3,288.64	159888	02/28/2003	BOOKS AND PERIODICALS
100	02/26/2003	BABY TALK INC. ENTERTAINMENT	2,75.00	159891	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/20/2003	BAKER & TAYLOR INC.	2,097.37	159892	02/28/2003	BOOKS AND PERIODICALS
100	02/28/2003	BOOK WHOLESALEERS, INC.	900.00	159899	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/20/2003	CAPITAL CITY PAPER CO	991.95	159902	02/28/2003	OFFICE SUPPLIES
100	02/24/2003	DEMCO INC	288.96	159911	02/28/2003	OFFICE SUPPLIES
100	02/24/2003	DERBOR, JASON	1,805.70	159920	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/28/2003	DUN & STREETS INFO SERVICES	100.00	159934	02/28/2003	BOOKS AND PERIODICALS
100	02/20/2003	FAST IMPRESSIONS	634.50	159935	02/28/2003	PRINTING AND BINDING
100	02/26/2003	FORSYTH PUBLIC LIBRARY	83.17	159944	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/28/2003	THE GALE GROUP	283.38	159945	02/28/2003	BOOKS AND PERIODICALS
100	02/20/2003	HASTINGS, SCOTT A.	103.00	159951	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/28/2003	HOULT, ANNY R.	200.00	159961	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/28/2003	HEART TECHNOLOGIES INC	33.25	159963	02/28/2003	SERV-OFFICE EQUIP
100	02/28/2003	ICI DULUX PAINTS	1,304.03	159965	02/28/2003	TELEPHONE
100	02/28/2003	INGRAM LIBRARY SERVICES	50.34	159970	02/28/2003	TELEPHONE
100	02/28/2003	ILLINOIS STATE LIBRARY	280.13	159973	02/28/2003	MATERIAL-BLDGS
100	02/20/2003	ILLINOIS STATE LIBRARY	46.49	159975	02/28/2003	BOOKS AND PERIODICALS
100	02/28/2003	JAN MADS	45.00	159976	02/28/2003	CONFERENCES AND OTHER TRAVEL
100	02/28/2003	MENARDHAM, DARRELL INC.	196.80	159977	02/28/2003	JAMITORIAL SUPPLIES
100	02/28/2003	MOLLIHTOWN, FORD, INC.	40.00	159999	02/28/2003	MATERIAL-BLDGS
100	02/28/2003	NORTH BUSINESS SYSTEMS	40.91	160010	02/28/2003	MATERIAL-BLDGS
100	02/28/2003	NOI BUSINESS CORPORATION	58.51	160015	02/28/2003	MATERIAL-BLDGS
100	02/28/2003	SPHERION BROADCASTING SERVICE	1,194.65	160018	02/28/2003	SERV-OFFICE EQUIP
100	02/20/2003	PUBLIC BATTERY	92.95	160029	02/28/2003	TEMP PERSONNEL SERVICES
100	02/20/2003	REXAX BOOK CO	178.50	160032	02/28/2003	BOOKS AND PERIODICALS
100	02/28/2003	RIGSBY, PAUL	110.00	160035	02/28/2003	BOOKS AND PERIODICALS
100	02/28/2003	ROTARY CLUB OF DECATUR	160.00	160036	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/20/2003	R.R. BOWKER	251.37	160037	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/28/2003	SMITH, ALAN	110.00	160038	02/28/2003	BOOKS AND PERIODICALS
100	02/28/2003	SPHERION CORPORATION	378.52	160039	02/28/2003	SMALL CAPITAL ITEMS
100	02/24/2003	SBC BRINKOETTER & SONS, INC.	515.08	160044	02/28/2003	TEMP PERSONNEL SERVICES
100	02/28/2003	T A BRINKOETTER & SONS, INC.	139.12	160056	02/28/2003	TELEPHONE
100	02/28/2003	TREAS-PETTY CASH	1501.50	160061	02/28/2003	SERV-BUILDINGS
100	02/28/2003	TREAS-PETTY CASH	127.90	160071	02/28/2003	MATERIAL-BLDGS
100	02/28/2003	TREAS-PETTY CASH	10.40	160071	02/28/2003	CONFERENCES AND OTHER TRAVEL
100	02/28/2003	TREAS-PETTY CASH	10.24	160071	02/28/2003	POSTAGE
100	02/28/2003	TREAS-PETTY CASH	13.73	160071	02/28/2003	PROFESSIONAL SERVICES
100	02/28/2003	TREAS-PETTY CASH	17.97	160071	02/28/2003	MATERIAL-BLDGS
100	02/28/2003	TREAS-PETTY CASH	12.93	160071	02/28/2003	OFFICE SUPPLIES
100	02/28/2003	TREAS-PETTY CASH	12.25	160071	02/28/2003	EMPLOYEE RECOGNITION SUPPLIES
100	02/28/2003	TREAS-PETTY CASH	220.00	160071	02/28/2003	BOOKS AND PERIODICALS
100	02/28/2003	TAYLOR, DELBERT	252.50	160075	02/28/2003	OTHER PROFESSIONAL SERVICES
100	02/28/2003	USBORNE BOOKS	141.40	160076	02/28/2003	OTHER PROFESSIONAL SERVICES
		TOTAL	86,025.49			

C I T Y O F D E C A T U R
BILLS AND PAYROLLS FOR PERIOD ENDING 02/28/2003

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
02/20/2003	BAKER & TAYLOR ENTERTAINMENT	260.58	159892	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	THE GALE GROUP	1,693.10	159753	02/28/2003	BOOKS AND PERIODICALS
02/20/2003	PUBLIC BROADCASTING SERVICE	169.93	160029	02/28/2003	BOOKS AND PERIODICALS
TOTAL		2,123.61			

DECATUR PUBLIC LIBRARY

PERIOD ENDING 20030228

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	266,859.16	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	266,859.16	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	2,306,437.50	2,622,506.74	2,767,725.00	145,218.26	94
TOTAL		.00	2,306,437.50	2,622,506.74	2,767,725.00	145,218.26	94
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	296.17	200,000.00	122,847.54	240,000.00	117,152.46	51
30200-107	STATE GRANTS OR OTHER	.00	79,920.00	104,125.00	95,904.00	8,221.00-	108
TOTAL		296.17	279,920.00	226,972.54	335,904.00	108,931.46	67
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	4,488.81	41,666.66	36,432.16	50,000.00	13,567.84	72
30500-510	LIBRARY NON-RESIDENT FEES	77.76	562.50	411.90	675.00	263.10	61
30500-511	LIBRARY LOST AND DAMAGED BOOKS	468.55	5,000.00	3,835.82	6,000.00	2,164.18	63
30500-514	COPIES & MISC	1,390.25	10,000.00	17,017.51	12,000.00	5,017.51-	141
30500-515	MEETING ROOM FEES	1,095.00	10,000.00	8,340.00	12,000.00	3,660.00	69
TOTAL		7,520.37	67,229.16	66,037.39	80,675.00	14,637.61	81
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	5,000.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	.00	.00	19,544.09	.00	19,544.09-	
TOTAL		.00	5,000.00	19,544.09	6,000.00	13,544.09-	325
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	705.38	16,666.66	10,676.93	20,000.00	9,323.07	53
TOTAL		705.38	16,666.66	10,676.93	20,000.00	9,323.07	53
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	10,833.33	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	3,358.33	33,333.33	33,383.30	40,000.00	6,616.70	83
30800-899	MISCELLANEOUS INCOME	.00	16,666.66	2,949.66	20,000.00	17,050.34	14
TOTAL		3,358.33	60,833.32	36,332.96	73,000.00	36,667.04	49
FUND TOTAL		11,880.25	3,002,945.80	3,385,378.23	3,603,535.00	218,156.77	93

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

FUND 20 DECATUR PUBLIC LIBRARY

40000 DECATUR PUBLIC LIBRARY

02/28/2003

DB CD	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	122,842.11	1,257,461.99	1,494,425	535,868.01	.00	535,868.01	70.1
092	HOLIDAYS	0	4,385.21	73,590.21	0	73,590.21	.00	73,590.21	-
094	OTHER LEAVE WITH PAY	0	.00	5,362.39	0	5,362.39	.00	5,362.39	-
098	SICK TIME	0	5,548.76	34,802.08	0	34,802.08	.00	34,802.08	-
098	VACATION TIME	0	3,492.74	92,552.07	0	92,552.07	.00	92,552.07	-
PERSONAL SERVICES									
101	OVERTIME	15,775	1,751.85	9,859.00	13,145	5,916.00	.00	5,916.00	62.5
102	TEMPORARY SALARIES	46,689	2,363.08	27,400.21	38,907	19,288.79	.00	19,288.79	58.7
104	RETIREMENT-IMRF	163,602	12,055.79	130,432.04	136,335	33,169.96	.00	33,169.96	79.7
111	LIFE INSURANCE	634	55.20	548.97	528	85.03	.00	85.03	86.6
112	MEDICAL INSURANCE	271,418	20,314.06	215,049.66	226,181	56,368.34	.00	56,368.34	79.2
114	WORKERS COMPENSATION	21,098	1,538.84	16,842.92	17,581	4,255.08	.00	4,255.08	79.8
115	SERVICE RECOGNITION	19,830	1,431.48	16,730.35	16,525	3,099.65	.00	3,099.65	84.4
CONTRACTUAL SERVICES									
201	ADVERTISING AND BANDING	500	.00	823.08	416	323.08	.00	323.08	164.6
210	PRINTING	5,000	458.77	7,965.27	33,750	2,971.04	.00	3,007.99	160.2
211	SERV-BUILDINGS	40,500	2,841.68	3,101.17	0	12,534.73	4,949.78	7,584.95	81.3
212	SERV-AUTO EQUIPMENT	3,000	486.00	1,968.85	2,500	1,031.15	.00	1,031.15	65.9
213	SERV-OFFICES	17,634	2,220.47	14,240.57	15,833	1,759.33	.00	1,759.33	87.5
213	MISCELLANEOUS	160,000	7,231.61	130,863.65	133,333	29,136.35	.00	29,136.35	83.3
213	ELECTRICITY	28,000	2,946.40	27,946.40	28,668	623.33	.00	623.33	92.8
213	TELEPHONE	4,000	280.13	2,655.58	3,333	1,600.00	.00	1,600.00	66.4
234	WATERING SERVICES	1,600	.00	.00	4,166	1,600.00	.00	1,600.00	25.7
238	AUDITING SCHOOL	5,000	.00	1,285.95	3,340.42	3,714.05	.00	3,714.05	31.2
240	TRAINING	7,500	296.50	2,340.42	6,250	5,159.58	.00	5,159.58	90.1
241	CONFERENCE AND OTHER TRAVEL	15,200	1,100.10	13,219.73	12,666	1,983.27	484.00	1,499.27	90.1
245	POSTAGE	20,000	19,100.10	22,355.90	19,866	2,925.00	.00	2,925.00	111.8
247	COMPUTER SOFTWARE EXPENSE	45,000	1,709.74	30,346.16	37,200	14,853.84	.00	14,853.84	67.4
271	TUITION REIMBURSEMENT	3,000	.00	300.00	2,500	2,500.00	.00	2,500.00	10.0
272	TRAVEL EXPENSE FOR INTERVIEWS	400	.00	.00	333	400.00	.00	400.00	83.9
280	OTHER PROFESSIONAL SERVICES	46,500	4,609.86	34,429.27	38,750	12,070.73	4,566.00	7,504.73	86.9
284	PROFESSIONAL MEMBERSHIP FEES	2,100	132.00	1,824.00	1,750	276.00	.00	276.00	86.9
289	RENTAL-EQUIPMENT	7,500	341.11	4,008.58	6,250	3,471.42	1,575.00	1,916.42	74.4
COMMODITIES									
310	GASOLINE	4,000	409.13	3,064.42	3,333	935.58	.00	935.58	76.6
312	JANITORIAL SUPPLIES	12,000	585.92	6,219.49	10,000	5,780.51	.00	5,780.51	51.8
320	MATERIAL-BLDGS	20,000	546.18	18,311.83	16,666	461.08	.00	1,688.17	91.6
337	MATERIAL TO MAINT AUTO EQUIP	2,000	317.35	1,538.92	1,666	6,944.89	415.61	6,529.28	76.9
345	OFFICE SUPPLIES	35,000	4,539.03	28,055.11	29,166	80.15	.00	80.15	81.3
357	EMPLOYEE RECOGNITION SUPPLIES	260	49.86	179.85	216	80.15	.00	80.15	69.2
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	100.00	1,000.00	1,000	200.00	.00	200.00	83.3
418	MOTOR VEHICLE-INSURANCE	4,149	345.75	3,457.50	3,457	691.50	.00	691.50	83.3
420	BOILER INSURANCE	2,987	2,489.20	10,558.30	10,558	2,111.70	.00	497.80	83.3
421	PROPERTY INSURANCE	12,670	1,055.83	9,865.86	9,865	61,317.89	.00	1,373.20	83.3
423	GENERAL LIABILITY INSURANCE	8,239	966.56	6,731.88	9,000	61,317.89	.00	1,373.20	83.3
499	SMALL CAPITAL ITEMS	5,000	378.52	67,317.88	5,000	15,474.77	415.61	15,474.77	122.0

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

4-0000 DECATUR PUBLIC LIBRARY

FUND 20 DECATUR PUBLIC LIBRARY 02/28/2003

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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OTHER CHARGES	35,245	2,815.60	91,688.69	29,369	56,443.69	.00	56,443.69	260.1
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CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT	0	19,100.00	.00	0	.00	435.00	435.00	
	0	19,100.00	.00	0	.00	435.00	435.00	

800 BOOKS AND PERIODICALS	380,000	13,577.76	229,661.74	316,666	150,338.26	.00	150,338.26	60.4
804 BOOKS-MAIN REFERENCE	0	.00	444.67	0	444.67	.00	444.67	
830 AV-PHONODISCS	0	.00	66.01	0	66.01	.00	66.01	
841 MAG/PAPERS-MAIN ADULT	0	.00	24,551.32	0	24,551.32	.00	24,551.32	
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	1,807.69	0	1,807.69	.00	1,807.69	
844 MAG/PAPERS-MAIN REFERENCE	0	35.00	3,588.95	0	3,588.95	.00	3,588.95	
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	
	380,000	13,612.76	272,079.56	316,666	107,920.44	.00	107,920.44	71.6

EXPENDITURES

960 GRANT & INTEREST REPAYMENT	0	.00	6,793.39	0	6,793.39	.00	6,793.39	
	0	.00	6,793.39	0	6,793.39	.00	6,793.39	

** DIVISION TOTAL ** 3,284,295 227,351.92 2,657,276.64 2,736,898 627,018.36 12,743.19 614,275.17 81.3

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000 LEASE EXPENSES

FUND 20 DECATUR PUBLIC LIBRARY 02/28/2003

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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CONTRACTUAL SERVICES	5,575	464.44	3,715.52	4,645	1,859.48	.00	1,859.48	66.6
231 ELECTRICITY	25,000	.00	261.66	20,833	24,738.34	.00	24,738.34	1.0
230 OTHER PROFESSIONAL SERVICES	30,575	464.44	3,977.18	25,478	26,597.82	.00	26,597.82	13.0

OTHER CHARGES

409 PRINCIPAL PAYMENTS	21,875	.00	21,875.00	18,229	.00	.00	.00	100.0
410 INTEREST EXPENSE	7,656	.00	7,656.25	6,580	.25	.00	.25	100.0
	29,531	.00	29,531.25	24,809	.25	.00	.25	100.0

** DIVISION TOTAL ** 60,106 464.44 33,508.43 50,087 26,597.57 12,743.19 614,275.17 81.3

PUBLIC LIBRARY-TRUSTS

PERIOD ENDING 20030228

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	100,804.16	119,420.58	120,965.00	1,544.42	98
30001-922	BEG FUND BAL-MEYER	.00	217,940.83	270,354.15	261,529.00	9,805.15	103
30001-923	BEG FUND BAL-BRIDGES	.00	4,703.33	3,317.90	5,644.00	2,326.10	58
30001-924	BEG FUND BALANCE-DONATIONS	.00	3,828.33	.00	4,594.00	4,594.00	
TOTAL		.00	327,276.65	393,072.63	392,732.00	340.63-	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	83.33	.00	100.00	100.00	
30700-103	DPL INTEREST-CANTONI TRUST	100.59	2,500.00	1,482.15	3,000.00	1,517.85	49
30700-104	DPL INTEREST-MEYER TRUST	231.65	5,418.86	3,376.50	6,500.00	3,123.50	51
30700-105	DISTRIBUTION FR BRIDGES TRUST	1.61	4,166.66	351.16	5,000.00	4,648.84	7
TOTAL		333.85	12,166.65	5,209.81	14,600.00	9,390.19	35
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	145.00	2,916.66	5,642.44	3,500.00	2,142.44-	161
TOTAL		145.00	2,916.66	5,642.44	3,500.00	2,142.44-	161
FUND TOTAL		478.85	342,359.96	403,924.88	410,832.00	6,907.12	98

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000 DPL-CANTONI TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

02/28/2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
800	BOOKS AND PERIODICALS	3,000	.00	3,038.38	2,500	38.38-	.00	38.38-101.3	
		3,000	.00	3,038.38	2,500	38.38-	.00	38.38-101.3	
900	EXPENDITURES	0	.00	42.75	0	42.75-	212.00	254.75-	
		0	.00	42.75	0	42.75-	212.00	254.75-	
**	DIVISION TOTAL **	3,000	.00	3,081.13	2,500	81.13-	212.00	293.13-109.8	

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

42000 DPL-MEYER TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS

02/28/2003

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
499	SMALL CAPITAL ITEMS	0	.00	1,775.97	0	1,775.97-	.00	1,775.97-	
	OTHER CHARGES	0	.00	1,775.97	0	1,775.97-	.00	1,775.97-	
800	BOOKS AND PERIODICALS	6,500	.00	605.38	5,416	5,894.62	.00	5,894.62	9.3
		6,500	.00	605.38	5,416	5,894.62	.00	5,894.62	9.3
**	DIVISION TOTAL **	6,500	.00	2,381.35	5,416	4,118.65	.00	4,118.65	36.6

GLA3010

CITY OF DECATUR

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REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

43000 DPL-BRIDGES TRUST

FUND 92 PUBLIC LIBRARY-TRUSTS 02/28/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
800 BOOKS AND PERIODICALS	5,000	.00	1,778.78	4,166	3,221.22	.00	3,221.22	35.6
	5,000	.00	1,778.78	4,166	3,221.22	.00	3,221.22	35.6
** DIVISION TOTAL **	5,000	.00	1,778.78	4,166	3,221.22	.00	3,221.22	35.6

GLA3010

CITY OF DECATUR

PAGE 123

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

44000 DPL-DONATIONS FOR BOOKS

FUND 92 PUBLIC LIBRARY-TRUSTS 02/28/2003

OB CD DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
CAPITAL OUTLAY								
515 OFFICE MACHINERY AND EQUIPMENT	0	.00	7,700.00	0	7,700.00	.00	7,700.00	
	0	.00	7,700.00	0	7,700.00	.00	7,700.00	
800 BOOKS AND PERIODICALS	1,000	2,123.61	23,101.90	833	22,101.90	.00	22,101.90	310.2
	1,000	2,123.61	23,101.90	833	22,101.90	.00	22,101.90	310.2
** DIVISION TOTAL **	1,000	2,123.61	30,801.90	833	29,801.90	.00	29,801.90	80.2

Finance and Properties Committee
March 4, 2003

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

Bills and payroll for February 2003: The bill list did not arrive before the meeting.

Proposal from Larry Harris on additional lease space costs: Ms. Fisher presented a list of \$32,629 in estimated electrical and mechanical expenses that Mr. Harris thought the library would incur by leasing out the remainder of its space.

Proposal from Richland Community College: Ms. Fisher said that Richland Community College is no longer operating the Work Keys program or using the distance learning center in the library. The College proposed using the space for Project READ offices. Mrs. Arnold made a motion to recommend approval of the re-allocation of the space as proposed. The motion was seconded by Mr. Wise and unanimously approved.

Maintenance agreement on chiller: Ms. Fisher presented a proposal from T.A. Brinkoetter for \$3,360 for an annual maintenance agreement on the library's chiller. The committee asked for another price quote, and Ms. Fisher said that Mr. Harris received two bids and this was the cheaper of the two. Mr. King made a motion to recommend approval of the proposal as presented. The motion was seconded by Mr. Wise and unanimously approved.

Lease space: The committee discussed at length possible lease terms for a tenant expressing interest in up to 30,000 square feet. Two proposals were agreed upon to present to the prospective tenant.

- 1) Rent of \$4.00 per square foot with no utility charge. The lessee would investigate the feasibility of including in their build-out all air conditioning and heating necessary for their space.
- 2) Rent of \$4.00 per square foot with an additional utility charge. This additional charge would be determined by the library monthly/quarterly based on total building square footage and air conditioning and heating costs. Historically this cost has been between \$1.30 and \$1.50 per square foot.

The base rent of \$4.00 per square foot would be adjusted for the CPI (consumer price index) every five (5) years.

Common area costs would be allocated to the tenant (hall, rest rooms, etc.). Historically this cost would be approximately \$.50 per square foot for a lessee of the entire space.

Option: To hold the space available for four (4) months, the library would require a non-refundable option price of \$10,000. After four months, the monthly option price would be \$2,500. Mr. Cocagne will present these options to the prospective tenant.

Other business: Ms. Fisher reported that the library won its arbitration case.

There was no other business. The meeting was adjourned at 5:45 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Office Manager

Richland Community College



Finance and Administration

February 17, 2003

Lee Ann Fisher
City Librarian
Decatur Public Library
130 North Franklin
Decatur, IL 62523

RE: RCC Room at the Library

Dear Lee Ann:

Thanks for taking time to meet with me last week. Certainly, it has been too long since we last met.

As we discussed, we have experienced difficulty getting a sufficient number of students to sign-up for regular college credit classes at the Library. The distance learning equipment in the room is not scheduled for any use this semester. Additionally, our Work Keys program, which operated at the site, is no longer being conducted. With our existing programming, we have not used the room to its fullest potential. It is our intent to continue a very positive relationship with you and the Library.

We have been seeking a location to house Project Read. Currently, it is housed in the Crossroads Center which limits the time the volunteers can come to the office. Currently, many of the Project Read activities are being held at the Library. With these two thoughts in mind, we would like to continue renting the room we are using and relocate Project Read offices into that area. The room would still allow for a Richland connection with the Library and would offer greater benefits for the staff, volunteers, and program participants.

Our proposed room use would include office space for the program director and staff person, space for volunteers to meet with participants, space for file storage of materials, and connections for several computers to be used in association with the program as well as some space for adult education staff to work with students.

We would like to remove the current distance learning equipment and some of the computers in the room. We also would like to move some office furniture into the space. We would continue using the computers in the "Nims" room as they are currently being used.

Kindly let me know what we need to do in order to proceed with the proposed conversion.

Sincerely,

A handwritten signature in blue ink that reads "Greg E. Florian".

Greg E. Florian
Vice President, Finance and Administration

T. A. BRINKOETTER & SONS, INC.

636 EAST WOOD STREET P.O. BOX 1127
DECATUR, ILLINOIS 62525
PHONE: 217/423-3493
FAX: 217/423-9862
E-MAIL: tabrink@aol.com

February 11, 2003

Larry Harris
Decatur Public Library
247 East North Street
Decatur, Illinois 62523

Re: Annual Maintenance, Trane Chiller

Larry,

We will provide labor, equipment and material to complete the above referenced project for the time and material not to exceed sum **Three Thousand Three Hundred Sixty Dollars (\$3,360.00)**.

Included in this quote:

Seasonal shutdown

1. Check and calibrate all safeties.
2. Secure main power and insure power to the heaters.
3. Replace oil filter and gasket.
4. Meg motor oil pumps motors.
5. Pull condenser heads and clean tubes.
6. Send oil for analysis.
7. Leak check refrigeration side of system if purge timer indicates leak.
8. Check operation of vane positioner.
9. Check all electrical connection.
10. Check operation of purge system.

Summer startup

1. Start unit, check operation of controls and calibrate.
2. Check oil and refrigerant levels.
3. Check and calibrate refrigerant monitor.
4. Check operation of purge system.
5. Check voltage amp, draws, and start sequence.
6. Check temperature sensors.
7. Advise of any problems with unit.

PLUMBING - HEATING - AIR CONDITIONING
PROCESS PIPING - SHEET METAL - VENTILATION - REFRIGERATION
SERVING THE NEEDS OF INDUSTRY AND COMMERCE SINCE 1914

T. A. BRINKOETTER & SONS, INC.

636 EAST WOOD STREET P.O. BOX 1127
DECATUR, ILLINOIS 62525
PHONE: 217/423-3493
FAX: 217/423-8882
E-MAIL: tabrink@AOL.COM

Not included in this quote are any taxes, permits, and overtime or repair parts other than already mentioned.

We appreciate the opportunity to quote this project. Please call if you have any questions.

Respectively submitted,



Michael Hart

T. A. Brinkoetter & Sons, Inc.

PLUMBING - HEATING - AIR CONDITIONING
PROCESS PIPING - SHEET METAL - VENTILATION - REFRIGERATION
SERVING THE NEEDS OF INDUSTRY AND COMMERCE SINCE 1914

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

Applicable Core Standards

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

Supplemental Standards

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

Evaluation Methods

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

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

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