

Personnel, Policy & Public Relations Committee
July 6, 2000

Mrs. Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Mark Gibson, Patricia Greanias, and Shirley Moore. Others present: Karen Anderson and Linda Humphreys.

Nims room computer classes: Ms. Anderson presented a draft application form for public rental of the Nims computer training room. The committee approved recommending the form to the Board for approval as modified (copy attached).

Fines on bookmobiles: Ms. Anderson presented a proposal to formally allow bookmobile staff discretionary power to forgive fines on items checked out on bookmobiles. The consensus was to recommend approval of the procedure as presented (see attached).

Disaster policy: Ms. Anderson presented revisions to the library's disaster policy. The committee approved recommending the changes to the Board for approval as modified (copy attached).

Job description: Ms. Anderson presented a revised job description for the Head of Circulation Division. The position was changed to eliminate the requirement of a master's degree and the pay grade was reduced from 5 to 4. The committee approved recommending the changes to the Board for approval as modified (copy attached). Ms. Anderson reported that Library Assistant Robyn Hendricks has been appointed to the position effective July 20.

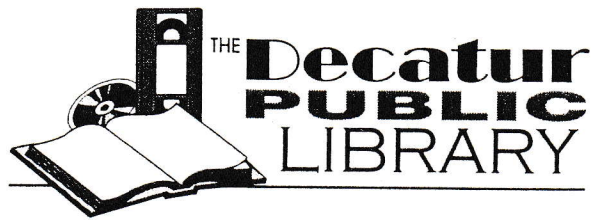
Other business: Mrs. Moore reported that the Search Committee received seven applications for the City Librarian position and their next meeting is scheduled for August 1.

The next contract negotiations meeting is scheduled for July 12.

There was no other business. The meeting was adjourned at 5:37 p.m.

Respectfully submitted,

Karen A. Anderson
Interim City Librarian



JOHN A. MOORMAN • CITY LIBRARIAN

**STATEMENT OF POLICY FOR USE OF THE
NIMS COMPUTER TRAINING ROOM**

1. The Decatur Public Library welcomes the use of its Nims Computer Training Room by organizations engaged in religious, charitable, scientific, literary, or educational activities.
2. Requests for use of the Nims Computer Training Room must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. The computer training room can be booked tentatively by phone, but the completed application and payment must be received within three (3) working days.
3. The Nims Computer Training Room is normally available Monday through Friday from 9:00a.m. until 9:00p.m. and Saturday from 9:00a.m. until 5:30p.m. Location of the Nims Computer Training Room prevents the library from allowing its usage past closing. However, special arrangements can be made for using the room earlier.
4. The charge for rental of the Nims Computer Training Room is \$75.00 for up to four hours. Seating capacity in the room is 10 plus a trainer.
5. Organizations may rent the Nims Computer Training Room as many as twelve times per calendar year.
6. The Library is not responsible for personal belongings left in the meeting rooms.
7. Free on-site parking is available.
8. An organization not abiding by the regulations and policies governing the use of the training room may lose their privilege of use in the future.

--Approved by the Library Board of Trustees
July 20, 2000

APPLICATION FOR USE OF THE NIMS COMPUTER TRAINING ROOM

Name of Organization _____

Contact Person _____

Address _____

Telephone _____ (home) _____ (business)

Date room desired _____

Time _____ to _____ a.m. p.m.

Purpose of meeting _____

Expected attendance _____

No food or drink is allowed in the Nims Computer Training Room.

In the event of a library building emergency or weather related emergency, meetings may be cancelled.

Use of the Nims Computer Training Room does not constitute Library endorsement of materials used in the program. Advertisements or announcements implying such endorsement are not permitted.

Organizations using the Nims Computer Training Room must comply with all applicable state and federal laws, such as hiring an interpreter or providing auxiliary aids required under the Americans with Disabilities Act when requested by the public.

Library staff will not take or deliver messages for meeting participants.

I have read and understand the policy use statement. I also declare that I/the organization will be responsible to the Decatur Public Library for any damage to Library property incurred during or in connection with this meeting.

Date of application

Signature

Amount paid _____

Approved by _____

TO CHARGE OR NOT TO CHARGE LIBRARY FINES ON BOOKMOBILES

One of the hot topics for several months now on the bookmobile listserv is the question of whether to charge fines or not to charge fines. Messages from the librarians to the listserv indicate that many bookmobiles around the country do not charge fines. My staff and I have had lengthy discussions on the subject as well. We don't want to do away with fines completely, but we often come up against situations on the bookmobile that the main library does not have to deal with.

At the beginning of the 1999-2000 school year, Judy Ellison talked to teachers and librarians at every school the bookmobiles visit. One of the points she stressed to teachers and librarians was that the library and bookmobiles do charge fines on overdue materials. The amnesty period we gave children as part of our move eased the fine problems until it ended in November 1999. Now, I am being told by staff members George Roberts and Shelley Whiteside that at some of our school stops over half the students who come on board have fines and cannot check out. Hardest hit is the students at inner city schools such as Washington, Durfee, and Garfield. Decatur's school libraries do not charge fines, and this introduces another confusing element for students and parents. We want our books back and charging for non-returned materials and overdues helps prevent materials loss. At our school stops we face several issues at different times during the school year. Those include:

1. Special programs--children don't have time to come to the bookmobile. If they have items due on that day, by the next bookmobile visit the items are overdue and subject to fines unless we are told they couldn't come out.
2. Classroom discipline--teachers often won't let students come out to the bookmobile because they are being punished for classroom behavior. The punishment is no trip to the bookmobile that day.
3. Holidays and scheduled closings--when schools close, we often miss the stop. Bookmobile 548 does all weekly stops, but the small unit does many biweekly stops. It is often a month before we get back to the site. Again, this leads to overdue books and fines.
4. Students miss the special pick up--when we're aware of closings, we drop off boxes and do a special pick up at these sites. However, if a student is absent and somehow misses the pick up materials can be late.
5. Field trips--the end of the school year really hits the bookmobiles hard. If a trip is scheduled during a time the bookmobile is at a site, we miss the check outs and students can't return materials. We lose on two counts.

I would like to suggest that these problems be addressed in the following manner:

1. Once again, staff will schedule talks with teachers and librarians before the start of the 2000-2001 school year. We will encourage teachers to come out with the classes. We believe this helps control some problems with overdues.
2. If we miss a stop due to a school closing, holiday, etc., we will give students a grace period on checked out items until we go to that site again.

3. We can always back date check ins if a stop has been missed or if there is a reason that students missed coming out to the bookmobile.
4. Monitor the fine situation during the 2000-2001 school year and make a determination at the end of the year on the effectiveness of the grace period according to number of students who can't use their library cards. (We can do this easily on the small unit, because we do our check outs and check ins by hand and then the driver does his own fine sheets off the check out sheets. We can compare those numbers through the year with the 1999-2000 school year we are completing).

Karen Anderson

5/15/00

FIRE

In any emergency situation, cool heads and logical thinking need to prevail. For example, smoldering materials might be found in the book drop. Logically, this type of situation can be handled at the departmental level without calling in the City Librarian, Head of the Maintenance Division, or the librarian in charge. However, if you are not sure of a fire's origin, follow the directions listed below.

STEPS TO FOLLOW:

1. If fire or smoke is visible, pull the nearest fire alarm box. See attachment for location of alarm boxes on each floor. The fire alarm will automatically be detected at the private alarm monitoring service and they will call the local fire dispatcher.
2. Employee discovering fire should call the City Librarian, Head of Maintenance Division, or librarian in charge to the fire area. The fire area will be surveyed, evacuation order given, and 911 called if necessary.
3. Bring fire extinguisher to the fire area. Staff on duty near fire area may attempt to extinguish the fire if **appropriate**. See attachment for location of fire extinguishers on each floor.
4. If the fire department has been called, the City Librarian, Head of Maintenance Division, or librarian in charge should assign a staff member to wait outside the building for the fire department and direct them to the location of the fire.
5. If an evacuation is deemed necessary, staff and patrons present on the second floor should use the emergency exit on Franklin Street (west side) unless that door is blocked by the fire. Administrative staff and individuals in staff lounge should go down the emergency exit in Administration onto Prairie Street. The alternate emergency exit for the second floor is the emergency exit on Prairie Street (north side of the building). Staff and patrons on first floor should use the nearest emergency exit (west side, south end, Elizabeth Madden Auditorium) or regular exit out of the building. Do **NOT** use the grand staircase or the elevators. **A GOOD RULE OF THUMB TO FOLLOW IN A FIRE SITUATION: DO NOT GO UP. DO NOT GO DOWN. GO OUT!**
6. Staff should go to the east end of the parking lot where vehicles are parked.
7. Attempt to account for all staff.
8. When fire is extinguished, fire department personnel will inspect the library. Staff will not be allowed back into the building until the all clear is given.

FIRE

BLOODBORNE PATHOGEN

Consult the library's bloodborne pathogen policy manual. The manual is available in the administrative office. Hepatitis B virus can live in dried up blood for up to a week.

STEPS TO FOLLOW IF STAFF TOUCH DRIED BLOOD:

1. Wash hands or any area of skin that may have touched the blood with soap and water. Do this immediately, and use personal protection pack in Circulation Division to complete handling of the material.
2. Take item to Circulation Division and have staff check the identity of the patron who last checked out the material.
3. Circulation Division staff will fill out a damaged form on the item and send to Technical Services for withdrawal.
4. Place material in bag provided in the personal protection pack and seal. Dispose of item in the yellow infectious waste can located in the Maintenance Division. Maintenance Division staff will be responsible for disposal of bio-hazardous and infectious waste material.
5. Responsible patron will not be charged. Fill out an accident report with patron's name.
6. Keep patron information in the department in case staff member wishes to be tested; the possible carrier can then be notified to receive medical attention.

BLOODBORNE PATHOGEN

Head of Circulation Division

Decatur Public Library

Nature of Work

This is specialized library work involving the supervision of staff assigned to the Circulation Division.

Work involves the scheduling and supervising of divisional staff and knowledge and skill in the use of computer terminals and of computer processes related to the circulation of library materials.

Supervision Received

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

Supervision Exercised

Exercises supervision over personnel assigned to the Circulation 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.

Acts as library computer systems coordinator in the maintenance, start-up, and shut-down of the GEAC/CLSI library computer system.

Supervises, instructs, and performs various computer entry processes related to the receiving and discharging of library materials.

Resolves complaints from library users. Reviews, approves, or prepares correspondence involving overdue materials, delinquent fine payments, referrals on lost books; signs correspondence.

Reports malfunctioning machines; arranges for shipping and repair to machines when needed; makes adjustments on terminals.

Performs related work and other duties as assigned.

HEAD OF CIRCULATION DIVISION

DECATUR PUBLIC LIBRARY

Job Description

Page 2

Required Knowledge, Abilities, and Skills

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of the GEAC/CLSI on-line circulation system.

Knowledge of and experience in library administration.

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

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

Ability to work independently under general supervision.

Desired Training and Experience

Graduation from an accredited university. Some previous training and experience.

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

Pay Level 4

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1	GLA3170					
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37						
38						
39						
40						
41						
42						
43						
44						
45						
46						
47						
48						
49						
50						
51						
52						
53						
54						
55						
56						
57						
58						
59						
60						
61						
62						
63						
64						
65						
66						
67						
68						
69						
70						
71						
72						
73						
74						
75						
76						
77						
78						
79						

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2000

GLA3170

FUND	DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1	06/19/2000	SPRINGFIELD ELEC. BOLAND DIV.	271.02	133633	06/19/2000	MATERIAL-BLDGS
2	06/19/2000	SAM'S CLUB	78.55	133634	06/19/2000	MATERIAL-BLDGS
3	06/19/2000	T A BRINKMEYER & SONS, INC.	47.00	133635	06/19/2000	MATERIAL-BLDGS
4	06/19/2000	T A BRINKMEYER & SONS, INC.	5.94	133636	06/19/2000	JANITORIAL SUPPLIES
5	06/19/2000	TEAMER'S SWEEPING SERVICE	100.00	133638	06/19/2000	SERV-BUILDINGS
6	06/19/2000	WILLIAMS COPY SYSTEMS, INC	317.00	133640	06/19/2000	SERV-OFFICE EQUIP
7	06/19/2000	WILLIAMS STREET PRESS	36.50	133641	06/19/2000	PRINTING AND BINDING
8	06/20/2000	TREAS-PETTY CASH	3.00	133689	06/20/2000	CONFERENCES AND OTHER TRAVEL
9	06/20/2000	TREAS-PETTY CASH	14.00	133689	06/20/2000	CONFERENCES AND OTHER TRAVEL
10	06/20/2000	TREAS-PETTY CASH	15.59	133689	06/20/2000	CONFERENCES AND OTHER TRAVEL
11	06/20/2000	TREAS-PETTY CASH	19.28	133689	06/20/2000	OFFICE SUPPLIES
12	06/20/2000	TREAS-PETTY CASH	17.28	133689	06/20/2000	OFFICE SUPPLIES
13	06/28/2000	INCO TO GO	21.45	133689	06/28/2000	BOOKS AND PERIODICALS
14	06/28/2000	INCO TO GO	96.00	133689	06/28/2000	BOOKS AND PERIODICALS
15	06/28/2000	ARMON CORPORATION	27.82	133838	06/28/2000	MAG/PAPERS--MAIN PROFESSIONAL
16	06/29/2000	CAHNER'S PUBLISHING CO	528.00	133851	06/29/2000	OTHER PROFESSIONAL SERVICES
17	06/29/2000	DUNKER ELECTRIC SUPPLY, INC	41.88	133854	06/29/2000	ADVERTISING
18	06/29/2000	DELL MARKETING L.P.	25,263.00	133855	06/29/2000	MATERIAL-BLDGS
19	06/29/2000	FORSYTH PUBLIC LIBRARY	118.98	133857	06/29/2000	OFFICE MACHINERY AND EQUIPMENT
20	06/29/2000	HACKNEY, BEVERLY	240.00	133862	06/29/2000	OTHER PROFESSIONAL SERVICES
21	06/29/2000	HOUPT, DANNY R	90.00	133863	06/29/2000	CONFERENCES AND OTHER TRAVEL
22	06/29/2000	ILLINOIS LIBRARY ASSOCIATION	80.00	133863	06/29/2000	OTHER PROFESSIONAL SERVICES
23	06/29/2000	JAN MASTER, INC.	250.94	133867	06/29/2000	OTHER PROFESSIONAL SERVICES
24	06/29/2000	K'S MERCHANDISE	36.97	133867	06/29/2000	ADVERTISING
25	06/29/2000	LYONS, KEVIN E.	199.02	133871	06/29/2000	JANITORIAL SUPPLIES
26	06/29/2000	MILLER PRODUCTS COMPANY	100.00	133872	06/29/2000	TRAVEL EXPENSE FOR INTERVIEWS
27	06/29/2000	MORRELL, STERLING	180.00	133874	06/29/2000	JANITORIAL SUPPLIES
28	06/29/2000	RIGSBY, PAUL	180.00	133879	06/29/2000	OTHER PROFESSIONAL SERVICES
29	06/29/2000	SLEETH, ALAN	270.00	133884	06/29/2000	OTHER PROFESSIONAL SERVICES
30	06/29/2000	SERGEANT, DELBERT	484.73	133887	06/29/2000	OTHER PROFESSIONAL SERVICES
31	06/29/2000	TAYLOR, GRACE	180.94	133891	06/29/2000	OTHER PROFESSIONAL SERVICES
32	06/29/2000	VEACH, GRACE	48.34	133893	06/29/2000	OFFICE SUPPLIES
33	06/27/2000	WAGNINGER, INC. FURNISHINGS	26.23	133894	06/29/2000	OFFICE SUPPLIES
34	06/27/2000	ASSOCIATED OFFICE FURNISHINGS	351.60	133900	06/29/2000	MATERIAL-BLDGS
35	06/27/2000	D & B REFUSE SERVICE	272.70	133903	06/30/2000	MATERIAL-BLDGS
36	06/27/2000	AMERITECH CELLULAR	91.17	133911	06/30/2000	TELEPHONE
37	06/27/2000	BAKER & TAYLOR CO	2,934.25	133916	06/30/2000	BOOKS AND PERIODICALS
38	06/27/2000	BAKER & TAYLOR CO	4,513.89	133917	06/30/2000	BOOKS AND PERIODICALS
39	06/27/2000	BAKER & TAYLOR CO	1,277.91	133918	06/30/2000	BOOKS AND PERIODICALS
40	06/27/2000	BABY TALK, INC.	1,277.91	133922	06/30/2000	BOOKS AND PERIODICALS
41	06/27/2000	BAKER & TAYLOR CO	1,104.87	133923	06/30/2000	OTHER PROFESSIONAL SERVICES
42	06/27/2000	BEACHAM PUBLISHING CORPORATION	42.00	133932	06/30/2000	BOOKS AND PERIODICALS
43	06/27/2000	THE BOOK SOURCE	109.35	133933	06/30/2000	BOOKS AND PERIODICALS
44	06/27/2000	CLASSIC PRINTING CO	257.25	133935	06/30/2000	BOOKS AND PERIODICALS
45	06/27/2000	MCLEODUSA	30.88	133949	06/30/2000	PRINTING AND BINDING
46	06/26/2000	HERALD & REVIEW	401.40	133956	06/30/2000	TELEPHONE
47	06/26/2000	HERALD & REVIEW	114.12	133956	06/30/2000	ADVERTISING
48	06/27/2000	HARCOURT BRACE & CO	164.97	133991	06/30/2000	BOOKS AND PERIODICALS
49	06/27/2000	AMERITECH	30.06	133996	06/30/2000	BOOKS AND PERIODICALS
50	06/27/2000	AMERITECH	1,131.22	133997	06/30/2000	BOOKS AND PERIODICALS
51	06/27/2000	AMERITECH	33.33	134005	06/30/2000	TELEPHONE
52	06/27/2000	ILL STATE LIBRARY	2,048.59	134005	06/30/2000	POSTAGE
53	06/27/2000	ILL STATE LIBRARY	60.48	134006	06/30/2000	RENTAL-EQUIPMENT
54	06/26/2000	INGRAM LIBRARY SERVICES, INC.	39.98	134018	06/30/2000	BOOKS AND PERIODICALS
55	06/28/2000	LTC CONSULTANTS	13.98	134019	06/30/2000	BOOKS AND PERIODICALS
56	06/29/2000	MIDWEST COMPUTER SUPPLY	139.10	134030	06/30/2000	OFFICE SUPPLIES
57	06/26/2000	MACARTHUR HIGH SCHOOL	50.00	134040	06/30/2000	BOOKS AND PERIODICALS
58	06/27/2000	MAGELLAN GEOGRAPHIX, INC.	27.99	134040	06/30/2000	BOOKS AND PERIODICALS
59	06/27/2000	MIDWEST TAPE	456.60	134042	06/30/2000	BOOKS AND PERIODICALS
60	06/19/2000	NIMS ASSOCIATES, INC.	5,379.00	134050	06/30/2000	BOOKS AND PERIODICALS
61	06/26/2000	NORRELL SERVICES, INC.	3,215.25	134054	06/30/2000	OTHER PERSONNEL SERVICES
62	06/26/2000	NEW DAY FILMS, INC.	108.00	134055	06/30/2000	TEMP PERSONNEL SERVICES
63	06/26/2000	PBS VIDEO	32.00	134066	06/30/2000	BOOKS AND PERIODICALS
64	06/29/2000	PEARSON EDUCATION	50.95	134068	06/30/2000	BOOKS AND PERIODICALS
65	06/26/2000	REGENT BOOK CO	86.22	134077	06/30/2000	BOOKS AND PERIODICALS
66	06/29/2000	R.R. BOHNER	188.05	134078	06/30/2000	BOOKS AND PERIODICALS
67	06/29/2000	STRIGLOS/HAINES & ESSICK	304.91	134086	06/30/2000	BOOKS AND PERIODICALS
68	06/30/2000	STENGEL, CHARLENE	484.73	134096	06/30/2000	OFFICE SUPPLIES
69	06/30/2000	TREAS-PETTY CASH	3.00	134109	06/30/2000	SERV-AUTO EQUIPMENT SERVICES

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2000

GLA3170
FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/30/2000	TREAS-PETTY CASH	23.63	134109	06/30/2000	TELEPHONE
06/30/2000	TREAS-PETTY CASH	23.65	134109	06/30/2000	TRAINING SCHOOL
06/30/2000	TREAS-PETTY CASH	3.42	134109	06/30/2000	POSTAGE
06/30/2000	TREAS-PETTY CASH	8.96	134109	06/30/2000	MATERIAL-BLDGS
06/30/2000	TREAS-PETTY CASH	18.60	134109	06/30/2000	OFFICE SUPPLIES
06/30/2000	TREAS-PETTY CASH	28.00	134109	06/30/2000	MAG/PAPERS-MAIN ADULT
06/27/2000	THOMSON LEARNING	52.97	134110	06/30/2000	BOOKS AND PERIODICALS
06/27/2000	WEST GROUP	771.25	134118	06/30/2000	BOOKS AND PERIODICALS
06/27/2000	WESTON WOODS	60.00	134126	06/30/2000	BOOKS AND PERIODICALS
06/27/2000	WIESER EDUCATIONAL	38.45	134128	06/30/2000	BOOKS AND PERIODICALS
TOTAL					125,343.85

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2000

GLA3170
FUND DPL-EQUIP REPLACEMENT FUND

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/07/2000	READER'S DIGEST LARGE EDITION	19.95	133352	06/07/2000	BOOKS AND PERIODICALS
06/26/2000	NEW READERS PRESS	500.38	134056	06/30/2000	BOOKS AND PERIODICALS
06/28/2000	PEARSON EDUCATION	655.32	134068	06/30/2000	BOOKS AND PERIODICALS
TOTAL					1,175.65

CITY OF DECATUR
BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2000

GLA3170
FUND LIBRARY CAPITAL

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/29/2000	PSA ASSOCIATES	886.35	133877	06/29/2000	ARCH AND ENGINEERING SERVICES
TOTAL					886.35

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2000

LIBRARY BUILDING LEASES

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/19/2000	ILLINOVA POWER MARKETING INC.	928.88	133610	06/19/2000	ELECTRICITY
06/19/2000	PSA ASSOCIATES	845.61	133626	06/19/2000	OTHER PROFESSIONAL SERVICES
06/19/2000	REAL ESTATE INVESTORS - DECATUR	3,913.05	133630	06/19/2000	OTHER PROFESSIONAL SERVICES
TOTAL					5,687.54

CITY OF DECATUR

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2000

PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/09/2000	BAKER & TAYLOR CO	100.00	133488	06/15/2000	EXPENDITURES
06/15/2000	BAKER & TAYLOR CO	26.96	133489	06/15/2000	EXPENDITURES
06/28/2000	IRWIN, DAYLE	149.85	133841	06/28/2000	EXPENDITURES
06/27/2000	BAKER & TAYLOR CO	88.98	133916	06/30/2000	EXPENDITURES
TOTAL					365.79

DPL-EQUIP REPLACEMENT FUND
 MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL ANNUAL BUDGET UNREALIZED BALANCE REAL %

ACCT. DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	REAL %
INTER GOVERNMENTAL REVENUE						
30200-107 STATE GRANTS OR OTHER	.00	.00	1,000.00	.00	1,000.00-	
TOTAL	.00	.00	1,000.00	.00	1,000.00-	
INVESTMENT INCOME						
30700-101 INVESTMENT INTEREST	3.51	.00	6.09	.00	6.09-	
TOTAL	3.51	.00	6.09	.00	6.09-	
FUND TOTAL	3.51	.00	1,006.09	.00	1,006.09-	

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

FUND 19 DPL-EQUIP REPLACEMENT FUND 06/30/2000

40000 EXPENSES

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	0	1,175.65	1,188.38	0	1,188.38-	.00	1,188.38-	
** DIVISION TOTAL **	0	1,175.65	1,188.38	0	1,188.38-	.00	1,188.38-	

** DIVISION TOTAL **

13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

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	41,856.67	272,454.77	251,140.00	28,314.77-	111
TOTAL		.00	41,856.67	272,454.77	251,140.00	28,314.77-	111
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	420,985.00	.00	2,525,910.00	2,525,910.00	
TOTAL		.00	420,985.00	.00	2,525,910.00	2,525,910.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	414.09	41,666.67	24,738.80	250,000.00	225,261.20	9
30200-107	STATE GRANTS OR OTHER	.00	17,333.33	.00	104,000.00	104,000.00	
TOTAL		414.09	59,000.00	24,738.80	354,000.00	329,261.20	7
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	3,945.04	12,333.33	11,597.04	74,000.00	62,402.96	15
30500-510	LIBRARY NON-RESIDENT FEES	225.00	83.33	325.00	500.00	175.00	65
30500-511	LIBRARY LOST AND DAMAGED BOOKS	803.45	666.67	1,018.90	4,000.00	2,981.10	25
30500-514	VERIFAX	444.87	291.67	444.87	1,750.00	1,305.13	25
30500-515	RESERVES	1,411.60	1,416.67	2,155.20	8,500.00	6,344.80	25
TOTAL		11,829.96	14,791.67	15,541.01	88,750.00	73,208.99	17
TRANSEERS FROM							
30600-752	TRANS FR WALMART TIF	.00	1,000.00	.00	6,000.00	6,000.00	
TOTAL		.00	1,000.00	.00	6,000.00	6,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	39.55	6,333.33	951.27	38,000.00	37,048.73	2
TOTAL		39.55	6,333.33	951.27	38,000.00	37,048.73	2
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	170.00	583.33	470.00	3,500.00	3,030.00	13
30800-899	MISCELLANEOUS INCOME	.00	500.00	.00	3,000.00	3,000.00	
TOTAL		170.00	1,083.33	470.00	6,500.00	6,030.00	7
FUND TOTAL							
TOTAL		12,453.60	545,050.00	321,155.85	3,270,300.00	2,949,144.15	9

4 0 0 0 0 D E C A T O R P U B L I C L I B R A R Y F U N D 2 0 D E C A T O R P U B L I C L I B R A R Y 0 6 / 3 0 / 2 0 0 0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPANDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PERCENT COMM
SALARIES & WAGES									
090	REGULAR SALARIES	1,234,479	95,250.95	1,921,729.60	263,079	1,386,300.60	.00	1,386,300.60	12.2
092	HOLIDAYS	0	6,451.61	9,165.36	0	9,165.36	.00	9,165.36	
094	OTHER LEAVE WITH PAY	0	755.07	992.13	0	992.13	.00	992.13	
096	SICK TIME	0	4,417.72	10,378.41	0	10,378.41	.00	10,378.41	
098	VACATION TIME	0	9,002.85	18,628.94	0	18,628.94	.00	18,628.94	
PERSONAL SERVICES									
101	OVERTIME	10,800	257.98	884.78	1,816	10,015.22	.00	10,015.22	8.1
102	TEMPORARY SALARIES	41,774	2,200.56	4,386.98	6,962	37,387.02	.00	37,387.02	10.5
104	RETIREMENT-IMRF	237,624	17,284.87	34,605.81	39,604	203,023.19	.00	203,023.19	14.6
111	LIFE INSURANCE	924	70.47	141.75	154	782.25	.00	782.25	15.3
112	MEDICAL INSURANCE	189,897	13,123.58	26,309.00	31,649	163,588.00	.00	163,588.00	13.9
114	WORKERS COMPENSATION	9,794	1,169.78	2,348.50	1,632	7,445.50	.00	7,445.50	24.0
115	SERVICE RECOGNITION	8,750	569.32	1,413.64	1,458	7,336.36	.00	7,336.36	16.2
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	250	1,667.40	2,019.40	41	1,769.40	.00	1,769.40	807.8
202	PRINTING	14,000	695.95	2,307.54	2,333	11,692.46	1,082.42	10,610.04	24.2
210	SERV-BUILDINGS	12,000	1,142.20	3,267.20	2,000	8,732.80	2,991.30	5,741.50	52.2
211	SERV-IMPROVEMENTS	200	49.00	49.00	33	151.00	.00	151.00	24.5
212	SERV-AUTO-EQUIPMENT	3,000	3.00	3.00	500	2,997.00	.00	2,997.00	1
213	SERV-OFFICE EQUIP	10,000	4,040.23	8,945.32	1,666	1,054.68	280.85	773.83	92.3
230	MIS-ELECTRICITY	22,884	1,907.00	3,814.00	3,814	19,070.00	.00	19,070.00	16.7
232	TELEPHONE	80,000	7,443.47	14,523.94	2,250	65,476.06	.00	65,476.06	18.2
233	WATER	13,500	2,216.03	5,294.01	4,666	13,500.00	.00	13,500.00	
234	WATER	18,000	1,250.00	1,250.00	208	1,250.00	.00	1,250.00	18.9
240	TRAINING SCHOOL	8,000	33.65	33.65	1,133	7,966.35	.00	7,966.35	4
241	CONFERENCE-AND-OTHER-TRAVEL	7,000	1,016.00	1,145.48	1,166	5,854.52	.00	5,854.52	16.4
245	POSTAGE	15,000	1,024.66	2,050.50	2,500	12,949.50	44.00	12,905.50	14.0
247	COMPUTER SOFTWARE EXPENSE	10,000	1,024.66	5,000.00	1,666	9,500.00	.00	9,500.00	5.0
271	TRIP PER PERSONNEL SERVICES	50,000	3,215.25	5,686.41	8,333	44,313.59	.00	44,313.59	11.4
272	TRIP REIMBURSEMENT	3,000	199.02	199.02	500	2,850.50	.00	2,850.50	5.0
273	TRAVEL EXPENSE FOR INTERVIEWS	1,000	10,964.39	14,619.17	166	800.98	.00	800.98	19.9
280	OTHER PROFESSIONAL SERVICES	101,200	10,964.39	25.00	4,333	86,630.83	4,566.00	82,064.83	18.9
284	PROFESSIONAL MEMBERSHIP FEES	20,000	2,048.59	2,048.59	3,333	20,000.00	.00	20,000.00	1.0
286	RENTAL-EQUIPMENT	26,800	2,048.59	2,048.59	4,466	24,751.41	3,150.00	21,601.41	19.4
289	RENTAL-EQUIPMENT	429,734	37,667.34	66,680.73	71,615	363,053.27	12,114.57	350,938.70	18.3
COMMODITIES									
310	GASOLINE	4,000	376.32	618.70	666	3,381.30	.00	3,381.30	15.5
312	JANITORIAL SUPPLIES	6,000	1,059.86	1,897.68	1,000	4,102.32	.00	4,102.32	31.6
320	MATERIAL-BLDGS	7,000	1,131.81	2,435.45	1,166	4,564.55	.00	4,564.55	34.8
337	MATERIAL TO MAINT AUTO EQUIP	3,500	25.00	28.99	1,583	3,471.01	.00	3,471.01	18.8
345	OFFICE SUPPLIES	35,000	827.73	6,367.55	5,833	28,632.45	118.21	28,514.24	18.5
357	EMPLOYEE RECOGNITION-SUPPLIES	200	25.93	62.18	33	137.82	.00	137.82	31.1
OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	55,700	3,446.65	11,410.55	9,281	44,289.45	118.21	44,171.24	20.7
418	MOTOR VEHICLE-INSURANCE	1,200	100.00	200.00	200	1,000.00	.00	1,000.00	16.7
420	BOILER INSURANCE	3,370	280.83	561.66	79	395.00	.00	2,986.66	16.7
421	PROPERTY INSURANCE	4,474	39.50	79.00	79	4,395.00	.00	4,395.00	16.7
423	GENERAL LIABILITY INSURANCE	14,957	1,245.42	2,482.84	2,482	12,464.16	.00	12,464.16	16.7
499	SMALL CAPITAL ITEMS	5,546	462.17	924.34	666	4,621.66	.00	4,621.66	16.7
		4,000	2,412.35	3,015.95		984.05	.00	984.05	75.4

GLA 3010

60000 DECATUR PUBLIC LIBRARY

OTHER CHARGES

CAPITAL OUTLAY

515 OFFICE MACHINERY AND EQUIPMENT

800 BOOKS AND PERIODICALS

830 AV-PERIODICALS

841 MAG/PAPERS-MAIN ADULT REFERENCE

845 MAG/PAPERS-MAIN PROFESSIONAL

847 MAG/PAPERS-EXTEN ADULT

** DIVISION TOTAL **

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	FY-1-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
22,547	6,541.27	7,273.79	6,922	22,273.21	.00	22,273.21	24.6
46,511	25,263.00	25,263.00	7,751	21,248.00	435.00	20,813.00	55.3
46,511	25,263.00	25,263.00	7,751	21,248.00	435.00	20,813.00	55.3
380,000	22,009.58	39,208.29	63,333	340,791.71	.00	340,791.71	10.3
0	.00	47.00	0	47.00	.00	47.00	-
0	28.00	426.00	0	426.00	.00	426.00	-
0	.00	35.00	0	35.00	.00	35.00	-
0	146.00	146.00	0	146.00	.00	146.00	-
0	19.95	19.95	0	19.95	.00	19.95	-
380,000	22,203.53	39,882.24	63,333	340,117.76	.00	340,117.76	10.5
3,019,639	243,666.25	451,944.01	503,256	2,567,694.99	12,667.78	2,555,027.21	15.4

LIBRARY CAPITAL

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE REAL	% REAL
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	5,223.50	5,299.05	31,341.00	21,657.05	169
	TOTAL	.00	5,223.50	5,299.05	31,341.00	21,657.05	169
TRANSFERS FROM							
30600-726	TRANSFER FROM FD 35-BLDG LEASE	.00	7,500.00	.00	45,000.00	45,000.00	
	TOTAL	.00	7,500.00	.00	45,000.00	45,000.00	
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	187.01	500.00	414.13	3,000.00	2,585.87	13
	TOTAL	187.01	500.00	414.13	3,000.00	2,585.87	13
OTHER INCOME							
30800-870	DPL FOUNDATION CONTRIBUTION	.00	22,333.33	.00	134,000.00	134,000.00	
30800-899	MISCELLANEOUS INCOME	.00	.00	724.61	.00	724.61	
	TOTAL	.00	22,333.33	724.61	134,000.00	133,275.39	
	FUND TOTAL	187.01	35,556.83	54,136.79	213,341.00	159,204.21	25

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 2000-2001

40000 LIBRARY CAPITAL EXPENDITURES

FUND 21 LIBRARY CAPITAL

06/30/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
CONTRACTUAL SERVICES									
237	ARCH AND ENGINEERING SERVICES	0	886.35	886.35	0	886.35	.00	886.35	
280	OTHER PROFESSIONAL SERVICES	0	.00	919.23	0	919.23	.00	919.23	
	TOTAL	0	886.35	1,805.58	0	1,805.58	.00	1,805.58	
COMMODITIES									
320	MATERIAL-BLOGS	0	.00	1,993.63	0	1,993.63	.00	1,993.63	
	TOTAL	0	.00	1,993.63	0	1,993.63	.00	1,993.63	
CAPITAL OUTLAY									
502	BUILDINGS	154,000	.00	.00	25,666	154,000.00	.00	154,000.00	
515	OFFICE MACHINERY AND EQUIPMENT	0	.00	2,733.00	0	2,733.00	.00	2,733.00	
	TOTAL	154,000	.00	2,733.00	25,666	151,267.00	.00	151,267.00	1.8
	** DIVISION TOTAL **	154,000	886.35	6,532.21	25,666	147,467.79	.00	147,467.79	4.2

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNENCUMBERED BALANCE	% REAL
FUND BALANCE							
30001-070	BEGINNING FUND BALANCE	.00	.00	21,983.36	.00	21,983.36	
TOTAL		.00	.00	21,983.36	.00	21,983.36	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	.00	4,166.67	.00	25,000.00	25,000.00	
TOTAL		.00	4,166.67	.00	25,000.00	25,000.00	
FUND TOTAL		.00	4,166.67	21,983.36	25,000.00	46,983.36	87

GLA3010 CITY OF DECATUR PAGE 64
 REPORT OF EXPENDITURES TO BUDGET FY 2000-2001 FUND 33 DPL-STATE GRANT FOR BLDG 06/30/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
	CAPITAL OUTLAY								
502	BUILDINGS	25,000	.00	.00	4,166	25,000.00	.00	25,000.00	
	** DIVISION TOTAL **	25,000	.00	.00	4,166	25,000.00	.00	25,000.00	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
30001-000	BEGINNING FUND BALANCE	.00	4,706.83	10,261.18	28,241.00	17,979.82	36
TOTAL		.00	4,706.83	10,261.18	28,241.00	17,979.82	36
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	58.82	166.67	118.95	1,000.00	881.05	11
TOTAL		58.82	166.67	118.95	1,000.00	881.05	11
30800-846	LEASE OF LIBRARY PROPERTY	3,333.33	6,666.67	9,999.99	40,000.00	30,000.01	25
TOTAL		3,333.33	6,666.67	9,999.99	40,000.00	30,000.01	25
FUND TOTAL		3,392.15	11,540.17	20,380.12	69,241.00	48,860.88	29

GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2000-2001 FUND 35 LIBRARY BUILDING LEASES 06/30/2000

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
	CONTRACTUAL-SERVICES								
231	ELECTRICITY	5,575	928.88	1,393.32	929	4,181.68	.00	4,181.68	25.0
280	OTHER PROFESSIONAL SERVICES	6,000	4,758.66	5,196.66	1,000	803.34	.00	803.34	86.6
		11,575	5,687.54	6,589.98	1,929	4,985.02	.00	4,985.02	56.9
	OTHER CHARGES								
478	TR TO LIBRARY CAPITAL	45,000	.00	.00	7,500	45,000.00	.00	45,000.00	
		45,000	.00	.00	7,500	45,000.00	.00	45,000.00	
**	DIVISION TOTAL **	56,575	5,687.54	6,589.98	9,429	49,985.02	.00	49,985.02	11.6

PUBLIC LIBRARY-TRUSTS

MONTHLY ACTUAL Y-T-D ESTIMATE Y-T-D ACTUAL ANNUAL BUDGET UNREALIZED BALANCE REAL %

30001-921	BEG FUND BAL-CANTON TRUST	.00	19,986.83	117,329.00	5,065.07	104
30001-923	BEG FUND BAL-BRIDGES TRUST	.00	277.50	1,665.00	15,292.00	100
	TOTAL	.00	19,832.33	118,994.00	5,080.36	104
	INVESTMENT INCOME					
30700-103	DPL INTEREST-CANTON TRUST	476.26	1,000.00	6,000.00	4,988.49	16
30700-105	DISTRIBUTION FR BRIDGES TRUST	6.54	116.67	700.00	686.11	2
	TOTAL	482.80	1,116.67	6,700.00	5,674.60	15
	FUND TOTAL	482.80	20,949.00	125,694.00	594.24	99

GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2000-2001 FUND 92 PUBLIC LIBRARY-TRUSTS 06/30/2000 PAGE 115

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	9,500	365.79	482.34	1,583	9,017.66	212.00	8,805.66	7.3
	** DIVISION TOTAL **	9,500	365.79	482.34	1,583	9,017.66	212.00	8,805.66	7.3

GLA3010 CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2000-2001 FUND 92 PUBLIC LIBRARY-TRUSTS 06/30/2000 PAGE 116

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCT COMM
900	EXPENDITURES	700	.00	.00	116	700.00	.00	700.00	
	** DIVISION TOTAL **	700	.00	.00	116	700.00	.00	700.00	

Finance and Properties Committee
July 11, 2000

Mr. Stengel called the meeting to order at 4:45 p.m. Present: Mr. Stengel, Mary Gladney, Phil Wise, and Shirley Moore. Staff present: Karen Anderson, Larry Harris, and Linda Humphreys.

New trustee Phil Wise was introduced.

Maintenance contract for building automation system inspection: Mr. Harris presented a proposal from Technical Solutions & Services for building automation system inspection and calibration for \$2,813 for one year for the system that controls the building's heating, ventilation, and air conditioning. Mr. Harris said that the system is new and no local vendor supports the system. The committee agreed to recommend the proposal for approval as presented.

RFP for new bookmobile: Mr. Harris reported that he met with the director of maintenance for the city's mass transit bus fleet. Our proposed specifications were reviewed and discussed. The committee asked Ms. Anderson to revise the specifications with Mr. Harris's input. She was also asked to check on the possibility of leasing rather than purchasing. This proposal will be presented to the Board.

Proposal to resurface parking lot: Proposals from Dunn Company and ASE Blacktop were reviewed. The consensus was to complete repairs now as necessary and see about budgeting the remainder of the project. A map or condition report was also requested.

Other business: Mrs. Moore reported that the lease agreement for a portion of the lease space was signed by all parties on June 30, 2000. The library's architect should be contacted to proceed with the project.

After discussion, there was consensus to increase the salary of the Interim City Librarian to \$59,000 effective July 6, 2000.

There was no further business.

The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

Karen A. Anderson
Interim City Librarian



AGREEMENT

Maintenance Inspection Plan & Support (MIPS)

Date: June 20, 2000

Agreement No.: 0007-11-107

Supplier of Services:

Services Supplied To:

Technical Solutions & Services Incorporated

Decatur Public Library

110 East Queenwood Road Suite C Morton, IL 61550

130 N. Franklin

Decatur, IL 62523

TSS will perform the services marked with an "X" listed below. These services will be according to the terms and conditions on the attached pages.

- Mechanical/Temperature Control Inspection
Mechanical/Temperature Control Inspection & Adjustments
Mechanical/Temperature Control, Full Coverage
Temperature Control Inspection
Temperature Control Inspection & Calibration
Temperature Control, Full Coverage
Direct Digital Control Inspection
Direct Digital Inspection & Calibration
Direct Digital Control, Full Coverage
Building Automation System Inspection
Building Automation System Inspection & Calibration (checked)
Building Automation System, Full Coverage
Fire Alarm Inspection and Testing
Training

Price: All for the annual sum of: Two thousand eight hundred thirteen dollars and 00/100 (\$2,813.00)

Payment Terms: Monthly, 1st day of each month
Quarterly, 1st day of quarter-January, April, July, October
Semi-Annual, 1st day of January, July
Yearly, due first day of contract anniversary date

This Agreement consists of (1) cover page, (2) Terms and Conditions, (3) Specific Services, and (4) List of Maintained Equipment. By signing below, each party confirms that they have read and do understand the provisions of this Agreement as set forth herein and do acknowledge and agree to all such provisions.

This entire Agreement shall become a contract only upon signature below by the President of TSS and its salesperson. No waiver, change, or modification of this Agreement shall be binding on TSS unless made in writing and signed by the President of TSS or authorized representative.

TECHNICAL SOLUTIONS & SERVICES, INC.

CUSTOMER:

By _____ Its President

_____ Title: _____

Sold by: _____ Salesperson

_____ Date: _____



AGREEMENT

Maintenance Inspection Plan & Support (MIPS)

Date: June 20, 2000

Agreement No.: 0007-01-107

Supplier of Services:

Services Supplied To:

Technical Solutions & Services Incorporated

Decatur Public Library

110 East Queenwood Road Suite C Morton, IL 61550

130 N. Franklin

Decatur, IL 62523

TSS will perform the services marked with an "X" listed below. These services will be according to the terms and conditions on the attached pages.

- Mechanical/Temperature Control Inspection
Mechanical/Temperature Control Inspection & Adjustments
Mechanical/Temperature Control, Full Coverage
Temperature Control Inspection
Temperature Control Inspection & Calibration
Temperature Control, Full Coverage
Direct Digital Control Inspection
Direct Digital Inspection & Calibration
Direct Digital Control, Full Coverage
Building Automation System Inspection
Building Automation System Inspection & Calibration
Building Automation System, Full Coverage
Fire Alarm Inspection and Testing
Training

Price: All for the annual sum of: Five thousand eight hundred five dollars and 00/100 (\$5,805.00)

Payment Terms: Monthly, 1st day of each month
Quarterly, 1st day of quarter-January, April, July, October
Semi-Annual, 1st day of January, July
Yearly, due first day of contract anniversary date

This Agreement consists of (1) cover page, (2) Terms and Conditions, (3) Specific Services, and (4) List of Maintained Equipment. By signing below, each party confirms that they have read and do understand the provisions of this Agreement as set forth herein and do acknowledge and agree to all such provisions.

This entire Agreement shall become a contract only upon signature below by the President of TSS and its salesperson. No waiver, change, or modification of this Agreement shall be binding on TSS unless made in writing and signed by the President of TSS or authorized representative.

TECHNICAL SOLUTIONS & SERVICES, INC.

CUSTOMER:

By Its President

Sold by: Salesperson

Title: _____

Date: _____

Proposal

Job # _____

DUNN COMPANY

Division of Tyrolt, Incorporated

724 North Mercer Street

DECATUR, ILLINOIS 62522-1699

(217) 429-4444 FAX: (217) 429-7917

PROPOSAL SUBMITTED TO DECATUR PUBLIC LIBRARY	PHONE 421-9713	DATE JUNE 9, 2000
STREET 130 NORTH FRANKLIN STREET	JOB NAME SAME	
CITY, STATE AND ZIP CODE DECATUR IL 62523	JOB LOCATION SAME	
ATTENTION JOHN A. MOORMAN	FAX 233-4071	JOB PHONE

We hereby submit specifications and estimates for:

PATCH AS FOLLOWS:


- A) Mill out 1 1/2" to 3 1/2" of existing asphalt and haul away.
- B) Clean areas to be patched.
- C) Install 1 1/2" to 3 1/2" of compacted bituminous surface course.
12 areas approximately 752 square yards.

We Propose hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:
TWELVE THOUSAND EIGHT HUNDRED TEN----- dollars (\$ **12,810.00**)

Payment to be made as follows:
NET ON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature _____



CARL L. MILHAUSE

Note: This proposal may be withdrawn by us if not accepted within 30 ~~cm~~ days

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Agreement — Net payment due 10th of month following purchase. A finance charge of 2% per month will be added to accounts not paid within 30 days after the month of purchase. This is an annual rate of 24%. The parties covenant and agree that purchaser shall be liable for all reasonable attorney fees, expenses, and court costs incurred by Tyrolt, Incorporated in enforcing collection of monies due it hereunder.

Signature _____

Date of Acceptance: _____

Please sign and return white copy

DUNN COMPANY
 Division of Tyrolt, Incorporated
 724 North Mercer Street
 DECATUR, ILLINOIS 62522-1699
 (217) 429-4444 FAX: (217) 429-7917

SUBMITTED TO DECATUR PUBLIC LIBRARY	PHONE 421-9713	DATE JUNE 19, 2000
STREET 130 NORTH FRANKLIN STREET	JOB NAME SAME	
CITY, STATE AND ZIP CODE DECATUR IL 62523	JOB LOCATION SAME	
ATTENTION JOHN A. MOORMAN	FAX 233-4071	JOB PHONE

We hereby submit specifications and estimates for:

REPAIR AND RESURFACE PARKING LOT AS FOLLOWS:

- A) Mill off 1 1/2" of existing asphalt at all transition areas.
- B) Mill out 1 1/2" to 3 1/2" of broken unstable asphalt and haul away.
- C) Install 1 1/2" to 3 1/2" of compacted bituminous base course in milled out areas. Approximately 752 square yards.
- D) Clean and prime entire area.
- E) Install 1 1/2" of compacted bituminous surface course. Approximately 7760 square yards.
- F) Stripe for parking as was.

We ~~Propose~~ hereby to furnish material and labor — complete in accordance with above specifications, for the sum of:
 FORTY SEVEN THOUSAND FIVE HUNDRED SEVENTY----- dollars (\$ 47,570.00).

Payment to be made as follows:
NET ON COMPLETION

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Authorized Signature *Carl L. Milhauser*
 CARL L. MILHAUSER

Note: This proposal may be withdrawn by us if not accepted within 30 em days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____

Agreement — Net payment due 10th of month following purchase. A finance charge of 2% per month will be added to accounts not paid within 30 days after the month of purchase. This is an annual rate of 24%. The parties covenant and agree that purchaser shall be liable for all reasonable attorney fees, expenses, and court costs incurred by Tyrolt, Incorporated in enforcing collection of monies due it hereunder.

Please sign and return white copy

Driveways - Roadways

Parking Lots, Tennis Courts

Playgrounds

All types of Asphalt Construction



Division of Ernest T. Allen Inc.

PROPOSAL

PHONE 422-6668

P.O. Box 1730
SANGAMON ROAD
DECATUR, IL 62523

ATTENTION: John Moorman	
SUBMITTED TO DECATUR PUBLIC LIBRARY	Phone 421-9713
Street 247 E North	Job Name
City, State, Zip Code Decatur, Il 62523	Job Location
Engineering Firm	Date June 19, 2000

We hereby submit a bid specified as follows:

- A. Mill out unstable bad Asphalt areas 752 sq. yds. to a depth of 2".
 Clean milling out and Pave prepared areas with 2" of Hot Mix Asphalt S/M. \$15,040.00
- B. Mill out unstable areas and Pave with 2" Surface material prior to paving. Clean Existing lot 7986 sq. yds. of loose debris. Raise six (6) man holes in Parking Lot. Overlay prepared lot 7986 sq. yds. with 2" of compacted Hot Mix Asphalt S/M. \$69,502.00
- C. Restripe as per existing.

We propose hereby to furnish material and labor — complete in accordance with above specifications for the total sum of see above Dollars (\$ _____).

Payment made as follows: Net on Completion

Authorized Signature Bill Campbell

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Agreement - net payment due 30 days from date of purchase. A FINANCE CHARGE of 2% per MONTH will be added to accounts not paid within 30 days after the month of purchase. This is an ANNUAL RATE of 24%. The parties covenant and agree that purchaser shall be liable for all reasonable attorney fees, expenses, and court costs incurred by Ernest T. Allen, Inc. enforcing collection of monies due hereunder.

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____

Signature _____

Signature _____

Search Committee
June 20, 2000

Shirley Moore, co-chair, called the meeting to order at 4:30 p.m. Members present: Mrs. Moore, Sherri Arnold, Jerry Bauer, Mark Gibson, Pat Greanias, Ed Walker, and Dave Zindel. Absent: Gina Dingman. Others present: Linda Humphreys.

Mrs. Moore led a discussion of qualities committee members would like to find in a new City Librarian. They included someone with political savvy, involved in ALA and professional organizations, someone with the ability to empower and motivate the staff to do their jobs well, someone with personnel skills, someone with a business sense to handle the lease/landlord aspect of the position, and someone with a vision for the future.

Mrs. Moore reported that the Library Board of Trustees has requested that the Search Committee present them with a list of the top three candidates from the pool of applicants. All applications will be objectively analyzed. References will be checked.

Ms. Humphreys will contact all committee members on July 20 to let members know how many applications were received and to set up a time for each member to come into the library and review the applications.

The next committee meeting will be Tuesday, August 1 at 4:30 p.m.

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

Respectfully submitted,

Linda Humphreys
Office Manager