

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, February 19, 1998 4:30 p.m.
AGENDA

- I. Call to order - Shirley Moore, President
 - A. Introduction and oath of office for new trustee
- II. Approval of minutes
 - A. Meeting of January 15, 1998
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy, and Public Relations Committee
 1. Meeting of February 5, 1998
 - B. Finance and Properties Committee
 1. Approval of bills for January 1998
 2. No meeting
 - C. Rolling Prairie Library System
 1. Report on February 1998 system board meeting
 - D. Friends of the Library
 1. No meeting
 - E. Foundation
 1. Meeting of January 21, 1998
- VI. Serving our Public: Standards for Illinois Public Libraries
 - A. Chapter VII: Public Relations and Marketing
- VII. Old business
- VIII. New business
 - A. Internet use policy
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

January 15, 1998

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Shirley Moore, President. Members present: Mrs. Moore, Sherri Arnold, Mark Gibson, Mary Lee, Judi Moss, and John Stengel. Absent: David Pritts, Russell Reimer, and Ellen Spycher. Staff present: John Moorman, Carolyn Jensen, and Linda Humphreys. Others present: Bruce Hollibaugh from Illinois Power.

II. APPROVAL OF MINUTES

The minutes of the meeting of December 18, 1997 were approved as mailed.

III. COMMUNICATION FROM THE PUBLIC

Bruce Hollibaugh from Illinois Power presented the library with a check for \$16,000. The gift includes \$10,000 for a kids' corner in the new library. Illinois Power is also giving the library \$6,000 per year for three years to create "Illinois Power Quizzes" to education children about natural gas and electricity through Illinois Power's Internet web site. Illinois Power has also agreed to provide four new computers for children.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Mr. Moorman reported that he has been working with officials from the Illinois State Library regarding the construction grant application for the new library. State Library officials are asking for additional documentation regarding the availability of funding for the project.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet.

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

The committee met January 6, 1998. After discussion, Mr. Stengel made a motion to approve the 1998/99 budget for submittal to city officials. The motion was seconded by Mr. Gibson and unanimously approved on roll call vote.

The committee reviewed proposals from two firms for selling the library and for securing contracts for the lease space in the new building. Mr. Stengel made a motion to authorize Mr.

Moorman and Mr. Stengel to negotiate a contract with John Cardwell for the sale of the current library building and to lease the rental space in the new library. The motion was seconded by Mrs. Moss and approved on roll call vote with 5 yes votes and 1 abstention (Mr. Gibson).

Rolling Prairie Library System: Mr. Moorman was not able to attend the meeting.

Friends of the Library: The Friends met but did not have a quorum.

Foundation: The Foundation Board of Directors will meet January 21 at 4:30 p.m. Mr. Moorman reported on the status of the fund drive.

VI. SERVING OUR PUBLIC : STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VI, Access, was reviewed.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Internet use policy: This item was tabled until next month.

IX. ADJOURNMENT

Mrs. Moore adjourned the meeting at 5:55 p.m.

Respectfully submitted,



Judi Moss, Secretary
Decatur Public Library Board of Trustees

City Librarian's Report

For the February 19, 1998 Meeting

of the

Decatur Public Library Board of Trustees

A highlight of this past month for library staff was the two days spent with Marty Leibrock and Denelle C. Wrightson of Phillips Swager Associates and Robert W. Coslow and Michael J. Marin of Blank, Wesselink, Cook and Associates in working on the design phase of the Sears library renovation project. Staff from each division worked with the architects and engineers on defining spacial arrangements, floor and wall covering and electrical power needs for the new library. As one division head stated, "The more people involved, the more good ideas are generated, and then more people have a feeling of "ownership" in the new library. It is also very invigorating to be involved in the creative process, especially when our jobs can tend to get bogged down in routine."

Another staff highlight of the month was watching Grace Veach in her Jeopardy "Champion of Champions" competition. All of us are very proud of her performance and know of the hours of study it took her to accomplish what she did. She helped put Decatur and the library on the map in a very positive way.

A second two day session with staff on the design phase will be held in late February or early March. As a part of this phase of the building project, the library needed a complete inventory of all furnishings, including shelving. Thanks to the yeoman efforts of Linda Humphreys and Joann Stanbery this inventory is almost completed.

Carolyn Jensen and Julie McNamara completed form 470, "Schools and Libraries Universal Service Description of Services Requested and Clarification Form" and filed it on the Schools and Libraries Corporation website. This is the first step in making the library eligible for the universal service discounts authorized under the May 7, 1997 Federal Communications Commission's Universal Service Order. It is hoped that this program will enable the library to receive discounts on the cost of hardware related to telecommunication services.

Jerald Merrick arranged with Charles Smith of Millikin University for his students to help library patrons with their tax returns on February 21, March 28 and April 4 from 9:30 a.m. to 2:00 p.m. in the board room. This service has been popular in past years.

Karen Anderson continues to work with Linda Rowden from Project Success on summer bookmobile stops. She is also working with the Cooperative Extension office about their working with us at some of our summer stops. They would provide a nutritional program during a stop as well as a snack for participants. Karen is looking forward to the resumption of the Lutheran School stop at their new location on Mound Road. This site is one of the busiest bookmobile stops and its absence for three weeks affected bookmobile use statistics.

City Librarian's Report
February 19, 1998
Page 2

Planning is also underway for the special six week family literacy grant program at Head Start which will begin on May 12, 1998. The Extension Division will be a participant in this program. Tonya Donnelly of SPARK and Karen Anderson have selected six book titles to be used in the program and are planning craft projects to go along with the book titles.

The Technical Division received a new version of Dewey for Windows during the month. It is working well. The library still has no authority control as the patch GEAC had planned to install to correct the situation proved to cause additional problems. It is hoped that a corrected patch will be able to be installed in the near future. Shirley Edwards has spent time this month working with Monica Skelley learning inter-library loan procedures so that this area may be covered when Monica is out of the office.

During January there were 1,447 volumes added to the collection and 974 volumes withdrawn from the collection. There were 959 changes to the library's database and the library enriched OCLC's database with 39 records upgraded or errors reported. There were 1096 items mended, 218 paperbacks bound and 391 book jackets replaced.

Beverly Hackney and Dayle Irwin appeared on radio stations WDZQ and WSOY to discuss the recently published Decatur Entertainment and the upcoming Century of Change which should be available for purchase in the near future.

Library pages made easy-to-read labels for the Young Adult magazines, reorganized and relabeled the locked audio-visual cabinets, updated the list of newsletters, and completed a major collection shift in the Children's Division during the month.

New booklists include African-American fiction and African-American non-fiction for young adults, African-American History videos, and an updated version of Gay and Lesbian Non-Fiction. First floor displays include African-American fiction and Cop/Detective fiction. These displays are popular and are constantly being replenished with new material.

January saw fifteen groups with 261 individuals visit the Children's Division. Four of these groups used the story room and provided their own program. One group was a class from Mary W. French which was working on country reports. The division had a surprise visit from a Head Start group which arrived one week ahead of schedule. They were treated to an impromptu story time in the biography corner as staff fitted them in around the normal divisional activities.

Registration for winter storytimes began on January 12 and the first week in February saw the beginning of the sessions. Lap-Sits took advantage of January's mild weather as 189 individuals attended 8 programs. The division recorded 32 Baby TALK contacts, including 8 photos, and gave out one new-born book and one birthday book. Eleven individuals picked up SPARK certificates.

City Librarian's Report
February 19, 1998
Page 3

Karen Anderson and Katie Gross have worked with Tonya Donnelly and other individuals pursuing the possibility of applying for another family literacy grant. Our current grant is in its third and last year of funding. At this point the thinking is that the library will cooperate with the literacy program already in place at Woodrow Wilson as our participation would fit into our current service program.

The Circulation Division has been working with GEAC to resolve problems in the counting of items circulated to individuals whose home library is not Decatur. The procedure for the addition of new magazines to the collection has been shifted from the Circulation Division to the Head Page. This change will enable magazines to reach public shelves sooner.

January saw the beginning of staff training sessions on Windows 95. Julie McNamara has prepared a training session on basic Windows 95 and is working on an advanced training session for Windows 95. So far staff from adult, circulation, administration and technical services divisions have received basic Windows 95 training. Julie will be working on setting up staff training sessions on FRED and the Internet in coming weeks.

During January 1998, 31 volunteers gave 170 hours of service to the library.

As of Wednesday, February 11, 1998 the library had completed 78.6% of the fiscal year. At this time 74.3% of the library's budget had been expended or encumbered.

Karen Anderson attended the teleconference, "The Internet--Sites for Your Workday" at Rolling Prairie Library System. Bobbi Reece, Judy Ellison and Sherry Mallory attended a MIRAGe program at Bloomington Public Library on January 29 featuring Steve Vogel, author of Reasonable Doubt, a true crime story. On February 2, I gave a program on the library's Sears building renovation project to the Decatur Lions Club. Carolyn Jensen has been appointed to the ILA 1998 Conference Committee.



CITY OF DECATUR ILLINOIS

#1 GARY K. ANDERSON PLAZA

DECATUR, ILLINOIS 62523-1196

April 4, 1996

Ms. Karen Anderson
Ms. Dayle Irwin
Decatur Public Library
247 East North Street
Decatur, Illinois 62522

RE: 1998 Preservation Awards

Dear Karen and Dayle:

The Historical and Architectural Sites Commission is pleased to inform that you have been selected as the recipients of the **Arthur Ploeger Historical and Architectural Preservation Award** for your work on the historical books of Decatur. *Congratulations!* This award was established in honor of Mr. Arthur Ploeger, former HASC Chairman and fervent advocate of preservation, to recognize those individuals who, through their work, have contributed to the preservation of Decatur's historic and architectural heritage. Previous winners of this award include Mrs. Charlotte Meyer, Mr. E. Frank Beaman, Mr. and Mrs. Merrit Pease, Miss Martha Montgomery, Mrs. Florence White, Mr. O. T. Bantum and Mr. Lucien Kapp.

I, or a member of the committee, may be contacting you soon to ask about the details of the project such as special techniques, materials, or other points of interest. Slides may be taken of you and of the project. We will also be asking for the names of persons who should also be notified or invited to the presentation.

Award winning projects will be highlighted during the award presentation on **Wednesday, May 13, 1998, 7:00 PM at One Main Place**. In addition to the preservation awards, Marcia Wetzcl, president of the Colonial Davenport Historical Foundation will make a presentation. A dessert reception will be held immediately following at the Loeb-Lindquist House at 300 West Prairie Avenue. You will receive a formal invitation to the award's program. If you have any questions, please call me at 424-2786. I look forward to seeing you soon.

Sincerely,

Kathy J. Miller, Planner
Department of Community Development

L96-56

STATISTICAL REPORT
January 1998

TECHNICAL SERVICES

New book volumes added:	912
New book titles added:	447
AV titles added:	126
Volumes withdrawn:	974
Books mended:	1,096

PERSONNEL ACTIVITY:

1/12/98	Janet Denton hired for Library Page (1/2 time)
1/12/98	Mary Dacar hired for Library Page (1/2 time)
1/12/98	Barbara Joyner hired for Library Clerk I (1/2 time)
1/22/98	Larry Harris hired for Head of Building Division
1/30/98	Owen Richardson, Head of Building Division, retired
2/5/98	Shelley Whiteside hired for Library Page (1/2 time)

CURRENT VACANCIES: Library Clerk I (1/2 time), Library Telephone Page (1/2 time).

COMPUTER DOWN-TIME FOR MONTH: 0

NEW PATRONS REGISTERED: 391 main + 17 extension = 408 total

<u>PROFESSIONAL ASSISTS:</u>	this 12 months to date:	83,230
	last 12 months to date:	69,657

<u>PATRONS IN THE BUILDING:</u>	this 12 months to date:	363,858
	last 12 months to date:	360,863

<u>VOLUMES PURCHASED:</u>	this 12 months to date:	18,059
	last 12 months to date:	23,146

VOLUNTEERS: 31 volunteers worked 170 hours

DECATUR PUBLIC LIBRARY
 Monthly Circulation Statistics
 January 1998

Location	January 1998	January 1997	% Change
CENTRAL LIBRARY, PRINT			
Adult	24,487	24,097	1.6
Young Adult	1,142	986	15.8
Children's	12,181	11,375	7.1
TOTAL	37,810	36,458	3.7
EXTENSION PRINT			
Bookmobile 548	7,625	6,886	10.7
Bookmobile 549	2,595	3,252	-20.2
Outreach	722	680	6.2
TOTAL	10,942	10,818	1.2
TOTAL PRINT	48,752	47,276	3.1
NON-PRINT			
Videocassettes	8,480	7,527	12.7
Audiocassettes	2,614	2,713	-3.7
Recordings	1,996	2,033	-1.8
TOTAL	13,090	12,273	6.7
Extension Non-print	851	699	21.8
TOTAL NON-PRINT	13,941	12,972	7.5
Renewals	452	661	-31.6
TOTAL CIRCULATION	63,145	60,909	3.7

DECATUR PUBLIC LIBRARY
 12 Month Circulation Statistics
 January 1998

Location	Current Year	Last Year	% Change
CENTRAL LIBRARY, PRINT			
Adult	278,657	289,491	-3.7
Young Adult	14,815	15,609	-5.1
Children's	159,674	159,948	-0.2
TOTAL	453,146	465,048	-2.6
EXTENSION PRINT			
Bookmobile 548	83,275	85,119	-2.2
Bookmobile 549	33,845	35,273	-4.1
Outreach	10,142	9,572	6.0
TOTAL	127,262	129,964	-2.1
TOTAL PRINT	580,408	595,012	-2.5
NON-PRINT			
Videocassettes	83,781	77,142	8.6
Audiocassettes	32,426	34,990	-7.3
Recordings	23,403	24,109	-2.9
TOTAL	139,610	136,241	2.5
Extension Non-print	11,167	10,359	7.8
TOTAL NON-PRINT	150,777	146,600	2.9
Renewals	8,472	10,789	-21.5
TOTAL CIRCULATION	739,657	752,401	-1.7

Personnel, Policy and Public Relations Committee
February 5, 1998

Judi Moss called the meeting to order at 4:30 p.m. Members present: Mrs. Moss, Sherri Arnold, Mark Gibson, and Shirley Moore. Absent: Ellen Spycher. Staff present: Linda Humphreys, John Moorman, and Carolyn Jensen.

Contract with John Cardwell: Mr. Moorman presented a draft contract for services to sell the library and to lease the rental space in the new library. This will be further reviewed and presented at the Board meeting.

Change in union contract: Mr. Moorman presented a proposal from the union to change the definition of seniority as it applies to vacations. The consensus was to present the change to the Board for approval.

Presentation to City Council on February 9, 1998: Mr. Moorman said that Randy Gibson will make a presentation to the City Council, giving a basic overview of the project. The library needs a resolution authorizing approval of \$5.2 million in bonds for the construction grant application to the Illinois State Library. Mr. Moorman encouraged all trustees to attend the City Council meeting.

Arrangement with Mr. Rush, printer: Mr. Moorman presented a draft agreement to allow Mr. Rush Copy and Print to make copies of photographs and negatives from the library's Herald & Review collection of prints and negatives. It was suggested that standards for handling the negatives should be included.

Other business: Mr. Moorman reported that NWRAPS has approached the library about a possible house tour to raise funds for the library.

Mr. Moorman said that the move to the new library is planned for August 1999. The library will have to be closed 4 to 6 weeks for the move. The September 1999 Friends book sale will have to be held earlier in the year. Staff are busy now weeding the collection of items that are no longer needed so that we will not be paying to move them.

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

Respectfully submitted,

John A. Moorman, City Librarian

MEMBERSHIP MEETING

MARCH 21, 1998



SCHEDULE OF EVENTS

- 9:00 A.M. Registration and Continental Breakfast
- 9:30 A.M. Welcome
Kathryn Harris, President, RPLS Board
- 9:35 A.M. Challenges: Libraries, Systems, and You
Bob Plotzke, Executive Director, RPLS
- 9:50 A.M. Rolling Prairie Library System Updates
Margie Peel, Head of Financial Services
Carolyn Rokke, Head of Technology
Paul Johnson, Assistant Executive Director
- 10:10 A.M. Setting the Stage
Beverly Obert, School/Public Library Consultant
- 10:30 A.M. Break
- 10:45 A.M. Group Discussions by Library Type on
Advocacy, Learning, Access
Led by RPLS Mundelein Search Conference Team
- 11:40 A.M. Reporting on Group Discussions
Noon - 1:30 P.M.
LUNCH
- 1:00 P.M. Intellectual Freedom
Bob Doyle, Executive Director, Illinois Library Association
- 1:30 P.M. Break
- 1:45 P.M. Sleeping Giants: The Under-Utilized
Resources Found in RPLS Special Libraries
Exhibits by RPLS Special Libraries
- Additional Discussion Groups will also be available
- 2:45 P.M. Closing and Evaluation of the Day

Librarians, Trustees, and Administrators are invited to the Rolling Prairie Library System Membership Meeting.

Each member library is strongly encouraged to send a minimum of two representatives to attend this membership meeting.

REGISTRATION COST \$10/PERSON

DATE: SATURDAY, MARCH 21, 1998

**PLACE: CROWNE PLAZA, SPRINGFIELD
3000 DIRKSEN PARKWAY
SPRINGFIELD, ILLINOIS**

TIME: 9:00 A.M. TO 3:00 P.M.

Food, prizes, interesting speakers, networking opportunities, and fun are promised.



**Registration for Membership Meeting
March 21, 1998**

**Registration Fee
\$10/Person**

Name _____

Position _____

Name _____

Position _____

Name _____

Position _____

Please copy registration form for additional names.

Library Name _____

Library Phone Number _____

Choice of Lunch:

Regular Meal ____ **Diabetic** ____ **Vegetarian** ____

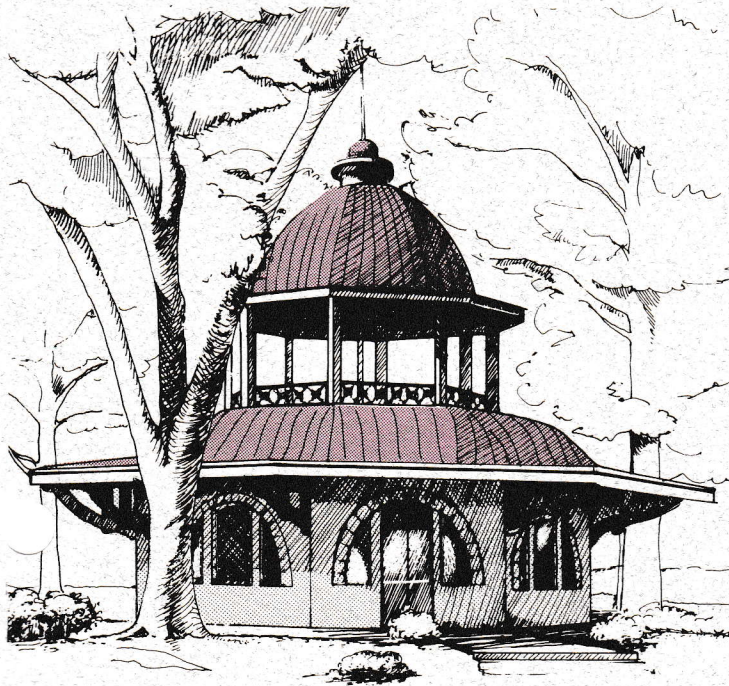
Enclosed is a check in the amount of \$_____ for _____ registrations.

Make check payable to Rolling Prairie Library System.

Return by March 6, 1998 to:

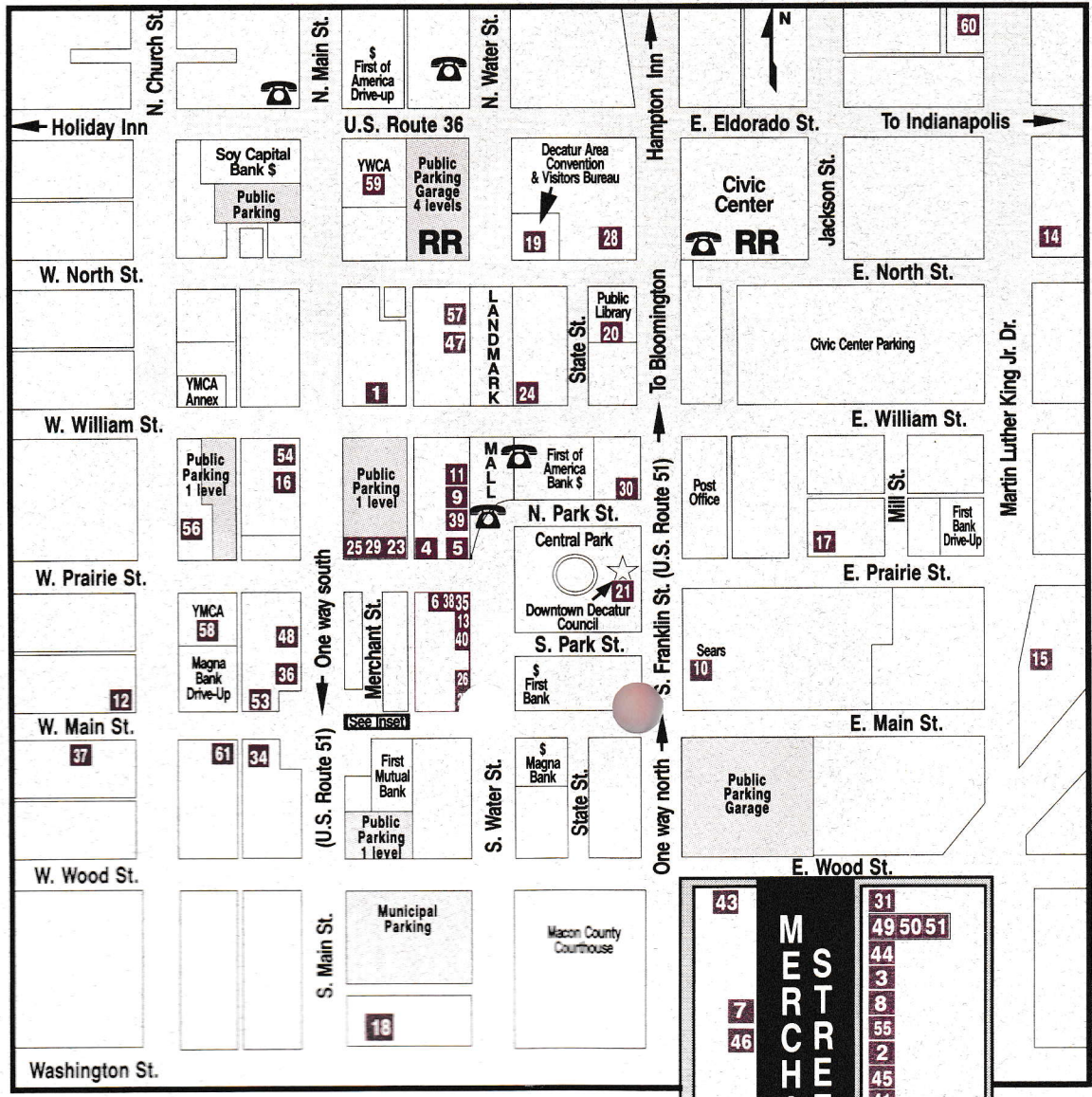
**Rolling Prairie Library System
Membership Meeting / Peggy
345 W. Eldorado Street
Decatur, IL 62522**

DOWNTOWN DECATUR



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☎ - Phone	☐ - Parking

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Downtown Decatur Council, Inc.*

- ART, C
- 1 Hair 122 Book C
- 2 Just 134 Fun
- 3 Nov Art 146 Wh is
- BEAU & SUP
- 4 New 134 Wh M
- 5 Tip 203 Prof S
- CHILL
- 6 Just 143 Fun
- 7 Pud 141 For
- CONF
- 8 Del 142 Est
- 9 Fan 225 Kit
- DEPA
- 10 Sea 130 You
- DRUG
- 11 Osc 227 Co
- FLOR
- 12 Bel 230 Dow
- 13 Dec 151 Flo
- HOM & APP
- 14 Ch 400 You
- 15 Dis 134 Fr

DOWNTOWN DECATUR SHOPPING GUIDE

ART, CARDS & BOOKS

- 1** **Haines & Essick**
122 E. William
Books, Collectibles &
Complete Christmas Shop
- 2** **Just A Couple of Cards**
134 Merchant Street
Fun, Fun, Fun!
- 3** **Nova Gallery of Art & Framing**
146 Merchant Street
Where Creative Framing
is an Art

BEAUTY SALON & SUPPLIES

- 4** **New Art Beauty Studio**
134 E. Prairie
Where Style and Economy
Meet
- 5** **Tips on Beauty**
203 N. Water
Professional Beauty Supply
Store

CHILDREN

- 6** **Just for Kids**
143 E. Prairie
Fun Toys That Teach
- 7** **Puddleducks**
141 Merchant Street
For That Classic Look

CONFECTIONERY

- 8** **Del's Popcorn Shop**
142 Merchant Street
Established 1934
- 9** **Fannie May Candies**
225 N. Water
Kitchen Fresh Candies

DEPARTMENT STORES

- 10** **Sears**
130 N. Franklin
You Can Count On Us

DRUG STORE

- 11** **Oscor Drug**
227 N. Water
Count on People Who Care

FLORIST

- 12** **Betty & Bob's Flower Shop**
230 W. Main
Downtown's Oldest Florist
- 13** **Decatur Florist**
151 N. Water (across from Central Park)
Flowers, Plants & Gifts

HOME FURNISHINGS & APPLIANCES

- 14** **Chairworks/Cohn Furniture**
400 N. Martin Luther King
Your Comfort Comes First
- 15** **Dick Van Dyke Appliances**
134 N. Martin Luther King
Free 24/7 Protection Plan

- 16** **Good's Furniture**
237 N. Main
Over 1 Acre of Fine
Furnishings

- 17** **Miller O'Neill, Inc.**
402 E. Prairie
Decatur's Exclusive
Carpet One Dealer

TRAVEL AGENCIES

- 18** **Atlas Travel & Cardwell Companies**
240 S. Main
Corporate & Leisure Travel

INFORMATION CENTERS

- 19** **Decatur Area Convention & Visitors Bureau**
202 E. North Street
(217) 423-7000
- 20** **Decatur Public Library**
247 E. North Street
(217) 428-6617
- 21** **Downtown Decatur Council**
One Central Park East
(217) 423-3475
- 22** **Metro. Decatur Chamber of Commerce**
100 Merchant Street
(217) 422-2200

JEWELRY

- 23** **Bell-Martin Jewelry**
112 E. Prairie
Remember, You Can Tell if
it's From Bell's!
- 24** **Carson Jewelers**
300 N. Water
Fine Quality Jewelry at
Affordable Pricing for
Almost 50 Years
- 25** **Crichton Jewelers**
104 E. Prairie
- 26** **Lanhee Jewelers**
117 N. Water
Diamonds, Watches, Jewelry
& Repairs
- 27** **W.E. Flora Gems**
101 N. Water
Exquisite & Unique Jewelry

MEN'S CLOTHING

- 28** **Appelbaum's of Decatur**
615 E. Eldorado
Men's, Women's &
Children's Clothing
- 29** **Brass Firm**
101 E. Prairie
Men's Clothing Store
of the 90's

OPTICAL

- 30** **Redefined**
101 E. Prairie

RESTAURANTS

- 31** **Central Park West Restaurant & Bar**
170 Merchant Street
Fine, Casual Dining &
Catering
- 32** **Robbie's**
122 Merchant Street
Contemporary Cuisine
- 33** **Robbie's Minnesota Outlet**
120 Merchant Street
Baked Goods &
Take Out Sandwiches
- 34** **Jimmy Ryan's**
101 S. Main
Neighborhood Bar in
Downtown Decatur
- 35** **Swartz Coffee Shop**
163 N. Water
Across from Central Park
- 36** **Lincoln Square Lounge**
121 N. Main Street
Greek & American Food
- 37** **Main Liquor Drive-In**
279 W. Main
Catering & Convenience
Store

SHOES & SHOE REPAIR

- 38** **Berg's Shoe Service**
147 E. Prairie
Offering One Day Service
- 39** **Folrath Shoes**
211 N. Water
Shoes for Men & Women
- 40** **Raup's Shoes**
139 N. Water
Fine Shoes Since 1908

SPECIALTY STORES

- 41** **Ann's Gifts Plus**
124 Merchant Street
Unique Gifts
- 42** **Brass Basket**
100 E. Main
We Specialize in Unique
Gift Giving
- 43** **Farmer's Wife**
101 E. Prairie
Home Furnishings,
Decorative Accessories,
Gifts
- 44** **Franny's on Merchant**
154 Merchant Street
Extraordinary Floral &
Unique Gifts
- 45** **The Linen Closet**
130 Merchant Street
Complete Bed, Bath &
Linen Needs
- 46** **Loving Gestures**
137 Merchant
When You Need A Personal
Touch

- 47** **95 Q Schtuff Schtore**
337 N. Water
Silk Screening Shop

THEATERS

- 48** **Lincoln Square Theater**
141 N. Main

WOMEN'S CLOTHING

- 49** **Avanti**
168 Merchant
Contemporary Alternative &
Casual, Elegant Wear
- 50** **Avanti Sport**
168 Merchant Street
For All Your Athletic Needs
- 51** **Avanti Mom**
168 Merchant Street
For All Your Athletic Needs
- 52** **Dor Mouse**
112 Merchant Street
Fine Ladies' Clothing
- 53** **El Dora Fashions**
103 W. Main
Distinctive Fashion
Accessories
- 54** **Glucks Furs**
253 N. Main
Quality Furs, Leathers,
Outerwear - Complete
Fur Services
- 55** **Merchant Street Boutique**
138 Merchant St.
Unique Missy, Petite,
Accessories

ASSOCIATIONS/CLUBS

- 56** **Decatur Club**
158 W. Prairie
"Where Decatur Does
Business"
- 57** **Decatur Senior Center**
355 N. Water St.
Serving the Well-Elderly
- 58** **YMCA**
151 W. Prairie
Be A Part of Our Family
- 59** **YWCA**
436 N. Main
Elimination of Sexism
& Racism

PRINTERS

- 60** **Classic Printing**
529 N. M.L.K. Drive
Complete Printing Services
- 61** **Print 'N Copy**
151 W. Main
Your "Quality Quickly" Center

1994 - 1995

CALENDAR OF EVENTS

- Feb. 3-5 "One Flew Over the Cuckoo's Nest"
- Civic Center
- Feb. 10-12 "One Flew Over the Cuckoo's Nest"
- Civic Center
- Mar. 10-12 Home, Lawn & Garden Expo
- Civic Center
- Mar. 12 Decatur Municipal Band
- Downtown Decatur
- Mar. 26 The Spring Craft - Civic Center
- May 26-28 "Steel Magnolias" - Civic Center
- June 2-4 "Steel Magnolias" - Civic Center
- June 11-July Decatur Municipal Band (Sun. nights)
- Fairview Park
- June 5-Aug. Decatur Municipal Band (Mon. nights)
- Central Park
- June 3-4 Gus Macker 3 on 3 Basketball Tournament
- Downtown Decatur
- June 8-10 Ethnic Festival & Craft Show
- Central Park
- June 24 Computerama Electronics Expo
- Civic Center
- July 7 Summer Serenades/1964:The Tribute
- Central Park
- July 13 Nostalgia Cruise in Central Park
- Aug. 4-6 Decatur Celebration - Downtown Decatur
- Aug. 11 Summer Serenades/The Castle Family
- Central Park
- Aug. 16 Flashback to the 60's in Central Park
- Aug. 26-27 Decatur Train Fair - Civic Center
- Sept. 8 Summer Serenades/The Ronnie Prophet
Show - Central Park
- Sept. 9 Transfer House - 100th Anniversary Gala
- Sept. 9 Women's Day - Civic Center
- Sept. 16-17 "Arts in Central Park" - Central Park
- Oct. 6-8 Pumpkinfest - Civic Center
- Oct. 20 Monster Bash - Central Park
- Dec. 6 Christmas Walk
Christmas Gift & Craft Show
- Civic Center

DATES ARE SUBJECT TO CHANGE

This brochure is sponsored by:

Downtown Decatur Council Inc.

One Central Park East • Decatur, IL

(217) 423-3475



**PROPOSAL FOR SALE AND
PROPERTY MANAGEMENT
DECATUR PUBLIC LIBRARY
Presented by John S. Cardwell
Cardwell Companies
October, 1997**

**PROPOSAL TO
DECATUR PUBLIC LIBRARY RELOCATION
PROPERTY MANAGEMENT PROPOSAL**

Index

Management Options

- A. Marketing Consulting
- B. Standard Leasing Agreement for Retail and Office Space plus Marketing Services
- C. Full-service Property Management - Leasing all areas plus Marketing Services
- D. Listing Agreement for Sale

Marketing Services

Summary

Qualifications

Samples

- Management Service Agreement
- Lease Listing Agreement

Management Options

Option A - Marketing Consulting Only

Cardwell Companies can offer full-service Marketing capabilities. From the first step of creating the right image for the property to attract the desired clientele, to getting that clientele to sign a lease, Cardwell Companies is fully experienced in developing marketing strategies to suit the property. (See page three for complete listing of services Cardwell Companies will provide.)

Flat Fee - \$25,000

Option B - Office and Retail Property Management

Cardwell Companies will act as Leasing Agent for retail and office space. This will include full-service marketing activities as described in Option A for the existing property and the new property.

Fee - 7%

Option C - Full-service Property Management

This option includes both Options A and B with leasing and marketing. Cardwell Companies will be responsible for property management duties, including, but not limited to, leasing of space, collection of rents, leasing renewals, bookkeeping, marketing of property, and maintenance. Cardwell Companies will manage all aspects of the property.

*Fee - 5% Commission based
on Five Year
Contract*

Marketing Services to be offered by Cardwell Companies

1. Create an image/identity for property for the purpose of marketing to retail and business entities. This includes, but is not limited to, developing demographics, graphic design, advertising, and contacting of prospective tenants.
2. Assist in design and allocation of floor space, both retail and office, to effectively use space available and best assure the successful operation of property.
3. Assist attorneys in drafting of leases for all tenants.
4. Create marketing materials, including brochures, for the attraction of clients.
5. Assist in establishing promotions and amenities that will enhance image of property.
6. Act as liaison with local authorities and governmental bodies.

Summary

Economic development is a top priority for Decatur. The redevelopment of the downtown district is a major component in revitalizing Decatur's economy. Experts agree that a healthy, active downtown is important to the stability and social well-being of a community. Decatur is no exception. The development of the Sears facility at the 200 block of North Franklin Street is the perfect starting point for continued revival of Decatur's economy. The mixture of retail space, office space and Public Services will provide endless opportunities for revenue generation, increased downtown traffic, and overall enhancement of Decatur's image as a thriving and vigorous city.

The undertaking of such an enormous task requires an experienced property manager. Cardwell Companies is the property management firm in Decatur that can truly offer *full-service* property management. Cardwell Companies is a property management firm in Decatur that has experience in residential, retail and office leasing. Cardwell Companies is the only property management firm with full-time staff available for the marketing of properties.

The success of the redevelopment lies in effective quality management. Cardwell Companies offers this full-service quality property management with more than 20 years experience in the downtown business environment.



101 S. Main St., Ste. #800
Decatur, IL 62523
(217) 421-1111

MANAGEMENT SERVICE AGREEMENT

In consideration of the mutual promises herein, the Owner(s), _____
_____ hereby appoint(s) Cardwell Companies Cardwell Realty, 240 S. Main St.,
Decatur, IL 62523 as its agent for the following premises situated in Macon County,
Illinois, to-wit:

commonly known as _____, _____, IL
_____, _____, IL
_____, _____, IL

1. This agreement shall continue until either party hereto shall terminate the same as provided herein.
2. Either party hereto may terminate this Agreement by giving to other party a written notice thereof sixty (60) days before the effective date of such notice and tendering therewith all sums owing the other party.
3. The Agent is hereby given express power and authority:
 - a) to make leases with tenants.
 - b) to manage the above described property.
 - c) to contract for and superintend such repairs as from time to time may be needed and authorize payments for such repairs and improvements from Owner's funds.
 - d) to collect rents.
 - e) to endorse for deposit and deposit in Owner's account for the Owner all rental money, checks, drafts, bills of exchange or other instruments payable to Owner or Owner's order collected by Agent.
4. The Agent shall:
 - a) excepting expenditures for taxes and assessments, interest, mortgage, and contract payments, insurance, and the Agent's compensation, in no instance be authorized to spend a sum greater than \$1,500.00 without prior consent of the Owner; the Agent shall submit to the Owner estimates of necessary expenditures which might exceed the above amount.
 - b) direct and supervise all preventive maintenance on an as needed basis and/or as requested by Owner.
5. The Owner shall pay to the Agent as compensation for the Agent's services ____ % of gross rentals received or a minimum of \$_____ per month.
6. The Agent shall furnish to Owner a complete detailed report of the preceding month's activities as soon as possible after the end of the month, but not to exceed 15 days.

7. Only upon request of Owner and at Owner's expense shall Agent prosecute or defend any suits or proceedings affecting the above described premises.

8. This contract shall be binding upon the heirs, devisees, assignees, grantees, and personal representatives of the Owner and upon the Successors of the Agent.

9. Agent shall maintain or obtain the proper insurance to cover all risks for agents, employees, and/or sub-contractors working on Owner's properties.

IN WITNESS HEREOF, the parties have executed this Agreement this _____ day of _____, 19 ____.

Owner

Officer of Cardwell Companies

Owner



440 North Monroe • Decatur, Illinois 62522-2218 • (217) 429-5218 • 1-800-747-5218 • FAX (217) 429-5101

Decatur Public Library Project

Topics for Further Development

December 18, 1997

1. Listing Agreement - Terms to be reviewed and refined.
2. Develop a management agreement defining the scope and authority of manager as well as duties and responsibilities.
3. Establish general lease terms in conjunction with legal counsel.
4. Develop a detailed marketing strategy to as best as possible mesh with the move time table.
5. Establish periodic reporting procedures or meetings to review general progress.
6. Appoint a negotiating committee or individual given authority to act for the Library so that speedy responses may be given when purchase or lease proposals are secured.





440 North Monroe • Decatur, Illinois 62522-2218 • (217) 429-5218 • 1-800-747-5218 • FAX (217) 429-5101

October 20, 1997

Mr. John Moorman
City Librarian
Decatur Public Library
247 E. North St.
Decatur, IL 62523-1128

RE: Proposal for Real Estate Services for:
Sale of 247 E. North St. and
Lease and Management of
Excess Space in New Building.

Dear John:

I appreciate very much the time you took describing some of the challenges involving the Decatur Public Library's move.

Based on our discussion, I am pleased to submit our proposal which includes the following elements:

- 1 - Commercial Real Estate Sold or Leased By Lyle Campbell & Son Realtors.
- 2 - Marketing Approach.
- 3 - Signage.
- 4 - Commercial Broker Network.
- 5 - Internet.
- 6 - References.
- 7 - Pricing Recommendations.
- 8 - Professional Fee Arrangements.

I am excited about the opportunity for Lyle Campbell & Son Realtors to work with the Library in the upcoming transition. Of course, I will be happy to meet with you and your committee to discuss in greater depth how our company may best serve your needs. Please call me at your convenience, after reviewing our proposal which follows.

Sincerely,

P. Bruce Campbell GRI, CRB





**1 - Partial Listing of Commercial/Industrial Real Estate Sold or Leased
By
Lyle Campbell & Son Realtors.**

Redwood Restaurant - Imboden Dr.

Great Skate Building - South Imboden Dr.

Ambassador Hotel - Court Appointed Receiver - S. Main St.

Flora Office Building - Court Appointed Receiver - E. Main St.

Moore Business Forms Plant (134,000 sq. ft.) Charleston, IL

Webster-Cantrell Hall - Building Committee Chairman - E. Cantrell St.

Moore, Susler, McNutt, & Wrigley Law Offices - N. Water St.

Colonial Mall - Grand at IL 48

Pines Shopping Center - 22nd St. & US 36

True Value Center North - N. Main St.

Corrosion Products - Huston Dr.

WFHL Channel 23 TV Station - Parkway Ct.

Hourans Florists - W. Pershing Rd.

Prudential Office - W. Pershing Rd.

Edward D. Jones Building - Eldorado.

270 W. Prairie - Office Building.

348 W. Prairie - Office Building.

1270 S. Jasper - Office Building.

Soyland Power Co-op (17,000 sq. ft.) Sunnyside Rd.

Hardee's Restaurant - N. Main at Pershing Rd.

Sparkle and Shine Car Wash - E. Pershing Rd.



2 - Marketing Approach.

We suggest target marketing on both local and regional basis. Identify potential users for direct mail and personal contact. Our search will include not for profit, institutional, office and retail users. We will work closely with the economic development people of Decatur and Macon County.

3 - Signage.

Erect signs on or in buildings where appropriate.

4 - Commercial Broker Network.

Send Informational Special Feature Sheets to regional commercial brokers.

5 - Internet.

Place the property on the internet.



6 - References

Ritchie Barnett, V.P. & Trust Officer
First National Bank
250 N. Water
Decatur, IL 62523
(217) 425-8281

Wayne B. Phillips, Land Owner & Developer
PO Box 202
Decatur, IL 62525
(217) 422-7372

Robin Crowe, CEO, Webster-Cantrell Hall
1942 E. Cantrell
Decatur, IL 62521
(217) 423-6961

Carl Jacobs
Carl Jacobs Insurance
348 W. Prairie
Decatur, IL 62522
(217) 429-6378

Howard E. Brown
855 E. Lake Shore Dr.
Decatur, IL 62521
(217) 423-8523

Mr. William McNutt, Lawyer
3071 N. Water
Decatur, IL 62526
(217) 872-1600



7 - Pricing Recommendations

With the best interests of the Library in mind, we believe an appraisal should be obtained. A cross reference with our market analysis should provide adequate pricing directions for your committee.

8 - Professional Fee Arrangement

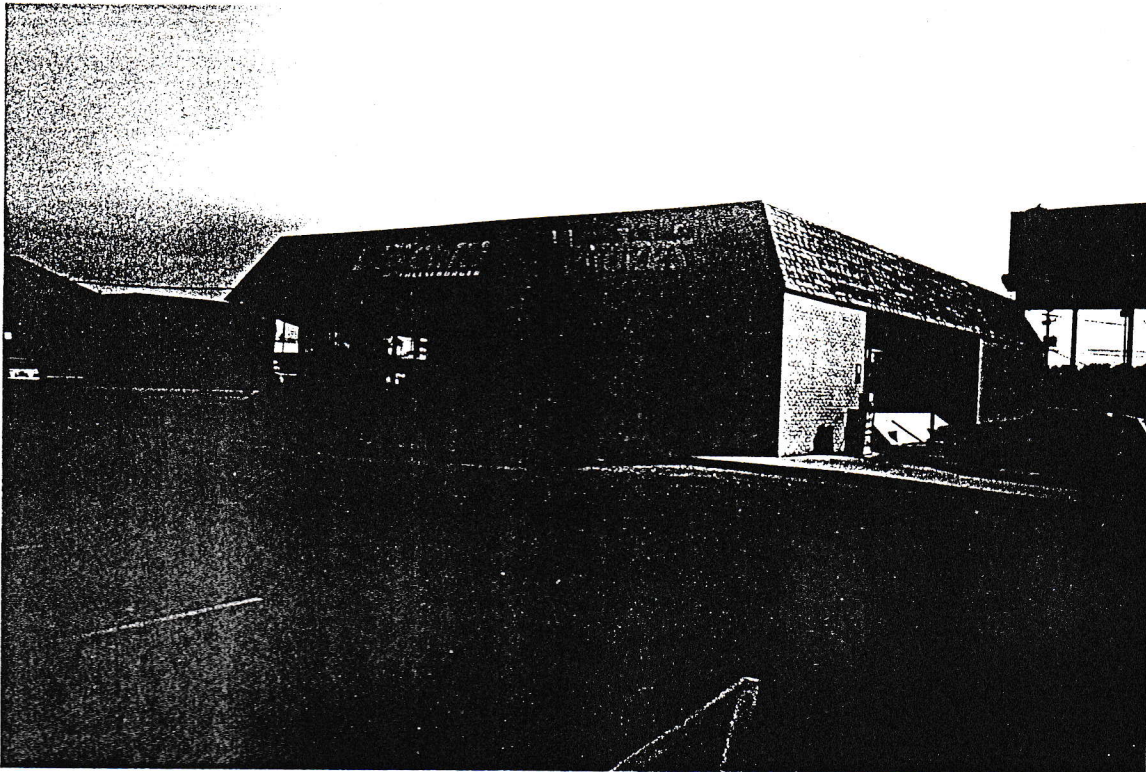
- A. Sale of 247 E. North:
 - If sold by Lyle Campbell & Son Realtors - 5%.
 - If sold by co-op broker - 6.5%.
 - Listing Term - 2 years.

- B. Leasing of Excess Space at new facility:
 - If leased by Lyle Campbell & Son Realtors - 5%.
 - If leased by co-op broker - 6.5%.
 - Listing Term - 2 years.

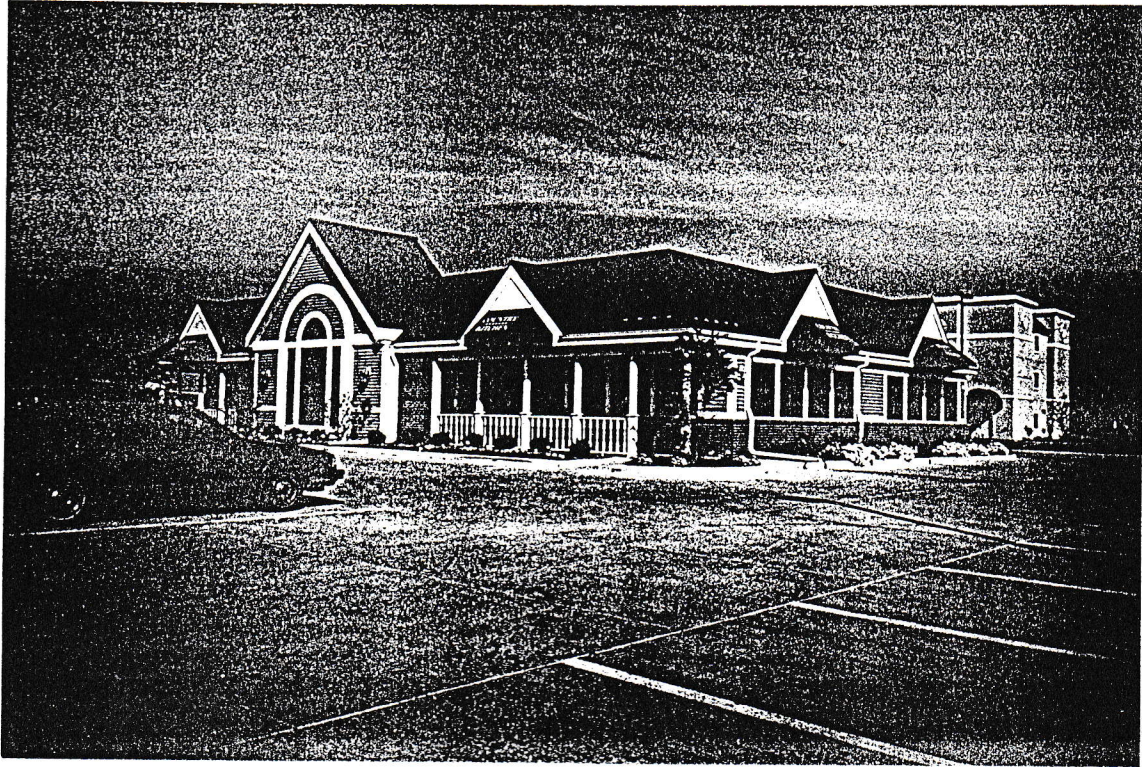
- C. Management of Leased Space:
 - Management Fee - 5%.



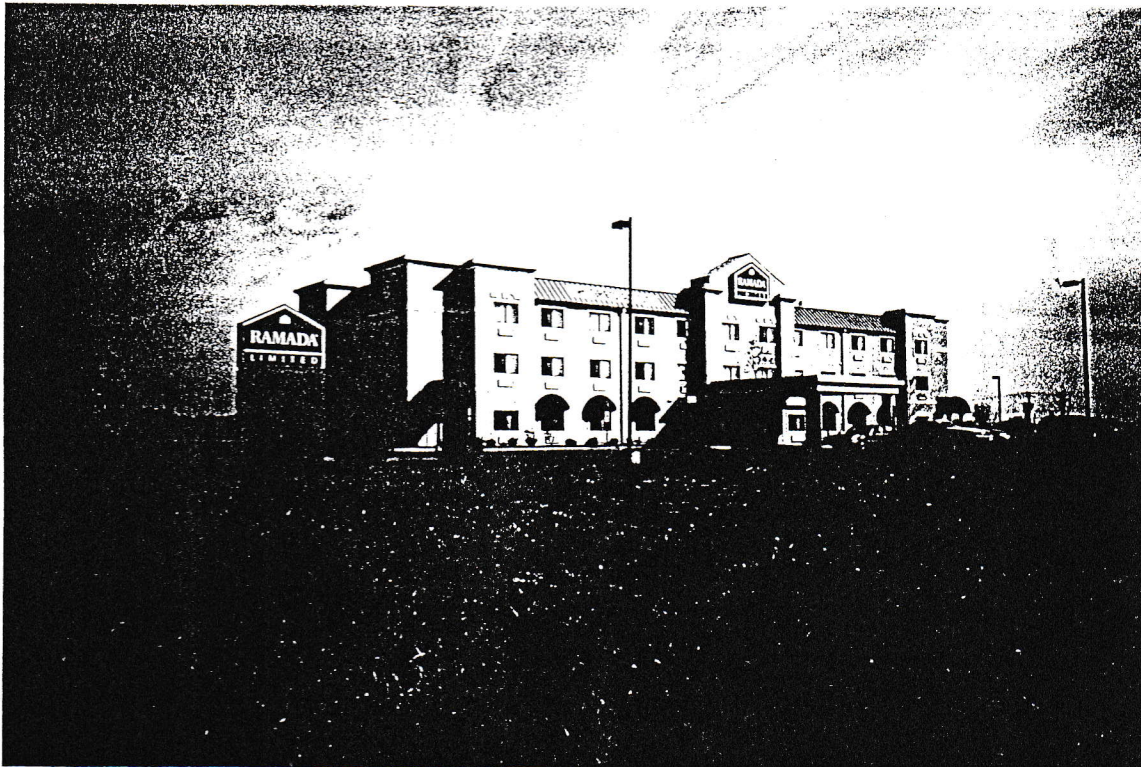
Sparkle Clean Car Wash - Long Term Lease



Hardee's Pershing Rd. - Long Term Lease



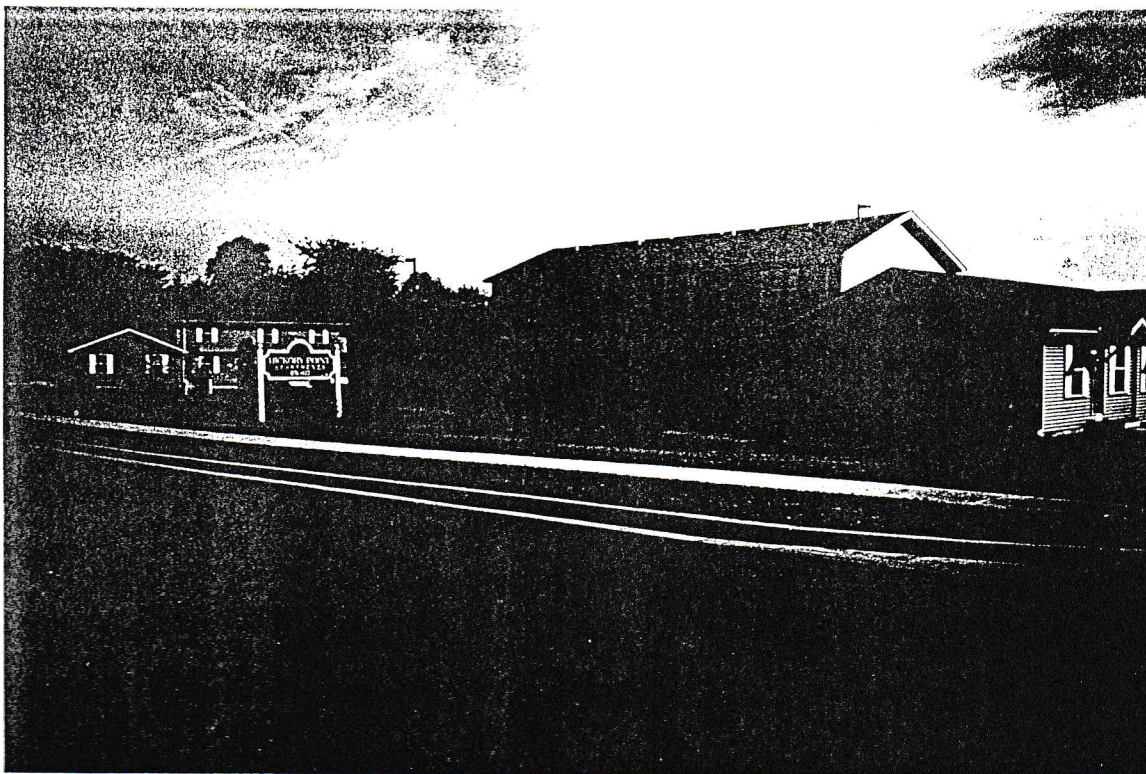
Country Kitchen - Lease Transaction



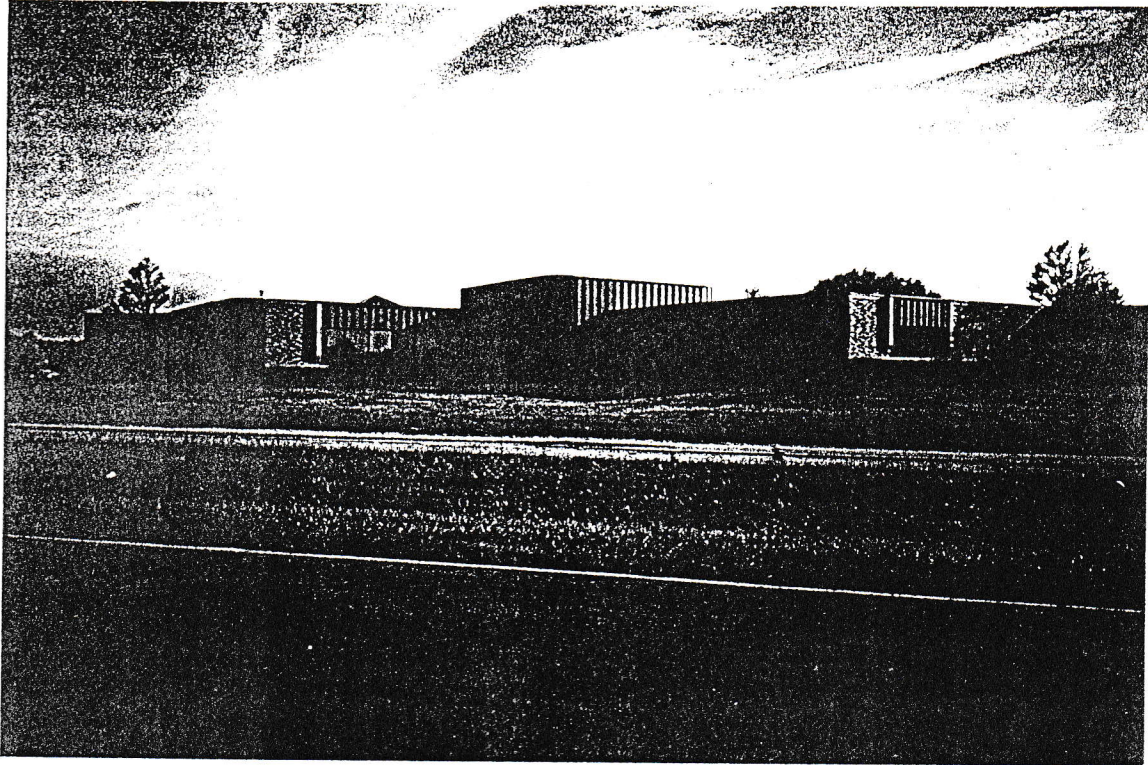
Ramada Inn - Long Term Lease



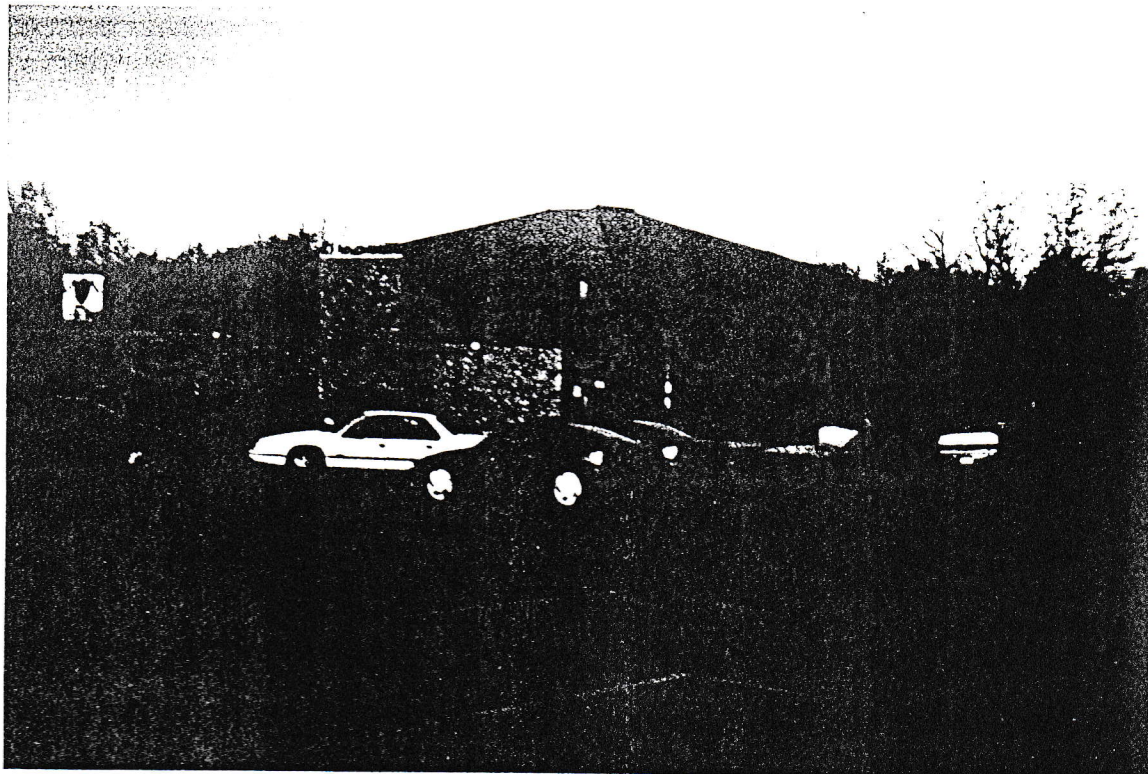
Bristol Gardens - Land Sale



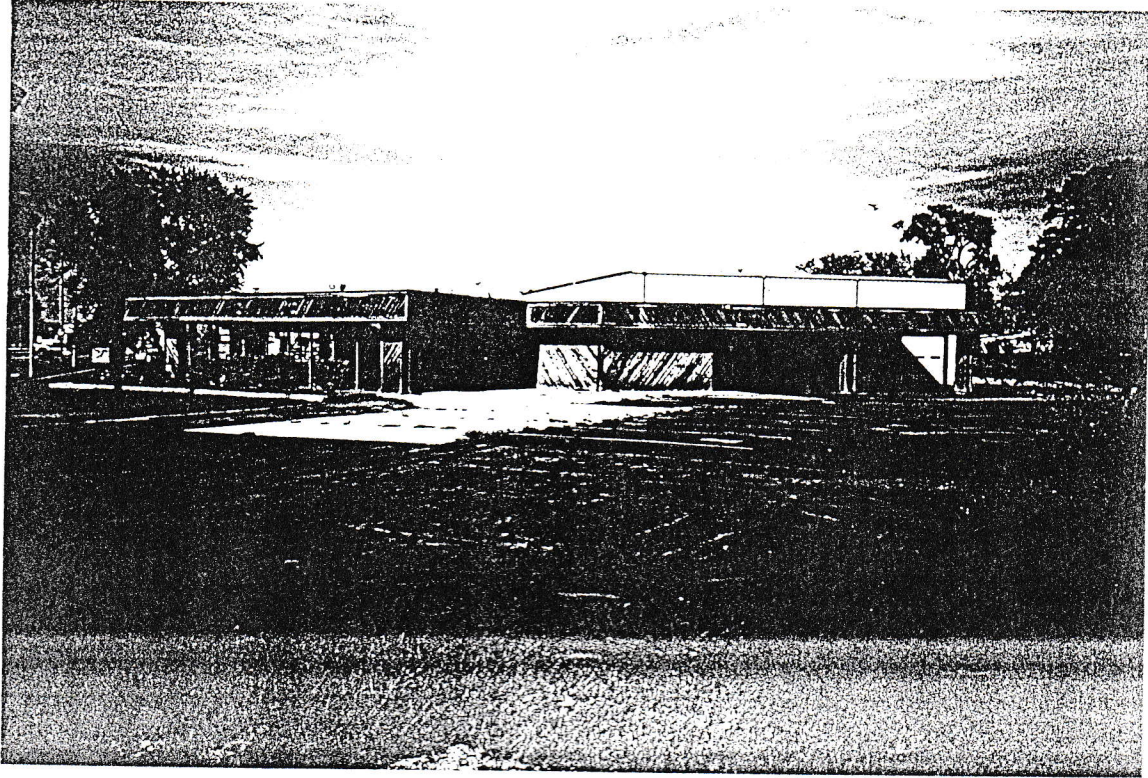
Hickory Point Apartments - Land Sale



Soyland Power Co-op - Sale



Redwood - Lease and Sale



Isringhausen Motors - Forsyth, IL

Section 4.

Vacation time will not accumulate without the express written consent of the City Librarian. Notwithstanding the above, vacation time will accumulate if the employee has since been denied vacation requests during two (2) different scheduling periods and the requests were submitted ninety (90) days prior to the anniversary date.

Section 5.

Vacation time may be scheduled in increments of one (1) hour or more. Management shall grant employee vacation requests on the basis of ~~Department~~ seniority provided the employee submits the request between January 1 and 31 of each year. Vacation requests will be permitted with less than five (5) days notice. Requests with less than five (5) days notice will be scheduled on a first-come, first-served basis and Library staffing requirements shall take precedence over vacation requests.

Section 6.

Vacation time may be taken in consecutive anniversary years with the permission of the City Librarian.

Section 7.

No vacation time accrues during leaves of absence.

Section 8.

Employees will not be paid in lieu of vacation except at the time of retirement, resignation, or termination.

Section 9.

Vacation benefits for regularly employed part-time employees shall be on a prorated basis as per Article XXIII, Section 8.

ARTICLE X

HOLIDAYS

The following holidays will be observed by the Library and regularly employed staff members will be given the day off with pay or another day off with pay in lieu of the holiday in accordance with the following provisions:

Author: John Robinson at ccmail-po
Date: 2/9/98 10:09 AM
Priority: Normal
TO: John Moorman
CC: John Couter
Subject: Library C.B.A.

At your request, I reviewed the current C.B.A. between the Library and Local 268 Library employees. Article XV, Section 1 defines Seniority as an employee's "total length of service with the library". Article IX, Section 5 seems to suggest that vacation requests shall be accorded preference according to "Departmental Seniority". This language is clearly inconsistent with the definition of seniority found in Article XV. Nowhere in the contract is "Departmental Seniority" defined. In the absence of a definition, one is left to speculate as to the exact meaning of "Departmental Seniority".

I have discussed the inconsistency found in Article IX, Section 5, with the Corporation Counsel. He agrees that the word "Department", appearing in the second sentence of Section 5, is anomalous. It should be defined or stricken from the contract.

If the Library and AFSCME Local 268 are in agreement on this matter, the City Manager's approval on a written Contract Modification should suffice to bind the City.

Agreement

For the Use of Negatives and Photographic Prints

In the Collection of the Decatur Public Library

This agreement between the Decatur Public Library and Mr. Rush Copy and Print covers the use by Mr. Rush Copy and Print of negatives and photographic prints in the collection of the Decatur Public Library.

Mr. Rush Copy and Print has the permission of the Decatur Public Library to take negatives and photographic prints from the library's collection and make photographic print copies of them from which photographic print copies may be made for sale to the general public provided the prints and negatives are promptly returned in their original condition. Prints from prints that are in the collection of the Decatur Public Library become the property of the Decatur Public Library and become part of its collection and will be surrendered upon termination of this agreement.

If a photographic print is made from a negative in the Library's collection, a print will be given to the library for its files. Each photographic print made and sold from negatives or photographic prints obtained from the Decatur Public Library's collection must bear on its back side the wording "from the *Herald and Review* Collection of the Decatur Public Library © Decatur Public Library. All rights reserved." An agreed upon fee must be paid to the library from the sale of each such print. With each print sold, a paper will be given to the purchaser containing the following language: "© Decatur Public Library. All rights reserved. Duplication or reproduction by any means is strictly prohibited."

This agreement may be ended with 90 days notice by either party.

LISTING AGREEMENT

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

A. Exclusive Right to Market

Trustees own the property located at 247 E. North, Decatur, Illinois and grant to Cardwell the exclusive right to market the property for sale for the period from the date of this agreement through February 1, 1999.

B. Sale Price and Conditions Regarding Possession

The marketed price shall be \$600,000.

Trustees are purchasing the Sears property at 130 N. Franklin but will not get possession until September 30, 1998. The Sears property will be renovated to serve as the Decatur Public Library but that renovation is not scheduled for completion before September 1, 1999. The Trustees will not be able to deliver possession of the property at 247 E. North until the Decatur Public Library becomes operational at the Sears property. This delay in delivering possession must be provided for in any purchase terms.

C. Obligations of Cardwell

Cardwell will utilize the resources and personnel of Cardwell Companies and use its best efforts to market the property.

D. Brokerage Fee

1. If Cardwell obtains an offer to purchase the property from a ready, willing and able buyer at the marketed price, and on terms agreed to by Trustees, or if Trustees enter into a contract for the sale of the property at any price and upon any terms to which Trustees agree, Trustees shall be obligated to pay Cardwell a brokerage fee of seven percent (7%) of the total purchase price of the sale. The brokerage fee is to be paid at closing and only if the transaction is closed.

2. Trustees agree that the brokerage fee shall be paid if the property is sold within a protection period of one hundred twenty days (120) following the term of this agreement to anyone to whom the property was presented during the term of this agreement. However, this provision shall not apply if Trustees have entered into a valid written Listing Agreement with another licensed real estate broker during the protection period.

3. Should Trustees default on any contract for the purchase of the property, the brokerage fee, based upon the purchase price in said contract owed under this agreement shall become payable immediately.

E. Escrow for Earnest Money

When a contract to purchase is entered into for the purchase of the property, Buyer shall deposit earnest money with Cardwell. Cardwell will hold any earnest money in a special, non-interest bearing escrow account on behalf of Buyer and Trustees. Once the purchase closes, earnest money will be disbursed according to the terms of the contract to purchase.

1. In the event of a default by either Buyer or Trustees, Cardwell will not return earnest money to either party except upon receiving a written agreement signed by Buyer and Trustees, or, a court order directing distribution of earnest money.

2. In the event Buyer agrees to forfeit all or part of the earnest money to Trustees, or a court orders distribution of all or a part of the earnest money to Trustees, Cardwell shall be entitled to one-half of the earnest money remaining after the Trustees have been reimbursed for expenses and losses incurred as a result of Buyer's default. Cardwell's portion shall not exceed the brokerage fee that broker would have received had the transaction closed.

F. Indemnity

1. Trustees agree to save and hold Cardwell harmless from all claims, disputes, litigation, judgments, and costs (including reasonable attorney's fees) arising from any misrepresentation supplied by Trustees or from any material defects, including latent defects, that are known to Trustee that Trustee fails to disclose.

2. Cardwell agrees to save and hold harmless Trustees from all claims, disputes, litigation, judgments and costs (including reasonable attorney's fees) arising from any misrepresentation or negligent act by Cardwell in any way associated with the listing and/or sale of the property.

G. Use of Multiple Listing Service and Agents for Buyers

1. Cardwell shall place Trustees' property in the Multiple Listing Service of the Decatur Association of Realtors within seventy-two (72) hours of the effective date of this agreement, and to submit the property to any other Multiple Listing Service Cardwell deems applicable, with prior approval by Trustees.

2. Trustees have been informed that potential buyers may elect to employ the services of a licensed real estate broker or sales associate as their own agent ("buyer's agent").

3. Cardwell is authorized to show the property to prospective buyers represented by buyer's agent, and Cardwell, in its sole discretion, may pay a part of the above commission to buyer's broker or other cooperating brokers. Cardwell is authorized in its sole discretion to determine with which brokers it will cooperate, and the amount of compensation that it will offer cooperating brokers in the sale of Trustees' property. Trustees acknowledge that the compensation offered to such cooperating brokers may vary from broker to broker.

H. Cardwell - Previous Representation of Prospective Buyer

Trustees understand that Cardwell may have previously represented a buyer who is interested in Trustees' property. Cardwell acknowledges that it cannot act as a dual agent of both the buyer and Trustees. If Cardwell knows of any information about a buyer, that if undisclosed would be detrimental to the interest of the Trustees, Cardwell must disclose the information or at the Trustees' option, withdraw as Trustees' agent and/or agree to cancel the Listing Agreement.

I. Cardwell Associate as Agent for Buyer.

Trustees understand and agree that other sales associates affiliated with Cardwell may represent the actual or prospective buyer of Seller's property. Further, Trustees understand and agree that if the property is sold through the efforts of a sales associate affiliated with Cardwell who represents the buyer, the other sales associate affiliated with Cardwell will be acting as a Buyer's Designated Agent.

J. Miscellaneous

1. Trustees agree during the term of this agreement to immediately refer to Cardwell all prospective purchasers or brokers who contact Trustees for any reason regarding the sale of the property.

2. With the written approval of Trustees, Cardwell is authorized to advertise and to place a for sale sign on the property and upon obtaining an executed contract for the purchase of the property, to place a sale indicating the sale is pending or closed and Cardwell is then authorized to discontinue marketing efforts. Cardwell is further authorized to have access to the property during the Library's operating hours for the purpose of showing it to prospective purchasers.

3. Trustees understand that they have an obligation to provide accurate, truthful information to be put in the MLS input sheet and hereby promise to fulfill this obligation.

4. This agreement shall be binding upon and benefit the heirs, administrators, successors and assigns of the parties and this agreement can only be amended in writing signed by the parties.

5. THE PARTIES UNDERSTAND AND AGREE THAT IT IS ILLEGAL FOR EITHER OF THE PARTIES TO REFUSE TO DISPLAY OR SELL TRUSTEES' PROPERTY TO ANY PERSON ON THE BASIS OF RACE, COLOR, RELIGION, SEX, ANCESTRY, HANDICAP, FAMILIAL STATUS OR NATIONAL ORIGIN AND THE PARTIES AGREE TO COMPLY WITH ALL APPLICABLE FEDERAL, STATE AND LOCAL FAIR HOUSING LAWS.

CARDWELL COMPANIES

By _____
John Cardwell, President

Dated: _____

SELLER:

THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF DECATUR

By _____
Shirley Moore, President

Dated: _____

AGREEMENT

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

A. Property

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

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

B. Agency to Obtain Tenants and Manage Leased Area

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

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

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

C. Cardwell Authority and Obligations to Manage Property

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

Trustees will provide custodial service and basic maintenance.

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

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

D. Term of the Agreement

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

E. Compensation

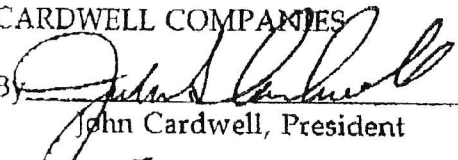
Trustees shall pay to Cardwell as compensation for obtaining leases and for managing the leased property five percent (5%) of the gross rentals received. If a lease is signed with a tenant represented by a broker other than Cardwell Companies or an agent or associate of Cardwell Companies, Trustees shall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

F. Sale of Portion of Property

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

CARDWELL COMPANIES

By


John Cardwell, President

Dated:

FEB. 20, 1998

SELLER:

THE BOARD OF LIBRARY TRUSTEES
OF THE CITY OF DECATUR

By


Shirley Moore, President

Dated:

2/23/98

Agreement

For the Use of Negatives and Photographic Prints

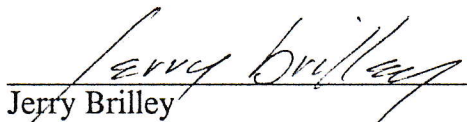
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This agreement may be ended with 90 days notice by either party.


Jerry Brilley 2/25/98
Mr. Rush Copy and Print


John A. Moorman 2/25/98
Decatur Public Library

FOR PERIOD ENDING 1/31/98

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/05/98	COMMERCIAL MAIL SERVICES	113.92	109199	1/05/98	POSTAGE
1/06/98	AMERICAN LIBRARY ASSOCIATION	42.01	109217	1/06/98	UNCLAIMED PROPERTY SERVICES
1/06/98	DECATUR MEMORIAL HOSPITAL	134.00	109228	1/06/98	UNCLAIMED PROPERTY
1/06/98	SATTELY, S, INC.	27.07	109253	1/06/98	UNCLAIMED PROPERTY
1/06/98	SECRETARY OF STATE OF IL	580.00	109255	1/06/98	UNCLAIMED PROPERTY
1/07/98	TREAS-MEDICAL INSURANCE	4,878.10	109305	1/07/98	MEDICAL INSURANCE
1/07/98	TREAS-NON MEDICAL INS	33.21	109306	1/07/98	LIFE INSURANCE
1/07/98	TREAS-NON MEDICAL INS	437.45	109306	1/07/98	UNEMPLOYMENT COMPENSATION
1/07/98	TREAS-NON MEDICAL INS	1,040.00	109306	1/07/98	WORKERS COMPENSATION
1/07/98	TREAS-IMRF	8,637.28	109308	1/07/98	RETIREMENT-IMRF
1/08/98	TREAS-PETTY CASH	80.05	109327	1/08/98	MATERIAL-BLDGS
1/08/98	TREAS-PETTY CASH	4.00	109327	1/08/98	MATERIAL TO MAINT AUTO EQUIP
1/08/98	TREAS-PETTY CASH	5.95	109327	1/08/98	OFFICE SUPPLIES
1/09/98	CD PUBLICATIONS	175.00	109331	1/09/98	MAG/PAPERS--MAIN ADULT PROFESSIONAL
1/09/98	LINCOLN MUSEUM	30.00	109334	1/09/98	MAG/PAPERS--MAIN REFERENCE
1/09/98	MORNINGSTAR, INC	780.00	109335	1/09/98	MAG/PAPERS--MAIN REFERENCE
1/09/98	MOODY'S INVESTORS SERVICE	1,345.00	109336	1/09/98	MAG/PAPERS--MAIN REFERENCE
1/09/98	WORLD BOOK ENCYCLOPEDIA, INC	29.40	109346	1/09/98	OTHER PROFESSIONAL SERVICES
1/12/98	ARMRON CORPORATION	80.64	109348	1/12/98	OTHER PROFESSIONAL SERVICES
1/12/98	BOLAND ELECTRIC SUPPLY, INC.	40.52	109349	1/12/98	MATERIAL-BLDGS
1/12/98	HERALD & REVIEW	269.94	109351	1/12/98	ADVERTISING
1/12/98	GALE RESEARCH CO	246.74	109353	1/12/98	BOOKS AND PERIODICALS
1/12/98	HERITAGE NETWORK OF DECATUR	30.00	109355	1/12/98	BOOKS AND PERIODICALS
1/12/98	IL CORRECTIONS INDUSTRIES	89.45	109356	1/12/98	PROFESSIONAL SUPPLIES
1/12/98	MEMARDS LIBRARY PUB RELATIONS COUNCIL	30.00	109358	1/12/98	JANITORIAL SERVICES
1/12/98	MEMARDS	61.45	109359	1/12/98	PROFESSIONAL MEMBERSHIP FEES
1/12/98	MOORMAN JOHN	59.35	109361	1/12/98	MATERIAL-BLDGS
1/12/98	SCHUERMANN LOCK AND KEY, INC	42.80	109363	1/12/98	MATERIAL-BLDGS
1/12/98	TREAS-GENERAL FUND	903.33	109365	1/12/98	POSTAGE SUPPLIES
1/12/98	TREAS-GENERAL FUND	158.52	109365	1/12/98	GASOLINE
1/13/98	TREAS-CENTRAL GARAGE FD	302.05	109381	1/13/98	OFFICE SUPPLIES
1/14/98	CARR, GERALD	144.00	109389	1/14/98	OTHER PROFESSIONAL SERVICES
1/14/98	RIGSBY, PAUL	72.00	109399	1/14/98	OTHER PROFESSIONAL SERVICES
1/14/98	RAVER, DOUGLAS	72.00	109400	1/14/98	OTHER PROFESSIONAL SERVICES
1/14/98	SLEETH ALAN	144.00	109404	1/14/98	BOOKS AND PERIODICALS
1/14/98	SOLDIER CREEK PRESS	44.00	109405	1/14/98	BOOKS AND PERIODICALS
1/14/98	TAYLOR, DELBERT	72.00	109409	1/14/98	OTHER PROFESSIONAL SERVICES
1/14/98	ARAMARK SERVICES, INC.	16.00	109416	1/15/98	OTHER BUILDINGS
1/14/98	AMERITECH	50.36	109418	1/15/98	TELEPHONE
1/14/98	A & E HOME VIDEO	81.95	109419	1/15/98	BOOKS AND PERIODICALS
1/14/98	APHELION PUBLICATIONS	22.75	109420	1/15/98	BOOKS AND PERIODICALS
1/14/98	BAKER & TAYLOR CO	95.97	109422	1/15/98	BOOKS AND PERIODICALS
1/14/98	BAKER & TAYLOR CO	2,053.54	109423	1/15/98	BOOKS AND PERIODICALS
1/14/98	BAKER & TAYLOR CO	1,520.40	109425	1/15/98	BOOKS AND PERIODICALS
1/14/98	BAKER & TAYLOR CO	2,745.92	109425	1/15/98	BOOKS AND PERIODICALS
1/15/98	BLACK S HARDWARE	2.23	109429	1/15/98	OFFICE SUPPLIES
1/15/98	BAKER & TAYLOR ENTERTAINMENT	1,550.99	109429	1/15/98	BOOKS AND PERIODICALS
1/15/98	BAKER & TAYLOR ENTERTAINMENT	43.19	109428	1/15/98	BOOKS AND PERIODICALS
1/15/98	BOOTH & LITTLE	752.50	109429	1/15/98	OTHER PROFESSIONAL SERVICES
1/15/98	C & K CUSTOM SIGNS	120.00	109430	1/15/98	OTHER PRINTING AND BINDING
1/15/98	CONSOLIDATED COMMUNICATIONS	71.75	109432	1/15/98	TELEPHONE
1/14/98	COVOTE CREEK PRODUCTIONS	150.00	109433	1/15/98	BOOKS AND PERIODICALS
1/14/98	DAVIDSON TITLES, INC	15.98	109435	1/15/98	BOOKS AND PERIODICALS
1/15/98	GLATZ TRUCK & TRAILER SALES	165.00	109438	1/15/98	MATERIAL TO MAINT AUTO-EQUIP
1/15/98	GLATZ TRUCK & TRAILER SALES	17.23	109438	1/15/98	MATERIAL TO MAINT AUTO-EQUIP
1/14/98	HOUGHEN BINDERY LTD	219.55	109439	1/15/98	PRINTING AND BINDING
1/14/98	AMERITECH	215.75	109441	1/15/98	TELEPHONE
1/14/98	IL STATE LIBRARY	17.12	109443	1/15/98	POSTAGE
1/14/98	IL STATE LIBRARY	1,507.83	109443	1/15/98	RENTAL-EQUIPMENT
1/14/98	INGRAM LIBRARY SERVICES	81.05	109444	1/15/98	BOOKS AND PERIODICALS
1/14/98	K & G SPECIALTIES, INC	35.99	109445	1/15/98	MATERIAL TO MAINT AUTO EQUIP
1/14/98	NIGHT SINGLE COMPANY	37.45	109453	1/15/98	BOOKS AND PERIODICALS
1/14/98	OTTIS ELEVATOR COMPANY	3,126.85	109454	1/15/98	SERV-BUILDINGS
1/14/98	READER'S CHAIR	111.00	109455	1/15/98	BOOKS AND PERIODICALS
1/15/98	RECYCLE UNLIMITED INC	111.00	109456	1/15/98	SERV-BUILDINGS

FOR PERIOD ENDING 1/31/98

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/14/98	R. BOWKER	335.44	109457	1/15/98	BOOKS AND PERIODICALS
1/14/98	STOR YELLER/WOROSMITH	22.95	109461	1/15/98	OTHER PROFESSIONAL SERVICES
1/15/98	TYLERYTES	37.50	109464	1/15/98	BOOKS AND PERIODICALS
1/14/98	THOMAS NELSON INC	14.09	109465	1/15/98	BOOKS AND PERIODICALS
1/14/98	WEST PUBLISHING COMPANY	265.00	109466	1/15/98	BOOKS AND PERIODICALS
1/16/98	ELLISON, JUDY	650.00	109476	1/16/98	TUITION REIMBURSEMENT
1/16/98	SIRS, INC.	1,350.00	109493	1/16/98	BOOKS AND PERIODICALS
1/20/98	TREAS-PEITY CASH	10.52	109528	1/20/98	PRINTING AND BINDING
1/20/98	TREAS-PEITY CASH	15.85	109528	1/20/98	SERV-OFFICE EQUIP
1/20/98	TREAS-PEITY CASH	21.00	109528	1/20/98	TRAINING SCHOOL
1/20/98	TREAS-PEITY CASH	9.00	109528	1/20/98	CONFERENCES AND OTHER TRAVEL
1/20/98	TREAS-PEITY CASH	42.78	109528	1/20/98	MATERIAL-BLOGS
1/20/98	TREAS-PEITY CASH	8.39	109528	1/20/98	OFFICE SUPPLIES
1/20/98	TREAS-PEITY CASH	1.69	109528	1/20/98	BOOKS AND PERIODICALS
1/20/98	TREAS-PEITY CASH	24.50	109528	1/20/98	BOOKS AND PERIODICALS
1/21/98	TREAS-MEDICAL INSURANCE	4,775.02	109576	1/21/98	MEDICAL INSURANCE
1/21/98	TREAS-NON MEDICAL INS	32.40	109577	1/21/98	LIFE INSURANCE
1/21/98	TREAS-NON MEDICAL INS	444.18	109577	1/21/98	EMPLOYMENT COMPENSATION
1/21/98	TREAS-NON MEDICAL INS	1,056.00	109577	1/21/98	WORKERS COMPENSATION
1/21/98	TREAS-IMRF	8,677.37	109579	1/21/98	RETIREMENT-IMRF
1/22/98	DECATUR MEMORIAL HOSPITAL	201.00	109597	1/22/98	OTHER PROFESSIONAL SERVICES
1/23/98	TREAS-GENERAL FUND	100.00	109642	1/23/98	TRANSFER TO GENERAL FUND
1/23/98	TREAS-SELF INSURANCE FUND	186.17	109644	1/23/98	MOTOR VEHICLE INSURANCE
1/23/98	TREAS-SELF INSURANCE FUND	9.50	109644	1/23/98	BOILER INSURANCE
1/23/98	TREAS-SELF INSURANCE FUND	638.08	109644	1/23/98	PROPERTY INSURANCE
1/23/98	TREAS-SELF INSURANCE FUND	506.00	109644	1/23/98	GENERAL LIABILITY INSURANCE
1/23/98	TREAS-SELF INSURANCE FUND	1,878.67	109645	1/23/98	MIS SERVICES
1/26/98	CD PUBLICATIONS	279.00	109658	1/26/98	MAG/PAPERS-MAIN ADULT REFERENCE
1/26/98	ILLINOIS HERITAGE ASSOCIATION	300.00	109660	1/26/98	CONFERENCES AND OTHER TRAVEL
1/26/98	MOORMAN, JOHN	593.20	109660	1/26/98	BOOKS AND PERIODICALS
1/26/98	MOORMAN, JOHN	63.58	109660	1/26/98	OFFICE SUPPLIES
1/26/98	MUZE, INC	44.29	109661	1/26/98	OFFICE SUPPLIES
1/26/98	STANBERY, JOANN COMPANY	31.80	109667	1/26/98	CONFERENCES AND OTHER TRAVEL
1/28/98	ILLINOIS POWER COMPANY	702.70	109685	1/28/98	GAS
1/29/98	A & B DICK-PRODUCTS	43.16	109697	1/29/98	SERV-OFFICE-EQUIP
1/29/98	B & B GLASS	128.02	109699	1/29/98	MATERIAL-BLOGS
1/29/98	PUBLIC LIBRARY ASSOCIATION	175.00	109713	1/29/98	CONFERENCES AND OTHER TRAVEL
1/29/98	TOOL SHOP	150.00	109714	1/29/98	MATERIAL-BLOGS
1/29/98	UNITED AD-LABEL CO.	55.43	109718	1/29/98	OFFICE SUPPLIES
1/29/98	ASSOCIATED OFFICE FURNISHINGS	79.95	109725	1/30/98	SMALL CAPITAL ITEMS
1/29/98	AMERITECH	67.05	109732	1/30/98	TELEPHONE
1/02/98	B & V TEST LANE	43.68	109732	1/30/98	SERV-AUTO EQUIPMENT
1/29/98	BAKER & TAYLOR CO	1,447.03	109737	1/30/98	BOOKS AND PERIODICALS
1/28/98	BAKER & TAYLOR CO	808.53	109738	1/30/98	BOOKS AND PERIODICALS
1/28/98	BAKER & TAYLOR CO	2,020.54	109739	1/30/98	BOOKS AND PERIODICALS
1/28/98	BAKER & TAYLOR CO	1,021.38	109740	1/30/98	BOOKS AND PERIODICALS
1/28/98	BAKER & TAYLOR CO	763.39	109741	1/30/98	BOOKS AND PERIODICALS
1/29/98	BAKER & TAYLOR CO	1,991.27	109742	1/30/98	BOOKS AND PERIODICALS
1/29/98	BAKER & TAYLOR CO	722.17	109743	1/30/98	BOOKS AND PERIODICALS
1/29/98	BAKER & TAYLOR CO	862.32	109744	1/30/98	BOOKS AND PERIODICALS
1/29/98	BAKER & TAYLOR CO	113.29	109745	1/30/98	BOOKS AND PERIODICALS
1/30/98	BOOKS ON TAPE	137.54	109749	1/30/98	BOOKS AND PERIODICALS
1/29/98	BABY TALK INC.	275.00	109750	1/30/98	OTHER PROFESSIONAL SERVICES
1/30/98	BAKER & TAYLOR ENTERTAINMENT	1,170.31	109751	1/30/98	BOOKS AND PERIODICALS
1/26/98	BOB RIDINGS	429.00	109754	1/30/98	SERV-AUTO EQUIPMENT
1/26/98	BOB RIDINGS	31.49	109754	1/30/98	MATERIAL TO MAINT AUTO EQUIP
1/30/98	BERNAN ASSOCIATES	5.00	109755	1/30/98	BOOKS AND PERIODICALS
1/30/98	CAPITAL CITY PAPER CO	89.20	109761	1/30/98	OFFICE SUPPLIES
1/30/98	CHIVERS-NORTH AMERICA, INC	113.93	109773	1/30/98	BOOKS AND PERIODICALS
1/28/98	DAVIDSON TITLES, INC	27.95	109783	1/30/98	BOOKS AND PERIODICALS
1/30/98	DRAMATISTS PLAY SERVICE, INC	13.62	109790	1/30/98	BOOKS AND PERIODICALS
1/30/98	DISCOVER ART	422.00	109791	1/30/98	BOOKS AND PERIODICALS
1/28/98	FAST IMPRESSIONS	56.33	109798	1/30/98	PRINTING AND BINDING
1/28/98	GAYLORD BROS	1,259.04	109806	1/30/98	OFFICE SUPPLIES
1/28/98	AMERITECH	1,279.23	109820	1/30/98	TELEPHONE

FOR PERIOD ENDING 1/31/98

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/29/98	AMERITECH	1,223.39	109821	1/30/98	TELEPHONE
1/28/98	ILLINOIS POWER COMPANY	4,502.40	109822	1/30/98	ELECTRICITY
1/28/98	JAN SAN SUPPLY CO., INC.	311.98	109830	1/30/98	JANITORIAL SUPPLIES
1/26/98	K.S. MERCHANDISE MART	39.88	109832	1/30/98	OFFICE SUPPLIES
1/30/98	LIBRARY VIDEO CO	903.25	109842	1/30/98	BOOKS AND PERIODICALS
1/28/98	NIMS ASSOCIATES INC.	4,166.00	109868	1/30/98	OTHER PROFESSIONAL SERVICES
1/29/98	NORRELL SERVICES, INC.	5,793.03	109869	1/30/98	TEMP PERSONNEL SERVICES
1/29/98	NORRELL SERVICES, INC.	332.24	109870	1/30/98	OTHER PROFESSIONAL SERVICES
1/30/98	NORMAN LATHROP ENTERPRISES	36.93	109871	1/30/98	TEMP PERSONNEL SERVICES
1/30/98	PET LOVE PARTNERSHIP, LP	23.90	109883	1/30/98	BOOKS AND PERIODICALS
1/30/98	R. R. BOWKER	177.89	109892	1/30/98	BOOKS AND PERIODICALS
1/26/98	STRICLOS/HAINES & ESSICK	24.61	109900	1/30/98	OFFICE SUPPLIES
1/30/98	STRICLOS/HAINES & ESSICK	101.71	109901	1/30/98	OFFICE SUPPLIES
	TOTAL	92,499.29			

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DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/14/98	BAKER & TAYLOR CO	43.68	109425	1/15/98	BOOKS AND PERIODICALS
TOTAL					43.68

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/09/98	PSA ASSOCIATES	51,785.38	109339	1/09/98	ARCH AND ENGINEERING SERVICES
TOTAL					51,785.38

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/14/98	BAKER & TAYLOR CO	90.11	109423	1/15/98	EXPENDITURES
1/29/98	BAKER & TAYLOR CO	171.00	109424	1/15/98	EXPENDITURES
1/29/98	BAKER & TAYLOR CO	68.96	109737	1/30/98	EXPENDITURES
1/28/98	BAKER & TAYLOR CO	24.00	109738	1/30/98	EXPENDITURES
1/29/98	BAKER & TAYLOR CO	132.96	109740	1/30/98	EXPENDITURES
1/29/98	BAKER & TAYLOR CO	36.32	109743	1/30/98	EXPENDITURES
1/30/98	BERNAN ASSOCIATES	75.00	109755	1/30/98	EXPENDITURES
TOTAL					550.35

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1/12/98	BABY TALK	1,373.57	109350	1/12/98	OTHER PROFESSIONAL SERVICES
1/30/98	WALMART	184.60	109949	1/30/98	OFFICE SUPPLIES
TOTAL					1,558.17

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE - REAL	%
30001-000	BEGINNING FUND BALANCE	.00	95,682.00	109,029.60	127,576.00	18,546.40	85
	TOTAL	.00	95,682.00	109,029.60	127,576.00	18,546.40	85
TRANSFERS FROM							
30600-728	FROM CAPITAL IMPROVEMENT FUND	.00	2,982.00	8,812.63	3,976.00	4,836.63-	221
	TOTAL	.00	2,982.00	8,812.63	3,976.00	4,836.63-	221
30700-101	INVESTMENT INTEREST	590.12	.00	4,813.12	.00	4,813.12-	
	TOTAL	590.12	.00	4,813.12	.00	4,813.12-	
OTHER INCOME							
30800-899	MISCELLANEOUS INCOME	.00	1,765.49	.00	2,354.00	2,354.00	
	TOTAL	.00	1,765.49	.00	2,354.00	2,354.00	
	FUND TOTAL	590.12	100,429.49	122,655.35	133,906.00	11,250.65	91

DB CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
247	COMPUTER SOFTWARE EXPENSE	.00	.00	14,999	20,000.00	.00	20,000.00	
	TOTAL	.00	.00	14,999	20,000.00	.00	20,000.00	
OTHER CHARGES								
CAPITAL OUTLAY								
CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	43.68	1,206.02	0	1,206.02-	.00	1,206.02-	
	TOTAL	43.68	1,206.02	0	1,206.02-	.00	1,206.02-	
	** DIVISION TOTAL **	43.68	1,206.02	14,999	18,793.98	.00	18,793.98	6.0

CITY OF DECATUR FY 1997-98
REVENUE REPORT

FUND 20

GLA3030

DECATUR PUBLIC LIBRARY

PERIOD ENDING 01/31/98

PAGE 14

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	202,570.00	341,645.77	338,082.00	3,563.77-	101
TOTAL		.00	202,570.00	341,645.77	338,082.00	3,563.77-	101
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	1,702,180.49	2,173,819.11	2,269,574.00	95,754.89	95
TOTAL		.00	1,702,180.49	2,173,819.11	2,269,574.00	95,754.89	95
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	33,190.20	123,750.00	156,300.61	165,000.00	8,699.39	94
30200-107	STATE GRANTS OR OTHER	19,325.86-	77,999.99	118,293.95	104,000.00	14,293.95-	113
TOTAL		13,864.34	201,749.99	274,594.56	269,000.00	5,594.56-	102
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	6,011.01	55,499.99	51,930.89	74,000.00	22,069.11	70
30500-510	LIBRARY NON-RESIDENT FEES	.00	1,125.00	975.00	1,500.00	525.00	65
30500-511	LIBRARY LOST AND DAMAGED BOOKS	669.55	3,000.00	4,949.19	4,000.00	949.19-	123
30500-514	VERIFAX	.00	1,312.50	1,414.05	1,750.00	335.95	80
30500-515	RESERVES	672.88	6,375.00	6,222.08	8,500.00	2,277.92	73
TOTAL		7,353.44	67,312.49	65,491.21	89,750.00	24,258.79	73
TRANSFERS FROM							
30600-752	TRANS FR WALMART TIF	.00	4,500.00	3,645.52	6,000.00	2,354.48	60
TOTAL		.00	4,500.00	3,645.52	6,000.00	2,354.48	60
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	5,541.74	24,750.00	38,195.08	33,000.00	5,195.08-	115
TOTAL		5,541.74	24,750.00	38,195.08	33,000.00	5,195.08-	115
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	1,910.34	1,875.00	2,833.78	2,500.00	333.78-	113
30800-899	MISCELLANEOUS INCOME	1,910.34	5,250.00	6,897.54	7,000.00	102.46	98
TOTAL		1,910.34	7,125.00	9,731.32	9,500.00	231.32-	102
FUND TOTAL		28,669.86	2,210,187.97	2,907,122.57	3,014,906.00	107,783.43	96

GLA3010 DECATUR PUBLIC LIBRARY
 40000 DECATUR PUBLIC LIBRARY
 08 DECATUR PUBLIC LIBRARY
 CD DECATUR PUBLIC LIBRARY

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
SALARIES & WAGES								
090 REGULAR SALARIES	1,424,326	78,705.18	843,148.20	1,068,244	581,177.80	.00	581,177.80	59.2
092 HOLIDAYS	15,000	1,366.23	49,412.83	0	49,412.83	.00	49,412.83	
094 OTHER LEAVE WITH PAY	0	712.13	2,201.89	0	2,201.89	.00	2,201.89	
096 SICK TIME	0	3,202.04	23,781.36	0	23,781.36	.00	23,781.36	
098 VACATION TIME	0	8,184.97	67,898.31	0	67,898.31	.00	67,898.31	
	1,424,326	106,530.55	986,442.59	1,068,244	437,883.41	.00	437,883.41	69.3
PERSONAL SERVICES								
101 OVERTIME	8,900	584.39	3,534.72	6,674	5,365.28	.00	5,365.28	39.7
102 TEMPORARY SALARIES	15,000	1,366.55	13,283.58	11,250	11,766.42	.00	11,766.42	88.4
104 RETIREMENT - IMPF	242,933	17,314.55	166,576.86	182,199	76,358.14	.00	76,358.14	68.6
111 LIFE INSURANCE	0	49.16	543.30	614	175.70	.00	175.70	78.5
112 MEDICAL INSURANCE	118,193	8,001.91	82,906.15	88,644	35,286.85	.00	35,286.85	70.1
113 UNEMPLOYMENT COMPENSATION	12,075	881.63	8,190.41	9,056	3,884.59	.00	3,884.59	67.8
114 WORKERS COMPENSATION	23,704	2,096.00	19,472.00	21,528	9,232.00	.00	9,232.00	67.8
115 SERVICE RECOGNITION	2,673	586.62	4,082.44	2,008	1,404.44	.00	1,404.44	152.4
	429,302	30,878.91	298,659.46	321,973	130,642.54	.00	130,642.54	69.6
CONTRACTUAL SERVICES								
201 ADVERTISING AND BINDING	250	269.74	502.02	187	252.02	.00	252.02	200.8
202 PRINTING AND BINDING	14,000	406.40	9,836.72	10,499	4,163.28	78.00	4,085.28	70.8
203 SERV-BUILDINGS	10,000	3,253.85	5,360.09	7,499	4,639.91	620.38	4,019.53	59.8
204 SERV-IMPROVEMENTS	200	.00	696.83	149	496.83	.00	496.83	348.4
211 SERV-AUTO EQUIPMENT	1,500	637.68	3,242.11	1,125	1,542.11	.00	1,542.11	202.8
212 SERV-OFFICE EQUIP	10,000	59.01	13,790.48	7,499	3,790.48	128.00	3,918.48	139.2
213 MIS SERVICES	22,544	1,741.27	15,908.03	16,907	5,635.97	.00	5,635.97	75.0
231 ELECTRICITY	65,000	4,902.40	53,077.24	48,749	11,932.76	.00	11,932.76	81.7
232 TELEPHONE	13,500	702.70	3,679.09	10,125	9,820.91	.00	9,820.91	27.3
233 TELLER	26,000	1,707.53	15,950.83	19,499	10,049.17	.00	10,049.17	61.5
234 WATER	1,250	.00	649.80	937	600.20	.00	600.20	52.0
235 WASTE	1,500	.00	.00	1,125	1,500.00	.00	1,500.00	0.0
236 TRAINING SCHOOL	4,000	21.00	1,758.73	2,999	2,241.27	.00	2,241.27	44.0
238 CONFERENCE AND OTHER TRAVE	6,000	868.35	6,421.44	4,500	4,214.44	.00	4,214.44	107.0
241 POSTAGE	12,500	345.52	11,973.36	9,374	5,266.64	3.38	5,263.26	95.8
245 COMPUTER SOFTWARE EXPENSE	3,000	.00	6,380.84	2,250	3,380.84	235.00	3,615.84	220.5
271 TEMP PERSONNEL SERVICES	25,000	6,035.27	40,159.35	18,750	15,159.35	.00	15,159.35	160.6
272 TUITION REIMBURSEMENT	3,000	650.00	1,428.50	2,250	1,571.50	.00	1,571.50	47.6
273 TRAVEL EXPENSE FOR INTERVIE	1,000	.00	.00	749	1,000.00	.00	1,000.00	0.0
280 OTHER PROFESSIONAL SERVICES	97,983	6,150.64	75,324.81	73,487	22,658.19	6,667.00	15,991.19	83.7
284 PROFESSIONAL MEMBERSHIP FEE	2,600	60.00	2,867.00	1,949	267.00	1,195.00	1,462.00	156.2
286 RENTAL-D P EQUIPMENT	20,000	.00	9,330.66	14,999	10,669.34	.00	10,669.34	46.7
289 RENTAL-EQUIPMENT	31,000	1,507.83	15,478.31	23,249	15,521.69	314.25	15,207.44	50.9
	371,827	29,319.39	294,616.25	278,855	77,210.75	9,241.01	67,969.74	81.7
COMMODITIES								
310 GASOLINE	2,000	302.05	2,103.21	1,499	103.21	.00	103.21	105.2
312 JANITORIAL SUPPLIES	3,500	401.43	2,792.95	2,624	707.05	.00	2,085.90	96.9
320 MATERIAL-BLDGS	7,000	642.08	5,783.01	5,249	2,166.99	.00	2,166.99	96.9
337 MATERIAL TO MAINT AUTO EQUI	3,500	380.96	3,024.33	2,624	475.67	.00	475.67	86.4
345 OFFICE SUPPLIES	31,000	1,690.05	20,298.30	23,249	10,701.70	4,721.64	5,980.06	80.7
357 EMPLOYEE RECOGNITION SUPPLI	200	.00	98.59	149	101.41	.00	101.41	49.3
	47,200	3,416.57	35,100.39	35,394	12,099.61	4,721.64	7,377.97	84.4
OTHER CHARGES								
415 TRANSFER TO GENERAL FUND	1,200	100.00	900.00	900	300.00	.00	300.00	75.0
418 MOTOR VEHICLE-INSURANCE	2,234	186.17	1,875.53	1,675	588.47	.00	588.47	75.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCNT COMM
	OTHER CHARGES								
420	BOILER INSURANCE	114	9.50	85.50	85	28.50	.00	28.50	75.0
421	PROPERTY INSURANCE	7,657	638.08	5,742.72	5,742	1,914.28	.00	1,914.28	75.0
423	GENERAL LIABILITY INSURANCE	6,072	506.00	4,554.00	4,554	1,518.00	.00	1,518.00	75.0
499	SMALL CAPITAL ITEMS	4,000	79.95	4,265.39	2,999	265.39	.00	265.39	106.6
		21,277	1,519.70	17,223.14	15,955	4,053.86	.00	4,053.86	80.9
	CAPITAL OUTLAY								
515	OFFICE MACHINERY AND EQUIP	10,000	.00	10,876.25	7,499	876.25	.00	876.25	108.8
		10,000	.00	10,876.25	7,499	876.25	.00	876.25	108.8
	CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	371,072	23,383.75	207,371.15	278,303	163,700.85	.00	163,700.85	55.9
805	BOOKS-PROFESSIONAL	0	.00	51.32	0	51.32	.00	51.32	
830	AV-PHONODICS	0	.00	187.87	0	187.87	.00	187.87	
841	MAG/PAPERS-MAIN ADULT	0	454.00	21,654.42	0	21,654.42	.00	21,654.42	
842	MAG/PAPERS-MAIN YOUTH	0	.00	789.51	0	789.51	.00	789.51	
843	MAG/PAPERS-MAIN JUVENILE	0	.00	1,274.01	0	1,274.01	.00	1,274.01	
844	MAG/PAPERS-MAIN REFERENCE	0	2,155.00	13,094.91	0	13,094.91	.00	13,094.91	
845	MAG/PAPERS-MAIN PROFESSIONA	0	30.00	1,613.13	0	1,613.13	.00	1,613.13	
847	MAG/PAPERS-EXTEN ADULT	0	.00	3,295.19	0	3,295.19	.00	3,295.19	
		371,072	26,022.75	249,331.51	278,303	121,740.49	.00	121,740.49	67.2
	EXPENDITURES								
**	DIVISION TOTAL **	2,675,094	197,687.87	1,892,249.59	2,006,223	782,754.41	13,962.65	768,791.76	71.3

CITY OF DECATUR FY 1997-98
REVENUE REPORT

FUND 21

PAGE 15

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
LIBRARY CAPITAL							
30001-000	BEGINNING FUND BALANCE	.00	295,482.00	400,000.00	393,976.00	6,024.00-	101
	TOTAL	.00	295,482.00	400,000.00	393,976.00	6,024.00-	101
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	7,500.00	8,812.63	10,000.00	1,187.37	88
	TOTAL	.00	7,500.00	8,812.63	10,000.00	1,187.37	88
OTHER INCOME							
30800-895	CONTRIBUTIONS AND DONATIONS	.00	.00	16,000.00	.00	16,000.00-	
30800-870	DPL FOUNDATION TRANSFER	51,785.38	.00	51,785.38	.00	51,785.38-	
	TOTAL	51,785.38	.00	67,785.38	.00	67,785.38-	
	FUND TOTAL	51,785.38	302,982.00	476,598.01	403,976.00	72,622.01-	118

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97

FUND 21 LIBRARY CAPITAL

PAGE 71

OB CO	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PERCENT COMM
CONTRACTUAL SERVICES									
237	ARCH AND ENGINEERING SERVICE	0	51,785.38	51,785.38	0	51,785.38-	.00	51,785.38-	
247	COMPUTER SOFTWARE EXPENSE	10,000	.00	.00	7,499	10,000.00	.00	10,000.00	
280	OTHER PROFESSIONAL SERVICES	190,000	.00	.00	142,499	190,000.00	.00	190,000.00	
	TOTAL	200,000	51,785.38	51,785.38	149,998	148,214.62	.00	148,214.62	25.9
OTHER CHARGES									
404	TR TO EQUIP REPLACEMENT FD	3,976	.00	8,812.63	2,981	4,836.63-	.00	4,836.63-221.6	
	TOTAL	3,976	.00	8,812.63	2,981	4,836.63-	.00	4,836.63-221.6	
CAPITAL OUTLAY									
502	BUILDINGS	200,000	.00	400,000.00	149,999	200,000.00-	.00	200,000.00-200.0	
	TOTAL	200,000	.00	400,000.00	149,999	200,000.00-	.00	200,000.00-200.0	
	** DIVISION TOTAL **	403,976	51,785.38	460,598.01	302,978	56,622.01-	.00	56,622.01-114.0	

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	PERIOD ENDING 01/31/98 Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
3	FUND BALANCE						
9	30001-921 REG FUND BAL-CANTONI	.00	115,293.00	115,247.23	114,779.00	468.23-	100
10	30001-923 REG FUND BAL-BRIDGES	.00	2,615.00	926.97	800.00	126.97-	115
11	TOTAL	.00	117,908.00	116,174.20	115,579.00	595.20-	100
13	INVESTMENT INCOME						
15	30700-103 DPL INTEREST-CANTONI TRUST	578.24	5,250.00	4,871.32	7,000.00	2,128.68	69
16	30700-105 DISTRIBUTION FR BRIDGES TRUST	776.68	599.99	810.75	800.00	10.75-	101
17	TOTAL	1,354.92	5,849.99	5,682.07	7,800.00	2,117.93	72
19	FUND TOTAL	1,354.92	123,757.99	121,856.27	123,379.00	1,522.73	98

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1996-97
 FUND 92 PUBLIC LIBRARY-TRUSTS

GLA3010 DPL-CANTONI TRUST
 41000 DPL-CANTONI TRUST

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
7,000	550.35	1,697.81	5,249	5,302.19	212.00	5,090.19	27.3
7,000	550.35	1,697.81	5,249	5,302.19	212.00	5,090.19	27.3
7,000	550.35	1,697.81	5,249	5,302.19	212.00	5,090.19	27.3
** DIVISION TOTAL **							

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1996-97
 FUND 92 PUBLIC LIBRARY-TRUSTS

GLA3010 DPL-BRECKENRIDGE TRUST
 42000 DPL-BRECKENRIDGE TRUST

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
0	0.00	0.00	0	0.00	0.00	0.00	0.00
** DIVISION TOTAL **							

CITY OF DECATUR
 REPORT OF EXPENDITURES TO BUDGET FY 1996-97
 FUND 92 PUBLIC LIBRARY-TRUSTS

GLA3010 DPL-BRIDGES TRUST
 43000 DPL-BRIDGES TRUST

ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
800	0.00	62.72	599	737.28	0.00	737.28	7.8
800	0.00	62.72	599	737.28	0.00	737.28	7.8
800	0.00	62.72	599	737.28	0.00	737.28	7.8
** DIVISION TOTAL **							

DPL-CHILDCARE CONNECTION GRANT PERIOD ENDING 01/31/98

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	.00	8,126.34-	.00	8,126.34	
TOTAL		.00	.00	8,126.34-	.00	8,126.34	
INTER GOVERNMENTAL REVENUE							
30200-107	STATE GRANTS OR OTHER	19,325.86	10,014.75	19,325.86	13,353.00	5,972.86-	144
TOTAL		19,325.86	10,014.75	19,325.86	13,353.00	5,972.86-	144
INVESTMENT INCOME							
30700-101	INVESTMENT-INTEREST	3.95	.00	3.95	.00	3.95-	
TOTAL		3.95	.00	3.95	.00	3.95-	
FUND TOTAL		19,329.81	10,014.75	11,203.47	13,353.00	2,149.53	83

CITY OF DECATUR
REPORT OF EXPENDITURES TO BUDGET FY 1996-97 FUND 94 DPL-CHILDCARE CONNECTION GRANT 1/31/98

OR CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
090	REGULAR SALARIES	2,857	.00	.00	2,142	2,857.00	.00	2,857.00	
TOTAL		2,857	.00	.00	2,142	2,857.00	.00	2,857.00	
	CONTRACTUAL SERVICES								
245	POSTAGE	0	.00	38.40	0	38.40-	.00	38.40-	
271	TEMP PERSONNEL SERVICES	2,857	.00	2,430.00	2,142	427.00	.00	427.00	85.1
TOTAL		2,857	.00	2,468.40	2,142	388.60	.00	388.60	86.4
	COMMODITIES								
345	OFFICE SUPPLIES	24	.00	.00	18	24.00	.00	24.00	
TOTAL		24	.00	.00	18	24.00	.00	24.00	
	OTHER CHARGES								
	CAPITAL OUTLAY								
	CAPITAL OUTLAY								
800	BOOKS AND PERIODICALS	7,615	.00	635.51	5,711	6,979.49	.00	6,979.49	8.3
TOTAL		7,615	.00	635.51	5,711	6,979.49	.00	6,979.49	8.3
**	DIVISION TOTAL **	13,353	.00	3,103.91	10,013	10,249.09	.00	10,249.09	23.2

GLA3030 FUND 95		CITY OF DECATUR FY 1997-98				PAGE 54	
REVENUE REPORT		PERIOD ENDING 01/31/98					
ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
3	FAMILY LITERACY GRANT						
9	INTER GOVERNMENTAL REVENUE						
10	30200-107 STATE GRANTS OR OTHER	20,955.60	.00	20,955.60	.00	20,955.60-	
11	TOTAL	20,955.60	.00	20,955.60	.00	20,955.60-	
13	INVESTMENT INCOME						
14	30700-101 INVESTMENT INTEREST	42.48	.00	42.48	.00	42.48-	
15	TOTAL	42.48	.00	42.48	.00	42.48-	
17	FUND TOTAL	20,998.08	.00	20,998.08	.00	20,998.08-	

GLA3010		CITY OF DECATUR				PAGE 163	
REPORT OF EXPENDITURES TO BUDGET		FY 1996-97		FY 1996-97		1/31/98	
OB CD	DESCRIPTION	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE
10	PERSONAL SERVICES						
11	CONTRACTUAL SERVICES						
12	280 OTHER PROFESSIONAL SERVICES	1,373.57	9,282.96	0	9,282.96-	.00	9,282.96-
13	TOTAL	1,373.57	9,282.96	0	9,282.96-	.00	9,282.96-
15	COMMODITIES						
16	345 OFFICE SUPPLIES	184.60	427.45	0	427.45-	1,493.15	1,920.60-
17	TOTAL	184.60	427.45	0	427.45-	1,493.15	1,920.60-
19	OTHER CHARGES						
21	CAPITAL OUTLAY						
22	CAPITAL OUTLAY EXPENDITURES						
25	** DIVISION TOTAL **	0	9,710.41	0	9,710.41-	1,493.15	11,203.56-

Chapter VII Public Relations and Marketing

Introduction

A public that is aware of all the services and collections offered by its library; a public that views its library as a positive, vital, and indispensable part of their 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. 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 who 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.
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, 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.
3. Make a suggestion box available.
4. Query patrons about the way in which they heard about library programs or services.

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Decatur Public Library Internet Access Guidelines & Policy

Welcome to the Decatur Public Library's Internet Access. When you hear the term "information superhighway," many people think of the Internet. To maximize availability to this resource, and to insure fair accessibility for all, please follow these Internet Access Guidelines.

Internet Access Policy

In response to advances in technology and the changing needs of the community, the Decatur Public Library endeavors to develop collections, resources, and services that meet the cultural, informational, recreational, and educational needs of Decatur's diverse, multicultural community. It is within this context that the Decatur Public Library offers access to the Internet.

The Decatur Public Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet is a global entity with a highly diverse user population and library users use it at their own risk. Users are hereby notified that they are responsible for the access points they reach. Parents and guardians of minor children must assume responsibility for their children's use of the Internet through the library's connection. The Decatur Public Library assumes no responsibility for any damages, direct or indirect, arising from use of its connection to Internet services.

All Internet resources accessible through the Library are provided equally to all library users. Parents or guardians, **not** the Library or its staff, have primary responsibility for the Internet information selected and/or accessed by their children. Parents and guardians--and only parents and guardians--may restrict their children--and only their children--from access to Internet resources accessible through the Library. Parents are advised to supervise their children's Internet sessions.

While library users are free to access whatever Internet sites they wish, the library must also be mindful and respectful of the rights of other library users (particularly children) not to be inadvertently exposed to material and images they (or their parents or guardians) may find personally unsuitable.

Therefore, library staff members will request that a library user remove an image or text from an Internet workstation screen if, in the staff member's judgement, the image or text is displayed in such a way that other library users, particularly children, cannot avoid viewing it in the course of carrying out his/her business in the library.

Not all resources on the Internet provide accurate, complete, or current information. You need to be a good information consumer, questioning the validity of the information you find.

Staff Assistance

For many Library staff, traveling the Internet is a new experience. Others have more experience. In all cases, we will be glad to assist you in accessing the Internet and, as our experience grows, attempt to assist you in getting to the right place on the "superhighway."

Library staff cannot provide in-depth training concerning Internet computer jargon or personal computer use. We may, however, be able to offer searching suggestions and answer questions. Because of library scheduling, Internet-trained staff may not always be available.

Have fun exploring the Internet but please remember that many times you will find the specific information you need right here ... in our books, periodicals, CD-ROM databases, etc.

Guidelines for Accessing the Internet at Decatur Public Library

1. You'll need a current Decatur Public Library card and a completed Decatur Public Library Internet User Responsibility Agreement card. We'll hold your library card while you use an Internet access computer. First-time users will receive a packet of Internet access information.
2. The Internet access computers are normally available, subject to periodic maintenance, at the following times:
9:00 - 8:30 Monday - Friday
9:00 - 5:00 Saturday
1:00 - 4:30 Sunday
3. You may sign up for 1 one-hour appointment per day. If a workstation is available, walk-ins will be accommodated on a first-come, first-served basis.
4. You cannot send or receive e-mail (electronic mail) using the Library's Internet access computer.
5. You **may not** use your own software programs on the Internet access computer. This will help prevent computer viruses that are common on public computers.
6. You will need to ask a librarian if you wish to save files. Diskettes are available from librarians for a minimal charge. You **may not** use your own diskettes. (This is to minimize the potential for the introduction of a computer virus into the Internet access computer, which could then be spread to subsequent users of this computer.)

Warning: Although we use a virus checker on all library computers, this will not completely protect you from the chance of getting a virus. Software downloaded from the Internet may contain a virus and you need to have virus checking software on your computer. The Decatur Public Library is not responsible for damage to a library users' diskette or computer, or for any loss of data, damage, or liability that may occur from patron use of the library's computers.

7. There is a five cent (5¢) charge per page for ALL pages printed from the Internet.
8. You may not be able to go to the places on the Internet you want to visit. There are many reasons, including:
 - * there are too many Internet visitors and the host computer has closed or limited access from the "outside world."
 - * the database or resource is licensed to a particular institution, in which case you would need to be affiliated with the institution in order to get access.
 - * the host computer has changed its address or has closed down.
 - * the library's Internet connection may be periodically and temporarily inoperable due to technical difficulties.
9. Misuse of the computers or Internet access will result in loss of your computer privileges. Misuse includes violation of any of the above guidelines and/or the Internet access policy statement.



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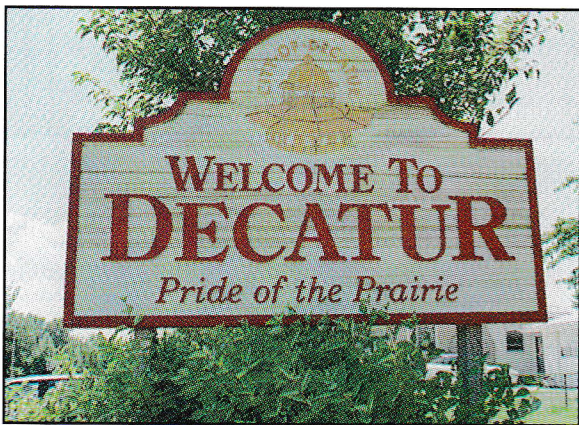
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Economic development has been a top priority for Decatur for the past decade. And the continuing development of the downtown district is a major component in revitalizing Decatur's economy. From the facade renovations on historic Merchant Street, the parking improvements on East Prairie, and the expansion of major retailers such as K's Merchandise, to the planned renovations of the library, facade renovations on East William and East Prairie, and a comprehensive parking plan developed by the Downtown Decatur Council. However, Downtown Decatur is not only the retail and business core of the community. All year long, planned events bring people out; events such as Monday night band concerts, Thursday night Music Under the Stars, the Ethnic Festival, the Art Fair, Christmas Walk, Pumpkinfest, and of course, the largest street fair with a dress code, the Decatur Celebration! Experts agree that a healthy, active downtown is essential to the stability and social-well being of a community. Decatur is no exception!



Photographer R. Reed/William Street Press



Photographer R. Reed/William Street Press

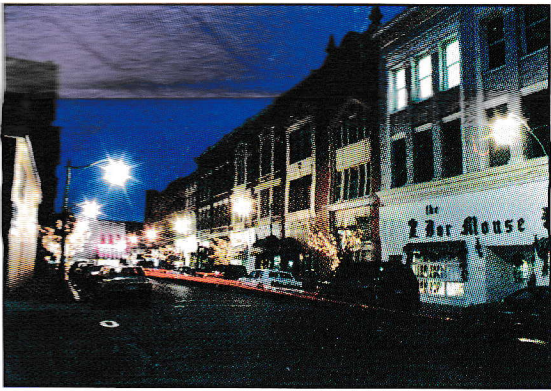
1995 marks the 100th anniversary of Decatur's Transfer House, long a symbol of stability, tradition and adaptability.

Central Park Center will help usher in the next 100 years with even more opportunities for growth, revitalization, economic development and positive reinforcement of Decatur as a healthy, active community.

The development of Central Park Center, a "hub" at the 200 block of North Water street, is the perfect example. The mixture of retail, commercial and residential space will provide endless opportunities for revenue generation, increased downtown traffic, and overall enhancement of the most successful downtown in Central Illinois.

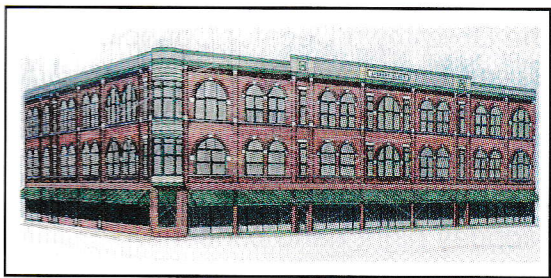
Whether you are a retailer or a business, this three-story specialty center with underground parking will provide the opportunity both professionally and personally to enhance your lifestyle.

Central Park Center is solely owned and operated by the Community Investment Corporation of Decatur, a not for profit agency. The CICD is governed by a volunteer Board of Directors made up of 35 members representing the private sector, lending institutions, community organizations, business organizations, citizen groups and local government.



Courtesy of Herald & Review

Merchant Street



Courtesy of BLDD Architects, Inc.

E. William St.



Courtesy of BLDD Architects, Inc.

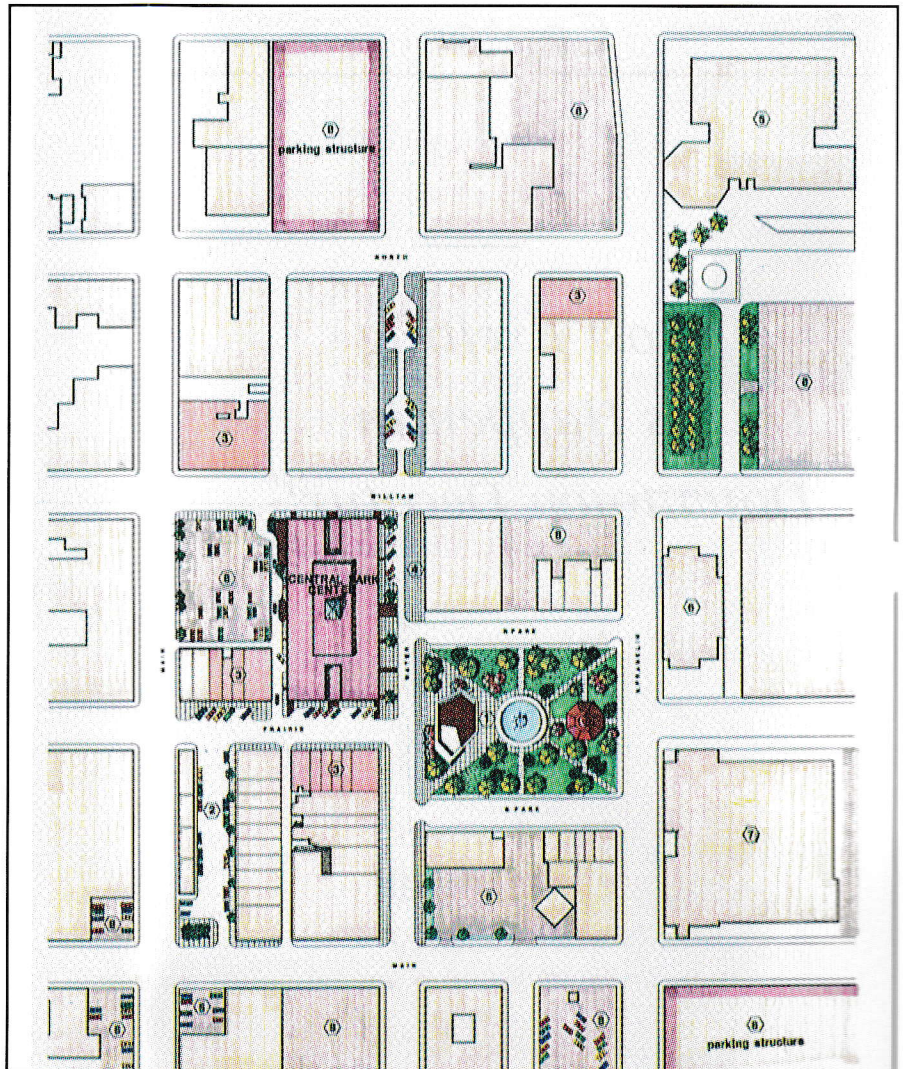
E. Prairie St.

Current & Planned Facade Renovation & Reconstruction



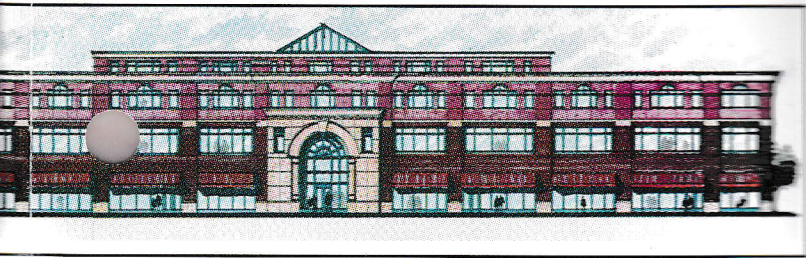
Courtesy of BLDD Architects, Inc.

Central Park Center

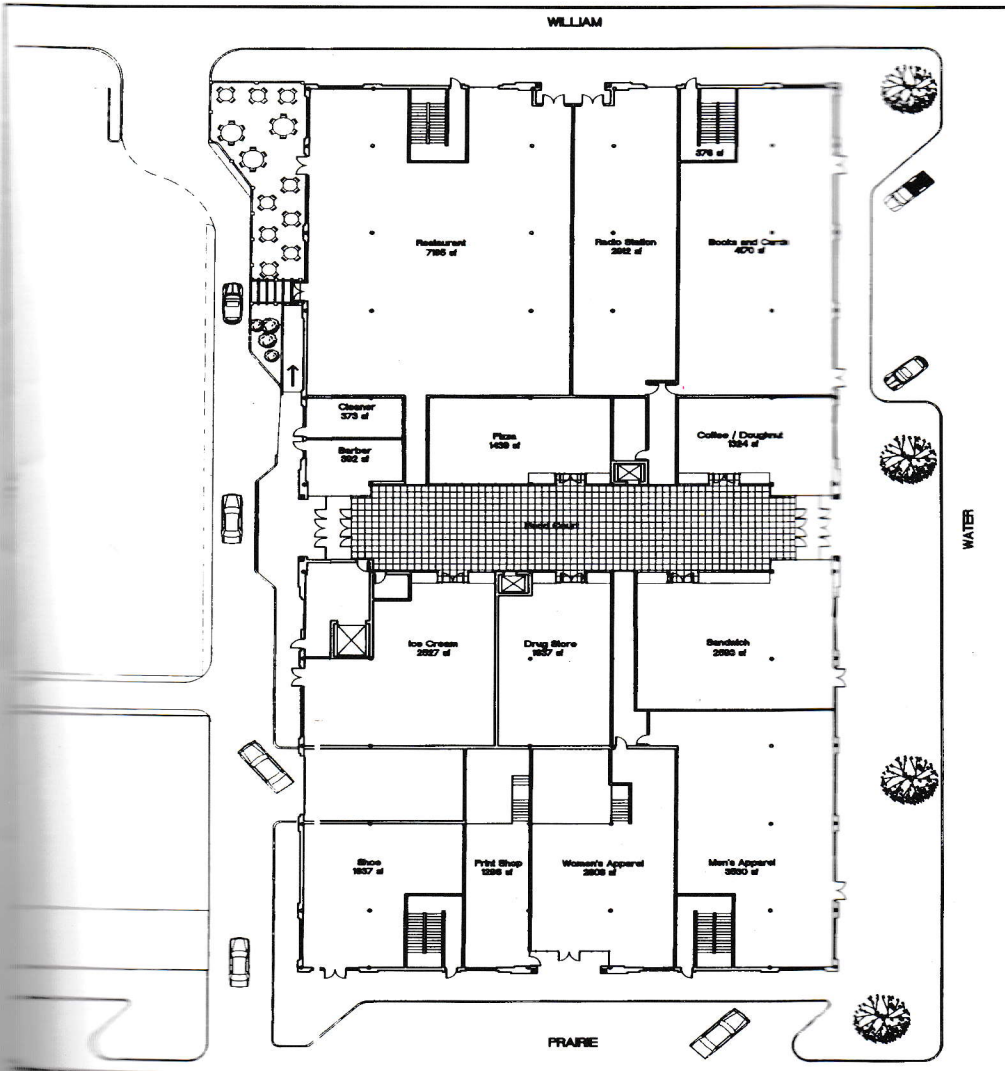


Photographer R. Reed/William Street Press

Pedestrian Mall



Photographer R. Reed/William Street Press



Photographer R. Reed/William Street Press

Deatur Civic Center



Photographer R. Reed/William Street Press

Sears



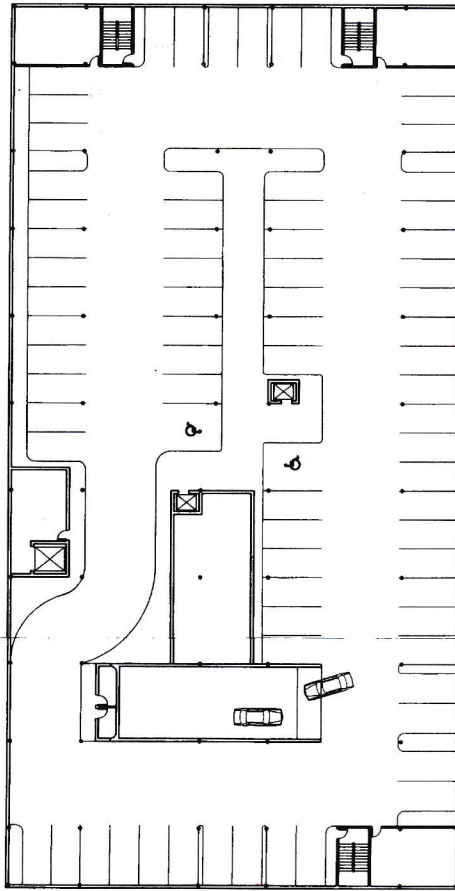
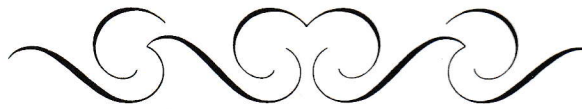
Photographer R. Reed William Street Press

Deatur Post Office



Photographer R. Reed William Street Press

Retail



Courtesy of BLDD Architects, Inc.

- ❖ On-site parking
- ❖ 24 hour security
- ❖ On-site Management
- ❖ 24 hour maintenance service
- ❖ Over 2,200 parking spots available in a three-block radius
- ❖ Professional marketing and planned promotional events
- ❖ Excellent exposure in high traffic area
- ❖ Ample exterior signage
- ❖ Interior directory signage
- ❖ Convenient shopping hours
- ❖ Over 135,000 total square footage

