

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, July 18, 2002 @ 4:30 p.m.**  
**AGENDA**

- I. Call to order – Eugene King, Vice President
  - a. Introduction of new trustees
  - b. Oath of office for new trustees and officers
  - c. Appointment of committees
- II. Approval of minutes
  - a. Regular meeting of June 20, 2002
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
  - a. Personnel, Policy & Public Relations Committee
    - i. Meeting of July 11, 2002
  - b. Finance and Properties Committee
    - i. Approval of bills for June 2002
    - ii. Meeting of July 2, 2002
  - c. Rolling Prairie Library System
    - i. Report on June meeting
  - d. Friends of the Library
    - i. Meeting of July 11, 2002
  - e. Foundation
    - i. Interest rates
- VI. Old business
  - a. Lease space
- VII. New business
  - a. Baby TALK
- VIII. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

July 2002

NAME	TERM	PHONE	ADDRESS
Sherri Arnold President	1997-2004*	428-6063 (h)	#1 Millikin Place -22 email: <a href="mailto:stevensherriarnold@insight.com">stevensherriarnold@insight.com</a>
Eugene King Vice President	2001-2004	423-3044 (h)	471 S. Boyd -22
Carol Craig Secretary	2001-2005	428-4166 (h) 425-8282 (w) 425-8286 (fax)	134 Victoria Ct. -22 130 N. Water -23 email: <a href="mailto:ccraig@1stdecatour.com">ccraig@1stdecatour.com</a>
Ty Cocagne	2000-2003	875-2655 (w) 875-1660 (fax)	1353 E. Mound, Suite 300 -26 316 S. Glencoe -22 email: <a href="mailto:tcocagne@mckcpa.com">tcocagne@mckcpa.com</a>
Garry Davis	2002-2005	428-0948 (w)	225 S. Main -23
Pat Greanias	1998-2003	428-1004 (h) 424-3170 (w)	31 Oak Ridge Dr. -21 email: <a href="mailto:pat@greanias.com">pat@greanias.com</a>
Sally Krigbaum	2002- 2005	429-5606 (h)	2414 Angle Ct. -21
Linda Rowden	2002-2004	423-2442 (h) 421-8074 (w)	404 Timber Dr. -21 email: <a href="mailto:rowdymama@aol.com">rowdymama@aol.com</a>
Phil Wise	2000-2003	362-2701 (w) 425-8366 (fax)	130 N. Water -23 email: <a href="mailto:pwise@1stdecatour.com">pwise@1stdecatour.com</a>

\* second term

LIBRARY: phone 424-2900; fax 233-4071

Finance & Properties Committee

Ty Cocagne, Chair  
Pat Greanias  
Eugene King  
Phil Wise  
Sherri Arnold, ex-officio

Personnel, Policy & Public Relations Committee

Carol Craig, Chair  
Garry Davis  
Sally Krigbaum  
Linda Rowden  
Sherri Arnold, ex-officio

Representative to the Friends of the Library: Carol Craig

Representative to the RPLS Board: Pat Greanias

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 20, 2002

### I. CALL TO ORDER

Mark Gibson, President, called the meeting to order at 4:30 p.m. Members present: Mr. Gibson, Sherri Arnold, Ty Cocagne, Carol Craig, Mary Gladney, Eugene King, Linda Rowden, and Phil Wise. Absent: Pat Greanias. Staff present: Lee Ann Fisher and Linda Humphreys.

### II. APPROVAL OF MINUTES

The minutes of the regular and annual meetings of May 23, 2002, were approved as mailed. Ms. Fisher noted that the new non-resident fee takes effect July 1, 2002.

### III. COMMUNICATION FROM THE PUBLIC

No one from the public addressed the Board.

### IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported that a group is coming to Decatur from Ohio to look at the bookmobile that is for sale.

### V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee met June 6, 2002.

Ms. Arnold reported that the committee reviewed a revised job description for Catalog Clerk I. Mr. Wise made a motion to recommend the revised description to the civil service commission for approval. The motion was seconded by Mr. King and unanimously approved.

Ms. Fisher reported that when library patrons lose a book and have to pay for it, they do not think they should also have to pay an overdue fine. She recommended a processing fee to cover ordering and processing a replacement copy of the item. Mrs. Arnold made a motion to approve a five dollar processing fee in lieu of an overdue fine on lost items effective July 1, 2002. The motion was seconded by Mrs. Rowden and unanimously approved.

The committee reviewed a report from the first floor reorganization committee. Ms. Fisher said that her goal was to make the space as user friendly as possible. There was consensus to approve spending \$3,000 on shelving from the book store for new books and CDs. Mrs. Arnold made a motion to approve the plan as presented. The motion was seconded by Mrs. Rowden and unanimously approved.

**Finance and Properties Committee:** Mr. Cocagne made a motion to approve the May 2002 bills. The motion was seconded by Mr. Wise and unanimously carried on roll call vote.

The committee did not meet.

**Rolling Prairie Library System:** Mrs. Greanias was not available to report.

**Friends of the Library:** The Friends did not meet.

**Foundation:** The Foundation Board of Directors did not meet.

## **VI. OLD BUSINESS**

The lease space was discussed.

## **VII. NEW BUSINESS**

The Ordinance Determining Prevailing Wage Rates was reviewed. Mrs. Gladney made a motion to approve the Ordinance as presented. The motion was seconded by Mrs. Arnold and unanimously approved.

The FY2003 per capita grant application was reviewed. Mrs. Rowden made a motion to approve the application as presented. The motion was seconded by Mr. King and unanimously approved.

Mrs. Arnold presented plaques to Mr. Gibson and Mrs. Gladney and thanked them for their years of service to the library.

## **VIII. ADJOURNMENT**

Mr. Gibson adjourned the meeting at 5:45 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys, Office Manager

**CITY LIBRARIAN'S REPORT**  
**July 12, 2002**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**ADMINISTRATION:** Received \$10,000 from Jeff Eberhard of Firestone for display cases of Firestone memorabilia, the rest will go toward the new bookmobile. Ms. Hunt from Toledo is still very interested in the bookmobile and we may have an answer soon. I spent most of the month interviewing for positions and moving staff around. There also seemed to be a lot of committee meetings this month in addition to my regular meetings. I celebrated 1 year of service with the library.

**GATES GRANT:** The Gates Computer Lab will open on Monday July 15<sup>th</sup>. We will let patrons use it for a while, so we can work out any lingering bugs, then plan a grand opening. The VendPrint scheduler is still in beta mode, but the print manager is working fine and should save us lots of paper.

**SIRSI:** The dedupe program is still being run and you can notice some change. Pat Greanias, Robert Plotzke and I met here to discuss DPL's relationship with RPLS and our concerns about SIRSI, what happens to libraries if they violate policy and other things that have been of concern to us since we joined the consortium. He advised us to bring it up in the user's group committees, which we have or in the governing board, which I have, that RPLS has very little authority over the users group. Since then I have talked to Shelley Koehler, president of the users group and governing board again about our concerns. It is not that we don't have rules we do; we just have not followed through and outlined a progressive discipline procedure if you will. So we will be on the August agenda of the governing board to work on an outline that will at least start the ball rolling.

**FRIENDS:** I had to leave early due to the personnel committee meeting the same day, but we set up a committee to work with the Boy Scouts about using the parking lot for fund raising during the Celebration. We will also met with representatives from the Village Mall to discuss the plans.

**STAFF:** Karen Anderson celebrated 30 years of service to this library! Scott Pointon of La Porte, IN has accepted the Head of the Extension Division and will start August 29<sup>th</sup>. Barb Joyner has been promoted to full-time Circulation Clerk I to fill Evelyn Hood's retirement vacancy. Eula Spates has been promoted to full-time Circulation Clerk I to fill Susan Gulick's vacancy, as she transferred to TS. Linda Wilhelm has been promoted from Circulation Clerk I to the new Routing Clerk II and will start August 8<sup>th</sup>. Bev Hackney is back in Adult Services full time. The Head of Adult Services is posted and applications are coming in.

**ADULT DIVISION:** Bev is working on a list of periodicals to weed in anticipation of the reorganization. Both Dayle and J. did programs this month. Arthur is increasing his DVD purchases. The five professional librarians have been meeting with me on weekly bases.

**BUILDING DIVISION:** We had the parking lot restripped. Trimmed all the trees on the south side of the library. The return fan replacement was \$7,885, not \$10,000 as we expected.

## CITY LIBRARIAN'S REPORT

July 12, 2002

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Wiring for the Gates Lab was \$2,800 of which \$1,750 was paid by the grant. Of course the boiler is still on our list for replacement and another company is coming in to tell us if we can tear it down and rebuild it, and whether we would get any useful life out of it and if there are any savings.

**CHILDREN'S DEPARTMENT:** The department is busy with the summer reading program where we have 1206 participants. We had several volunteers give us 122 hours of assistance. There were 22 programs for 339 people and 17 groups visited, bringing in 216 people.

**CIRCULATION DIVISION:** All 6 stations are now up and in working order. A new station was added for the routing clerk. With all the staffing changes, this department is running short at our busiest time of year. Circulation is also registering and updating patrons records to use the Internet. 23 accounts were sent to the credit bureau for \$4,330.18 worth of materials.

**EXTENSION:** 29 volunteers did 357.5 hours of service for the library. There are about 50 homebound patrons. Staffing was a little tight with Karen's move to TS, several vacations and with George Roberts losing his mother. Extension has its own send list to do as its materials are listed as a separate collection. The summer reading program is being run, but only 53 children have signed up. George and Shelley don't understand the lack of interest. The new summer stops are working out well.

**SYSTEMS ADMINISTRATION:** Matt figured out how we can get a copy of email notices. This is especially important for overdues and our needs to manage the collection agency accounts. The Cisco switch received from the Gates grant failed and they are sending us a new one. Matt is working on redesigning our website. You can see it at: <http://90.0.0.203>. He also received training on Basic DRA Classic Basic Systems Operator at RPLS. The department is continuing to update computers throughout the library.

**TECHNICAL DIVISION:** Karen has already received her Level 1 and Level 2 certification. With the addition of Susan as the Clerk, everyone is shifting and learning what their new roles are. With all of this and the training of the new staff, cataloging is slow, but expected to increase once everyone is trained. There is a backlog of materials, but extra effort is made to get those high demand and popular items out as soon as possible.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher

City Librarian

July 12, 2002

**Personnel, Policy and Public Relations Committee**  
**July 11, 2002**

Carol Craig called the meeting to order at 4:40 p.m. Members present: Mrs. Arnold, Carol Craig, and Linda Rowden. Absent: Mary Gladney. Staff present: Lee Ann Fisher and Linda Humphreys.

Revised job description—Head of Extension Division: Ms. Fisher amended the description to include three years experience in a public library. Mrs. Arnold made a motion to recommend the description for approval as presented. The motion was seconded by Mrs. Rowden and unanimously approved. Ms. Fisher announced that she hired Scott Pointon from La Porte, Indiana to fill the vacant position beginning August 29, 2002.

New job description—Librarian: A new job description for “Librarian” which would combine five existing descriptions for Information Specialists was reviewed. This description is for master-degreed librarians who are not department heads. Ms. Fisher said that it would be easier to fill vacancies with a less specific description. Mrs. Rowden made a motion to recommend approval of the description as revised. The motion was seconded by Mrs. Arnold and unanimously approved.

Gates Computer Lab Policy: Ms. Fisher presented a policy for the Bill and Melinda Gates Foundation Computer Lab. After discussion and modifications, the consensus was to recommend the policy for approval.

Decatur Celebration: Library hours during the Decatur Celebration were discussed. The library has closed at 5:00 on Friday and remained closed all day Saturday during the Celebration for several years. Committee members were in favor of closing the library all day both Friday and Saturday during the Decatur Celebration this year, and requesting the cooperation of staff during the reorganization.

Ms. Fisher reported that the group from Ohio that is interested in the library’s bookmobile should have an offer ready for the Board meeting.

Ms. Fisher accepted a check to the Foundation from Bridgestone Firestone for \$10,000 for two display cases, with the rest of the money going toward the purchase of the new bookmobile that should be finished by the end of August.

The lease space was discussed.

There was no further business.

The meeting was adjourned at 6:00 p.m.

Respectfully submitted,

*Linda Humphreys*  
Linda Humphreys, Office Manager

**Head of Extension Division**

**Decatur Public Library**

**Nature of Work**

This is specialized professional library work involving the supervision of staff engaged in providing extension and outreach library service.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining library materials, and providing reader's guidance.

**Supervision Received**

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

**Supervision Exercised**

Exercises supervision over personnel assigned to the ~~Information Services~~—Extension Division.

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

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

Reviews, selects, and maintains materials for the extension collections.

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

Schedules and arranges all bookmobile stops.

Develops public relations displays and news releases to promote library materials and programs relating to ~~area of supervision~~. *volunteers*

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

Drives the bookmobile in the absence of the driver.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of the principles and practices of library science.



## HEAD OF EXTENSION DIVISION

### DECATUR PUBLIC LIBRARY

#### Job Description

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

Knowledge of and experience in library administration.

***Knowledge of and experience in automation systems (DRA helpful but not required).***

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

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

Knowledge of telephone equipment needed to operate an automated circulation system.

Ability to understand mechanical operations of trucks or cars and the ability to interpret recommendations concerning repairs and maintenance of service vehicles.

Ability to work independently under general supervision.

#### Desired Training and Experience

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. Some experience in a branch library or bookmobile operation. ***At least three years professional experience with increasing responsibility, preferably at a public library, is required.***

#### Necessary Special Qualification

Possession of a valid CDL driver's license or ability to obtain one by the ~~time of~~ ***appointment. end of the training period.***

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

Pay Level 5

**Librarian**

**Decatur Public Library**

**Nature of Work**

This is specialized professional library work involving the provision of information to individuals.

Work involves the supervising and physical maintaining of any of the library's collection areas as assigned, supervising selection of materials for this collection, planning and promoting programming, providing library users with requested information, and managing library operations when assigned librarian-in-charge.

**Supervision Received**

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

**Supervision Exercised**

Exercises supervision over staff and volunteers within the division as assigned.

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

Assists library users in locating and securing information and reading materials in print and non-print sources.

Instructs library users on the use of reference materials and other resources.

Reviews, selects, and maintains materials in all formats for assigned area of responsibility.

Provides verification information on book titles, prices, authors, and related matters.

Develops displays for various public areas to promote library materials.

Plans and organizes assigned work and prepares appropriate work reports.

Represents the library to appropriate community groups and agencies and at appropriate agency functions.

**INFORMATION SPECIALIST  
DECATUR PUBLIC LIBRARY**

**Job Description**

**Page 2**

Conducts tours through the library's adult division.

Performs related work and other duties as assigned.

**Required Knowledge, Abilities, and Skills**

Considerable knowledge of principles and practices of library science.

Considerable knowledge of authors and materials in all formats.

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

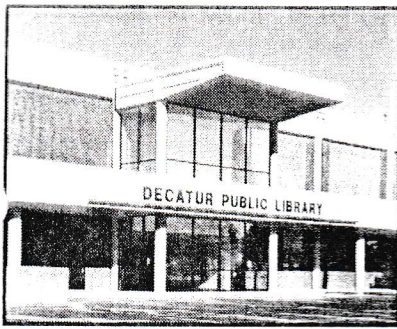
Ability to work independently under general supervision.

**Desired Training and Experience**

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. Previous experience in a public library preferred.

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

Pay Level 3



# Decatur Public Library

[www.decaturlib.il.us](http://www.decaturlib.il.us)

Lee Ann Fisher • City Librarian

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## STATEMENT OF POLICY FOR USE OF THE BILL & MELINDA GATES FOUNDATION COMPUTER LAB

1. The Decatur Public Library welcomes the use of the Gates Computer Lab by organizations engaged in religious, charitable, scientific, literary, or educational activities. All training must be free and available to the public. Organizations may not charge participants for classes.
2. The library's Internet policy applies to all users of the Gates Computer Lab.
3. Requests for use of the Gates Computer Lab must be made at least one week but not more than one year prior to the meeting date. The request should be submitted on the form provided by the Library. The Gates Computer Lab can be booked tentatively by phone, but the completed application must be received within three (3) working days.
4. The Gates Computer Lab is normally available Monday through Friday from 9:00 a.m. until 9:00 p.m. and Saturday from 9:00 a.m. until 5:30 p.m. The location of the Gates Computer Lab prevents the library from allowing its usage past closing.
5. The Gates Computer Lab can be booked for up to four hours at no charge. Seating capacity in the Lab is ten plus a trainer.
6. Organizations may use the Gates Computer Lab as many as twelve times per calendar year.
7. The Library is not responsible for personal belongings left in the Lab.
8. Free on-site parking is available. Participants are encouraged to park in the back of the lot so as not to inconvenience library patrons.
9. Any organization not abiding by the regulations and policies governing the use of the Gates Computer Lab and the library's Internet policy may lose their privileges of use in the future.

Approved by the Library Board of Trustees  
July 18, 2002

**APPLICATION FOR USE OF THE GATES COMPUTER LAB**

Name of Organization \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ (home) \_\_\_\_\_ (business) \_\_\_\_\_ (fax)

Email address \_\_\_\_\_

Date room desired \_\_\_\_\_

Time \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./ p.m. Meeting starts at \_\_\_\_\_ a.m./p.m.

Purpose of meeting \_\_\_\_\_

Expected attendance \_\_\_\_\_

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

Use of the Gates Computer Lab does not constitute Library endorsement of viewpoints expressed by participants in the program. Advertisements or announcements implying such endorsement are not permitted.

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

Library staff will not take or deliver messages for attendees.

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

\_\_\_\_\_  
date of application

\_\_\_\_\_  
signature

Approved by \_\_\_\_\_

**PLEASE RETURN THIS FORM TO LIBRARY ADMINISTRATION  
FAX (217) 233-4071**

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2002

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/05/2002	TREAS-MEDICAL INSURANCE	9,003.05	E01609	06/05/2002	MEDICAL INSURANCE
06/05/2002	TREAS-NON MEDICAL INS	22,444	E01610	06/05/2002	LIFE INSURANCE
06/05/2002	TREAS-IMRF	737.80	E01611	06/05/2002	WORKERS COMPENSATION
06/05/2002	TREAS-MEDICAL INSURANCE	5,815.02	E01632	06/05/2002	RETIREMENT-IMRF
06/19/2002	TREAS-NON MEDICAL INS	9,003.05	E01633	06/19/2002	MEDICAL INSURANCE
06/19/2002	TREAS-NON MEDICAL INS	22,444	E01634	06/19/2002	LIFE INSURANCE
06/19/2002	TREAS-IMRF	748.14	E01635	06/19/2002	WORKERS COMPENSATION
06/05/2002	COMMERCIAL MAIL SERVICES	5,959.82	E01636	06/05/2002	RETIREMENT-IMRF
06/05/2002	ASSOCIATED OFFICE FURNISHINGS	141.19	E01637	06/05/2002	POSTAGE SUPPLIES
06/04/2002	BAKER & TAYLOR ENTERTAINMENT	51.50	E01638	06/04/2002	BOOKS AND PERIODICALS
06/07/2002	TREAS-FLEET MAINTENANCE	653.19	E01639	06/07/2002	GASOLINE
06/10/2002	AZORADISC	357.25	E01640	06/10/2002	OFFICE SUPPLIES
06/10/2002	BECK'S STUDIO	29.14	E01641	06/10/2002	OFFICE SUPPLIES
06/10/2002	SCHINDLER ELEVATOR CORP	786.09	E01642	06/10/2002	OFFICE BUILDINGS
06/10/2002	TOTAL PLASTICS	450.00	E01643	06/10/2002	OFFICE SUPPLIES
06/10/2002	2D MARKETING & COMMUNICATIONS	613.75	E01644	06/10/2002	OTHER PROFESSIONAL SERVICES
06/10/2002	WET INC	701.00	E01645	06/10/2002	MATERIAL-BLDGS
06/10/2002	YOU & THE LAW	302.50	E01646	06/10/2002	MAG/PAPERS-MAIN REFERENCE
06/11/2002	DEMCO INC	134.22	E01647	06/11/2002	TELEPHONE
06/11/2002	HEART TECHNOLOGIES INC	235.59	E01648	06/11/2002	POSTAGE
06/11/2002	TREAS-GENERAL FUND	999.07	E01649	06/11/2002	OFFICE SUPPLIES
06/11/2002	TREAS-GENERAL FUND	121.41	E01650	06/11/2002	OFFICE SUPPLIES
06/13/2002	ADDINE ELECTRIC	105.00	E01651	06/13/2002	OFFICE SUPPLIES
06/13/2002	ADDINE ELECTRIC	92.90	E01652	06/13/2002	OFFICE SUPPLIES
06/13/2002	CDW	88.99	E01653	06/13/2002	OFFICE SUPPLIES
06/13/2002	CRUCIAL TECHNOLOGY	772.01	E01654	06/13/2002	OFFICE SUPPLIES
06/13/2002	ELECTRICAL SERVICE CO., INC	256.57	E01655	06/13/2002	OFFICE SUPPLIES
06/13/2002	ELECTRICAL SERVICE CO., INC	1,739.79	E01656	06/13/2002	OFFICE SUPPLIES
06/13/2002	ILLINOIS MAGAZINE	37.95	E01657	06/13/2002	MATERIALS-BLDGS
06/13/2002	JAN MASTER, INC.	378.59	E01658	06/13/2002	MATERIALS-BLDGS
06/13/2002	ROLLING PRAIRIE, INC. LIBRARY SYSTEM	150.00	E01659	06/13/2002	MATERIALS-BLDGS
06/13/2002	TECHNICAL SOLUTIONS SERVICES, INC.	703.25	E01660	06/13/2002	MATERIALS-BLDGS
06/13/2002	ARAMARK UNIFORM SERVICES, INC.	104.44	E01661	06/13/2002	MATERIALS-BLDGS
06/14/2002	ONYX WASTE SERVICES-DECATUR, IL	323.12	E01662	06/14/2002	MATERIALS-BLDGS
06/06/2002	BAKER & TAYLOR CO	3,350.05	E01663	06/06/2002	MATERIALS-BLDGS
06/06/2002	BAKER & TAYLOR CO	2,298.82	E01664	06/06/2002	MATERIALS-BLDGS
06/13/2002	BAKER & TAYLOR CO	2,000.19	E01665	06/13/2002	MATERIALS-BLDGS
06/06/2002	BAKER & TAYLOR CO	1,450.29	E01666	06/06/2002	MATERIALS-BLDGS
06/13/2002	HERALD & REVIEW	130.01	E01667	06/13/2002	MATERIALS-BLDGS
06/13/2002	DYNELGY ENERGY SERVICES	466.01	E01668	06/13/2002	MATERIALS-BLDGS
06/06/2002	EBSCO SUBSCRIPTION SERVICES	23,197.32	E01669	06/06/2002	MATERIALS-BLDGS
06/06/2002	EBSCO SUBSCRIPTION SERVICES	1,975.35	E01670	06/06/2002	MATERIALS-BLDGS
06/06/2002	EBSCO SUBSCRIPTION SERVICES	1,609.03	E01671	06/06/2002	MATERIALS-BLDGS
06/06/2002	EBSCO SUBSCRIPTION SERVICES	8,038.05	E01672	06/06/2002	MATERIALS-BLDGS
06/06/2002	EBSCO SUBSCRIPTION SERVICES	1,231.58	E01673	06/06/2002	MATERIALS-BLDGS
06/06/2002	EBSCO SUBSCRIPTION SERVICES	4,246.97	E01674	06/06/2002	MATERIALS-BLDGS
06/06/2002	AMERITECH	40.43	E01675	06/06/2002	MATERIALS-BLDGS
06/13/2002	MCCLENNAN POWER COMPANY	7,576.76	E01676	06/13/2002	MATERIALS-BLDGS
06/13/2002	ILLINOIS USA	20.85	E01677	06/13/2002	MATERIALS-BLDGS
06/13/2002	URKIN EXTERMINATING	69.00	E01678	06/13/2002	MATERIALS-BLDGS
06/13/2002	MATT'S COPY SYSTEMS	317.00	E01679	06/13/2002	MATERIALS-BLDGS
06/17/2002	MOULT, DANNY R.	200.00	E01680	06/17/2002	MATERIALS-BLDGS
06/17/2002	MORRELL, STERLING	200.00	E01681	06/17/2002	MATERIALS-BLDGS
06/17/2002	RIGSBY, PAUL	200.00	E01682	06/17/2002	MATERIALS-BLDGS
06/17/2002	SLEETH, ALAN	200.00	E01683	06/17/2002	MATERIALS-BLDGS
06/17/2002	TAYLOR, DELBERT	200.00	E01684	06/17/2002	MATERIALS-BLDGS
06/16/2002	ANDERSON, KAREN	200.00	E01685	06/16/2002	MATERIALS-BLDGS
06/18/2002	TREAS-GENERAL FUND	100.00	E01686	06/18/2002	MATERIALS-BLDGS
06/18/2002	TREAS-SELF INSURANCE FUND	345.75	E01687	06/18/2002	MATERIALS-BLDGS
06/18/2002	TREAS-SELF INSURANCE FUND	248.92	E01688	06/18/2002	MATERIALS-BLDGS
06/18/2002	TREAS-SELF INSURANCE FUND	1,055.83	E01689	06/18/2002	MATERIALS-BLDGS
06/18/2002	TREAS-SELF INSURANCE FUND	986.58	E01690	06/18/2002	MATERIALS-BLDGS
06/18/2002	TREAS-MIS OPERATING	1,469.50	E01691	06/18/2002	MATERIALS-BLDGS

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

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2002

FUND DECATUR PUBLIC LIBRARY

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/20/2002	DEMCO INC	485.49	153235	06/20/2002	OFFICE SUPPLIES
06/20/2002	MAGCON RESOURCES, INC.	43.90	153243	06/20/2002	BOOKS AND PERIODICALS
06/21/2002	BODITH & ANTOLINE	400.00	153257	06/21/2002	OTHER SUPPLIES
06/21/2002	DECATUR AWARDS-GREEN PRINTING	100.00	153261	06/21/2002	OFFICE SUPPLIES
06/21/2002	REWARDS	43.81	153270	06/21/2002	MATERIAL-BLDGS
06/21/2002	MR. VIDEO	558.41	153271	06/21/2002	OFFICE SUPPLIES
06/26/2002	CDW	194.99	153329	06/26/2002	OFFICE SUPPLIES
06/26/2002	CDW	177.44	153329	06/26/2002	OFFICE SUPPLIES
06/26/2002	CRUCIAL TECHNOLOGY	216.74	153329	06/26/2002	SMALL CAPITAL ITEMS
06/26/2002	DEMCO INC	31.52	153330	06/26/2002	SMALL CAPITAL ITEMS
06/26/2002	EJL LAWN CARE	31.52	153331	06/26/2002	SMALL CAPITAL ITEMS
06/26/2002	HUNZEKER SERVICE AGENCY	240.00	153332	06/26/2002	OFFICE SUPPLIES
06/26/2002	HUNZEKER SERVICE AGENCY	682.00	153333	06/26/2002	SERV-BUILDINGS
06/26/2002	HUNZEKER SERVICE AGENCY	6.40	153335	06/26/2002	SERV-BUILDINGS
06/26/2002	ILLINOIS STATE LIBRARY	298.57	153337	06/26/2002	MATERIAL-EQUIPMENT
06/26/2002	MEMARDS	103.33	153338	06/26/2002	MATERIAL-BLDGS
06/26/2002	SAM'S CLUB	59.90	153345	06/26/2002	MATERIAL-BLDGS
06/26/2002	T A BRINKOETTER & SONS, INC.	784.00	153347	06/26/2002	SERV-BUILDINGS
06/26/2002	T A BRINKOETTER & SONS, INC.	319.84	153347	06/26/2002	SERV-BUILDINGS
06/26/2002	TREAS-PETTY CASH	22.44	153350	06/26/2002	MATERIAL-BLDGS
06/26/2002	TREAS-PETTY CASH	17.00	153350	06/26/2002	PRINTING AND BINDING
06/26/2002	TREAS-PETTY CASH	4.81	153350	06/26/2002	TRAINING SCHOOL
06/26/2002	TREAS-PETTY CASH	15.40	153350	06/26/2002	OTHER PROFESSIONAL SERVICES
06/26/2002	TREAS-PETTY CASH	22.21	153350	06/26/2002	MATERIAL-BLDGS
06/26/2002	TREAS-PETTY CASH	10.00	153350	06/26/2002	OFFICE SUPPLIES
06/26/2002	UNITED PARCEL SERVICE	1,000.00	153352	06/26/2002	EMPLOYEE RECOGNITION SUPPLIES
06/26/2002	WEI INC	508.40	153352	06/26/2002	MAG/PAPERS-MAIN ADULT
06/26/2002	ALLIANCE LIBRARY SYSTEM	100.00	153353	06/26/2002	POSTAGE
06/26/2002	FOR YOUTH PUBLIC LIBRARY	28.00	153355	06/26/2002	MATERIAL-BLDGS
06/26/2002	IGCA DULUX PRINTS	200.45	153361	06/26/2002	CONFERENCES AND OTHER TRAVEL
06/26/2002	VERIZON WIRELESS	140.41	153390	06/26/2002	OTHER PROFESSIONAL SERVICES
06/26/2002	BAKER & TAYLOR CO	3,548.63	153393	06/26/2002	TELEPHONE
06/26/2002	BAKER & TAYLOR CO	1,910.74	153394	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	BAKER & TAYLOR CO	1,758.46	153395	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	BRADY FIELD, S COMPUTER SUPPLY	203.35	153399	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	BADY TALK INC	235.00	153399	06/26/2002	OFFICE SUPPLIES
06/26/2002	BAKER & TAYLOR ENTERTAINMENT	1,630.39	153401	06/26/2002	OTHER PROFESSIONAL SERVICES
06/26/2002	THE BOOKSOURCE	36.54	153404	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	DRELLIANCE AUDIO, INC.	396.00	153410	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	CAPITOL GROUP	36.20	153412	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	EBSCO SUBSCRIPTION SERVICES	40.00	153430	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	EBSCO SUBSCRIPTION SERVICES	99.00	153449	06/26/2002	MATERIAL-BLDGS
06/26/2002	HACKNEY, BEVERLY	803.20	153449	06/26/2002	MAG/PAPERS-MAIN PROFESSIONAL TRAVEL
06/26/2002	HOULT, DANNY R.	200.00	153470	06/26/2002	CONFERENCES AND OTHER PROFESSIONAL SERVICES
06/26/2002	AMERITECH	1,311.50	153472	06/26/2002	TELEPHONE
06/26/2002	INFORMATION TODAY, INC.	610.10	153481	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	JAN SAN SUPPLY INC.	194.67	153481	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	MILLER PRODUCTS COMPANY	520.00	153498	06/26/2002	JANITORIAL SUPPLIES
06/26/2002	MIDWEST COMPUTER SUPPLY	108.16	153502	06/26/2002	JANITORIAL SUPPLIES
06/26/2002	MARILYN'S OFFICE MACHINES	31.90	153505	06/26/2002	OFFICE SUPPLIES
06/26/2002	MORRELL, S STERLING	200.00	153505	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	MARILYN'S BOOKS	31.90	153513	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	MC BUSINESS SYSTEMS	35.81	153513	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	SPHERION CORPORATION	2,873.96	153524	06/26/2002	SERV-OFFICE EQUIP
06/26/2002	RECENT BOOK CO	74.21	153524	06/26/2002	TEMP PERSONNEL SERVICES
06/26/2002	PITTSBURY, PAUL	200.00	153541	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	SATTLLEY, S, INC.	70.20	153542	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	SLEETH, ALAN	200.00	153544	06/26/2002	OFFICE SUPPLIES
06/26/2002	TAYLOR, DELBERT	100.00	153555	06/26/2002	OFFICE SUPPLIES
06/26/2002	THE TEACHING COMPANY	100.00	153570	06/26/2002	OTHER PROFESSIONAL SERVICES
06/26/2002	WEST GROUP	987.25	153578	06/26/2002	BOOKS AND PERIODICALS
06/26/2002	WBEZ RADIO	264.00	153584	06/26/2002	BOOKS AND PERIODICALS

TOTAL 131,468.52

BILLS AND PAYROLLS FOR PERIOD ENDING 06/30/2002

FUND PUBLIC LIBRARY-TRUSTS

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
06/11/2002	MELISA BAKER & TAYLOR CO	778.78	152914	06/11/2002	BOOKS AND PERIODICALS
06/06/2002	BAKER & TAYLOR CO	193.30	152987	06/14/2002	BOOKS AND PERIODICALS
06/09/2002	BAKER & TAYLOR CO	51.80	152987	06/14/2002	BOOKS AND PERIODICALS
06/13/2002	BAKER & TAYLOR CO	15.00	152988	06/14/2002	BOOKS AND PERIODICALS
06/05/2002	BAKER & TAYLOR CO	84.23	152988	06/14/2002	BOOKS AND PERIODICALS
06/13/2002	BAKER & TAYLOR CO	90.30	152989	06/14/2002	BOOKS AND PERIODICALS
06/10/2002	MACAR THUR HIGH SCHOOL	80.00	153246	06/20/2002	BOOKS AND PERIODICALS
06/19/2002	BAKER & TAYLOR CO	57.57	153393	06/28/2002	BOOKS AND PERIODICALS
06/26/2002	BAKER & TAYLOR CO	109.26	153394	06/28/2002	BOOKS AND PERIODICALS
06/26/2002	BAKER & TAYLOR CO	19.31	153395	06/28/2002	BOOKS AND PERIODICALS
06/28/2002	BAKER & TAYLOR CO	23.34	153396	06/28/2002	BOOKS AND PERIODICALS

TOTAL

1,498.89



ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PERIOD ENDING 20020630							
FUND BALANCE							
30001-000	BEGINNING FUND BALANCE	.00	53,371.83	403,307.58	320,231.00	83,076.58-	125
TOTAL		.00	53,371.83	403,307.58	320,231.00	83,076.58-	125
TAXES							
30100-107	PROPERTY TAX-LIBRARY	.00	461,287.50	.00	2,767,725.00	2,767,725.00	
TOTAL		.00	461,287.50	.00	2,767,725.00	2,767,725.00	
INTER GOVERNMENTAL REVENUE							
30200-104	REPLACEMENT TAX	244.91	40,000.00	20,635.46	240,000.00	219,364.54	8
30200-107	STATE GRANTS OR OTHER	.00	15,984.00	.00	95,904.00	95,904.00	
TOTAL		244.91	55,984.00	20,635.46	335,904.00	315,268.54	6
FINES AND FEES							
30500-509	LIBRARY FINES AND FEES	5,301.38	8,333.33	7,636.38	50,000.00	42,363.62	15
30500-510	LIBRARY NON-RESIDENT FEES	75.00	112.50	75.00	675.00	600.00	11
30500-511	LIBRARY LOST AND DAMAGED BOOKS	518.85	1,000.00	705.95	6,000.00	5,294.05	11
30500-514	COPIES & MISC.	1,261.43	2,000.00	2,383.27	12,000.00	9,616.73	19
30500-515	MEETING ROOM FEES	800.00	2,000.00	1,290.00	12,000.00	10,720.00	10
TOTAL		7,956.66	13,445.83	12,080.60	80,675.00	68,594.40	15
TRANSFERS FROM							
30600-752	TRANS FR MALLMART IIF	.00	1,000.00	.00	6,000.00	6,000.00	
30600-756	TR FROM FUNDS 19,21,35	.00	.00	19,454.09	.00	19,454.09-	
TOTAL		.00	1,000.00	19,454.09	6,000.00	13,454.09-	324
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	38.43	3,333.33	479.45	20,000.00	19,520.55	2
TOTAL		38.43	3,333.33	479.45	20,000.00	19,520.55	2
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	.00	2,166.67	.00	13,000.00	13,000.00	
30800-846	LEASE OF LIBRARY PROPERTY	.00	6,666.67	.00	40,000.00	40,000.00	
30800-899	MISCELLANEOUS INCOME	.00	3,333.33	.00	20,000.00	20,000.00	
TOTAL		.00	12,166.67	.00	73,000.00	73,000.00	
FUND TOTAL							
		8,240.00	600,589.16	455,957.18	3,603,535.00	3,147,577.82	12

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

OB CO	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	FUND 20 DECATUR PUBLIC LIBRARY	ENCUMBRANCE	UNEXPENDED BALANCE	UNENCUMBERED BALANCE	PRCTM COMM
40000	DECATUR PUBLIC LIBRARY									
090	SALARIES & WAGES	1,793,310	110,131.70	225,560.67	298,885			1,567,749.33	1,567,749.33	12.6
092	REGULAR SALARIES	0	7,243.13	10,258.22	0			10,258.22	10,258.22	
094	HOLIDAYS	0	335.09	999.61	0			999.61	999.61	
096	OTHER LEAVE WITH PAY	0	2,793.07	6,474.66	0			6,474.66	6,474.66	
098	SICK TIME	0	10,418.76	16,238.89	0			16,238.89	16,238.89	
098	VACATION TIME									
		1,793,310	130,921.75	259,532.05	298,885			1,533,777.95	1,533,777.95	14.5
	PERSONAL SERVICES									
101	OVERTIME	15,775	340.64	917.56	2,629			14,857.44	14,857.44	5.8
102	TEMPORARY SALARIES	45,699	1,809.10	3,704.20	7,781			42,984.80	42,984.80	7.9
104	RETIREMENT-IMRF	163,602	11,675.54	23,086.05	27,267			140,515.95	140,515.95	14.2
111	LIFE INSURANCE	634	44.83	90.27	105			543.73	543.73	
112	MEDICAL INSURANCE	271,418	18,006.10	36,213.97	45,236			235,205.03	235,205.03	13.3
114	WORKERS COMPENSATION	21,098	1,436.14	2,982.82	3,519			18,115.18	18,115.18	14.1
115	SERVICE RECOGNITION	19,830	2,127.22	3,245.60	3,305			16,584.40	16,584.40	16.4
		539,046	35,469.62	70,233.47	89,839			468,806.53	468,806.53	13.0
	CONTRACTUAL SERVICES									
201	ADVERTISING	500	167.54	323.62	83			176.38	176.38	64.7
202	PRINTING AND BINDING	5,000	22.40	944.46	833			4,055.54	4,055.54	18.9
210	SERV-BUILDINGS	40,500	3,637.90	5,095.38	6,750		6,504	28,990.62	28,990.62	28.4
211	SERV-IMPROVEMENTS	0	1,754.57	1,754.57	0			1,754.57	1,754.57	
212	SERV-AUTO EQUIPMENT	3,000	105.00	818.50	500			2,181.50	2,181.50	27.3
213	SERV-OFFICES EQUIP	19,000	412.81	843.91	3,166		280	14,156.09	13,875.24	27.0
230	MISCELLANEOUS	17,634	1,469.50	2,939.00	2,939			14,695.00	14,695.00	16.7
231	ELECTRICITY	160,000	8,041.20	13,349.92	26,666			141,650.08	141,650.08	11.5
232	GAS	32,000	1,618.78	3,237.56	5,333			32,000.00	32,000.00	
233	TELEPHONE	28,000	1,818.78	6,058.64	4,666			21,941.36	21,941.36	15.7
234	WATER	4,000	0.00	629.33	666			3,370.67	3,370.67	
238	AUDITING SERVICES	1,600	161.00	311.00	339			1,289.00	1,289.00	
240	TRAINING SCHOOL	7,500	0.00	0.00	333			4,689.00	4,689.00	
241	CONFERENCES AND OTHER TRAVEL	15,200	2,140.28	3,405.91	1,250			6,597.80	6,597.80	6.2
245	POSTAGE	20,000	2,873.96	5,235.67	2,533		484	11,794.09	11,310.09	12.0
247	COMPUTER SOFTWARE EXPENSE	45,000	0.00	156.00	3,333			20,000.00	20,000.00	25.6
271	TUITION REIMBURSEMENT	3,000	0.00	0.00	7,500			39,764.33	39,764.33	11.6
272	TRAVEL EXPENSE FOR INTERVIEWS	0	0.00	0.00	66			2,400.00	2,400.00	15.2
273	OTHER PROFESSIONAL SERVICES	49,500	3,223.75	7,294.60	7,750		4,566	39,205.40	34,639.40	25.5
280	PROFESSIONAL MEMBERSHIP FEES	2,100	298.57	891.89	350			2,100.00	2,100.00	
284	RENTAL-EQUIPMENT	7,500	0.00	0.00	1,250			6,608.11	6,608.11	32.9
289										
		463,434	27,079.48	59,854.60	77,233		13,409.85	403,569.40	390,159.55	15.8
	COMMODITIES									
310	GASOLINE	4,000	357.95	399.83	666			3,600.17	3,600.17	10.9
312	JANITORIAL SUPPLIES	12,000	1,083.26	1,647.86	3,000			10,352.14	10,352.14	13.7
320	MATERIAL-BLDGS	20,000	2,815.01	3,238.64	3,333			16,761.36	16,761.36	16.2
337	MATERIAL TO MAINT AUTO EQUIP	2,000	0.00	0.00	333			1,907.10	1,907.10	4.6
343	SUPPLIES	35,000	2,977.17	5,680.96	5,833		411.59	28,907.45	28,907.45	17.4
357	EMPLOYEE RECOGNITION SUPPLIES	260	22.21	105.76	43			154.24	154.24	40.7
		73,260	7,348.50	11,165.95	12,208		411.59	61,682.46	61,682.46	15.8
	OTHER CHARGES									
415	TRANSFER TO GENERAL FUND	1,200	100.00	200.00	200			1,000.00	1,000.00	16.7
418	MOTOR VEHICLE-INSURANCE	4,149	343.82	291.50	291			3,457.50	3,457.50	16.7
420	BOLLER INSURANCE	2,787	243.82	497.34	497			2,089.16	2,089.16	16.7
421	PROPERTY INSURANCE	12,670	1,035.83	2,111.68	2,111			10,558.34	10,558.34	16.7
423	GENERAL LIABILITY INSURANCE	3,239	666.28	1,373.16	1,373			6,865.84	6,865.84	16.7
479	SMALL CAPITAL ITEMS	6,000	1,076.19	49,996.50	1,000			43,996.50	43,996.50	833.3

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

40000	DECATUR PUBLIC LIBRARY	FUND 20	DECATUR PUBLIC LIBRARY	06/30/2002
DB	DESCRIPTION	Y-T-D	UNEXPENDED	UNENCUMBERED
CD		BUDGET	BALANCE	PRCNT
	OTHER CHARGES		ENCUMBRANCE	COMM

35,245	3,513.27	5,872	19,625.66	19,625.66	155.7
380,000	20,886.87	63,333	339,687.17	339,687.17	10.6
830 AV-PHONODICS	66.01	0	66.01	66.01	
841 MAG/PAPERS-MAIN ADULT	23,177.27	0	23,177.27	23,177.27	
842 MAG/PAPERS-MAIN YOUTH	1,037.35	0	1,037.35	1,037.35	
843 MAG/PAPERS-MAIN JUVENILE	1,609.03	0	1,632.69	1,632.69	
844 MAG/PAPERS-MAIN REFERENCE	8,373.95	0	8,373.95	8,373.95	
845 MAG/PAPERS-MAIN PROFESSIONAL	1,330.58	0	1,389.86	1,389.86	
847 MAG/PAPERS-EXTEN ADULT	4,246.97	0	4,246.97	4,246.97	

380,000	60,728.03	63,333	299,763.07	299,763.07	21.1
3,284,295	265,080.55	547,370	2,748,385.34	14,256.44	16.8

\*\* DIVISION TOTAL \*\*

REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

41000	LEASE EXPENSES	FUND 20	DECATUR PUBLIC LIBRARY	06/30/2002
DB	DESCRIPTION	Y-T-D	UNEXPENDED	UNENCUMBERED
CD		BUDGET	BALANCE	PRCNT
	CONTRACTUAL SERVICES		ENCUMBRANCE	COMM

5,575	0.00	929	5,575.00	5,575.00	
25,000	0.00	4,166	25,000.00	25,000.00	
30,575	0.00	5,095	30,575.00	30,575.00	
21,875	0.00	3,645	21,875.00	21,875.00	
7,656	0.00	1,276	7,656.00	7,656.00	
29,531	0.00	4,921	29,531.00	29,531.00	
60,106	0.00	10,016	60,106.00	60,106.00	

\*\* DIVISION TOTAL \*\*

ACCT. NO.	DESCRIPTION	MONTHLY ACTUAL	Y-T-D ESTIMATE	Y-T-D ACTUAL	ANNUAL BUDGET	UNREALIZED BALANCE	% REAL
PUBLIC LIBRARY-TRUSTS							
FUND BALANCE							
30001-921	BEG FUND BAL-CANTONI	.00	20,160.83	119,420.58	120,965.00	1,544.42	98
30001-922	BEG FUND BAL-MEYER	.00	43,588.17	270,334.15	261,529.00	8,805.15	103
30001-923	BEG FUND BAL-BRIDGES	.00	240.67	3,317.90	5,644.00	2,326.10	58
30001-924	BEG FUND BALANCE-DDNATIONS	.00	765.67	.00	4,594.00	4,594.00	
TOTAL		.00	65,455.34	393,072.63	392,732.00	340.63-	100
INVESTMENT INCOME							
30700-101	INVESTMENT INTEREST	.00	16.67	.00	100.00	100.00	
30700-103	DPL INTEREST-CANTONI TRUST	161.85	500.00	333.87	3,000.00	2,666.13	11
30700-104	DPL INTEREST-MEYER	367.08	1,083.33	756.48	6,500.00	5,743.52	11
30700-105	DISTRIBUTION FR BRIDGES TRUST	3.15	833.33	7.93	5,000.00	4,992.07	
TOTAL		532.08	2,433.33	1,098.28	14,600.00	13,501.72	7
OTHER INCOME							
30800-805	CONTRIBUTIONS AND DONATIONS	375.00	583.33	855.50	3,500.00	2,644.50	24
TOTAL		375.00	583.33	855.50	3,500.00	2,644.50	24
FUND TOTAL		907.08	68,472.00	395,026.41	410,832.00	15,805.59	96

41000 DPL-UNI TRUST FUND 92 PUBLIC LIBRARY-TRUSTS 06/30 02

Table with columns: ANNUAL BUDGET, MONTHLY EXPENDITURES, YEAR-TO-DATE EXPENDITURES, Y-T-D BUDGET, UNEXPENDED BALANCE, ENCUMBRANCE, UNENCUMBERED BALANCE, PRCT COMM. Rows include 800 BOOKS AND PERIODICALS, EXPENDITURES, 900 EXPENDITURES, and \*\* DIVISION TOTAL \*\*.

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

Table for GLA3010 42000 DPL-MEYER TRUST FUND 92 PUBLIC LIBRARY-TRUSTS 06/30/2002. Columns include ANNUAL BUDGET, MONTHLY EXPENDITURES, YEAR-TO-DATE EXPENDITURES, Y-T-D BUDGET, UNEXPENDED BALANCE, ENCUMBRANCE, UNENCUMBERED BALANCE, PRCT COMM. Rows include 800 BOOKS AND PERIODICALS and \*\* DIVISION TOTAL \*\*.

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

Table for GLA3010 43000 DPL-BRIDGES TRUST FUND 92 PUBLIC LIBRARY-TRUSTS 06/30/2002. Columns include ANNUAL BUDGET, MONTHLY EXPENDITURES, YEAR-TO-DATE EXPENDITURES, Y-T-D BUDGET, UNEXPENDED BALANCE, ENCUMBRANCE, UNENCUMBERED BALANCE, PRCT COMM. Rows include 800 BOOKS AND PERIODICALS and \*\* DIVISION TOTAL \*\*.

CITY OF DECATUR REPORT OF EXPENDITURES TO BUDGET FY 2002-2003

Table for GLA3010 44000 DPL-DONATIONS FOR BOOKS FUND 92 PUBLIC LIBRARY-TRUSTS 06/30/2002. Columns include ANNUAL BUDGET, MONTHLY EXPENDITURES, YEAR-TO-DATE EXPENDITURES, Y-T-D BUDGET, UNEXPENDED BALANCE, ENCUMBRANCE, UNENCUMBERED BALANCE, PRCT COMM. Rows include 800 BOOKS AND PERIODICALS and \*\* DIVISION TOTAL \*\*.

**Finance and Properties Committee**  
**July 2, 2002**

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

Lease space: The lease space was discussed at length.

Bills and payroll for June 2002: The bills were not available.

Sale of old bookmobile tractor/trailer: A group from Ohio came to look at the bookmobile earlier in the week. Their offer is expected soon.

Report on pick-up truck: The library's 1990 Ford pick-up truck that was purchased from the city for \$2,500 in 1997 is worn out. Mr. Harris would like to buy a 1994 Ford F150 heavy ½ ton 4x4 with a snowplow and a topper from the city when it is replaced this fall. The price is not known at this time.

There was no other business.

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys, Office Manager



1314 N. Main Street  
Toll-free: 1-888-4BT-READ

Decatur, Illinois 62526-4438  
E-Mail: [babytalk@q-com.com](mailto:babytalk@q-com.com)

Phone: (217) 475-2234  
FAX: (217) 475-2206

July 9, 2002

Dear Members of the Decatur Public Library Board,

This past year, Richland Community College, Decatur Public Library and Baby TALK have been participating together in a Family Literacy Program sponsored by a grant from the Illinois Secretary of State Literacy Office. This \$35,000 grant has enabled these agencies to serve a group of families in which the parents are either very low literacy level or speak another language as their home language. Richland has provided an English as a Second Language (ESL) teacher and Project READ volunteers, DPL has provided activities in the children's department once monthly and twice-monthly bookmobile visits, and Baby TALK has provided coordination (Cindy Bardeleben, Project Coordinator), early childhood education for the children, and parenting instruction/parent-child activities. This program began the year at the Macon County Health Department and ended the year at Central Christian Church as the health department has moved into a construction phase and we lost our space temporarily.

This program turned out to be amazingly successful. One by one, Spanish speaking families heard about the program by word-of-mouth and began coming with their children. Second semester, we had 17 families participating faithfully. Not one of them had ever before entered the public library. Children's books had been unavailable in their home countries. They were hesitant at first, but by the end of the year most were enthusiastic library patrons, checking out books and reading to their children. Most of these families will be back in the fall.

Happily, this program (barely) survived the state budget crisis. However, in order to fund programs at the current level, the state will need to supplement this coming year with federal dollars. This addition of federal funding now forces some new regulations on programs. In most cases, our Macon County program is unaffected by these changes. One change, however, is significant. In the past, any of the partner agencies could serve as fiscal agent. Baby TALK served in this capacity during the past year. Under new federal guidelines, the fiscal agent for these grants must be the public library.

We asked the state office if DPL were to serve as fiscal agent, would they be able to subcontract to Baby TALK for the personnel portions of the grant (approximately \$33,000 of the \$35,000), understanding that DPL must hire personnel under stringent guidelines. They said that would be no problem.

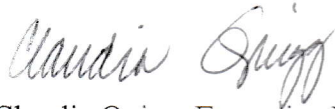
**"LANGUAGE, LITERATURE & LOVE FOR INFANTS"**

[www.babytalk.org](http://www.babytalk.org)

Another change would be that money would be reimbursed rather than distributed up front. Baby TALK is willing to wait for DPL to be reimbursed before receiving any funds. Baby TALK will provide the cash flow for personnel expenses.

Myra Johnson of the Secretary of State's office was most enthusiastic about the project that was carried out this year and has said that the state would like to fund the project at the full level for the next year if the library is willing to serve as fiscal agent. Please consider our request for DPL to serve as fiscal agent for this most worthwhile program.

With most sincere thanks,

A handwritten signature in cursive script that reads "Claudia Quigg".

Claudia Quigg, Executive Director  
Baby TALK



**SECRETARY OF STATE FAMILY LITERACY GRANT PROGRAM  
QUARTERLY FINANCIAL REPORT**

Grantee: Baby Talk Inc.  
(Agency Name)

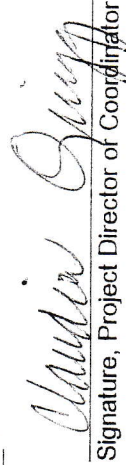
Project Title: Macon County Family Literacy

Report Period Covered: 07/01/01 to 09/30/01 10/01/01 to 12/31/01 01/01/02 to 03/31/02 04/01/02 to 06/30/02  
**REPORT DUE in Springfield:** October 15, 2001 January 15, 2002 April 15, 2002 July 15, 2002

BUDGET LINE	BUDGET* AMOUNT	EXPENDED FIRST QUARTER	EXPENDED SECOND QUARTER	EXPENDED THIRD QUARTER	EXPENDED FOURTH QUARTER	ENCUMBERED PSC PERIOD	TOTAL TO DATE
1. Personnel	\$29,240	\$4,380	\$7,918	\$7,498			
2. Fringe Benefits	2,713	119	458	388			
3. Travel	550	250	76	0			
4. Supplies	1,097	0	10	446			
5. Contractual Services	700	0	152	329			
6. Instructional Materials	700	0	12	634			
7. Equipment	0	0	0	0			
8. Other	0	0	0	0			
<b>Totals:</b>	<b>\$35,000</b>	<b>\$4,749</b>	<b>\$8,626</b>	<b>\$9,295</b>			

The QUARTERLY FINANCIAL REPORT must be filled out and returned with two (2) copies to the Family Literacy Grant Program, Secretary of State Literacy Office, 431 South Fourth Street, Springfield, Illinois 62701. **Retain a copy for your files and one copy to submit the next quarter.**

Prepared by: Marie Scott (217)475-2234  
(typed name) (phone #)

  
Signature, Project Director of Coordinator

\* The budget amounts are the approved budget amounts listed in your grant contract or grant contract amendment. **Do not** amend these amounts on your own.

Baby TALK  
General Ledger

For the Period From Jul 1, 2001 to Jun 30, 2002

Filter Criteria includes: 1) IDs from 015522 to 015522. Report order is by ID. Report is printed with Truncated Transaction Descriptions and in Detail Format.

Account ID Account Description	Date	Reference	Jrnl	Trans Description	Debit Amt	Credit Amt	Balance
015522	7/1/01			Beginning Balance			
SOS Grant Expense	8/1/01			Beginning Balance			
	9/1/01			Beginning Balance			
	9/27/01	TC092701	PJ	The Center - Registr for Fami	250.00		
				Current Period Change	250.00		250.00
	10/1/01			Beginning Balance			250.00
	10/11/01	2008195720	PJ	Baker & Taylor - 3 Spanish B	12.42		
				Current Period Change	12.42		12.42
	11/1/01			Beginning Balance			262.42
	11/1/01	CB110101	PJ	Cindy Bardeleben - Mileage.	24.50		
	11/7/01	LM103101	PJ	Linda K. Martin - Transportat	29.75		
	11/10/01	CB121201	PJ	Cindy Bardeleben - SOS ince	10.10		
	11/29/01	AT112901	PJ	Allen Treadway - Transportat	122.50		
				Current Period Change	186.85		186.85
	12/1/01			Beginning Balance			449.27
	12/12/01	SH121201	PJ	Susie Heibel - Mileage SOS	12.77		
	12/13/01	CB121301	PJ	Cindy Bardeleben - Mileage	38.64		
	12/17/01	RCC121701	PJ	Richland Community College	408.00		
				Current Period Change	459.41		459.41
	1/1/02			Beginning Balance			908.68
	1/16/02	MS0101	GENJ	Reclass Norrell-S Wachter-11	115.52		
	1/18/02	DPL011802	PJ	Decatur Public Library - Span	250.14		
	1/25/02	62954677	PJ	Scholastic Inc - Night...Valen	28.50		
	1/31/02	MS0107	GENJ	Reclass Norrell-J. Roginson 1	47.96		
				Current Period Change	442.12		442.12
	2/1/02			Beginning Balance			1,350.80
	2/7/02	SH020702	PJ	Susie Heibel - SOS Supplies-	69.32		
	2/25/02	CB022502	PJ	Cindy Bardeleben - SOS Sup	13.98		
				Current Period Change	83.30		83.30
	3/1/02			Beginning Balance			1,434.10
	3/1/02	CQ-NC-030	PJ	National City - Schol. Literac	295.80		
	3/16/02	WAL03160	PJ	Walmart - SOS Supplies for	67.04		
	3/28/02	DPL032802	PJ	Decatur Public Library - SOS	354.99		
				Current Period Change	717.83		717.83
	4/1/02			Beginning Balance			2,151.93
	4/1/02	MS0401	GENJ	Reclass Norrell 3/26-S. Wach	118.48		
	4/14/02	1204021904	PJ	Norrell Services Inc. - DPL S	59.24		
	4/14/02	1204021903	PJ	Norrell Services Inc. - DPL S	118.48		
	4/17/02	IL041702	PJ	IL Literacy Resource Dev. Ce	130.00		
	4/22/02	NC042202	PJ	National City - Schol Literac	5.64		
				Current Period Change	431.84		431.84
	5/1/02			Beginning Balance			2,583.77
	5/2/02	CB050202	PJ	Cindy Bardeleben - SOS Sup	206.41		
	5/2/02	AT050202	PJ	Allen Treadway - Mileage. Tr	10.35		
	5/6/02	RCC050602	PJ	Richland Community College	432.00		
	5/8/02	MCHD0508	PJ	Macon County Health Dept -	200.00		
	5/9/02	2293677	PJ	Scholastic Inc - 17 Pre K. CL	383.27		
	5/23/02	MEM05230	PJ	Miller Educational Materials	329.01		
	5/23/02	SH052302	PJ	Susie Heibel - SOS - Food for	49.44		
				Current Period Change	1,610.48		1,610.48
	6/1/02			Beginning Balance			4,194.25
	6/3/02	LP060302	PJ	Luis F. Peralta - Translated 2	870.00		
	6/30/02	SW063002	PJ	Spherion Corporation - Sarah	177.72		
	6/30/02	RG063002	PJ	Rebecca A. Gagnon - Progra	2,550.00		
				Current Period Change	3,597.72		3,597.72
	6/30/02			Ending Balance			7,791.97