

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy and Public Relations

Thursday,
July 1, 2010
4:00 p.m.

Decatur Public Library Board Room

AGENDA

- I. Call to order – Eugene King, Chair
- ✓II. Approval of agenda
- ✓III. Minutes of April 1, 2010.
- IV. Old Business
 - ✓A. Negotiations: Closed Session (5 ILCS 120/2(c)(6))

I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

- ✓B. Other

- V. New Business
 - A. Positions
 - B. Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1))

I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

- C. Other

- VI. Adjournment

If you have questions please contact:

Lee Ann Fisher, City Librarian
421-9713 or lfisher@ecatur.lib.il.us

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee Meeting
April 1, 2010**

- I. Eugene King, Chair
Cancelled meeting at 4:00 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

City financials reported at council meetings

FINANCIAL MANAGEMENT DEPARTMENT

#2010 - 37

DATE: June 8, 2010
TO: Honorable Mayor Michael T. McElroy and City Council
FROM: Ryan P. McCrady, City Manager
Ron Neufeld, Finance Director
SUBJECT: Financial Overview

May 2010 – 8.3% of the fiscal year has elapsed

Attached are the monthly financial schedules. Below is a narrative explanation of the major differences between last fiscal year and this fiscal year, or the differences between this fiscal year's actual amounts when compared to its budgeted amounts.

General Fund - Revenues. The City has received 7.8% of its budgeted revenue for the current year.

Page 1 of the Financial Report shows the amount of revenue received with and without the beginning fund balance. If you look at the revenues without beginning fund balance, you will see that we are 6.4% of the budget and \$1,043,968 behind this time last year. If you look at revenues with the beginning fund balance included we are at 9.0% of budget and \$825,599 behind this time last year. We estimated that the beginning fund balance would be \$600,000 and the actual fund balance was \$1,409,331. Keep in mind that the ending fund balance includes an Interfund loan of \$2,000,000. If that would have been repaid in April, we would have had a negative fund balance of \$590,669. The state is currently five months behind in income tax payments. The total of the back payments is now \$3,068,561 of which \$2,811,546 would be deposited into the General Fund. Below you will find a detailed explanation of how many of the larger revenues performed.

- State Sales Taxes – Taxes were 7.9% of budget and \$64,425 ahead of last year. This is good news compared to what we have seen for the last year.
- Telephone Tax – Receipts were 7.2% of budget and \$30,514 behind last year. This is the fourth month in a row that this tax has been less than the same month from the previous year.
- Food and Beverage Tax – We are 7.5% of budget and \$14,051 ahead of last year. Historically, May is one of the lower months for food and beverage tax with June being one of the best. We will see if that holds true again this year. We have also seen lower numbers during the downturn in the economy, which should not surprise us. We currently have one business that is behind by a year and when that is settled, it will help considerably.

- Hotel and Motel Tax – We are 9.9% of budget for the year and \$17,452 ahead of last year. We are not sure what it means, but May was the best month we have had in eight months.
- Local Sales Tax – Taxes are 7.2% of budget and \$70,884 ahead of last year. While that looks pretty impressive, keep in mind that we are now putting 100% of the sales tax into the General Fund. Total local sales tax is up \$23,090 or 3.1% over last year.
- Local Use Tax – Taxes are at 5.2% of budget and \$18,722 behind last year. You would have to go back to May of 2003 to find numbers this low. This is a good indication of how bad the state economy really is.
- Utility Tax – We are at 8.0% of budget and \$230 behind last year. Mild temperatures will dictate this revenue throughout the fiscal year.
- State Replacement Tax – Pension Funds and library get their share of replacement tax first and then the General Fund gets the rest. That should happen around September or October. We do have some concerns about this revenue since the total tax received in May was down \$98,940 or 37.8% from May of last year. Again, this is more of a reflection of the overall state economy that what is happening in Decatur.
- State Income Tax – As mentioned earlier the State is now five months behind. We have not received an income tax payment since December. They now owe us nearly \$3.1 million, with \$2.8 million earmarked for the General Fund and the rest to go into the Capital Fund. Even if the state gets caught up, the monthly amounts due the City are still significantly behind last year. If we had received our May payment, it would have been \$808,998. That is down \$188,030 or 18.9% from last year. You would have to go back to May of 2004 to find numbers any worse.
- Licenses and Permits – Revenues are ahead of schedule because of the timing of the renewal of liquor licenses. We still believe that the budget of \$758,000 is still a good number.
- Investment Income – What can we say? We nearly depleted our fund balance in the month of May and interest rates are ridiculous. It is unlikely that we will hit this budget, with our current fund balance and low interest rates.
- General Government Other Revenue – The reason we are already at 81.0% of the budget is because we transferred \$300,000 from the DCDF Fund in May. We have no reason to believe that we are going to exceed the budget that has been approved by the City Council.

GENERAL FUND - EXPENSES

If you look at the expenses on page 2, you would see that we are running a little behind budget in most of the departments. The only two that appear to be running ahead of schedule are Non-Departmental and Urban Forestry. Non-Departmental has payments that were made to the Civic Center, to the Visitors and Convention Bureau and Macon County Animal Control which are skewing the numbers. Urban Forestry had some large expenses in May to repair garage doors. We do not expect that either of these budgets will run over and the numbers will even out as the fiscal year goes on. What causes us the greatest concern is the General Fund month ending balance at the bottom of page 2.

You will see that it is \$1,069,872, but that includes the Interfund loan of \$2.0 million. If you subtract that, the fund balance at the end of May was a negative \$930,128. The primary reason for the low fund balance is the slow payment of income tax by the State. If they were paid up to date, we would have enough money to repay the Interfund loan and still have a General Fund balance of nearly \$1.7 million.

OTHER FUNDS

- **Library Fund** – Due to the fact that the State continues to be late with the library grant, the beginning fund balance was approximately \$100,000 less than projected. However if the State gets back on schedule, there would be two grants in this fiscal year. Expenses and other revenues are about where we expect them to be. However, because the library does not have an adequate beginning fund balance, it will be necessary to do an Interfund loan, until they get the first installment of property taxes in July.
- **Capital Fund** – The beginning fund balance is \$1.8 million less this year than at the beginning of last fiscal year. In addition, the revenue in this fund has been drastically reduced this year with 100% of the income tax and sales tax going into the General Fund. That has been approximately \$2.0 million in past years. Because of this, there will be very little money spent out of the Capital Fund this year.
- **Motor Fuel Tax** – As with the Capital Fund the beginning fund balance is much lower this year than last and accounts for most of the revenue decrease. Expenses are about where we would expect at this time of the year.
- **Insurance Fund** – Beginning fund balance was \$550,000 higher than expected but still \$500,000 less than last year. Other revenues and expenses are about where we expected them to be.
- **Mass Transit** – Revenues are behind budget due to the timing of the grants and lower than expected charges for services. Beginning fund balance was about where we expected it to be and about \$400,000 higher than last year. Expenses are on target for this time of the year.
- **Downtown Parking System** – The beginning fund balance was much better than expected. Other revenues met or exceeded the projection for the month. Expenses are where they need to be for this time of the year. The General Fund and the Planning Fund is no longer subsidizing the Parking Fund.
- **Sewer Fund** – We began the year with about \$800,000 more than expected in beginning fund balance. However most of that was encumbered. User fees were off a little, but that should be made up in June. Expenses are right on target for this time of the year.

- **Water Fund** – The beginning fund balance was nearly \$600,000 more than projected but nearly \$5.1 million less than last year. On May 1st there was another 15% increase in water rates, but we will not see the impact of that increase until June or July. Because of the lag and the billing cycle, the revenues in May were substantially less than expected, but \$124,826 more than last year. All other revenues and expenditures are about where we expected them to be.
- **Water Capital Fund** – Last year we transferred \$2.5 million from the Water Fund to the Water Capital Fund. We are now running all the water capital expenditures through this fund. Payments from the IEPA are running a little slower than expected, but that is getting better. All other revenues and expenditures are about where we expected them to be.

FINANCIAL MANAGEMENT DEPARTMENT

#2010 - 38

DATE: June 9, 2010

TO: Honorable Mayor Michael T. McElroy and City Council

FROM: Ryan P. McCrady, City Manager
Ron Neufeld, Finance Director

SUBJECT: Sales Tax Recap by Quarter – 1st Quarter 2010

Attached you will find a copy of a spreadsheet that recaps the State Sales Tax by Standard Industrial Classification Code (SIC) through 1st quarter 2010. We have included twelve quarters, so that you can compare the most recent quarter with previous quarters for the past three years. In addition to quarterly totals there are also running annual totals below the quarterly totals, so those yearly comparisons can also be made. Keep in mind that the sales tax is for the month it was paid by the consumer and not the month when the City actually gets the tax. There is a three month lag from the time the consumer actually pays the tax till the municipality actually gets the tax from the State.

As you can see the total sales tax for the 1st quarter of 2010 is \$2,519,393. That is down \$21,423 or 0.8% from the 1st quarter 2009 sales tax of \$2,540,816. Even though the numbers are favorable, the total for this quarter is still less than the 1st quarter of 2008.

We saw a slight increase in Category 1 (General Merchandise), which is good news. Category 2 (Food) is up \$8,179 or 2.5% while Category 3 (Eating & Drinking Places) is down \$29,307 or 11.2%. That is a strong indication that people are eating at home more and going out less. Category 5 (Furniture, Household & Radio) is down \$20,111 or 25.8%. Part of the loss is because of the closing of at least one furniture store, plus the economy would certainly impact these types of expenditures.

Category 7 (Automotive & Filling Stations) is up \$37,344 or 6.8%. This is very good news and the first time in two years that we have seen a quarterly increase in this category. This is the category that includes sale of vehicles. In the 4th quarter of 2009 there was a drop of \$138,517 or 21.2% from the 4th quarter of 2008, so this increase becomes even more significant and hopefully an indications of things to come.

If you look at the twelve month total on the bottom line, you will see that it is \$10,639,378 or just slightly less than the previous twelve month total of \$10,660,802. If you work your way backward on this line, you will see that this is the first twelve month total for five quarters that has not been substantially less than the one before. We hope this is a good sign and will keep our fingers crossed that recovery is on its way.

MUNICIPAL TAX FIGURES
By Standard Industrial Classification Code

06/08/2010

	APR-JUN 07	JUL-SEP 07	OCT-DEC 07	JAN-MAR 08	APR-JUN 08	JUL-SEP 08
1	556,934.84	546,376.80	674,289.40	552,994.49	581,515.62	561,790.97
2	324,656.49	315,094.26	369,810.64	311,535.83	362,585.29	364,407.21
3	278,606.92	288,405.39	271,802.61	264,309.47	283,141.35	276,521.99
4	42,829.10	33,121.78	44,516.89	32,040.28	45,111.20	39,923.78
5	70,397.01	79,807.40	96,902.32	86,523.45	70,326.34	80,855.54
6	96,435.53	105,892.43	93,435.92	63,068.50	86,513.19	101,174.56
7	739,869.23	734,705.66	668,112.56	709,208.19	722,920.90	723,282.02
8	328,638.74	330,279.77	411,524.96	340,885.59	358,168.30	408,399.98
9	311,523.96	322,340.45	320,400.56	274,394.95	331,392.05	345,816.04
10	49,785.00	74,317.20	56,081.63	32,403.18	55,814.94	64,984.27
	2,799,676.82	2,830,341.14	3,006,877.49	2,667,363.93	2,897,489.18	2,967,156.36
	Annual totals ending each quarter			11,304,259.38	11,402,071.74	11,538,886.96

	OCT-DEC 08	JAN-MAR 09	APR-JUN 09	JUL-SEP 09	OCT-DEC 09	JAN-MAR 10
1	683,601.41	551,883.37	571,422.07	548,542.64	670,502.65	557,408.92
2	411,855.65	327,587.65	444,069.89	336,619.64	414,248.33	335,766.17
3	259,309.80	260,927.92	250,662.76	239,128.16	226,303.53	231,620.44
4	48,693.30	34,614.44	48,486.97	40,199.43	45,461.84	34,881.15
5	88,196.89	77,913.08	51,614.07	52,637.31	65,029.52	57,802.43
6	83,767.61	49,004.41	77,435.89	79,694.05	67,521.87	43,994.82
7	651,893.13	546,244.10	602,545.17	585,001.51	513,376.10	583,587.84
8	389,200.99	368,946.23	371,760.40	351,446.25	405,295.33	369,977.97
9	304,248.02	253,451.41	284,445.70	315,206.54	295,284.56	261,592.88
10	58,248.40	70,243.86	43,977.60	67,636.31	54,429.19	42,760.34
	2,979,015.20	2,540,816.47	2,746,420.52	2,616,111.84	2,757,452.92	2,519,392.96
	11,511,024.67	11,384,477.21	11,233,408.55	10,882,364.03	10,660,801.75	10,639,378.24

- 1 GENERAL MERCHANDISE
- 2 FOOD
- 3 DRINKING & EATING PLACES
- 4 APPAREL
- 5 FURNITURE, HOUSEHOLD & RADIO

- 6 LUMBER,BLDG HARDWARE
- 7 AUTOMOTIVE & FILL STATIONS
- 8 DRUGS & MISC. RETAIL
- 9 AGRICULTURE & ALL OTHERS
- 10 MANUFACTURES

**Decatur Public Library Board of Trustees
FINANCE AND PROPERTIES**

**Tuesday
July 13, 2010
4:30 p.m.**

Decatur Public Library Board Room

AGENDA

- I. Call to order – Carol Craig, Chair
- II. Approval of agenda
- III. Approval of the June 15, 2010 minutes.
- IV. New Business:

- A. Door on second floor
- B. Negotiations: Closed Session (5 ILCS 120/2(c)(6))

I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

- C. Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1))

I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

- D. Other
- V. Old business
 - A. Education Coalition – Final Draft Lease
 - B. Project Read – Draft Lease
 - C. Baby Talk -- Update
 - D. Other

- VI. Adjournment

If you have questions please contact:

Lee Ann Fisher, City Librarian
421-9713 or lfisher@decatur.lib.il.us

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance & Properties Committee Meeting
June 15, 2010

I. CALL TO ORDER:

Carol Craig, Chair, called the meeting to order at 4:35 p.m. Members present: Jim Alpi, Nicholette Rademacher, and Teena Zindel-McWilliams, ex-officio. Staff present: Lee Ann Fisher, City Librarian, Karen Bjorkman, Assistant City Librarian.

II: AGENDA:

Approved as stated

III. MINUTES:

Motion by Mr. Alpi and seconded by Mrs. Rademacher to approve the April 26, 2010 minutes as presented. Motion carried unanimously.

IV: NEW BUSINESS:

Ms. Fisher presented a proposal for a lease for the 2nd floor. Discussion followed.

Ms. Fisher stated that she had shown the 2nd floor to the United Way and that they are interested in it for small non-profits.

Committee would like to keep the options open at the present time.

Mrs. Rademacher proposed that the library put a copy of the annual report on the web-site. Mr. Alpi was in favor of presenting to the full board.

It was suggested that the library have a link on the web-site to the City Budget since the library is already listed on it. Committee stated that the library should follow the guidelines that the City uses.

Committee recommended that the check register and the city librarian's report not be posted. The annual report gives the most complete and accurate report of the library's activities.

V. NEW BUSINESS

Ms. Fisher reported that Baby Talk has submitted everything to the Federal Agency and the lease is still on track with a final refinement pending based on the statement of Federal Interest.

Education Coalitiation will have 1,174 sq.ft. and Project Read now has 5,100 sq.ft.

Ms. Craig discussed proceeding with the new lease for Project Read and having a provision for a possible increase in the rent based on the CPI (consumer price index)

Ms. Fisher explained to the committee the services that both agencies will be providing to both the general public and to the library

Ms. Craig will take all the proposals to the next regular Board Meeting.

VI. ADJOURNMENT

Motion by Mr. Alpi and seconded by Mrs. Rademacher that the meeting be adjourned. Motion carried unanimously.

Meeting adjourned at 6:17 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

Approval pending

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, July 15, 2010

4:00 p.m.

Decatur Public Library Board Room

- I. Call to order – Teena Zindel-McWilliams, President
- II. Approval of agenda
- III. Approval of minutes for June 17, 2010, regular meeting
- IV. Communications from the public
- V. City Librarian's report
- VI. Reports of committees
 - A. Personnel, Policy & Public Relations Committee – Eugene King

- i. ~~June~~^{July} 1, 2010 meeting

- ii. Positions

- iii. Employment/Appointment Matters: Closed Session (5 ILCS 120/2(c)(1))

I move that the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

- B. Finance and Properties Committee – Carol Craig

- i. June 15, 2010

- ii. Approval of bills for June 2010

- iii. Budget Report

- C. Rolling Prairie Library System

- i. Mary Gendry

- D. Friends of the Library

- i. No meeting in July

- ii. Need representative

- E. Foundation

- i. No meeting is scheduled

- ii. Appointments

- VII. Old business

- A. Leases:

- i. ~~Baby Talk~~ Update

TABLED

ii. Education Coalition -- Final Draft of Lease

iii. Project Read – Draft of Lease

B. Negotiations: Closed Session (5 ILCS 120/2(c)(2) I move that the Board enter into closed session for the purpose of discussing collective negotiating matters between the public body and its employees or representatives.

C. Other

VIII. New business

A. Meeting time

IX. Serving Our Public 2.0: Standards for Illinois Public Libraries: Postponed until ~~August~~ Board Meeting.

X. Public comments – 15-minute time period for citizens to appear and express their views before the Decatur Public Library Board. Limit of 3 minutes per speaker; total of 15 minutes.

No immediate response will be given by the Library Trustees or Library staff members.

XI. Adjournment

SEPT

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

June 17, 2010

I. CALL TO ORDER:

Teena Zindel-McWilliams, president called the meeting to order at 4:32 p.m. Members present: Eugene King, Nicholette Rademacher, Darryl Barbee, Mary Gendry, Edward Costa, William Faber, and Carol Craig. Jim Alpi was absent. Staff present: Lee Ann Fisher and Karen Bjorkman. Members of the public present: Irma Brooks (Education Coalition), Kathy Collett, Amy McEvoy, Nancy Rostek, Mike Deatherage. Everett Nicholas, Library Attorney was present.

II. AGENDA:

Approved as stated.

III. MINUTES:

Motion by Mrs. Rademacher and seconded by Ms. Craig to approve the minutes of the May 27, 2010, meeting minutes as presented. Motion carried unanimously.

IV. COMMUNICATIONS FROM THE PUBLIC:

None

V. LIBRARIAN'S REPORT:

Ms Fisher reported that the parking lot will be patched when the weather is right. Several leaks need to be located and then repaired. Just today had a false fire alarm.

VI. REPORTS OF COMMITTEES:

Personnel, Policy, and Public Relations Committee:

Mr. King stated that the committee did not meet in June.

Finance and Properties Committee:

Motion by Ms. Gendry and seconded by Mrs. Rademacher to approve the bills for May 2010. Motion carried on a roll call vote yes.

Budget was presented for information.

Ms. Craig stated that the committee recommended that the annual report be posted on the web-site and that a link to the City web-site for additional financial information be instituted. This is the most complete information on the library finances

Recommended that Personnel Policy and Public Relations investigate providing "Customer Service Training" because of the staff adjustment caused by the lay-offs and transfers.

Mrs. Faber asked the Finance Committee about putting the invoices on a temporary web-link to increase transparency in how the library operates. He also indicated that the board should have a pro-active stance in regard to the library budget.

Rolling Prairie Library System:

Ms. Gendry reported that RPLS will begin Tuesday-Friday hours starting July 1, 2010. They are looking into restructuring the library systems. Ms. Fisher has been asked to serve on the committee as the public library representative. The first meeting is scheduled in Vandalia on June 22, 2010. The RPLS board spent 3 hours discussing various options and the services provided by the system. RPLS is still solvent and the online (LSAP) system is owned by the Users Group and not by the system.

Friends of the Decatur Public Library:

Amy McEvoy reported that the Friends have had 120 children from the Summer Reading program visit the Second Saturday Sale. They collected \$1060.00 at the sale.

Foundation:

Ms Fisher stated that members are still needed for the Foundation Board. They also need a board representative.

Next meeting is in July.

II. OLD BUSINESS:

Ms. Fisher introduced Dr. Irma Brooks (Director of the Education Coalition). She thanked the board for making the space available for the College and Career Center.

Motion by Ms. Craig and seconded by Mrs. Rademacher that the lease with the Education Coalition be approved with the changes that have been requested. Motion carried on a yes vote.

Baby Talk--Lease is done and all the paperwork has been submitted for the regional Federal review. Penny will advise Ms. Fisher when they might come for a visit to inspect the site.

Project Read Lease will be available at the next regularly scheduled board meeting.

Project Read had their open house last week and it was very well attended. Both Project Read and the Education Coalition are appropriate tenants and are providing services to the library patrons.

Motion by Ms. Craig and seconded by Mr. King that the library not enter into an agreement with Exodus Arts. Motion carried unanimously.

Ms. Fisher mentioned that the United Way Community Impact Committee is looking at the 2nd floor of the Annex.

Motion by Mr. King and seconded by Ms. Craig at 4:49 p.m. to go into closed session (5ILCS1202(c)(2) for the purpose of discussing collective negotiating matters between the public body and its employees or representatives. Motion carried on a roll call vote of yes.

Motion by Mr. Faber and seconded by Mr. Alpi at 5:07 p.m. to return to open session. Motion carried on a roll call vote of yes.

Slate of Officers for 2010: Teena Zindel-McWilliams, President
 Mary Gendry, Vice President
 Darryl Barbee, Secretary

Mrs. McWilliams asked if there were any additional nominations.

Motion by Mr. King and seconded by Mr. Costa that the slate of officers be approved as submitted. Motion carried on a roll call vote of yes.

VIII. NEW BUSINESS:

The dates and times of the regular board meeting and the committee meeting was discussed and a decision was postponed until July after the committees have been appointed for the new fiscal year.

Ms. Gendry left at 5:13 p.m.

IX. SERVING OUR PUBLIC:

Discussion will resume in July.

X. COMMENTS FROM PUBLIC:

Ms. Collett (AFSME) stated that they would like the time changed because of their work hours and having to use their own time to attend the meetings

XI. ADJOURNMENT:

Mrs. Zindel- McWilliams thanked Mrs. Rademacher and Mr. Faber for their service to the board as their terms are ending.

Motion by Ms. Craig and seconded by Mr. King to adjourn the meeting at 5:20 p.m. Motion carried unanimously on a roll call vote.

Meeting adjourned at 5:20 p.m.

Respectfully submitted,
Karen Bjorkman
Assistant City Librarian

CITY LIBRARIAN'S REPORT
July 9, 2010
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: The management team met with the union team twice in June and came to a tentative agreement. The union members would receive a 1.5% raise for May 1st 2010 and again in 2011, the same amount as management. The rest of the current contract would remain the same, including step increases for those eligible and insurance coverage. The union team took it to the membership for a vote on July 6th. We have not been notified of the outcome of the vote at this point, and the Board will still need to vote on the contract at their meeting. With some state grant money, we purchased a projector for the Madden auditorium and installed it from the ceiling. It will aid people who want to do power point presentations, play DVD's and display internet connections. Overdrive our new downloadable books, cds and DVDs went live July 1st. You can find it at the "LibraryOnTheGo" tab in the online catalog. As we are still working the bugs out, we will have a big PR push in September. Our newspaper thief has been caught and banned. We were closed Monday July 5th for Independence Day. We will be open Friday August 6th and closed Saturday August 7th for the Celebration. June 9th I attended the Community Foundation 10 Year Anniversary Celebration, on the 10th the Project Read Open House, where the Mayor said some nice things about the library and on the 23rd the Decatur Area Education Coalition Roundtable Luncheon. I was the guest speaker at the Decatur Area Convention & Visitors Bureau meeting on July 8th. I showed the second floor of the Library Annex to an interested non-profit organization twice.

FRIENDS: Sheila is no longer working for the Friends. They are looking to hire someone.

FOUNDATION: The Foundation still needs 2 new board members and a representative from the library board.

RPLS: No later than July 1, 2011, RPLS as we know it will no longer exist. Bev asked me to assist them exploring their options. The RPLS transaction team went to Vandalia to meet with the Southern systems, the next meeting is July 14th. It was also suggested that RPLS meet with the Northern systems; a tentative meeting in August is in the works.

PNG: We will be hosting a regional PNG in-service workshop July 30th.

STAFF: Linda Wilhelm resigned June 21st as Routing Clerk II in Circulation. John Wylder has temporarily assumed most of her tasks.

ADMINISTRATION: Gate count was 33,004 up +30% from June of 2010. The meeting rooms were used 51 times and booked 15, earning \$220. Administration is still adjusting to the staff changes and sometimes the office has had to be closed to the public as the 3 of us had other responsibilities.

ADULT DIVISION: Our 5 programs had 76 attendees; summer is our slow program time. 273 people used the Database computers, of the 273 people, 159 (58%) were doing job search related work. Our 11 online book clubs have 1,120 members, who accessed it 22,400 times, +4.2% increase over June 2009. The Local History room had 71 visitors, 15 who were from out of town. 20 volunteers put in a total of 104.25 hours of service.

BUILDING DIVISION: With all the rain both the library and library annex had leaks, once it dried up both roofs were patched. There was also some below the ground seepage as has happened before when the ground gets too wet for it to run off properly. We are seeing about getting someone to dry coat the blocks. The air handlers and chillers have been thoroughly cleaned and should cool with greater efficiency.

CHILDREN'S DIVISION: Today we had our 1,380 child sign up for the summer reading club. It will end August 14th. There are currently 24 volunteers, 12 teens and 12 adults helping, who volunteered 246.5 hours. Our 25 programs had 462 attendees, we had 24 groups use the library, and 640 kids sign up to use the computers.

CIRCULATION DIVISION: Total number of checkouts during the month of June is 63,421 items, up +50% as compared to the 42,052 items checked out in May! There were 7,085 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 3,149 items at other libraries. There were 2,746 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 3,334 items were routed out of the DPL to fill requests at other RPLS libraries. When all items routed out of the DPL to fill requests at surrounding libraries is added to the total checkouts for the month of June, the combined circulation total is 66,755. We placed 5,872 requests in June, up +14% from last June. We resolved 7,878 requests and of these, 4,164 items were picked up at the DPL. We had 294 new accounts opened in June.

EXTENSION: All 3 bookmobiles have their materials unloaded and shelved in the Extension area. Children's, Adult's and YA have selected the more popular and newer books to be added to their collections. We are in the process of weeding the Fiction collection and adding what we want to keep to the Main collection. This way we can get the most from the collection and serve the patrons who want that material. The following summarizes the Extension collection: there were approximately 35,922 items in the Extension collection, 1,106 items were listed as lost (approximately 783 of these items that have had a lost status for more than 2 years and were deleted). There were approximately 1,503 missing items (with the status of missing before May 1st) Extension staff typically did their own checks before marking items "missing" however after doing intermittent checks we withdrew these missing items). At this time there are 22 items still checked out from the bookmobile stops. 39 new fiction books have been given 2 week checkout codes to match their Main "new fiction" counterparts that share the same bib records. The 548 collection items that have been merged with the other Extension items have their statuses currently set to non-circulating/non-request.

GATES COMPUTER LAB: Computer classes are not offered during June or July. Registration for August classes will begin on July 19th.

SYSTEMS ADMINISTRATION: The problem with getting to our homepage from within the library has been resolved. Apparently, Windows does not like multiple network cards in a server. With Dell's help, we made the three network cards appear as one. It took almost three weeks to resolve including replacement of the motherboard and network cards. Dell had to send our problem to a Dell Network Analyst. DPL Wireless had 84 users connected 228 times, who were connected for 251 hours, and downloaded 6,748 megabytes while uploading 938 megabytes. We had 1,271 patrons logged on to CybraryN computers 5,332 times and used a total of 3,068 hours, 1,001 DPL cards were used and 260 guest passes were issued.

TECHNICAL DIVISION: Acquisitions printed 76 invoices, up by +23% from May and 41 invoices were processed. Total items barcoded 144; down by -34%, due to the frozen book budget. We processed 291 newspapers, 427 magazines, and 93 reference periodicals. We received 26 bins of mail and 223 bins from RPLS, the 66 packages received 25 went to other departments in the library. We catalogued 395 new materials, made 2,489 database changes and made 664 agency transfers. We imported 197 OCLC records into Horizon, reinstated 197 items, completed item work on 298 volumes, and 166 volumes were re-cataloged. We processed 5,898 withdrawal items for disposal or to be delivered to the book sale. We removed 1,616 last titles from the system and updated 689 holdings in OCLC. We processed 2,745 items.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

Job Description

3032

ROUTING CLERK II – HALF TIME

DECATUR PUBLIC LIBRARY

NATURE OF WORK

This is specialized circulation and related clerical work performed in the circulation division of the public library. Personnel may be assigned to other areas of the public library.

Work involves manipulation of library materials necessary to process inter/intra library loans.

Work involves moderately difficult and responsible library circulation tasks requiring extensive knowledge and skill in the use of the library automation system's circulation module and catalog.

SUPERVISION RECEIVED

Work is performed under the direct supervision of the Head of the Circulation Division and is reviewed while in progress and upon completion.

EXAMPLES OF WORK (Typical work examples, but not limited to the following):

*Work may vary depending on the department designated.

Instructs in and performs various computer entry processes related to circulation of library materials.

Prepares and prints send item list daily.

Pulls requested materials from the library's various collections.

Prepares and routes materials to other libraries.

Routes materials back into the library from other libraries.

Finishes the send item list daily in preparation for the next day.

Places items on hold for patrons.

Matches notifications to items on hold.

Registers new library patrons; enters patron data into library automation system circulation module; approves and issues library cards; performs general filing.

Checks library materials in and out; sorts returned materials and inspects for damage; sensitizes all materials being returned and desensitizes materials being checked out.

Tracks patron accounts as directed and sends bills for fines/fees; processes system-generated overdue notices and bills daily.

Searches shelves for lost library materials; collects fines; maintains files and records on non-returned library materials as directed; sends out notices and final bills on lost materials as directed; and is responsible for final Credit Bureau action.

Moves large amounts of materials/equipment to and from vehicles and within the library building as directed by supervisor.

Performs related work and other duties as assigned.

Job Description
Routing Clerk II
Page 2

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Knowledge of circulation work processes and procedures and of the control of data.
- Knowledge of common computer applications and personal computers.
- Knowledge of business English, spelling and arithmetic.
- Knowledge of the Dewey Decimal library classification system.
- Ability to learn the library's automated computer system and stay current with related updates and procedures.
- Ability to make accurate rapid mathematical computations.
- Ability to work independently under general supervision with limited work instruction.
- Ability to understand and follow moderately complex oral and written instruction.
- Ability to lift and carry boxes of library materials.
- Ability to deal with the public in general and difficult work situations.
- Ability to work evening and/or weekend hours as required.
- Ability to type 30 w.p.m.
- Ability to perform repetitive motion tasks with full range of mobility.
- Must have adequate eyesight, depth perception, and color vision to perform duties.
- Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations.
- Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time.

DESIRED TRAINING AND EXPERIENCE

Graduation from high school or equivalent; experience with personal computers and software; experience in work of the Library Clerk I, Cataloging Clerk I, or Technical Services Clerk I level, or any equivalent combination of training and experience.

Pay Grade 11

Job Description

SUPERVISOR TECHNICAL SERVICES

Decatur Public Library

Nature of Work

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

Work involves supervising staff and supervising all aspects of cataloging, acquisitions and processing of library materials in all formats including original cataloging of print and non-print materials according to national standards (AACR2, Dewey Decimal System, Library of Congress Subject Headings, MARC formatting).

Supervision Received

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

Supervision Exercised

Exercises supervision over all personnel assigned to the Technical Services Division of the library.

Examples of Work

Plans and organizes division work, instructs, supervises, and evaluates all Technical Services management staff.

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

Works with Division Heads and Department Supervisors to coordinate special projects.

Coordinates the maintenance of public-on-line catalogs including revising and updating and deleting of materials.

Represent the Library on various committees and organizations as appropriate or assigned, including Database Standards.

Performs original cataloging, does classification and assigns subject headings to library materials. Assigns cataloging duties to all catalogers and sets the cataloging standards for the Technical Services Division.

Performs related work and other duties as assigned.

3121

**SUPERVISOR OF TECHNICAL DIVISION
DECATUR PUBLIC LIBRARY**

Job Description

Page 2

Instructs library staff on all aspects of usage of the library catalog and works with Division Heads to be sure staff are properly accredited with Bar-Coder Certification if they are making changes to any catalog records.

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skill

Extensive knowledge of Dewey Decimal Classification, Library of Congress Subject Headings, AACR2.

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

Desired Training and Experience

Graduation from a university with a minimum of a Bachelors degree and 3 to 5 years experience in original cataloging on OCLC or a similar system. At least 3 years of previous supervisory experience with increasing responsibility, preferably at a public library is required.

Night and weekend work may be required.

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

Pay Level 3

DATE: 7/1/20
 TIME: 3:26:53PM

CITIFEDCATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 6/1/2010 TO 6/30/2010

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
58716	6/1/2010	AMERENIP	8,059.11	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
58716	6/1/2010	AMERENIP	177.80		35593512 - 423200	NATURAL GAS
58773	6/1/2010	MIDLAND PAPER COMPANY	1,446.40	COPY PAPER, PAPER TOWELS	35593512 - 431200	JANITORIAL SUPPLIES
58773	6/1/2010	MIDLAND PAPER COMPANY	1,151.20		35593512 - 434500	OFFICE SUPPLIES
58814	6/8/2010	ADT SECURITY SERVICES	4,385.18	0601-083110-SERV TO EQUIP	35593512 - 421300	SERV-OFFICE EQUIPMENT
58818	6/8/2010	AMEREN ENERGY MARKETING	15,274.92	#GMCDEC0001 ACCT	35593512 - 423100	ELECTRICITY
58819	6/8/2010	AMERENIP	23.07	#44653-48020 ACCT	35593532 - 423100	ELECTRICITY
58819	6/8/2010	AMERENIP	23.07	#61754-40011 ACCT	35593532 - 423100	ELECTRICITY
58819	6/8/2010	AMERENIP	115.39	#05795-67017 ACCT	35593532 - 423100	ELECTRICITY
58825	6/8/2010	AT & T	98.35	#217 Z07-5232 228 5 ACCT	35593512 - 423300	TELEPHONE
58825	6/8/2010	AT & T	111.68	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
58825	6/8/2010	AT & T	985.67	#217 R26-4043 285 4 ACCT	35593512 - 423300	TELEPHONE
58842	6/8/2010	COMMERCIAL MAIL SERVICES	495.72	POSTAGE 05/03/10-05/14/10	35593512 - 424500	POSTAGE
58859	6/8/2010	EDWARDS, ROBERT	1,000.00	TUI REIMB-MGMT EMPLOYEE	35593512 - 427200	TUITION REIMBURSEMENT
58866	6/8/2010	FREONT INDUSTRIES INC	156.13	BLDG SUPP/MATL	35593512 - 432000	MATERIALS - BUILDINGS
58866	6/8/2010	FREONT INDUSTRIES INC	418.77		35593512 - 432000	MATERIALS - BUILDINGS
58866	6/8/2010	FREONT INDUSTRIES INC	443.60		35593512 - 432000	MATERIALS - BUILDINGS
58866	6/8/2010	FREONT INDUSTRIES INC	566.00	BLDG SUPP-MATL	35593512 - 432000	MATERIALS - BUILDINGS
58868	6/8/2010	GE MONEY BANK/AMAZON	-12.48	CREDIT MEMO	35593512 - 449900	SMALL CAPITAL ITEMS
58868	6/8/2010	GE MONEY BANK/AMAZON	1,303.97	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
58896	6/8/2010	MENARDS	34.40	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
58896	6/8/2010	MENARDS	144.32		35593512 - 431200	JANITORIAL SUPPLIES
58896	6/8/2010	MENARDS	39.16	BLDG SUPP	35593512 - 432000	MATERIALS - BUILDINGS
58897	6/8/2010	MICROTEK	1,220.00	MAINT AGREE-MINOLTA RP605Z MIC	35593512 - 421300	SERV-OFFICE EQUIPMENT
58911	6/8/2010	NCI BUSINESS SYSTEMS	39.00	SAVIN 3160 DUPLICATOR-SERV TO	35593512 - 421300	SERV-OFFICE EQUIPMENT
58911	6/8/2010	NCI BUSINESS SYSTEMS	17.82	OFC SUPP-DIGITAL MASTERS-DUPLI	35593512 - 424500	POSTAGE
58911	6/8/2010	NCI BUSINESS SYSTEMS	128.00		35593512 - 434500	OFFICE SUPPLIES
58915	6/8/2010	NORD CLEANING SERVICE, INC	606.11	ASSTD JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
58917	6/8/2010	OLIVER, DAVID	85.00	SERV TO BLDG-CLEANED DRAIN	35593512 - 421000	SERVICE TO MAINT BUILDINGS
58919	6/8/2010	PAETEC	46.31	#3292627 ACCT	35593512 - 423300	TELEPHONE
58924	6/8/2010	RECORD SYSTEMS INC.	17.50	OFC SUPP-3 EA MP40 TONER CARTR	35593512 - 424500	POSTAGE
58924	6/8/2010	RECORD SYSTEMS INC.	489.00		35593512 - 434500	OFFICE SUPPLIES
58932	6/8/2010	SCHINDLER ELEVATOR CORP.	1,319.13	0601-083110-SERV TO ELEVATOR C	35593512 - 421000	SERVICE TO MAINT BUILDINGS
58934	6/8/2010	SENTINEL PEST CONTROL CO	35.00	EXTERMINATING SERVICES	35593512 - 421000	SERVICE TO MAINT BUILDINGS
58942	6/8/2010	TECHNICAL SOLUTIONS SERVICES	703.25	QTRLY PMT-MAINT AGREE-#007-11-	35593512 - 421000	SERVICE TO MAINT BUILDINGS
58952	6/8/2010	TREAS-GENERAL FUND	100.00	JUN10 TRANF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
58953	6/8/2010	TREAS-MIS OPERATING	1,615.92	JUN10 TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
58955	6/8/2010	TREAS-SELF INSURANCE FUND	175.33	JUN10 TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
58955	6/8/2010	TREAS-SELF INSURANCE FUND	141.42		35593512 - 442000	BOILER INSURANCE
58955	6/8/2010	TREAS-SELF INSURANCE FUND	1,974.08		35593512 - 442100	PROPERTY INSURANCE
58955	6/8/2010	TREAS-SELF INSURANCE FUND	634.25		35593512 - 442300	GENERAL LIABILITY INS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 6/1/2010 TO 6/30/2010**

DATE: 7/7/2010
TIME: 3:26:53PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
58956	6/8/2010	TREAS-WATER FUNDS	1,068.84	#13 095241 ACCT	35593512 - 423400	WATER
58956	6/8/2010	TREAS-WATER FUNDS	192.67	#13 095231 ACCT	35593532 - 429900	CONTRACTUAL SERVICES
58967	6/8/2010	WATTS COPY SYSTEMS	391.13	SERV TO OFC EQUIP-ADMIN/CIRC D	35593512 - 421300	SERV-OFFICE EQUIPMENT
58986	6/15/2010	AT & T	29.65	#051 564 8308 001 ACCT	35593512 - 423300	TELEPHONE
58987	6/15/2010	BABY TALK, INC.	275.00	BABY TALK	35593512 - 428000	PROFESSIONAL SERVICES
58992	6/15/2010	BIBBY, SCOTT	375.00	SEC-DPL-0519,0525,060310	35593512 - 428000	PROFESSIONAL SERVICES
59000	6/15/2010	CDW GOVERNMENT INC	48.62	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
59000	6/15/2010	CDW GOVERNMENT INC	741.25	HARDWARE EQUIP-DPL AUDITORIUM	35593512 - 449900	SMALL CAPITAL ITEMS
59025	6/15/2010	EDWARD BOOTH	675.00	MAY'10 LEGAL SERV-PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
59033	6/15/2010	GAYLORD BROS.	323.80	OFC SUPP-BOOK JACKETS	35593512 - 434500	OFFICE SUPPLIES
59038	6/15/2010	HASTINGS, SCOTT A.	525.00	SEC-DPL-0520,0526,060210	35593512 - 428000	PROFESSIONAL SERVICES
59039	6/15/2010	HAWKINS, MICHAEL	125.00	052710-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
59041	6/15/2010	HEART TECHNOLOGIES INC	99.75	TELEPHONE CHARGES-MAINT	35593512 - 423300	TELEPHONE
59044	6/15/2010	HERMANN, JAMES	300.00	DPL-SEC-0524,060110	35593512 - 428000	PROFESSIONAL SERVICES
59060	6/15/2010	MASON CITY PUBLIC LIBRARY DISTRICT	50.00	MATL RETD-PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
59072	6/15/2010	NORD CLEANING SERVICE, INC	190.89	JANITORIAL SUPPLIES-ASSORTED	35593512 - 431200	JANITORIAL SUPPLIES
59079	6/15/2010	PAETEC	73.87	#3318933 ACCT	35593512 - 423300	TELEPHONE
59093	6/15/2010	SKYLINE ENGINEERING INC	11.42	COMPUTER HARDWARE-3 EA COMPUTE	35593512 - 424500	POSTAGE
59093	6/15/2010	SKYLINE ENGINEERING INC	117.00	COMPUTER HARDWARE-3 EA COMPUTE	35593512 - 449900	SMALL CAPITAL ITEMS
59096	6/15/2010	STANBERY, JOANN	195.20	REIMB FOR YRLY PHYSICAL-PROF S	35593512 - 428000	PROFESSIONAL SERVICES
59104	6/15/2010	TREAS-GENERAL FUND	77.59	POSTAGE MAY'10	35593512 - 424500	POSTAGE
59110	6/15/2010	UNIQUE MANAGEMENT SERVICES	760.75	MAY'10 COLLEC SERV-PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
59113	6/15/2010	VEOLIA ENVIRONMENTAL SERVICES	372.60	GARBAGE SERVICE FOR CITY OFF.	35593512 - 421000	SERVICE TO MAINT BUILDINGS
59115	6/15/2010	WALKER, KAREN	100.00	MATL RETD-PROF SERV-ILL CHRGS	35593512 - 428000	PROFESSIONAL SERVICES
59118	6/15/2010	WILKERSON, MATT	175.00	COMPUTER SOFTWARE	35593512 - 424700	COMPUTER SOFTWARE
59119	6/15/2010	WILLIAMS, KAREN	365.00	TUI REIMB-WILLIAMS, K	35593512 - 427200	TUITION REIMBURSEMENT
59125	6/22/2010	AASLH	60.00	PROF MEMBRSHIP #373467	35593512 - 428400	MEMBERSHIP FEES
59148	6/22/2010	CDW GOVERNMENT INC	-141.49	CREDIT-BLDG MATLS	35593512 - 432000	MATERIALS - BUILDINGS
59148	6/22/2010	CDW GOVERNMENT INC	-48.62	BLDG MATLS	35593512 - 432000	MATERIALS - BUILDINGS
59148	6/22/2010	CDW GOVERNMENT INC	4.81	BLDG MATLS	35593512 - 432000	MATERIALS - BUILDINGS
59148	6/22/2010	CDW GOVERNMENT INC	48.62	PHONE CGS	35593512 - 432000	MATERIALS - BUILDINGS
59148	6/22/2010	CDW GOVERNMENT INC	105.88	BLDG SUPPLIES	35593512 - 423300	TELEPHONE
59198	6/22/2010	HEART TECHNOLOGIES INC	1,393.34	#217 424-0674 314 2 ACCT	35593512 - 432000	MATERIALS - BUILDINGS
59225	6/22/2010	MENARDS	6.47	BOOKS	35593512 - 423300	TELEPHONE
59225	6/22/2010	MENARDS	63.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59225	6/22/2010	MENARDS	122.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59323	6/29/2010	AT & T	111.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	0.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	0.15	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	0.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	1.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	2.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

DATE: 7/7/20
 TIME: 3:26:53PM

CITIFEDCATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 6/1/2010 TO 6/30/2010

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
59327	6/29/2010	BAKER & TAYLOR CO	5.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	6.72		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	7.46		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	9.75		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	12.79		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	19.56		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	23.46		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	23.47		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	36.49		35593515 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	53.86		35593515 - 458000	BOOKS & PERIODICALS
59342	6/29/2010	COMMERCIAL MAIL SERVICES	437.34	MTHLY PRESORT 05/15-05/31/10	35593512 - 424500	POSTAGE
59342	6/29/2010	COMMERCIAL MAIL SERVICES	533.49	MTHLY PRESORT 06/01-06/15/10	35593512 - 424500	POSTAGE
59343	6/29/2010	COMPUTERS BY DESIGN, INC	649.95	RENEWAL 08-01-10--07-31-11	35593512 - 424700	COMPUTER SOFTWARE
59366	6/29/2010	FREMONT INDUSTRIES INC	418.77	SUPPLIES/CHEMICALS	35593512 - 432000	MATERIALS - BUILDINGS
59400	6/29/2010	MENARDS	86.06	ACCT 30600276	35593512 - 432000	MATERIALS - BUILDINGS
59412	6/29/2010	NCI BUSINESS SYSTEMS	74.62	MTHLY SERV/SUPPLY	35593512 - 421300	SERV-OFFICE EQUIPMENT
59416	6/29/2010	NORD CLEANING SERVICE, INC	23.80	BARRACUDA	35593512 - 431200	JANITORIAL SUPPLIES
59416	6/29/2010	NORD CLEANING SERVICE, INC	69.40	CENTERPULL	35593512 - 431200	JANITORIAL SUPPLIES
59416	6/29/2010	NORD CLEANING SERVICE, INC	195.60	ZENEX	35593512 - 431200	JANITORIAL SUPPLIES
59416	6/29/2010	NORD CLEANING SERVICE, INC	279.56	ZENEX/LINEN	35593512 - 431200	JANITORIAL SUPPLIES
59418	6/29/2010	OFFICE DEPOT	51.95	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
59428	6/29/2010	REGENT BOOK CO	3.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
59428	6/29/2010	REGENT BOOK CO	3.12		35593515 - 458000	BOOKS & PERIODICALS
59431	6/29/2010	ROBBINS SCHWARTZ NICHOLAS & TAYLOR	2,062.50	LEGAL FEES THRU 05/31/10	35593512 - 428000	PROFESSIONAL SERVICES
59452	6/29/2010	TREAS-PETTY CASH	24.95	PETTY CASH-LIBRARY	35593512 - 428000	PROFESSIONAL SERVICES
59452	6/29/2010	TREAS-PETTY CASH	27.00		35593512 - 428000	PROFESSIONAL SERVICES
59452	6/29/2010	TREAS-PETTY CASH	43.05		35593512 - 449900	SMALL CAPITAL ITEMS
59459	6/29/2010	VERIZON WIRELESS	602.91	#980380645-00001 ACCT	35593512 - 423300	TELEPHONE
59460	6/29/2010	WATTS COPY SYSTEMS	103.00	DRUM FOR FAX	35593512 - 421300	SERV-OFFICE EQUIPMENT
59460	6/29/2010	WATTS COPY SYSTEMS	430.82	MTHLY CHARGES	35593512 - 421300	SERV-OFFICE EQUIPMENT
59461	6/29/2010	WEST GROUP	567.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
			62,082.90			
59 LIBRARY TRUST FUNDS			35 LIBRARY FUND Total			
58868	6/8/2010	GE MONEY BANK/AMAZON	65.96	MATL-4 EA DVDS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	7.75	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	11.69		59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	17.24		59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	29.62		59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	46.21		59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	52.45		59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	59.94		59595912 - 458000	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 6/1/2010 TO 6/30/2010**

DATE: 7/7/2010
TIME: 3:26:53PM

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
59327	6/29/2010	BAKER & TAYLOR CO	63.80	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	69.70	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	80.81	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	108.39	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	118.91	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	120.89	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	137.12	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	325.19	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	471.43	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	652.45	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	11.67	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	12.27	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	14.60	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	24.40	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	75.43	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	153.68	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59327	6/29/2010	BAKER & TAYLOR CO	267.92	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	8.75	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	10.98	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	14.69	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	21.30	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	22.04	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	29.38	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59328	6/29/2010	BAKER & TAYLOR ENTERTAINMENT	29.39	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59334	6/29/2010	BOOK WHOLESALERS, INC.	20.96	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59368	6/29/2010	GALE GROUP, INC.	80.24	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59368	6/29/2010	GALE GROUP, INC.	212.92	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59398	6/29/2010	MARSHALL CAVENDISH CORP.	89.85	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59425	6/29/2010	RANDOM HOUSE, INC	15.00	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59428	6/29/2010	REGENT BOOK CO	21.98	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59428	6/29/2010	REGENT BOOK CO	32.97	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
59452	6/29/2010	TREAS-PETTY CASH	20.00	PETTY CASH-LIBRARY	59595942 - 458000	BOOKS & PERIODICALS
59452	6/29/2010	TREAS-PETTY CASH	26.54	PETTY CASH-LIBRARY	59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			3,656.51			

WARRANT TOTAL: 65,739.41

WARRANT TOTAL:

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANC	AVAILABLE BUDGET	PCT USED
35 LIBRARY FUND							
3559350 LIBRARY FUND							
3559350 BEGINNING FUND BALANCE	\$ (346,552.00)	\$ (346,552.00)	\$ (312,681.50)	\$ -	\$ -	\$ (33,870.50)	90.2 %
3559350 REAL ESTATE TAXES	\$ (3,000,000.00)	\$ (3,000,000.00)	\$ (1,544,554.77)	\$ (1,544,554.77)	\$ -	\$ (1,455,445.23)	51.5 %
3559350 STATE REPLACEMENT TAX	\$ (325,000.00)	\$ (325,000.00)	\$ (37,095.00)	\$ -	\$ -	\$ (287,905.00)	11.4 % *
3559350 STATE GRANTS OR OTHER	\$ (140,000.00)	\$ (140,000.00)	\$ (1,000.00)	\$ (1,000.00)	\$ -	\$ (139,000.00)	0.7 % *
3559350 FINES AND FEES	\$ (70,000.00)	\$ (70,000.00)	\$ (7,984.04)	\$ (3,513.86)	\$ -	\$ (62,015.96)	11.4 % *
3559350 NON-RESIDENTIAL FEES	\$ (600.00)	\$ (600.00)	\$ -	\$ -	\$ -	\$ (600.00)	0 % *
3559350 LOST OR DAMAGED BOOKS	\$ (17,000.00)	\$ (17,000.00)	\$ (1,419.19)	\$ (741.64)	\$ -	\$ (15,580.81)	8.3 % *
3559350 COPIES AND MISCELLANEOUS	\$ (17,000.00)	\$ (17,000.00)	\$ (1,340.93)	\$ (1,059.18)	\$ -	\$ (15,659.07)	7.9 % *
3559350 MEETING ROOM FEES	\$ (12,000.00)	\$ (12,000.00)	\$ (1,040.00)	\$ (220.00)	\$ -	\$ (10,960.00)	8.7 % *
3559350 INVESTMENT INCOME	\$ (3,000.00)	\$ (3,000.00)	\$ (80.71)	\$ (41.74)	\$ -	\$ (2,919.29)	2.7 % *
3559350 LEASE OF LIBRARY PROPERTY	\$ (7,000.00)	\$ (7,000.00)	\$ -	\$ -	\$ -	\$ (7,000.00)	0 % *
TOTAL LIBRARY FUND	\$ (3,938,152.00)	\$ (3,938,152.00)	\$ (1,907,196.14)	\$ (1,551,131.19)	\$ -	\$ (2,030,955.86)	48.4 %
35593511 DPL - PERSONNEL SERVICES							
35593511 SALARIES	\$ 2,088,758.00	\$ 2,088,758.00	\$ 300,886.18	\$ 152,593.84	\$ -	\$ 1,787,871.82	14.4 %
35593511 OVERTIME	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593511 TEMPORARY SALARIES	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593511 IMRF/SOCIAL SECURITY PAYM	\$ 230,057.00	\$ 230,057.00	\$ 48,738.58	\$ 24,541.36	\$ -	\$ 181,318.42	21.2 % *
35593511 LIFE INSURANCE	\$ 3,500.00	\$ 3,500.00	\$ 473.08	\$ 232.82	\$ -	\$ 3,026.92	13.5 %
35593511 MEDICAL INSURANCE	\$ 280,706.00	\$ 280,706.00	\$ 43,521.50	\$ 20,669.65	\$ -	\$ 237,184.50	15.5 %
35593511 UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 1,200.00	\$ 343.64	\$ 171.82	\$ -	\$ 856.36	28.6 % *
35593511 WORKERS' COMPENSATION	\$ 27,528.00	\$ 27,528.00	\$ 9,977.66	\$ 4,988.83	\$ -	\$ 17,550.34	36.2 % *
35593511 SERVICE RECOGNITION	\$ 21,000.00	\$ 21,000.00	\$ 4,565.62	\$ 1,197.62	\$ -	\$ 16,434.38	21.7 % *
TOTAL DPL - PERSONNEL SERVICES	\$ 2,654,749.00	\$ 2,654,749.00	\$ 408,506.26	\$ 204,395.94	\$ -	\$ 2,246,242.74	15.4 %

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ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANC	AVAILABLE	PCT USED
35 LIBRARY FUND	APPROP	BUDGET				BUDGET	
35593512 DPL - OPERATING EXPENSES							
35593512 ADVERTISING	\$ 150.00	\$ 150.00	\$ -	\$ -	\$ -	\$ 150.00	0 %
35593512 PRINTING AND BINDING	\$ 1,000.00	\$ 1,000.00	\$ 3,934.90	\$ -	\$ -	\$ (2,934.90)	394 % *
35593512 SERVICE TO MAINT BUILDINGS	\$ 50,000.00	\$ 51,118.00	\$ 3,479.58	\$ 2,514.98	\$ 725.60	\$ 46,912.62	8.2 %
35593512 SERV TO MAINT IMPROVEMEN	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	0 %
35593512 SERV - AUTO EQUIPMENT	\$ 1,000.00	\$ 1,000.00	\$ 390.00	\$ -	\$ -	\$ 610.00	39 % *
35593512 SERV-OFFICE EQUIPMENT	\$ 26,000.00	\$ 26,000.00	\$ 6,828.75	\$ 6,643.75	\$ -	\$ 19,171.25	26.3 % *
35593512 MIS SERVICES	\$ 19,391.00	\$ 19,391.00	\$ 3,231.84	\$ 1,615.92	\$ -	\$ 16,159.16	16.7 % *
35593512 ELECTRICITY	\$ 175,000.00	\$ 175,000.00	\$ 37,786.90	\$ 23,334.03	\$ -	\$ 137,213.10	21.6 % *
35593512 NATURAL GAS	\$ 15,000.00	\$ 15,000.00	\$ 369.45	\$ 177.80	\$ -	\$ 14,630.55	2.5 %
35593512 TELEPHONE	\$ 37,000.00	\$ 37,000.00	\$ 6,599.56	\$ 3,553.16	\$ -	\$ 30,400.44	17.8 % *
35593512 WATER	\$ 7,000.00	\$ 7,000.00	\$ 1,068.84	\$ 1,068.84	\$ -	\$ 5,931.16	15.3 %
35593512 BANKING SERVICE CHARGES	\$ 1,000.00	\$ 1,000.00	\$ 115.70	\$ 59.63	\$ -	\$ 884.30	11.6 %
35593512 TRAINING SCHOOL EXPENSES	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0 %
35593512 CONFERENCES & TRAVEL	\$ 4,000.00	\$ 4,000.00	\$ 94.30	\$ -	\$ -	\$ 3,905.70	2.4 %
35593512 POSTAGE	\$ 18,000.00	\$ 18,000.00	\$ 2,822.18	\$ 1,590.88	\$ -	\$ 15,177.82	15.7 %
35593512 COMPUTER SOFTWARE	\$ 10,000.00	\$ 10,000.00	\$ 921.90	\$ 824.95	\$ -	\$ 9,078.10	9.2 %
35593512 MEDICAL EXPENSES	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	0 %
35593512 TEMP AGENCY SERVICES	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593512 TUITION REIMBURSEMENT	\$ 1,500.00	\$ 1,500.00	\$ 1,365.00	\$ 1,365.00	\$ -	\$ 135.00	91 % *
35593512 PROFESSIONAL SERVICES	\$ 70,000.00	\$ 70,000.00	\$ 12,721.45	\$ 5,770.40	\$ 2,475.00	\$ 54,803.55	21.7 % *
35593512 MEMBERSHIP FEES	\$ 33,000.00	\$ 33,000.00	\$ 60.00	\$ 60.00	\$ -	\$ 32,940.00	0.2 %
35593512 RENTAL - EQUIPMENT	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	0 %
35593512 GASOLINE	\$ 5,000.00	\$ 5,000.00	\$ 500.09	\$ -	\$ -	\$ 4,499.91	10 %
35593512 JANITORIAL SUPPLIES	\$ 12,000.00	\$ 13,446.00	\$ 3,120.08	\$ 2,990.48	\$ -	\$ 10,326.32	23.2 % *
35593512 MATERIALS - BUILDINGS	\$ 30,000.00	\$ 30,000.00	\$ 7,469.85	\$ 2,444.82	\$ -	\$ 22,530.15	24.9 % *
35593512 MATERIAL - AUTO EQUIP	\$ 2,500.00	\$ 2,500.00	\$ 315.78	\$ -	\$ -	\$ 2,184.22	12.6 %
35593512 OFFICE SUPPLIES	\$ 35,000.00	\$ 36,926.00	\$ 3,905.43	\$ 2,176.78	\$ 408.04	\$ 32,612.98	11.7 %
35593512 TRANSFER TO GENERAL FD	\$ 1,200.00	\$ 1,200.00	\$ 200.00	\$ 100.00	\$ -	\$ 1,000.00	16.7 %
35593512 MOTOR VEHICLE INSURANCE	\$ 2,104.00	\$ 2,104.00	\$ 350.66	\$ 175.33	\$ -	\$ 1,753.34	16.7 %
35593512 BOILER INSURANCE	\$ 1,697.00	\$ 1,697.00	\$ 282.84	\$ 141.42	\$ -	\$ 1,414.16	16.7 % *
35593512 PROPERTY INSURANCE	\$ 23,689.00	\$ 23,689.00	\$ 3,948.16	\$ 1,974.08	\$ -	\$ 19,740.84	16.7 %
35593512 GENERAL LIABILITY INS	\$ 7,611.00	\$ 7,611.00	\$ 1,268.50	\$ 634.25	\$ -	\$ 6,342.50	16.7 %
35593512 COLLISION DEDUCTIBLE	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593512 SMALL CAPITAL ITEMS	\$ 20,000.00	\$ 20,000.00	\$ 2,329.39	\$ 2,241.41	\$ -	\$ 17,670.61	11.6 %
TOTAL DPL - OPERATING EXPENSES	\$ 617,792.00	\$ 622,283.00	\$ 105,481.13	\$ 61,457.91	\$ 3,608.64	\$ 513,192.88	17.5 %

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANC BUDGET	AVAILABLE BUDGET	PCT USED
35 LIBRARY FUND							
35 LIBRARY FUND							
35593515 DPL - OPERATING EXPENSES							

35593515 BOOKS & PERIODICALS	\$ 419,000.00	\$ 419,000.00	\$ 4,687.77	\$ 625.01	\$ -	\$ 414,312.23	1.1 %
TOTAL DPL - OPERATING EXPENSES	\$ 419,000.00	\$ 419,000.00	\$ 4,687.77	\$ 625.01	\$ -	\$ 414,312.23	1.1 %
35 LIBRARY FUND							
35593532 VILLAGE MALL-OP EXPENSES							

35593532 ELECTRICITY	\$ -	\$ -	\$ 331.00	\$ 161.53	\$ -	\$ (331.00)	100 % *
35593532 CONTRACTUAL SERVICES	\$ -	\$ -	\$ 192.67	\$ 192.67	\$ -	\$ (192.67)	100 % *
TOTAL VILLAGE MALL-OP EXPENSES	\$ -	\$ -	\$ 523.67	\$ 354.20	\$ -	\$ (523.67)	100 %
TOTAL LIBRARY FUND	\$ (246,611.00)	\$ (242,120.00)	\$ (1,387,997.31)	\$ (1,284,298.13)	\$ 3,608.64	\$ 1,142,268.32	572 %
TOTAL REVENUES	\$ (3,938,152.00)	\$ (3,938,152.00)	\$ (1,907,196.14)	\$ (1,551,131.19)	\$ -	\$ (2,030,955.86)	
TOTAL EXPENSES	\$ 3,691,541.00	\$ 3,696,032.00	\$ 519,198.83	\$ 266,833.06	\$ 3,608.64	\$ 3,173,224.18	
GRAND TOTAL	\$ (246,611.00)	\$ (242,120.00)	\$ (1,387,997.31)	\$ (1,284,298.13)	\$ 3,608.64	\$ 1,142,268.32	572 %

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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANC	BUDGET	AVAILABLE BUDGET	PCT USED
5959590 DPL TRUST FUND REVENUES								

5959590_ BEG FUND BAL- CANTONI	\$ (89,197.00)	\$ (89,197.00)	\$ (87,284.22)	\$ -	\$ -	\$ (1,912.78)	97.9 %	
5959590_ BEG FUND BAL- MEYERS	\$ (292,883.00)	\$ (292,883.00)	\$ (295,724.84)	\$ -	\$ -	\$ 2,841.84	101 %	
5959590_ BEG FUND BAL- BRIDGES	\$ (1,382.00)	\$ (1,382.00)	\$ (1,574.12)	\$ -	\$ -	\$ 192.12	114 %	
5959590_ BEG FUND BAL- DONATIONS	\$ (5,604.00)	\$ (5,604.00)	\$ (16,082.17)	\$ -	\$ -	\$ 10,478.17	287 %	
5959590_ INTEREST INC - CANTONI	\$ (864.00)	\$ (864.00)	\$ (25.66)	\$ (11.20)	\$ -	\$ (838.34)	3 % *	
5959590_ INTEREST INC - MEYERS	\$ (2,842.00)	\$ (2,842.00)	\$ (88.66)	\$ (39.68)	\$ -	\$ (2,753.34)	3.1 % *	
5959590_ INTEREST INC - BRIDGES	\$ (13.00)	\$ (13.00)	\$ (0.46)	\$ (0.21)	\$ -	\$ (12.54)	3.5 % *	
5959590_ INTEREST - DONATIONS	\$ (58.00)	\$ (58.00)	\$ (4.80)	\$ (2.14)	\$ -	\$ (53.20)	8.3 % *	
5959590_ CONTRIBUTIONS	\$ (3,072.00)	\$ (3,072.00)	\$ (300.00)	\$ (300.00)	\$ -	\$ (2,772.00)	9.8 % *	
TOTAL DPL TRUST FUND REVENUES	\$ (395,915.00)	\$ (395,915.00)	\$ (401,084.93)	\$ (353.23)	\$ -	\$ 5,169.93	101 %	
59 LIBRARY TRUST FUNDS								
59595912 TRUST CANTONI EXPENSES								

59595912_ BOOKS & PERIODICALS	\$ 30,000.00	\$ 30,000.00	\$ 6,653.86	\$ 2,860.20	\$ -	\$ 23,346.14	22.2 % *	
TOTAL TRUST CANTONI EXPENSES	\$ 30,000.00	\$ 30,000.00	\$ 6,653.86	\$ 2,860.20	\$ -	\$ 23,346.14	22.2 %	

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ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANC BUDGET	AVAILABLE	PCT USED
59 LIBRARY TRUST FUNDS							
59595922 TRUST MEYER EXPENSES							

59595922_ PROFESSIONAL FEES	\$ 200,000.00	\$ 200,000.00	-	\$ -	-	\$ 200,000.00	0 %
59595922_ SMALL CAPITAL ITEMS	\$ 90,000.00	\$ 90,000.00	-	\$ -	-	\$ 90,000.00	0 %
59595922_ BOOK AND PERIODICALS	\$ 2,000.00	\$ 2,000.00	-	\$ -	-	\$ 2,000.00	0 %
TOTAL TRUST MEYER EXPENSES	\$ 292,000.00	\$ 292,000.00	-	\$ -	-	\$ 292,000.00	0 %
59 LIBRARY TRUST FUNDS							
59595942 TRUST DONATION EXPENSES							

59595942_ BOOKS & PERIODICALS	\$ 3,000.00	\$ 3,000.00	\$ 774.09	\$ 645.93	-	\$ 2,225.91	25.8 % *
TOTAL TRUST DONATION EXPENSES	\$ 3,000.00	\$ 3,000.00	\$ 774.09	\$ 645.93	-	\$ 2,225.91	25.8 %
TOTAL LIBRARY TRUST FUNDS	\$ (70,915.00)	\$ (70,915.00)	\$ (393,656.98)	\$ 3,152.90	-	\$ 322,741.98	555 %
TOTAL REVENUES	\$ (395,915.00)	\$ (395,915.00)	\$ (401,084.93)	\$ (353.23)	-	\$ 5,169.93	
TOTAL EXPENSES	\$ 325,000.00	\$ 325,000.00	\$ 7,427.95	\$ 3,506.13	-	\$ 317,572.05	
GRAND TOTAL	\$ (70,915.00)	\$ (70,915.00)	\$ (393,656.98)	\$ 3,152.90	-	\$ 322,741.98	555 %

B & B GLASS
651 EAST WOOD ST
DECATUR IL 62523

! NOAH !

DECATUR PUBLIC LIBRARY

FURNISH & INSTALL

- 1- 6-0 X 7-0 STEEL DOOR FRAME WITH RED OAK FLUSH DOORS REMOVEABLE MULLION
- 2- RIM EXIT DEVICES
- 2- DOOR CLOSERS
- 20 MINUTE FIRE RATING ON DOORS


ALL PAINTING, STAINING, BY OTHERS
ANY ELECTRICAL BY OTHERS

TOTAL \$3657.75

ADD \$400⁰⁰ DOLLARS TO ABOVE
PRICE IF 90 MINUTE DOORS
ARE NEEDED

By elevator

BRIAN CLARK
651 EAST WOOD
DECATUR, IL 62523
(217) 421-1817



Nonprofit Community Convening
Board Strategies: Roles, Responsibilities and Engagement

Wednesday, August 11, 2010

Registration & Networking: 8 - 8:30 a.m.

Program: 8:30 - 10 a.m.

Lake Land College - Webb Hall 081

5001 Lake Land Blvd., Mattoon

*Please join us for refreshments and a stimulating conversation facilitated by
Jill Nilsen and Debby Cook.*

The event will be very interactive, involving scenarios to discuss and share board strategies that work. Cook will discuss roles and responsibilities of Board Members, including job description and expectations. Nilsen will share effective board engagement and communication strategies. Participants will also have a chance to discuss how to build board capacity, increase board education, and deal with difficult board members.

Board Chairs and Executive Directors are encouraged to attend as a team, as the relationship between the two will be discussed.

Come get ideas for Board Development and apply for the
goodWORKSconnect Micro-grant, due August 16!

Facilitators:

Jill Nilsen has a degree as a Speech Language Pathologist, as well as a Ph.D. in Speech and Hearing Science from the University of Illinois. She served as a faculty member, department chairperson and Associate Dean at Eastern Illinois University prior to assuming the role of Vice President of External Relations. Before retiring, her responsibilities included overseeing board relations, state and federal legislative outreach, fundraising, marketing and communications and institutional planning.

Debby Cook has worked as a healthcare administrator for over 25 years in the nonprofit, governmental and for-profit sectors. A registered nurse by profession, she holds a Master's degree in communication studies from Eastern Illinois University. Cook specializes in board governance, including board building and strategic planning for small to medium sized nonprofits. She has presented workshops throughout Illinois as the Illinois Rural Health Association and the Illinois Public Health Association.

Nonprofit Community Convenings were created to enhance networking and sharing of ideas for nonprofit organizations. A successful convening relies on the active participation and ideas of all participants. Therefore, we ask that you bring your best practices and ideas on board recruitment, as well as questions you hope to have addressed. We hope you will join us for this opportunity to connect, learn and share with nonprofit staff and board leaders from around Central Illinois.

Registration is FREE but seating is limited!

Please register by MONDAY, AUGUST 2 by visiting <http://www.surveymonkey.com/s/8SYSXGX> or contact Amanda Standerfer at 217-235-2500 or astanderfer@enrichingourcommunity.org.

A partnership presentation of the Southeastern Illinois Community Foundation, Lake Land College, and goodWORKSconnect.org. This convening is one in a series of nonprofit gatherings in East Central Illinois.
For more information, visit goodWORKSconnect.org.

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ADULT DIVISION (Circulating) FUNDS PER DRA ACQUISITION PROGRAM										
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance	
801 0	Generalities	BOOKS	\$2,000.00	\$0.00	\$460.15	23.01%	0.00%	\$1,539.85	\$1,539.85	
801 1	Philosophy, psychology	BOOKS	\$3,000.00	\$0.00	\$1,097.87	36.60%	0.00%	\$1,902.13	\$1,902.13	
801 2	Religion	BOOKS	\$4,000.00	\$0.00	\$88.83	2.22%	0.00%	\$3,911.17	\$3,911.17	
801 3	Social Sciences	BOOKS	\$11,000.00	\$0.00	\$2,666.78	24.24%	0.00%	\$8,333.22	\$8,333.22	
801 4	Language	BOOKS	\$1,000.00	\$0.00	\$104.86	10.49%	0.00%	\$895.14	\$895.14	
801 5	Natural Sciences	BOOKS	\$3,000.00	\$0.00	\$951.54	31.72%	0.00%	\$2,048.46	\$2,048.46	
801 6	Applied Sciences	BOOKS	\$15,000.00	\$0.00	\$2,357.29	15.72%	0.00%	\$12,642.71	\$12,642.71	
801 7	Fine Arts and Entertainment	BOOKS	\$11,000.00	\$0.00	\$1,819.07	16.54%	0.00%	\$9,180.93	\$9,180.93	
801 8	Literature	BOOKS	\$5,000.00	\$0.00	\$28.69	0.57%	0.00%	\$4,971.31	\$4,971.31	
801 9	Geography and History	BOOKS	\$11,000.00	\$0.00	\$162.32	1.48%	0.00%	\$10,837.68	\$10,837.68	
801 F	Fiction	BOOKS	\$70,000.00	\$0.00	\$11,712.83	16.73%	0.00%	\$58,287.17	\$58,287.17	
801 PBK	Paperback Fiction	PBK BOOKS	\$4,000.00	\$0.00	\$0.00	0.00%	0.00%	\$4,000.00	\$4,000.00	
801 RP	Replace/lost,missing,damaged	BOOKS	\$5,000.00	\$0.00	\$1,084.24	21.68%	0.00%	\$3,915.76	\$3,915.76	
801 BIO	Biography	BOOKS	\$5,000.00	\$0.00	\$811.35	16.23%	0.00%	\$4,188.65	\$4,188.65	
801 LP	Large Print	BOOKS	\$20,000.00	\$0.00	\$1,848.82	9.24%	0.00%	\$18,151.18	\$18,151.18	
	TOTAL BOOKS		\$170,000.00	\$0.00	\$25,194.64	14.82%	0.00%	\$144,805.36	\$144,805.36	
AUDIO VISUAL (Circulating) FUNDS PER DRA ACQUISITION PROGRAM										
830 CD	Compact Discs	CD's	\$5,000.00	\$0.00	\$39.72	0.79%	0.00%	\$4,960.28	\$4,960.28	
830 BC	Books-on-Compact Disc	B-O-CD	\$10,500.00	\$0.00	\$0.00	0.00%	0.00%	\$10,500.00	\$10,500.00	
830 DV	Digital Video Discs	DVD	\$35,000.00	\$0.00	\$995.82	2.85%	0.00%	\$34,004.18	\$34,004.18	
830 VG	Video Games	Games	\$2,500.00	\$0.00	\$307.45	12.30%	0.00%	\$2,192.55	\$2,192.55	
	TOTAL AV		\$53,000.00	\$0.00	\$1,342.99	2.53%	0.00%	\$51,657.01	\$51,657.01	
CHILDREN'S DIVISION FUNDS PER DRA ACQUISITION PROGRAM										
803	Children's Books	Books	\$46,000.00	\$0.00	\$699.37	1.52%	0.00%	\$45,300.63	\$45,300.63	
803 AV	Children's Audio-Visual	AV	\$10,000.00	\$0.00	\$1,499.30	14.99%	0.00%	\$8,500.70	\$8,500.70	
	TOTAL Children's		\$56,000.00	\$0.00	\$2,198.67	3.93%	0.00%	\$53,801.33	\$53,801.33	

BOOKS, PERIODICALS & AUDIO VISUAL - FY											
PER DRA ACQUISITION PROGRAM											
CODE ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	Current Month Spending	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance		
801	MAIN ADULT	\$170,000.00	\$0.00	\$0.00	\$25,194.61	14.82%	0.00%	\$170,000.00	\$144,805.39		
802	MAIN YOUTH	\$11,000.00	\$0.00	\$0.00	\$1,273.34	11.58%	0.00%	\$11,000.00	\$9,726.66		
803	MAIN JUVENILE	\$56,000.00	\$0.00	\$0.00	\$2,198.68	3.93%	0.00%	\$56,000.00	\$53,801.32		
804	MAIN REFERENCE	\$98,000.00	\$1,931.96	\$5,691.76	\$18,399.50	24.58%	5.81%	\$92,308.24	\$73,908.74		
805	PROFESSIONAL	\$1,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$1,000.00	\$1,000.00		
TOTAL BOOKS		\$336,000.00	\$1,931.96	\$5,691.76	\$47,066.13	15.70%	1.69%	\$330,308.24	\$283,242.11		
830	AUDIO-VISUAL	\$53,000.00	\$0.00	\$0.00	\$1,342.99	2.53%	0.00%	\$53,000.00	\$51,657.01		
*SHP	Shipping Fund	\$4,000.00	\$57.94	\$99.72	\$3.99	2.59%	2.49%	\$3,900.28	\$3,896.29		
841	MAIN ADULT	\$18,200.00	\$0.00	\$0.00	\$0.00	0.01%	0.00%	\$18,200.00	\$18,200.00		
842	MAIN YOUTH	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$500.00	\$500.00		
843	MAIN JUVENILE	\$1,800.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$1,800.00	\$1,800.00		
844	MAIN REFERENCE	\$5,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$5,000.00	\$5,000.00		
845	PROFESSIONAL	\$500.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$500.00	\$500.00		
TOTAL Periodicals		\$26,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$26,000.00	\$26,000.00		
800 TOTAL		\$419,000.00	\$1,989.90	\$5,791.48	\$48,413.11	12.94%	1.38%	\$413,208.52	\$364,795.41		
*not included in total materials costs											
ENDOWMENT FUNDS PER DRA ACQUISITION PROGRAM											
CODE ALLOCATION	ANNUAL Income Allocation	Current Month Spending	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance			
900C	Ellen & Peter Cantoni	\$30,000.00	\$2,695.67	\$7,120.68	\$186.60	24.36%	23.74%	\$22,879.32	\$22,692.72		
900B	Maude Bridges	\$1,574.12	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$1,574.12	\$1,574.12		
900M	Margaret Meyer	\$2,000.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$2,000.00	\$2,000.00		
WHI	Whinnery Trust	\$6,754.26	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	\$6,754.26		
FOUN	Frankel Foundation	\$6,000.00	\$101.75	\$690.91	\$20.00	11.85%	11.52%	\$5,309.09	\$5,289.09		
DPLR	Rotary Grant (Ext.)	\$750.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$750.00	\$750.00		
DPLC	AV Grant	\$172.87	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$172.87	\$172.87		
G10 1	Bookmobile 549 #2	\$478.83	\$31.00	\$31.00	\$0.00	0.00%	6.47%	\$500.00	\$447.83		
Nims Foundation		\$2,532.82	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$2,532.82	\$2,532.82		
G7 01	Bookmobile 549	\$166.86	\$68.87	\$68.87	\$0.00	0.00%	41.27%	\$97.99	\$97.99		

ADULT DIVISION (Reference) FUNDS - FY									
PER DRA ACQUISITION PROGRAM									
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
804 0	Generalities	BOOKS *****	\$3,500.00	\$0.00	\$0.00	0.00%	0.00%	\$3,500.00	\$3,500.00
804 1	Philosophy, psychology	BOOKS	\$100.00	\$0.00	\$0.00	0.00%	0.00%	\$100.00	\$100.00
804 2	Religion	BOOKS	\$500.00	\$0.00	\$0.00	0.00%	0.00%	\$500.00	\$500.00
804 3	Social Sciences	BOOKS *****	\$9,000.00	\$796.50	\$0.00	8.85%	8.85%	\$8,203.50	\$8,203.50
804 4	Language	BOOKS	\$500.00	\$0.00	\$0.00	0.00%	0.00%	\$500.00	\$500.00
804 5	Natural Sciences	BOOKS	\$250.00	\$0.00	\$0.00	0.00%	0.00%	\$250.00	\$250.00
804 6	Applied Sciences	BOOKS	\$3,000.00	\$0.00	\$0.00	0.00%	0.00%	\$3,000.00	\$3,000.00
804 7	Fine Arts and Entertainment	BOOKS	\$1,000.00	\$0.00	\$0.00	0.00%	0.00%	\$1,000.00	\$1,000.00
804 8	Literature	BOOKS	\$250.00	\$0.00	\$0.00	0.00%	0.00%	\$250.00	\$250.00
804 9	Geography and History	BOOKS	\$3,000.00	\$0.00	\$0.00	0.00%	0.00%	\$3,000.00	\$3,000.00
804 MF	Microfilm Collection(s)	Microforms	\$1,000.00	\$0.00	\$0.00	0.00%	0.00%	\$1,000.00	\$1,000.00
804 EL**	Electronic Subscriptions	Internet	\$75,900.00	\$4,895.26	\$18,399.50	30.69%	6.45%	\$71,004.74	\$52,605.24
	TOTAL BOOKS		\$98,000.00	\$5,691.76	\$18,399.50	24.58%	5.81%	\$92,308.24	\$73,908.74