

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, June 15, 2006 @ 4:30 p.m.
(in the DPL Board Room)

- I. Call to order –Eugene King, President
- II. Approval of minutes
 - A. Regular meeting of May 25, 2006
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy & Public Relations Committee
 - i. No meeting in June
 - B. Finance and Properties Committee
 - i. No meeting in June
 - ii. May 2006 check register
 - iii. YTD budget report
 - iv. Ordinance Determining Prevailing Wage Rates
 - C. Rolling Prairie Library System
 - i. Report of June meeting
 - D. Friends of the Library
 - i. Report of June 8, 2006 meeting
 - E. Foundation
 - i. Next meeting scheduled for July 24, 2006
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter VIII: Public Relations and Marketing
- VII. Old Business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

May 25, 2006

I. CALL TO ORDER

Eugene King, President, called the meeting to order at 4:31 p.m. Members present: Mr. King, Ty Cocagne, Carol Craig, Linda Rowden, Shirley Moore, and Garry Davis. Absent: Nicholette Rademacher, Patricia Greanias, and Sally Krigbaum. Staff present: Lee Ann Fisher, Scott Pointon, Kathy Collett and Monica Skelley. Also Present: Teena Zindel-McWilliams and Jerd Morstatter.

II. APPROVAL OF MINUTES

Mrs. Moore moved that the minutes of the April 20, 2006 meeting be approved as presented. The motion was seconded by Mrs. Rowden and was unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Mr. King recognized Friends of the Library President Teena Zindell-McWilliams, who gave an update on the success of the 2nd Saturday Book Sales held in the Library's lease space. She requested that the Friends be allowed to extend their use of that space for another year. Mrs. Rowden moved to extend permission for the Friends to use the lease space for 2nd Saturday Book Sales through September 2007. Ms. Craig seconded and the motion was unanimously approved.

Mr. King recognized Jerd Morstatter, AFSCME President, who presented the Board with a \$100 donation to the capital campaign on behalf of the union membership. The Board thanked Mr. Morstatter and the union membership for their generosity.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed. Ms. Fisher displayed a rare lithographic proof depicting Abraham Lincoln that is being donated to the library by Dr. Howard and Mary Stone. The framed lithograph will be included in the History and Cultural Center upon its completion. Mr. Davis inquired as to how the library was handling consortium issues such as controlling extended check out dates, addressing other libraries who don't share materials, etc. Ms. Fisher replied that we have tweaked Dynix as much as is possible to accurately handle loan periods, but that items generally circulate based on the loan policy of the library doing the check out, not the owning library. She further explained that a report is now being generated regularly to illuminate situations where libraries need to order some/more copies of an item based on the number of requests placed by their own patrons. Mr. Davis asked about the online database switch. Ms. Fisher explained that the switch from Gale Databases to Ebsco Databases gave us much more functionality, including more ability to "connect from home", all for a much better price. Mrs. Moore inquired about the discontinuation of the rental collection. Ms. Fisher explained that usage of the rental collection was studied and noted that the circulation of those items did not justify the extra costs.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee:

Mr. Davis noted that the committee did not meet in May.

Finance and Properties Committee:

Mr. Cocagne stated that the committee did not meet in May, and that he found nothing of note in the monthly check register. Mr. Cocagne made a motion to approve the bills as presented. Mrs. Moore seconded and the motion carried unanimously by roll call vote. The YTD Budget statement was reviewed and there were no comments or questions. Mr. Cocagne presented the Non-Resident Card Fee worksheet for the coming year, explaining that this annual requirement is what determines how much a non-resident person will pay for a DPL library card in the coming year. Mr. Cocagne asked Mr. Pointon how the amount of \$84.46 compared to last year's cost. Mr. Pointon stated that based on the formula required by the State, the amount actually went down slightly from last year. Mr. Cocagne moved to approve the Non-Resident Card Fee of \$84.46 for the coming year. Ms. Craig seconded and the motion passed unanimously by roll call vote.

Rolling Prairie Library System:

There was no report from RPLS.

Friends of the Library:

Ms. Fisher reported on behalf of Mrs. Krigbaum that the Friends met in May and tabled two requests for funding until their June meeting, one from the Master Gardeners and the other from the Library for two new book-basket carts for patron use.

Foundation:

Mr. King noted that the Foundation Board will next meet July 24th.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VII: Access was reviewed and Ms. Fisher noted that the library is in full ADA compliance. She further noted that she has arranged to have a wheelchair curb-cutout installed in front of the outside entrance to the Madden Auditorium. This provides handicap access to that meeting space at times when the Library is not open. She also stated that Mr. Pointon is working on grant options for installing a wheelchair ramp from Prairie Street down to the northwest corner of the library parking lot.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Ms. Craig made a motion to adjourn. Mrs. Moore seconded the motion and it carried unanimously. Mr. King adjourned the meeting at 4:56 p.m.

Respectfully submitted,

Scott Pointon

Scott Pointon
Assistant City Librarian

CITY LIBRARIAN'S REPORT
June 5, 2006
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: May was hectic getting end-of-the-year reports done and starting the new year. We hosted our now annual volunteer luncheon, which was well attended and appreciated. In addition to my regular meetings, I had 2 meetings with management staff to go over the recent changes to the Management Staff Personnel Policy. I spoke to ABWA about the capital campaign; also at the last meeting I was re-elected President for the next year. I was on vacation May 30th - June 2nd.

FOUNDATION: We had Virgilia Rawnsley, Director of Preservation Services, at the Conservation Center for Art and Historic Artifacts in Philadelphia here on May 8th to inspect our collection for preservation. Her visit was paid for by a \$4,755 grant from the National Endowment for the Humanities. We should have a copy of her report in a few months. Mike Frazier from the Herald and Review came and interviewed her. Our letter drive has brought in a little over \$23,000 and 2 of the trusts from whom we have requested funds have requested additional information.

FRIENDS: Membership renewals will be sent out in June. The Friends had several request for funds that were sent to committee to consider. Their next meeting is June 8th at 4:30. The Second Saturday sale will be June 10th at 9:30.

PNG: The group finished up for the summer on May 10th with an Open House. Bob Long, our PNG liaison from the State Library in Springfield, came and was impressed with the students' projects and the job our mentors are doing. We have received tentative approval from the State to continue the program next year.

RPLS/SIRSIDYNIX: There was no report.

STAFF: The Union received their retro-pay May 12th. There were no other significant personnel actions to report this month.

ADMINISTRATION: Total DPL circulation for May was 49,596 as compared to 45,524 in May of 2005, up +8.9%. The gate count was 25,809 this month as compared to 24,437 in May 2005, up +5.6%. Our professional assists for the month of May were 5,383, up an impressive +14.3% over last year at this time. The meeting rooms were booked 24 times earning \$1,060 in fees. Scott collected, prepared and analyzed the statistical data needed for all the year-end reports.

ADULT DIVISION: Ahoy Matey! Beware if you wander back into the YA area. Brian and Marcia have decorated it for the Teen Summer Reading Contest, complete with pirate ship mast and a marooned pirate with treasure. May brought the program schedule to a successful conclusion. This month we had 3 programs that were attended by 114 people. Sandi is already working on fall programming, which currently includes an Alexander Hamilton exhibit and a

visit from Robert Hartley promoting his new book about IL mine disasters. Most of the AD staff attended in-house workshops featuring new information on 2 of our online services, EBSCO and Baker & Taylor. Our 801 online book club members accessed it 16,020 times last month. The Local History Room had 76 visitors and 21 were from out of town

BUILDING DIVISION: We had our annual chiller inspection and the boilers are also doing well. We had to install new batteries in one of our silent knight panels and went head and replaced the batteries in all the panels. Due to vandalism, I had Bill remove the study carrels from the ground floor and replace them with tables. We will relocate them to the new local history room later.

CHILDREN'S DIVISION: An ants' nest may have been as busy, but not as much fun. The summer reading program kicked off June 1st and by the end of the 6th day, 703 kids had signed up, +45 more than last year's 6th day total. Our 17 programs had 290 attendees. We had 16 group visits bringing in 364 people, 1 outreach program had 300 attendees, and 4 groups used the children's story room.

CIRCULATION DIVISION: The Circulation area has a very tropical feel as they got into the spirit of the summer reading club theme even as they prepared for the increased workload brought on by the reading rush. The total number of checkouts during the month of May was 40,716 items, down -2% as compared to 41,405 items checked out in April but up +6% when compared to 38,217 items checked out in May 2005. There were 6,014 items checked-out of the DPL by patrons from other libraries, 3,401 items were checked-out to DPL patrons at other libraries. We placed 3,712 requests, up +9% from April and up +61% from last May. We resolved 5,574 requests and of these, 2,576 items were picked up here at the DPL. We routed in 1,925 items to fill holds to be picked up here and routed out 4,048 items to other libraries to fill their requests. There were 301 new accounts opened in May, up +2% from April, and up +13% from May of 2005. We are showing an overall increase of +47% for resolved requests from FY 04-05. The request list continues to grow daily.

EXTENSION DIVISION: The new bookmobile schedules begin June 5th. Both bookmobiles passed their annual inspection. John planned his first volunteer luncheon. On Thursday, May 11th we invited all our volunteers over for lasagna and music by a trio from Millikin. We had 18 volunteers donate 152.5 hours of service this month.

GATES COMPUTER LAB: We had 65 people attend the 9 different classes we offered. Due to low attendance, there will be no computer classes in June, but we will resume our regular schedule in July.

SYSTEMS ADMINISTRATION: To provide greater technical service to staff and patrons, Junie Longbons was moved downstairs to the Computer room and her hours were changed to 10:30am to 7:00pm, Monday through Friday. Matt spoke with Jim Heidlebaugh in regards to the Greater Decatur Speakers Website. There are still unresolved problems with the website. There were 401 work orders received from the staff for this month.

TECHNICAL DIVISION: This month began with the annual materials budget roll-over, and it went a bit smoother than last year. New book budget reports were created and sent to

relevant Division Heads. Robert Edwards attended "Cataloging Boot Camp", a weeklong Cataloging session at Richland Community College sponsored by IOUG (Illinois OCLC User Group), the Statewide Cataloging Standards Committee, and three Regional Library Systems: Lewis & Clark Library System, Shawnee Library System and Rolling Prairie Library System. The Cataloging Department cataloged 965 titles, including 111 items donated to the library. Sixty-four records were imported into Horizon from OCLC. A total of 1,071 items were bar-coded by and 2,360 items were withdrawn from our collection. Kay Nims completed withdrawing the records this month she withdrew approximately 4,500 LP records. The catalogers also re-cataloged 199 items, reinstated 42 items, and made 755 database changes this month. In another impressive display of mending efforts, 1,173 items were mended or reworked in May.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

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LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2006 TO 5/31/2006

DATE: 6/5/2006
 TIME: 4:32:36PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
21204	5/9/2006	AMERENIP	6,658.13	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
21204	5/9/2006	AMERENIP	106.98		35593512 - 423200	NATURAL GAS
21208	5/9/2006	AT & T	647.22	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
21213	5/9/2006	BIBBY, SCOTT	100.00	SECURITY-DPL	35593512 - 428000	PROFESSIONAL SERVICES
21233	5/9/2006	COMMERCIAL MAIL SERVICES	138.33	MO PRE-SORT/BARCODING-MAIL	35593512 - 424500	POSTAGE
21283	5/9/2006	HASTINGS, SCOTT A.	300.00	SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
21362	5/9/2006	RIGSBY, PAUL	200.00	SECURITY-DPL	35593512 - 428000	PROFESSIONAL SERVICES
21376	5/9/2006	SLEETH, ALAN	180.00		35593512 - 428000	PROFESSIONAL SERVICES
21378	5/9/2006	SMITH, EDWARD	300.00	DPL-SEC	35593512 - 428000	PROFESSIONAL SERVICES
21401	5/9/2006	VERIZON WIRELESS	24.39	#504590334 ACCT	35593512 - 423300	TELEPHONE
21401	5/9/2006	VERIZON WIRELESS	30.33	#504591851 ACCT	35593512 - 423300	TELEPHONE
21401	5/9/2006	VERIZON WIRELESS	38.49	#504522581 ACCT	35593512 - 423300	TELEPHONE
21410	5/16/2006	ARAMARK UNIFORM SERVICES, INC.	117.05	CLEANING OF MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
21411	5/16/2006	AT & T	112.79	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
21411	5/16/2006	AT & T	1,085.37	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
21419	5/16/2006	BOB & RON'S REPAIR SERVICE	97.50	SERV/MATL-REPAIR BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
21419	5/16/2006	BOB & RON'S REPAIR SERVICE	108.26		35593512 - 433700	MATERIAL - AUTO EQUIP
21439	5/16/2006	DECATUR AWARDS AND SCREEN PRINTING	100.00	PLAQUES-RETIRING BD MEMBERS	35593512 - 428000	PROFESSIONAL SERVICES
21453	5/16/2006	EDWARD BOOTH	90.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
21455	5/16/2006	ETHERTON, JESSICA	65.00		35593512 - 428000	PROFESSIONAL SERVICES
21458	5/16/2006	EZ LAWN CARE	260.00	LAWN MOW/CHEMICALS-DPL	35593512 - 421000	SERVICE TO MAINT BUILDING
21483	5/16/2006	JAN MASTER, INC.	22.50	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
21483	5/16/2006	JAN MASTER, INC.	97.79		35593512 - 431200	JANITORIAL SUPPLIES
21485	5/16/2006	JOHN'S MOWER SERVICE	45.00	BLDG MATL-SERV TO BLDG EQUIP	35593512 - 421000	SERVICE TO MAINT BUILDING
21485	5/16/2006	JOHN'S MOWER SERVICE	7.64		35593512 - 432000	MATERIALS - BUILDINGS
21495	5/16/2006	MAIN STREET BANK & TRUST	40.00	ANNUAL BILL-SAFETY DEPOSIT BOX	35593512 - 428000	PROFESSIONAL SERVICES
21502	5/16/2006	MCLEOD USA	32.10	#3292627 ACCT	35593512 - 423300	TELEPHONE
21502	5/16/2006	MCLEOD USA	70.63	#3318933 ACCT	35593512 - 423300	TELEPHONE
21503	5/16/2006	MENARDS	45.80	BLDG MATL	35593512 - 432000	MATERIALS - BUILDINGS
21503	5/16/2006	MENARDS	49.99		35593512 - 432000	MATERIALS - BUILDINGS
21506	5/16/2006	MIDWEST COMPUTER PRODUCTS, INC	348.00	HP Q5949A 49A printer cartr	35593512 - 434500	OFFICE SUPPLIES
21509	5/16/2006	NCI BUSINESS SYSTEMS	30.97	SERV TO OFC EQUIP-SAVIN 3160	35593512 - 421300	SERV-OFFICE EQUIPMENT
21512	5/16/2006	ONYX WASTE	279.41	GARBAGE SERVICE FOR CITY	35593512 - 421000	SERVICE TO MAINT BUILDING
21518	5/16/2006	POINTON, SANDI	38.86	PNG GRANT-FILM DEVELOPING	35593512 - 428000	PROFESSIONAL SERVICES
21529	5/16/2006	SAM'S CLUB	192.55	#7715090511989550 ACCT	35593512 - 434500	OFFICE SUPPLIES
21531	5/16/2006	SHEFFER, DON	500.00	PNG GRANT-PROF SERV-PHOTOSHOP	35593512 - 428000	PROFESSIONAL SERVICES
21532	5/16/2006	SHOW SHOP	60.00	POWERWASH VEHICLES	35593512 - 421200	SERV - AUTO EQUIPMENT
21536	5/16/2006	STRIGLOS/HAINES & ESSICK	201.00	SPR 23000 3" add rolls	35593512 - 434500	OFFICE SUPPLIES
21536	5/16/2006	STRIGLOS/HAINES & ESSICK	313.64	GEO 39451 Optima Gold blank c	35593512 - 434500	OFFICE SUPPLIES
21544	5/16/2006	TREAS-FLEET MAINTENANCE	683.60	DPL FUEL USAGE	35593512 - 431000	GASOLINE
21545	5/16/2006	TREAS-GENERAL FUND	926.10	APRIL POSTAGE	35593512 - 424500	POSTAGE

C I T Y O F D E C A T U R
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2006 TO 5/31/2006

DATE: 6/5/2006
 TIME: 4:32:36PM

<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>
21545	5/16/2006	TREAS-GENERAL FUND	100.00	MTHLY TRANSFERS	35593512 - 441500	TRANSFER TO GENERAL FD
21547	5/16/2006	TREAS-MIS OPERATING	1,736.25		35593512 - 423000	MIS SERVICES
21548	5/16/2006	TREAS-PETTY CASH	38.00	LIBRARY	35593512 - 424100	CONFERENCES & TRAVEL
21548	5/16/2006	TREAS-PETTY CASH	14.40		35593512 - 424500	POSTAGE
21548	5/16/2006	TREAS-PETTY CASH	19.00		35593512 - 428000	PROFESSIONAL SERVICES
21548	5/16/2006	TREAS-PETTY CASH	60.43		35593512 - 434500	OFFICE SUPPLIES
21549	5/16/2006	TREAS-SELF INSURANCE FUND	384.08	MTHLY TRANSFERS	35593512 - 441800	MOTOR VEHICLE INSURANCE
21549	5/16/2006	TREAS-SELF INSURANCE FUND	174.67		35593512 - 442000	BOILER INSURANCE
21549	5/16/2006	TREAS-SELF INSURANCE FUND	2,049.33		35593512 - 442100	PROPERTY INSURANCE
21549	5/16/2006	TREAS-SELF INSURANCE FUND	2,104.67		35593512 - 442300	GENERAL LIABILITY INS
21553	5/16/2006	U.S.A. CLEAN	30.80	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
21591	5/19/2006	CRAFTMASTERS	150.00		35593512 - 421000	SERVICE TO MAINT BUILDING
21591	5/19/2006	CRAFTMASTERS	65.43		35593512 - 432000	MATERIALS - BUILDINGS
21643	5/19/2006	BAKER & TAYLOR CO	4.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	8.61		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	8.96		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	8.98		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	9.23		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	9.34		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	9.58		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	10.45		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	14.25		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	16.49		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	18.95		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	22.71		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	25.05		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	25.52		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	26.86		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	26.90		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	28.29		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	28.85		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	29.20		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	30.36		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	34.85		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	38.06		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	38.90		35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	39.01		35593515 - 458000	BOOKS & PERIODICALS

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21643	5/19/2006	BAKER & TAYLOR CO	40.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	43.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	43.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	43.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	45.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	58.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	71.10	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	71.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	73.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	92.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	92.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	95.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	101.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	104.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	112.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	123.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	138.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	185.05	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	192.51	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	219.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	228.03	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	253.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	282.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	318.47	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	327.02	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	432.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	487.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	599.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	11.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	13.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	14.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	14.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	14.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	22.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	37.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	41.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	44.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	44.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	65.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	80.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	203.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	311.61	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	401.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	490.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	516.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	542.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21645	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	44.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	4.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	6.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	9.73	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	14.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	14.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	15.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	17.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	20.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	22.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	29.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	40.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	46.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	148.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21646	5/19/2006	BOOK WHOLESALERS, INC.	206.06	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21647	5/19/2006	EBSCO INDUSTRIES, INC	-2.00	CREDIT	35593515 - 458841	MAG/PAPERS - MAIN ADULT
21647	5/19/2006	EBSCO INDUSTRIES, INC	-2.00	CREDIT	35593515 - 458843	MAG/PAPERS MAIN JUVENILE
21647	5/19/2006	EBSCO INDUSTRIES, INC	-2.00	CREDIT	35593515 - 458847	MAG/PAPERS - EXTENSION AL
21648	5/19/2006	RANDOM HOUSE, INC	24.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21648	5/19/2006	RANDOM HOUSE, INC	32.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21648	5/19/2006	RANDOM HOUSE, INC	93.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21649	5/23/2006	ADT SECURITY SERVICES	243.00	SERV TO BLDG-INSTALLATION EQUI	35593512 - 421000	SERVICE TO MAINT BUILDING
21653	5/23/2006	ADT SECURITY SERVICES	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
21656	5/23/2006	BIBBY, SCOTT	300.00	SEC-0420,0502,050906	35593512 - 428000	PROFESSIONAL SERVICES
21688	5/23/2006	EDWARD BOOTH	90.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
21689	5/23/2006	ELLS, BRANDON	77.00	ILL CHRGS-ITEMS RET'D	35593512 - 428000	PROFESSIONAL SERVICES
21691	5/23/2006	FISHER, LEE ANN	93.43	YRLY PHYSICAL-FISHER, L	35593512 - 428000	PROFESSIONAL SERVICES
21693	5/23/2006	FORDHAM EQUIPMENT	931.75	ASSTD BOOK COVERS-OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
21700	5/23/2006	HASTINGS, SCOTT A.	200.00	SEC-0508,051506	35593512 - 428000	PROFESSIONAL SERVICES
21701	5/23/2006	HEART TECHNOLOGIES INC	187.70	PHONE REPAIR CHRGS	35593512 - 423300	TELEPHONE
21714	5/23/2006	MENARDS	99.94	BLDG MAT'L/TRIMMER/EDGER	35593512 - 432000	MATERIALS - BUILDINGS
21727	5/23/2006	RICHLAND COMMUNITY COLLEGE	900.00	PHONE LINE CHRG-ICN COMM NETWC	35593512 - 423300	TELEPHONE
21728	5/23/2006	RIGSBY, PAUL	200.00	SEC-0505,051206	35593512 - 428000	PROFESSIONAL SERVICES
21731	5/23/2006	SCHIRLE, JOHN	85.38	OFC SUPP-PNG	35593512 - 434500	OFFICE SUPPLIES
21733	5/23/2006	SLEETH, ALAN	200.00	SEC-0503,051006	35593512 - 428000	PROFESSIONAL SERVICES
21734	5/23/2006	SMITH, EDWARD	120.00	SEC-0504,051106	35593512 - 428000	PROFESSIONAL SERVICES
21746	5/23/2006	UNIQUE MANAGEMENT SERVICES	429.60	COLLEC SERV-APR'06	35593512 - 428000	PROFESSIONAL SERVICES
21750	5/23/2006	WALLENDER-DEDMAN PRINTING	465.00	PRNTG CHRGS-NEWSLETTER	35593512 - 420200	PRINTING AND BINDING

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21751	5/23/2006	WATTS COPY SYSTEMS	317.00	MONTHLY MAINT/COPIERS	35593512 - 421300	SERV-OFFICE EQUIPMENT
21755	5/30/2006	ADT SECURITY SERVICES	2,423.42	0601-083106	35593512 - 421300	SERV-OFFICE EQUIPMENT
21760	5/30/2006	ARAMARK UNIFORM SERVICES, INC.	117.05	CLEAN MATS-SERV TO BLDG	35593512 - 421000	SERVICE TO MAINT BUILDING
21763	5/30/2006	BAKER & TAYLOR CO	4.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	4.74		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	7.66		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	8.60		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	11.04		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	11.65		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	11.77		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	12.30		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	12.95		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	13.25		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	13.50		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	14.20		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	14.24		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	15.26		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	16.52		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	18.95		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	20.19		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	20.26		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	20.30		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	20.60		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	21.04		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	23.34		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	23.70		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	23.92		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	24.95		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	26.49		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	27.30		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	29.20		35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	29.44		35593515 - 458000	BOOKS & PERIODICALS

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21763	5/30/2006	BAKER & TAYLOR CO	34.26	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	35.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	39.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	42.03	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	43.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	51.41	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	57.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	61.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	89.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	103.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	121.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	145.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	162.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	174.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	175.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	178.01	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	212.51	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	216.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	217.05	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	223.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	228.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	236.64	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	298.09	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	328.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	329.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	333.62	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	340.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	347.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	355.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	-21.73	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	-11.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	14.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	20.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	43.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	43.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	44.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21764	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	74.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21765	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	14.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21765	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	41.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21765	5/30/2006	BAKER & TAYLOR ENTERTAINMENT	494.22	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	7.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	9.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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21776	5/30/2006	BOOK WHOLESALERS, INC.	10.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	15.29	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	17.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	18.62	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	19.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	20.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	25.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	34.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	44.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	161.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	171.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	286.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	293.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	305.91	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21776	5/30/2006	BOOK WHOLESALERS, INC.	358.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21797	5/30/2006	DEMCO INC	358.23	ASSORTED OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
21797	5/30/2006	DEMCO INC	689.29	BOOKS	35593512 - 434500	OFFICE SUPPLIES
21800	5/30/2006	EBSCO INDUSTRIES, INC	20,500.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21800	5/30/2006	EBSCO INDUSTRIES, INC	-300.00	CREDIT	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
21800	5/30/2006	EBSCO INDUSTRIES, INC	2.20	BOOKS	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
21808	5/30/2006	FAST IMPRESSIONS	121.04	47-3809 Fraiser Bright -CANAR	35593512 - 434500	OFFICE SUPPLIES
21810	5/30/2006	FILM IDEAS, INC	87.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21833	5/30/2006	LINCOLN MUSEUM	30.00	DPL-MEMBERSHIP	35593515 - 458000	BOOKS & PERIODICALS
21858	5/30/2006	NEWSBANK, INC.	4,655.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21865	5/30/2006	POLK CITY DIRECTORIES	257.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
21874	5/30/2006	READERS DIGEST ASSN	29.96	PNG EMP SALARY	35593515 - 458841	MAG/PAPERS - MAIN ADULT
21882	5/30/2006	SCHIRLE, JOHN	132.00	PNG EMP SALARY	35593512 - 428000	PROFESSIONAL SERVICES
21903	5/30/2006	THOMAS, RHALO	156.00	PNG EMP SALARY	35593512 - 428000	PROFESSIONAL SERVICES
21907	5/30/2006	TREAS-PETTY CASH	5.34	DPL	35593512 - 424100	CONFERENCES & TRAVEL
21907	5/30/2006	TREAS-PETTY CASH	20.31	DPL	35593512 - 431200	JANITORIAL SUPPLIES
21907	5/30/2006	TREAS-PETTY CASH	4.19	DPL	35593512 - 432000	MATERIALS - BUILDINGS
21907	5/30/2006	TREAS-PETTY CASH	47.31	DPL	35593512 - 434500	OFFICE SUPPLIES
21907	5/30/2006	TREAS-PETTY CASH	11.95	DPL	35593515 - 458000	BOOKS & PERIODICALS
21907	5/30/2006	TREAS-PETTY CASH	21.24	DPL	35593515 - 458841	MAG/PAPERS - MAIN ADULT
21917	5/30/2006	VERIZON WIRELESS	31.15	#504591268 ACCT	35593512 - 423300	TELEPHONE
21917	5/30/2006	VERIZON WIRELESS	93.20	#505679087 ACCT	35593512 - 423300	TELEPHONE
			73,845.14			
35 LIBRARY FUND Total						
59 LIBRARY TRUST FUNDS						
21643	5/19/2006	BAKER & TAYLOR CO	4.30	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	4.91	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	7.08	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	8.60	BOOKS	59595912 - 458000	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 5/1/2006 TO 5/31/2006**

DATE: 6/5/2006
TIME: 4:32:36PM

<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>
21643	5/19/2006	BAKER & TAYLOR CO	8.61	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	12.30		59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	12.98		59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	14.72		59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	28.02		59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	32.45		59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	43.80		59595912 - 458000	BOOKS & PERIODICALS
21643	5/19/2006	BAKER & TAYLOR CO	297.48		59595912 - 458000	BOOKS & PERIODICALS
21644	5/19/2006	BAKER & TAYLOR ENTERTAINMENT	44.98		59595912 - 458000	BOOKS & PERIODICALS
21647	5/19/2006	EBSCO INDUSTRIES, INC	141.13		59595912 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	8.00		59595942 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	17.67		59595942 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	31.27		59595942 - 458000	BOOKS & PERIODICALS
21763	5/30/2006	BAKER & TAYLOR CO	213.40		59595942 - 458000	BOOKS & PERIODICALS
21807	5/30/2006	FARM & HOME PUBLISHERS, LTD	42.50		59595922 - 458000	BOOK AND PERIODICALS
21865	5/30/2006	POLK CITY DIRECTORIES	240.00		59595922 - 458000	BOOK AND PERIODICALS
21872	5/30/2006	RANDOMHOUSE, INC	14.96		59595942 - 458000	BOOKS & PERIODICALS
21907	5/30/2006	TREAS-PETTY CASH	21.00	DPL	59595912 - 458000	BOOKS & PERIODICALS
			<u>1,250.16</u>			

59 LIBRARY TRUST FUNDS Total

WARRANT TOTAL:

75,095.30

CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY MAY 2006

FOR 2007 01

ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3559350 LIBRARY FUND							
300000 BEGINNING FUND BALANCE	-437,943	-437,943	.00	.00	.00	-437,943.00	.0%
301103 REAL ESTATE TAXES	-3,116,708	-3,116,708	.00	.00	.00	-3,116,708.00	.0%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-41,337.22	-41,337.22	.00	-193,662.78	17.6%
302107 STATE GRANTS OR OTHER	-110,810	-110,810	.00	.00	.00	-110,810.00	.0%
302509 FINES AND FEES	-60,000	-60,000	-3,265.56	-3,265.56	.00	-56,734.44	5.4%
305510 NON-RESIDENTIAL FEES	-300	-300	-85.11	-85.11	.00	-214.89	28.4%
305511 LOST OR DAMAGED BOOKS	-7,000	-7,000	-500.15	-500.15	.00	-6,499.85	7.1%
305514 COPIES AND MISCELLANEOUS	-25,000	-25,000	-459.74	-459.74	.00	-24,540.26	1.8%
305515 MEETING ROOM FEES	-10,000	-10,000	-460.00	-460.00	.00	-9,540.00	4.6%
307101 INVESTMENT INCOME	-32,000	-32,000	.00	.00	.00	-32,000.00	.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-3,333.33	-3,333.33	.00	-36,666.67	8.3%
TOTAL LIBRARY FUND	-4,074,761	-4,074,761	-49,441.11	-49,441.11	.00	-4,025,319.89	1.2%
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	2,105,000	2,105,000	333,686.42	333,686.42	.00	1,771,313.58	15.9%
410100 OVERTIME	5,000	5,000	2,500.01	2,500.01	.00	2,499.99	50.0%
410200 TEMPORARY SALARIES	10,000	10,000	405.82	405.82	.00	9,594.18	4.1%
410400 IMRF/SOCIAL SECURITY PAYMENTS	349,763	349,763	58,075.18	58,075.18	.00	291,687.82	16.6%
411100 LIFE INSURANCE	2,592	2,592	323.46	323.46	.00	2,268.54	12.5%
411200 MEDICAL INSURANCE	403,963	403,963	43,128.75	43,128.75	.00	360,834.25	10.7%
411300 UNEMPLOYMENT INSURANCE	2,849	2,849	281.94	281.94	.00	2,567.06	9.9%
411400 WORKERS COMPENSATION	33,649	33,649	2,970.36	2,970.36	.00	30,678.64	8.8%
411500 SERVICE RECOGNITION	20,845	20,845	2,984.47	2,984.47	.00	17,860.53	14.3%
TOTAL DPL - PERSONNEL SERVICES	2,933,661	2,933,661	444,356.41	444,356.41	.00	2,489,304.59	15.1%
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	400	400	.00	.00	.00	400.00	.0%
420200 PRINTING AND BINDING	8,000	8,000	465.00	465.00	.00	7,535.00	5.8%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,000	1,445.61	1,445.61	80.59	28,473.80	5.1%
421100 SERV TO MAINT IMPROVEMENTS	2,000	2,000	.00	.00	.00	2,000.00	.0%
421200 SERV - AUTO EQUIPMENT	3,500	3,500	157.50	157.50	.00	3,342.50	4.5%
421300 SERVICE-OFFICE EQUIP	18,500	18,500	2,771.39	2,771.39	3,487.00	12,241.61	33.8%
423000 MIS SERVICES	20,835	20,835	1,736.25	1,736.25	.00	19,098.75	8.3%

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ACCOUNTS FOR:	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35								
423100	ELECTRICITY	140,000	140,000	6,658.13	6,658.13	.00	133,341.87	4.8%
423200	NATURAL GAS	10,000	10,000	106.98	106.98	.00	9,893.02	1.1%
423300	TELEPHONE	25,000	25,000	3,253.37	3,253.37	.00	21,746.63	13.0%
423400	WATER	4,500	4,500	.00	.00	.00	4,500.00	.0%
423901	BANKING SERVICE CHARGES	200	200	.00	.00	.00	200.00	.0%
424000	TRAINING SCHOOL EXPENSES	1,500	1,500	.00	.00	.00	1,500.00	.0%
424100	CONFERENCES & TRAVEL	6,000	6,000	43.34	43.34	.00	5,956.66	.7%
424500	POSTAGE	15,000	15,000	1,078.83	1,078.83	.00	13,921.17	7.2%
424700	COMPUTER SOFTWARE	30,000	30,000	.00	.00	.00	30,000.00	.0%
426500	MEDICAL EXPENSES	1,000	1,000	.00	.00	.00	1,000.00	.0%
427100	TEMPORARY AGENCY FEES	10,000	10,000	.00	.00	.00	10,000.00	.0%
427200	TUITION REIMBURSEMENT	1,500	1,500	.00	.00	.00	1,500.00	.0%
427300	TRAVEL INTERVIEW EXP	100	100	.00	.00	.00	100.00	.0%
428000	PROFESSIONAL SERVICES	50,000	50,000	4,205.89	4,205.89	3,025.00	42,769.11	14.5%
428400	MEMBERSHIP FEES	2,000	2,000	.00	.00	.00	2,000.00	.0%
428900	RENTAL- EQUIPMENT	1,000	1,000	.00	.00	.00	1,000.00	.0%
431000	GASOLINE	7,000	7,000	683.60	683.60	.00	6,316.40	9.8%
431200	JANITORIAL SUPPLIES	7,000	7,000	547.96	547.96	.00	6,452.04	7.8%
432000	MATERIAL - BUILDINGS	20,000	20,000	272.99	272.99	.00	19,727.01	1.4%
433700	MATERIAL-AUTO EQUIP	2,500	2,500	108.26	108.26	.00	2,391.74	4.3%
434500	OFFICE SUPPLIES	33,000	33,000	3,666.41	3,666.41	-115.15	29,448.74	10.8%
435700	EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%
441500	TRANSFER TO GENERAL FD	1,200	1,200	100.00	100.00	.00	1,100.00	8.3%
441800	MOTOR VEHICLE INSURANCE	4,609	4,609	384.08	384.08	.00	4,224.92	8.3%
442000	BOILER INSURANCE	2,096	2,096	174.67	174.67	.00	1,921.33	8.3%
442100	PROPERTY INSURANCE	24,592	24,592	2,049.33	2,049.33	.00	22,542.67	8.3%
442300	GENERAL LIABILITY INSURANCE	25,256	25,256	2,104.67	2,104.67	.00	23,151.33	8.3%
442600	COLLISION DEDUCTIBLE	1,000	1,000	.00	.00	.00	1,000.00	.0%
449900	SMALL CAPITAL ITEMS	15,000	15,000	.00	.00	.00	15,000.00	.0%
	TOTAL DPL - OPERATING EXPENSES	524,338	524,338	32,014.26	32,014.26	6,477.44	485,846.30	7.3%
35593515	DPL - OPERATING EXPENSES							
458000	BOOK AND PERIODICALS	374,005	374,005	43,159.25	43,159.25	.00	330,845.75	11.5%
458841	MAG/PAPERS - MAIN ADULT	0	0	49.20	49.20	.00	-49.20	100.0%
458843	MAG/PAPERS MAIN JUVENILE	0	0	-2.00	-2.00	.00	2.00	100.0%
458844	MAG/PAPERS - MAIN REFERENCE	0	0	-297.80	-297.80	.00	297.80	100.0%
458847	MAG/PAPERS - EXTENSION ADULT	0	0	-2.00	-2.00	.00	2.00	100.0%
	TOTAL DPL - OPERATING EXPENSES	374,005	374,005	42,906.65	42,906.65	.00	331,098.35	11.5%

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YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY MAY 2006

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ACCOUNTS FOR:
35 LIBRARY FUND

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

35593522 DPL LEASE- OP EXPENSES						
440900 PRINCIPAL PAYMENTS	21,875	.00	.00	.00	21,875.00	.0%
441000 INTEREST PAYMENT	3,282	.00	.00	.00	3,282.00	.0%
TOTAL DPL LEASE- OP EXPENSES	25,157	.00	.00	.00	25,157.00	.0%
TOTAL LIBRARY FUND	-217,600	469,836.21	469,836.21	6,477.44	-693,913.65	-218.9%
TOTAL REVENUES	-4,074,761	-49,441.11	-49,441.11	.00	-4,025,319.89	
TOTAL EXPENSES	3,857,161	519,277.32	519,277.32	6,477.44	3,331,406.24	

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YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY MAY 2006

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35 LIBRARY FUND

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

TOTAL	-217,600	469,836.21	469,836.21	6,477.44	-693,913.65	-218.9%

CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY MAY 2006

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ACCOUNTS FOR: 59 LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

5959590 DPL TRUST FUND REVENUES							
300590 BEG FUND BA - CANTONI	-120,000	-120,000	.00	.00	.00	-120,000.00	.0%
300591 BEG FUND BAL- MEYERS	-274,000	-274,000	.00	.00	.00	-274,000.00	.0%
300592 BEG FUND BAL- BRIDGES	-800	-800	.00	.00	.00	-800.00	.0%
300593 BEG FUND BAL - DONATIONS	-400	-400	.00	.00	.00	-400.00	.0%
307103 INTEREST INC - CANTONI	-3,000	-3,000	.00	.00	.00	-3,000.00	.0%
307104 INTEREST INC - MEYERS	-7,000	-7,000	.00	.00	.00	-7,000.00	.0%
307105 INTEREST INC - BRIDGES	-100	-100	.00	.00	.00	-100.00	.0%
308805 CONTRIBUTIONS	-13,000	-13,000	-35.00	-35.00	.00	-12,965.00	.3%
TOTAL DPL TRUST FUND REVENUES	-418,300	-418,300	-35.00	-35.00	.00	-418,265.00	.0%

59595912 TRUST CANTONI EXPENSES							
458000 BOOK AND PERIODICALS	30,000	30,000	742.06	742.06	.00	29,257.94	2.5%
TOTAL TRUST CANTONI EXPENSES	30,000	30,000	742.06	742.06	.00	29,257.94	2.5%

59595922 TRUST MEYER EXPENSES							
428000 PROFESSIONAL SERVICES	15,000	15,000	.00	.00	.00	15,000.00	.0%
449900 SMALL CAPITAL ITEMS	5,000	5,000	.00	.00	.00	5,000.00	.0%
458000 BOOK AND PERIODICALS	5,000	5,000	282.50	282.50	.00	4,717.50	5.7%
TOTAL TRUST MEYER EXPENSES	25,000	25,000	282.50	282.50	.00	24,717.50	1.1%

59595932 TRUST BRIDGES EXPENSES							
458000 BOOK AND PERIODICALS	500	500	.00	.00	.00	500.00	.0%
TOTAL TRUST BRIDGES EXPENSES	500	500	.00	.00	.00	500.00	.0%

59595942 TRUST DONATION EXPENSES							
458000 BOOK AND PERIODICALS	9,000	9,000	285.30	285.30	.00	8,714.70	3.2%
TOTAL TRUST DONATION EXPENSES	9,000	9,000	285.30	285.30	.00	8,714.70	3.2%

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CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY MAY 2006

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ACCOUNTS FOR:	LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL LIBRARY TRUST FUNDS	-353,800	-353,800	1,274.86	1,274.86	.00	-355,074.86	-.4%
	TOTAL REVENUES	-418,300	-418,300	-35.00	-35.00	.00	-418,265.00	
	TOTAL EXPENSES	64,500	64,500	1,309.86	1,309.86	.00	63,190.14	

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CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY MAY 2006

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ACCOUNTS FOR:	LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	GRAND TOTAL	-353,800	-353,800	1,274.86	1,274.86	.00	-355,074.86	-.4%

ORDINANCE DETERMINING PREVAILING WAGE RATES

WHEREAS, the State of Illinois has enacted "An Act regulating wages of laborers, mechanics and other workers employed in any public works by the state, county, city, or any public body or any political subdivision or by anyone under contract for public works," approved June 26, 1941, codified as amended, 820 ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39s-1 et seq. and

WHEREAS, the aforesaid Act requires that the Decatur Public Library Board of Trustees of the City of Decatur investigate and ascertain the prevailing rate of wages as defined in said Act for laborers, mechanics, and other workers in the locality of Macon County employed in performing construction of public works for said Decatur Public Library Board of Trustees.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF THE DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES:

SECTION 1: To the extent and as required by "An Act regulating wages of laborers, mechanics, and other workers employed in any public works by the state, county, city, or any public body, or any political subdivision, or by anyone under contract for public works," approved June 26, 1941, as amended, the general prevailing rate of wages in this locality for laborers, mechanics, and other workers engaged in the construction of public works coming under the jurisdiction of the Decatur Public Library Board of Trustees is hereby ascertained to be the same as the prevailing wages for construction work in Macon County area as determined by the Department of Labor of the State of Illinois as of June 2005, a copy of that determination being attached hereto and incorporated herein by reference. As required by said Act, any and all revisions of the prevailing rate of wages by the Department of Labor of the State of Illinois shall supersede the Department's June determination and apply to any and all public works construction undertaken by the Decatur Public Library Board of Trustees. The definition of any terms appearing in this Ordinance which are also used in the aforesaid Act shall be the same as in said Act.

SECTION 2: Nothing herein contained shall be construed to apply said general prevailing rate of wages as herein ascertained to any work or employment except public works construction of the Decatur Public Library Board of Trustees to the extent required by the aforesaid Act.

SECTION 3: The Decatur Public Library Board of Trustees shall publicly post or keep available for inspection by any interested party in the main office of the Decatur Public Library this determination or any revision of such prevailing rate of wage. A copy of this determination or of the current revised determination of prevailing rate of wages then in effect shall be attached to all contract specifications.

SECTION 4: The Decatur Public Library Board of Trustees shall mail a copy of this determination to any employer, and to any association of employers and to any person or association of employees who have filed their names and addresses, requesting copies of any

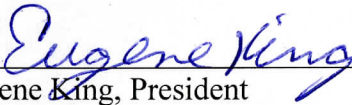
determination stating the particular rates and the particular class of workers whose wages will be affected by such rates.

SECTION 5: The Decatur Public Library Board of Trustees shall promptly file a certified copy of this Ordinance with both the Secretary of State Index Division and the Department of Labor of the State of Illinois.

SECTION 6: The Decatur Public Library Board of Trustees shall cause to be published in a newspaper of general circulation within the area a copy of this Ordinance, and such publication shall constitute notice that the determination is effective and that this is the determination of this public body.

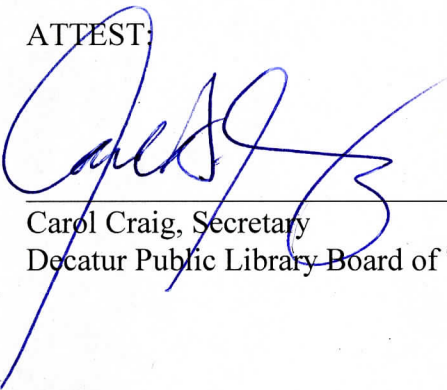
PASSED THIS 15th day of June 2006.

APPROVED:



Eugene King, President
Decatur Public Library Board of Trustees

ATTEST:

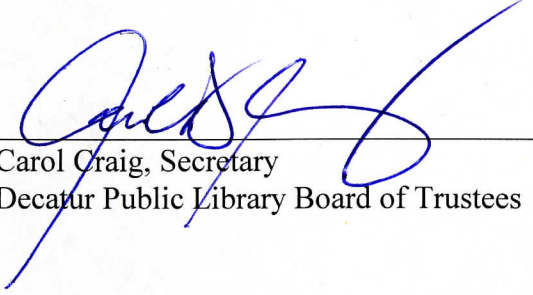


Carol Craig, Secretary
Decatur Public Library Board of Trustees

CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

I, the undersigned, Secretary of the Decatur Public Library Board of Trustees, do hereby certify that the above and foregoing is a true, perfect, and correct copy of the Ordinance Determining Prevailing Wage Rates duly adopted at a meeting of the Decatur Public Library Board of Trustees held on June 15, 2006.

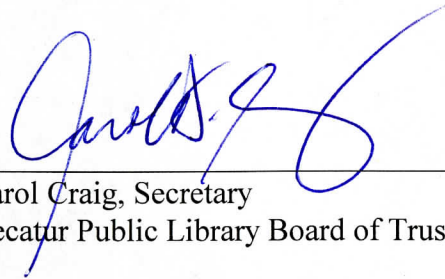


Carol Craig, Secretary
Decatur Public Library Board of Trustees

NOTICE OF DETERMINATION OF PREVAILING WAGE RATES

TAKE NOTICE that on the 1^{~~7~~⁵} day of June 200~~4~~⁶, the Decatur Public Library Board of Trustees adopted an Ordinance Determining Prevailing Wage Rates for public works in accordance with 820ILCS 130/1 et seq. (1993), formerly Illinois Revised Statutes, Chapter 48, paragraph 39s-1 et seq.; and said determination is available for inspection by any interested party at 130 N. Franklin Street, Decatur, Illinois.

DATED the 15th day of June 2006.



Carol Craig, Secretary
Decatur Public Library Board of Trustees

1523542

CERTIFICATE OF PUBLICATION

IN

Herald & Review

Billed to Solicitors
or Attorneys

Decatur Public Library
130 N Franklin St
Decatur, IL 62523

In the matter of:

Notice of Determination of Prevailing Wage Rates

COPY OF ADVERTISEMENT

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DATED the 15th day of June 2006.

/s/Carol Craig, Secretary
Decatur Public Library
Board of Trustees

STATE OF ILLINOIS

SS

Macon County

HERALD & REVIEW, a division of LEE ENTERPRISES INCORPORATED, a corporation, does hereby certify that it is the publisher of the Herald & Review, a daily secular newspaper of general circulation in said County, printed and published in the City of Decatur, in said County and State, and that said newspaper is a newspaper as defined in "An Act to revise the law in relation to notices," approved February 13, 1874, as amended, and that the advertisement or notice hereunto annexed and made a part of this certificate has been published in said newspaper one time in each and every copy and impression of the final edition thereof, and that the publication thereof was in the final edition of said newspaper on

Wednesday, the 21st, day of June,
A.D., 2006, and that

Jenette Johnson by resolution of the Board of Directors, has authority to make this certificate.

IN TESTIMONY WHEREOF, the said Jenette Johnson has hereunto affixed the name of said Company, this 21st day of June,
A.D., 2006

Fee \$ 27.06

Received \$ 27.06

HERALD & REVIEW, a division of
LEE ENTERPRISES INCORPORATED

Date: 7-26-06

By Jenette Johnson

Herald & Review

601 E William St
P O Box 311
Decatur IL 62525
42-0823980

Macon County Prevailing Wage for June 2006

Trade Name	RG	TYP	C	Base	FRMAN	*M-F>8	OSA	OSH	H/W	Pensn	Vac	Trng
ASBESTOS ABT-GEN		BLD		24.720	25.720	1.5	1.5	2.0	5.050	5.330	0.000	0.700
ASBESTOS ABT-MEC		BLD		25.290	26.290	1.5	1.5	2.0	4.450	2.500	0.000	0.250
BOILERMAKER		BLD		27.750	30.250	1.5	1.5	2.0	6.820	10.28	0.000	0.210
BRICK MASON		BLD		24.950	26.450	1.5	1.5	2.0	6.000	6.400	0.000	0.490
CARPENTER		BLD		24.250	26.000	1.5	1.5	2.0	6.500	6.410	0.000	0.300
CARPENTER		HWY		24.430	26.180	1.5	1.5	2.0	6.500	6.410	0.000	0.300
CEMENT MASON		BLD		23.530	24.280	1.5	1.5	2.0	6.500	6.150	0.000	0.300
CEMENT MASON		HWY		22.240	23.240	1.5	1.5	2.0	6.500	6.150	0.000	0.200
CERAMIC TILE FNSHER		BLD		23.600	0.000	1.5	1.5	2.0	6.000	6.400	0.000	0.000
ELECTRIC PWR EQMT OP		ALL		28.840	34.100	1.5	1.5	2.0	4.500	7.790	0.000	0.000
ELECTRIC PWR GRNDMAN		ALL		19.790	34.100	1.5	1.5	2.0	4.500	5.340	0.000	0.000
ELECTRIC PWR LINEMAN		ALL		32.040	34.100	1.5	1.5	2.0	4.500	8.650	0.000	0.000
ELECTRIC PWR TRK DRV		ALL		20.760	34.100	1.5	1.5	2.0	4.500	5.600	0.000	0.000
ELECTRICIAN		BLD		28.490	31.340	1.5	1.5	2.0	5.150	5.110	0.000	0.430
ELECTRONIC SYS TECH		BLD		24.370	25.870	1.5	1.5	2.0	5.150	3.650	0.000	0.250
ELEVATOR CONSTRUCTOR		BLD		32.885	37.000	2.0	2.0	2.0	7.775	5.090	1.970	0.000
GLAZIER		BLD		25.830	25.830	1.5	2.0	2.0	5.080	3.500	0.000	0.280
HT/FROST INSULATOR		BLD		29.640	30.640	1.5	1.5	2.0	4.450	7.860	0.000	0.450
IRON WORKER	E	ALL		25.420	27.170	1.5	1.5	2.0	6.240	6.000	0.000	0.500
IRON WORKER	W	BLD		25.400	27.150	1.5	1.5	2.0	5.710	8.050	0.000	0.300
IRON WORKER	W	HWY		25.400	26.900	1.5	1.5	2.0	5.710	8.050	0.000	0.300
LABORER		BLD		23.220	24.220	1.5	1.5	2.0	5.050	5.330	0.000	0.600
LABORER		HWY		24.220	24.970	1.5	1.5	2.0	5.050	5.330	0.000	0.600
LATHER		BLD		24.250	26.000	1.5	1.5	2.0	6.500	6.410	0.000	0.300
MACHINIST		BLD		35.630	37.630	2.0	2.0	2.0	3.880	4.750	2.460	0.000
MARBLE FINISHERS		BLD		23.600	0.000	1.5	1.5	2.0	6.000	6.400	0.000	0.000
MARBLE MASON		BLD		25.100	26.350	1.5	1.5	2.0	6.000	6.400	0.000	0.000
MILLWRIGHT		BLD		25.270	27.020	1.5	1.5	2.0	6.500	5.850	0.000	0.300
MILLWRIGHT		HWY		19.410	20.660	1.5	1.5	2.0	2.800	3.000	0.000	0.000
OPERATING ENGINEER		BLD	1	26.550	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		BLD	2	24.200	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		BLD	3	20.600	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		HWY	1	26.800	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		HWY	2	24.030	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		HWY	3	19.800	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		HWY	4	28.300	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
OPERATING ENGINEER		O&C		21.440	0.000	1.5	1.5	2.0	6.150	6.200	0.000	0.850
PAINTER		ALL		23.880	24.880	1.5	1.5	2.0	4.850	5.300	0.000	0.400
PAINTER OVER 30FT		ALL		24.880	25.880	1.5	1.5	2.0	4.850	5.300	0.000	0.400
PAINTER PWR EQMT		ALL		24.630	25.630	1.5	1.5	2.0	4.850	5.300	0.000	0.400
PILEDRIIVER		BLD		24.750	26.500	1.5	1.5	2.0	6.500	6.410	0.000	0.300
PILEDRIIVER		HWY		24.930	26.680	1.5	1.5	2.0	6.500	6.410	0.000	0.300
PIPEFITTER		BLD		31.480	33.980	1.5	1.5	2.0	6.100	4.450	0.000	0.820
PLASTERER		BLD		25.320	27.090	1.5	1.5	2.0	4.200	8.700	0.000	0.400
PLUMBER		BLD		31.480	33.980	1.5	1.5	2.0	6.100	4.450	0.000	0.820
ROOFER		BLD		21.850	24.350	1.5	1.5	2.0	5.050	5.350	0.000	0.500
SHEETMETAL WORKER		BLD		27.100	28.850	1.5	1.5	2.0	6.900	6.380	0.000	0.550
SPRINKLER FITTER		BLD		31.240	33.240	1.5	1.5	2.0	6.500	5.350	0.000	0.250
STONE MASON		BLD		24.950	26.450	1.5	1.5	2.0	6.000	6.400	0.000	0.490
TERRAZZO FINISHER		BLD		23.600	0.000	1.5	1.5	2.0	6.000	6.400	0.000	0.000
TERRAZZO MASON		BLD		25.100	26.350	1.5	1.5	2.0	6.000	6.400	0.000	0.000
TILE MASON		BLD		25.100	26.350	1.5	1.5	2.0	6.000	6.400	0.000	0.000
TRUCK DRIVER		ALL	1	24.905	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER		ALL	2	25.305	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER		ALL	3	25.505	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER		ALL	4	25.755	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER		ALL	5	26.505	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000

TRUCK DRIVER	O&C 1	19.924	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER	O&C 2	20.244	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER	O&C 3	20.404	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER	O&C 4	20.604	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TRUCK DRIVER	O&C 5	21.204	0.000	1.5	1.5	2.0	7.000	3.200	0.000	0.000
TUCKPOINTER	BLD	24.950	26.450	1.5	1.5	2.0	6.000	6.400	0.000	0.490

Legend:

M-F>8 (Overtime is required for any hour greater than 8 worked each day, Monday through Friday.)
 OSA (Overtime is required for every hour worked on Saturday)
 OSH (Overtime is required for every hour worked on Sunday and Holidays)
 H/W (Health & Welfare Insurance)
 Pensn (Pension)
 Vac (Vacation)
 Trng (Training)

Explanations

MACON COUNTY

IRON WORKERS (WEST) - West of a straight line just east of Route 51 to the southeast corner where Shelby, Macon and Moultrie counties meet.

The following list is considered as those days for which holiday rates of wages for work performed apply: New Years Day, Memorial/Decoration Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Christmas Day. Generally, any of these holidays which fall on a Sunday is celebrated on the following Monday. This then makes work performed on that Monday payable at the appropriate overtime rate for holiday pay. Common practice in a given local may alter certain days of celebration such as the day after Thanksgiving for Veterans Day. If in doubt, please check with IDOL.

Oil and chip resealing (O&C) means the application of road oils and liquid asphalt to coat an existing road surface, followed by application of aggregate chips or gravel to coated surface, and subsequent rolling of material to seal the surface.

EXPLANATION OF CLASSES

ASBESTOS - GENERAL - removal of asbestos material/mold and hazardous materials from any place in a building, including mechanical systems where those mechanical systems are to be removed. This includes the removal of asbestos materials/mold and hazardous materials from ductwork or pipes in a building when the building is to be demolished at the time or at some close future date.

ASBESTOS - MECHANICAL - removal of asbestos material from mechanical systems, such as pipes, ducts, and boilers, where the mechanical systems are to remain.

CERAMIC TILE FINISHER, MARBLE FINISHER, TERRAZZO FINISHER

Assisting, helping or supporting the tile, marble and terrazzo mechanic by performing their historic and traditional work assignments required to complete the proper installation of the work covered by said crafts. The term "Ceramic" is used for naming the classification only and is in no way a limitation of the product handled. Ceramic includes into consideration most hard tiles.

ELECTRONIC SYSTEMS TECHNICIAN

Installation, service and maintenance of low-voltage systems which utilizes the transmission and/or transference of voice, sound, vision, or digital for commercial, education, security and entertainment purposes for the following: TV monitoring and surveillance, background/foreground music, intercom and telephone interconnect, field programming, inventory control systems, microwave transmission, multi-media, multiplex, radio page, school, intercom and sound burglar alarms and low voltage master clock systems.

Excluded from this classification are energy management systems, life safety systems, supervisory controls and data acquisition systems not intrinsic with the above listed systems, fire alarm systems, nurse call systems and raceways exceeding fifteen feet in length.

TRUCK DRIVER - BUILDING, HEAVY AND HIGHWAY CONSTRUCTION

Class 1. Drivers on 2 axle trucks hauling less than 9 ton. Air compressor and welding machines and brooms, including those pulled by separate units, truck driver helpers, warehouse employees, mechanic helpers, greasers and tiremen, pickup trucks when hauling materials, tools, or workers to and from and on-the-job site, and fork lifts up to 6,000 lb. capacity.

Class 2. Two or three axle trucks hauling more than 9 ton but hauling less than 16 ton. A-frame winch trucks, hydrolift trucks, vector trucks or similar equipment when used for transportation purposes. Fork lifts over 6,000 lb. capacity, winch trucks, four axle combination units, and ticket writers.

Class 3. Two, three or four axle trucks hauling 16 ton or more. Drivers on water pulls, articulated dump trucks, mechanics and working forepersons, and dispatchers. Five axle or more combination units.

Class 4. Low Boy and Oil Distributors.

Class 5. Drivers who require special protective clothing while employed on hazardous waste work.

TRUCK DRIVER - OIL AND CHIP RESEALING ONLY.

This shall encompass laborers, workers and mechanics who drive contractor or subcontractor owned, leased, or hired pickup, dump, service, or oil distributor trucks. The work includes transporting materials and equipment (including but not limited to, oils, aggregate supplies, parts, machinery and tools) to or from the job site; distributing oil or liquid asphalt and aggregate; stock piling material when in connection with the actual oil and chip contract. The Truck Driver (Oil & Chip Resealing) wage classification does not include supplier delivered materials.

OPERATING ENGINEERS - BUILDING

CLASS 1. Asphalt Screed Man; Aspco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backfillers, Crane Type; Backhoes; Barber Green Loaders; Bulldozers; Cableways; Cherry Pickers; Clam Shells; C.M.I. & similar type autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Pumps; Cranes; Derricks; Derrick Mats; Draglines; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Operators or Leverman on Dredges; Operators, Power Boat;

Operators, Pug Mill (Asphalt Plants); Orange Peels; Overhead Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting Machines; Pushdozers, or Push Cats; Robotic Con-trolled Equipment in this Classification; Rock Crushers; Ross Carrier or Similar Machines; Rotomill; Scoops, Skimmer, two cu. yd. capacity and under; Scoops, All or Tournapull; Sheep-Foot Roller (Self Propelled); Shovels; Skid Steer; Skimmer Scoops; Temporary Concrete Plant Operators; Test Hole Drilling Machines; Tower Cranes; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Sideboom; Trenching or Ditching Machine; Tunnelluggers; Vermeer Type Saws; Water Blaster Cutting Head; Wheel Type End Loaders; Winch Cat.

CLASS 2. Air Compressors (six to eight)*; Asphalt Boosters and Heaters; Asphalt Distributors; Asphalt Plant Fireman; Oiler on Two Paving Mixers When Used in Tandem; Boom or Winch Trucks; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Conveyors (six to eight)*; Generators (six to eight)*; Gravel or Stone Spreader, Power Operated; Hoist (with One Drum and One Load Line); Light Plants (six to eight)*; Mechanical Heaters (six to eight)*; Mud Jacks; Post Hole Digger, Mechanical; Pug Mills when used for other than Asphalt operation; Robotic Controlled Equipment in this Classification; Road or Street Sweeper, Self Propelled; Rollers (except bituminous concrete); Seaman Tiller; Straw Machine; Vibratory Compactor; Water Blaster, Power Unit; Welding Machines (six to eight)*; Well Drill Machines.

CLASS 3. Air Compressors(one to five)*; Air Compressors, Track or Self-Propelled; Automatic Hoist; Building Elevators; Bulk Cement Patching Plants; Conveyors (one to five)*; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators (one to five)*; Greasers; Helper on Single Paving Mixer; Hoist, Automatic; Light Plants (one to five)*; Mechanic Helpers; Mechanical Heaters (one to five)*; Oilers; Power Form Graders; Power Sub-Graders; Robotic Controlled Equipment in this Classification; Scissors Hoist; Tractors without power attachments regardless of size or type; Truck Crane Oiler and Driver (1 man); Vibratory Hammer (power source); Water Pumps (one to five)*; Welding Machines (1/300 Amp. or over)*; Welding machines (one to five)*

* Combinations of one to eight of any Air Compressors, Conveyors, Welding Machines, Water Pumps, Light Plants, or Generators shall be in batteries or within 400 feet and shall be paid as per the Classification Schedule contained in this Article.

OPERATING ENGINEERS - HIGHWAY

CLASS 1. Asphalt Screed Man; Asphco Concrete Spreaders; Asphalt Pavers; Asphalt Plant Engineer; Asphalt Rollers on Bituminous Concrete; Athey Loaders; Backhoes; Barber Green Loaders; Bulldozers; Cableways; Carry Deck Pickers; Cherry Pickers (Rough Terrain); C.M.I. & similar type-autograde formless paver, autograde placer & finisher; Concrete Breakers; Concrete Plant Operators; Concrete Pumps; Derricks; Derrick Boats; Dewatering Systems; Earth Auger or Boring Machines; Elevating Graders; Engineers on Dredges; Gravel Processing Machines; Grout Pump; Head Equipment Greaser; High Lifts or Fork Lifts; Hoists with two or more drums or two or more load lines; Hydro Jet or Hydro Lifter; Locomotives, All; Mechanics; Motor Graders or Auto Patrols; Multi-Point Power Lifting Equipment; Operators or Leverman on Dredges; Operators, Power Boat; Operators, Pug Mill (Asphalt Plants); Overhead Cranes; Paving Mixers; Piledrivers; Pipe Wrapping and Painting

Machines; Push-dozers, or Push Cats; Robotic Controlled Equipment in this Classification; Rock Crushers; Ross Carrier or Similar Machines; Roto-Mill; Scoops, Skimmer, two cu. yd. capacity and under; Sheep-Foot Roller (Self Pro-pelled); Shovels; Skid Steer; Skimmer Scoops; Test Hole Drilling Machines; Tower Machines; Tower Mixers; Track Type End Loaders; Track Type Fork Lifts or High Lifts; Track Jacks and Tampers; Tractors, Side-boom; Trenching or Ditching Machine; Tunnelluggers; Vermeer-Type Saws; Wheel Type End Loaders; Winch Cat; Scoops, All or Tournapull.

CLASS 2. Air Compressors (six to eight)*; Articulated Dumps; Asphalt Boosters and Heaters; Asphalt Distributors; Asphalt Plant Fireman; Boom or Winch Trucks; Building Elevators; Bull Floats or Flexplanes; Concrete Finishing Machine; Concrete Saws, Self-Propelled; Concrete Spreading Machines; Conveyors (six to eight)*; Generators (six to eight)*; Gravel or Stone Spreader, Power Operated; Hoist, Automatic; Hoist with One Drum and One Load Line; Light Plants (six to eight)*; Mechanical Heaters (six to eight)*; Mud Jacks; Off Road Water Wagons; Oiler on Two Paving Mixers When Used in Tandem; Post Hole Digger, Mechanical; Robotic Controlled Equipment in This Classification; Road or Street Sweeper, Self-Propelled; Rollers (except bituminous concrete); Scissor Hoist; Sea-man Tiller; Straw Machine; Vibratory Compactor; Water Pumps (six to eight)*; Well Drill Machines.

CLASS 3. Air Compressors (one to five)*; Air Compressors, Track or Self-Propelled; Bulk Cement Batching Plants; Conveyors (one to five)*; Concrete Mixers (Except Plant, Paver, or Tower); Firemen; Generators (one to five)*; Greasers; Helper on Single Paving Mixer; Light Plants (one to five)*; Mechanic Helpers; Mechanical Heaters (one to five)*; Oilers; Power Form Graders; Power Sub-Graders; Pug Mills when used for other than Asphalt operation; Robotic Controlled Equipment in This Classification; Tractors without power attachments, regardless of size or type; Truck Crane Oiler and Driver (1 man); Vibratory Hammer (power source); Water Pumps (one to five)*; Welding Machines (one 300 Amp. or over)*; Welding Machines (one to five)*.

CLASS 4. Lattice Boom Crawler Crane; Lattice Boom Truck Crane; Telescopic Truck-Mounted Crane; Tower Crane.

*Combinations of one to eight of any Air Compressors, Conveyors, Welding Machines, Water Pumps, Light Plants or Generators shall be in batteries or within 400 feet and shall be paid as per the Classification Schedule contained in this Article.

OPERATING ENGINEER - OIL AND CHIP RESEALING ONLY.

This shall encompass the operation of all motorized heavy equipment used in oil and chip resealing, including but not limited to operating self-propelled chip spreaders, and all types of rollers (both hard and rubber tired); and other duties pertaining to the operation or maintenance of heavy equipment related to oil & chip resealing.

Other Classifications of Work:

For definitions of classifications not otherwise set out, the Department generally has on file such definitions which are available. If a task to be performed is not subject to one of the classifications or pay set out, the Department will upon being contacted state which neighboring county has such a classification and provide such rate, such rate being deemed to exist by reference in this document. If no neighboring county rate applies to the task, the Department shall

undertake a special determination, such special determination being then deemed to have existed under this determination. If a project requires these, or any classification not listed, please contact IDOL at 618/993-7271 for wage rates or clarifications.

LANDSCAPING

Landscaping work falls under the existing classifications for laborer, operating engineer and truck driver. The work performed by landscape plantsman and landscape laborer is covered by the existing classification of laborer. The work performed by landscape operators (regardless of equipment used or its size) is covered by the classifications of operating engineer. The work performed by landscape truck drivers (regardless of size of truck driven) is covered by the classifications of truck driver.

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

Applicable Core Standards

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

Supplemental Standards

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

Evaluation Methods

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

relations efforts have been. These statistics are used most effectively when a library compares its own numbers from year to year rather than comparing itself with other libraries. Procedures, rules, and methods of gathering statistics vary among libraries.

2. A survey can determine if the public is aware of the services and collections that are offered by the library. Often a small, carefully targeted survey will provide more useable information than a long, general survey. (See appendix 8.)
3. Placing a suggestion box in a convenient location may elicit helpful information.
4. Many libraries distribute brief evaluation forms inquiring as to how the patrons heard about library programs or services.

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