

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, July 15, 2004 @ 4:30 p.m.
AGENDA

- I. Call to order –Eugene King, President
 - a. Introduction and swearing in of new trustee
- II. Approval of minutes
 - a. Regular meeting of June 17, 2004
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of July 8, 2004
 - b. Finance and Properties Committee
 - i. Approval of bills for June 2004
 - ii. Meeting of July 13, 2004
 - c. Rolling Prairie Library System
 - i. Report on system board meeting
 - d. Friends of the Library
 - i. Meeting of July 14, 2004
 - e. Foundation
 - i. No meeting
- VI. Old business
- VII. New business
 - a. Request from Richland Community College
- VIII. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

June 17, 2004

I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Ty Cocagne, Carol Craig, Garry Davis, Patricia Greanias, Eugene King, and Sally Krigbaum. Absent: Shirley Moore and Linda Rowden. Staff present: Lee Ann Fisher.

II. APPROVAL OF MINUTES

Mr. King made a motion to approve the minutes of the regular meeting of May 27, 2004. The motion was seconded by Mr. Cocagne and unanimously approved.

Mr. Cocagne made a motion to approve the minutes of the annual meeting of May 27, 2004. The motion was seconded by Mr. King and unanimously approved as corrected.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher reported that she met with Vickie Goacher about inappropriate material that was illegally dubbed on the end of a library video.

Mrs. Arnold was presented with flowers and a plaque thanking her for her many contributions in nearly seven years of service on the board, including two terms each as president and vice president.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee did not meet. Ms. Fisher updated the board on the status of contract negotiations with the union.

Finance and Properties Committee: Mr. Cocagne made a motion to approve the May 2004 bills. The motion was seconded by Mrs. Greanias and unanimously carried on roll call vote.

The committee did not meet.

Rolling Prairie Library System: Mrs. Greanias attended the meeting on June 15, 2004.

Friends of the Library: The Friends met June 10, 2004. Mrs. Krigbaum reported that the presidents of the Friends, Foundation, and Library Board will have a joint meeting soon. Mark

Sorensen is a new Friends board member. Memberships to the Friends expire June 30, 2004 and renewal letters are going out.

Foundation: The Foundation Board of Directors did not meet.

VI. OLD BUSINESS

Mr. Davis made a motion to nominate Mrs. Greanias as vice-president of the library board for 2004/05. The motion was seconded by Mrs. Krigbaum and unanimously approved.

VII. NEW BUSINESS

Mrs. Greanias made a motion to approve an ordinance determining prevailing wage rates as presented. The motion was seconded by Mr. King and unanimously approved.

Mr. Davis made a motion to formally commend Mrs. Arnold for her service on the Board. The motion was seconded by Mrs. Greanias and unanimously approved.

VIII. ADJOURNMENT

Mrs. Arnold adjourned the meeting at 5:01 p.m.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

CITY LIBRARIAN'S REPORT
July 6, 2004
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: I was part of an article on women in business in the June issue of the *Business Journal*. Former board member Mary Gladney was featured on the front page. In addition to my regular meetings, I talked to two reporters from the H&R, showed the lease space to a prospective tenant, met with the Friends president, attended the retirement luncheon for David Zindel, the RCC librarian, and had my annual evaluation. I was on vacation June 18- July 5. During that time I also attended ALA, June 24-30 in Orlando.

ALA: I attended 12 workshops on everything from "Automating Your Bookmobile" to "Nonverbal Communication Speaks Volumes." I worked at the Conference Placement Service some each day, where we had posted the Head of Technical Division position. Alas no nibbles, but I do have some good leads to contact. Finally, I spent time on the exhibit floor, where there were over 3,000 vendors. I made contact with all our primary vendors and networked with others who might be useful in the future. I also placed orders for items negotiating for a special conference discount and free shipping, if possible. In addition, I brought home over \$400 worth of free books, CD's and DVD's for the library.

PROJECT NEXT GENERATION: The PNG group has been meeting Thursday evenings and is working on getting to know the parts of the computer and how to use a digital camera and video equipment.

DYNIX: We are still slowly working on issues as they come up, and there are still many, many of them. All of the user's group committees are meeting and working on updating their manuals.

FOUNDATION: The current balance is \$94,941.91. The next Foundation meeting will be July 26th @ 4:30.

FRIENDS: The Friends will not meet this month. They are in the process of sending out 500 membership requests to businesses in town, which they have never done before. Their next meeting will be August 12th @ 4:00.

STAFF: We are still working on filling vacancies at this time. The Adult Division is finally fully staffed after many months.

ADMINISTRATION: The gate count was 30,337, compared to 28,572 in June 2003, or +6.2%. Twelve month total is 328,283, compared to 298,913 for the previous 12-month period, or +9.8%. Circulation is also up 3.8% over last year. The city's accounting system Munis is still creating problems. Leave balances for staff have been incorrect since December 03 and now payroll is depositing or not depositing incorrectly. Linda is working with city staff, but there is not much we can do about it as we have no control over the system. Contract negotiations continue on July 14th. We are working on deleting unused phone numbers from our bill, some

CITY LIBRARIAN'S REPORT

July 6, 2004

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that haven't been used since before the move. This should save us a substantial amount on our phone bill.

ADULT DIVISION: June was a busy month as Sandi trained new staff in the various functions of the division. In response to public demand for a resume-writing program, simpler than Microsoft's Resume Wizard, we recently purchased three copies of the WinWay Resume Maker software. It was made available to the public on the word processing computers and one

of the database computers. I have already received a positive comment from the public about this new software. June 1 marked the beginning of the Federal Depository Library Program's Annual Item Selection Update Cycle, which is the time period in which depository libraries can choose to receive additional documents. We currently select at the rate of 18.40 percent, relatively high rate for a library our size. Our Online Book Club members accessed the 11 online book clubs 330 times in May, with our Non-Fiction club receiving the most hits. We had 103 visitors to our Local History Room.

BUILDING DIVISION: Karnic Construction completed the dumpster moving project, making repairs on the fencing that make it look really nice in its new location. Installed the wireless system for the bookmobiles and moved cable for Extensions new work spaces. There has been some vandalism in the ladies restroom in the lobby.

CHILDREN'S DIVISION: Valerie Brunner is doing a practicum in Children's as part of her MLS program at the U of I. "Track It Down at Your Library" started June 1st and 237 kids signed up that day. At the end of June we had 1084 summer reading program participants. Jacques Nuzzo from the Illinois Raptor Center did a program on Falconry with live birds for 51 people. ALTRUSA funded this program and another one he is doing on owls in July. Altogether there were 22 programs for 432 people. Twenty-five groups visited the library bringing in 377 people, one of those being the Fire Cadet program with 80 kids. We received a nice mention and a picture in their *Junior Fire Cadet Gazette*. Eight Baby TALK programs had attendance of 222.

CIRCULATION DIVISION: The circulation statistical report has inaccuracies that we are working on correcting. For instance the DVD's are currently combined with our videos, so if you wanted to see how many DVD's circulated last month we couldn't tell you. Also the system does not tally material coming in from or going out to another library, so these items are not counted in our circulation figures as they were in DRA. Robyn estimates that these "lost" transactions could be between 1,000-2,000 items each month. We issued 390 new cards in June.

EXTENSION DIVISION: Both bookmobiles were off the road some this month due to generator problems. Bill is investigating the malfunctions. Even with that circulation was up 13% over last June. Twenty-two volunteers donated 225.75 hours this month.

CITY LIBRARIAN'S REPORT

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GATES COMPUTER LAB: The Gates Lab was closed for a week while Matt upgraded the computers to Windows XP and installed additional software, this may account for the lower attendance figure. Some of our class curricula and handouts will need to be adapted to reflect XP specifications. We had 111 people attend one of the 10 different classes we offered this month.

SYSTEMS ADMINISTRATION: Matt and Junie were busy installing computer upgrades this month to patron computers. We now have Altiris software on the Lab computers. We are having problems with our domain controller tape drive and we are working with Gateway to get this resolved.

TECHNICAL DIVISION: Scott has taken the lead on working out our collection issues and ferreting out answers to correct our problems. While most of these have to wait on User's Group approval before they can be fixed, what we can do on our own is being done. Kathy Collett is quickly coming up to speed and her cataloging amounts are increasing. Books are now being ordered and processed in a timely fashion.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

July 6, 2004

Personnel, Policy & Public Relations Committee
July 8, 2004

Garry Davis called the meeting to order at 4:35 p.m. Members present: Mr. Davis, Sally Krigbaum, Linda Rowden, and Eugene King. Absent: Carol Craig. Staff present: Linda Humphreys and Lee Ann Fisher.

Personnel issues: Ms. Fisher reported that she needed one additional library page (half-time) in the circulation division to empty bins and sensitize books that have been returned to the library. After discussion, Ms. Rowden made a motion to recommend the change for approval. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Ms. Fisher also reported that the Assistant Head of the Building Division (half-time) has been vacant since Bill Terrell promoted to Head of the Building Division in January. Ms. Fisher proposed that this management position be change from half-time to full-time and that the person be assigned to work nights with the cleaning crew so that a manager from the building division will be on duty when the library is open. After discussion, Mrs. Krigbaum made a motion to recommend the proposal for approval. The motion was seconded by Mrs. Rowden and unanimously approved.

The salary of an employee was also reviewed.

There was no other business. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys, Executive Admin. Assistant

Finance and Properties Committee
July 13, 2004

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, Shirley Moore, and Eugene King. Staff present: Linda Humphreys and Lee Ann Fisher.

Bill list for June 2004: The list was reviewed and recommended for approval as presented. The financial statement was not available.

Proposal regarding chiller: Ms. Fisher presented a proposal from Garrett Callahan to treat the water in the chiller and train Bill Terrell on the same for \$5,000 per year. Ms. Fisher felt that Mr. Terrell could be trained within six months at a cost of \$2,500. After the training, the library could just buy supplies as needed. The consensus was to recommend approval of the contract for six months.

Report on contract negotiations meeting: Ms. Fisher reported on the status of meetings with the union's negotiating committee.

Other business: Ms. Fisher presented a new calculation for the non-resident cards with the new fee at \$82.51. The consensus was to recommend approval of the new fee as presented.

The committee reviewed a proposal from a potential tenant for the library's lease space. Ms. Fisher is preparing a long range plan for the library which will include library uses for the lease space area. A letter will be written for the potential tenant.

The salary of an employee was also discussed.

There was no other business. The meeting was adjourned at 5:30 p.m.

Respectfully submitted,

Linda Humphreys

Linda Humphreys
Executive Administrative Assistant

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CHECK REGISTER

FOR INVOICES FROM 06/01/2004 TO 06/30/2004

DATE: 07/07/2004
TIME: 3:09:06PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
4748	06/01/2004	HASTINGS, SCOTT A.	200.00	SEC-DPL-0517/052404	35593512 - 428000	PROFESSIONAL SERVICES
4749	06/01/2004	HOULT, DANNY R.	200.00	SEC-DPL-051804/052504	35593512 - 428000	PROFESSIONAL SERVICES
4753	06/01/2004	RIGSBY, PAUL	200.00	SEC-DPL-051404/052104	35593512 - 428000	PROFESSIONAL SERVICES
4754	06/01/2004	SBC	1,004.77	#217 R26-2855 989 2	35593512 - 423300	TELEPHONE
4755	06/01/2004	SLEETH, ALAN	200.00	SEC-DPL-051904/052604	35593512 - 428000	PROFESSIONAL SERVICES
4756	06/01/2004	SMITH, EDWARD	200.00	SEC-DPL-052004/052704	35593512 - 428000	PROFESSIONAL SERVICES
4761	06/02/2004	COMMERCIAL MAIL SERVICES	139.50	MO PRE SORT/BR CODING-DEPTS	35593512 - 424500	POSTAGE
4783	06/02/2004	TREAS-GENERAL FUND	100.00	TRNSF TO GENERL FD	35593512 - 441500	TRANSFER TO GENERAL FD
4784	06/02/2004	TREAS-MIS OPERATING	1,469.50	TRNSF TO MIS OPERTING FD	35593512 - 423000	MIS SERVICES
4785	06/02/2004	TREAS-SELF INSURANCE FUND	264.58	TRNSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
4785	06/02/2004	TREAS-SELF INSURANCE FUND	179.50		35593512 - 442000	BOILER INSURANCE
4785	06/02/2004	TREAS-SELF INSURANCE FUND	1,152.92		35593512 - 442100	PROPERTY INSURANCE
4785	06/02/2004	TREAS-SELF INSURANCE FUND	1,155.00		35593512 - 442300	GENERAL LIABILITY INS
4793	06/03/2004	ALLIANCE LIBRARY SYSTEM	50.00	CONF-G ROBERTS	35593512 - 424100	CONFERENCES & TRAVEL
4794	06/03/2004	AMAZON.COM CREDIT	333.01	6035302200025571-HRDWRE	35593512 - 449900	SMALL CAPITAL ITEMS
4796	06/03/2004	ARAMARK UNIFORM SERVICES, INC.	79.73	SER-BLDGS	35593512 - 421000	SERVICE TO MAINT BUILDING
4799	06/03/2004	BODINE ELECTRIC	95.00	SER-GENERATOR-BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
4800	06/03/2004	CDW	181.10	CHRGs	35593512 - 449900	SMALL CAPITAL ITEMS
4800	06/03/2004	CDW	543.30	COMPUTER EQUIPMENT	35593512 - 449900	SMALL CAPITAL ITEMS
4800	06/03/2004	CDW	862.25	COMPUTER HRDWRE	35593512 - 449900	SMALL CAPITAL ITEMS
4802	06/03/2004	CRUCIAL TECHNOLOGY	118.99	PHONE CHRGs	35593512 - 449900	SMALL CAPITAL ITEMS
4812	06/03/2004	HEART TECHNOLOGIES INC	150.00	OC LC CHRGs-0404	35593512 - 423300	TELEPHONE
4815	06/03/2004	ILLINOIS STATE LIBRARY	306.30	CHRGs	35593512 - 428900	RENTAL - EQUIPMENT
4823	06/03/2004	MENARDS	33.86		35593512 - 432000	MATERIALS - BUILDINGS
4823	06/03/2004	MENARDS	56.70		35593512 - 432000	MATERIALS - BUILDINGS
4824	06/03/2004	MENARDS	8.98		35593512 - 431200	JANITORIAL SUPPLIES
4824	06/03/2004	MENARDS	54.00		35593512 - 432000	MATERIALS - BUILDINGS
4826	06/03/2004	MILLER PRODUCTS COMPANY	96.00	JNITRIL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
4826	06/03/2004	MILLER PRODUCTS COMPANY	156.00	JNITORIL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
4827	06/03/2004	NCI BUSINESS SYSTEMS	110.30	SER-OFC EQUIP-TR-1510-COPIER	35593512 - 421300	SERV-OFFICE EQUIPMENT
4830	06/03/2004	SAM'S CLUB	598.76	CHRGs	35593512 - 449900	SMALL CAPITAL ITEMS
4830	06/03/2004	SAM'S CLUB	1,197.52		35593512 - 449900	SMALL CAPITAL ITEMS
4832	06/03/2004	SCHINDLER ELEVATOR CORP.	913.11	QTRLY SER GREE-0601-83104	35593512 - 421000	SERVICE TO MAINT BUILDING
4842	06/04/2004	MCFEOD USA	25.77	#3292627	35593512 - 423300	TELEPHONE
4852	06/04/2004	VERIZON WIRELESS	24.76	#504590334	35593512 - 423300	TELEPHONE
4852	06/04/2004	VERIZON WIRELESS	30.69	#504591851	35593512 - 423300	TELEPHONE
4852	06/04/2004	VERIZON WIRELESS	42.22	#504522581	35593512 - 423300	TELEPHONE
4852	06/04/2004	VERIZON WIRELESS	50.34	#504522580	35593512 - 423300	TELEPHONE
4869	06/07/2004	STUKE, IRENE	750.00	LUMP SUM PMT-SSN 321381882	35593511 - 409000	SALARIES
4908	06/09/2004	SBC	26.65	#217 872-0514 272 6	35593512 - 423300	TELEPHONE
4908	06/09/2004	SBC	673.11	#217 362-2230 082 0	35593512 - 423300	TELEPHONE

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 FOR INVOICES FROM 06/01/2004 TO 06/30/2004**

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
4933	06/10/2004	TREAS-FLEET MAINTENANCE	527.34	05/04 FUEL CHGS	35593512 - 431000	GASOLINE
4994	06/15/2004	BARBECK COMMUNICATIONS GROUP	104.99	TELEPHONE BATTERY/PLUG IN CHRGR	35593512 - 423300	TELEPHONE
5005	06/15/2004	DEMCO INC	319.00	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
5006	06/15/2004	DUNKER ELECTRIC SUPPLY, INC	60.18	BLDG SUPP-LIGHT BULBS	35593512 - 432000	MATERIALS - BUILDINGS
5008	06/15/2004	EDWARD BOOTH	2,487.50	LEGL SER	35593512 - 428000	PROFESSIONAL SERVICES
5009	06/15/2004	EZ LAWN CARE	300.00	SER-MINTIN BLDG	35593512 - 421000	SERVICE TO MAINT BUILDING
5010	06/15/2004	GAYLORD BROS.	156.20	SSORTED OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
5010	06/15/2004	GAYLORD BROS.	207.40		35593512 - 434500	OFFICE SUPPLIES
5013	06/15/2004	HASTINGS, SCOTT A.	100.00	SEC-060704-DPL	35593512 - 428000	PROFESSIONAL SERVICES
5014	06/15/2004	HODGES, HARLAN	71.06	SUPP-CRNT-PROJ NEX GENERATION	35593512 - 434500	OFFICE SUPPLIES
5015	06/15/2004	HOULT, DANNY R.	200.00	SEC-DPL-0601/060804	35593512 - 428000	PROFESSIONAL SERVICES
5017	06/15/2004	ILLINOIS POWER COMPANY	9,476.23	#180012	35593512 - 423100	ELECTRICITY
5017	06/15/2004	ILLINOIS POWER COMPANY	107.20		35593512 - 423200	NATURAL GAS
5019	06/15/2004	JAN MASTER, INC.	57.56	JNITORIL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
5019	06/15/2004	JAN MASTER, INC.	76.20		35593512 - 431200	JANITORIAL SUPPLIES
5021	06/15/2004	MENARDS	152.32	MTL-MINTIN BLDG	35593512 - 432000	MATERIALS - BUILDINGS
5024	06/15/2004	ONYX VALLEY VIEW LANDFILL, INC	323.26	CHRG	35593512 - 421000	SERVICE TO MAINT BUILDING
5026	06/15/2004	RIGSBY, PAUL	300.00	SEC-DPL-0528/0604/061104	35593512 - 428000	PROFESSIONAL SERVICES
5028	06/15/2004	SAM'S CLUB	62.44	JNITORIL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
5029	06/15/2004	SLEETH, ALAN	200.00	SEC-DPL-0602/060904	35593512 - 428000	PROFESSIONAL SERVICES
5030	06/15/2004	SMITH, EDWARD	200.00	SEC-0603/061004-DPL	35593512 - 428000	PROFESSIONAL SERVICES
5033	06/15/2004	T A BRINKOETTER & SONS	94.50	MTL/LBOR-MITIN BLDG	35593512 - 421000	SERVICE TO MAINT BUILDING
5033	06/15/2004	T A BRINKOETTER & SONS	3.15		35593512 - 432000	MATERIALS - BUILDINGS
5034	06/15/2004	TECHNICAL SOLUTIONS SERVICES	703.25	QTRLY PMT ON MINT GREE	35593512 - 421000	SERVICE TO MAINT BUILDING
5035	06/15/2004	TOMMY HOUSE TIRE	71.19	MTL-UTO EQUIPMENT	35593512 - 433700	MATERIAL - AUTO EQUIP
5054	06/16/2004	TREAS-GENERAL FUND	772.64	0504-POSTG	35593512 - 424500	POSTAGE
5059	06/17/2004	ABWA	132.00	CONF/MTG EXP-FISHER-LIBRRY	35593512 - 424100	CONFERENCES & TRAVEL
5065	06/17/2004	DMH CORP HEALTH SERVICES	200.00	2 PRE-EMP PHYSICLS-DPL	35593512 - 426500	MEDICAL EXPENSES
5076	06/17/2004	MCLEOD USA	76.87	#3318933	35593512 - 423300	TELEPHONE
5088	06/17/2004	SPHERION CORPORATION	144.60	TEMP EMPLOYEES	35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	191.84		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	192.80		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	232.76		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	235.69		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	259.39		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	282.80		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	292.72		35593512 - 427100	TEMP AGENCY SERVICES
5088	06/17/2004	SPHERION CORPORATION	319.77		35593512 - 427100	TEMP AGENCY SERVICES
5093	06/18/2004	BODINE ELECTRIC	180.00	SERV/MATL -REPAIR BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
5093	06/18/2004	BODINE ELECTRIC	44.98		35593512 - 433700	MATERIAL - AUTO EQUIP
5095	06/18/2004	DECATUR AWARDS AND SCREEN PRINTING	50.00	PRINT PLAQUE-S ARNOLD	35593512 - 420200	PRINTING AND BINDING
5097	06/18/2004	HUNZEKER SERVICE AGENCY	1,552.00	SERV/MATL-REPAIR CHILER	35593512 - 421000	SERVICE TO MAINT BUILDING

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
5097	06/18/2004	HUNZEKER SERVICE AGENCY	4,091.03	SERV/MATL-REPAIR CHILER	35593512 - 432000	MATERIALS - BUILDINGS
5110	06/18/2004	TREAS-WATER FUNDS	612.83	#13095241	35593512 - 423400	WATER
5150	06/22/2004	DEMCO INC	303.15	OFFC SUPP-ASSORTED	35593512 - 434500	OFFICE SUPPLIES
5155	06/22/2004	GAYLORD BROS.	36.27		35593512 - 434500	OFFICE SUPPLIES
5155	06/22/2004	GAYLORD BROS.	65.52		35593512 - 434500	OFFICE SUPPLIES
5158	06/22/2004	HEART TECHNOLOGIES INC	99.75	QTRLY VALCOM MAINT AGREE	35593512 - 421300	SERV-OFFICE EQUIPMENT
5159	06/22/2004	HOUCHEM BINDERY LTD	359.60	BINDERY CHARGES	35593512 - 420200	PRINTING AND BINDING
5164	06/22/2004	ILLINOIS STATE LIBRARY	988.40	ILL/OCLC CHARGES-0504	35593512 - 428900	RENTAL - EQUIPMENT
5167	06/22/2004	JAN MASTER, INC.	251.12	JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
5176	06/22/2004	MR. VIDEO	456.54	OFFC SUPP-VIDEO BOXES	35593512 - 434500	OFFICE SUPPLIES
5177	06/22/2004	NCI BUSINESS SYSTEMS	180.12	OFFC SUPP-4 ROLLS OF MASTERS	35593512 - 434500	OFFICE SUPPLIES
5185	06/22/2004	T A BRINKOETTER & SONS	850.50	SERV/LABOR-REPAIR LEAK	35593512 - 421000	SERVICE TO MAINT BUILDING
5185	06/22/2004	T A BRINKOETTER & SONS	407.75		35593512 - 432000	MATERIALS - BUILDINGS
5190	06/22/2004	TREAS-PETTY CASH	22.00	LIBRARY	35593512 - 428000	PROFESSIONAL SERVICES
5190	06/22/2004	TREAS-PETTY CASH	22.00		35593512 - 428400	MEMBERSHIP FEES
5190	06/22/2004	TREAS-PETTY CASH	22.50		35593512 - 432000	MATERIALS - BUILDINGS
5190	06/22/2004	TREAS-PETTY CASH	45.01		35593512 - 432000	MATERIALS - BUILDINGS
5190	06/22/2004	TREAS-PETTY CASH	11.90		35593515 - 458000	BOOKS & PERIODICALS
5206	06/23/2004	SBC	18.10	#217 875-3151 944 5	35593512 - 423300	TELEPHONE
5206	06/23/2004	SBC	19.58	#217 875-4619 572 8	35593512 - 423300	TELEPHONE
5208	06/23/2004	VERIZON WIRELESS	30.70	#504591268	35593512 - 423300	TELEPHONE
5208	06/23/2004	VERIZON WIRELESS	48.35	#505679087	35593512 - 423300	TELEPHONE
5300	06/30/2004	AMERICAN LIBRARY ASSOCIATION	99.45	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
5307	06/30/2004	BAKY TALK, INC.	275.00	BAKY TALK PROGRAM	35593512 - 428000	PROFESSIONAL SERVICES
5309	06/30/2004	BAKER & TAYLOR CO	7.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	7.66		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	7.99		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	8.00		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	9.43		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	10.00		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	14.14		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	14.16		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	15.26		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	16.16		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	17.67		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	18.72		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	23.91		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	26.88		35593515 - 458000	BOOKS & PERIODICALS

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5309	06/30/2004	BAKER & TAYLOR CO	29.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	36.15		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	36.31		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	41.62		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	49.73		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	54.95		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	56.17		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	69.41		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	80.58		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	82.08		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	103.53		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	105.26		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	113.76		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	116.92		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	120.02		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	121.42		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	144.88		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	146.40		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	150.32		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	162.57		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	176.61		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	186.21		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	192.82		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	197.86		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	207.97		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	223.72		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	230.87		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	256.60		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	332.96		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	349.81		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	361.60		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	447.83		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	492.39		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	511.54		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	546.12		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	547.85		35593515 - 458000	BOOKS & PERIODICALS
5309	06/30/2004	BAKER & TAYLOR CO	797.62		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	5.03		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	7.16		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	8.48		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	8.98		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	11.23		35593515 - 458000	BOOKS & PERIODICALS

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5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	12.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	14.96		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	17.96		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	20.99		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	21.58		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	22.49		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	25.12		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	25.15		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	26.97		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	29.96		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	30.91		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	37.49		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	44.22		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	44.88		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	44.91		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	92.53		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	101.20		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	303.83		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	326.24		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	357.63		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	411.64		35593515 - 458000	BOOKS & PERIODICALS
5310	06/30/2004	BAKER & TAYLOR ENTERTAINMENT	490.29		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	2.99		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	8.97		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	9.57		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	9.59		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	9.60		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	9.78		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	11.37		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	11.96		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	11.99		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	15.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	19.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	19.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	19.17		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	20.34		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	21.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	25.42		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	26.91		35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	28.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	28.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	30.55		35593515 - 458000	BOOKS & PERIODICALS

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5319	06/30/2004	BOOK WHOLESALERS, INC.	30.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	31.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	32.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	32.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	33.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	35.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	38.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	38.27	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	39.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	41.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	41.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	42.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	48.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	51.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	54.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	62.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	62.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	67.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	71.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	76.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	78.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	82.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	87.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	89.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	104.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	194.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	205.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	468.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	480.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5319	06/30/2004	BOOK WHOLESALERS, INC.	956.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5334	06/30/2004	CTNG	108.36	BLNC DUE	35593515 - 458000	BOOKS & PERIODICALS
5365	06/30/2004	DYNEGY ENERGY SERVICES	464.44	PARKING LOT LIGHTS	35593512 - 423100	ELECTRICITY
5377	06/30/2004	GAYLORD BROS.	232.80	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
5385	06/30/2004	HASTINGS, SCOTT A.	300.00	SEC-DPL-0614,0621,062804	35593512 - 428000	PROFESSIONAL SERVICES
5387	06/30/2004	HOULT, DANNY R.	200.00	SEC-DPL-0615/062204	35593512 - 428000	PROFESSIONAL SERVICES
5393	06/30/2004	INGRAM LIBRARY SERVICES	42.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5397	06/30/2004	JOHN WILEY & SONS, INC	15.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5413	06/30/2004	MARSHALL CAVENDISH CORP.	166.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5425	06/30/2004	MIDWEST MICROFILM CO	158.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5444	06/30/2004	ORKIN EXTERMINATING	69.30	EXTERMINATING SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
5456	06/30/2004	REGENT BOOK CO	43.64	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5458	06/30/2004	RIGSBY, PAUL	100.00	SEC-DPL-061804	35593512 - 428000	PROFESSIONAL SERVICES

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5462	06/30/2004	SATTLEYS, INC.	60.00	SMD 12443 letter size file fol	35593512 - 434500	OFFICE SUPPLIES
5462	06/30/2004	SATTLEYS, INC.	260.08		35593512 - 434500	OFFICE SUPPLIES
5466	06/30/2004	SLEETH, ALAN	300.00	SEC-DPL-0616,0623,0625	35593512 - 428000	PROFESSIONAL SERVICES
5468	06/30/2004	SMITH, EDWARD	200.00	SEC-DPL-0617/062404	35593512 - 428000	PROFESSIONAL SERVICES
5475	06/30/2004	SPHERION CORPORATION	144.60	PRICE, JOSHUA 060604	35593512 - 427100	TEMP AGENCY SERVICES
5475	06/30/2004	SPHERION CORPORATION	165.62	IRONS, LETA 060604	35593512 - 427100	TEMP AGENCY SERVICES
5480	06/30/2004	STRIGLOS/HAINES & ESSICK	444.44	QUA 64105 CD mailers	35593512 - 434500	OFFICE SUPPLIES
5480	06/30/2004	STRIGLOS/HAINES & ESSICK	26.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
5499	06/30/2004	WATTS COPY SYSTEMS	321.76	COPIER RENTAL	35593512 - 421300	SERV-OFFICE EQUIPMENT
35 LIBRARY FUND Total			63,388.05			

WARRANT TOTAL: **63,388.05**

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

FOR 2005 02

ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3559350 LIBRARY FUND							
300000 BEGINNING FUND BALANCE	-329,112	-329,112	-365,558.14	-365,558.14	.00	36,446.14	111.1%
301103 REAL ESTATE TAXES	-2,936,796	-2,936,796	-1,485,637.08	-1,485,637.08	.00	-1,451,158.92	50.6%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-22,805.93	-271.31	.00	-212,194.07	9.7%
302107 STATE GRANTS OR OTHER	-102,325	-102,325	.00	.00	.00	-102,325.00	.0%
305509 FINES AND FEES	-40,000	-40,000	-8,828.65	-6,240.14	.00	-31,171.35	22.1%
305510 NON-RESIDENTIAL FEES	-500	-500	-80.11	-80.11	.00	-419.89	16.0%
305511 LOST OR DAMAGED BOOKS	-5,000	-5,000	-1,194.78	-340.93	.00	-3,805.22	23.9%
305514 COPIES AND MISCELLANEOUS	-18,000	-18,000	-2,046.80	-1,607.93	.00	-15,953.20	11.4%
305515 MEETING ROOM FEES	-10,000	-10,000	-2,070.00	-990.00	.00	-7,930.00	20.7%
307101 INVESTMENT INCOME	-13,100	-13,100	-393.32	-169.94	.00	-12,706.68	3.0%
307102 POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308805 CONTRIBUTIONS	0	0	-65.00	-65.00	.00	65.00	100.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-6,666.66	-6,666.66	.00	-33,333.34	16.7%
308899 MISCELLANEOUS INCOME	-8,988	-8,988	.00	.00	.00	-8,988.00	.0%
TOTAL LIBRARY FUND	-3,738,821	-3,738,821	-1,895,346.47	-1,867,627.24	.00	-1,843,474.53	50.7%

35593511 DPL - PERSONNEL SERVICES

409000 SALARIES	1,944,186	1,944,186	338,381.95	200,878.39	.00	1,605,804.05	17.4%
410100 OVERTIME	5,000	5,000	861.58	216.89	.00	4,138.42	17.2%
410200 TEMPORARY SALARIES	26,000	26,000	6,555.45	4,262.11	.00	19,444.55	25.2%
410400 RETIREMENT - IMRF	209,715	209,715	36,266.83	21,375.81	.00	173,448.17	17.3%
411100 LIFE INSURANCE	3,582	3,582	627.00	372.38	.00	2,955.00	17.5%
411200 MEDICAL INSURANCE	335,316	335,316	53,695.51	32,434.23	.00	281,620.49	16.0%
411300 UNEMPLOYMENT INSURANCE	2,233	2,233	323.68	243.04	.00	1,909.32	14.5%
411400 WORKERS COMPENSATION	28,259	28,259	5,097.32	3,064.04	.00	23,161.68	18.0%
411500 SERVICE REC/LONGEVITY	23,522	23,522	5,021.52	1,866.52	.00	18,500.48	21.3%
TOTAL DPL - PERSONNEL SERVICES	2,577,813	2,577,813	446,830.84	264,713.41	.00	2,130,982.16	17.3%

35593512 DPL - OPERATING EXPENSES

420100 ADVERTISING	250	250	.00	.00	.00	250.00	.0%
420200 PRINTING AND BINDING	6,000	6,000	819.60	409.60	168.95	5,011.45	16.5%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,000	5,677.67	5,045.11	762.30	23,560.03	21.5%
421100 SERV TO MAINT IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%

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ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421200 SERV - AUTO EQUIPMENT	2,500	2,500	275.00	275.00	.00	2,225.00	11.0%
421300 SERVICE-OFFICE EQUIP	20,000	20,000	531.81	531.81	3,482.24	13,529.58	32.4%
423000 MIS SERVICES	17,634	17,634	2,939.00	1,469.50	.00	14,695.00	16.7%
423100 ELECTRICITY	150,000	150,000	17,813.34	9,940.67	1,857.76	130,328.90	13.1%
423200 NATURAL GAS	20,000	20,000	214.40	107.20	.00	19,785.60	1.1%
423300 TELEPHONE	30,000	30,000	4,592.68	2,326.90	.00	25,407.32	15.3%
423400 WATER	3,100	3,100	612.83	612.83	.00	2,487.17	19.8%
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	.00	.00	.00	3,000.00	.0%
424100 CONFERENCES & TRAVEL	7,000	7,000	251.59	182.00	.00	6,748.41	3.6%
424500 POSTAGE	17,000	17,000	3,095.16	912.14	.00	13,904.84	18.2%
424700 COMPUTER SOFTWARE	20,000	20,000	118.00	.00	.00	19,882.00	.6%
426500 MEDICAL EXPENSES	0	0	200.00	200.00	.00	-200.00	100.0%
427100 TEMPORARY AGENCY FEES	20,000	20,000	2,751.79	2,751.79	.00	17,248.21	13.8%
427200 TUITION REIMBURSEMENT	1,000	1,000	.00	.00	.00	1,000.00	.0%
427300 TRAVEL INTERVIEW EXP	1,250	1,250	.00	.00	.00	250.00	.0%
428000 PROFESSIONAL SERVICES	46,340	46,340	8,324.50	5,884.50	3,025.00	34,990.50	24.5%
428400 MEMBERSHIP FEES	1,400	1,400	22.00	22.00	.00	1,378.00	1.6%
428900 RENTAL- EQUIPMENT	5,000	5,000	1,294.70	1,294.70	.00	3,705.30	25.9%
431000 GASOLINE	3,700	3,700	902.22	527.34	.00	2,797.78	24.4%
431200 JANITORIAL SUPPLIES	8,000	8,000	1,036.98	872.64	200.00	6,763.02	15.5%
432000 MATERIAL - BUILDINGS	18,000	18,000	5,009.47	4,926.50	.00	12,990.53	27.8%
433700 MATERIAL-AUTO EQUIP	1,500	1,500	116.17	116.17	.00	1,383.83	7.7%
434500 OFFICE SUPPLIES	30,000	30,000	4,804.09	3,161.86	134.14	25,061.77	16.5%
435700 EMPLOYEE RECOG SUPPLIES	0	0	26.49	.00	.00	-26.49	100.0%
441500 TRANSFER TO GENERAL FD	1,200	1,200	200.00	100.00	.00	1,000.00	16.7%
441800 MOTOR VEHICLE INSURANCE	3,175	3,175	529.16	264.58	.00	2,645.84	16.7%
442000 BOILER INSURANCE	2,154	2,154	359.00	179.50	.00	1,795.00	16.7%
442100 PROPERTY INSURANCE	13,835	13,835	2,305.84	1,152.92	.00	11,529.16	16.7%
442300 GENERAL LIABILITY INSURANCE	13,860	13,860	2,310.00	1,155.00	.00	11,550.00	16.7%
449900 SMALL CAPITAL ITEMS	20,000	20,000	3,834.93	3,834.93	.00	16,165.07	19.2%
TOTAL DPL - OPERATING EXPENSES	519,398	519,398	73,424.79	48,257.19	9,630.39	436,342.82	16.0%
35593515 DPL - OPERATING EXPENSES							
458000 BOOK AND PERIODICALS	355,000	355,000	50,965.79	15,327.02	.00	304,034.21	14.4%
TOTAL DPL - OPERATING EXPENSES	355,000	355,000	50,965.79	15,327.02	.00	304,034.21	14.4%
35593522 DPL LEASE- OP EXPENSES							

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ACCOUNTS FOR: LIBRARY FUND ORIGINAL APPROP REVISED BUDGET YTD ACTUAL MTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USED

3559350 LIBRARY FUND

300000	BEGINNING FUND BALANCE	-329,112	-329,112	-365,558.14	-365,558.14	.00	36,446.14	111.1%
301103	REAL ESTATE TAXES	-2,936,796	-2,936,796	-1,485,637.08	-1,485,637.08	.00	-1,451,158.92	50.6%
302104	STATE REPLACEMENT TAX	-235,000	-235,000	-22,805.93	-271.31	.00	-212,194.07	9.7%
302107	STATE GRANTS OR OTHER	-102,325	-102,325	.00	.00	.00	-102,325.00	.0%
305509	FINES AND FEES	-40,000	-40,000	-8,828.65	-6,240.14	.00	-31,171.35	22.1%
305510	NON-RESIDENTIAL FEES	-500	-500	-80.11	-80.11	.00	-419.89	16.0%
305511	LOST OR DAMAGED BOOKS	-5,000	-5,000	-1,194.78	-340.93	.00	-3,805.22	23.9%
305514	COPIES AND MISCELLANEOUS	-18,000	-18,000	-2,046.80	-1,607.93	.00	-15,953.20	11.4%
305515	MEETING ROOM FEES	-10,000	-10,000	-2,070.00	-990.00	.00	-7,930.00	20.7%
307101	INVESTMENT INCOME	-13,100	-13,100	-393.32	-169.94	.00	-12,706.68	3.0%
307102	POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308805	CONTRIBUTIONS	0	0	-65.00	-65.00	.00	65.00	100.0%
308846	LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-6,666.66	-6,666.66	.00	-33,333.34	16.7%
308899	MISCELLANEOUS INCOME	-8,988	-8,988	.00	.00	.00	-8,988.00	.0%
	TOTAL LIBRARY FUND	-3,738,821	-3,738,821	-1,895,346.47	-1,867,627.24	.00	-1,843,474.53	50.7%

35593511 DPL - PERSONNEL SERVICES

409000	SALARIES	1,944,186	1,944,186	338,381.95	200,878.39	.00	1,605,804.05	17.4%
410100	OVERTIME	5,000	5,000	861.58	216.89	.00	4,138.42	17.2%
410200	TEMPORARY SALARIES	26,000	26,000	6,555.45	4,262.11	.00	19,444.55	25.2%
410400	RETIREMENT - IMRF	209,715	209,715	36,266.83	21,375.81	.00	173,448.17	17.3%
411100	LIFE INSURANCE	3,582	3,582	627.00	372.38	.00	2,955.00	17.5%
411200	MEDICAL INSURANCE	335,316	335,316	53,695.51	32,434.23	.00	281,620.49	16.0%
411300	UNEMPLOYMENT INSURANCE	2,233	2,233	323.68	243.04	.00	1,909.32	14.5%
411400	WORKERS COMPENSATION	28,259	28,259	5,097.32	3,064.04	.00	23,161.68	18.0%
411500	SERVICE REC/LONGEVITY	23,522	23,522	5,021.52	1,866.52	.00	18,500.48	21.3%
	TOTAL DPL - PERSONNEL SERVICES	2,577,813	2,577,813	446,830.84	264,713.41	.00	2,130,982.16	17.3%

35593512 DPL - OPERATING EXPENSES

420100	ADVERTISING	250	250	.00	.00	.00	250.00	.0%
420200	PRINTING AND BINDING	6,000	6,000	819.60	409.60	.00	5,011.45	16.5%
421000	SERVICE TO MAINT BUILDINGS	30,000	30,000	5,677.67	5,045.11	.00	762.30	21.5%
421100	SERV TO MAINT IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%

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ACCOUNTS FOR:
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	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
440900 PRINCIPAL PAYMENTS	21,875	21,875	.00	.00	.00	21,875.00	.0%
441000 INTEREST PAYMENT	5,469	5,469	.00	.00	.00	5,469.00	.0%
TOTAL DPL LEASE- OP EXPENSES	27,344	27,344	.00	.00	.00	27,344.00	.0%
TOTAL LIBRARY FUND	-259,266	-259,266	-1,324,125.05	-1,539,329.62	9,630.39	1,055,228.66	507.0%
TOTAL REVENUES	-3,738,821	-3,738,821	-1,895,346.47	-1,867,627.24	.00	-1,843,474.53	
TOTAL EXPENSES	3,479,555	3,479,555	571,221.42	328,297.62	9,630.39	2,898,703.19	

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ACCOUNTS FOR:	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	-115,610	-115,610	-102,356.23	-102,356.23	.00	-13,253.77	88.5%
300591	BEG FUND BAL- MEYERS	-269,719	-269,719	-270,138.20	-270,138.20	.00	419.20	100.2%
300592	BEG FUND BAL- BRIDGES	-1,001	-1,001	-1,001.01	-1,001.01	.00	.01	100.0%
300593	BEG FUND BAL - DONATIONS	-2,800	-2,800	-1,593.81	-54.60	.00	-1,206.19	56.9%
307103	INTEREST INC - CANTONI	-875	-875	-126.38	-125.80	.00	-748.62	14.4%
307104	INTEREST INC - MEYERS	-2,000	-2,000	-291.16	-125.80	.00	-1,708.84	14.6%
307105	INTEREST INC - BRIDGES	-205	-205	-.87	-.38	.00	-204.13	.4%
307142	INTEREST - DONATIONS	-5,000	-5,000	.00	.00	.00	-5,000.00	.0%
308805	CONTRIBUTIONS	0	0	-533.59	-300.00	.00	533.59	100.0%
	TOTAL DPL TRUST FUND REVENUES	-397,210	-397,210	-376,041.25	-375,570.03	.00	-21,168.75	94.7%
59595912	TRUST CANTONI EXPENSES							
458000	BOOK AND PERIODICALS	34,000	34,000	.00	.00	.00	34,000.00	.0%
	TOTAL TRUST CANTONI EXPENSES	34,000	34,000	.00	.00	.00	34,000.00	.0%
59595922	TRUST MEYER EXPENSES							
449900	SMALL CAPITAL ITEMS	8,000	8,000	.00	.00	.00	8,000.00	.0%
458000	BOOK AND PERIODICALS	4,000	4,000	2,251.00	.00	.00	1,749.00	56.3%
	TOTAL TRUST MEYER EXPENSES	12,000	12,000	2,251.00	.00	.00	9,749.00	18.8%
59595932	TRUST BRIDGES EXPENSES							
458000	BOOK AND PERIODICALS	1,200	1,200	.00	.00	.00	1,200.00	.0%
	TOTAL TRUST BRIDGES EXPENSES	1,200	1,200	.00	.00	.00	1,200.00	.0%
59595942	TRUST DONATION EXPENSES							

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ACCOUNTS FOR: LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
458000 BOOK AND PERIODICALS	1,200	1,200	.00	.00	.00	1,200.00	.0%
TOTAL TRUST DONATION EXPENSES	1,200	1,200	.00	.00	.00	1,200.00	.0%

59595945 DPL DONATION CAPITAL							
451500 OFFICE EQUIPMENT	1,200	1,200	.00	.00	.00	1,200.00	.0%
TOTAL DPL DONATION CAPITAL	1,200	1,200	.00	.00	.00	1,200.00	.0%
TOTAL LIBRARY TRUST FUNDS	-347,610	-347,610	-373,790.25	-375,570.03	.00	26,180.25	107.5%
TOTAL REVENUES	-397,210	-397,210	-376,041.25	-375,570.03	.00	-21,168.75	
TOTAL EXPENSES	49,600	49,600	2,251.00	.00	.00	47,349.00	

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59	LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	GRAND TOTAL	-606,876	-606,876	-1,697,915.30	-1,914,899.65	9,630.39	1,081,408.91	278.2%

Richland Community College



Finance and Administration

July 9, 2004

Ms. Lee Ann Fisher
Decatur Public Library
130 N. Franklin
Decatur, IL 62523

Dear Ms. Fisher:

On behalf of Richland Community College, I would like to request that the Project Read classroom, which is currently located at the Decatur Public Library in the A. E. Staley Conference Room, be moved into the former NIMS computer training room.

As discussed, this move would not incur any additional cost. If this request is approved, please let us know when we can relocate the classroom.

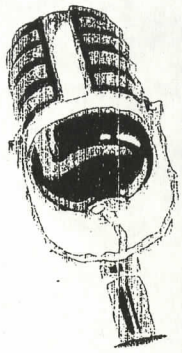
If you have questions or need additional information, please contact me at 875-7211, Ext. 214.

Sincerely,

A handwritten signature in cursive script that reads "Greg Florian".

Greg Florian
Vice President,
Finance and Administration

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Decatur Celebration

Illinois' Largest FREE Family Street Festival
227 South Main St.
Decatur, IL 62523
217-423-4222
217-423-4271 FAX
www.decaturcelebration.com

To: Lee Ann Fisher

We would like to store 6 dumpsters in the north east corner of the library parking lot on Thursday August 5th. We will be repositioning these dumpsters on the following day August the 6th. Thank You.

July 9, 2004

Lee Ann Fischer
Decatur Public Library

Dear Lee Ann,

Guests from Seevetal, Germany, one of Decatur's Sister Cities, will be visiting September 8 - 14, 2004. We would like permission to use the far east end of the library parking lot for a pick up/drop off point for our guests during their visit. Dates and times are as follows:

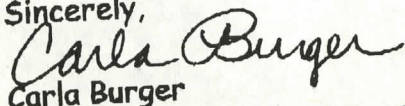
- W September 8th - Guests arrive by shuttle bus at approximately 6:45 PM.
- T September 9th - Board charter bus at approximately 8:50 AM.
Return to parking lot at approximately 5:30 PM.
- F September 10th - Board charter bus at approximately 8:50 AM.
Return to parking lot at approximately 4:30 PM.
- M September 13th - Board charter bus at approximately 8:20 AM.
Return to parking lot at approximately 5:30 PM.
- T September 14th - Guests leave on shuttle bus at approximately 8:50 AM.

On each date, only one bus will be used. On September 8th and 14th, hosts would be picking up and dropping off guests. No cars would be parking in the lot. On September 9th, 10th and 13th, there would be no more than a dozen cars left in the lot during the day.

If you have any questions, please call me at 424-3039.

Thank you for your consideration.

Sincerely,



Carla Burger

Decatur Sister Cities Committee

Non-Resident Card Program Report Form

Name of Library Decatur Public

will participate in the non-resident card program

will NOT participate in the non-resident card program

for the year beginning July 1, 2004 – June 30, 2005.

Name of Person completing this form: Linda Humphreys

Date the Library Board Approved: July 15, 2004

The fee formula for the non-resident card will be

General Mathematical Formula in the amount of \$ 82.51

property tax / population X average household size

2,936,796 / 81,860 X 2.30

Tax Bill Method

Property owner tax rate _____ (as reported on Per Capita Grant)

Renter _____ percent of monthly rent.

Average non-resident Fee in the System Area

The amount \$ _____

Application to the State Library for use of System Area Average was made Yes _____

No

Application has been approved Yes _____ No _____

Return to RPLS, ATT: Bev Obert by June 18, 2004