

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Thursday, November 17, 2005 @ 4:30 p.m.

Regular Meeting

AGENDA

- I. Call to order - Eugene King, President
- II. Approval of minutes
- III. A. Regular meeting of October 20, 2005
- III. Communication from the public
- III. City Librarian's report
- IV. Reports of committees
- A. Personnel, Policy & Public Relations Committee
- i. Meeting of November 3, 2005
- B. Finance and Properties Committee
- i. Approval of bills for October 2005
- ii. Meeting of November 8, 2005
- C. Rolling Prairie Library System
- i. Report of November meeting
- D. Friends of the Library
- i. Meeting of November 10, 2005
- E. Foundation
- i. Report of October 24 meeting
- VI. Setting Our Public: Standards for Illinois Public Libraries
- A. Chapter I: Core Standards
- VII. Old Business
- VIII. New business
- A. Naming Opportunities
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting
October 20, 2005

I. CALL TO ORDER

Meeting called to order at 4:32 p.m. Members present: Mr. King, Ty
Ginger, Gary Davis, Sally Krigbaum, Shirley Moore, Linda Rowden, Carol Craig, and
Nicholas Padamer. Absent: Patricia Greanias. Staff present: Lee Ann Fisher, Scott
Horn, Kathy Colten, Lee Wiley, Monica Skelley, Susan Gulick, and Sherry Mallory. Also
present was Kent Morstatter, Teretha Hatchett, and Tony Reedy.

II. APPROVAL OF MINUTES

The Board moved that the minutes of the September 15, 2005 meeting be approved as
present. The motion was seconded by Ms. Craig and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher reported receiving a note from Rolling Prairie thanking the Board for their
contribution toward the RPLS booth at the Farm Progress Show.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously emailed. Ms. Fisher added that the Serials
Manager in the Drexel Horizon system was presented at the RPLS User's Group Meeting held at
Drexel on October 19th, and that our own Robert Edwards was one of the presenters. As of
October 19th DPL has taken the lead and implemented this module. She further reported that the
newly designed DPL Library cards have been ordered and that the new Circulation Policy is
being implemented on October 31st. Ms. Craig asked if training would be required for the public
to use the CIBEX system. Ms. Fisher replied that it is a very simple system to use and that
staff training is being done on a 1-to-1 basis as needed. Mrs. Moore
commented on the success of the World War I film series and related
programming.

V. REPORTS OF COMMITTEES

Financial, Policy, and Public Relations Committee:

Ms. Moore reported that the committee did not meet in October.

Finance and Properties Committee:

Ms. Cocagne reported that the committee did not meet in October. The monthly expenditures
statement for September were previously mailed. Mr. Cocagne moved to approve
the bill as presented. Mrs. Moore seconded and the motion carried unanimously by roll call
vote. Ms. Cocagne noted that the YTD Budget reflects that Library spending is right on track for
the fiscal year.

Scott Pinton
Assistant City Librarian

Scott Pinton

Respectfully submitted,

Ms. Craig made a motion to adjourn. Mrs. Moore seconded the motion and it carried unanimously. Mr. King adjourned the meeting at 5:43p.m.

IX. ADJOURNMENT

There was no new business.

VIII. NEW BUSINESS

Ms. Craig moved that Mr. Davis be instructed to meet with Mr. Booth, the Board's attorney, to discuss the Board's position and that he move forward accordingly to so implement. Mrs. Rowden seconded the motion and it passed unanimously by roll call vote.

Ms. Craig moved that the Board come out of executive session. Mrs. Rowden seconded and the motion passed unanimously by roll call vote.

Ms. Craig moved that the Board go into Executive Session to discuss Union contracts. Mrs. Krigbaum seconded and the motion passed unanimously by roll call vote.

VII. OLD BUSINESS

The Board will meet October 24th to discuss the capital campaign and the related brochure being developed by the DPL Marketing Committee.

The Board appointed a nominating committee to recommend the next slate of officers.

The Board further held Saturday Sale held October 8th. Mrs. Krigbaum noted that the Saturday Sale was \$14,501. She further reported that the Friends of the Library reported that the Friends met on October 13th. At that meeting they announced that the Friends of the Library:

The Board reported that RPLS is having a new phone system installed in their building.

CITY LIBRARIAN'S REPORT

November 8, 2005

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: I have been working very closely with Decatur Leadership Institute members on our special project, which is a speaker's bureau for Decatur area speakers and organizations. SCORE brought the idea to me and I felt it was too time consuming for library staff. I submitted it to DLI as a project and it was selected. The group has developed a website. I will be turned over to the library to manage. The rest of the month was taken up with my regular meetings.

FOUNDATION: The current balance is \$99,138. Their meeting was held October 24th. The DPL Foundation brochure developed by the Marketing Committee was presented then. Several suggestions were made and three members of the Foundation Board will be attending a meeting on November 3rd to iron out the last of the details. It was decided to forward our usual end of the year letter and to wait and send our regular donors a request for contributions to the capital campaign.

FRIENDS: The gross proceeds from the October 2nd Saturday Sale were \$725 and the November sale did almost as well. A slate of officers will be presented at the November board meeting. I talked to them about the capital campaign plans and the press conference on January 4th. I would be happy to announce them as our first contributors if they would like to be.

PROJECT NEXT GENERATION: PNG has completed its first month of meetings. Lisa, Rhoda and Brian are doing a great job working with the kids and preparing challenging activities for them. The kids from Webster Cantrell Hall seem to really like coming to the program. They enjoyed the opportunity of participating at the Rock Springs Center confidence course on October 6th. We have had around 10 kids at each session with an average age of 14 years, almost equally divided between male and female students.

SIRSIDYNIX: RPLS upgraded twice this month, an index rebuild for HIP early in the month, and on the 28th of the month, another HIP upgrade. Both upgrades went smoothly and both required some human intervention to restore data once completed. The request Pull List continues to hover between 70 and 150 items per day. These numbers are manageable and we will all items requested daily. Hopefully this problem is solved.

STAFF: Darrell Mollohan retired October 21st. We have exhausted all of the in-house posting steps and the City offered the position to the public. Those applicants will be interviewed soon. Debra Bailey has accepted the position of 1/2 time Circulation Clerk I and will begin work in early November. Penny Frank at City HR is still working her way through the Civil Service register for the 1/2 time building custodian position.

ADMINISTRATION: Total DPL circulation for October was 53,595 as compared to 55,485 in October of 2004, for a difference of -3.4%. The gate count was 27,754 this month as compared to 27,796 in September 2004 (or -0.2%). The YTD total is 168,886 (+0.5%). The

EXTENSION DIVISION: John passed the driving portion which was the final step in getting the CDL and he can now drive the bookmobiles unsupervised. BKM 548 circulated 2583 items for a total of 10,123 items. We had 24 hours of service this month and 2 new applications.

CIRCULATION DIVISION: Total checkouts during the month of October were 43,472 items compared to 40,080 items in September 2005, up 8% and 45,089 from October 04. Items checked-out were checked out of the DPL by patrons from other libraries. 1,535 items were checked-out to DPL patrons at other libraries. We placed 3,138 items and reshelved 4,734; of these, 2,033 items were picked up here. We routed in 3,830 items to other libraries. There were 364 new accounts opened in October down 15% from September, but up 10% from the previous October.

CHILDREN'S DIVISION: We're in the process of retooling the Library Child Care program. Mammy Elliott (the dollhouse lady) wanted to try offering a monthly story time program. Our 15 programs had 261 attendees. We had 7 group visits bringing in 122 people and 7 groups used the children's story.

READING DIVISION: As we enter October, things are looking good. The new fire extinguisher that wasn't mounted on the wall, which we had to replace the lock on the donation box because people were helping him to do the books. He is watching the weather to try and pick the right day to do the chiller and cooling tower and has put the snow plow on. Hopefully we will have a while.

ADULT DIVISION: Programming attendance continues to be favorable, averaging 50 programs had 296 attendees. Training for volunteer tax preparers will be in the Gales Lab in early January. Free tax preparation for low-income individuals will be on Tuesdays and Thursdays from 5:30 to 8:00 p.m. from January 31 through March 5 and every Saturday from 9:30 a.m. to 2:00 p.m., January 28 through April 15. The program will utilize both the Staley Room (where initial screening will take place) and the tax lab where returns will be electronically filed. As an added bonus at additional times, all individuals regardless of income, will be able to have their taxes prepared at no cost. The Local Library had 105 visitors and 23 were from out of town.

ADULT DIVISION: Programming attendance continues to be favorable, averaging 50 programs had 296 attendees. Training for volunteer tax preparers will be in the Gales Lab in early January. Free tax preparation for low-income individuals will be on Tuesdays and Thursdays from 5:30 to 8:00 p.m. from January 31 through March 5 and every Saturday from 9:30 a.m. to 2:00 p.m., January 28 through April 15. The program will utilize both the Staley Room (where initial screening will take place) and the tax lab where returns will be electronically filed. As an added bonus at additional times, all individuals regardless of income, will be able to have their taxes prepared at no cost. The Local Library had 105 visitors and 23 were from out of town.

ENTER COMPUTER LAB: We had 106 people attend the 11 different classes we

SYSTEMS ADMINISTRATION: CybraryN continues to have problems in the morning
with authentication. Matt has tickets open with CybraryN for SIP2 and for authentication
problems. This may not be a CybraryN problem, but a Dynix SIP2 problem. We purchased and
installed the Shield on Patrons 1-8, Database, Word Processing and Govdoc computers. There
was 25 mail orders received from the staff for this month.

TECHNICAL DIVISION: On October 19th we officially implemented the Horizon
Mail Transfer. Matt Ostrander from Ostrander Translation Service volunteered her assistance
in moving the Japanese books that were apart of our cataloging backlog, which were gifts
from Ostrander City in Tokorozawa Japan. Acquisitions only had 3 carts waiting ordering.
Inventory needed 1261 items.

Respectfully submitted,
Laurie Fisher
Laurie Fisher
Laurie Fisher

Personnel, Policy, and Public Relations Committee
November 3, 2005

Gary Davis called the meeting to order at 4:30 p.m. Members present: Gary Davis, Eugene King, Carl Craig, Sally Krigbaum, and Linda Rowden. Absent: none. Staff present: Lee Ann Fisher and Scott Pointon.

The committee discussed the ongoing Union contract negotiations. Ms. Fisher explained that the Board approved offers at the October 31st negotiating session. Both Ms. Fisher and Mr. Pointon agreed that these proposals were not well received by the Union negotiators, and that the session ended with the Union negotiators vowing to discuss the issues with their membership at an upcoming meeting.

Ms. Fisher also gave a brief report on the few remaining active grievances.

There was no further business and Mr. Davis adjourned the meeting at 5:31 pm.

Respectfully submitted,

Scott Pointon

Scott Pointon

Assistant City Librarian

**Finance and Properties Committee
November 8, 2005**

Mr. DeLong called the meeting to order at 4:40 p.m. Members present: Ty Cocagne and Pat Moore, Scott Sturley, Moore, Eugene King, and Nicholette Rademacher. Staff present: Lee

Financial Statements
The Treasurer's Report was reviewed. Mr. Cocagne inquired about the large check to the Whimery Trust. Mr. Pointon explained that it was a deposit required for placing the order for the Whimery Trust. A \$3600 grant from the Whimery Trust will be funding this expense. There is a check of a quorum, no vote was taken with regard to approval of the check register. The 2005 Budget Statement for October 2005 was reviewed and Mr. Cocagne noted that the budget is on track for the year.

Other Business
The Treasurer discussed the Union contract negotiations. Ms. Fisher reported on our offer at the Union contract negotiation and said that we are awaiting a response from the Union regarding their membership.

Mr. DeLong gave updates on the grants that have been submitted in support of the upcoming grant writing.

The meeting was adjourned at 5:04 p.m.

Respectfully submitted,
Scott Pointon

Scott Pointon
Assistant City Librarian

011 - P O R T A L
LIBRARY FUND CHECK REGISTER
FOR INVOICES FROM 10/18/2005 TO 10/31/2005

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
16506	10/11/2005	HOOPER ELECTRIC	90.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16506	10/11/2005	HOOPER ELECTRIC	7.80	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16518	10/11/2005	CUMMINS MIDSTATE POWER INC	660.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16518	10/11/2005	CUMMINS MIDSTATE POWER INC	465.40	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16531	10/11/2005	DEMCO INC	649.96	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16535	10/11/2005	EZ LAWN CARE	241.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16539	10/11/2005	FRANKLIN FXTURES, INC	1,994.50	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16541	10/11/2005	GAYLORD BROS.	70.16	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16562	10/11/2005	JAN MASTER, INC.	288.90	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16587	10/11/2005	MCLEOD USA	24.65	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16587	10/11/2005	MCLEOD USA	82.36	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16597	10/11/2005	MIDLAND PAPER COMPANY	395.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16607	10/11/2005	MORRIS LIBRARY-SUC CIRCULATION	105.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16612	10/11/2005	MR. VIDEO	789.48	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16622	10/11/2005	ORKIN EXTERMINATING	74.15	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16627	10/11/2005	POINTON, SANDI	39.56	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16627	10/11/2005	POINTON, SANDI	38.42	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16648	10/11/2005	POINTON, SANDI	78.95	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16649	10/11/2005	UPSTART	65.25	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16651	10/11/2005	VERIZON WIRELESS	24.34	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16651	10/11/2005	VERIZON WIRELESS	30.28	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16651	10/11/2005	VERIZON WIRELESS	38.44	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16651	10/11/2005	VERIZON WIRELESS	46.56	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16674	10/18/2005	BIBBY, SCOTT	100.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16699	10/18/2005	DMH CORP HEALTH SERVICES	100.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16722	10/18/2005	HASTINGS, SCOTT A.	200.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16741	10/18/2005	MACARTHUR HIGH SCHOOL	20.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16741	10/18/2005	MACARTHUR HIGH SCHOOL	40.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16754	10/18/2005	ONYX WASTE	279.86	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16759	10/18/2005	RIGSBY, PAUL	200.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16771	10/18/2005	SMITH, EDWARD	100.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16783	10/18/2005	STRICT OS/HAINES & ESSICK	35.49	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16783	10/18/2005	STRICT OS/HAINES & ESSICK	303.63	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16783	10/18/2005	STRICT OS/HAINES & ESSICK	317.61	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16783	10/18/2005	STRICT OS/HAINES & ESSICK	360.98	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16800	10/18/2005	TREAS-FLEET MAINTENANCE	747.93	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16800	10/18/2005	TREAS-FLEET MAINTENANCE	877.18	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16801	10/18/2005	TREAS-GENERAL FUND	317.00	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16819	10/18/2005	WATTS COPY SYSTEMS	32.98	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16829	10/25/2005	ABC/CLIO	492.36	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16833	10/25/2005	AMAZON.COM CREDIT	93.74	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16838	10/25/2005	ARAMARK UNIFORM SERVICES, INC.	102.41	REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES
16838	10/25/2005	ARAMARK UNIFORM SERVICES, INC.		REPAIR WORK MOBILE	35593512 - 421000	OFFICE SUPPLIES

DATE: 11/05/05
 TIME: 11:52:15AM

011 - P O R T U G A L
 LIBRARY FUND CHECK REGISTER
 FOR INVOICES FROM 10/1/2005 TO 10/31/2005

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
16844	10/25/2005	BAKER & TAYLOR CO	14.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	14.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	14.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	14.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	14.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	14.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	14.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	15.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	15.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	15.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	15.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	15.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	15.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	16.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	16.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	17.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	17.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	18.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	18.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	19.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	20.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	20.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	20.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	21.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	21.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	21.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	22.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	22.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	22.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	23.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	24.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	24.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	24.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	25.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	25.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	25.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	25.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16844	10/25/2005	BAKER & TAYLOR CO	25.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

ORDER NO	DATE	DESCRIPTION	AMOUNT	ACCOUNT	PERIOD
16844	10/25/2005	BAKER & TAYLOR CO	32.75	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	32.82	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	35.04	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	38.00	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	38.06	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	38.52	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	38.61	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	39.80	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	39.88	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	40.29	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	40.38	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	41.00	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	41.90	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	42.03	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	42.12	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	42.70	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	43.80	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	43.80	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	45.67	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	46.68	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	46.76	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	46.80	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	48.55	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	54.10	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	54.50	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	54.68	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	56.04	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	63.08	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	63.86	BOOKS	1591515 - 458000
16844	10/25/2005	BAKER & TAYLOR CO	69.73	BOOKS	1591515 - 458000

2015341451,41449,41443
BOOKS

BOOKS

ITEM NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL PRICE	TAX	AMOUNT	ACCOUNT NUMBER	ACCOUNT DESCRIPTION
16844	BAKER & TAYLOR CO	1	141.30	141.30		141.30	2015341451.41449,41443	BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	128.25	128.25		128.25		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	138.24	138.24		138.24		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	141.30	141.30		141.30		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	146.33	146.33		146.33		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	151.90	151.90		151.90		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	160.76	160.76		160.76		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	163.01	163.01		163.01		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	180.54	180.54		180.54		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	183.01	183.01		183.01		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	196.19	196.19		196.19		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	197.29	197.29		197.29		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	226.78	226.78		226.78		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	243.04	243.04		243.04		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	253.38	253.38		253.38		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	262.10	262.10		262.10		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	266.94	266.94		266.94		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	268.88	268.88		268.88		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	289.88	289.88		289.88		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	309.11	309.11		309.11		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	316.87	316.87		316.87		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	341.20	341.20		341.20		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	345.12	345.12		345.12		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	359.02	359.02		359.02		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	370.51	370.51		370.51		BOOKS & PERIODICALS
16844	BAKER & TAYLOR CO	1	537.62	537.62		537.62		BOOKS & PERIODICALS
16845	BAKER & TAYLOR ENTERTAINMENT	1	-19.67	-19.67		-19.67		CREDIT
16845	BAKER & TAYLOR ENTERTAINMENT	1	14.96	14.96		14.96		BOOKS
16845	BAKER & TAYLOR ENTERTAINMENT	1	14.98	14.98		14.98		BOOKS
16845	BAKER & TAYLOR ENTERTAINMENT	1	14.99	14.99		14.99		BOOKS

011 P O R A T I O N
LIBRARY PENDING ORDER REPORT
FOR INVOICES FROM 10/15/2005 TO 10/31/2005

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	BOOKS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	18.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	20.41	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	20.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	20.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	22.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	22.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	25.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	29.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	59.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	65.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	65.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	127.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	280.06	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	462.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16845	10/25/2005	BAKER & TAYLOR ENTERTAINMENT	503.41	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	4.79	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	5.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	9.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	9.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	10.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	11.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	11.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	10.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	10.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	11.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	11.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	14.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	16.15	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	18.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	19.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	19.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	19.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	20.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	22.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	25.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	26.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	27.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	27.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	28.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
16853	10/25/2005	BOOK WHOLESALERS, INC.	29.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

35593510 LIBRARY FUND

300000	REPLISHED FUND BALANCE	-469,300	-469,300	-491,941.57	0.00	22,641.57	104.0%
401101	DEAL RECEIPTS VANCE	4,024,900	4,024,900	2,897,046.76	1,144,748.69	-126,953.24	95.0%
402104	STATE REPLACEMENT TAX	-235,000	-235,000	-154,614.04	-46,533.05	-80,385.96	65.8%
402107	STATE GRANTS OR OTHER	-102,243	-102,243	.00	.00	-102,243.00	.0%
305509	FINES AND FEES	-50,000	-50,000	-31,226.76	-3,149.63	-18,773.24	62.5%
305510	NON-RESIDENTIAL FEES	-450	-450	-255.33	.00	-194.67	56.7%
305511	LOST OR DAMAGED BOOKS	-6,000	-6,000	-3,818.86	-221.00	-2,181.14	63.6%
305514	COPIES AND MISCELLANEOUS	-20,000	-20,000	-17,239.89	-1,106.28	-2,760.11	86.2%
305515	MEETING ROOM FEES	-10,000	-10,000	-4,400.00	-940.00	-5,600.00	44.0%
307101	INVESTMENT INCOME	-13,000	-13,000	-7,396.64	.00	-5,603.36	56.9%
307102	POOLED INTEREST	0	0	.00	.00	.00	.0%
308805	CONTRIBUTIONS	0	0	-3,600.00	-3,600.00	3,600.00	100.0%
308846	LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-18,166.65	-3,333.33	-21,833.35	45.4%
TOTAL LIBRARY FUND		-3,970,893	-3,970,893	-3,630,596.50	-1,603,631.98	-340,296.50	91.4%

35593511 DPL - PERSONNEL SERVICES

409000	SALARIES	2,003,225	2,003,225	939,970.41	145,101.32	.00	1,063,254.59	46.9%
410100	OVERTIME	10,000	10,000	3,023.16	1,374.63	.00	6,976.84	30.2%
410200	TEMPORARY SALARIES	22,000	22,000	8,035.88	764.17	.00	13,964.12	36.5%
410400	RETIREMENT - IMRF	290,468	290,468	136,988.08	21,141.55	.00	153,479.92	47.2%
411100	LIFE INSURANCE	634	634	1,351.90	215.44	.00	-717.90	213.2%
411200	MEDICAL INSURANCE	370,658	370,658	186,661.26	29,134.64	.00	183,996.74	50.4%
411300	UNEMPLOYMENT INSURANCE	2,287	2,287	1,238.25	186.69	.00	1,048.75	54.1%
411400	WORKERS COMPENSATION	24,116	24,116	13,045.50	1,966.86	.00	11,070.50	54.1%
411500	SERVICE RECOGNITION	18,367	18,367	9,847.72	843.03	.00	8,519.28	53.6%
TOTAL DPL - PERSONNEL SERVICES		2,741,755	2,741,755	1,300,162.16	200,728.33	.00	1,441,592.84	47.4%

35593512 DPL - OPERATING EXPENSES

420100	ADVERTISING	500	500	22.06	.00	.00	477.94	4.4%
420200	PRINTING AND BINDING	6,000	6,000	3,510.68	772.26	184.00	2,305.32	61.6%
421000	SERVICE TO MAINT BUILDINGS	30,000	30,829	13,184.26	3,526.82	3,142.90	14,502.26	53.0%
421100	SERV TO MAINT IMPROVEMENTS	2,000	2,000	1,900.00	1,900.00	.00	100.00	95.0%
421200	SERV - AUTO EQUIPMENT	3,500	3,500	2,693.75	720.00	.00	806.25	77.0%

424000	TRAINING - SCHOOL EXPENSES	1,000	4,000	100.00	1,901.05	.00	2,192.15	26.9%
424100	CONFERENCE & TRAVEL	7,000	7,000	3,451.40	1,579.71	.00	4,541.60	49.3%
424500	POSTAGE	15,000	15,000	6,961.86	1,006.24	.00	8,038.14	46.4%
424700	COMPUTER SOFTWARE	25,000	25,000	33,908.01	28,395.07	.00	-8,908.01	13.6%
426500	MEDICAL EXPENSES	1,000	1,000	200.00	100.00	.00	800.00	20.0%
427100	TEMPORARY AGENCY FEES	25,000	25,000	5,738.48	223.65	.00	19,261.52	23.0%
427300	TRAVEL INTERVIEW EXP	1,000	1,000	153.00	.00	.00	847.00	15.3%
428000	PROFESSIONAL SERVICES	250	250	.00	.00	.00	250.00	.0%
428400	MEMBERSHIP FEES	48,500	48,500	36,243.13	5,660.05	1,925.00	10,331.87	78.7%
428900	RENTAL - EQUIPMENT	2,000	2,000	440.00	200.00	.00	1,560.00	22.0%
431000	GASOLINE	5,000	5,000	.00	.00	.00	5,000.00	.0%
431200	JANITORIAL SUPPLIES	4,750	4,750	3,771.01	747.93	.00	978.99	79.4%
432000	MATERIAL - BUILDINGS	6,000	6,000	4,252.06	625.95	.00	1,747.94	70.9%
432000	MATERIAL - BUILDINGS	20,000	20,000	15,560.31	7,559.81	.00	4,439.69	77.8%
433700	MATERIAL-AUTO EQUIP	2,000	2,000	2,091.59	592.19	.00	-91.59	104.6%
434500	OFFICE SUPPLIES	30,000	30,000	20,034.20	5,970.51	1,261.35	8,704.45	71.0%
435700	EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%
441500	TRANSFER TO GENERAL FD	1,200	1,200	600.00	100.00	.00	600.00	50.0%
441800	MOTOR VEHICLE INSURANCE	4,004	4,004	2,002.00	333.65	.00	2,002.00	50.0%
442000	BOILER INSURANCE	2,117	2,117	1,058.50	176.40	.00	1,058.50	50.0%
442100	PROPERTY INSURANCE	16,992	16,992	8,496.00	1,416.00	.00	8,496.00	50.0%
442300	GENERAL LIABILITY INSURANCE	21,552	21,552	10,776.00	1,796.00	.00	10,776.00	50.0%
442600	COLLISION DEDUCTIBLE	500	500	.00	.00	.00	500.00	.0%
449900	SMALL CAPITAL ITEMS	25,000	25,000	9,544.83	4,518.80	.00	15,455.17	38.2%
	TOTAL DPL - OPERATING EXPENSES	535,921	536,750	292,215.52	72,077.44	8,732.25	235,802.65	56.1%
35593515	DPL - OPERATING EXPENSES							
458000	BOOK AND PERIODICALS	362,988	362,988	164,960.70	18,463.09	.00	198,027.30	45.4%
	TOTAL DPL - OPERATING EXPENSES	362,988	362,988	164,960.70	18,463.09	.00	198,027.30	45.4%
35593522	DPL LEASE - OP EXPENSES							

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FOR 2006 06

ACCOUNT: FOR:
35 LIBRARY FUND

440900 PRINCIPAL PAYMENTS
441000 INTEREST PAYMENT

CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY OCTOBER 2005

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL DPL LEASE- OP EXPENSES	26,250	26,250	.00	.00	.00	26,250.00	.00
TOTAL LIBRARY FUND	-303,979	-303,150	-1,874,250.12	-1,112,363.12	0,732.25	1,561,376.29	61.18
TOTAL REVENUES	-3,970,893	-3,970,893	-3,630,596.50	-1,604,641.90	.00	340,296.50	.11
TOTAL EXPENSES	3,666,914	3,667,743	1,757,338.38	291,268.06	0,732.25	1,901,672.78	.11

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CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY OCTOBER 2005

FOR 2006 06

35 LIBRARY FUND

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	-303,979	-303,150	-1,873,258.12	-1,312,363.12	8,732.25	1,561,376.29	61.51%

59595932 TRUST BRIDGES EXPENSES

300590	ABC FUND	AA - CANTONI	-102,356	-102,356	-120,047.52	.00	.00	17,691.52	117.38
300591	ABC FUND	VAL. MEYERS	-270,138	-270,138	-274,295.07	.00	.00	4,157.07	101.58
300592	ABC FUND	VAL. PERIODIC	0	0	-115.02	.00	.00	115.02	100.00
300593	ABC FUND	VAL. - DONATION	-1,500	-1,500	469.19	.00	.00	1,030.81	11.18
307103	INTEREST INC - CANTONI		-1,500	-1,500	-1,554.08	.00	.00	54.08	104.6%
307104	INTEREST INC - MEYERS		-3,000	-3,000	-3,572.22	.00	.00	572.22	119.1%
307105	INTEREST INC - BRIDGES		-190	-190	-10.55	.00	.00	179.45	5.6%
308805	CONTRIBUTIONS		-2,500	-2,500	-1,300.37	-140.00	.00	-1,199.63	52.0%

TOTAL DPL TRUST FUND REVENUES -381,184 -381,184 -402,064.02 -140.00 .00 20,880.02 105.5%

59595912 TRUST CANTONI EXPENSES

458000	BOOK AND PERIODICALS		25,000	25,000	1,298.90	451.15	.00	23,701.10	5.2%
TOTAL TRUST CANTONI EXPENSES			25,000	25,000	1,298.90	451.15	.00	23,701.10	5.2%

59595922 TRUST MEYER EXPENSES

428000	PROFESSIONAL SERVICES		20,000	20,000	.00	.00	.00	20,000.00	.0%
449900	SMALL CAPITAL ITEMS		0	0	2,128.50	440.00	.00	-2,128.50	100.0%
458000	BOOK AND PERIODICALS		1,000	1,000	.00	.00	.00	1,000.00	.0%
TOTAL TRUST MEYER EXPENSES			21,000	21,000	2,128.50	440.00	.00	18,871.50	10.1%

59595932 TRUST BRIDGES EXPENSES

458000	BOOK AND PERIODICALS		150	150	.00	.00	.00	150.00	.0%
TOTAL TRUST BRIDGES EXPENSES			150	150	.00	.00	.00	150.00	.0%

59595942 TRUST DONATION EXPENSES

458000	BOOK AND PERIODICALS		7,000	7,000	1,860.56	-220.85	.00	5,139.44	26.6%
TOTAL TRUST DONATION EXPENSES			7,000	7,000	1,860.56	-220.85	.00	5,139.44	26.6%

ACCOUNT FOR LIBRARY TRUST FUNDS
 TOTAL LIBRARY TRUST FUNDS
 TOTAL REVENUES = 381,104
 TOTAL EXPENSES 53,150
 = 327,954
 = 381,104
 = 381,104
 = 402,064.02
 5,287.96
 = 140.00
 670.30
 1.00
 1.00
 68,742.06 121.00
 47,862.04

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 CITY OF DECATUR
 YEAR-TO-DATE BUDGET REPORT
 REVENUE AND EXPENSE SUMMARY OCTOBER 2005

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FOR 2006 06

59	LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	GRAND TOTAL	-328,034	-328,034	-396,776.06	530.30	.00	68,742.06	121.0%

The library provides uniformly gracious and friendly service to all users. The library is established and operated in compliance with Chapter 75 of the Illinois Compiled Statutes. In general, libraries established by cities, villages, or townships are governed by the provisions of 75 ILCS. ANN. 5, the Illinois Local Library Act. Library districts are governed by the provisions of 75 ILCS. ANN. 75/1-7, the Library Records Confidentiality Act.

The library is in compliance with all other state laws that affect library operations including but not limited to the Illinois Accessibility Code [ILL. COMP. STAT. ANN. 120/1], the Illinois Freedom of Information Act [5 ILCS. COMP. STAT. ANN. 140/1 et seq.], the State Records Act [5 ILCS. COMP. STAT. ANN. 120/1 et seq.], the Open Meetings Act [5 ILCS. COMP. STAT. ANN. 140/1 et seq.], the Fair Labor Standards Act [29 U.S.C. 12101 et seq.], and the Bloodborne Pathogens Standard [29 C.F.R. § 1910.1030]. (See appendix 1.)

The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the Illinois Compiled Statutes [75 ILCS. COMP. STAT. ANN. 5/4-7.1 and 75 ILCS. COMP. STAT. ANN. 16/30-55.15].

The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)

The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILCS. COMP. STAT. ANN. 5/4-7 or 75 ILCS. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.

The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the Illinois Accessibility Code [ILL. COMP. STAT. ANN. CODE tit. 71, § 400 et seq.] and/or the Americans with Disabilities Act [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are

- provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].
- The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 13. On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15. The board of trustees annually reviews the performance of the library administrator.
- Core 16. The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17. The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18. The library adopts and adheres to the *ALA Code of Ethics*. (See Appendix 2.8 for *ALA Code of Ethics*.)

The library is a member of an Illinois multiple library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.

The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.

The library provides access to ILLINET Online.

The library participates in the *Standards for the Services of Illinois Multiple Systems* by fulfilling the member library responsibilities.

The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.

The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.

The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.

The library provides or develops a formal agreement with another agency to provide reference service to the community.

The library informs its community about the collections and services available in and through the library.

At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.

At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Bibliography

- Ethics Statement for Public Library Trustees*. Chicago: ALA, American Library Trustee Assoc., and the Public Library Assoc., 1989.
- Library Bill of Rights*. Chicago: ALA, 1980.
- Standards for the Services of Illinois Multitype Systems*. Springfield, Ill.: Secretary of State of Illinois, 1993.