

**REGULAR MEETING AGENDA**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, March 16, 2006 @ 4:30 p.m.**  
**(in the DPL Board Room)**

- I. Call to order –Eugene King, President
- II. Approval of minutes
  - A. Regular meeting of February 16, 2006
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy & Public Relations Committee
    - i. No meeting in March
  - B. Finance and Properties Committee
    - i. Report of March 14, 2006 meeting
    - ii. Presentation of FY2006/2007 Library budget
    - iii. Review of FY2006/2007 Library materials allocations
  - C. Rolling Prairie Library System
    - i. Report of March meeting
  - D. Friends of the Library
    - i. Report of March 9, 2006 meeting
  - E. Foundation
    - i. Next meeting scheduled for April 24, 2006
- VI. Serving Our Public: Standards for Illinois Public Libraries
  - A. Chapter V: Reference, Reader's Advisory, and Bibliographic Instruction
- VII. Old Business
- VIII. New business
- IX. Adjournment

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting  
February 16, 2006

## I. CALL TO ORDER

Eugene King, President, called the meeting to order at 4:33 p.m. Members present: Mr. King, Ty Cocagne, Garry Davis, Shirley Moore, and Patricia Greanias. Absent: Linda Rowden, Carol Craig, Sally Krigbaum, and Nicholette Rademacher. Staff present: Lee Ann Fisher, Scott Pointon, Kathy Collett, Nancy Rostek, and Monica Skelley. Also Present: 2 representatives of AFSCME and reporters from WCIA and the Herald and Review.

## II. APPROVAL OF MINUTES

Mrs. Moore moved that the minutes of the January 19, 2006 meeting be approved as presented. The motion was seconded by Mrs. Greanias and was unanimously approved.

## III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher presented a letter from Secretary of State Jesse White's office announcing a Per Capita Grant award to DPL of \$100,810.59. She explained that this was about a 2% decrease from last year's award.

## IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed. Ms. Fisher added that she had nothing else of significance to report. Mr. Davis complimented the library's website. Mrs. Greanias inquired about the public reaction to the relocation of large print materials. Ms. Fisher explained that there was an initial burst of comment cards and that she had personally written each person to thank them for their concern and explain the situation.

## V. REPORTS OF COMMITTEES

### **Personnel, Policy, and Public Relations Committee:**

Mr. Davis reported that the Personnel Committee did not meet in February.

### **Finance and Properties Committee:**

Mr. Cocagne reported that the Finance Committee did not meet in February. The monthly expenditures and financial statement for January were reviewed. Mr. Cocagne noted the ILL payments and legal fees. Ms. Fisher explained that the ILL payments were for materials borrowed through inter-library loan from other libraries for our patrons, who then lost or damaged those items. She added that the legal fees were in conjunction with the recent union contract negotiations and assorted grievances. Mr. Cocagne moved to approve the bills as presented. Mrs. Greanias seconded and the motion carried unanimously by roll call vote. Mr. Cocagne noted that the YTD Budget reflects that overall Library spending is slightly ahead of budget for this time of the fiscal year.

**Rolling Prairie Library System:**

Mrs. Greanias reported that the RPLS Board did not meet in February.

**Friends of the Library:**

Ms. Fisher reported that the FOL "Friend-Raising" event on Thursday February 9<sup>th</sup> went very well. The Friends earned about \$180 selling books and \$650 in contributions were given to the capital campaign that evening.

**Foundation:**

Mr. King noted that the Foundation Board will next meet in April.

**VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

*Chapter IV: Collection Management* was reviewed and Ms. Fisher noted that the library overhauled the DPL Collection Development Policy in 2005 and we subsequently meet or exceed all of the relevant State standards.

**VII. OLD BUSINESS**

At 4:44pm Mr. Davis made a motion that the Board go into closed session to discuss union contract issues. Mrs. Greanias seconded the motion and it passed unanimously by roll call vote.

At 5:04pm Mrs. Greanias made a motion that the Board come out of closed session. Mr. Cocagne seconded the motion and it passed unanimously by roll call vote.

The public attendees were invited back into the Board room by Mr. Pointon at 5:04pm.

Mr. Davis made a motion to approve in substance the union contract that has been negotiated with assistance from the Federal Mediation and Conciliation Service pending Library administration's final approval of wording. Mr. Cocagne seconded the motion and it passed unanimously by roll call vote.

**VIII. NEW BUSINESS**

Mr. Cocagne inquired about how new/replacement Board members were recruited. Ms. Fisher explained that it was the Board's tradition that any exiting member find a suitable nominee to replace themselves on the Board.

**IX. ADJOURNMENT**

Mrs. Greanias made a motion to adjourn. Mrs. Moore seconded the motion and it carried unanimously. Mr. King adjourned the meeting at 5:07 p.m.

Respectfully submitted,

*Scott Pointon*

Scott Pointon  
Assistant City Librarian

**CITY LIBRARIAN'S REPORT**  
**March 6, 2006**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** We have had several good articles in the H & R this month, as our programs keep attracting interest. In addition to my regular meetings, I met with Carol Watson of WSEC. I was asked by the Chamber to sit on a committee to look at revamping the Decatur Leadership Institute. I am once again serving on the Youth Development disbursement committee for the United Way, which meets nearly every Tuesday till April 4<sup>th</sup>. Someone suggested I be "locked up" on March 22<sup>nd</sup> for Muscular Dystrophy (donations gratefully accepted). I have spoken to several groups this month and co-hosted two of our outstanding programs. I continue to work with Ed and the union on the remaining contract issues.

**FOUNDATION:** Scott is still submitting grants to various foundations and organizations. Shirley, Scott and I have been speaking to local groups about the project.

**PROJECT NEXT GENERATION:** PNG has used the new Gates laptop computers for their weekly sessions. The mentors are focusing on basic computer proficiency in order to prepare the students for the digital photography sessions that will begin in March.

**RPLS/SIRSIDYNIX:** Nearly every division head, as well as other staff are members on one of the various committees of the RPLS users group. Lee Ann Fisher-Governing Board, Scott Pointon-Finance, Robyn Hendricks-Policy, Matt Wilkerson and John Wylder-Technology and Robert Edwards-Database and Serials. It is important that we be represented on all the committees, so that we can voice our issues and concerns with the system and policy and be aware of what is going on. A recent problem with circulation statistics, found by DPL, was discovered to really be a cataloging problem. By having someone on each committee, we are able to get the "big picture" and how it affects DPL.

**STAFF:** Chad VanDolah has accepted the position of ½ time building custodian and will begin work March 6th. On February 20<sup>th</sup> Chay Williams started work as our newest Adult Division ½ time Page. There are no vacant positions pending at this time.

**ADMINISTRATION:** Total DPL circulation for February was 51,166 as compared to 53,040 in February of 2005 for a difference of -3.5%. The gate count was 29,835 this month as compared to 27,821 in February 2005 (or +7.2%). The YTD total is 277,385 (+1.1%). Our professional assists for the month of February were +5.8% above the same period last year. Our YTD total is +7.0% over last year at this time. The meeting rooms had 14 outside bookings and earning \$580. Scott has been attending the Chamber Breakfast monthly.

**ADULT DIVISION:** The tax program is going well with DOVE, we will have the numbers at the end of the program, but they are currently running about 15% above last year. Displays were set up to complement our programs. We had 5 programs that were attended by 270 people. We gave 2 tours to groups with 37 guests. Our 733 online book club members accessed it 14,880 times last month. The Local History Room had 119 visitors and 24 were from out of town. Brian Looker attended "Spanish for Librarians" and a "Diversity Workshop" this month.

**BUILDING DIVISION:** We rented a high lift so we could replace all the lights, paint the walls, clean all the windows and sills, clean the light panels and replace several bad ballast in the center atrium. Hopefully those lights and repairs will last a few years before needing to be done again, as getting the high lift in here was an ordeal and damage some carpet that we had to replace and repair. We had our annual chiller inspection and maintenance performed and all was well. Also we had an eddy current test performed and it also tested fine.

**CHILDREN'S DIVISION:** On March 3<sup>rd</sup>, WILL sponsored Clifford the Big Red Dog (our John Schirle in costume) drew over 300 people to the Children's room. Staff is participating in the upcoming "Macon County Reads and Explores Authors" grant. We will be hosting some parent-child book discussion groups. Our 22 programs had 311 attendees; we had 7 group visits bringing in 95 people and 6 groups used the children's story room.

**CIRCULATION DIVISION:** Based on patron input, we have started notifying patrons earlier about overdue items. Overdue notices have been reduced to two, the first at 5 days past the due day, the final notice showing the cost of the item at 30 days past the due date. 7,815 items were checked-out of the DPL by patrons from other libraries, 1,664 items were checked-out to DPL patrons at other libraries. We placed 3,425 requests, resolved 5,480 and of these, 2,369 items were picked up here at the DPL. We routed in 1,699 items and routed out 4,056 items to other libraries. 347 new accounts opened in February, down 8% from January, and up 5% from February of 2005.

**EXTENSION DIVISION:** For a change, both bookmobiles are running well. John attended the HSAC meeting and "Spanish for Librarians." We had 21 volunteers donate 150.5 hours of service this month.

**GATES COMPUTER LAB:** We had 103 people attend the 10 different classes we offered. Due to the overwhelming demand, we have instituted new rules limiting patrons to three classes per month. All of our new Gates laptops have a problem related to a certain version of Driveshield. Dave Nelson from Bellcow was here twice to fix them.

**SYSTEMS ADMINISTRATION:** We still have several issues with CybraryN that Matt is working on. There is a problem when releasing more than one print job at a time, the PC's do not shutdown at closing time, and CybraryQ is not keeping session time of 30 minutes, it somehow is changing to 1, 4 or 6 minutes. Also some patrons' getting more than 210 minutes a day. There were 333 work orders received from the staff for this month.

**TECHNICAL DIVISION:** This month a total of 1,573 titles, including 22 items donated to the library were cataloged into the database. Processing mended 1,185 items this month. Cataloging and Processing are both working on special reclassifying projects. Robert Edwards has been accepted into the State's *Cataloging Boot Camp*. The camp will be held during the month of May in Decatur.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher  
City Librarian

**Finance and Properties Committee**  
**March 14, 2006**

Mr. Cocagne called the meeting to order at 4:35 p.m. Members present: Ty Cocagne, Shirley Moore, and Eugene King. Absent: Pat Greanias and Nicholette Rademacher. Staff present: Lee Ann Fisher and Scott Pointon.

**Financial Statements**

The February Check Register was reviewed. Mr. Cocagne inquired about the large check to the Macon County Treasurer. Ms. Fisher said she would look into the reason for that payment. Mrs. Moore asked about the amount of legal fees incurred since the union contract expired. Mr. Pointon explained that the Library's bookkeeper was preparing that information for the upcoming Board meeting on March 16<sup>th</sup>. Mrs. Moore asked what the cost is for our security force. Ms. Fisher responded that the officers earn about \$100 per night, five nights per week. Mr. Cocagne recommended that the check register be presented at the Board meeting on March 16, 2006.

The YTD Budget statement was reviewed. Mr. Cocagne noted that the Personnel Services budget was 80.6% expended and asked about the retro-pay specified in the proposed Union contract. Ms. Fisher explained that once the contract language is agreed upon and the document is signed by the relevant parties, all of the retro-pay paperwork will be submitted to the City. At that point it will be out of our hands as to whether those payments are made this fiscal year or next. Mr. Cocagne noted the budget line reflecting professional services expenditures. Mr. Cocagne inquired about the "Computer Software" line in the budget. Ms. Fisher explained that this is another example of grant expenditures that cannot come from the area of the budget where grant revenues are placed. This is a continuing problem resulting in over-expenditures in several budget lines.

**Old Business**

There was no old business.

**New Business**

Ms. Fisher presented the FY2006-2007 budget. Mr. Cocagne inquired about the amounts budgeted for Medical Insurance, Unemployment, Worker's Comp, and several other areas. In the 2005-2006 budget prepared by Ms. Fisher the amounts in these areas do not equate to the amounts actually allocated to these three areas in the 2005-2006 budget. Ms. Fisher explained that at the time she is preparing the budget, the City gives her figures that allow her to estimate these amounts as closely as possible. She stated that later, when the City makes the actual allocations and creates the budget spreadsheet for next year they will have more information and can thus more accurately place dollar amounts in these budget lines. Mrs. Moore inquired about the amount Ms. Fisher had budgeted for natural gas expenses in FY2006-2007. Ms. Fisher said she would look at that item again and make adjustments where necessary. Mr. Cocagne inquired about the tax rate supporting comparably sized libraries in Illinois. Ms. Fisher said Mr. Pointon could look into that and report back to the Board with the findings. Mrs. Moore inquired as to why the meeting room revenues for FY2005-2006 are not as high as projected. Mr. Pointon pointed out that those predictions are just guesses and that the library has no way of predicting

how often the meeting room will be booked. Ms. Fisher added that the volume of our library programming is likely causing the rooms to be available less often to outside paying customers.

Ms. Fisher presented the materials budget for the coming year, and explained that it equates to about 11% of tax revenues brought in to the Library.

Mrs. Moore made a motion to adjourn. The motion was seconded by Mr. King and the meeting was adjourned at 5:26pm

Respectfully submitted,

*Scott Pointon*

Scott Pointon  
Assistant City Librarian

DECATUR PUBLIC LIBRARY

		06 Budget	07 Budget
35/350	<b>Library Fund Revenue</b>		
300000	Beginning fund balance	469,300	437,943
301103	Real estate taxes	3,024,900	3,116,708
302104	State replacement tax	235,000	235,000
302107	State grants or other	102,243	110,810
305509	Fines & fees	50,000	60,000
305510	Non-resident fees	450	300
305511	Lost or damaged books	6,000	7,000
305514	Copies and misc.	20,000	25,000
304415	Meeting room fees	10,000	10,000
307101	Investment income	13,000	20,000
308846	Lease of library property	40,000	40,000
308899	Misc. income		
		3,970,893	4,062,761

35/351 **Library Fund Expenses**

		06 Budget	07 Budget
409000	Salaries	2,003,225	2,025,000
	Retroactive Salaries per contract 04-06		80,000
410100	Overtime	10,000	5,000
410200	Temporary salaries	22,000	10,000
410400	Retirement – IMRF	290,468	349,763
411100	Life insurance	634	2,592
411200	Medical insurance	370,658	403,963
411300	Unemployment	2,287	2,849
411400	Worker's comp	24,116	33,649
411500	Service rec/longevity	18,367	20,845
420100	Advertising	500	400
420200	Printing & binding	6,000	8,000
421000	Serv. To maintain bld.	30,000	30,000
421100	Serv. To maint. Improvements	2,000	2,000
421200	Serv. – automotive equipment	3,500	3,500
421300	Serv. – office equipment	18,500	18,500
423000	MIS services	20,006	18,000
423100	Electricity	140,000	140,000
423200	Natural gas	15,000	15,000
423300	Telephone	30,000	25,000
423400	Water	3,500	4,500
423901	Bank Charge		200
424000	Training school	3,000	1,500
424100	Conferences & travel	7,000	6,000
424500	Postage	15,000	15,000
424700	Computer software	25,000	30,000
426500	Medical expenses	1,000	1,000
427100	Temp. agency fees	25,000	10,000
427200	Tuition reimbursement	1,000	1,500
427300	Travel interview expense	250	100
428000	Professional fees	48,500	50,000

428400	Membership fees	2,000	2,000
428900	Rental – equipment	5,000	1,000
431000	Gasoline	4,750	7,000
431200	Janitorial supplies	6,000	7,000
432000	Material – buildings	20,000	20,000
433700	Material – auto equipment	2,000	2,500
434500	Office supplies	30,000	33,000
435700	Employee recognition supplies	50	50
441500	Transfer to city general fund	1,200	1,200
441800	Motor vehicle insurance	4,004	4,609
442000	Boiler insurance	2,117	2,096
442100	Property insurance	16,992	24,592
442300	General liability insurance	21,552	25,256
442600	Collision deductible	500	1,000
449900	Small capital items	25,000	10,000
458000	Books and periodicals	<u>362,988</u>	<u>374,005</u>
		3,640,664	3,829,169

35/352	<b>Library Lease Expenses</b>	06 Budget	
440900	Principal payment on loan	21,875	21,875
441000	Interest payment on loan	<u>4,375</u>	<u>3,282</u>
		26,250	25,157

GRAND TOTAL EXPENSES 3,666,914 3,854,326

DECATUR PUBLIC LIBRARY

		06 Budget	07 Budget
59/590	<b>Library Trust Fund Revenues</b>		
300590	Beg fund balance - Cantoni (\$82,969.25)	102,356	120,047
300591	Beg fund balance - Meyer (\$259,177.17)	270,138	274,295
300592	Beg fund balance - Bridges	0	815
300593	Beg fund balance - Donations	1,500	469
307103	Interest income - Cantoni	1,500	2,710
307104	Interest income - Meyer	3,000	6,215
307105	Interest income - Bridges	190	161
308805	Contributions	<u>2,500</u>	<u>12,585</u>
	TOTAL TRUST FUND REVENUE	381,184	417,297
59/591	<b>DPL Cantoni Trust Fund Expenses</b>		
458000	Books and periodicals	<u>25,000</u>	<u>30,000</u>
	Total DPL Cantoni Trust Expenses	25,000	30,000
59/592	<b>DPL Meyer Trust Fund Expenses</b>		
428000	Professional fees	20,000	15,000
449900	Small capital items		5,000
458000	Books and periodicals	<u>1,000</u>	<u>5,000</u>
	Total DPL Meyer Trust Expenses	21,000	25,000
59/593	<b>DPL Bridges Trust Fund Expenses</b>		
458000	Books and periodicals	<u>150</u>	<u>500</u>
	Total DPL Bridges Trust Expenses	150	500
59/594	<b>DPL Donations</b>		
458000	Books and periodicals	<u>7,000</u>	<u>9,000</u>
	Total DPL Donations Expenses	7,000	9,000
	TOTAL DPL TRUST FUND EXPENSES	53,150	64,500

BOOKS, PERIODICALS & AUDIO VISUAL - FY											
PER DRA ACQUISITION PROGRAM											
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	Current Month Spending	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance	
801	MAIN ADULT	BOOKS	\$100,505.00				0.00%	0.00%	\$100,505.00	\$100,505.00	
802	MAIN YOUTH	BOOKS	\$9,000.00				0.00%	0.00%	\$9,000.00	\$9,000.00	
803	MAIN JUVENILE	BOOKS	\$53,000.00				0.00%	0.00%	\$53,000.00	\$53,000.00	
804	MAIN REFERENCE	BOOKS	\$82,000.00				0.00%	0.00%	\$82,000.00	\$82,000.00	
805	PROFESSIONAL	BOOKS	\$1,500.00				0.00%	0.00%	\$1,500.00	\$1,500.00	
821	EXTENSION	BOOKS	\$47,000.00				0.00%	0.00%	\$47,000.00	\$47,000.00	
TOTAL BOOKS			\$293,005.00				0.00%	0.00%	\$293,005.00	\$293,005.00	
830	AUDIO-VISUAL	CD, CAS, V, CD-Rom	\$45,000.00				0.00%	0.00%	\$45,000.00	\$45,000.00	
*SHP	Shipping Fund	Shipping charges	\$2,000.00				0.00%	0.00%	\$2,000.00	\$2,000.00	
841	MAIN ADULT	PERIODICALS	\$20,000.00				0.00%	0%	\$20,000.00	\$6,092.28	
842	MAIN YOUTH	PERIODICALS	\$1,000.00				0.00%	0%	\$1,000.00	\$1,000.00	
843	MAIN JUVENILE	PERIODICALS	\$2,000.00				0.00%	0%	\$2,000.00	\$2,000.00	
844	MAIN REFERENCE	SERIALS	\$6,000.00				0.00%	0%	\$6,000.00	\$6,000.00	
845	PROFESSIONAL	PERIODICALS	\$1,000.00				0.00%	0%	\$1,000.00	\$1,000.00	
847	EXTENSION	PERIODICALS	\$4,000.00				0.00%	0%	\$4,000.00	\$4,000.00	
TOTAL Periodicals			\$34,000.00				0.00%	0%	\$34,000.00	\$34,000.00	
800 TOTAL			\$374,005.00				0.00%	0.00%	\$374,005.00	\$374,005.00	

\*not included in total materials costs

ADULT DIVISION (Circulating) FUNDS									
PER DRA ACQUISITION PROGRAM									
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
801 0	Generalities	BOOKS	\$3,000.00			0.00%	0.00%	\$3,000.00	\$3,000.00
801 1	Philosophy, psychology	BOOKS	\$1,500.00			0.00%	0.00%	\$1,500.00	\$1,500.00
801 2	Religion	BOOKS	\$1,500.00			0.00%	0.00%	\$1,500.00	\$1,500.00
801 3	Social Sciences	BOOKS	\$9,500.00			0.00%	0.00%	\$9,500.00	\$9,500.00
801 4	Language	BOOKS	\$500.00			0.00%	0.00%	\$500.00	\$500.00
801 5	Natural Sciences	BOOKS	\$2,500.00			0.00%	0.00%	\$2,500.00	\$2,500.00
801 6	Applied Sciences	BOOKS	\$13,000.00			0.00%	0.00%	\$13,000.00	\$13,000.00
801 7	Fine Arts and Entertainment	BOOKS	\$7,500.00			0.00%	0.00%	\$7,500.00	\$7,500.00
801 8	Literature	BOOKS	\$4,000.00			0.00%	0.00%	\$4,000.00	\$4,000.00
801 9	Geography and History	BOOKS	\$9,000.00			0.00%	0.00%	\$9,000.00	\$9,000.00
801 F	Fiction	BOOKS	\$42,000.00			0.00%	0.00%	\$42,000.00	\$42,000.00
801 PBK	Paperback Fiction	PBK BOOKS	\$1,505.00			0.00%	0.00%	\$1,505.00	\$1,505.00
801 RP	Replace/lost,missing,damaged	BOOKS	\$5,000			0.00%	0.00%	\$5,000.00	\$5,000.00
	TOTAL BOOKS		\$100,505.00	\$0.00	\$0.00	0.00%	0.00%	\$100,505.00	\$100,505.00
AUDIO VISUAL (Circulating) FUNDS									
PER DRA ACQUISITION PROGRAM									
830 V	Videocassettes	Video	\$3,000.00			0.00%	0.00%	\$3,000.00	\$3,000.00
830 CD	Compact Discs	CD's	\$5,000.00			0.00%	0.00%	\$5,000.00	\$5,000.00
830 BT	Books-on-Tape	B-O-T	\$6,000.00			0.00%	0.00%	\$6,000.00	\$6,000.00
830 BC	Books-on-Compact Disc	B-O-CD	\$9,000.00			0.00%	0.00%	\$9,000.00	\$9,000.00
830 DV	Digital Video Discs	DVD	\$22,000.00			0.00%	0.00%	\$22,000.00	\$22,000.00
	TOTAL AV		\$45,000.00	\$0.00	\$0.00	0.00%	0.00%	\$45,000.00	\$45,000.00
CHILDREN'S DIVISION FUNDS									
PER DRA ACQUISITION PROGRAM									
803	Children's Books	Books	\$45,000.00			0.00%	0.00%	\$45,000.00	\$45,000.00
803 AV	Children's Audio-Visual	AV	\$8,000.00			0.00%	0.00%	\$8,000.00	\$8,000.00
	TOTAL Children's		\$53,000.00	\$0.00	\$0.00	0.00%	0.00%	\$53,000.00	\$53,000.00

NB: Parentheses around a number indicates a negative value.

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ADULT DIVISION (Reference) FUNDS - FY									
PER DRA ACQUISITION PROGRAM									
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
804 0	Generalities	BOOKS *****	\$6,000.00			0.00%	0.00%	\$6,000.00	\$6,000.00
804 1	Philosophy, psychology	BOOKS	\$200.00			0.00%	0.00%	\$200.00	\$200.00
804 2	Religion	BOOKS	\$300.00			0.00%	0.00%	\$300.00	\$300.00
804 3	Social Sciences	BOOKS *****	\$11,000.00			0.00%	0.00%	\$11,000.00	\$11,000.00
804 4	Language	BOOKS	\$300.00			0.00%	0.00%	\$300.00	\$300.00
804 5	Natural Sciences	BOOKS	\$1,200.00			0.00%	0.00%	\$1,200.00	\$1,200.00
804 6	Applied Sciences	BOOKS	\$3,500.00			0.00%	0.00%	\$3,500.00	\$3,500.00
804 7	Fine Arts and Entertainment	BOOKS	\$1,000.00			0.00%	0.00%	\$1,000.00	\$1,000.00
804 8	Literature	BOOKS	\$1,000.00			0.00%	0.00%	\$1,000.00	\$1,000.00
804 9	Geography and History	BOOKS	\$4,000.00			0.00%	0.00%	\$4,000.00	\$4,000.00
804 MF	Microfilm Collection(s)	Microforms	\$1,500.00			0.00%	0.00%	\$1,500.00	\$1,500.00
804 EL**	Electronic Subscriptions	Internet	\$52,000.00			0.00%	0.00%	\$52,000.00	\$52,000.00
	TOTAL BOOKS		\$82,000.00			0.00%	0.00%	\$82,000.00	\$82,000.00
EXTENSION DIVISION FUNDS - FY									
PER DRA ACQUISITION PROGRAM									
821 A	Extension - Adult Collection	BOOKS	\$18,500.00			0.00%	0.00%	\$18,500.00	\$18,500.00
821 Y	Extension - Young Adult Collection	BOOKS	\$2,000.00			0.00%	0.00%	\$2,000.00	\$2,000.00
821 J	Extension - Children's Collection	BOOKS	\$14,500.00			0.00%	0.00%	\$14,500.00	\$14,500.00
801 LP	Large Print Collection	BOOKS	\$12,000.00			0.00%	0.00%	\$12,000.00	\$12,000.00
	TOTAL EXTENSION		\$47,000.00			0.00%	0.00%	\$47,000.00	\$47,000.00

NB: Parentheses around a number indicates a negative value.

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**CIT F D E C A T U R**  
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<b>35 LIBRARY FUND</b>						
19109	2/7/2006	2D MARKETING & COMMUNICATIONS	682.50	PROF SERV-PR NEWSLETTER	35593512 - 428000	PROFESSIONAL SERVICES
19111	2/7/2006	AMERENIP	11,881.94	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
19111	2/7/2006	AMERENIP	13,919.02		35593512 - 423200	NATURAL GAS
19114	2/7/2006	ARAMARK UNIFORM SERVICES, INC.	110.77	SERV BLDG-CLEAN MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
19120	2/7/2006	BIBBY, SCOTT	200.00	SEC-DPL-0117,012406	35593512 - 428000	PROFESSIONAL SERVICES
19135	2/7/2006	COMMERCIAL MAIL SERVICES	125.47	MO PRESORT/BAR CODING	35593512 - 424500	POSTAGE
19149	2/7/2006	DEMCO INC	1,402.39	ASSORTED OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
19153	2/7/2006	DUNKER ELECTRIC SUPPLY, INC	70.56	BLDG SUPP-LAMPS	35593512 - 432000	MATERIALS - BUILDINGS
19167	2/7/2006	HASTINGS, SCOTT A.	100.00	SEC-DPL-0123,0126,013006	35593512 - 428000	PROFESSIONAL SERVICES
19167	2/7/2006	HASTINGS, SCOTT A.	200.00		35593512 - 428000	PROFESSIONAL SERVICES
19175	2/7/2006	ILLINOIS NOTARY DISCOUNT BONDING CO	35.90	ROBINSON, SHEILA-NOTARY	35593512 - 428400	MEMBERSHIP FEES
19182	2/7/2006	JAN MASTER, INC.	51.60	JANITOR SUPP-CARPET SHAMPOO	35593512 - 431200	JANITORIAL SUPPLIES
19203	2/7/2006	MAYER, JOANNE	72.00	PROF SERV-IL CHRGS-BOOK LOST	35593512 - 428000	PROFESSIONAL SERVICES
19205	2/7/2006	MCLEOD USA	33.19	#3292627 ACCT	35593512 - 423300	TELEPHONE
19225	2/7/2006	MOORE WALLACE-AN RR DONNELLEY CO	254.39	OF SUPP-"NEW ARRIVAL" LABELS	35593512 - 434500	OFFICE SUPPLIES
19239	2/7/2006	ORKIN EXTERMINATING	148.30	EXTERMINATING FOR LIBRARY	35593512 - 421000	SERVICE TO MAINT BUILDING
19254	2/7/2006	RIGSBY, PAUL	300.00	SEC-DPL-0113,0119,012706	35593512 - 428000	PROFESSIONAL SERVICES
19257	2/7/2006	SATTLEYS, INC.	125.52	INK	35593512 - 434500	OFFICE SUPPLIES
19258	2/7/2006	SBC	112.94	#217 728-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
19258	2/7/2006	SBC	615.57	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
19258	2/7/2006	SBC	1,019.99	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
19261	2/7/2006	SLEETH, ALAN	260.00	SEC-DPL-0118,0120,012506	35593512 - 428000	PROFESSIONAL SERVICES
19263	2/7/2006	SPECIALTY COMPUTER RIBBONS	202.38	C8061X toner for HP4100N print	35593512 - 434500	OFFICE SUPPLIES
19267	2/7/2006	T A BRINKOETTER & SONS, INC.	113.00	MATL/LABOR-BACKFLOW TEST KIT	35593512 - 421000	SERVICE TO MAINT BUILDING
19267	2/7/2006	T A BRINKOETTER & SONS, INC.	48.00		35593512 - 432000	MATERIALS - BUILDINGS
19269	2/7/2006	THOMPSON ELECTRONICS CO.	190.00	MATL/LABOR-REPLACE STROBES	35593512 - 421000	SERVICE TO MAINT BUILDING
19269	2/7/2006	THOMPSON ELECTRONICS CO.	157.04		35593512 - 432000	MATERIALS - BUILDINGS
19272	2/7/2006	TREAS-PETTY CASH	23.11	DPL	35593512 - 421300	SERV-OFFICE EQUIPMENT
19272	2/7/2006	TREAS-PETTY CASH	7.00		35593512 - 424100	CONFERENCES & TRAVEL
19272	2/7/2006	TREAS-PETTY CASH	10.00		35593512 - 424500	POSTAGE
19272	2/7/2006	TREAS-PETTY CASH	22.00		35593512 - 428400	MEMBERSHIP FEES
19272	2/7/2006	TREAS-PETTY CASH	25.66		35593512 - 434500	OFFICE SUPPLIES
19272	2/7/2006	TREAS-PETTY CASH	8.00		35593515 - 458000	BOOKS & PERIODICALS
19272	2/7/2006	TREAS-PETTY CASH	15.00		35593515 - 458841	MAGPAPERS - MAIN ADULT
19280	2/7/2006	WALLENDER-DEDMAN PRINTING	465.00	PRINTING CHRGS-CONNECTIONS	35593512 - 420200	PRINTING AND BINDING
19290	2/14/2006	ARAMARK UNIFORM SERVICES, INC.	110.77	SERV TO BLDG-CLEAN MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
19291	2/14/2006	AZURADISC, INC	181.19	OF SUPPLIES-SCRATCH GUARDS	35593512 - 434500	OFFICE SUPPLIES
19295	2/14/2006	BOB & RON'S REPAIR SERVICE	195.00	SERV/MATL-REPAIR BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
19295	2/14/2006	BOB & RON'S REPAIR SERVICE	43.79		35593512 - 433700	MATERIAL - AUTO EQUIP
19320	2/14/2006	DELL INC.	485.94	COMPUTER HARDWARE-MEMORY	35593512 - 449900	SMALL CAPITAL ITEMS
19323	2/14/2006	EDWARD BOOTH	5,595.00	PROF SERV-LEGAL SERV-JAN'06	35593512 - 428000	PROFESSIONAL SERVICES

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19337	2/14/2006	HUNZEKER SERVICE AGENCY	3,365.00	YRLY MAINT TO CHILLERS	35593512 - 421000	SERVICE TO MAINT BUILDING
19346	2/14/2006	JAN MASTER, INC.	171.71	JANITOR SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
19360	2/14/2006	MCLEOD USA	84.18	#3318933 ACCT	35593512 - 423300	TELEPHONE
19373	2/14/2006	PARK, CHUB	280.00	BLDG SERV-SALT PARKING LOT	35593512 - 421000	SERVICE TO MAINT BUILDING
19379	2/14/2006	REXX BATTERY	98.96	MATL-AUTO RQUIP-BATTERY	35593512 - 433700	MATERIAL - AUTO EQUIP
19387	2/14/2006	SATTLEYS, INC.	354.57	BRT TN540 printer toner cartri	35593512 - 434500	OFFICE SUPPLIES
19389	2/14/2006	SCHIRLE, JOHN	96.00	SALARY-PNG GRANT EMPLOYEE	35593512 - 428000	PROFESSIONAL SERVICES
19406	2/14/2006	SPHERION CORPORATION	144.60	011506-CLEMENTS, JOHN	35593512 - 427100	TEMP AGENCY SERVICES
19406	2/14/2006	SPHERION CORPORATION	144.60	CLEMENTS, JOHN-012206	35593512 - 427100	TEMP AGENCY SERVICES
19406	2/14/2006	SPHERION CORPORATION	163.88	CLEMENTS, JOHN-012906	35593512 - 427100	TEMP AGENCY SERVICES
19406	2/14/2006	SPHERION CORPORATION	221.72	CLEMENTS, JOHN-010806	35593512 - 427100	TEMP AGENCY SERVICES
19412	2/14/2006	STRIGLOS/HAINES & ESSICK	687.39	PMC 09225 2 ply add rolls	35593512 - 434500	OFFICE SUPPLIES
19416	2/14/2006	THOMAS, RHALO	69.00	PROF SERV-PNG GRANT EMP	35593512 - 428000	PROFESSIONAL SERVICES
19422	2/14/2006	TREAS-FLEET MAINTENANCE	556.05		35593512 - 431000	GASOLINE
19423	2/14/2006	TREAS-GENERAL FUND	898.69	JAN'06 POSTAGE	35593512 - 424500	POSTAGE
19431	2/14/2006	UNIQUE MANAGEMENT SERVICES	939.75	JAN'06 COLLEC SERV	35593512 - 428000	PROFESSIONAL SERVICES
19438	2/14/2006	WATTS COPY SYSTEMS	317.00	COPY AGREEMENT/LIBRARY	35593512 - 421300	SERV-OFFICE EQUIPMENT
19455	2/21/2006	BIBBY, SCOTT	300.00	DPL-SEC-0131,0207,021406	35593512 - 428000	PROFESSIONAL SERVICES
19462	2/21/2006	CDW	680.11	COMPUTER SOFTWARE	35593512 - 424700	COMPUTER SOFTWARE
19462	2/21/2006	CDW	428.13	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
19462	2/21/2006	CDW	480.78		35593512 - 449900	SMALL CAPITAL ITEMS
19491	2/21/2006	HASTINGS, SCOTT A.	200.00	DPL-SEC-0206,021306	35593512 - 428000	PROFESSIONAL SERVICES
19508	2/21/2006	MACON COUNTY TREASURER	6,279.19	REFUND OVERPMT DUE-MACON CO	3559350 - 301103	REAL ESTATE TAXES
19523	2/21/2006	ONYX WASTE	278.53	GARBAGE SERVICE FOR CITY	35593512 - 421000	SERVICE TO MAINT BUILDING
19531	2/21/2006	RIGSBY, PAUL	300.00	DPL-SEC-0201,0202,020906	35593512 - 428000	PROFESSIONAL SERVICES
19537	2/21/2006	SLEETH, ALAN	280.00	DPL-SEC-0203,0208,021006	35593512 - 428000	PROFESSIONAL SERVICES
19558	2/21/2006	TREAS-GENERAL FUND	100.00	MTHLY TRANS	35593512 - 441500	TRANSFER TO GENERAL FD
19561	2/21/2006	TREAS-MIS OPERATING	1,667.17		35593512 - 423000	MIS SERVICES
19562	2/21/2006	TREAS-SELF INSURANCE FUND	333.67		35593512 - 441800	MOTOR VEHICLE INSURANCE
19562	2/21/2006	TREAS-SELF INSURANCE FUND	176.42		35593512 - 442000	BOILER INSURANCE
19562	2/21/2006	TREAS-SELF INSURANCE FUND	1,416.00		35593512 - 442100	PROPERTY INSURANCE
19562	2/21/2006	TREAS-SELF INSURANCE FUND	1,796.00		35593512 - 442300	GENERAL LIABILITY INS
19569	2/21/2006	VERIZON WIRELESS	39.33	#504591268 ACCT	35593512 - 423300	TELEPHONE
19569	2/21/2006	VERIZON WIRELESS	93.01	#505679087 ACCT	35593512 - 423300	TELEPHONE
19588	2/28/2006	ADT SECURITY SERVICES	1,509.01	SEC SERV-0301-053106	35593512 - 421300	SERV-OFFICE EQUIPMENT
19595	2/28/2006	AMAZON.COM CREDIT	1,653.17	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
19605	2/28/2006	BABY TALK, INC.	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
19606	2/28/2006	BAKER & TAYLOR CO	-70.00	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	-48.94	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	-43.80		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	-29.20	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	-18.63		35593515 - 458000	BOOKS & PERIODICALS

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19606	2/28/2006	BAKER & TAYLOR CO	-11.85	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	-9.58		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	-8.58		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	3.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	4.00		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	6.14		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	7.05		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	7.12		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	7.35		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	7.99		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	8.29		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	8.82		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	8.96		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	9.23		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	9.45		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	9.48		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	9.81		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	9.83		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	10.03		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	10.76		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	11.04		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	11.35		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	11.65		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	11.69		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	11.77		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	11.79		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	12.57		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	12.95		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	12.98		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	13.46		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	13.50		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	13.52		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	13.88		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.11		35593515 - 458000	BOOKS & PERIODICALS

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19606	2/28/2006	BAKER & TAYLOR CO	14.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.16		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.20		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.70		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.20		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.90		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.92		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	16.23		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	17.05		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	17.67		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	17.69		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	17.70		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	17.92		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	18.44		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	19.00		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	19.06		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	19.10		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	20.30		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	20.65		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	21.66		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	22.00		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	22.18		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	22.75		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	23.34		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	23.36		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	23.60		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	23.70		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	23.91		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	24.30		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	24.95		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	25.60		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	25.76		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	25.85		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	25.95		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	26.35		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	26.49		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	26.91		35593515 - 458000	BOOKS & PERIODICALS

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19606	2/28/2006	BAKER & TAYLOR CO	26.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	27.00		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	27.11		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	28.02		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	28.26		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	28.45		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	28.85		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	29.44		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	29.76		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	30.74		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	31.42		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	31.54		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	35.07		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	37.40		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	37.77		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	38.66		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	40.47		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	40.64		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	41.24		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	41.60		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	43.80		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	43.89		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	48.01		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	48.59		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	49.71		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	50.38		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	51.90		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	53.72		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	54.42		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	56.16		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	57.87		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	58.02		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	63.00		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	64.56		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	65.55		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	71.10		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	78.14		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	88.26		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	89.43		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	94.76		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	99.23		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	100.55		35593515 - 458000	BOOKS & PERIODICALS

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19606	2/28/2006	BAKER & TAYLOR CO	102.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	102.91		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	115.98		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	127.44		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	130.66		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	170.18		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	171.24		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	175.14		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	175.24		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	177.72		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	181.08		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	191.14		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	192.94		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	198.61		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	212.85		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	220.75		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	233.09		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	242.57		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	255.36		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	293.47		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	314.18		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	332.75		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	335.19		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	344.55		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	350.33		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	398.48		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	463.76		35593515 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	503.05		35593515 - 458000	BOOKS & PERIODICALS
19607	2/28/2006	BAKER & TAYLOR CO	4,055.00			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	-36.70	CREDIT		
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	3.74	BOOKS		
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	7.48			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	11.23			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	12.73			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	13.48			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	14.98			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	20.23			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	22.44			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	22.48			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	25.46			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	29.96			
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	29.97			

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19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	29.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	33.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	50.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	53.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	59.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	59.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	63.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	138.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	294.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	304.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	353.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	402.33	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	466.15	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	469.73	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19608	2/28/2006	BAKER & TAYLOR ENTERTAINMENT	623.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	4.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	6.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	6.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	8.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	8.97	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	9.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	9.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	10.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	10.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	11.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	12.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	12.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	14.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	14.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	14.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	15.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	16.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	18.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	18.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	18.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	19.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	19.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	20.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	20.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	22.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	22.61	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	23.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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19619	2/28/2006	BOOK WHOLESALERS, INC.	23.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	23.91		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	24.35		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	25.46		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	25.49		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	25.92		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	27.12		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	27.14		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	28.71		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	28.89		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	30.52		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	30.57		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	33.09		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	35.34		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	35.92		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	38.90		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	39.98		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	40.28		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	41.47		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	42.62		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	44.97		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	49.14		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	49.23		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	51.40		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	62.95		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	67.05		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	78.68		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	104.52		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	106.42		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	138.36		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	260.80		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	285.63		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	296.23		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	452.85		35593515 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	515.18		35593515 - 458000	BOOKS & PERIODICALS
19633	2/28/2006	CING	115.31		35593515 - 458000	BOOKS & PERIODICALS
19646	2/28/2006	DUNKER ELECTRIC SUPPLY, INC	19.52	BLDG MATL/SUPP	35593512 - 432000	MATERIALS - BUILDINGS
19646	2/28/2006	DUNKER ELECTRIC SUPPLY, INC	52.77		35593512 - 432000	MATERIALS - BUILDINGS
19646	2/28/2006	DUNKER ELECTRIC SUPPLY, INC	92.16		35593512 - 432000	MATERIALS - BUILDINGS
19646	2/28/2006	DUNKER ELECTRIC SUPPLY, INC	393.84		35593512 - 432000	MATERIALS - BUILDINGS
19648	2/28/2006	EMBRY LTD	1,227.85	300 EA QUATTRO INSERT-DVD CASE	35593512 - 434500	OFFICE SUPPLIES
19650	2/28/2006	GAYLORD BROS.	122.79	PRINTED LABELS	35593512 - 434500	OFFICE SUPPLIES

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19650	2/28/2006	GAYLORD BROS.	248.28	OFC SUPP--ASSORTED	35593512 - 434500	OFFICE SUPPLIES
19652	2/28/2006	GREENWOOD PUB GROUP	48.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19660	2/28/2006	ILL-MO WELDING	28.75	MATL TO MAINTAIN BLDG	35593512 - 432000	MATERIALS - BUILDINGS
19661	2/28/2006	ILLINOIS HERITAGE ASSOCIATION	35.00	BOOKS	35593515 - 458841	MAG/PAPERS - MAIN ADULT
19664	2/28/2006	INTERNAT'L TELECOMMUNICATION SERVICES	237.00		35593515 - 458000	BOOKS & PERIODICALS
19666	2/28/2006	JAN MASTER, INC.	63.60	JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
19666	2/28/2006	JAN MASTER, INC.	228.76		35593512 - 431200	JANITORIAL SUPPLIES
19678	2/28/2006	MENARDS	28.47	BLDG SUPP	35593512 - 432000	MATERIALS - BUILDINGS
19678	2/28/2006	MENARDS	31.08		35593512 - 432000	MATERIALS - BUILDINGS
19681	2/28/2006	MOORE WALLACE-AN RR DONNELLEY CO	175.67	10 PKG LABELS	35593512 - 434500	OFFICE SUPPLIES
19686	2/28/2006	NCI BUSINESS SYSTEMS	36.86	COSTS PER COPY MAINT	35593512 - 421300	SERV-OFFICE EQUIPMENT
19694	2/28/2006	POINTON, SCOTT	66.94	TONER 49A-PNG GRANT	35593512 - 434500	OFFICE SUPPLIES
19698	2/28/2006	RANDOM HOUSE, INC.	81.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19699	2/28/2006	RECORD SYSTEMS INC.	398.00	2 TONER CARTRIDGES	35593512 - 434500	OFFICE SUPPLIES
19700	2/28/2006	RECORDED BOOKS	267.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
19700	2/28/2006	RECORDED BOOKS	574.80		35593515 - 458000	BOOKS & PERIODICALS
19700	2/28/2006	RECORDED BOOKS	1,009.80		35593515 - 458000	BOOKS & PERIODICALS
19700	2/28/2006	RECORDED BOOKS	1,965.62		35593515 - 458000	BOOKS & PERIODICALS
19701	2/28/2006	REGENT BOOK CO	35.55		35593515 - 458000	BOOKS & PERIODICALS
19712	2/28/2006	SPHERION CORPORATION	59.24	021206-DWYER, MARY	35593512 - 427100	TEMP AGENCY SERVICES
19718	2/28/2006	STRIGLOS/HAINES & ESSICK	71.99	CARTRIDGE	35593512 - 434500	OFFICE SUPPLIES
19737	2/28/2006	VIDEO RESOURCES SOFTWARE	210.00	BASIC MATH ON CD ROMS	35593515 - 458000	BOOKS & PERIODICALS
19741	2/28/2006	WATTS COPY SYSTEMS	141.50	TONER-FAX MACHINE	35593512 - 434500	OFFICE SUPPLIES
19742	2/28/2006	WEST GROUP	544.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
			<b>96,122.75</b>	<b>35 LIBRARY FUND Total</b>		
<b>59 LIBRARY TRUST FUNDS</b>						
19161	2/7/2006	GAYLORD BROS.	633.98	WORKSTN-CHILDREN'S DEPT	59595942 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	13.25	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	14.25		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.15		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	15.34		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	16.10		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	16.16		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	19.00		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	19.95		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	25.00		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	27.71		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	29.69		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	58.46		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	10.44		59595912 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	12.27		59595942 - 458000	BOOKS & PERIODICALS
19606	2/28/2006	BAKER & TAYLOR CO	32.95		59595942 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR  
 LIBRARY FUNDS CHECK REGISTER  
 FOR INVOICES FROM 2/1/2006 TO 2/28/2006

DATE: 3/7/2006  
 TIME: 12:49:56PM

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
19606	2/28/2006	BAKER & TAYLOR CO	90.85	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	12.88		59595942 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	15.56		59595942 - 458000	BOOKS & PERIODICALS
19619	2/28/2006	BOOK WHOLESALERS, INC.	116.28		59595942 - 458000	BOOKS & PERIODICALS
19723	2/28/2006	THOMSON GALE	362.96		59595942 - 458000	BOOKS & PERIODICALS
<b>59 LIBRARY TRUST FUNDS Total</b>			<b><u>1,558.23</u></b>			

WARRANT TOTAL: 97,680.98

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YEAR-TO-DATE BUDGET REPORT  
REVENUE AND EXPENSE SUMMARY FEB. 2006

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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	-469,300	-469,300	-491,931.57	.00	.00	22,631.57	104.8%
301103 REAL ESTATE TAXES	-3,024,900	-3,024,900	-3,003,442.84	-105,496.08	.00	-21,457.16	99.3%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-209,065.06	.00	.00	-25,934.94	89.0%
302107 STATE GRANTS OR OTHER	-102,243	-102,243	-10,000.00	.00	.00	-92,243.00	9.8%
305509 FINES AND FEES	-50,000	-50,000	-54,316.39	-3,691.34	.00	4,316.39	108.6%
305510 NON-RESIDENTIAL FEES	-450	-450	-340.44	-85.11	.00	-109.56	75.7%
305511 LOST OR DAMAGED BOOKS	-6,000	-6,000	-6,445.35	-705.10	.00	445.35	107.4%
305514 COPIES AND MISCELLANEOUS	-20,000	-20,000	-22,706.00	-427.30	.00	2,706.00	113.5%
305515 MEETING ROOM FEES	-10,000	-10,000	-6,440.00	-880.00	.00	-3,560.00	64.4%
307101 INVESTMENT INCOME	-13,000	-13,000	-25,319.57	.00	.00	12,319.57	194.8%
307102 POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308805 CONTRIBUTIONS	0	0	-3,600.00	.00	.00	3,600.00	100.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-28,166.64	-3,333.33	.00	-11,833.36	70.4%
TOTAL LIBRARY FUND	-3,970,893	-3,970,893	-3,861,773.86	-114,618.26	.00	-109,119.14	97.3%
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	2,003,225	2,003,225	1,592,754.50	144,983.26	.00	410,470.50	79.5%
410100 OVERTIME	10,000	10,000	8,630.04	1,401.18	.00	1,369.96	86.3%
410200 TEMPORARY SALARIES	22,000	22,000	10,656.46	322.92	.00	11,343.54	48.4%
410400 IMRF/SOCIAL SECURITY PAYMENTS	290,468	290,468	240,064.55	25,105.23	.00	50,403.45	82.6%
411100 LIFE INSURANCE	634	634	2,320.87	214.93	.00	-1,686.87	366.1%
411200 MEDICAL INSURANCE	370,658	370,658	316,625.78	28,752.50	.00	54,032.22	85.4%
411300 UNEMPLOYMENT INSURANCE	2,287	2,287	2,076.45	184.15	.00	210.55	90.8%
411400 WORKERS COMPENSATION	24,116	24,116	21,876.30	1,940.10	.00	2,239.70	90.7%
411500 SERVICE RECOGNITION	18,367	18,367	14,477.36	872.98	.00	3,889.64	78.8%
TOTAL DPL - PERSONNEL SERVICES	2,741,755	2,741,755	2,209,482.31	203,777.25	.00	532,272.69	80.6%
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	500	500	299.11	.00	.00	200.89	59.8%
420200 PRINTING AND BINDING	6,000	6,000	8,299.74	465.00	.00	-2,299.74	138.3%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,829	25,225.51	4,596.37	1,728.06	3,875.85	87.4%
421100 SERV TO MAINT IMPROVEMENTS	2,000	2,000	1,900.00	.00	.00	100.00	95.0%
421200 SERV - AUTO EQUIPMENT	3,500	3,500	3,665.15	195.00	.00	-165.15	104.7%
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YEAR-TO-DATE BUDGET REPORT  
REVENUE AND EXPENSE SUMMARY FEB. 2006

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FOR 2006 10

ACCOUNTS FOR:	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421300 SERVICE-OFFICE EQUIP	18,500	18,500	17,831.69	2,202.98	951.00	-282.69	101.5%	
423000 MIS SERVICES	20,006	20,006	16,671.68	1,667.17	.00	3,334.32	83.3%	
423100 ELECTRICITY	140,000	140,000	133,651.39	11,881.94	.00	6,348.61	95.5%	
423200 NATURAL GAS	15,000	15,000	14,881.84	13,919.02	.00	118.16	99.2%	
423300 TELEPHONE	30,000	30,000	21,275.21	1,998.21	.00	8,724.79	70.9%	
423400 WATER	3,500	3,500	4,074.01	.00	.00	-574.01	116.4%	
423901 BANKING SERVICE CHARGES	0	0	170.00	.00	.00	-170.00	100.0%	
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	887.85	.00	.00	2,112.15	29.6%	
424100 CONFERENCES & TRAVEL	7,000	7,000	4,605.19	7.00	.00	2,394.81	65.8%	
424500 POSTAGE	15,000	15,000	11,042.24	1,034.16	.00	3,957.76	73.6%	
424700 COMPUTER SOFTWARE	25,000	25,000	36,677.79	680.11	.00	-11,677.79	146.7%	
426500 MEDICAL EXPENSES	1,000	1,000	300.00	.00	.00	700.00	30.0%	
427100 TEMPORARY AGENCY FEES	25,000	25,000	8,981.36	734.04	.00	16,018.64	35.9%	
427200 TUITION REIMBURSEMENT	1,000	1,000	1,306.00	.00	.00	-306.00	130.6%	
427300 TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	.0%	
428000 PROFESSIONAL SERVICES	48,500	48,500	66,441.17	9,836.30	550.00	-18,491.17	138.1%	
428400 MEMBERSHIP FEES	2,000	2,000	1,487.90	57.90	.00	512.10	74.4%	
428900 RENTAL- EQUIPMENT	5,000	5,000	.00	.00	.00	5,000.00	.0%	
431000 GASOLINE	4,750	4,750	6,121.29	556.05	.00	-1,371.29	128.9%	
431200 JANITORIAL SUPPLIES	6,000	6,000	7,291.21	699.11	.00	-1,291.21	121.5%	
432000 MATERIAL - BUILDINGS	20,000	20,000	18,844.36	922.19	.00	1,155.64	94.2%	
433700 MATERIAL-AUTO EQUIP	2,000	2,000	2,933.73	142.75	.00	-933.73	146.7%	
434500 OFFICE SUPPLIES	30,000	30,000	36,212.19	5,866.29	1,545.58	-7,757.77	125.9%	
435700 EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%	
441500 TRANSFER TO GENERAL FD	1,200	1,200	1,000.00	100.00	.00	200.00	83.3%	
441800 MOTOR VEHICLE INSURANCE	4,004	4,004	3,336.68	333.67	.00	667.32	83.3%	
442000 BOILER INSURANCE	2,117	2,117	1,764.18	176.42	.00	352.82	83.3%	
442100 PROPERTY INSURANCE	16,992	16,992	14,160.00	1,416.00	.00	2,832.00	83.3%	
442300 GENERAL LIABILITY INSURANCE	21,552	21,552	17,960.00	1,796.00	.00	3,592.00	83.3%	
442600 COLLISION DEDUCTIBLE	500	500	.00	.00	.00	500.00	.0%	
449900 SMALL CAPITAL ITEMS	25,000	25,000	15,661.56	3,048.02	1,362.73	7,975.71	68.1%	
TOTAL DPL - OPERATING EXPENSES	535,921	536,750	504,960.03	64,331.70	6,137.37	25,653.02	95.2%	
35593515 DPL - OPERATING EXPENSES								
458000 BOOK AND PERIODICALS	362,988	362,988	276,864.54	27,002.96	.00	86,123.46	76.3%	
458841 MAG/PAPERS - MAIN ADULT	0	0	17,988.54	50.00	.00	-17,988.54	100.0%	
458842 MAG/PAPERS MAIN YOUTH	0	0	744.17	.00	.00	-744.17	100.0%	
458843 MAG/PAPERS MAIN JUVENILE	0	0	1,517.47	.00	.00	-1,517.47	100.0%	
458844 MAG/PAPERS - MAIN REFERENCE	0	0	4,009.98	.00	.00	-4,009.98	100.0%	
458845 MAG/PAPERS - MAIN PROFESSIONAL	0	0	640.00	.00	.00	-640.00	100.0%	
458847 MAG/PAPERS - EXTENSION ADULT	0	0	3,562.08	.00	.00	-3,562.08	100.0%	
TOTAL DPL - OPERATING EXPENSES	362,988	362,988	305,326.78	27,052.96	.00	57,661.22	84.1%	

FOR 2006 10

ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421300 SERVICE-OFFICE EQUIP	18,500	18,500	17,831.69	2,202.98	951.00	-282.69	101.5%
423000 MIS SERVICES	20,006	20,006	16,671.68	1,667.17	.00	3,334.32	83.3%
423100 ELECTRICITY	140,000	140,000	133,651.39	11,881.94	.00	6,348.61	95.5%
423200 NATURAL GAS	15,000	15,000	14,881.84	13,919.02	.00	118.16	99.2%
423300 TELEPHONE	30,000	30,000	21,275.21	1,998.21	.00	8,724.79	70.9%
423400 WATER	3,500	3,500	4,074.01	.00	.00	-574.01	116.4%
423901 BANKING SERVICE CHARGES	0	0	170.00	.00	.00	-170.00	100.0%
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	887.85	.00	.00	2,112.15	29.6%
424100 CONFERENCES & TRAVEL	7,000	7,000	4,605.19	7.00	.00	2,394.81	65.8%
424500 POSTAGE	15,000	15,000	11,042.24	1,034.16	.00	3,957.76	73.6%
424700 COMPUTER SOFTWARE	25,000	25,000	36,677.79	680.11	.00	-11,677.79	146.7%
426500 MEDICAL EXPENSES	1,000	1,000	300.00	.00	.00	700.00	30.0%
427100 TEMPORARY AGENCY FEES	25,000	25,000	8,981.36	734.04	.00	16,018.64	35.9%
427200 TUITION REIMBURSEMENT	1,000	1,000	1,306.00	.00	.00	-306.00	130.6%
427300 TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	.0%
428000 PROFESSIONAL SERVICES	48,500	48,500	66,441.17	9,836.30	550.00	-18,491.17	138.1%
428400 MEMBERSHIP FEES	2,000	2,000	1,487.90	57.90	.00	512.10	74.4%
428900 RENTAL-EQUIPMENT	5,000	5,000	.00	.00	.00	5,000.00	.0%
431000 GASOLINE	4,750	4,750	6,121.29	556.05	.00	-1,371.29	128.9%
431200 JANITORIAL SUPPLIES	6,000	6,000	7,291.21	699.11	.00	-1,291.21	121.5%
432000 MATERIAL - BUILDINGS	20,000	20,000	18,844.36	922.19	.00	1,155.64	94.2%
433700 MATERIAL-AUTO EQUIP	2,000	2,000	2,933.73	142.75	.00	-933.73	146.7%
434500 OFFICE SUPPLIES	30,000	30,000	36,212.19	5,866.29	1,545.58	-7,757.77	125.9%
435700 EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%
441500 TRANSFER TO GENERAL FD	1,200	1,200	1,000.00	100.00	.00	200.00	83.3%
441800 MOTOR VEHICLE INSURANCE	4,004	4,004	3,336.68	333.67	.00	667.32	83.3%
442000 BOILER INSURANCE	2,117	2,117	1,764.18	176.42	.00	352.82	83.3%
442100 PROPERTY INSURANCE	16,992	16,992	14,160.00	1,416.00	.00	2,832.00	83.3%
442300 GENERAL LIABILITY INSURANCE	21,552	21,552	17,960.00	1,796.00	.00	3,592.00	83.3%
442600 COLLISION DEDUCTIBLE	500	500	.00	.00	.00	500.00	.0%
449900 SMALL CAPITAL ITEMS	25,000	25,000	15,661.56	3,048.02	1,362.73	7,975.71	68.1%
TOTAL DPL - OPERATING EXPENSES	535,921	536,750	504,960.03	64,331.70	6,137.37	25,653.02	95.2%
35593515 DPL - OPERATING EXPENSES							
458000 BOOK AND PERIODICALS	362,988	362,988	276,864.54	27,002.96	.00	86,123.46	76.3%
458841 MAG/PAPERS - MAIN ADULT	0	0	17,988.54	50.00	.00	-17,988.54	100.0%
458842 MAG/PAPERS MAIN YOUTH	0	0	744.17	.00	.00	-744.17	100.0%
458843 MAG/PAPERS MAIN JUVENILE	0	0	1,517.47	.00	.00	-1,517.47	100.0%
458844 MAG/PAPERS - MAIN REFERENCE	0	0	4,009.98	.00	.00	-4,009.98	100.0%
458845 MAG/PAPERS - MAIN PROFESSIONAL	0	0	640.00	.00	.00	-640.00	100.0%
458847 MAG/PAPERS - EXTENSION ADULT	0	0	3,562.08	.00	.00	-3,562.08	100.0%
TOTAL DPL - OPERATING EXPENSES	362,988	362,988	305,326.78	27,052.96	.00	57,661.22	84.1%

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ACCOUNTS FOR:

35 LIBRARY FUND

AVAILABLE PCT  
BUDGET USED

ENCUMBRANCES

MTD ACTUAL

YTD ACTUAL

REVISED  
BUDGET

ORIGINAL  
APPROP

35593522 DPL LEASE- OP EXPENSES

440900 PRINCIPAL PAYMENTS

441000 INTEREST PAYMENT

TOTAL DPL LEASE- OP EXPENSES

TOTAL LIBRARY FUND

TOTAL REVENUES

TOTAL EXPENSES

21,875	21,875	21,875.00	.00	.00	.00	.00	100.0%
4,375	4,375	4,375.00	.00	.00	.00	.00	100.0%
26,250	26,250	26,250.00	.00	.00	.00	.00	100.0%
-303,979	-303,150	-815,754.74	180,543.65	6,137.37	506,467.79	267.1%	
-3,970,893	-3,970,893	-114,618.26	-114,618.26	.00	-109,119.14		
3,666,914	3,667,743	3,046,019.12	295,161.91	6,137.37	615,586.93		

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YEAR-TO-DATE BUDGET REPORT  
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ACCOUNTS FOR:

35 LIBRARY FUND

AVAILABLE PCT  
BUDGET USED

ENCUMBRANCES

MTD ACTUAL

YTD ACTUAL

REVISED  
BUDGET

ORIGINAL  
APPROP

35593522 DPL LEASE- OP EXPENSES

440900 PRINCIPAL PAYMENTS

441000 INTEREST PAYMENT

TOTAL DPL LEASE- OP EXPENSES

TOTAL LIBRARY FUND

TOTAL REVENUES

TOTAL EXPENSES

21,875	21,875	21,875.00	.00	.00	.00	.00	100.0%
4,375	4,375	4,375.00	.00	.00	.00	.00	100.0%
26,250	26,250	26,250.00	.00	.00	.00	.00	100.0%
-303,979	-303,150	-815,754.74	180,543.65	6,137.37	506,467.79	267.1%	
-3,970,893	-3,970,893	-114,618.26	-114,618.26	.00	-109,119.14		
3,666,914	3,667,743	3,046,019.12	295,161.91	6,137.37	615,586.93		

GRAND TOTAL

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

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ACCOUNTS FOR: 59 LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5959590 DPL TRUST FUND REVENUES							
300590 BEG FUND BA - CANTONI	-102,356	-102,356	-120,047.52	.00	.00	17,691.52	117.3%
300591 BEG FUND BAL- MEYERS	-270,138	-270,138	-274,295.07	.00	.00	4,157.07	101.5%
300592 BEG FUND BAL- BRIDGES	0	0	-815.02	.00	.00	815.02	100.0%
300593 BEG FUND BAL - DONATIONS	-1,500	-1,500	-469.19	.00	.00	-1,030.81	31.3%
307103 INTEREST INC - CANTONI	-1,500	-1,500	-3,128.50	.00	.00	1,628.50	208.6%
307104 INTEREST INC - MEYERS	-3,000	-3,000	-7,169.87	.00	.00	4,169.87	239.0%
307105 INTEREST INC - BRIDGES	-190	-190	-164.51	.00	.00	-25.49	86.6%
308805 CONTRIBUTIONS	-2,500	-2,500	-12,585.37	.00	.00	10,085.37	503.4%
TOTAL DPL TRUST FUND REVENUES	-381,184	-381,184	-418,675.05	.00	.00	37,491.05	109.8%
59595912 TRUST CANTONI EXPENSES							
458000 BOOK AND PERIODICALS	25,000	25,000	3,002.40	270.06	.00	21,997.60	12.0%
TOTAL TRUST CANTONI EXPENSES	25,000	25,000	3,002.40	270.06	.00	21,997.60	12.0%
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	.00	.00	-2,128.50	100.0%
458000 BOOK AND PERIODICALS	1,000	1,000	3,050.00	.00	.00	-2,050.00	305.0%
TOTAL TRUST MEYER EXPENSES	21,000	21,000	5,178.50	.00	.00	15,821.50	24.7%
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	6,263.75	1,288.17	.00	736.25	89.5%
TOTAL TRUST DONATION EXPENSES	7,000	7,000	6,263.75	1,288.17	.00	736.25	89.5%

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ACCOUNTS FOR:  
59 LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-328,034	-328,034	-404,230.40	1,558.23	.00	76,196.40	123.2%
-381,184	-381,184	-418,675.05	.00	.00	37,491.05	
53,150	53,150	14,444.65	1,558.23	.00	38,705.35	
TOTAL REVENUES						
TOTAL EXPENSES						

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59 LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-328,034	-328,034	-404,230.40	1,558.23	.00	76,196.40	123.2%
GRAND TOTAL						

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has a board-approved reference service policy developed by reference staff and administration. (See appendix 5.1 for a model reference service policy.)
3. The reference service policy is reviewed every three years.
4. The library participates in system-provided backup reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library provides easy access to an accurate and up-to-date community information/resource file.

## Supplemental Standards

- 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 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See appendix 2.7 for *Code of Ethics*.)
- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** 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.
- Core 21.** The library provides access to ILLINET Online.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.
- 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)

## Chapter V Reference, Reader's Advisory, and Bibliographic Instruction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

**Reference service** is the provision of information in response to a patron's question.

**Reader's advisory service** is guidance in selecting material appropriate to a specific patron's desires and needs.

**Bibliographic instruction** is service provided in response to a request by a patron either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document *professional reference service* refers to reference service provided by a person holding an MLS degree from an ALA-accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result, often lack the funding to hire a full-time qualified librarian, other approaches, such as the following, may be required.

mergers of several small libraries or library services

consortiums of several small libraries with one central reference library

system reference service with an 800 number

Illinois State Library reference service with an 800 number

contracts between small libraries and larger libraries for reference service shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site

cooperative collection development in which the purchase of specific reference works is assigned to each library in the group

cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

### Applicable Core Standards

#### Core 1.

The library provides uniformly gracious and friendly service to all library users.

#### Core 12.

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

7. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
8. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
9. The library provides access to local and state maps.
10. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
11. The library provides voter information, including precinct boundaries and location of polling places.
12. The library provides information about local history and events.
13. The library has telephone books for the local calling area and any other frequently requested areas.
14. The library has all materials included in the list of basic reference materials. (See appendix 5.2.)
15. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

## Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. (See appendix 5.3 for evaluation methods.)

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