

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

**Tuesday  
October 19, 2010  
4:30 p.m.**

**Decatur Public Library Board Room**

**AGENDA**

- I. Call to order – Carol Craig, Chair
- II. Approval of agenda
- III. Approval of the September 14, 2010 minutes
- IV. Approval of September 27, 2010, special called meeting
- V. Budget
- VI. Check Register
- VII. New Business:
  - A. Engineer's Report
  - B. Other
- VIII. Old business
  - A. Library Annex
  - B. Other
- IX. Adjournment

If you have questions please contact:

Lee Ann Fisher, City Librarian  
421-9713 or [lfisher@decatur.lib.il.us](mailto:lfisher@decatur.lib.il.us)

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Finance & Properties Committee Meeting**  
**September 14, 2010**

**I. CALL TO ORDER:**

Carol Craig, Chair, called the meeting to order at 4:36 p.m. Members present: Jim Alpi, Mary Gendry, Mike Deatherage. Teena Zindel-McWilliams, ex-officio was absent. Staff present: Karen Bjorkman, Assistant City Librarian and Noah Tipton, Head of Maintenance.

**II. AGENDA:**

Motion by Mrs. Gendry and seconded by Mr. Alpi to amend the agenda. Motion carried unanimously.

**III. MINUTES:**

Motion by Mr. Alpi and seconded by Mrs. Gendry to approve the August 17, 2010, minutes as corrected.

**IV. FINANCIAL REPORTS:**

Ms. Craig reported and reviewed the budget and the check register for August and these will be presented to the board at the September 21, 2010, meeting.

**V. OLD BUSINESS:**

Discussion of the leases with Project Read and with the Community Foundation for the C3 project. Ms. Craig noted that the termination clause with 60 days notice had been included in the revisions.

Mr. Deatherage mentioned that it might be a good idea for the library to look into developing a Rental Policy to cover leases.

Motion by Mr. Alpi and seconded by Mr. Deatherage to present the leases to the board at the September 21, 2010, meeting. Motion carried unanimously.

City storage area was discussed. No decision was made concerning the area. Mr. Alpi suggested that the committee make an appointment and speak with the City Manager.

Ms. Craig asked Noah Tipton, Head of Maintenance to develop a check list of things that need to be done to the Library Annex.

**V. ADJOURNMENT**

Meeting was adjourned at 5:30 pm.

Members of the Committee accompanied by Mr. Tipton took a tour of the Library Annex.

The tour concluded at 6:20 p.m.

Respectfully submitted,

*Karen Bjorkman*

Karen Bjorkman

Assistant City Librarian

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Special Called Meeting**  
**Finance & Properties Committee**  
**September 27, 2010**

**I. CALL TO ORDER:**

Carol Craig, Chair, called the meeting to order at 12:08 p.m. Members present: Jim Alpi, Mike Deatherage, and Teena Zindel-McWilliams, ex-officio. Mary Gendry was absent. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman, Assistant City Librarian. Mark Gibson, library attorney was present.

**II. AGENDA:**

Approved as presented.

**III. OLD BUSINESS:**

Ms. Fisher explained that Baby Talk needed 4 things that were holding up their usage of the Library Annex 1<sup>st</sup> floor. 1. Concessions on the amount of the lease rental. 2. Length of the lease (20 years or possibly a 10 year leases with an 10 year extension). 3. Only have \$700,000.00 of the original grant for the build-out. 4. Approval agency objected to the facilities fund loan. Baby Talk has not set a date to start construction and gave no indication of when it would be possible.

Mr. Alpi brought up a couple of areas that might need band aid repairs to get the building through the winter. We can not go out for bids for the heating repairs at this time.

Mr. Gibson brought up that even if the board made the necessary repairs Baby Talk would still have to submit the information to the Federal Agency for approval. He stated that if the term of the lease was changed to 20 years it might remove the Federal problem.

Ms. Craig stated that we need to look at the HVAC and then proceed with a plan.

Ms. Fisher stated that it cost \$831.00 for fuel to operate the salamanders last winter. This was from January through March.

The library is currently spending \$30.00 a month for the lights and security system in the city storage area.

When the library borrowed funds from the city previously it was in the amount of \$175,000.00 for 8 years with interest of 5% per year on the outstanding balance. Ms. Fisher also read the legal ruling from Mr. Booth "The Library is only obligated to go out for competitive bids under Article 5 of the Local Library Act. This provision applies when the Library is going to fund a major project to buy land, build or remodel a building not when the library is making necessary repairs."

Mr. Alpi asked what kind of amount Baby Talk would like to see as the amount of the lease and would the library be able to pay back the borrowed funds with the rent.

What has to happen to make the project go forward?

Ms. Craig asked the committee what are the immediate needs and what would our long-term need be.

Ms. Fisher stated that the Fire Marshall will not allow us to shut off the sprinklers and mothball the building as long as there are papers store in the building. She also reminded the committee that the salamanders require labor to fill and check them when the temperature falls below freezing.

Ms. Craig stated that at this time it is politically in the libraries best interest to support the Baby Talk project.

Mr. Deatherage stated that he would rather have the salamanders in use than to pay to have everything in the building turned off. He brought up the information that Morgan Distributors would bring in a 300 gallon tank but did not know what reporting requirements with the EPA would be.

Committee was in agreement that we use the salamanders for another year and keep the heat upstairs at 45 degrees.

Ms. Zindel-McWilliams left at 12:43 p. m.

When the committee meets with the cit manage broach the subject of the records storage and that the library will keep the heat and sprinklers in tact for the winter.

Ms. Fisher stated that we could wait on the HVAC in the annex until we had an understanding with Baby Talk. Current needs include repairing the parking lot \$250,000. Capitol improvements are repave and paint the parking lot \$60,000 to \$80,000. Contract will come up for renegotiation in May 2012.

Mr. Alpi wanted to see if the city would volunteer anything and what are the options for downtown Decatur if Baby Talk is in the annex as it is 28 jobs for the area.

## V. ADJOURNMENT

Meeting was adjourned at 1:15 pm.

Respectfully submitted,

*Karen Bjorkman*

Karen Bjorkman  
Assistant City Librarian

October 18, 2010

Ms. Lee Ann Fisher  
City Librarian  
Decatur Public Library  
130 North Franklin Street  
Decatur, IL 62523-1327

Re: Professional Engineering Services: Evaluation of Existing Fire Alarm System.

Dear Ms. Fisher,

Johnson Engineering, PC is pleased to provide you with the following report outlining and explaining our opinion as to your existing fire alarm system and the problems associated with its current operation. We understand the scope of our evaluation to include our professional opinions as to the installation of the system and why system troubles occur on a frequent basis.

#### **Existing System:**

The existing fire alarm system is an addressable system manufactured by Edwards System Technologies (model EST2) installed around 1999. The existing configuration uses speakers for the audible portion of the notification and ADA compliant strobes for the visual portion. Signal circuits are powered from remote Silent Knight model # SK5495 NAC power supplies. Automatic detection is provided through the use of addressable smoke sensors, duct mounted smoke sensors, and pull stations. The entire facility is sprinkled, so the use of heat sensors is limited to the elevator equipment rooms and shafts where shunt trip is active.

The system, for the most part, appears to have been engineered properly for the time period according to the edition of NFPA 72 and BOCA 1996 in use and enforcement by the City of Decatur at the time. We do find where devices should have been included and were not, and where additional devices could have been included to insure proper operation.

#### **Problems:**

From survey investigation and discussion with and EST supplier, it appears that the system faults in the form of "troubles" stem from the misapplication of wiring technique during installation. We understand that EST sensors must be "daisy chained" in an in / out wiring configuration for proper operation. The installation included T-tapping of the addressable circuit that is not allowed by EST on this system. Thus, the trouble signals and communications errors appear to be generated by the non-compliant installation of cabling to addressable sensors and devices. The actual physical installation of the cable is code compliant, as with some other systems t-tapping is allowed. The problem with this system is not code related but installation application related, as EST requires their systems to be installed without t-taps.

During survey other problems were noticed that should be addressed or at least brought to your attention. Although I mention above that the physical installation of the

cabling is to code, the actual provision of the cable type is not. The air return system on the heating / air-conditioning side uses the plenum space above the suspended ceilings as the chase back to each air handler. Code allows fire alarm cable to be installed open in this air return plenum if the proper type of cable is used. It appears that most of the cabling serving your system has been installed open above the plenum, but in this case the installer provided non-plenum (FPLR) cable in lieu of plenum grade type FPLP that is required.

→ The second problem noticed is that a few of the NAC panels (as mentioned above) serving notification circuits are off-line due to damage from lightning or surge. These panels must be in operational order for the notification strobes to function properly. Since this is a voice system, as long as the main fire alarm panel is operational, the audible tone would be heard for evacuation, but if the NAC panels are not working, some strobes will not function.

A possible third issue that should be noted is that the number of installed audible speakers appears to be low in some areas. Unlike a horn system, speakers do not produce the volume of sound pressure during activation that horns do. Thus, during design, additional speakers must be incorporated to insure that all areas receive sound pressure above ambient levels for people to notice and understand the tone or spoken message utilized in a voice alarm system. Some of the corridors and wings appear to not have a sufficient number of speakers for proper audible notification during spoken word. Without physically testing the system for audibility it is difficult to determine at this time exactly how many "extra" speakers would be needed to be properly effective. Next, we did not check the operational status of the digital alarm communicating transmitter in which serves to transmit the alarm or trouble signal to the fire department through a central station service. It is imperative that you verify the operation of the DACT and its ability to properly transmit an alarm and or trouble condition. If the DACT is not in service, your building and life safety is compromised and insurance might not cover fire damage if the DACT is known not to be in service or bypassed due to nuisance trouble alarms.

Lastly, two areas have not been provided with notification devices. The Boiler room and upper level open storage are deficient and should be covered with both audible and visual devices.

#### **Solutions:**

The existing EST2 is still a model in production and is being sold and used on new jobs by Edwards today. The system is only 11 years old so, and definitely still of viable service. NFPA 72 advises smoke detector / sensor replacement every 10-years. This is not a code mandate but an advisory. This being said, with proper maintenance and cleaning of sensors, you should be able to get at least 20-25 years of service out of a system.

The lower cost solution would be to have a contractor or an Edwards service provider come into your facility and properly rewire the system to comply with the Edwards standards for EST2 install as well as NFPA 72 and National Electrical Code (NEC) for proper cable type (plenum vs. non-plenum). To update the system cabling, provide proper cable installation technique, panel software and replacement / repair of NAC panels, you would probably be looking at spending \$35,000 to \$ 40,000.

The other option and more costly, would be to replace the entire system with a new system. With replacement, you can address all of the unforeseen problems in lieu of assuming that the problems will be solved through the rewire. It is difficult to look at a system and determine exactly what the problem is. In this case we are confident that

the rewire to Edwards standards would solve the issues, but there could be other issues that the contractor could run into when opening up the system.

If the system were to be replaced, the new system could be installed or phased in with the continued use of the old system to allow the building to remain functional during the construction.

The design and bidding of a complete new addressable system, 1) solves all wiring issues, 2) solves the compliance issue with speakers, 3) provides you with a new warranty period. 4) provides a piece of mind that the system does not contain any piece or part of the old malfunctioning system. One could expect to spend between \$ 80,000 and \$ 110,000 to replace the existing system with new.

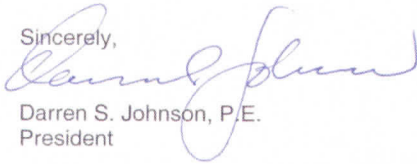
**Recommendation:**

It is our recommendation that you completely replace the existing system with new to avoid any issues that may be imbedded in the old system. The system is at 40% of its expected lifespan, and the panel will most likely be phased out over the next couple of years making parts / programming more difficult to procure. Replacing the system allows the engineer, contractor and supplier to insure a proper code compliant system is installed.

With budgets and fiscal policy being at the forefront of each municipal board's operation, we do understand the need to save funds. If the Library would like to investigate the rework of the existing cabling for proper install and type, this is an option. However, we would highly recommend that you use an Edwards integrator that is familiar with EST2 systems, and that is capable of providing system warranty and liability for taking on such a project. We do understand that there are certain contractors and suppliers that you may not want to use. We can provide you with a list of others that would be willing and able to furnish you services should this option be considered.

Thank you again for allowing us to provide you with professional engineering services regarding your fire alarm system. Please feel free to contact me if you should have any questions or concerns. As always, I am available anytime to better explain any item or issue that may arise with this project.

Sincerely,



Darren S. Johnson, P.E.  
President



Issues of Mutual Concern for Decatur Public Library and the City of Decatur

Discussion Topics

September 27, 2010

**Immediate and Short Range:**

- Fire Alarm System.
  - Repair or replace. Up to \$100,000
- Library Annex Building:
  - Baby Talk Early Head Start as Possible tenant for 1<sup>st</sup> floor.
    - No heat or A/C (\$250,000?)
    - Roof repair replacement (\$60,000?)
  - Until Bt/EHS builds heat remains an issue

*Possible alternate solutions:*

- A. Shut off sprinkler system, fill with "RV anti freeze" maintain minimum heat on second floor. (Low cost, require interpretation of building code based on square footage used for City records, \$1-3k?)
- B. Relocate City Records to another location, Shut off sprinklers fill with anti freeze, and maintain minimal heat on second floor to preserve finishes (low cost, require City to relocate records, \$1-3k?)

**Mid Range:**

- Utility Expenses:
  - Need to go Green
  - Energy Performance Contract
- Repair and repave Parking lots and Drives.
- Library Annex Building.

Investigate long term uses for space, (rental, library use, other).

**Long Range:**

- Lack of reserves for replacement.
- Need for a Capital Improvement Plan.
- Need for a Master Plan for Development.

**REGULAR MEETING AGENDA**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**Thursday, October 21, 2010**

**4:30 p.m.**

**Decatur Public Library Board Room**

- I. Call to order – Teena Zindel-McWilliams, President
- II. Approval of agenda
- III. Approval of minutes for September 16, 2010, regular meeting
- IV. Communications from the public
  - A. Mayor: Mike McElroy
  - B. Blue Connection
- V. City Librarian's report – Lee Ann Fisher
- VI. Reports of committees
  - A. Personnel, Policy & Public Relations Committee – Eugene King

*arrived at 5:03 p.m.*

- i. No meeting in October.
    - ii. Litigation Matters: Closed Session (5 ILCS 120/2(c)(11))

I move that the Board enter into closed session for the purpose of discussing pending litigation.  
Attorney: Edward Booth

- B. Finance and Properties Committee – Carol Craig
        - i. Approval of bills for September 2010
        - ii. Budget Report
        - iii. Recommendations from Committee -- Engineer's report
      - C. Rolling Prairie Library System
        - i. Mary Gendry
      - D. Friends of the Library
        - i. October 14, 2010 meeting – Karen Bjorkman
        - ii. Need representative from the Board
      - E. Foundation
        - i. No meeting is scheduled
        - ii. Appointments

- VII. Old business
  - A. Other

VIII. New business

A. Julienne Pajer -- Extended Learning Coordinator Decatur Public Schools #61

Dome Theater – Gifted Camp

B. Other

IX. Serving Our Public 2.0: Standards for Illinois Public Libraries: Acknowledgements and Introduction.  
National Public Library Definition and Introduction for Chapter 1.

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

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

XI. Adjournment

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Regular Meeting**  
**September 16, 2010**

**I. CALL TO ORDER:**

Teena Zindel-McWilliams, president called the meeting to order at 4:30 p.m. Members present: Eugene King, Carol Craig, Edward Costa, Gail Crookshank, Michael Deatherage, and Jim Alpi. Darryl Barbee was absent. Staff present: Lee Ann Fisher and Karen Bjorkman. Members of the public present: Amy McEvoy, Karen Becker, DeAnna Davis, Kathy Collett, Noah Tipton, and Katie Gross.

MARY GENDRY

**II. AGENDA**

Motion by Mr. King and seconded by Mr. Alpi to approve the agenda as presented. Motion carried unanimously.

**III. MINUTES:**

Motion by Ms. Gendry and seconded by Ms. Crookshank to approve the minutes of the August 19, 2010, meeting as amended. Motion carried with unanimously.

Mr. Deatherage requested that information in the minutes be more specific. Mrs. Zindel-McWilliams asked just what more he would like in the detailed information. Ms. Gendry stated that she would bring a list of acronyms to the meeting. Mr. Deatherage asked if the attorney information could include the area in which the attorney is working and his complete name.

**IV. COMMUNICATIONS FROM THE PUBLIC:**

Ms. Fisher presented the request from Ms. Julienne Pajer, (Decatur Public Schools #61—Extended Learning Coordinator to have a Gifted Camp in the library over the week of 1/3/2011-1/7/2011. She requested space for a “Dome Theater” and librarian assistance with the project.

Consensus of the board was to request more detailed information and a formal presentation at the October 21, 2010, board meeting. Ms. Fisher asked Mrs. Bjorkman to contact Ms. Pajer and let her know the board’s decision.

**V. LIBRARIAN’S REPORT:**

Ms Fisher explained that due to circumstances her report would be sent out as soon as possible. She stated that maintenance is systematically putting up new signs in the parking lot and that the improvements will bring the current spaces up to American’ With Disabilities (ADA) code.

**VI. REPORTS OF COMMITTEES:**

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

Motion by Mr. King at 5:05 p.m. that pursuant to ILCS 120/2(c)(1) the Board enter into closed session for the purpose of discussing the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body. Seconded by Ms. Craig. Motion carried on a roll call vote of all yes.

Motion by Mr. King at 5:20 p.m. that the Board return to open session. Seconded by Mr. Costa. Motion carried on a roll call vote of all yes.

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

Motion by Ms. Gendry and seconded by Mr. Alpi to approve the bills for August 2010. Motion carried on a roll call vote yes.

Ms. Craig reviewed the budget and explained that the overage of \$3,934.90 in Printing was for library cards and that the bill came through in May rather than April of the previous fiscal year. The library is at 33.3% of the budget for the fiscal year.

The board needs to bring the various problems with the Library Annex to the city and how do we begin discussions with the city about the pipes freezing and various other issues to their attention.

#### **Rolling Prairie Library System:**

Ms. Gendry reported that the Rolling Prairie Library System (RPLS) board has not yet met for the month of September.

Ms. Fisher reported that the Southern Systems (Rolling Prairie Library System, Lincoln Trail Library System, Lewis & Clark Library System, and Shawnee Library System met for 14 hours. Once a decision is made as to what will be involved in the merger it will go to all the different system board. Ms. Gendry will bring the information back to the Decatur Public Library Board.

#### **Friends of the Decatur Public Library:**

Amy McEvoy reported that the Friends gross from the Labor Day sale was \$17,150.70. Bills from the sale have not yet been paid. The recycling went fairly well.

#### **Foundation:**

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

There is currently no meeting scheduled.

#### **VII. OLD BUSINESS:**

Motion by Mr. King and seconded by Ms. Gendry at 5:28 p.m. to go into closed session (5ILCS1202(c)(2) for the purpose of discussing collective negotiating matters between the public body and its employees or representatives. Motion carried on a roll call vote of yes.

Motion by Mr. Deatherage and seconded by Ms. Gendry at 5:36 p.m. to return to open session. Motion carried on a roll call vote of yes.

Motion by Mr. Deatherage and seconded by Ms. Craig to accept the Council 31, American Federation of State, County, and Municipal Employees, AFL-CIO and its local union 268 contract for 2 years (May 1, 2010 to April 30, 2012). Motion carried on a roll call vote of yes.

Ms. Craig explained the lease with the Community Foundation for the C3: College & Career Center. She went into detail about the provision that allowed both the lessee and leaser to give 60 days notice to terminate the 1 year lease with option to renew.

Richland Community College for the Project Read space is also a 1 year renewable lease. Both leases have rent of \$1,500 for the year with provision for a COLA (cost of living adjustment).

Both leases have been reviewed by the agencies and their attorneys.

Motion by Ms. Craig and seconded by Ms. Gendry to approve the leases with Richland Community College and with the Community Foundation. Motion carried on a roll call vote of yes.

#### **VIII. NEW BUSINESS:**

Ms. Fisher introduced Noah Tipton (Head of the Maintenance Division) to discuss an issue with the building. Mr. Tipton explained that the building has had a number of false alarms generated by the current fire alarm system. He has obtained 3 different bids and it will cost between \$80,000.00 and \$100,000.00 to bring the system up to code. The current system contains a panel that was reconfigured in 1998 and now needs to be replaced. All 3 bidders have taken the original blueprints and walked through the building with Mr. Tipton.

Mr. Alpi questioned the competitiveness of the bids and suggested bringing in an engineer. Ms. Craig asked Mr. Alpi to give her the name of the engineer she would request a proposal to determine the cost. Mr. Alpi stated he would send her an email and she could then schedule a Special Called meeting of the Finance and Property Committee when the board has a written proposal from the engineer.

#### **IX. SERVING OUR PUBLIC:**

Discussion will resume in October.

#### **X. COMMENTS FROM PUBLIC:**

Ms. McEvoy stated that the Friends of the Library would be installing an Exit door in the Friends sale room and that they not be asked to move as they would rather pay for special things for the library than for remodeling expenses in the Second Saturday Sale area.

#### **XI. ADJOURNMENT:**

Motion by Mr. Deatherage and seconded by Ms. Craig to adjourn the meeting at 6:00 p.m.  
Motion carried unanimously.

Meeting adjourned at 6:00 p.m.

Respectfully submitted,  
*Karen Bjorkman*  
Assistant City Librarian

approval pending

**DECATUR PUBLIC LIBRARY**  
**CITY OF DECATUR**  
**YEAR-TO-DATE BUDGET SUMMARY**  
**Revenue Expense Summary September 2010**

**FOR 2011 05**

ACCOUNTS FOR: FOR 2011 05	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE BUDGET	AVAILABLE BUDGET	PCT USED
<b>3559350 LIBRARY FUND</b>							
3559350 BEGINNING FUND BALANCE	\$ (346,552.00)	\$ (346,552.00)	\$ (312,681.50)	\$ -	\$ -	\$ (33,870.50)	90.2 %
3559350 REAL ESTATE TAXES	\$ (3,000,000.00)	\$ (3,000,000.00)	\$ (2,855,606.34)	\$ (1,311,051.57)	\$ -	\$ (144,393.66)	95.2 %
3559350 STATE REPLACEMENT TAX	\$ (325,000.00)	\$ (325,000.00)	\$ (79,831.66)	\$ (110.69)	\$ -	\$ (245,168.34)	24.6 %
3559350 STATE GRANTS OR OTHER	\$ (140,000.00)	\$ (140,000.00)	\$ (1,000.00)	\$ -	\$ -	\$ (139,000.00)	0.7 %
3559350 FINES AND FEES	\$ (70,000.00)	\$ (70,000.00)	\$ (20,578.00)	\$ (2,112.69)	\$ -	\$ (49,422.00)	29.4 %
3559350 NON-RESIDENTIAL FEES	\$ (600.00)	\$ (600.00)	\$ (294.24)	\$ (98.08)	\$ -	\$ (305.76)	49 %
3559350 LOST OR DAMAGED BOOKS	\$ (17,000.00)	\$ (17,000.00)	\$ (4,627.96)	\$ (529.50)	\$ -	\$ (12,372.04)	27.2 %
3559350 COPIES AND MISCELLANEOUS	\$ (17,000.00)	\$ (17,000.00)	\$ (4,735.78)	\$ (655.42)	\$ -	\$ (12,264.22)	27.9 %
3559350 MEETING ROOM FEES	\$ (12,000.00)	\$ (12,000.00)	\$ (2,680.00)	\$ (140.00)	\$ -	\$ (9,320.00)	22.3 %
3559350 INVESTMENT INCOME	\$ (3,000.00)	\$ (3,000.00)	\$ (609.83)	\$ (136.37)	\$ -	\$ (2,390.17)	20.3 %
3559350 LEASE OF LIBRARY PROPERTY	\$ (7,000.00)	\$ (7,000.00)	\$ (3,000.00)	\$ (1,500.00)	\$ -	\$ (4,000.00)	42.9 %
<b>TOTAL LIBRARY FUND</b>	<b>\$ (3,938,152.00)</b>	<b>\$ (3,938,152.00)</b>	<b>\$ (3,285,645.31)</b>	<b>\$ (1,316,334.32)</b>	<b>\$ -</b>	<b>\$ (652,506.69)</b>	<b>83.4 %</b>
<b>35593511 DPL - PERSONNEL SERVICES</b>							
35593511 SALARIES	\$ 2,088,758.00	\$ 2,088,758.00	\$ 822,957.43	\$ 225,761.51	\$ -	\$ 1,265,800.57	39.4 %
35593511 OVERTIME	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593511 TEMPORARY SALARIES	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593511 IMRF/SOCIAL SECURITY PAYME	\$ 230,057.00	\$ 230,057.00	\$ 133,381.23	\$ 36,651.13	\$ -	\$ 96,675.77	58 %
35593511 LIFE INSURANCE	\$ 3,500.00	\$ 3,500.00	\$ 1,338.38	\$ 393.46	\$ -	\$ 2,161.62	38.2 %
35593511 MEDICAL INSURANCE	\$ 280,706.00	\$ 280,706.00	\$ 118,375.99	\$ 31,696.69	\$ -	\$ 162,330.01	42.2 %
35593511 UNEMPLOYMENT INSURANCE	\$ 1,200.00	\$ 1,200.00	\$ 931.52	\$ 252.76	\$ -	\$ 268.48	77.6 %
35593511 WORKERS' COMPENSATION	\$ 27,528.00	\$ 27,528.00	\$ 27,046.88	\$ 7,338.94	\$ -	\$ 481.12	98.3 %
35593511 SERVICE RECOGNITION	\$ 21,000.00	\$ 21,000.00	\$ 12,444.62	\$ 3,686.44	\$ -	\$ 8,555.38	59.3 %
<b>TOTAL DPL - PERSONNEL SERVICES</b>	<b>\$ 2,654,749.00</b>	<b>\$ 2,654,749.00</b>	<b>\$ 1,116,476.05</b>	<b>\$ 305,780.93</b>	<b>\$ -</b>	<b>\$ 1,538,272.95</b>	<b>42.1 %</b>



**DECATUR PUBLIC LIBRARY  
CITY OF DECATUR**

**FOR 2011 05**

**YEAR-TO-DATE BUDGET SUMMARY  
Revenue Expense Summary September 2010**

ACCOUNTS FOR: FOR 2011 05	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBR/A	AVAILABLE BUDGET	PCT USED
35593512 DPL - OPERATING EXPENSES	\$ 150.00	\$ 150.00	\$ 51.04	\$ -	\$ -	\$ 98.96	34 %
35593512 ADVERTISING	\$ 1,000.00	\$ 1,000.00	\$ 3,993.02	\$ -	\$ -	\$ (2,993.02)	399.3 % *
35593512 PRINTING AND BINDING	\$ 50,000.00	\$ 51,118.00	\$ 16,868.72	\$ 2,341.92	\$ 3,974.00	\$ 30,275.08	40.8 %
35593512 SERVICE TO MAINT BUILDINGS	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ -	\$ 5,000.00	0 %
35593512 SERV TO MAINT IMPROVEMENT	\$ 1,000.00	\$ 1,000.00	\$ 390.00	\$ -	\$ -	\$ 610.00	39 %
35593512 SERV - AUTO EQUIPMENT	\$ 26,000.00	\$ 26,000.00	\$ 12,726.90	\$ 39.00	\$ -	\$ 13,273.10	48.9 % *
35593512 SERV-OFFICE EQUIPMENT	\$ 19,391.00	\$ 19,391.00	\$ 8,079.60	\$ 1,615.92	\$ -	\$ 11,311.40	41.7 % *
35593512 MIS SERVICES	\$ 175,000.00	\$ 175,000.00	\$ 85,806.53	\$ 14,397.63	\$ -	\$ 89,193.47	49 % *
35593512 ELECTRICITY	\$ 15,000.00	\$ 15,000.00	\$ 930.94	\$ 132.92	\$ -	\$ 14,069.06	6.2 %
35593512 NATURAL GAS	\$ 37,000.00	\$ 37,000.00	\$ 18,401.98	\$ 4,142.67	\$ -	\$ 18,598.02	49.7 % *
35593512 TELEPHONE	\$ 7,000.00	\$ 7,000.00	\$ 3,355.30	\$ 2,286.46	\$ -	\$ 3,644.70	47.9 % *
35593512 WATER	\$ 1,000.00	\$ 1,000.00	\$ 349.52	\$ 69.82	\$ -	\$ 650.48	35 %
35593512 BANKING SERVICE CHARGES	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0 %
35593512 TRAINING SCHOOL EXPENSES	\$ 4,000.00	\$ 4,000.00	\$ 516.30	\$ 92.00	\$ -	\$ 3,483.70	12.9 %
35593512 CONFERENCES & TRAVEL	\$ 18,000.00	\$ 18,000.00	\$ 7,559.96	\$ 1,274.97	\$ -	\$ 10,440.04	42 % *
35593512 POSTAGE	\$ 10,000.00	\$ 10,000.00	\$ 3,469.37	\$ -	\$ -	\$ 6,530.63	34.7 %
35593512 COMPUTER SOFTWARE	\$ 250.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 250.00	0 %
35593512 MEDICAL EXPENSES	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593512 TEMP AGENCY SERVICES	\$ 1,500.00	\$ 1,500.00	\$ -	\$ -	\$ -	\$ 1,365.00	91 % *
35593512 TUITION REIMBURSEMENT	\$ 70,000.00	\$ 70,000.00	\$ 32,418.78	\$ 8,594.45	\$ 1,650.00	\$ 35,931.22	48.7 % *
35593512 PROFESSIONAL SERVICES	\$ 33,000.00	\$ 33,000.00	\$ 30,584.53	\$ 30,129.53	\$ -	\$ 2,415.47	92.7 % *
35593512 MEMBERSHIP FEES	\$ 200.00	\$ 200.00	\$ -	\$ -	\$ -	\$ 200.00	0 %
35593512 RENTAL - EQUIPMENT	\$ 5,000.00	\$ 5,000.00	\$ 727.82	\$ 159.25	\$ -	\$ 4,272.18	14.6 %
35593512 GASOLINE	\$ 12,000.00	\$ 13,446.00	\$ 5,754.26	\$ 1,130.64	\$ -	\$ 7,692.14	42.8 % *
35593512 JANITORIAL SUPPLIES	\$ 30,000.00	\$ 30,000.00	\$ 12,433.34	\$ 1,431.37	\$ -	\$ 17,566.66	41.4 %
35593512 MATERIALS - BUILDINGS	\$ 2,500.00	\$ 2,500.00	\$ 315.78	\$ -	\$ -	\$ 2,184.22	12.6 %
35593512 MATERIAL - AUTO EQUIP	\$ 35,000.00	\$ 36,926.00	\$ 11,568.55	\$ 2,205.30	\$ 114.52	\$ 25,243.38	31.6 %
35593512 OFFICE SUPPLIES	\$ 1,200.00	\$ 1,200.00	\$ 500.00	\$ 100.00	\$ -	\$ 700.00	41.7 %
35593512 TRANSFER TO GENERAL FD	\$ 2,104.00	\$ 2,104.00	\$ 876.65	\$ 175.33	\$ -	\$ 1,227.35	41.7 %
35593512 MOTOR VEHICLE INSURANCE	\$ 1,697.00	\$ 1,697.00	\$ 707.10	\$ 141.42	\$ -	\$ 989.90	41.7 % *
35593512 BOILER INSURANCE	\$ 23,689.00	\$ 23,689.00	\$ 9,870.40	\$ 1,974.08	\$ -	\$ 13,818.60	41.7 %
35593512 PROPERTY INSURANCE	\$ 7,611.00	\$ 7,611.00	\$ 3,171.25	\$ 634.25	\$ -	\$ 4,439.75	41.7 %
35593512 GENERAL LIABILITY INS	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0 %
35593512 COLLISION DEDUCTIBLE	\$ 20,000.00	\$ 20,000.00	\$ 3,314.95	\$ 543.77	\$ -	\$ 16,685.05	16.6 %
35593512 SMALL CAPITAL ITEMS	\$ 617,792.00	\$ 622,283.00	\$ 276,107.59	\$ 73,612.70	\$ 5,738.52	\$ 340,436.54	45.3 %
<b>TOTAL DPL - OPERATING EXPENSES</b>							

**DECATUR PUBLIC LIBRARY**  
**CITY OF DECATUR**  
**YEAR-TO-DATE BUDGET SUMMARY**  
**Revenue Expense Summary September 2010**

Page 3

**FOR 2011 05**

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE	AVAILABLE BUDGET	PCT USED
35593515 DPL - OPERATING EXPENSES							
-----							
35593515 BOOKS & PERIODICALS	\$ 419,000.00	\$ 419,000.00	\$ 54,944.02	\$ 8,211.09	\$ -	\$ 364,055.98	13.1 %
35593515 MAG/PAPERS - MAIN ADULT	\$ -	\$ -	\$ 30.00	\$ 30.00	\$ -	\$ (30.00)	100 % *
<b>TOTAL DPL - OPERATING EXPENSES</b>	<b>\$ 419,000.00</b>	<b>\$ 419,000.00</b>	<b>\$ 54,974.02</b>	<b>\$ 8,241.09</b>	<b>\$ -</b>	<b>\$ 364,025.98</b>	<b>13.1 %</b>
35 LIBRARY FUND							
35593532 VILLAGE MALL-OP EXPENSES							
-----							
35593532 ELECTRICITY	\$ -	\$ -	\$ 881.18	\$ 309.43	\$ -	\$ (881.18)	100 % *
35593532 CONTRACTUAL SERVICES	\$ -	\$ -	\$ 2,834.56	\$ 2,641.89	\$ -	\$ (2,834.56)	100 % *
<b>TOTAL VILLAGE MALL-OP EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,715.74</b>	<b>\$ 2,951.32</b>	<b>\$ -</b>	<b>\$ (3,715.74)</b>	<b>100 %</b>
<b>TOTAL LIBRARY FUND</b>	<b>\$ (246,611.00)</b>	<b>\$ (242,120.00)</b>	<b>\$ (1,834,371.91)</b>	<b>\$ (925,748.28)</b>	<b>\$ 5,738.52</b>	<b>\$ 1,586,513.04</b>	<b>755.3 %</b>
TOTAL REVENUES	\$ (3,938,152.00)	\$ (3,938,152.00)	\$ (3,285,645.31)	\$ (1,316,334.32)	\$ -	\$ (652,506.69)	
TOTAL EXPENSES	\$ 3,691,541.00	\$ 3,696,032.00	\$ 1,451,273.40	\$ 390,586.04	\$ 5,738.52	\$ 2,239,019.73	
<b>GRAND TOTAL</b>	<b>\$ (246,611.00)</b>	<b>\$ (242,120.00)</b>	<b>\$ (1,834,371.91)</b>	<b>\$ (925,748.28)</b>	<b>\$ 5,738.52</b>	<b>\$ 1,586,513.04</b>	<b>755.3 %</b>

**DECATUR PUBLIC LIBRARY**  
**CITY OF DECATUR**  
**YEAR-TO-DATE BUDGET SUMMARY**  
**Revenue Expense Summary September 2010**

FOR 2011 05

Page 4

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBR <sup>A</sup> BUDGET	AVAILABLE	PCT USED
<b>5959590 DPL TRUST FUND REVENUES</b>							
5959590_	BEG FUND BAL- CANTONI	(89,197.00)	(89,197.00)	(87,284.22)	\$ -	\$ (1,912.78)	97.9 %
5959590_	BEG FUND BAL- MEYERS	(292,883.00)	(292,883.00)	(295,724.84)	\$ -	\$ 2,841.84	101 %
5959590_	BEG FUND BAL - BRIDGES	(1,382.00)	(1,382.00)	(1,574.12)	\$ -	\$ 192.12	113.9 %
5959590_	BEG FUND BAL - DONATIONS	(5,604.00)	(5,604.00)	(16,082.17)	\$ -	\$ 10,478.17	287 %
5959590_	INTEREST INC - CANTONI	(864.00)	(864.00)	(65.15)	\$ -	\$ (798.85)	7.5 % *
5959590_	INTEREST INC - MEYERS	(2,842.00)	(2,842.00)	(236.92)	\$ -	\$ (2,605.08)	8.3 % *
5959590_	INTEREST INC - BRIDGES	(13.00)	(13.00)	(1.25)	\$ -	\$ (11.75)	9.6 % *
5959590_	INTEREST - DONATIONS	(58.00)	(58.00)	(12.14)	\$ -	\$ (45.86)	20.9 % *
5959590_	CONTRIBUTIONS	(3,072.00)	(3,072.00)	(670.00)	\$ -	\$ (2,402.00)	21.8 % *
	<b>TOTAL DPL TRUST FUND REVENUES</b>	<b>(395,915.00)</b>	<b>(395,915.00)</b>	<b>(401,650.81)</b>	<b>(108.88)</b>	<b>5,735.81</b>	<b>101.4 %</b>
<b>59 LIBRARY TRUST FUNDS</b>							
<b>59595912 TRUST CANTONI EXPENSES</b>							
59595912_	BOOKS & PERIODICALS	30,000.00	30,000.00	11,584.55	\$ 20.06	\$ 18,415.45	38.6 %
	<b>TOTAL TRUST CANTONI EXPENSES</b>	<b>30,000.00</b>	<b>30,000.00</b>	<b>11,584.55</b>	<b>20.06</b>	<b>18,415.45</b>	<b>38.6 %</b>

**DECATUR PUBLIC LIBRARY**  
**CITY OF DECATUR**  
**YEAR-TO-DATE BUDGET SUMMARY**  
**Revenue Expense Summary September 2010**

Page 5

**FOR 2011 05**

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE	AVAILABLE BUDGET	PCT USED
59 LIBRARY TRUST FUNDS							
59595922 TRUST MEYER EXPENSES							
-----							
59595922 PROFESSIONAL FEES	\$ 200,000.00	\$ 200,000.00	\$ -	\$ -	\$ -	\$ 200,000.00	0 %
59595922 SMALL CAPITAL ITEMS	\$ 90,000.00	\$ 90,000.00	\$ -	\$ -	\$ -	\$ 90,000.00	0 %
59595922 BOOK AND PERIODICALS	\$ 2,000.00	\$ 2,000.00	\$ 297.24	\$ 177.24	\$ -	\$ 1,702.76	14.9 %
<b>TOTAL TRUST MEYER EXPENSES</b>	<b>\$ 292,000.00</b>	<b>\$ 292,000.00</b>	<b>\$ 297.24</b>	<b>\$ 177.24</b>	<b>\$ -</b>	<b>\$ 291,702.76</b>	<b>0.1 %</b>
59 LIBRARY TRUST FUNDS							
59595942 TRUST DONATION EXPENSES							
-----							
59595942 BOOKS & PERIODICALS	\$ 3,000.00	\$ 3,000.00	\$ 3,832.02	\$ 177.66	\$ -	\$ (832.02)	127.7 % *
<b>TOTAL TRUST DONATION EXPENSES</b>	<b>\$ 3,000.00</b>	<b>\$ 3,000.00</b>	<b>\$ 3,832.02</b>	<b>\$ 177.66</b>	<b>\$ -</b>	<b>\$ (832.02)</b>	<b>127.7 %</b>
<b>TOTAL LIBRARY TRUST FUNDS</b>	<b>\$ (70,915.00)</b>	<b>\$ (70,915.00)</b>	<b>\$ (385,937.00)</b>	<b>\$ 266.08</b>	<b>\$ -</b>	<b>\$ 315,022.00</b>	<b>544.2 %</b>
TOTAL REVENUES	\$ (395,915.00)	\$ (395,915.00)	\$ (401,650.81)	\$ (108.88)	\$ -	\$ 5,735.81	
TOTAL EXPENSES	\$ 325,000.00	\$ 325,000.00	\$ 15,713.81	\$ 374.96	\$ -	\$ 309,286.19	
<b>GRAND TOTAL</b>	<b>\$ (70,915.00)</b>	<b>\$ (70,915.00)</b>	<b>\$ (385,937.00)</b>	<b>\$ 266.08</b>	<b>\$ -</b>	<b>\$ 315,022.00</b>	<b>544.2 %</b>

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
**FOR INVOICES FROM 9/1/2010 TO 9/30/2010**

DATE: 10/6/2010  
 TIME: 9:53:12AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
<b>35 LIBRARY FUND</b>						
61043	9/7/2010	BLACK & COMPANY	73.34	BLDG MATL-ASSTD	35593512 - 432000	MATERIALS - BUILDINGS
61051	9/7/2010	CDW GOVERNMENT INC	147.35	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
61051	9/7/2010	CDW GOVERNMENT INC	312.80		35593512 - 449900	SMALL CAPITAL ITEMS
61110	9/7/2010	MENARDS	303.71	BLDG MATL-ASSTD	35593512 - 432000	MATERIALS - BUILDINGS
61126	9/7/2010	PAETEC	47.00	#3292627 ACCT	35593512 - 423300	TELEPHONE
61136	9/7/2010	SCHINDLER ELEVATOR CORP.	1,319.13	QTRLY BILL-SERVICE ELEVATORS	35593512 - 421000	SERVICE TO MAINT BUILDINGS
61140	9/7/2010	SENTINEL PEST CONTROL CO	35.00	EXTERMINATING SERVICES	35593512 - 421000	SERVICE TO MAINT BUILDINGS
61150	9/7/2010	TREAS-FLEET MAINTENANCE	159.25	AUG10-DPL FUEL USAGE	35593512 - 431000	GASOLINE
61152	9/7/2010	TREAS-GENERAL FUND	256.47	AUGUST POSTAGE/COPIES	35593512 - 424500	POSTAGE
61154	9/7/2010	TREAS-GENERAL FUND	100.00	SEP'10 TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
61155	9/7/2010	TREAS-MIS OPERATING	1,615.92	SEP'10 TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
61156	9/7/2010	TREAS-PETTY CASH	1.05	DPL PETTY CASH	35593512 - 424500	POSTAGE
61156	9/7/2010	TREAS-PETTY CASH	23.65		35593512 - 424500	POSTAGE
61156	9/7/2010	TREAS-PETTY CASH	8.29		35593512 - 428000	PROFESSIONAL SERVICES
61156	9/7/2010	TREAS-PETTY CASH	8.44		35593512 - 428000	PROFESSIONAL SERVICES
61156	9/7/2010	TREAS-PETTY CASH	7.70		35593512 - 432000	MATERIALS - BUILDINGS
61156	9/7/2010	TREAS-PETTY CASH	14.00		35593512 - 432000	MATERIALS - BUILDINGS
61156	9/7/2010	TREAS-PETTY CASH	50.00		35593512 - 432000	MATERIALS - BUILDINGS
61156	9/7/2010	TREAS-PETTY CASH	1.94		35593512 - 434500	OFFICE SUPPLIES
61156	9/7/2010	TREAS-PETTY CASH	4.55		35593512 - 434500	OFFICE SUPPLIES
61156	9/7/2010	TREAS-PETTY CASH	6.54		35593512 - 434500	OFFICE SUPPLIES
61156	9/7/2010	TREAS-PETTY CASH	13.95		35593515 - 458000	BOOKS & PERIODICALS
61156	9/7/2010	TREAS-PETTY CASH	25.00		35593515 - 458000	BOOKS & PERIODICALS
61157	9/7/2010	TREAS-SELF INSURANCE FUND	175.33	SEP'10 TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
61157	9/7/2010	TREAS-SELF INSURANCE FUND	141.42		35593512 - 442000	BOILER INSURANCE
61157	9/7/2010	TREAS-SELF INSURANCE FUND	1,974.08		35593512 - 442100	PROPERTY INSURANCE
61157	9/7/2010	TREAS-SELF INSURANCE FUND	634.25		35593512 - 442300	GENERAL LIABILITY INS
61158	9/7/2010	TREAS-WATER FUNDS	2,286.46	#13 095241 ACCT	35593512 - 423400	WATER
61158	9/7/2010	TREAS-WATER FUNDS	260.93	#13 095231 ACCT	35593532 - 429900	CONTRACTUAL SERVICES
61176	9/14/2010	AFRICAN-AMERICAN CULTURAL &	30.00	080910-080811 PROF MEMBERSHIP	35593515 - 458841	MAG/PAPERS - MAIN ADULT
61183	9/14/2010	ARAMARK UNIFORM SERVICES, INC.	142.69	SERV TO BLDG-CLEAN MATS-DPL	35593512 - 421000	SERVICE TO MAINT BUILDINGS
61187	9/14/2010	AT & T	28.98	#051 564-8308 001 ACCT	35593512 - 423300	TELEPHONE
61202	9/14/2010	C C FIRE EQUIPMENT CO INC.	212.50	LIBRARY FIRE EXTINGUISHERS-ANN	35593512 - 421000	SERVICE TO MAINT BUILDINGS
61211	9/14/2010	COMMERCIAL MAIL SERVICES	539.69	METERED MAIL 08/16-08/30/10	35593512 - 424500	POSTAGE
61224	9/14/2010	DEMCO INC	897.17	OFC SUPP-ASSTD	35593512 - 434500	OFFICE SUPPLIES
61228	9/14/2010	EDWARD BOOTH	105.00	AUG10-LEGAL SERV-PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
61242	9/14/2010	HEART TECHNOLOGIES INC	99.75	0901-113010 PHONE CHARGES-MAIN	35593512 - 423300	TELEPHONE
61243	9/14/2010	HEART TECHNOLOGIES INC	1,393.34	MO INTERTEL PHONE SYS/LAMP CAR	35593512 - 423300	TELEPHONE
61260	9/14/2010	INTEGRYS ENERGY SERVICES INC	14,397.63	POWER BILLS	35593512 - 423100	ELECTRICITY
61276	9/14/2010	LINCOLN TRAIL LIBRARIES SYSTEM	5,687.00	ILLINET-OCCLC SERVICES-YRLY CHA	35593512 - 428000	PROFESSIONAL SERVICES
61283	9/14/2010	MENARDS	46.98	BLDG MATL/SUPP	35593512 - 432000	MATERIALS - BUILDINGS

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER  
FOR INVOICES FROM 9/1/2010 TO 9/30/2010**

DATE: 10/6/2010  
TIME: 9:53:12AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
61283	9/14/2010	MENARDS	311.38	BLDG MATL/SUPP	35593512 - 432000	MATERIALS - BUILDINGS
61304	9/14/2010	OFFICE DEPOT	71.76	CANNED AIR	35593512 - 434500	OFFICE SUPPLIES
61308	9/14/2010	PAETEC	73.56	#3318933 ACCT	35593512 - 423300	TELEPHONE
61326	9/14/2010	SPECTRUM JANITORIAL SUPPLY CORP	22.68	JANITORIAL SUPP-ASSTD	35593512 - 431200	JANITORIAL SUPPLIES
61326	9/14/2010	SPECTRUM JANITORIAL SUPPLY CORP	76.95		35593512 - 431200	JANITORIAL SUPPLIES
61326	9/14/2010	SPECTRUM JANITORIAL SUPPLY CORP	93.79		35593512 - 431200	JANITORIAL SUPPLIES
61327	9/14/2010	STRIGLOS/HAINES & ESSICK	428.39	MMM 811341296 3/4" Scotch rem	35593512 - 434500	OFFICE SUPPLIES
61336	9/14/2010	TIPTON, NOAH	80.00	090710-CHAMPAIGN-PICK UP SHELV	35593512 - 424100	CONFERENCES & TRAVEL
61350	9/14/2010	VEOLIA ENVIRONMENTAL SERVICES	372.60	GARBAGE SERVICE FOR CITY OFF.	35593512 - 421000	SERVICE TO MAINT BUILDINGS
61373	9/21/2010	BIBBY, SCOTT	125.00	090910-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
61386	9/21/2010	CHRISTY-FOLTZ, INC	260.00	CRANE RENTAL TO SET A/C UNIT O	35593512 - 421000	SERVICE TO MAINT BUILDINGS
61421	9/21/2010	FRENCH, DANIEL	80.00	IL CHRGS MATL RET'D-PROF SVCS	35593512 - 428000	PROFESSIONAL SERVICES
61431	9/21/2010	HASTINGS, SCOTT A.	700.00	SEC-DPL-0901,0902,0908 & 09151	35593512 - 428000	PROFESSIONAL SERVICES
61432	9/21/2010	HAWKINS, MICHAEL	275.00	0830 & 091310-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
61436	9/21/2010	HERMANN, JAMES	450.00	0831,0907 & 091410-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
61460	9/21/2010	MENARDS	146.86	BLDG SUPP-ASSTD	35593512 - 432000	MATERIALS - BUILDINGS
61463	9/21/2010	MIDLAND PAPER COMPANY	246.06	3 x 5" 20 lb paper cut white	35593512 - 434500	OFFICE SUPPLIES
61479	9/21/2010	OFFICE DEPOT	226.80	OKI 43502301 black toner cart	35593512 - 434500	OFFICE SUPPLIES
61480	9/21/2010	OFFICE OF STATE FIRE MARSHALL	300.00	3 ELEVATOR INSPEC-PROF SVCS	35593512 - 428000	PROFESSIONAL SERVICES
61502	9/21/2010	SPECIALTY ROLL PRODUCTS INC	202.16	OFC SUPP-ADD ROLLS-PRINTERS/PR	35593512 - 434500	OFFICE SUPPLIES
61503	9/21/2010	SPECTRUM JANITORIAL SUPPLY CORP	97.20	JANITORIAL SUPP-ASSTD	35593512 - 431200	JANITORIAL SUPPLIES
61503	9/21/2010	SPECTRUM JANITORIAL SUPPLY CORP	840.02	JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
61520	9/21/2010	UNIQUE MANAGEMENT SERVICES	563.85	AUG'10 COLLEC SERV-PROF SVCS	35593512 - 428000	PROFESSIONAL SERVICES
61539	9/28/2010	AMERENIP	28.55	#44653-48020 ACCT	35593532 - 423100	ELECTRICITY
61539	9/28/2010	AMERENIP	37.82	#61754-40011 ACCT	35593532 - 423100	ELECTRICITY
61539	9/28/2010	AMERENIP	243.06	#05795-67017 ACCT	35593532 - 423100	ELECTRICITY
61540	9/28/2010	AMERENIP	132.92	#01143-96975 ACCT	35593512 - 423200	NATURAL GAS
61544	9/28/2010	AT & T	98.35	#217 Z07-5232 228 5 ACCT	35593512 - 423300	TELEPHONE
61544	9/28/2010	AT & T	111.68	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
61544	9/28/2010	AT & T	978.84	#217 R26-4043 285 4 ACCT	35593512 - 423300	TELEPHONE
61545	9/28/2010	AT & T	108.32	#217 424-0674 314 2 ACCT	35593512 - 423300	TELEPHONE
61546	9/28/2010	BABY TALK, INC.	275.00	BABY TALK	35593512 - 428000	PROFESSIONAL SERVICES
61548	9/28/2010	BAKER & TAYLOR CO	15.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	41.37		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	65.20		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	89.97		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	117.07		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	127.94		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	135.77		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	160.28		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	199.85		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	206.13		35593515 - 458000	BOOKS & PERIODICALS

**CITY OF DECATUR**  
**LIBRARY FUNDS CHECK REGISTER**  
**FOR INVOICES FROM 9/1/2010 TO 9/30/2010**

DATE: 10/6/2010  
 TIME: 9:53:12AM

<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>
61548	9/28/2010	BAKER & TAYLOR CO	207.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	237.49		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	270.98		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	301.79		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	491.82		35593515 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	571.98		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	7.34		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	14.69		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	18.66		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	19.83		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	21.28		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	22.04		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	36.74		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	40.35		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	41.84		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	42.58		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	44.09		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	49.21		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	63.79		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	66.12		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	108.00		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	239.51		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	264.60		35593515 - 458000	BOOKS & PERIODICALS
61549	9/28/2010	BAKER & TAYLOR ENTERTAINMENT	391.43		35593515 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	9.74		35593515 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	88.79		35593515 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	207.67		35593515 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	445.19		35593515 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	560.56		35593515 - 458000	BOOKS & PERIODICALS
61560	9/28/2010	CDW GOVERNMENT INC	83.62	COMPUTER HARDWARE-SEAGATE BARR	35593512 - 449900	SMALL CAPITAL ITEMS
61561	9/28/2010	CENTER POINT LARGE PRINT	553.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
61569	9/28/2010	COMMERCIAL MAIL SERVICES	454.11	POSTAGE 09/01-09/16/10	35593512 - 424500	POSTAGE
61596	9/28/2010	FREMONT INDUSTRIES INC	418.77	BLDG SUPP/MATL-HAC SYS-MONTHLY	35593512 - 432000	MATERIALS - BUILDINGS
61598	9/28/2010	GALE GROUP, INC.	20.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
61598	9/28/2010	GALE GROUP, INC.	70.31		35593515 - 458000	BOOKS & PERIODICALS
61598	9/28/2010	GALE GROUP, INC.	1,064.23		35593515 - 458000	BOOKS & PERIODICALS
61629	9/28/2010	MICROMARKETING	33.95		35593515 - 458000	BOOKS & PERIODICALS
61629	9/28/2010	MICROMARKETING	36.99		35593515 - 458000	BOOKS & PERIODICALS
61638	9/28/2010	NCI BUSINESS SYSTEMS	39.00	0820-092010 SAVIN 3160 DUPLICA	35593512 - 421300	SERV-OFFICE EQUIPMENT
61652	9/28/2010	RANDOM HOUSE, INC	15.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
61652	9/28/2010	RANDOM HOUSE, INC	18.75		35593515 - 458000	BOOKS & PERIODICALS
61656	9/28/2010	RICHLAND COMMUNITY COLLEGE	900.00	0801-073111 ICN PARTNERSHIP-PH	35593512 - 423300	TELEPHONE

**CITY OF DECATUR  
LIBRARY FUNDS CHECK REGISTER  
FOR INVOICES FROM 9/1/2010 TO 9/30/2010**

DATE: 10/6/2010  
TIME: 9:53:12AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
61658	9/28/2010	ROLLING PRAIRIE LIBRARY SYSTEM	30,129.53	070110-063011 LLSAP ANNUAL MEM	35593512 - 428400	MEMBERSHIP FEES
61663	9/28/2010	SCHINDLER ELEVATOR CORP.	2,380.96	090110-083111-ANNEX BLDG-444 E	35593532 - 429900	CONTRACTUAL SERVICES
61687	9/28/2010	TREAS-PETTY CASH	12.00	DPL PETTY CASH	35593512 - 424100	CONFERENCES & TRAVEL
61687	9/28/2010	TREAS-PETTY CASH	8.58		35593512 - 428000	PROFESSIONAL SERVICES
61687	9/28/2010	TREAS-PETTY CASH	8.63		35593512 - 432000	MATERIALS - BUILDINGS
61687	9/28/2010	TREAS-PETTY CASH	3.52		35593512 - 434500	OFFICE SUPPLIES
61687	9/28/2010	TREAS-PETTY CASH	13.68		35593512 - 434500	OFFICE SUPPLIES
61687	9/28/2010	TREAS-PETTY CASH	14.54		35593512 - 434500	OFFICE SUPPLIES
61687	9/28/2010	TREAS-PETTY CASH	21.90		35593512 - 434500	OFFICE SUPPLIES
61687	9/28/2010	TREAS-PETTY CASH	28.05		35593512 - 434500	OFFICE SUPPLIES
61687	9/28/2010	TREAS-PETTY CASH	13.00		35593515 - 458000	BOOKS & PERIODICALS
61693	9/28/2010	VERIZON WIRELESS	302.85	#980380645-00001 ACCT	35593512 - 423300	TELEPHONE
61698	9/28/2010	WEST GROUP	596.01	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
			<b>84,933.93</b>	<b>35 LIBRARY FUND Total</b>		
<b>59 LIBRARY TRUST FUNDS</b>						
61101	9/7/2010	MACARTHUR HIGH SCHOOL	40.00	CADET-1 COPY YEARBOOK-MACARTHU	59595922 - 458000	BOOK AND PERIODICALS
61142	9/7/2010	ST TERESA HIGH SCHOOL	70.00	TERESIAN-1 COPY YEARBOOK-ST TE	59595922 - 458000	BOOK AND PERIODICALS
61279	9/14/2010	MACON COUNTY TREASURER	67.24	PURCHASE MACON CO FLAG PER L.A	59595922 - 458000	BOOK AND PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	14.60	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	20.12		59595942 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	23.37		59595942 - 458000	BOOKS & PERIODICALS
61548	9/28/2010	BAKER & TAYLOR CO	56.62		59595942 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	10.79		59595942 - 458000	BOOKS & PERIODICALS
61555	9/28/2010	BOOK WHOLESALERS, INC.	52.16		59595942 - 458000	BOOKS & PERIODICALS
61598	9/28/2010	GALE GROUP, INC.	20.06		59595912 - 458000	BOOKS & PERIODICALS
			<b>374.96</b>	<b>59 LIBRARY TRUST FUNDS Total</b>		

WARRANT TOTAL: **85,308.89**



# *blue* connection

117 N Water St; Decatur, IL 62523

22 September 2010

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

Dear Lee Ann,

Thank you for allowing Blue Connection to reproduce and sell the Barnwell portrait of Abraham Lincoln during his bi-centennial celebration. The gallery would like to thank you for providing us with the opportunity to be sole distributor of this image.

In reviewing our plan for the gallery and our future offerings, we believe that it is in the best interest of Blue Connection to focus our efforts on the sale and promotion of original student, faculty, and alumni artwork. Therefore, we will no longer be able to actively promote, sell, and hold in inventory reproductions of the Barnwell print.

Professor and Chair of Millikin University's Art Department, Ed Walker, still holds the digital image file of the Barnwell portrait and will display framed images of the print in the Birks Museum and pursue options to broker them through other venues including private sales and auctions. The library will continue to receive 25% from the sale of any Barnwell print.

We would also like to offer the Decatur Public Library a framed copy of the print for display and promotion at the library. Please contact me so that we can determine the best time for delivery.

Again, thank you for the opportunity to work with you and your staff. It has been a most rewarding experience and our students learned a great deal from the projects that were associated with the Lincoln offering.

Thank you,



William "B.J." Warren  
Manager, Blue Connection  
117 N. Water St  
Decatur, IL 62523  
217-428-0112



# CITY OF DECATUR ILLINOIS

#1 GARY K. ANDERSON PLAZA

DECATUR, ILLINOIS 62523-1196

September 17, 2010

Teena Zindel-McWilliams, President - Library Board of Trustees  
2128 E. Wood St.  
Decatur, IL 62521

Teena,

I want to thank you for volunteering to serve as a member of the city's Library Board of Trustees and to make you aware of an exciting opportunity that we now have to better serve the residents of this community. I want to invite the Library Board to begin having your meetings recorded and televised which will help the public to witness first hand the decision making process of your board. It would also give you an opportunity to showcase to our community all of the wonderful things that the Decatur Public Library has to offer.

We have installed new cameras and recording equipment in the City Council chamber and will soon begin televising and/or recording most City board and commission meetings. You would not need to do anything different during your meetings to facilitate recording other than to hold them in the City Council chamber of the Decatur Civic Center during your regularly scheduled meeting date and time. We would schedule personnel to operate the cameras, record and broadcast the meetings.

I have heard some concerns about meetings possibly having to be more "formal" because they are to be televised. This is not the case, as I trust that you and your commission would continue to operate in a way that is appropriate to performing the business of the people of Decatur. Please contact Billy Tyus at 424-2753 or [btyus@decaturil.gov](mailto:btyus@decaturil.gov) if you have an interest in participating or if you have any questions.

Regards,

Mike McElroy  
Mayor, City of Decatur

Cc:

Decatur City Council  
Ryan McCrady, City Manager  
Lee Ann Fisher, City Librarian

**CITY LIBRARIAN'S REPORT**  
**October 13, 2010**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** September 12<sup>th</sup> was our first Sunday to be open. Both the Project Read (Richland) and the College and Career Center (Education Collation) leases have been signed by both parties. Carol, Jim and I met with the City Manager on the 27<sup>th</sup>. Carol, Ed Booth and I met on the 28<sup>th</sup> for a legal matter. Darren Johnson of Johnson Engineering inspected our fire alarm system on the 28<sup>th</sup>. I met with Everett Nicholas on October 8<sup>th</sup> for negotiation issues. I was out on and off for three weeks, due to my son's illness.

**FRIENDS:** Will meet Thursday October 14<sup>th</sup> and November 11<sup>th</sup> at 4:00.

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

**ROLLING PRAIRIE LIBRARY SYSTEM:** RPLS has developed a transition plan to protect the databases and the automation system as they consider merging. The Users Group will vote on it at their next meeting on October 20<sup>th</sup>, which we will host here.

**PROJECT NEXT GENERATION:** PNG started on September 27 with 14 kids signed up. Eleanor Wood is in charge of the program. The new contract with the State has been signed and we will get \$14,000 this year.

**STAFF:** Due to several resignations the following staff were called back from the layoffs; Cynthia Doran, Rae Ann Campbell and Karen McDonald, all from the Circulation Department. Ellen Chappell and Sue Bishop returned from surgery.

**ADMINISTRATION:** We now have Smithsonian certification for 3 years and our first exhibit has been approved. It will feature the White House Garden's, and the Friends will pay the initial booking fee. The meeting rooms were used 73 times for September, up from 48 in August. Of these 48 of the meetings were library sponsored and 25 were outside groups, earning \$140 in fees.

**ADULT DIVISION:** The vertical file is now gone, most of the miscellaneous information that we used to collect can now be found using the internet. The partnership with St. Mary's continues to grow in number of attendance. Our 5 programs had 80 attendees. 318 people used the Database computers, +6.4% increase since August 2010, +27.2% increase since September 2009. Of the 318 people, 181, 57% were doing job search related work. Overdrive has had 130 checkouts and our Online Book Club statistics were not available at the time the report was written. The Local History Room had 68 guests, 11 from out of town. Our patrons made 71 ILL requests and we filled 67 of them, plus we filled 221 OCLC request from other libraries.

**BUILDING DIVISION:** With the nice weather a lot of time was spent outside working on the parking lot and grounds. New signs were ordered and set in concrete and painted bright yellow. It is amazing the number of times they have been knocked down and no one reports it. Once even by a Decatur Police car! The handicapped spaces were expanded to include side wheelchair access. Worked with the Friends on getting their stuff back from the Civic Center.

CHILDREN'S DIVISION: Our 22 programs had 636 participants. We had 231 kids sign up to use the computers and with 2 groups using the area and 9 groups using the story room.

CIRCULATION DIVISION: The gate count for the month of September was 25,295. We checked 44,276 items, down -6% as compared to the 46,988 items checked out in August, and down -6% as compared to 46,607 items checked out in September 2009. There were 5,257 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 2,556 items at other libraries. There were 3,213 items routed into the DPL from other libraries to fill requests for pick-up at the DPL and 3,459 items were routed out of the DPL to fill requests at other RPLS libraries. When all items routed out of the DPL to fill requests at surrounding libraries is added to the total checkouts, the combined total is 47,735. We placed 5,632 requests in September, down -5% from last September. We resolved 8,934 requests and of these, 4,477 items were picked up at the DPL. Overall, request volume is down -5% from last year at this time. There were 282 new accounts opened.

EXTENSION: We are working on transferring the collection to the main library. First the materials were brought in off all 3 bookmobiles and shelved in the extension collection. Next both the Adult and Children's Division staff evaluated the collection; adding what was needed and withdrawing damaged or unneeded material. The adult staff is done and the children's still has about a row to finish up.

GATES COMPUTER LAB: Our 17 classes had 99 students, of whom 20 were not Decatur residents. Our newest class is how to use Overdrive for our downloadable.

SYSTEMS ADMINISTRATION: Our website was hacked and we were able to restore it. We are strengthening and upgrading our firewall. Our new web server was made into our new domain controller. It already had Windows 2008 Server (64-bit) installed. This computer will also become the storage area for all profiles, server copy of staff My Documents folders. The old domain controller was made into our new web server. It is an older Gateway and cannot be upgraded to Windows Server 2008. It will use Windows Server 2003 RS (32-bit). DPL Wireless had 83 users connected 171 times, for 147 hours, downloading 2,971 megabytes while uploading 407 megabytes. There were 1,309 patrons logged on to CybraryN computers 4,896 times and used a total of 2,780 hours. 1016 DPL cards were used and 287 guest passes were issued.

TECHNICAL DIVISION: TS designated a great deal of its time to dealing with the massive influx of materials from the Extension department. Thousands of items were delivered from the other departments for transfer or withdrawal. Acquisitions processed 47 invoices and bar-coded 712 items. 376 magazines, 259 incoming newspapers were received and processed. We received 27 bins of mail, and delivered 103 packages. We Catalogued 620 new materials, made 5,406 database changes and an additional 4,832 database changes were made on withdrawal/transfer items. There were 759 Marc changes made, 1,952 agency transfers and 535 OCLC records imported into Horizon. We updated 376 bibliographic holdings in OCLC, and processed 4,157 withdrawal items for disposal or to be delivered to the book sale. We processed 1,074 items and mended 1,205 items.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher  
City Librarian

BOARD OF TRUSTEES  
DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS  
BYLAWS

ADOPTED DECEMBER 16, 1966

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Responsibility and Authority

The responsibility and authority of the Library Board of the Decatur Public Library is derived from the Municipal Code of Decatur, Illinois, 1960, Chapter 21, Sections 1 to 8 which reads as follows:

PUBLIC LIBRARY

1. BOARD ESTABLISHED. A Board of nine residents of the City, appointed by the Mayor with the approval of the Council, is hereby established for the public library, which board is to be known and is designated the Board of Library Trustees of the City of Decatur, Illinois.
2. APPOINTMENT OF TRUSTEES. The term of appointment shall commence July 1 and shall be three years and until a successor is appointed and qualified. The respective terms of each of three trustees shall expire each year. Appointments to fill a vacancy during a term shall be for the unexpired remainder thereof. One or more members of the Council may be appointed to the Board. No trustee shall receive compensation as such. A trustee may be removed by the Mayor for misconduct or neglect of duty, but only with the approval of Council. Those members of the heretofore created Board incumbent on the effective date of this amended Chapter shall be members of the Board established hereby for respective terms to expire as indicated at the time of the respective last appointment of each.
3. OPERATION OF LIBRARY. Subject to the direction from time to time of the Council, said Board shall generally supervise and control the public library of the City and the operation and maintenance thereof and shall have and exercise such powers and perform such duties as may be from time to time provided by the Council by ordinance or by resolution, and in addition thereto, except as the Council may otherwise direct, as may be provided by statute for such boards in other cities in the State of Illinois.
4. BUDGET. Annually between February 1 and February 15, the board shall submit to the City Manager a proposed budget of the anticipated library costs and expenses for the next ensuing May 1 through April 30 fiscal year, in such form and detail as may be from time to time requested by the City Manager. The City Manager shall submit the recommendations as to such budget to the Council along with the suggested budget for other City functions.

5. APPROPRIATION. Annually along with the appropriations of and for other funds of the City, a fund which shall be known as the Library Fund shall be appropriated for said costs and expenses in such amount as the Council deems proper for said object and purpose and the council may cause the same to be funded by the levy of such tax or taxes, or otherwise, and in such amount or amounts as the Council may from time to time provide.
6. CONTROL OF FUND. Subject to the direction of the Council, the Board shall supervise and control the library fund and shall do so in such manner as to comply with the fiscal, financial and accounting rules, regulations, practices, procedures and ordinances of the City.
7. ANNUAL REPORT. The Board shall annually report to the Council and to the Illinois State Librarian as is prescribed by statute.
8. APPOINTMENT OF LIBRARIANS. Provisions of the law or ordinance to the contrary notwithstanding, and until the further order of the Council, said Board is hereby authorized to provide by resolution, either through application of the Civil Service Law for Cities or otherwise, for the appointment, probation, continuance in position, demotion, removal or discipline of professional libraries to or occupying positions as a supervisor of a service or as a head of a department as such services or departments are or have been established by said Board for the organization and operation of said Library.

#### **Article 1. LIBRARY BOARD**

The Library Board shall, subject to the provisions of Chapter 21 of the City Code, have power to make and enforce all rules and regulations necessary for the administration and government of the library, and to exercise and administer any trust declared or created for such library.

##### Officers

The officers of the Board shall be President, Vice-President, and Secretary.

##### Duties

The President shall preside at all meetings of the Board and shall appoint all committees, issue calls for special meetings, approve the agenda and perform all other usual duties of a presiding officer.

The Vice-President shall assume the duties of the President in the absence or incapacity of that officer.

The Secretary shall keep a true and accurate account of all proceedings of the board meetings; shall issue notices of all meetings, and shall provide for safekeeping of all minutes and records of the board. The secretary may delegate the recording of the proceedings of the meetings

to the Assistant City Librarian, with alternates being the Administrative Secretary or the City Librarian.

These officers are empowered to execute contracts relating to library service outside of the City upon such terms and conditions as the Library board shall deem best, provided that the contract is not in conflict with the Statute or ordinances of the City.

#### Removal

Any officer elected as provided in the bylaws may be removed by a majority vote of the Trustees when, in their judgment, the best interest of the Board will be served by such a removal.

#### Resignation

Any officer may, at any time, resign his or her office by writing to the President or Vice President of the Board of trustees. Such resignation shall be effective upon receipt unless it states another date.

### **Article 2. MEETINGS**

The Board shall meet regularly in the Main Library Building on the third Thursday of each month, except May, at a regularly established time determined annually by the Board. In the month of May the Board shall meet on the fourth Thursday at the regular meeting time. In the event that the Thursday falls on a holiday, the regular meeting will be held on the next Thursday. This meeting time may be changed by majority agreement of the Board, provided written notice is given seven days prior to the meeting. The Board, by majority agreement, may waive a monthly meeting, but in no event shall more than two successive months pass without a regular meeting of the Board. Meetings shall be open to the public as provided by Statute.

#### Annual Meeting

The Annual Meeting shall be held on the same day as the regular May meeting of the Board. Reports of the City Librarian, Secretary, and Board of Trustees shall be presented for approval. Upon approval, these reports will be transmitted to the City Council or other agencies in accordance with law. Election of officers shall be held at the Annual Meeting.

#### Special Meetings

Special meetings may be called by the President or upon written request of three members of the Board. Calls for special meetings must state the agenda for business to be transacted.

#### Absences

In the absence of the Vice-President, the meeting shall be presided over by one of the trustees present who shall be chosen by the members for that purpose.

Quorum

Five members of the Board shall constitute a quorum for the transaction of business.

Election of Officers and Term of Office

Officers shall be elected in June of each year and shall serve for one year, said term to end on the 30th day of June, or as soon thereafter as their successor may be qualified. The term of qualified successors shall begin on the first day of July.

Meeting Structure

Meetings shall be conducted following the most recent version of Roberts Rules of Order.

**Article 3. ORDER OF BUSINESS**

The order of business at the regular meetings shall be presented in writing to each board member and shall be as follows:

- |                         |                       |
|-------------------------|-----------------------|
| Call to order           | Reports of committees |
| Approval of Minutes     | Old Business          |
| Communications          | New Business          |
| City Librarian's report | Public Comments       |
| Statistical report      | Adjournment           |

Vote on all matters involving the expenditure of funds will be by roll call.

**Article 4. COMMITTEES/REPRESENTATIVES**

The following standing committees shall be appointed by the President to serve for one year and shall consist of a chairman and three other members:

- Committee on Finance and Properties
- Committee on Personnel, Policy, and Public Relations

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

The duties of the Personnel, Policy, and Public Relations committee will also include the evaluation of the City Librarian, the formulation of goals, and the recommendation to the Board of such goals and/or evaluation.



Trustees will also be appointed by the President to serve for one year on other required boards, including but not limited to the Friends of the Decatur Public Library, the Decatur Public Library Foundation, and the Rolling Prairies Library System.

Special committees for the study and investigation of special problems may be appointed by the President; and will serve until completion of the work for which they were established.

**Article 5. RECORDS OF THE BOARD**

1. All records of Library Board actions shall be kept in the Main Library and any other locations designated by the Board of Trustees. All such records shall be open to public inspection at all reasonable times.
2. Accounting records shall be kept where feasible and as designated by the Board of Trustees.

**Article 6. CITY LIBRARIAN**

1. The City Librarian shall serve at the pleasure of the Board of Trustees.
2. The City Librarian shall be considered the executive officer of the Board and shall have sole charge of the administration of the library under the direction and review of the Board.
3. The City Librarian shall attend all Board and committee meetings, except where salary, performance, or continued employment is under discussion.
4. The City Librarian shall be held responsible for carrying out the policies of the Board, for recommending needed policies for Board action, and acting as technical advisor to the Board.
5. The City Librarian shall appoint members of the staff in accordance with Decatur Civil Service Commission regulations.
6. The City Librarian shall be responsible for the care of library property and the general management of library services, for suggesting plans for extending the library services, and preparing reports showing the library's current progress and future needs.
7. The City Librarian shall prepare an annual budget request for the library in consultation with the Board.
8. The City Librarian shall oversee the selection and ordering of all books and library materials within the framework of book selection policies approved by the Board.
9. The City Librarian is expected, when practicable, to represent the library in the community and in state, regional, and national professional organizations and meetings.

10. The City Librarian shall make statistical and evaluative reports to the Board and control expenditures of library funds under regulations established by the City of Decatur.
11. The City Librarian shall maintain close liaison with the City of Decatur administrative staff in order that library policies will be in the closest possible accord with those practiced by the City.
12. The City Librarian shall use any services which can be provided by the City, its advisory groups, or other governmental agencies and approved by the Library Board, especially in the areas of procurement, fiscal accounting, maintenance, programming of capital improvements, planning, and special studies.

**Article 7. DUTIES AND RESPONSIBILITIES OF TRUSTEES**

1. Attend all Board meetings. If a Trustee misses more than 3 consecutive regularly scheduled meetings, the Board President or designee will contact the absent member and ask for his or her resignation from the Board.
2. Hire a competent and qualified City Librarian.
3. Determine and adopt written policies to govern the operation and programs of the library, including contracting for necessary expenses.
4. Excuse himself or herself from any voting where a conflict of interest might be determined.
5. Comply with all applicable statutes regarding bids.
6. Determine the needs of the library and secure adequate funds for the library's programs. Review and submit an annual budget request to the City Council.
7. Know the program and needs of the library in relation to the community, know the local and state laws, keep abreast of standards and library trends and support action to improve the library program.
8. Establish, support, and participate in a planned public relations program.
9. Review the program and operation of the library and make policy decisions regarding its management.
10. Attend regional, state, and national trustee meetings and workshops when practicable and affiliate with appropriate professional organizations.

11. Consider gifts, donations, endowment funds, or any other monies for the library and deposit all funds so received with the City Finance Treasurer's Department on the same day in which it is received. Money shall be drawn from such account only for public purposes in relation to the maintenance of the library and its services and only upon approval and order of the Board of Trustees. Such expenditures shall not exceed the amount appropriated by the City Council or for the purpose designated.

## **Article 8. PUBLIC PARTICIPATION**

The Library Board of Trustees acknowledges that public participation at Board meetings provides necessary input on various matters of concern to the public and contributes to the effective operation of the library. Members of the public are encouraged to participate at Board meetings in accordance with this Policy. The Library Board of Trustees hereby states its intention to comply with the laws of Illinois concerning provisions for public comments at open meetings.

1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (*Illinois Rev. Statutes, 5 ILCS 120 et. seq.*) The Board shall not, however, permit public participation during any meetings or portions of meetings that are deemed closed sessions under the Open Meetings Act.
2. A portion of each meeting required to be open to the public shall be reserved and set aside for purposes of public comment and participation. In addition to that portion of the meeting set aside for public participation, the president of this Board, in his discretion, may permit public comment at any other time during the meeting.
3. The Board shall permit any member of the public, including non-residents and employees of the library, to comment to or ask questions of the Board during that portion of the meeting designated for public participation. The Board has no obligation, however, to respond to any comments or answer any questions raised by members of the public.
4. Members of the public shall be permitted to comment on any subjects or issues of public concern, with the exception of matters discussed and acted upon at a prior meeting. If the subject falls within the statutory exceptions to the Open Meetings Act, however, the Board reserves the right to immediately adjourn the meeting to closed session to discuss such matters. If the president of the Board, in his or her discretion, decides that circumstances merit reconsideration of a matter discussed and acted upon at a prior meeting, the Board may permit public comment on such a matter. The president's allowance of public comment on such matters shall be non-presidential in character.
5. Any person seeking to make comments at a Board meeting shall notify the City Librarian by submitting a written notice immediately prior to the meeting at which he or she intends to comment. In his or her discretion, the president may recognize such persons in any sequence or order.

6. Members of the public shall be permitted to make comments or ask questions of the board at each meeting, subject to the following time limitations:
  - a. 3 minutes per speaker
  - b. 15 minutes per meeting

The president of the Board, upon the request of any member of the public seeking to make comments to or ask questions, may reasonably extend either or both of the foregoing time limitations. Any such extension of the time limitations shall be discretionary and non-precedential in character.

If a substantial number of members of the public desire to comment at any meeting, the president of the Board, in his discretion, may appoint members of the public to act as representatives or spokespersons for purposes of making public comments.

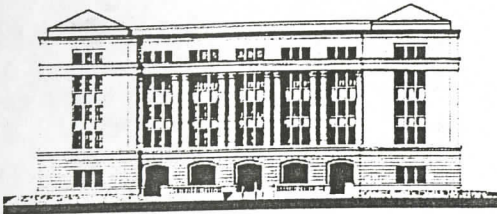
#### **Article 9. AMENDMENTS**

These bylaws may be amended or repealed at any regular meeting of the Board by a two-thirds vote of the entire Board, provided the amendment was stated in the call for the meeting. Bylaws in their entirety will be reviewed every 3 years by the President and at least one additional Trustee and amended as needed.

#### **Article 10. PRIOR BYLAWS**

All prior bylaws are hereby repealed.

As adopted December 16, 1966 and subsequently amended November 15, 1974, August 21, 1980, August 15, 1985, January 21, 1988, November 17, 1988, July 24, 1995, May 28, 1998, May 23, 2002, September 18, 2008, and December 17, 2009.



JESSE WHITE • Secretary of State & State Librarian  
Illinois State Library, Gwendolyn Brooks Building  
300 S. Second St., Springfield, IL 62701-1796

**WWW.CYBERDRIVEILLINOIS.COM**

Illinois State Library  
FY2011 ILLINOIS PUBLIC LIBRARY PER CAPITA AND  
EQUALIZATION AID GRANTS APPLICATION

**DUE DATE: OCTOBER 15, 2010**

This is a postmark due date. **Postmark legibility and proof of postal receipt are the applicant's responsibility. The Illinois State Library is neither responsible for, nor obligated to fund, grant applications postmarked past the deadline date that are incomplete or missing components.** The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135.

This application form is made available electronically so libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants Application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. **Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library.** The Illinois State Library is not obligated to fund grant applications from public libraries that have: delinquent grant reports, lapsed grant funds from any Illinois State Library administered grant program, and/or failed to submit a current IPLAR (Illinois Public Library Annual Report).

**ONE ORIGINAL** grant application with original signatures, including the original County Clerk(s) signature(s) and seal(s) with any supporting documentation, **AND ONE COPY**, must be postmarked on or before October 15, 2010, or hand delivered no later than 4:30 p.m. on October 15, 2010.

Mail or deliver application to: State Grants for Illinois Public Libraries  
Illinois State Library  
Gwendolyn Brooks Building - Room 410  
300 S. Second St.  
Springfield, IL 62701-1796

Make **TWO COPIES** of the original application and all supporting documentation. Submit the **ORIGINAL AND ONE COPY** to the Illinois State Library. **Retain ONE COPY** for the library's files.

Jesse White, Secretary of State and State Librarian

Anne Craig, Illinois State Library Director

**Illinois State Library**  
**APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES**  
**Application Statement**

City Decatur

The Library Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the Illinois General Assembly, and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the per capita amount of the grants so that the qualifying public libraries receive the same amount of per capita. The Board further affirms that in making the application for the grant or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency, person or persons.

In making application for a grant or grants, the Library Board agrees to expend all the funds received for the purposes outlined in the application as approved by the Illinois State Library and defined by the Illinois Library System Act and corresponding Administrative Rules. The Library Board further affirms that all grant funds received as a result of this application shall be used for providing public library service to its community by supplementing the library's regular budget, and that it will not reduce, nor cause to have reduced, the library's levy in the current year or in the next year.

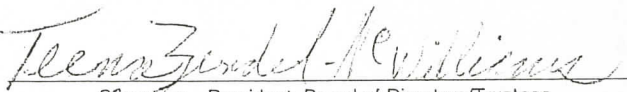
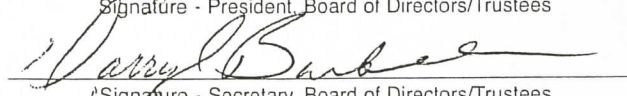
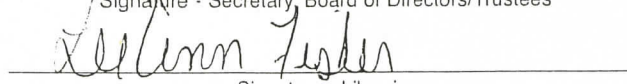
The Board further affirms that if the expenditure of the grant funds is contemplated, at any time, to be other than that stated in the grant application, that it will solicit and receive the consent of the Illinois State Library before approving such expenditures. Failure to spend funds as approved by the Illinois State Library and/or within the time frame allotted shall result in ineligibility for future grants for a period of one year. The Board further affirms that it has reviewed *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*, during the previous 12 months and that it has completed all requirements of this application. The Board agrees that the Illinois State Library or its designee shall have the right to examine any of the Board's records that directly relate to this grant.

The Illinois State Library is not obligated to fund grant applications that do not meet the requirements established by the Illinois State Library as indicated in the State of Illinois Administrative Code Rules Part 3035.115 and 3035.135. This application form has been made available electronically so that libraries may complete the form online. After completing the required fields, the form must be printed, signed and returned to the Illinois State Library per the instructions in the Illinois Public Library Per Capita and Equalization Aid Grants Application. Other than supplying requested information, grant applicants may not alter the original form as issued by the Secretary of State/Illinois State Library. Grant applications not submitted on the required forms by the deadline date, or not completed, shall not be considered for funding by the Illinois State Library. The Board affirms that the information contained in this application is, to the best of its knowledge and under penalty of perjury, correct.

Library Decatur Public Library

Date: September 28 \_\_\_\_\_, 2010

**\*\*\*DO NOT USE BLACK INK OR PENCIL FOR SIGNATURES\*\*\***

<input type="checkbox"/> Mr. <input checked="" type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Teena Zindel-McWilliams
	Signature - President, Board of Directors/Trustees	Name (type)
<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		Darryl Barbee
	Signature - Secretary, Board of Directors/Trustees	Name (type)
<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input checked="" type="checkbox"/> Ms.		Lee Ann Fisher
	Signature - Librarian	Name (type)

**Illinois State Library**  
**2011 ILLINOIS PUBLIC LIBRARY PER CAPITA AND**  
**EQUALIZATION AID GRANTS APPLICATION**

Pursuant to the provisions of the Illinois Compiled Statutes (ILCS), 75 ILCS 10/8 and 10/8.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for the FY2011 Illinois Public Library Per Capita and Equalization Aid Grants to be used for library purposes.

1. Legal Name of Library: DECATUR PUBLIC LIBRARY  
\*Any name changes made since October 16, 2009, due to conversion or other reasons should be reported here.

Former Name of Library: \_\_\_\_\_

2. Address: 130 N. Franklin Street  
Street Address P.O. Box  
Decatur 62523-1327  
City Zip + Four

Primary County: Macon

3. Name of Corporate Authority that levies the tax supporting the library: City of Decatur

4. Type of Library applying: (check one)  City  County  District  
 Town  Village  Township  Other \_\_\_\_\_

5. Beginning with the Primary County, list all Counties in the library's service area: \_\_\_\_\_  
\_\_\_\_\_

6. Date Library legally established: 1876

7. Library System:  Alliance  Chicago Public  DuPage  Lewis & Clark  Lincoln Trail  
 Metropolitan  North Suburban  Prairie Area  Rolling Prairie  Shawnee

8. Federal Tax Identification Number (FEIN#): 37-6001308

9. The library is participating in the non-resident reciprocal borrowing program:  Yes  No

10. The library's non-resident fee for FY2011 is: \$ 98.08

11. The library uses the tax bill method to determine the non-resident fee:  Yes  No

12. \*Name and Title of Person preparing this application:  
Karen Bjorkman Assist. City Librarian  
Name Title

Library Telephone Number: 217-424-2900

Library FAX Number: 217-233-4071

\*E-Mail Address: kbjorkman@decatur.lib.il.us  
E-mail address of person preparing the application.

Main Library Hours: Monday 9am-9pm Tuesday 9am-9pm Wednesday 9am-9pm  
Thursday 9am-9pm Friday 9am-5:30pm Saturday 9am-5:30pm Sunday 1pm-5pm

\*If this information changes within the next six months, please e-mail changes to [jurbane@ilsos.net](mailto:jurbane@ilsos.net).

City Decatur  
Library Decatur Public Library

13. Calculation of Per Capita Grant:

Population Served: 81,860

14. Calculation of Equalization Aid Grant: (Sections a, b, and c must be completed in order to apply for a Per Capita Grant, even if the library is not applying for an Equalization Aid Grant.)

a) Value of all taxable property within the library's service area as of January 1, 2010, or the most recent year available (the assessed valuation against which tax revenue was most recently levied) and as equalized by the Department of Revenue, Property Tax Administration Bureau

Must match "TOTAL" line from primary county's County Clerk's page ..... \$ 928,543,809.00

Must match "TOTAL" line from additional county's County Clerk's page ..... \$ \_\_\_\_\_

Must match "TOTAL" line from additional county's County Clerk's page ..... \$ \_\_\_\_\_

Must match "TOTAL" line from additional county's County Clerk's page ..... \$ \_\_\_\_\_

*a) = the sum of ALL county total lines*

TOTAL of combined said valuation for primary and/or additional counties: . \$ 928,543,809.00 a)

b) Said valuation multiplied by 0.0013 yields.....\$ 1,207,107.00 b)

c) Levy at 0.13% divided by population served yields per capita of.....\$ 14.75 c)

*Complete d) e) and f) ONLY if receiving an Equalization Aid Grant*

d) Population served multiplied by \$4.25 equals .....\$ \_\_\_\_\_ d)

e) Enter valuation multiplied by 0.0013 obtained in step b).....\$ \_\_\_\_\_ e)

f) Subtract e) from d) equals amount of equalization aid.....\$ \_\_\_\_\_ f)

15. Attachments and Certifications Check Off:

a) Has the library's legal service population changed from the previous year?  Yes  No

If yes, all changes in population must be documented, and that documentation must be included with this application. Documentation should include one of the following:

1. Any U.S. Census documentation (corrections, special census, special block census, etc.) that has been filed by October 15, 2010, with the Office of Secretary of State Index Department, or
2. For population changes, annexations or disconnects that are typically not documented by the U.S. Census, the library must include appropriate and substantial documentation. Examples include, but are not limited to: documentation from appropriate municipal corporate authorities, a library district's board of trustees, referenda questions and certified results, etc.

Please check box to indicate the library has included the required documentation with this application. Contact the Illinois State Library with any questions about what documentation should be included.

b) County Clerk Certification(s): Please check box if the library has attached the original County Clerk(s) Page(s), with original signature(s) and seal(s), certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within the library's service area as of January 1, 2010.

c) In order to be eligible for either a Per Capita Grant or an Equalization Aid Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide an amount equivalent to the amount to be produced by that levy (75 ILCS 10/8.1). If the library is applying for a grant on that basis, attach documentation for the most recent year available. Please check if applicable.

d) Please check box if the library's current IPLAR (Illinois Public Library Annual Report) is on file at the Illinois State Library.

e) Qualification for this grant requires the library to develop or update and attach a Technology Plan. This plan should include, but is not limited to: an assessment of the library's hardware, software and telecommunications services; an evaluation process with clear goals and strategies, including a timeline, for the upgrade and replacement of computer-related equipment; and an Internet access policy. Please check box to indicate the library has included the required document with this application.



## LEGAL COMPLIANCE

16. Between October 16, 2009, and October 14, 2010, the library board must review the library's bylaws as described in Chapter #1 "Core Standards 7" of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*. **Provide the date(s) of review and in narrative format** describe the revisions, corrections or updates made as a result of this review.

Bylaws were discussed in June 2009, September, and again in December 2009. Changes were approved on December 17, 2009. An addition was made for Removal for members not attending. Provision was also made for the President to contact the absent member.

Any officer elected as provided in the bylaws may be removed by a majority vote of the Trustees when, in their judgment, the best interest of the Board will be served by such a removal. (added)

Meetings shall be conducted following the most recent version of Roberts Rules of Order. (added - most recent)

Attend all Board meetings. If a Trustee misses more than 3 consecutive regularly scheduled meetings, the Board President or designee will contact the absent member and ask for his or her resignation from the Board. (added)

## STANDARDS

17. **In narrative format** report on progress in meeting Chapter #3 "Personnel" of *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*.

Decatur Public Library employees are represented by a union. The City of Decatur handles the payment of all personnel expenses and performs the function of assisting with all hiring for union staff. Professional staff are advertised and interviewed by upper management and the City Librarian. Annual reviews are done on each staff members anniversary date.

Orientation of new staff is conducted by the Assistant City Librarian and the Division Head for the department where the new staff will be working.

Currently the library is conducting training for all Division Heads and will be adding componets to staff training as a result of the meetings.

Training is ongoing with an attempt to have all staff able to work in various areas of the library. 2 staff will be attending ILA in 2010.

## TRUSTEES

18. Using the table of contents of *Serving Our Public 2.0 Standards for Illinois Public Libraries, 2009 edition*, prioritize chapters with regard to the needs of the library. Between October 16, 2009, and October 14, 2010, the library must review those chapters most pertinent. As a result of this overview, identify up to five major impacts or changes that affect the library board, staff or library users.

The library reviews 1 chapter of the Standards at each Board meeting. When the last chapter is reviewed the cycle begins again.

The old standards were review by staff and all changes were incorporated into a sheet that is gradually being covered at the Board meetings. See attachment B - Core standards as an example of the work that went into compiling a listing for the board.

Major impacts were:

1. Additional training for management was instituted.
2. Inventory of facility is being made to determine - a. most vital repairs b. green needs.
3. Increased access to the building is in the works as we need a North entrance.
4. Public service training for staff is in the planning and implementation stages.
5. Board and staff are updating Long Range Plan.

## LIBRARY'S ENVIRONMENTAL PROFILE

19. Describe what the library has done to support "Going Green" at the library. Explain how the board and staff plan to make the library more environmentally friendly.

The library is investigating changes to the HVAC system and an upgrade to provide a more efficient heating and cooling system. Windows on the West side of the building need to be replaced with thermal pane. Lighting is being checked and a list is being compiled to upgrade lights in offices and in dark areas of the library. Where possible the library is looking into adding upward-directed fixtures in areas that are currently somewhat dark. Maintenance has recommended that all fluorescent lighting have a CRI (color rendition index) of 75 or better.

All discarded materials are sent for recycling and recycling bins are located in all departments. Maintenance has been recycling all withdrawn library materials either to the Friends of Decatur Public Library book sales and materials they can not use are sent to the local recycle agency.

Planting beds around the library were upgraded and a plan was developed for keeping all areas attractive during the year.

Shelving in the adult division has undergone changes to improve the ability to see what the library has and to take advantage of existing features in the building.

## PLANNED USE OF FY2011 GRANT MONIES

20. Describe how the library plans to use FY2011 grant monies in order to meet standards in Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition. Use general categories in identifying actual planned expenditures. *Capital expenditures (anything attached to the building's interior or exterior including heating and air conditioning systems, is a capital expenditure) will not be an approved use of per capita funds. Inappropriate expenditures include appliances such as refrigerators, stoves, microwaves, water fountains, etc.*

MATERIALS -- 40 to 45% of the total grant funds will be used for materials for Children and Adults.

PROGRAMS -- special programs on Health and Job searching have increased. Several computer classes have been added on digitalization and the library will be spending 4 to 5% on additional training materials for patrons.

PERSONNEL -- 35 to 40% will continue to be put toward maintaining a competent staff.

CONTINUING EDUCATION -- 12 to 15% of the funds will be put toward staff continuing to attend workshops and training at various locations and online.

SUPPLIES -- 15 to 20% will be spent on the cost of handouts and program supplies.

PUBLIC RELATIONS -- 2 to 3% will be spent on marketing the library and on redesigning the publicity formats.

For libraries that received and reported the use of FY2009 Per Capita Grant funds on last year's application, proceed to page 9 of the application.

For libraries that did not report any or all of the use of FY2009 Per Capita Grant funds on last year's application, the information below is required.

FY2009 Per Capita Grant funds must be obligated by June 30, 2010, and expended by August 15, 2010.

**EXPENDITURE OF FY2009 PER CAPITA GRANT**

21. Total FY2009 Per Capita Grant received: \$ N/A  
 (Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2009 Per Capita Grant. Include per capita grant expenditures only; do not include entire library budget. All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY09 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ _____
Personnel .....	\$ _____
Continuing Education .....	\$ _____
Supplies .....	\$ _____
Equipment .....	\$ _____
Electronic Access (include computer software and hardware) .....	\$ _____
Travel .....	\$ _____
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2009 Per Capita Grant).....</b>	<b>\$ _____</b>

If a Per Capita Grant was received in FY2009, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*.

All expenditures addressed here also must be represented above.

City Decatur

Library Decatur Public Library

For libraries that received and reported the use of FY2009 Equalization Aid Grant funds on last year's application, proceed to page 10 of the application.

For libraries that did not report any or all of the use of FY2009 Equalization Aid Grant funds on last year's application, the information below is required.

FY2009 Equalization Aid Grant funds must be obligated by June 30, 2010, and expended by August 15, 2010.

**EXPENDITURE OF FY2009 EQUALIZATION AID GRANT**

22. Total FY2009 Equalization Aid Grant received: \$ N/A  
 (Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2009 Equalization Aid Grant. Include per capita grant expenditures only; do not include entire library budget. All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY09 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ _____
Personnel .....	\$ _____
Continuing Education .....	\$ _____
Supplies .....	\$ _____
Equipment .....	\$ _____
Electronic Access (include computer software and hardware) .....	\$ _____
Travel .....	\$ _____
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2009 Equalization Aid Grant) .....</b>	<b>\$ _____</b>

If an Equalization Aid Grant was received in FY2009, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*.

All expenditures addressed here also must be represented above.

FY2010 Per Capita Grant funds must be obligated by June 30, 2011, and expended by August 15, 2011.

**EXPENDITURE OF FY2010 PER CAPITA GRANT**

23. Total FY2010 Per Capita Grant received: \$ 83,587.25  
(Must be exact amount - do not round up or down)

*List expenditures by general category. Total must be equal to or greater than the FY2010 Per Capita Grant.  
Include per capita grant expenditures only; do not include entire library budget.  
All expenditures listed here must be addressed in the budget explanation below.*

CATEGORY	FY10 AMOUNT
Children's Materials (including electronic resources) .....	\$ 5,015.24
Adult Materials (including electronic resources) .....	\$ 28,319.66
Programs .....	\$ 2,507.62
Personnel .....	\$ 29,255.54
Continuing Education .....	\$ 8,358.73
Supplies .....	\$ 8,358.71
Equipment .....	\$
Electronic Access (include computer software and hardware) .....	\$
Travel .....	\$
Public Relations .....	\$ 1,671.75
Telecommunications .....	\$
Contractual Services (please specify) .....	\$
Other (please specify) .....	\$
<b>TOTAL (must be equal to or greater than the FY2010 Per Capita Grant).....</b>	<b>\$ 83,587.25</b>

If a Per Capita Grant was received in FY2010, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*.

*All expenditures addressed here also must be represented above.*

Materials between adult and children's received 40%, Programs 3%, Personnel 35%, Continuing Education 10%, Supplies 10% and Public Relations 2%. Expenditures were made in areas that were cut because of the reduction in taxes. The library continues to review the standards in an effort to be sure that the library is making progress in the different divisions. Monies for books were ordered and encumbered as new materials for our patrons were processed. Weeding and replacement was done to maintain collection viability.

City Decatur

Library Decatur Public Library

FY2010 Equalization Aid Grant funds must be obligated by June 30, 2011, and expended by August 15, 2011.

**EXPENDITURE OF FY2010 EQUALIZATION AID GRANT**

24. Total FY2010 Equalization Aid Grant received: \$ N/A  
(Must be exact amount - do not round up or down)

List expenditures by general category. Total must be equal to or greater than the FY2010 Equalization Aid Grant.  
Include per capita grant expenditures only; do not include entire library budget.  
All expenditures listed here must be addressed in the budget explanation below.

CATEGORY	FY10 AMOUNT
Children's Materials (including electronic resources) .....	\$ _____
Adult Materials (including electronic resources) .....	\$ _____
Programs .....	\$ _____
Personnel .....	\$ _____
Continuing Education.....	\$ _____
Supplies .....	\$ _____
Equipment.....	\$ _____
Electronic Access (include computer software and hardware).....	\$ _____
Travel .....	\$ _____
Public Relations .....	\$ _____
Telecommunications .....	\$ _____
Contractual Services (please specify) _____	\$ _____
Other (please specify) _____	\$ _____
<b>TOTAL (must be equal to or greater than the FY2010 Equalization Aid Grant)....</b>	<b>\$ _____</b>

If an Equalization Aid Grant was received in FY2010, describe how the monies were used in the library's progress toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, *Serving Our Public 2.0: Standards for Illinois Public Libraries, 2009 edition*.

All expenditures addressed here also must be represented above.

City Decatur

Library Decatur Public Library

County Clerk Page

JESSE WHITE  
SECRETARY OF STATE AND STATE LIBRARIAN  
ILLINOIS STATE LIBRARY

ATTACH A SEPARATE FORM FOR EACH COUNTY WITHIN THE LIBRARY'S SERVICE AREA

I, Stephen M. Bean Clerk of the County of Macon in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all property as equalized by the Department of Revenue, Property Tax Administration Bureau for the most recent year 2009 available in CITY OF DECATUR is:

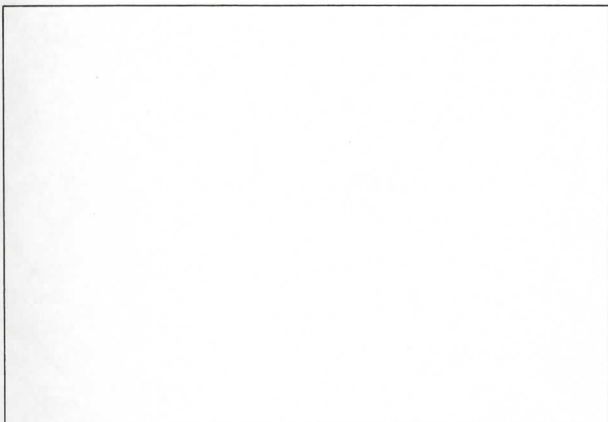
Real Estate	912,884,623
Pollution Control	0
Railroad Property	15,659,186
All Other	0
*TOTAL	928,543,809

\*USE THIS FIGURE TO ANSWER QUESTION 14. A) ON PAGE 3 OF THIS APPLICATION

All of which appears from the records and files in my office.

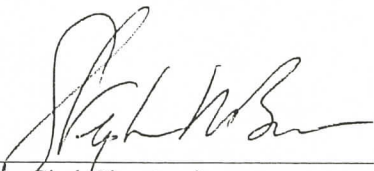
The CITY OF DECATUR tax rate for 2009 is 0.32309

Is this tax rate below .13% because of the Property Tax Limitation Law?  YES  NO



I HAVE HEREUNTO SET MY HAND AND  
AFFIXED THE SEAL OF THE COUNTY OF  
MACON IN THE CITY OF DECATUR IN  
SAID COUNTY.

Affix County Seal within box above

  
(County Clerk/Signature)

7/26/2010  
Date

City \_\_\_\_\_ Decatur \_\_\_\_\_ Library \_\_\_\_\_ Decatur Public Library \_\_\_\_\_

# **Decatur Public Library Technology Plan 2010-2015**

by  
Matt Wilkerson  
Systems Administrator

## **Library Mission Statement**

The purpose of the Decatur Public Library is to provide access to information to help meet the educational, recreational, and professional needs of every member of the community. The library is dedicated to selecting, acquiring, and maintaining quality materials in a variety of formats; providing the programs, services and technologies to support this purpose; and recognizing and responding to the diverse and ever-changing needs of the population we serve.

## **Statement of the purpose of technology at the Decatur Public Library**

Technology is used to enhance communication, assist patrons, deliver library services, and manage the library.

## **Introduction**

DPL is committed to providing technologies for its users. At our library, technology is at the very core of our services. This technology plan will be revised every three years or as needed.

## **Current state of technology at the Decatur Public Library**

The Decatur Public Library (DPL) is connected to the World Wide Web via 2 T1 connections through the Illinois Century Network (ICN). DPL is connected to the ICN through a Cisco 3640 router which is monitored by ICN. The router is connected to a HP ProCurve 2510 24 port managed switch which is connected to eight wiring closets all of which contain 16 or 24 port switches or a combination thereof. CAT5 cable is used throughout the building. There are currently 3 secured wireless access points (WAP) located at the Reference desk, Madden Auditorium and in the Systems Administration office and one unsecured WAP for patron use in the building located at the Reference desk. Symantec Endpoint Protection is loaded on a server and distributed to all staff/patron computers. A Cisco ASA 5510 security appliance (firewall) is in place on the network. The Contentserver is the library's web server. The address is <http://www.decaturlib.il.us>. We have an email server running Windows XP Professional and Merak email software. In 2008 air cards were purchased for both bookmobiles giving them full access to our library system and internet.

Currently there are fifty-nine staff computers. There are a total of twenty three computers available to patrons for internet use, thirteen computers and ten computers located in the Gates lab. There are six dedicated word processing and six database computers. There are four computers set up for children located upstairs. The children computers allow limited internet access. There are a total of fifteen computers in use for PAC purposes.



Our library catalog is SirsiDynix's Horizon system, currently version 7.4.2, which has access to over one hundred libraries, including public, school, and academic through the Rolling Prairie Library System.

### **Needs Assessment**

The range of services offered by DPL have been established to meet the information, education, recreation, communication, and cultural needs of our patrons. Service needs assessments are based on information compiled from a variety of sources, including (but not limited to) patron feedback; staff experiences in daily library operations; use reports from the library's online services; and professional publications.

### **Goals**

#### **DPL's technology goals for 2010-2015 are:**

1. Continue to a replace computers, software and printers in the library
2. Purchase a new Domain Controller computer or #9 below
3. Purchase a new web server or #9 below
4. Purchase networked addressable storage (NAS) device
5. Upgrade staff computers to Windows 7
6. Upgrade patron computers to Windows 7
7. Upgrade staff computers to Office 2010
8. Upgrade patron computers to Office 2010
9. Update our servers (3) to Windows Server 2008 Standard Edition
10. Revise and continuously update the library's Web page
11. Expand wireless access to 2<sup>nd</sup> floor
12. Self check and security system in Children's
13. RFID

### **Goals and Objectives**

#### **Goal 1: Continue to a replace computers, software and printers in the library.**

##### *Objectives:*

1. DPL will purchase hardware, software, printers and services as necessary to maintain an optimal level of technology. Computers are replaced based on age, use and special circumstances. Computers are reassigned until they are outdated.

#### **Goal 2: Purchase a new Domain Controller computer.**

##### *Objectives:*

1. DPL will purchase a new server to serve as a domain controller. Our current domain controller, circa 2003, is a Gateway. Gateway is out of business so there are no

support options or drivers available. Old server would serve as a dedicated print server.

Cost: \$3000 - \$5000

### **Goal 3: Purchase a new web server**

#### *Objectives:*

1. DPL will purchase a new server to serve as a web server. Our current web server, circa 2001, is a Gateway. Gateway is out of business so there are no support options or drivers available. Old server would serve as a Linux server for such things as proxy server, calendar, scheduling, etc.

Cost: \$2000 - \$4000

### **Goal 4: Purchase networked addressable storage (NAS) unit**

#### *Objectives:*

1. Our servers currently use tape as backup media. These fail over 50% of the time. Purchase a Buffalo TeraStation III 4TB Network Attached Storage device. This would be in Systems Administrator's office and would be the destination for all backup of computers and servers. This would also be the storage device for any digitization projects the library may do.

Cost: \$1500

### **Goal 5: Upgrade staff computers to Windows 7**

#### *Objectives:*

1. Evaluate which current computers can be upgraded; currently we have a limited number than can be upgraded without any hardware updates.
2. Upgrade all staff computers that meet hardware requirements to Windows 7. All computers upgraded will have to start from scratch so this will take substantial time to complete. Should purchase Ghosting software to greatly reduce time to complete. Future computers will be purchased with Windows 7 Professional edition installed.

Cost: to be determined

### **Goal 6: Upgrade patron computers to Windows 7**

#### *Objectives:*

1. Evaluate which current computers can be upgraded; currently we have a limited number than can be upgraded without any hardware updates.
2. Upgrade all patron computers to Windows 7. All computers upgraded will have to start from scratch so this will take substantial time to complete. Should purchase Ghosting software to greatly reduce time to complete.

Cost: to be determined

#### **Goal 7: Upgrade staff computers to Office 2010**

*Objectives:*

1. Upgrade all staff computers to Office 2010.

Cost: to be determined

#### **Goal 8: Upgrade patron computers to Office 2010**

*Objectives:*

1. Upgrade all patron computers to Office 2010.

Cost: to be determined

#### **Goal 9: Update our servers (3) to Windows Server 2008 Standard Edition**

*Objectives:*

1. Decide if new servers, with Windows Server 2008, will be purchased; see goals two and three above.
2. If new servers are purchased then we only need to upgrade dpls1, with dplserver1 and Contentserver remaining Windows Server 2003.

Cost: \$1,465 per server or \$4,395 for three servers (September 2009). May be less by purchasing through Techsoup.

#### **Goal 10: Revise and continuously update the library's Web page.**

*Objectives:*

1. DPL's web site is frequently updated and new content is added when purchased or made available to us.
2. DPL's web site is currently being redesigned with input from the Adult and Children's department.

### **Goal 11: Expand wireless access to 2nd floor**

#### *Objectives:*

1. Wireless access is weak on the second floor. Would involve using an old PC and purchasing a wireless access point and workgroup switch.

Cost: \$250

### **Goal 12: Self check and security system in Children's.**

#### *Objectives:*

1. Open the entrance to Children's located on Prairie Street. This will require a set of security gates and possibly a self-check station.
2. New bids will be needed from vendors.

### **Goal 13: RFID**

#### *Objectives:*

1. Although this would be nice to have it is expensive and with the prospect of changing to a new LLSAP library program it is probably wise to wait until that systems is in place. We would also have to continue with barcodes to be compatible with other libraries in the RPLS.

### **Review and Evaluation**

The Decatur Public Library will review the technology plan annually to ascertain whether or not the goals, strategies and action steps are being addressed appropriately and that the evolving needs of the library and the community are being met. The new technology plan will be developed during FY2014.

## DECATUR PUBLIC LIBRARY

### COMPUTER USE AND INTERNET ACCESS POLICY

The Decatur Public Library provides access to a broad range of electronic resources including those available through the Internet. The Library makes this service available as part of its mission to provide access to information to help meet the educational, recreational, and professional needs of every member of the community.

#### Rulings Governing Use of Computer Resources

Use of the library's computers requires a library card in good standing (less than \$5.00 in fines) from Decatur Public Library or any other library in the Rolling Prairie Library System (RPLS). Visitors from outside RPLS may be granted access to the library's computer resources upon presentation of acceptable identification. Access is limited to adults and minors ages 13-17 with written parental permission. Children 12 and under may access the library's computers only when accompanied at all times by an adult with acceptable identification.

Computer users may not:

- Make any attempt to modify or damage library computer equipment or software. Only software owned and installed by the Decatur Public Library may be used on its computers. Downloading or installing anything from the Internet or other software is not permissible.
- Use the library's computers for any illegal activity, including violation of copyright or other rights of third parties. Users will be responsible for knowledge of all applicable federal, state, and local laws for which they may be held in violation.
- Use library computers to view or disseminate material considered inappropriate for a public environment or likely to cause a disturbance, or sexually explicit or suggestive (obscene/pornographic) images.

#### Violation and Enforcement

Unacceptable or inappropriate use of the library's computer resources may result in suspension or revocation of library privileges, and expulsion from the library. Includes but is not limited to using a library card belonging to someone else, not staying in the time management system, not following the library computer rules.

Users will be held financially responsible for any damage to library computer equipment and software.

Using computer access obtained at Decatur Public Library to perpetrate illegal acts will be subject to prosecution by local, state, or federal authorities.

#### Disclaimers

The Library assumes no responsibility for the quality, accuracy, or currency of any Internet resource. Patrons should recognize that, in addition to valuable and reliable information, the Internet does contain inaccurate, dated, incomplete and controversial material. Users should exercise good judgment and discretion in the use of Internet information sources.

It is the responsibility of the parent or legal guardian to restrict and monitor a minor's access to information on the Internet.

The Library disclaims any liability or responsibility arising from access to or use of information obtained through the Internet. Users are responsible for any commercial transactions made while using the Library's Internet connection.

### **Privacy**

Patrons should have no expectation of privacy, as all Internet workstations are in view of other patrons and staff.

### **Security**

Every effort will be made to maintain a secure environment; however Internet transactions, communications and activities are potentially vulnerable to unauthorized access. Decatur Public Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation for the Library.

### **Behavior**

It is the policy of the Library to provide an atmosphere conducive to the appropriate use of Library services and facilities. The rules of conduct outlined in the Library Use Guidelines apply to all computer users. Patrons shall not use Library computer resources in a way that disturbs or interferes with other patrons, employees or operations of the Library.

### **Compliance**

The Decatur Public Library staff will develop such rules and procedures as are necessary to insure the fair and reasonable use of Internet resources. The Library reserves the right to terminate an Internet session at any time.

### **Policy Modification**

The Library reserves the right to modify this policy at any time.

Approved by the Library Board of Trustees

April 19, 2007

ADULT DIVISION (Circulating) FUNDS									
PER DRA ACQUISITION PROGRAM									
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
801 0	Generalities	BOOKS	\$2,000.00	\$148.13	\$290.17	21.92%	7.41%	\$1,709.83	\$1,561.70
801 1	Philosophy, psychology	BOOKS	\$3,000.00	\$638.27	\$461.34	36.65%	21.28%	\$2,538.66	\$1,900.39
801 2	Religion	BOOKS	\$4,000.00	\$94.70	\$0.00	2.37%	2.37%	\$4,000.00	\$3,905.30
801 3	Social Sciences	BOOKS	\$11,000.00	\$733.43	\$2,172.70	26.42%	6.67%	\$8,827.30	\$8,093.87
801 4	Language	BOOKS	\$1,000.00	\$0.00	\$104.86	10.49%	0.00%	\$895.14	\$895.14
801 5	Natural Sciences	BOOKS	\$3,000.00	\$249.09	\$1,037.30	42.88%	8.30%	\$1,962.70	\$1,713.61
801 6	Applied Sciences	BOOKS	\$15,000.00	\$1,204.06	\$2,173.20	22.52%	8.03%	\$12,826.80	\$11,622.74
801 7	Fine Arts and Entertainment	BOOKS	\$11,000.00	\$793.61	\$1,390.40	19.85%	7.21%	\$10,206.39	\$8,815.99
801 8	Literature	BOOKS	\$5,000.00	\$121.79	\$394.88	10.33%	2.44%	\$4,878.21	\$4,483.33
801 9	Geography and History	BOOKS	\$11,000.00	\$1,022.62	\$613.29	14.87%	9.30%	\$9,977.38	\$9,364.09
801 F	Fiction	BOOKS	\$70,000.00	\$7,313.89	\$10,550.94	25.52%	10.45%	\$62,686.11	\$52,135.17
801 PBK	Paperback Fiction	PBK BOOKS	\$4,000.00	\$0.00	\$364.23	9.11%	0.00%	\$4,000.00	\$3,635.77
801 RP	Replace/lost,missing,damaged	BOOKS	\$5,000.00	\$14.24	\$1,078.99	21.86%	0.28%	\$4,985.76	\$3,906.77
801 BIO	Biography	BOOKS	\$5,000.00	\$794.71	\$17.49	16.24%	15.89%	\$4,205.29	\$4,187.80
801 LP	Large Print	BOOKS	\$20,000.00	\$2,180.89	\$2,486.46	23.34%	10.90%	\$17,819.11	\$15,332.65
	TOTAL BOOKS		\$170,000.00	\$15,309.43	\$23,136.25	22.62%	9.01%	\$154,690.57	\$131,554.32
AUDIO VISUAL (Circulating) FUNDS									
PER DRA ACQUISITION PROGRAM									
830 CD	Compact Discs	CD's	\$5,000.00	\$24.21	\$598.60	12.46%	0.48%	\$4,975.79	\$4,377.19
830 BC	Books-on-Compact Disc	B-O-CD	\$10,500.00	\$1,368.98	\$0.00	13.04%	13.04%	\$9,131.02	\$9,131.02
830 DV	Digital Video Discs	DVD	\$35,000.00	\$3,896.91	\$324.67	12.06%	11.13%	\$31,103.09	\$30,778.42
830 VG	Video Games	Games	\$2,500.00	\$0.00	\$307.45	12.30%	0.00%	\$2,500.00	\$2,192.55
	TOTAL AV		\$53,000.00	\$5,290.10	\$1,230.72	12.30%	9.98%	\$47,709.90	\$46,479.18
CHILDREN'S DIVISION FUNDS									
PER DRA ACQUISITION PROGRAM									
803	Children's Books	Books	\$46,000.00	\$1,730.29	\$908.37	5.74%	3.76%	\$44,269.71	\$43,361.34
803 AV	Children's Audio-Visual	AV	\$10,000.00	\$1,433.55	\$471.40	19.05%	14.34%	\$8,566.45	\$8,095.05
	TOTAL Children's		\$56,000.00	\$3,163.84	\$1,379.77	8.11%	5.65%	\$52,836.16	\$51,456.39

NB: Parentheses around a number indicates a negative value.

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	\$170,000.00	\$6,736.36	\$15,309.43	\$23,136.25	22.62%	9.01%	\$154,690.57	\$131,554.32	
802	MAIN YOUTH BOOKS	\$11,000.00	\$635.69	\$728.14	\$1,125.15	16.85%	6.62%	\$10,271.86	\$9,146.71	
803	MAIN JUVENILE BOOKS	\$56,000.00	\$1,107.72	\$3,163.84	\$1,379.77	8.11%	5.65%	\$52,836.16	\$51,456.39	
804	MAIN REFERENCE BOOKS	\$98,000.00	\$17,515.96	\$47,268.51	\$1,992.00	50.27%	48.23%	\$50,731.49	\$48,739.49	
805	PROFESSIONAL BOOKS	\$1,000.00	\$0.00	\$122.98	\$201.00	32.40%	12.30%	\$877.02	\$676.02	
TOTAL BOOKS		\$336,000.00	\$25,995.73	\$66,592.90	\$27,834.17	28.10%	19.82%	\$269,407.10	\$241,572.93	
830	AUDIO-VISUAL CD, V, VG, DVD	\$53,000.00	\$2,024.22	\$5,290.10	\$1,230.71	12.30%	9.98%	\$47,709.90	\$46,479.19	
*SHP	Shipping Fund	\$4,000.00	\$111.05	\$446.20	\$3.99	11.25%	11.16%	\$3,553.80	\$3,549.81	
841	MAIN ADULT PERIODICALS	\$18,200.00	\$30.00	\$329.00	\$14,034.82	0.00%	1.81%	\$17,871.00	\$3,836.18	
842	MAIN YOUTH PERIODICALS	\$500.00	\$0.00	\$0.00	\$406.45	81.29%	0.00%	\$500.00	\$93.55	
843	MAIN JUVENILE PERIODICALS	\$1,800.00	\$0.00	\$0.00	\$1,682.62	93.48%	0.00%	\$1,800.00	\$117.38	
844	MAIN REFERENCE SERIALS	\$5,000.00	\$0.00	\$0.00	\$4,487.85	89.76%	0.00%	\$5,000.00	\$512.15	
845	PROFESSIONAL PERIODICALS	\$500.00	\$0.00	\$0.00	\$480.97	96.19%	0.00%	\$500.00	\$19.03	
TOTAL Periodicals		\$26,000.00	\$30.00	\$329.00	\$21,092.71	82.39%	1.27%	\$25,671.00	\$4,578.29	
800 TOTAL		\$419,000.00	\$28,161.00	\$72,658.20	\$50,161.58	29.31%	17.34%	\$346,341.80	\$296,180.22	
*not included in total materials costs										
ENDOWMENT FUNDS PER DRA ACQUISITION PROGRAM										
CODE ALLOCATION		ANNUAL Income Allocation	Current Month Spending	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance	
900C	Ellen & Peter Cantoni	\$30,000.00	\$84.41	\$11,699.49	\$253.46	39.84%	39.00%	\$18,300.51	\$18,047.05	
900B	Maude Bridges	\$1,574.12	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$1,574.12	\$1,574.12	
900M	Margaret Meyer	\$2,000.00	\$232.24	\$352.24	\$0.00	17.61%	17.61%	\$1,647.76	\$1,647.76	
WHI	Whinnery Trust	\$6,754.26	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$0.00	\$6,754.26	
FOUN	Frankel Foundation	\$6,000.00	\$0.006307	\$1,181.49	\$101.06	21.38%	19.69%	\$4,818.51	\$4,717.45	
DPLR	Rotary Grant (Ext.)	\$750.00	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$750.00	\$750.00	
DPLC	AV Grant	\$172.87	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$172.87	\$172.87	
G10 1	Bookmobile 549 #2	\$478.83	\$19.78	\$313.77	\$10.19	0.00%	65.53%	\$500.00	\$154.87	
	Nims Foundation	\$2,532.82	\$0.00	\$0.00	\$0.00	0.00%	0.00%	\$2,532.82	\$2,532.82	
G7 01	Bookmobile 549	\$166.86	\$0.00	\$68.87	\$0.00	0.00%	41.27%	\$97.99	\$97.99	



ADULT DIVISION (Reference) FUNDS - FY									
PER DRA ACQUISITION PROGRAM									
CODE	ALLOCATION	DESCRIP	ANNUAL BUDGET Allocation	YTD Spending	Currently Encumbered	PerCent Spent plus Encumbered	PerCent Spent	Unexpended Balance	Available Balance
804 0	Generalities	BOOKS *****	\$3,500.00	\$303.05	\$0.00	8.66%	8.66%	\$3,196.95	\$3,196.95
804 1	Philosophy, psychology	BOOKS	\$100.00	\$0.00	\$0.00	0.00%	0.00%	\$100.00	\$100.00
804 2	Religion	BOOKS	\$500.00	\$0.00	\$0.00	0.00%	0.00%	\$500.00	\$500.00
804 3	Social Sciences	BOOKS *****	\$9,000.00	\$1,341.19	\$492.00	20.37%	14.90%	\$7,658.81	\$7,166.81
804 4	Language	BOOKS	\$500.00	\$0.00	\$0.00	0.00%	0.00%	\$500.00	\$500.00
804 5	Natural Sciences	BOOKS	\$250.00	\$0.00	\$0.00	0.00%	0.00%	\$250.00	\$250.00
804 6	Applied Sciences	BOOKS	\$3,000.00	\$0.00	\$0.00	0.00%	0.00%	\$3,000.00	\$3,000.00
804 7	Fine Arts and Entertainment	BOOKS	\$1,000.00	\$108.44	\$0.00	10.84%	10.84%	\$891.56	\$891.56
804 8	Literature	BOOKS	\$250.00	\$22.49	\$0.00	9.00%	9.00%	\$227.51	\$227.51
804 9	Geography and History	BOOKS	\$3,000.00	\$285.00	\$0.00	9.50%	9.50%	\$2,715.00	\$2,715.00
804 MF	Microfilm Collection(s)	Microforms	\$1,000.00	\$86.70	\$0.00	8.67%	8.67%	\$913.30	\$913.30
804 EL**	Electronic Subscriptions	Internet	\$75,900.00	\$45,121.64	\$1,500.00	61.43%	59.45%	\$30,778.36	\$29,278.36
	TOTAL BOOKS		\$98,000.00	\$47,268.51	\$1,992.00	50.27%	48.23%	\$50,731.49	\$48,739.49

NB: Parentheses around a number indicates a negative value.

Printed on 10/1/2010 at 11:02 AM