

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, July 21, 2005 @ 4:30 p.m.
Regular Meeting
AGENDA

- I. Call to order –Eugene King, President
- II. Approval of minutes
 - A. Regular meeting of June 16, 2005
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
 - A. Personnel, Policy & Public Relations Committee
 - i. Meeting of July 7, 2005
 - a. Collection Development Policy
 - b. Staff Development Day
 - B. Finance and Properties Committee
 - i. Approval of bills for June 2005
 - ii. Meeting of July 12, 2005
 - C. Rolling Prairie Library System
 - i. Report on system board meeting
 - D. Friends of the Library
 - i. No meeting in July
 - E. Foundation
 - i. Meeting set for July 25, 2005
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter X: System and Illinet Membership Responsibilities
- VII. Old Business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
June 16, 2005

I. CALL TO ORDER

Eugene King, President, called the meeting to order at 4:30 p.m. Members present: Mr. King, Ty Cocagne, Garry Davis, Shirley Moore, Sally Krigbaum, Carol Craig, and Patricia Greanias. Absent: Nicholette Rademacher and Linda Rowden. Staff present: Lee Ann Fisher, and Scott Pointon. Others present: Barbara Redford and Teena Zindel-McWilliams of the Friends of the Library, and Alison Mornmo from Rep. Bob Flider's office.

II. APPROVAL OF MINUTES

Mrs. Greanias pointed out a correction to the minutes from the regular May meeting. She moved that the minutes of the May 26, 2005 meeting be approved as corrected. The motion was seconded by Mrs. Moore and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Barbara Redford, President of the Friends of the Library, introduced a proposal for the Friends' to use the vacant lease space in the library for small, monthly sales. Fellow FOL Board member Teena Zindel-McWilliams explained the details of the proposal and stated that the Friends were looking for a one year commitment of the space from the DPL Board before they pursued a feasibility study.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed. Ms. Fisher added that the City of Decatur, including the library, is undergoing an outside audit. Auditor Derek Richards visited the library to gather information and was especially interested in DPL fines collected and the Village Mall lease agreement. Ms. Fisher also noted that a recent storm caused a large amount of water to leak through the southeast wall of the building and flooded a large area on the main floor of the library. Bill Terrell is working with a contractor to investigate the cause of this. Mrs. Moore inquired if the "Colorado" bookmobile had been used recently when Bookmobile 548 was sent to the generator shop in Bloomington. Ms. Fisher replied that it had indeed been used to continue service while the regular vehicle's generator was being worked on.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee:

Mr. Davis reported that the committee did not meet in June. He further reported that he and Mr. King met on June 2nd to discuss the City Librarian's annual review. Ms. Fisher discussed her conversation with Pat McDaniel, the Director of the Macon County Historical Society. She reported that in conjunction with the library's *WWI Years* film series this fall, the Historical Society will be hosting a veteran's exhibit at their facility. Ms. Fisher further reported that Mr. McDaniel invited her to sit in on an upcoming local history discussion forum.

Mr. Davis reported that he has sent a letter to Kim Bauer regarding a list of the Lincoln-related artifacts given to the Illinois State Historical Society by the library. He further reported that Ms. Craig has accepted the task of pursuing marketing options for the Barnwell photo of Lincoln.

VIII. NEW BUSINESS

The Friends of the Library proposal to use library space for monthly book sales was discussed. Mr. Cocagne explained that there are no sales tax issues with having monthly sales. Mr. Cocagne made a motion to approve the Friends used of this space for twelve months, beginning in October 2005, and after said twelve months to approve this use on a month to month basis. Mrs. Greanias seconded and the motion passed unanimously.

At 5:27pm Mr. Davis moved that the Board go into Executive Session to discuss personnel wage issues. Mrs. Greanias seconded and the motion carried unanimously by voice vote. At 5:45pm Mrs. Greanias moved that the Board come out of Executive Session. Ms. Craig seconded and the motion carried unanimously.

In conjunction with the City of Decatur's 4% across-the-board increase for all management employees, Mr. Davis made a motion to increase the City Librarian's salary by 4%. Mrs. Greanias seconded and the motion passed unanimously by voice vote.

IX. ADJOURNMENT

Mrs. Moore made a motion to adjourn. Mrs. Krigbaum seconded the motion and it carried unanimously. Mr. King adjourned the meeting at 5:50p.m.

Respectfully submitted,

Scott Poynton

Scott Poynton
Assistant City Librarian

VII. OLD BUSINESS

Chapter IX: Facilities was reviewed and Ms. Fisher noted that there are several facilities-related issues on the horizon. She explained that some new rubberized tile is to be installed in the entry area to replace badly worn/soiled carpeting that can no longer be cleaned. She also mentioned that the library is pursuing grant funding to construct a handicap accessible ramp on the Prairie Street side of the library (northwest corner of the parking lot) and that she is working with the Decatur Arts Council to possibly put some sort of artwork in the glassed in display area over the main library entrance.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Foundation: The Foundation Board did not meet.

Friends of the Library: Mrs. Krigbaum reported that the Friends met on June 9, 2005 and that the majority of their meeting was spent on discussion surrounding the possibility of holding monthly book sales in the Library's unused lease space. Ms. Fisher noted that she has designated Mr. Pointon to become the main liaison to the Friends of the Library.

Rolling Prairie Library System: Mrs. Greanias reported that the RPLS Board was scheduled to meet the following week. She further noted the retirement party for longtime RPLS administrators Bob Plotzke and Paul Johnson on the afternoon of June 21st, from 2:00-5:00pm.

Finance and Properties Committee: Mr. Cocagne reported that the committee met on June 14th and that the monthly expenditures and financial statement for May were reviewed. Mr. Cocagne noted the large ADT security bill and the discussion that was held at the committee meeting surrounding that issue. Ms. Fisher explained the circumstances of our dealings with ADT, that our contract has lapsed, and that we are currently paying month-to-month while we explore better security options. Mr. Cocagne moved to approve the bills as presented for the month of May 2005. Ms. Craig seconded and the motion carried unanimously by voice vote. Mr. Cocagne noted that there was a mathematical error in the monthly financial statement. Mr. Pointon explained that this report is generated by the City's MUNIS system and that as of June 16th the error had not been corrected at the City. Mr. Cocagne made a motion to approve an ordinance determining prevailing wage rates as presented. The motion was seconded by Mrs. Moore and passed unanimously. Mr. Cocagne made a motion to approve the Non-Resident Card Program fees for the coming year. Mrs. Krigbaum seconded the motion and it carried unanimously. The new annual rate for a non-resident card was set at \$85.13. Mr. Cocagne gave an overview of the Finance Committee's discussion regarding a new management salary scale. Ms. Fisher noted that the delay in presenting this proposal was due to not receiving the relevant information from the City until May (as opposed to the usual, March). She further demonstrated that to bring all management employees in line with the City's new pay ranges would be cost prohibitive. Mr. Pointon distributed the results of a small survey of pay ranges in central Illinois libraries. Mr. Cocagne noted that DPL ranges are competitive and made a motion to accept Ms. Fisher's proposal for the new management salary scale. Mrs. Moore seconded and the motion passed unanimously by voice vote.

CITY LIBRARIAN'S REPORT
July 11, 2005
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Pat McDaniel invited me to the new Tourism Attraction Committee, chaired by Denene Wilmeth on June 23rd. I think our long-range plan dovetails nicely with some of the things that are going on in Decatur. I offered the library as a place to meet, and the next meeting is here July 21st @ 8:00am. We worked with Derek Richard of Clifton Gunderson, who is the city's outside auditor. In addition to my regular meetings, I met with Harmon Greenblatt of the Arts Council, Scott and I met with Mark Sturgell of Performance Development Network to finalize the plans for staff development day. I attended the retirement party for RPLS Executive Director Robert Plotzke and Assistant Executive Director Paul Johnson on July 21st. I also received my performance evaluation from Garry Davis of the Personnel Committee on the 21st. I attended ALA in Chicago June 24th - June 29th. I brought home over \$800 in free material, most of which will be added to the collection.

DYNIX: The big news is that SIRSI has bought DYNIX. SIRSI is the same company that bought DRA right before we migrated. It was also one of the companies we considered when we chose DYNIX and it came in as our 3rd choice. However, it looks like our upgrades are still on track and Bill Rott, Senior Sales Consultant for Dynix, will do a presentation for our User's Group on July 20th of the alpha version of Horizon 8.0.

FOUNDATION: The current balance is \$ 99,671. Their next meeting will be July 25th @ 4:30pm.

FRIENDS: The annual membership drive has 205 members who have paid \$7,126 in dues. The Friends are not meeting in July and their next meeting will be August 11th @ 4:00pm.

STAFF: Therese Rounsavall, a Page, resigned effective June 30th.

ADMINISTRATION: Circulation for June was 60,259 as compared to 62,312 in June of 2004 for a difference of -3.3%. The gate count was 31,895 this month as compared to 30,337 in June 2004 (or +5.1%). The YTD total is 105,783. In June the Madden and Staley meeting rooms were booked 17 times and brought in \$690. Twenty-two volunteers donated 249.5 hours this month. Scott is now on the marketing committee for the Downtown Decatur Council.

ADULT DIVISION: As we have done in the past, library staff will present Books Between Bites. Chris Sweet did June, Brian Looker will do July and Bev Hackney will do August. There will be an opening ceremony for the World War I film series on September 14th @ 10:00am, in the upstairs art gallery. We will be unveiling WWI artifacts, and pictures blown up from our own collection, followed by the first film downstairs in the Madden Auditorium. The rest of the programming is nearly in place and includes ragtime music. We presented 2 programs, which were attended by 99 people; we also gave a tour to the 20 teenagers from the Fire Cadet program. The online book club has 591 members who accessed the site 11,820 times this month. The Local History Room had 94 visitors and 20 were from out of town.

BUILDING DIVISION: We are cleaning carpets, changing lights and ballasts, repairing leaks and doing general building maintenance. We will be replacing the entryway carpet with rubber tile during the time we are closed for the Celebration. This should relieve the wear and tear on the rest of the carpet and get rid of traffic pattern tracks. During the last big rain storm

we had water come in on the South side of the building. Nothing was damaged, but we did have to move the whole microform area to clean and dry the carpet.

CHILDREN'S DIVISION: By the end of June, 1211 kids had signed up for "Superheroes Powered by Books!" We are 127 ahead of last year, but down 44 from 2003, and 59 ahead of 2002. Our 26 programs had 435 attendees; we had 18 group visits bringing in 294 people and 13 groups used the children's story room. Katie went to a neighborhood fair at Wabash Crossing and talked to about 50 people.

CIRCULATION DIVISION: Total checkouts during the month of June were 55,554 items compared to 38,217 items in May 2005. These statistics includes all renewals; at the counter, over the phone, and through the web product, but not Extension. We show a +45% over last month and -4% from last year at this time. There was 2842 "Requests Placed". This number represents all holds placed either autonomously by the patron through the web product, or by the staff at the service desks. This is a 34% increase over last year at this time. "Requests Resolved" represents all items either placed in transit to fill a hold outside the DPL or trapped to a DPL patron. We show 4495 items were processed at our location to fill a request, an increase of 2% from June of 2004. "Holds Resolved", 1971 items were picked up. This section represents the number of requested items tapped for a patron with the pick-up location as DPL. We show a 42% increase in items picked up here at the DPL from last year at this time. We show 437 new accounts were opened in June 2005, up 6% from the previous year at this time.

EXTENSION DIVISION: The new summer schedule has caused few problems. The stop at Mueller Park on Thursday afternoons is popular among the youth at the park. Circulation continued to fall in June compared to May. Our checkouts were down 34% from last month; compared to last year, however, our overall checkouts are up 146, or 4%. John taught his first computer class and spoke to his first group this month.

GATES COMPUTER LAB: We had 144 people attend one of the 11 different classes we offered.

SYSTEMS ADMINISTRATION: We upgraded our Domain controller and Content server to Windows Server 2003. This update also upgraded our web server software to Internet and Information Services 6.0 (IIS6). This version changed security settings in several areas and required quite a bit of research and tweaking as all of the previous versions settings did not transfer correctly or methods of operation changed. Since VAM and Vendprint will not work with Windows Server 2003, we removed them from all PC's and servers and redirected printing to the Intern printer. We are currently looking at other systems to replace them, but cost is a major consideration. There were 368 work orders received from the staff for this month.

TECHNICAL DIVISION: July 1 marked the beginning of our full transfer to Connexion for cataloging. The support for CatMe and related software ended officially the last day of June. Julie reports that ILL statistics are down for the month of June. This is due to problems beyond our control at OCLC, causing difficulty in pulling requests, searching by author, and occasionally other functions that are not allowed.

Respectfully submitted,
Lee Ann Fisher
Lee Ann Fisher
City Librarian

Personnel, Policy, and Public Relations Committee
July 7, 2005

Gary Davis called the meeting to order at 4:33 p.m. Members present: Gary Davis, Sally Krigbaum, Carol Craig, and Linda Rowden. Absent: Eugene King. Staff present: Lee Ann Fisher and Scott Pointon.

The committee discussed the proposed draft of a new Collection Development Policy. Mr. Davis noted his concerns with regard to certain phrases and addendums in the policy. Discussion followed regarding the intent of said phrases and addendums. It was agreed upon by all to strike several passages from the text of the draft and to forward a recommendation to the full Board to adopt this policy as amended.

Under new business, Ms. Fisher gave an update on the Staff Development Day planned for Friday August 5th. The Union has contacted Ms. Fisher in writing asking to move the Staff Development Day to another date because many staff members had already planned on having that day off. In order to accommodate this request, the library would have to be closed on another day to enable a Staff Development Day to take place. Discussion followed, and Ms. Fisher suggested that Friday September 16th would be a convenient date to move the in-service to. The Committee will recommend to the full Board that the library be closed September 16th for this event.

There was no further business and Mr. Davis adjourned the meeting at 5:12pm.

Respectfully submitted,

Scott Gainton

Scott Pointon
Assistant City Librarian

DRAFT

DECATUR PUBLIC LIBRARY

COLLECTION DEVELOPMENT POLICY

Community Description

Decatur Public Library serves the residents of the City of Decatur, Illinois. The fourth largest city in central Illinois, Decatur encompasses 45.88 square miles and had a population of 81,860 at the 2000 Census. Decatur is a diverse community comprised of 77 percent Caucasian; 19.5 percent African American; 1.2 percent Hispanic or Latino and 0.7 percent Asian residents (U.S. Bureau of the Census, Census 2000).

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.

Service Roles

In accordance with this mission, the Library strives to select, acquire and organize materials in order to:

- Fulfill residents' appetite for information about popular cultural and social trends and their desire for satisfying recreational experiences.
- Meet the need for information and answers to questions on a broad array of topics related to work, school and personal life.
- Address the desire of community residents to know and better understand personal or community heritage.
- Help satisfy the need for information about elected officials and governmental agencies that enable people to participate in the democratic process.

Purpose of the Collection Development Policy

The Policy serves to ensure that the library's collection of materials and electronic resources support and express the library's mission and service roles. The policy will educate library staff and the community about the principles upon which selections are made. The policy is not intended to replace the professional judgment of individual librarians but to provide guidelines to assist them in choosing from the vast array of available materials and resources. The Policy, together with a *Collection Maintenance*

There is no single standard that can be applied in all cases when making a selection decision. Each type of material must be considered in terms of its own merit and the intended audience. Some materials may be judged primarily in terms of artistic merit.

Selection Criteria

Ultimate responsibility for selection rests with the City Librarian who operates within a framework of policies established by the Library Board of Trustees. The City Librarian delegates responsibility for collection development to the Heads of Adult, Extension and Children's Divisions. Each Division Head delegates responsibility for selection and maintenance of specific areas of that department's collections to various staff members, operating within the guidelines provided by the Policy.

Responsibility for Selection

The library also seeks to provide awareness of those cultures, traditions and ideas not represented in the local community. Creative works in all media are chosen, in so far as possible, to meet the wide variety of cultural and recreational needs of the community. Works treating all aspects of human experience, theoretical ideas, historical topics, and current issues will be available to Library users. The nationality, religion, or political views of an author or artist will not cause his or her work to be automatically included or excluded. Nor will the controversial nature of certain subjects, authors, or language be cause for automatic inclusion or exclusion. Each item will be selected on its individual merit and role in the collection.

In order to best meet the needs of the community it serves, the library must have an understanding of the community and its citizens. The Library's collections, as much as possible, should reflect the diversity of needs, interests, perspectives and backgrounds in the community. An awareness of the adequacy and availability of resources in other agencies and institutions is also essential to effectively define and develop the library's role in the community. Decatur has an extensive system of public and parochial schools and also serves the students and faculty of Millikin University and Richland Community College in Decatur. The library strives to work cooperatively with agencies, organizations, businesses, other libraries and the educational community to ensure that the Library meets the needs of its users and to avoid duplication of services.

General Selection Principles

Free and open access to the world of ideas, information and creative experience is the right of every member of the community. The Decatur Public Library Board of Trustees believes in open access to a diverse collection.

Freedom of Access

Procedures Manual, will guide staff responsible for selection and maintenance by defining the purposes of the collection, and establish limits and collection priorities.

Professional staff uses a variety of tools to aid in identifying and selecting materials to add to the collection. Standard review sources may include, but are not limited to, the

Selection Tools

- Sustains reader interest
- Vitality and originality
- Artistic presentation
- Effective characterization
- Authenticity of historical or social setting
- Representative of important genres, trends, or national culture
- Popularity of author

Fiction Specific criteria apply to selection of works of imagination. These include:

- Accuracy of content
- Timeliness of information
- Authority
- Comprehensiveness and depth of treatment
- Objectivity
- Clarity, accuracy, and logic of presentation

Non-Fiction Specific criteria apply to selection of works of information and opinion. These include:

- Quality and suitability of physical format for library use
- Appropriateness of subject and style for intended audience
- Present and potential relevance to community needs and interest
- Insight into human and social conditions
- Importance as a document of the times
- Relationship to existing collection and other materials on subject
- Authority and reputation of the author, editor, illustrator, publisher
- Price
- Demand

Generally, selection of materials will be based on the following criteria:

The addition of any item to the library collection in no way represents an endorsement by the library of any theory, idea or policy contained in it.

scholarship and/or their value as human expression; others are selected to satisfy the recreational and entertainment needs of the community. Items selected should meet several, but not all of these criteria in order to be added to the collection.

subject bibliographies; publishers' catalogs and promotional materials; lists of recommended and award-winning materials; bestseller lists; and recommendations from professional staff. Purchase suggestions from patrons are also considered when they meet the selection criteria outlined in this policy.

Formats

A well-rounded collection of materials which serves a broad spectrum of users must provide the widest possible selection of print and non-print formats. The library collects formats that are viable and discontinues ordering or phases out formats no longer available or in demand. Other developing types of material will be acquired and made accessible, as they are judged suitable, meaningful, and relevant to the community based on the stated selection criteria.

Special Collections

Decatur Public Library maintains numerous collections, for which the collection development and management may differ somewhat from the general collections, due to the subject matter, intended user and format of the materials in these areas.

Electronic Resources

An electronic resource is defined as any resource that requires computer access. The library subscribes to a variety of online database services that can be accessed through the Internet on designated computers within the library. Some of these electronic resources are also available to registered Decatur Public Library cardholders remotely through the Library's web page. Electronic resources extend the scope of the information available to patrons beyond what the library's print circulating and reference collections can encompass by providing full-text access to a wider variety of material than can be purchased and housed in print form.

Electronic resources are selected based on overall quality and usefulness to the public. Materials that are desirable for personal and scholarly research are considered over those that would be primarily recreational in nature. In some cases, electronic resources will be selected in lieu of print materials.

The following criteria should be considered when evaluating computer-based resources:

- Compatibility with available equipment and/or existing operating systems
- Ease of use by library users and staff, including advanced searching capabilities
- Cost
- Remote access capability
- Accuracy, authority and timeliness of information
- Anticipated demand by library users
- Availability of full text information
- Training and instructional materials provided for staff and patrons

- a. Technical quality of audio and visual reproduction
- b. Critical acclaim as demonstrated in awards, nomination for awards, and/or review
- c. Completeness of the presentation (generally, versions closest to the original intent of the artist are preferred over altered versions of a given work)

Selection of audio and visual materials follows established criteria for print materials. Additional criteria for the selection of audio visual materials include:

As with print materials, audio visual materials will contribute to the fulfillment of the mission of the library. The Library does not add ratings or recommendations to materials. Review publications are available to library patrons to help them make responsible choices for themselves and their children.

Audio Visual Materials

- Scope and depth of coverage
- Indexing
- Ease of use
- Timeliness
- Authoritativeness
- Frequency of use
- Importance of subject matter to the collection
- Demands on subject areas which circulating collection cannot meet
- Reputation of author or publisher
- Availability of information in electronic format

Additional selection criteria that apply to reference works include:

The library maintains an extensive reference collection which is used to answer questions and to serve the informational needs of library users. Reference materials, whether in print or computer-based formats, are those designed by the arrangement and treatment of their subject matter to be consulted for specific items of information rather than to be read consecutively. Since they are typically used daily by the public and library staff to answer specific questions, books in the reference collection are designated for use within the library.

Reference Materials

Resources are retained as long as they are current, accurate, in demand, cost effective and complement other library resources. The library will continue to review new online resources and be responsive to patron needs. New materials will be considered and evaluated based on influencing factors listed above.

- Licensing fees and usage restrictions

The Library acquires and maintains a large periodical collection to meet the informational, educational and recreational needs of the children, young adults and adult library users. The Library's objective is to have a well-balanced general periodical collection that includes titles in a broad range of subject areas appealing to a diverse clientele. Patrons' demands for current information are frequently met by the periodical collection, supplemented by the full-text electronic resources available through the Library's Information Center web page. Annual subscription costs for magazines generally increase at a faster rate than book prices and the overall rate of inflation, so cost

Periodicals

Nonfiction This collection serves as a bridge from the Children's nonfiction collection to the Adult nonfiction collection. In almost all areas, the Young Adult nonfiction collection is dependent upon the more comprehensive coverage of the Adult nonfiction collection. The development of this collection is a balance between curriculum support materials and recreational subjects. The library also supports the educational needs of the pre-teen and teen population by providing an extensive print reference collection and access to online databases.

- a wide range of reading levels, from seventh grade to adult.
- a representation of popular genres, formats and series, including graphic novels, science fiction, romance, and mystery
- a balanced collection of current popular titles and core materials.

For this collection to serve the young adults of the community, it must provide:

The young adult collection provides leisure reading materials for junior high and high school age patrons. The library strives to be responsive to Young Adult reading habits and preferences; therefore, patron requests are given serious consideration. Since teens frequently prefer paperbacks, this format is heavily represented.

Fiction

Young Adult Collections

These print and audio visual collections provide materials which anticipate and meet the diversified needs, interests, tasks and backgrounds of children from infancy through age twelve. Materials should provide enjoyment and inspiration, cultivate in children a love of books and reading, help children learn more about themselves and the world, and meet their personal informational needs. Responsibility for materials selected by a child rests with his or her parent or guardian.

Children's Collections
(NOT SUBSTANTIALLY REVISED FROM PREVIOUS POLICY)

- d. Appropriateness of the format for its content
- e. Supplemental relationship to the print collection

is an important factor when adding new titles. It may be necessary to consider dropping titles with lower use to stay within budget guidelines. Patron and staff suggestions for additions to the collection are evaluated by such standard selection tools as *Ulrich's International Periodical Directory*, *Magazines for Libraries*, sample issues and appropriate web sites.

Government Documents

As a federal depository institution, the Library is committed to providing free public access to government information. The selection of government documents supports the general collecting activities of the library. The Library also strives to serve the government information needs of the 17th U.S. Congressional District, of which the library is a part.

The library selects all items listed in the "Basic Collection," as defined in the Federal Depository Library Manual and the Instructions to Depository Libraries, or makes access to their online versions available. Because there are other extensive federal depository collections nearby (at the Illinois State Library in Springfield, a regional depository, and at the University of Illinois Documents and Law Libraries in Urbana/Champaign), the Library does not collect comprehensively in any subject or agency area.

Networks

No library has the resources available to meet the needs of all users all the time. The library promotes and facilitates resource sharing through interlibrary loan and reciprocal borrowing arrangements as a means to provide our users with access to a wider selection of materials than our collections alone can provide. The library works cooperatively with other local libraries, library systems state-wide and the State Library to provide the broadest access to materials for its patrons while minimizing duplication. Thus, the selection of materials for the library's collection is influenced by the ability to readily borrow materials from other libraries that can support a limited demand from our library's patrons.

Decatur Public Library is a member of the Rolling Prairie Library System (RPLS), one of 10 library systems in Illinois. RPLS began in 1965 and is a multi-type library cooperative serving 264 libraries, including academic, public, school and special libraries in 13 counties in Central Illinois. Membership in RPLS allows the library to maximize the scope and quality of the materials available to Decatur Library cardholders, by offering them the option to request materials from other RPLS libraries for their use.

Materials not available at the Decatur Public Library or RPLS may be requested on interlibrary loan through the State of Illinois Online system or nationally through OCLC (Online Computer Library Center). Decatur Public Library will only place OCLC requests for Decatur Public Library cardholders.

Reconsideration of Materials

Any citizen may request that the Library reconsider materials that are part of the collection. Requests must be made in writing on the form provided for this purpose, *Request for Reconsideration of Library Material (Addendum 1)*. The City Librarian, upon receipt of a formal complaint, will appoint an ad hoc committee of staff librarians to review the material in question and report their findings within one month. The City Librarian will use the findings of the committee to assist her decision regarding the retention of the item. The City Librarian shall include information on any formal complaints, and her decision with regard to the challenged materials, in the monthly report to the Library Board. The complainant will be notified in writing of the City Librarian's decision.

Requests

The Library encourages requests for purchase of specific titles or subject areas with the understanding that not all such requests can be accommodated. Patron requests will be considered using the same factors that govern all selection decisions. Patrons should submit requests on the appropriate form, *Patron Request for Material Purchase (Addendum 2)*.

Gifts

Decatur Public Library encourages and accepts donations of materials, with the understanding that the decision whether to add gifts to the collection will be based on the same criteria that govern purchased materials. The donor of gift materials does so with the understanding that the library reserves the right to assign gifts wherever needs exist and to dispose of gifts as it sees fit.

Collection Maintenance

Ongoing evaluation and review of library materials is necessary to maintain a viable collection that meets the library's needs and is of current interest to patrons. Physically deteriorated, duplicate, superseded and obsolete materials may be replaced or removed at the professional staff's discretion. The *Collection Maintenance Procedures Manual* provides staff with guidelines, in conformance with the principles of the Collection Development Policy, for retention, withdrawal and replacement of materials.

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIAL

Name: _____

Address: _____

Telephone No.: _____ E-Mail: _____

Material Challenged: _____

Author: _____

Title: _____

Type (Format) of Material: _____

I have _____ have not _____ read/viewed the material in its entirety.

Specific nature of the challenge: _____

What do you believe is the theme or intent of the material?

A copy of the *Decatur Public Library Collection Development Policy* has been made available to me. _____

I am acquainted with the *Collection Development Policy* and believe this material fails to meet the criteria established in the *Policy* because: _____

I agree that this material meets currently established criteria but I would like the policy modified to exclude such material because: _____

Date: _____
Signature of Library User: _____

Date: _____
Received by Library Staff Member: _____

**PLEASE COMPLETE AND GIVE TO A STAFF MEMBER
AT A GET HELP HERE DESK**

Do you want to be informed as to the library's decision to purchase
this item? Yes _____ No _____

Email _____

Phone _____

Decatur Library Card # 2120200

Zip Code _____

Your Name and Address _____

Cite related reviews, ads, etc. _____

Where did you hear about it? _____

ISBN, if known _____

Publisher and Date, if known _____

Author _____

Title _____

Type of Material:

Book Audio Book VHS/DVD Other

PATRON REQUEST FOR MATERIAL PURCHASE

Date: _____

The item you requested for purchase by the library:

Is now on order. If you wish to reserve it, please bring your
DPL library card to the GET HELP HERE desk or call
424-2900 ext. 130 to place a request for this item.

Will not be ordered

Out of Print

Cost

Insufficient Reviews

Cannot be located due to lack of complete
information about the title. Please call
424-2900, ext. _____ to discuss this
with a staff member

Thank you for your interest!

**Finance and Properties Committee
July 12, 2005**

Mr. Cocagne called the meeting to order at 4:34 p.m. Members present: Ty Cocagne, Shirley Moore, Eugene King, and Pat Greanias. Absent: Nicholette Rademacher. Staff present: Lee Ann Fisher and Scott Pointon.

Financial Statements

The YTD Budget Statement for June 2005 was reviewed and Mr. Pointon explained that the previous month's discrepancies were due to the large amount of encumbrances as reflected in the report. The June Check Register was reviewed and recommended for approval as presented. Mr. Cocagne inquired about the large check to Brodart Company. Ms. Fisher said she would research what that expenditure was for. Mrs. Moore noted the payment to attorney Ed Booth and inquired if any progress had been made in the Union contract negotiations. Ms. Fisher replied that there had been no progress made.

Old Business

Mr. Cocagne inquired about the status of NEH grants that the library is applying for. Mr. Pointon explained that the library has already submitted an application for a Preservation Assistance Grant and will be applying for the larger Challenge Grant in November.

New Business

Mrs. Fisher presented the tentative plans for DPL staff development day. She explained the original plan to hold this in-service on August 5th and also why we are now proposing to close the library on September 16th and hold the in-service on that date. It was agreed that the library should be closed on September 16th and that staff development day be conducted as presented. There was no other business. The meeting was adjourned at 5:04 p.m.

Respectfully submitted,

Scott Pointon

Scott Pointon
Assistant City Librarian

DATE: 7/5/2005
 TIME: 4:10:52PM

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 CHECK REGISTER
 FOR INVOICES FROM 6/1/2005 TO 6/30/2005

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
13586	6/7/2005	BIBBY, SCOTT	200.00	MAY 17, 31	35593512 - 428000	PROFESSIONAL SERVICES
13618	6/7/2005	HASTINGS, SCOTT A.	200.00	MAY 16, 23	35593512 - 428000	PROFESSIONAL SERVICES
13620	6/7/2005	HOUULT, DANNY R.	100.00	MAY 24	35593512 - 428000	PROFESSIONAL SERVICES
13626	6/7/2005	MACARTHUR HIGH SCHOOL	45.00	2005 CADET-MACARTHUR HS YRBRK	35593515 - 458000	BOOKS & PERIODICALS
13649	6/7/2005	RIGSBY, PAUL	300.00	MAY 20, 27, JUNE 1	35593512 - 428000	PROFESSIONAL SERVICES
13652	6/7/2005	SBC	579.37	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
13655	6/7/2005	SLEETH, ALAN	200.00	MAY 18, 25	35593512 - 428000	PROFESSIONAL SERVICES
13657	6/7/2005	SMITH, EDWARD	200.00	MAY 19, 26	35593512 - 428000	PROFESSIONAL SERVICES
13669	6/7/2005	TREAS-FLEET MAINTENANCE	572.75	DPL FUEL USAGE	35593512 - 431000	GASOLINE
13683	6/14/2005	AAF INTERNATIONAL	162.60	MATL-BLDG-FILTERS	35593512 - 432000	MATERIALS - BUILDINGS
13684	6/14/2005	AMERENIP	-186.57	#0000180012 ACCT	35593512 - 423100	ELECTRICITY
13684	6/14/2005	AMERENIP	8,175.68		35593512 - 423100	ELECTRICITY
13684	6/14/2005	AMERENIP	106.98		35593512 - 423200	NATURAL GAS
13696	6/14/2005	BOB & RON'S REPAIR SERVICE	253.50	REPAIR GENERATOR-BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
13696	6/14/2005	BOB & RON'S REPAIR SERVICE	54.22		35593512 - 433700	MATERIAL - AUTO EQUIP
13707	6/14/2005	COMMERCIAL MAIL SERVICES	134.51	MAY 05	35593512 - 424500	POSTAGE
13710	6/14/2005	DECATUR BLUEPRINT, INC.	43.80	WING KNOBS/BOLTS-NEWSPAPER	35593512 - 434500	OFFICE SUPPLIES
13720	6/14/2005	EDWARD BOOTH	1,535.00	PROF SERV INVOICES	35593512 - 428000	PROFESSIONAL SERVICES
13722	6/14/2005	EZ LAWN CARE	300.00	0505-MOW LAWN-DPL	35593512 - 421000	SERVICE TO MAINT BUILDING
13724	6/14/2005	FAST IMPRESSIONS	63.62	DPL-LIBRARY LABELS	35593512 - 420200	PRINTING AND BINDING
13730	6/14/2005	GARRATT CALAHAN	1,250.00	MATL-BLDG	35593512 - 432000	MATERIALS - BUILDINGS
13745	6/14/2005	JAN MASTER, INC.	57.56	RESTROOM CLNR	35593512 - 431200	JANITORIAL SUPPLIES
13745	6/14/2005	JAN MASTER, INC.	71.85	SANITARY NAPKINS	35593512 - 431200	JANITORIAL SUPPLIES
13745	6/14/2005	JAN MASTER, INC.	274.50	CLEANING SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
13755	6/14/2005	MCLEOD USA	24.47	#3292627 ACCT	35593512 - 423300	TELEPHONE
13755	6/14/2005	MCLEOD USA	73.11	#3318933 ACCT	35593512 - 423300	TELEPHONE
13768	6/14/2005	NCI BUSINESS SYSTEMS	237.41	DIGITAL DUPLICATOR-INK/MASTERS	35593512 - 434500	OFFICE SUPPLIES
13773	6/14/2005	ONYX WASTE	276.18	GARBAGE SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
13782	6/14/2005	SAM'S CLUB	329.78	#771 5 09 0511989550 ACCT	35593512 - 431200	JANITORIAL SUPPLIES
13784	6/14/2005	SCHINDLER ELEVATOR CORP.	998.16	QTRLY SERV-0601-083105-ELEVATO	35593512 - 421000	SERVICE TO MAINT BUILDING
13789	6/14/2005	T A BRINKOETTER & SONS, INC.	976.50	MATL-BLDG/LABOR/REPAIRS	35593512 - 421000	SERVICE TO MAINT BUILDING
13789	6/14/2005	T A BRINKOETTER & SONS, INC.	1,369.76		35593512 - 432000	MATERIALS - BUILDINGS
13791	6/14/2005	TECHNICAL SOLUTIONS SERVICES	703.25	INV#M0007-11-107-05-2ACCT	35593512 - 421000	SERVICE TO MAINT BUILDING
13798	6/14/2005	TREAS-PETTY CASH	10.00	LIBRARY	35593512 - 424100	CONFERENCES & TRAVEL
13798	6/14/2005	TREAS-PETTY CASH	17.85		35593512 - 424500	POSTAGE
13798	6/14/2005	TREAS-PETTY CASH	37.00		35593512 - 428000	PROFESSIONAL SERVICES
13798	6/14/2005	TREAS-PETTY CASH	3.00		35593512 - 432000	MATERIALS - BUILDINGS
13798	6/14/2005	TREAS-PETTY CASH	6.98		35593512 - 434500	OFFICE SUPPLIES
13798	6/14/2005	TREAS-PETTY CASH	44.57		35593515 - 458000	BOOKS & PERIODICALS
13799	6/14/2005	TREAS-WATER FUNDS	1,515.79	#13 095241 ACCT	35593512 - 423400	WATER
13805	6/14/2005	W W GRAINGER, INC.	63.63	MATL-MAINT/AIN BLDG	35593512 - 432000	MATERIALS - BUILDINGS

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
13809	6/14/2005	WATTS COPY SYSTEMS	1,729.00	SHARP FACSIMILE MACHINE-TONER	35593512 - 449900	SMALL CAPITAL ITEMS
13825	6/21/2005	BIBBY, SCOTT	100.00	061405-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
13858	6/21/2005	HASTINGS, SCOTT A.	190.00	0606.061305-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
13863	6/21/2005	HOULT, DANNY R.	100.00	SEC-060705-DPL	35593512 - 428000	PROFESSIONAL SERVICES
13890	6/21/2005	RIGSBEY, PAUL	100.00	SEC-DPL-060905	35593512 - 428000	PROFESSIONAL SERVICES
13898	6/21/2005	SLEETH, ALAN	300.00	0603.0608.061505-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
13899	6/21/2005	SMITH, EDWARD	200.00	SEC-0602.061005-DPL	35593512 - 428000	PROFESSIONAL SERVICES
13937	6/28/2005	ARAMARK UNIFORM SERVICES, INC.	110.95	SERV-CLEAN/REPLACE MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
13939	6/28/2005	AV MEDIA SERVICES INC.	31.00	CD/DVD ALBUMS-OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
13940	6/28/2005	BABY TALK, INC.	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
13941	6/28/2005	BAKER & TAYLOR CO	10.45		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	11.77		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	20.65		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	71.71		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	120.51		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	145.20		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	295.01		35593515 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	444.52		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	-49.94	BOOKS-CREDIT	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	-37.95	CREDIT MEMOS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	-20.62		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	-14.25	CREDIT-BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	7.38		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	4.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	3.38		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	-7.16		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	8.00		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	8.38		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	8.61		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	9.22		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	11.07		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	11.77		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	12.92		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	13.52		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	13.57		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS

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13942	6/28/2005	BAKER & TAYLOR CO	14.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	15.90		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	15.93		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	16.23		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	17.19		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	17.65		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	17.67		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	17.77		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	18.00		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	18.03		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	18.42		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	18.80		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	18.85		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	19.61		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	20.30		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	20.47		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	22.13		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	22.46		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	22.70		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	23.70		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	23.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	25.90		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	26.55		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	26.96		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	28.00		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	28.13		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	29.20		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	29.26		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	29.67		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	29.76		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	29.90		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	30.03		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	30.30		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	30.36		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	31.56		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	31.70		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	32.34		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	34.29		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	38.09		35593515 - 458000	BOOKS & PERIODICALS

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
13942	6/28/2005	BAKER & TAYLOR CO	38.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	39.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	42.03	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	45.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	56.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	56.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	58.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	58.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	59.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	60.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	70.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	71.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	71.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	71.91	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	75.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	81.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	85.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	88.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	102.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	107.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	110.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	118.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	139.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	147.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	151.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	152.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	171.43	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	175.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	188.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	199.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	210.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	221.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	222.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	228.15	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	240.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	253.41	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	254.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	254.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	317.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	325.15	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	347.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	361.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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<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>
13942	6/28/2005	BAKER & TAYLOR CO	369.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	385.14		35593515 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	440.66		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	9.73		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	10.76		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	13.25		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	14.97		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	21.56		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	21.96		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	29.96		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	30.23		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	32.19		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	33.74		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	42.73		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	44.94		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	52.49		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	55.30		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	149.79		35593515 - 458000	BOOKS & PERIODICALS
13943	6/28/2005	BAKER & TAYLOR ENTERTAINMENT	608.64	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	4.17		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	6.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	8.49		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	9.57		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	9.59		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	10.17		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	10.19	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	10.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	11.00		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	11.94		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	12.73		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	13.52		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	14.91		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	14.96		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	15.26		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	16.17		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	16.74		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	16.96		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	17.94		35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	18.85	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	19.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	20.34		35593515 - 458000	BOOKS & PERIODICALS

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13953	6/28/2005	BOOK WHOLESALERS, INC.	20.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	20.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	26.91	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	27.51	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	27.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	28.71	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	28.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	28.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	29.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	30.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	31.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	31.51	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	32.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	33.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	35.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	38.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	40.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	44.61	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	50.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	53.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	58.39	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	58.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	58.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	59.29	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	59.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	61.62	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	70.02	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	74.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	95.91	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	104.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	128.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	186.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	189.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
13953	6/28/2005	BOOK WHOLESALERS, INC.	217.27	5/26-31	35593515 - 458000	BOOKS & PERIODICALS
13957	6/28/2005	BRODARI CO.	3,792.00	JULY 05-JUNE 06	35593515 - 458000	BOOKS & PERIODICALS
13966	6/28/2005	CAPITAL CITY PAPER CO	41.91	8 1/2 x 14 65# canary yellow	35593512 - 434500	OFFICE SUPPLIES
13966	6/28/2005	CAPITAL CITY PAPER CO	82.26	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
14006	6/28/2005	DEMCO INC	169.22	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
14006	6/28/2005	DEMCO INC	331.04	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
14006	6/28/2005	DEMCO INC	513.42	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
14017	6/28/2005	EMBRY LTD	498.00	2 MAGNETIC DETACHERS	35593512 - 449900	SMALL CAPITAL ITEMS
14033	6/28/2005	GAYLORD BROS.	36.27	LABEL SHEETS SUPPLIES	35593512 - 44500	OFFICE SUPPLIES

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14033	6/28/2005	GAYL ORD BROS.	37.28	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
14033	6/28/2005	GAYL ORD BROS.	109.00	BOOKS	35593512 - 434500	OFFICE SUPPLIES
14039	6/28/2005	H W WILSON CO	707.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14047	6/28/2005	HEART TECHNOLOGIES INC	99.75	PHONE-QTRLY VALCOM MAINT	35593512 - 423300	TELEPHONE
14060	6/28/2005	INFORMATION TODAY, INC	610.10	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14061	6/28/2005	INGRAM LIBRARY SERVICES	75.74		35593515 - 458000	BOOKS & PERIODICALS
14062	6/28/2005	INGRAM LIBRARY SERVICES	32.91		35593515 - 458000	BOOKS & PERIODICALS
14071	6/28/2005	JAN MASTER, INC.	117.00	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
14071	6/28/2005	JAN MASTER, INC.	209.00		35593512 - 431200	JANITORIAL SUPPLIES
14080	6/28/2005	LEARNING EXPRESS, LLC	2,950.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14085	6/28/2005	LINGCOLN MUSEUM	30.00	#480 ASSOC MEMBERSHIP	35593515 - 458000	BOOKS & PERIODICALS
14099	6/28/2005	MENARDS	26.27	BLDG MATL	35593512 - 432000	MATERIALS - BUILDINGS
14118	6/28/2005	MR. VIDEO	459.78	SQUEEZE BOXES-OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
14122	6/28/2005	NEAL-SCHUMAN PUBLISHERS	154.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14124	6/28/2005	NEWSBANK, INC.	1,725.00		35593515 - 458000	BOOKS & PERIODICALS
14129	6/28/2005	OMNIGRAPHICS, INC	150.22		35593515 - 458000	BOOKS & PERIODICALS
14131	6/28/2005	ORKIN EXTERMINATING	74.15	EXTERMINATING FOR LIBRARY	35593512 - 421000	SERVICE TO MAINT BUILDING
14139	6/28/2005	PROQUEST INFORMATION & LEARNING	1,282.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14140	6/28/2005	PUBLIC BROADCASTING SERVICE	372.36		35593515 - 458000	BOOKS & PERIODICALS
14141	6/28/2005	PUBLISH AMERICA	30.91	BOOK	35593515 - 458000	BOOKS & PERIODICALS
14146	6/28/2005	RANDOM HOUSE, INC	24.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14146	6/28/2005	RANDOM HOUSE, INC	24.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14146	6/28/2005	RANDOM HOUSE, INC	48.00		35593515 - 458000	BOOKS & PERIODICALS
14148	6/28/2005	RECORD SYSTEMS INC.	346.00	MICROFILM MACHINE TONER-OFC SU	35593512 - 434500	OFFICE SUPPLIES
14149	6/28/2005	REGENT BOOK CO	24.26		35593515 - 458000	BOOKS & PERIODICALS
14156	6/28/2005	SAFETY'S, INC.	109.77	Avery AVE 05970 rectangle 1 x	35593512 - 434500	OFFICE SUPPLIES
14174	6/28/2005	SPHERION CORPORATION	50.96	IRON'S, LETA-052905	35593512 - 427100	TEMP AGENCY SERVICES
14174	6/28/2005	SPHERION CORPORATION	144.60	CLEMENTS, JOHN-052905	35593512 - 427100	TEMP AGENCY SERVICES
14174	6/28/2005	SPHERION CORPORATION	144.60	CLEMENTS, JOHN-060505	35593512 - 427100	TEMP AGENCY SERVICES
14174	6/28/2005	SPHERION CORPORATION	144.60	CLEMENTS, JOHN-061205	35593512 - 427100	TEMP AGENCY SERVICES
14174	6/28/2005	SPHERION CORPORATION	178.35	KIDD, JOHN-052905	35593512 - 427100	TEMP AGENCY SERVICES
14181	6/28/2005	STRIGLOS/HAINES & ESSICK	70.20	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
14188	6/28/2005	THE BOOKSOURCE	12.93		35593515 - 458000	BOOKS & PERIODICALS
14189	6/28/2005	THE GALE GROUP	23.21		35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	23.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	23.96		35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	26.36		35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	41.52		35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	47.12		35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	121.40		35593515 - 458000	BOOKS & PERIODICALS
14190	6/28/2005	THOMSON GALE	123.80		35593515 - 458000	BOOKS & PERIODICALS
14200	6/28/2005	TREAS-GENERAL FUND	861.80	MAY COPIES AND POSTAGE	35593512 - 421500	POSTAGE

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14200	6/28/2005	TREAS-GENERAL FUND	100.00	JUNE TRANSFERS	35593512 - 441500	TRANSFER TO GENERAL FUD
14201	6/28/2005	TREAS-MIS OPERATING	1,667.17		35593512 - 423000	MIS SERVICES
14203	6/28/2005	TREAS-SELF INSURANCE FUND	333.67		35593512 - 441800	MOTOR VEHICLE INSURANCE
14203	6/28/2005	TREAS-SELF INSURANCE FUND	176.42		35593512 - 442000	BOILER INSURANCE
14203	6/28/2005	TREAS-SELF INSURANCE FUND	1,416.00		35593512 - 442100	PROPERTY INSURANCE
14203	6/28/2005	TREAS-SELF INSURANCE FUND	1,796.00		35593512 - 442300	GENERAL LIABILITY INS
14209	6/28/2005	U.S.A. CLEAN	52.00	PARTS FOR VACUUM CLEANER	35593512 - 432000	MATERIALS - BUILDINGS
14210	6/28/2005	UNIQUE MANAGEMENT SERVICES	528.05	0505-CR BUREAU SERV	35593512 - 428000	PROFESSIONAL SERVICES
14212	6/28/2005	VERIZON WIRELESS	30.33	#504591268 ACCT	35593512 - 423300	TELEPHONE
14212	6/28/2005	VERIZON WIRELESS	48.04	#505679087 ACCT	35593512 - 423300	TELEPHONE
14226	6/28/2005	WEST GROUP	406.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
35 LIBRARY FUND Total			61,457.20			

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
59 LIBRARY TRUST FUNDS						
13695	6/14/2005	BLANK, WESSELINK, COOK & ASSOC	1,688.50	PROF SERV	59595922 - 449900	SMALL CAPITAL ITEMS
13941	6/28/2005	BAKER & TAYLOR CO	31.54		59595912 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	30.25		59595942 - 458000	BOOKS & PERIODICALS
13941	6/28/2005	BAKER & TAYLOR CO	53.86		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	14.20	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	14.72		59595912 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	15.37		59595912 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	16.23		59595912 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	9.19		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	11.88		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	15.93		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	26.95		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	29.78		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	30.03		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	30.35		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	33.79		59595942 - 458000	BOOKS & PERIODICALS
13942	6/28/2005	BAKER & TAYLOR CO	294.94		59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			2,347.51			

WARRANT TOTAL: **63,804.71**

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CITY OF DENVER
YEAR-TO-DATE BUDGET REPORT
REVENUE AND EXPENSE SUMMARY JUNE 2005

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FOR 2006 02
ACCOUNTS FOR:
35 LIBRARY FUND

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PERCENT USED
3559350 LIBRARY FUND							
300000 BEGINNING FUND BALANCE	-469,300	-469,300	-491,931.57	.00	.00	22,631.57	104.8%
301103 REAL ESTATE TAXES	-3,024,900	-3,024,900	.00	.00	.00	-3,024,900.00	.0%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-31,739.75	-268.96	.00	-203,260.25	13.5%
302107 STATE GRANTS OR OTHER	-102,243	-102,243	.00	.00	.00	-102,243.00	.0%
305509 FINES AND FEES	-50,000	-50,000	-10,249.07	-5,645.14	.00	-39,750.93	20.5%
305510 NON-RESIDENTIAL FEES	-450	-450	.00	.00	.00	-450.00	.0%
305511 LOST OR DAMAGED BOOKS	-6,000	-6,000	-1,042.91	-594.46	.00	-4,957.09	17.4%
305514 COPIES AND MISCELLANEOUS	-20,000	-20,000	-2,740.48	-1,446.11	.00	-17,259.52	13.7%
305515 MEETING ROOM FEES	-10,000	-10,000	-920.00	-230.00	.00	-9,080.00	9.2%
307101 INVESTMENT INCOME	-13,000	-13,000	-1,969.94	-1,091.77	.00	-11,030.06	15.2%
307102 POOLED INTEREST	0	0	945.67	945.67	.00	-945.67	100.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-3,333.33	-3,333.33	.00	-36,666.67	8.3%
TOTAL LIBRARY FUND	-3,970,893	-3,970,893	-542,981.38	-11,664.10	.00	-3,427,911.62	13.7%

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PERCENT USED
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	2,003,225	2,003,225	355,585.98	217,820.97	.00	1,647,639.02	17.8%
410100 OVERTIME	10,000	10,000	1,382.76	181.48	.00	8,617.24	13.8%
410200 TEMPORARY SALARIES	22,000	22,000	3,365.29	2,293.64	.00	18,634.71	15.3%
410400 RETIREMENT - IMRF	290,468	290,468	51,969.68	31,642.96	.00	238,498.32	17.9%
411100 LIFE INSURANCE	634	634	495.75	305.43	.00	138.25	78.2%
411200 MEDICAL INSURANCE	370,658	370,658	71,045.80	43,148.10	.00	299,612.20	19.2%
411300 UNEMPLOYMENT INSURANCE	2,287	2,287	480.06	292.10	.00	1,806.94	21.0%
411400 WORKERS COMPENSATION	24,116	24,116	5,057.64	3,077.40	.00	19,058.36	21.0%
411500 SERVICE RECOGNITION	18,367	18,367	4,327.55	1,894.53	.00	14,039.45	23.6%
TOTAL DPL - PERSONNEL SERVICES	2,741,755	2,741,755	493,710.51	300,656.61	.00	2,248,044.49	18.0%

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PERCENT USED
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	500	500	.00	.00	.00	500.00	.0%
420200 PRINTING AND BINDING	6,000	6,000	721.82	63.62	.00	4,913.37	18.1%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,791	4,281.19	3,439.19	.00	25,587.87	16.9%
421100 SERV TO MAINT IMPROVEMENTS	2,000	2,000	.00	.00	.00	2,000.00	.0%
421200 SERV - AUTO EQUIPMENT	3,500	3,500	617.00	253.50	.00	2,883.00	17.6%
421300 SERVICE-OFFICE EQUIP	18,500	18,500	3,081.03	.00	3,487.00	11,931.97	35.5%

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ACCOUNTS FOR:
35 LIBRARY FUND

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	PERFORMANCE	AVAILABILITY	PERCENT
423000 MIS SERVICES	20,006	20,006	3,334.34	1,667.17	.00	10,671.66	16.7%
423100 ELECTRICITY	140,000	140,000	15,703.45	7,989.11	.00	124,296.55	11.2%
423200 NATURAL GAS	15,000	15,000	213.96	106.98	.00	14,786.04	1.4%
423300 TELEPHONE	30,000	30,000	3,621.97	855.07	.00	26,378.03	12.1%
423400 WATER	3,500	3,500	1,515.79	1,515.79	.00	1,984.21	43.3%
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	.00	.00	.00	3,000.00	.0%
424100 CONFERENCES & TRAVEL	7,000	7,000	41.05	10.00	.00	6,958.95	.6%
424500 POSTAGE	15,000	15,000	1,990.46	1,014.16	.00	13,009.54	13.3%
424700 COMPUTER SOFTWARE	25,000	25,000	.00	.00	.00	25,000.00	.0%
426500 MEDICAL EXPENSES	1,000	1,000	.00	.00	.00	1,000.00	.0%
427100 TEMPORARY AGENCY FEES	25,000	25,000	1,476.78	663.11	.00	23,523.22	5.9%
427200 TUITION REIMBURSEMENT	1,000	1,000	.00	.00	.00	1,000.00	.0%
427300 TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	.0%
428000 PROFESSIONAL SERVICES	48,500	48,500	8,617.20	4,565.05	.00	37,132.80	23.4%
428400 MEMBERSHIP FEES	2,000	2,000	50.00	.00	.00	1,950.00	2.5%
428900 RENTAL- EQUIPMENT	5,000	5,000	.00	.00	.00	5,000.00	.0%
431000 GASOLINE	4,750	4,750	1,087.82	572.75	.00	3,662.18	22.9%
431200 JANITORIAL SUPPLIES	6,000	6,000	2,008.09	1,242.16	.00	3,991.91	33.5%
432000 MATERIAL - BUILDINGS	20,000	20,000	5,826.13	2,927.26	.00	14,173.87	29.1%
433700 MATERIAL-AUTO EQUIP	2,000	2,000	489.43	54.22	.00	1,510.57	24.5%
434500 OFFICE SUPPLIES	30,000	30,000	6,611.52	2,679.49	567.71	22,820.77	23.9%
435700 EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%
441500 TRANSFER TO GENERAL FD	1,200	1,200	200.00	100.00	.00	1,000.00	16.7%
441800 MOTOR VEHICLE INSURANCE	4,004	4,004	667.34	333.67	.00	3,336.66	16.7%
442000 BOILER INSURANCE	2,117	2,117	352.84	176.42	.00	1,764.16	16.7%
442100 PROPERTY INSURANCE	16,992	16,992	2,832.00	1,416.00	.00	14,160.00	16.7%
442300 GENERAL LIABILITY INSURANCE	21,552	21,552	3,592.00	1,796.00	.00	17,960.00	16.7%
442600 COLLISION DEDUCTIBLE	500	500	.00	.00	.00	500.00	.0%
449900 SMALL CAPITAL ITEMS	25,000	25,000	3,369.23	2,227.00	.00	21,630.77	13.5%
TOTAL DPL - OPERATING EXPENSES	535,921	536,712	72,302.44	35,667.72	8,091.49	456,318.10	15.0%
35593515 DPL - OPERATING EXPENSES							
458000 BOOK AND PERIODICALS	362,988	362,988	79,406.41	26,448.47	.00	283,581.59	21.9%
TOTAL DPL - OPERATING EXPENSES	362,988	362,988	79,406.41	26,448.47	.00	283,581.59	21.9%
35593522 DPL LEASE- OP EXPENSES							
440900 PRINCIPAL PAYMENTS	21,875	21,875	.00	.00	.00	21,875.00	.0%
441000 INTEREST PAYMENT	4,375	4,375	.00	.00	.00	4,375.00	.0%
TOTAL DPL LEASE- OP EXPENSES	26,250	26,250	.00	.00	.00	26,250.00	.0%

FOR 2006 02
ACCOUNTS FOR:
35 LIBRARY FUND

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-303,979	-303,188	102,437.98	351,108.70	8,091.49	-413,717.44	-36.5%
TOTAL REVENUES	-3,970,893	-542,981.38	-11,664.10	.00	-3,427,911.62	
TOTAL EXPENSES	3,666,914	645,419.36	362,772.80	8,091.49	3,014,194.18	

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ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-303,979	-303,188	102,437.98	351,108.70	8,091.49	-413,717.44	-36.5%
GRAND TOTAL						

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STATE OF CALIFORNIA
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ACCOUNTS FOR:
59 LIBRARY TRUST FUNDS

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCE	AVAILABLE BUDGET	PERCENT
5959590 DPL TRUST FUND REVENUES							
300590 BEG FUND BA - CANTONI	-102,356	-102,356	-120,047.52	.00	.00	17,691.52	17.3%
300591 BEG FUND BAL- MEYERS	-270,138	-270,138	-274,295.07	.00	.00	4,157.07	101.5%
300592 BEG FUND BAL- BRIDGES	0	0	-815.02	.00	.00	815.02	100.0%
300593 BEG FUND BAL - DONATIONS	-1,500	-1,500	-469.19	-585.00	.00	-1,030.81	31.3%
307103 INTEREST INC - CANTONI	-1,500	-1,500	-484.13	-242.91	.00	-1,015.87	32.3%
307104 INTEREST INC - MEYERS	-3,000	-3,000	-1,106.18	-555.01	.00	-1,893.82	36.9%
307105 INTEREST INC - BRIDGES	-190	-190	-3.29	-1.65	.00	-186.71	1.7%
308805 CONTRIBUTIONS	-2,500	-2,500	-225.00	.00	.00	-2,275.00	9.0%
TOTAL DPL TRUST FUND REVENUES	-381,184	-381,184	-397,445.40	-1,384.57	.00	16,261.40	104.3%
59595912 TRUST CANTONI EXPENSES							
458000 BOOK AND PERIODICALS	25,000	25,000	334.22	92.06	.00	24,665.78	1.3%
TOTAL TRUST CANTONI EXPENSES	25,000	25,000	334.22	92.06	.00	24,665.78	1.3%
59595922 TRUST MEYER EXPENSES							
428000 PROFESSIONAL SERVICES	20,000	20,000	.00	.00	.00	20,000.00	.0%
449900 SMALL CAPITAL ITEMS	0	0	1,688.50	1,688.50	.00	-1,688.50	100.0%
458000 BOOK AND PERIODICALS	1,000	1,000	.00	.00	.00	1,000.00	.0%
TOTAL TRUST MEYER EXPENSES	21,000	21,000	1,688.50	1,688.50	.00	19,311.50	8.0%
59595932 TRUST BRIDGES EXPENSES							
458000 BOOK AND PERIODICALS	150	150	.00	.00	.00	150.00	.0%
TOTAL TRUST BRIDGES EXPENSES	150	150	.00	.00	.00	150.00	.0%
59595942 TRUST DONATION EXPENSES							
458000 BOOK AND PERIODICALS	7,000	7,000	445.73	-341.05	.00	6,554.27	6.4%
TOTAL TRUST DONATION EXPENSES	7,000	7,000	445.73	-341.05	.00	6,554.27	6.4%

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ACCOUNTS FOR:
59 LIBRARY TRUST FUNDS

TOTAL LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-328,034	-328,034	-394,976.95	54.94	.00	66,942.95	120.4%
TOTAL REVENUES -381,184	-381,184	-397,445.40	-1,384.57	.00	16,261.40	
TOTAL EXPENSES 53,150	53,150	2,468.45	1,439.51	.00	50,681.55	

CITY OF DECATUR
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59 LIBRARY TRUST FUNDS

GRAND TOTAL

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-328,034	-328,034	-394,976.95	54.94	.00	66,942.95	120.4%

Through the regional multitype library systems of Illinois, public, academic, school, and special libraries are able to offer their patrons additional services and access to larger collections than they could individually. These self-governing, cooperative systems and their member libraries together with the Research and Reference Centers and designated Resource Centers make up ILLINET. Any library that is a member of a system is automatically a member of ILLINET. The dual purpose of this statewide network is to facilitate the sharing of library information and materials and to provide services that cannot be provided locally.

The systems are funded by the state of Illinois and are governed by local libraries through area-library representatives. Local library involvement is essential to the success of Illinois library systems.

Applicable Core Standards

- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.

Supplemental Standards

1. Library board members, administrators, and staff volunteer for system advisory councils and committees and, whenever possible, for system governing boards. Representatives who accept the responsibility of system board membership are willing to represent the interests of both their own libraries and their expanded constituencies, which include all member libraries in their systems.
2. As members of regional library systems, all Illinois public libraries agree to make their resources and information available to persons needing access to them through reference assistance, interlibrary loan, reciprocal borrowing, and other appropriate local arrangements.
3. All public libraries share with systems the responsibility for promoting statewide tax-supported public library service.
4. Library boards and staffs are aware of the services offered by their systems, including such standard services as interlibrary loan, delivery, reference backup, and maintenance of multitype online catalogs.
5. Systems serve libraries just as libraries serve their individual users. System services are actively promoted to library patrons of all ages as essential components of local library service.

Bibliography

Standards for the Services of Illinois Multitype Library Systems. Springfield: Secretary of State of Illinois, 1993.