

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, September 20, 2007 @ 4:30 p.m.
AGENDA

- I. Call to order –Eugene King, president
- II. Approval of minutes
 - a. Regular meeting of August 16, 2007
- III. Communication from the public
 - a. Prof. Ed Walker, Millikin University
 - b. United Cerebral Palsy letter
 - c. Village Mall tenants
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Minutes of September 6, 2007, meeting
 - b. Finance and Properties Committee
 - i. Approval of bills for August 2007
 - ii. Year-to-date budget report
 - iii. Minutes of September 11, 2007, meeting
 - c. Rolling Prairie Library System
 - i. Report on system board meeting
 - d. Friends of the Library
 - i. Meeting of September 13, 2007
 - e. Foundation
 - i. Next meeting October 22, 2007
- VI. Old business
 - a. Lease property
- VII. New business
 - a. Interlibrary loan
 - b. Disaster plan
- VIII. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter I: Core Standards
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
August 16, 2007

I. CALL TO ORDER

Eugene King, president, called the meeting to order at 4:31 p.m. Members present: Mr. King, Beth Couter, Shirley Moore, Darryl Barbee, Nicholette Rademacher, and Sally Krigbaum. Rene Corcoran, Carol Craig, and Garry Davis were absent. Staff present: Lee Ann Fisher and Karen Bjorkman.

II. APPROVAL OF MINUTES

Mrs. Couter moved that the minutes of the July 19, 2007, meeting be approved as presented. The motion was seconded by Mrs. Moore. Motion passed by unanimous voice vote.

III. COMMUNICATION FROM THE PUBLIC

No members of the public were present.

IV. CITY LIBRARIAN'S REPORT

The City Librarian reported that she has been asked to become the incoming president of the Users Group Governing Board. Details are still to be worked out. The solution to the bookmobile generator problem may be to purchase new generators.

V. REPORTS OF COMMITTEES

Friends of Decatur Public Library

Second Saturday book sale netted around \$379.00. There will be no Second Saturday sale in September because of the Labor Day sale.

Personnel, Policy, and Public Relations Committee:

No meeting of the committee and no business to discuss at this time.

Finance and Properties Committee:

May meeting discussion was on where we are with the budget. The second installment of property taxes will be paid in September but may not show up on the balance sheet until October.

Mrs. Couter moved to approve the July check register as presented. Mrs. Moore seconded the motion and it was carried unanimously by roll call vote.

Mrs. Couter moved to accept the Year-to-Date budget report. Mrs. Rademacher seconded the motion and it was carried unanimously by roll call vote.

Rolling Prairie Library System:

No meeting of the Rolling Prairie Library System was held in July.

Foundation:

President Lockmiller appointed a nominating committee of Pat Greanias and Sally Krigbaum to select new officers.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter X: System and ILLINET Membership Responsibilities

Ms. Fisher reported that the library more than meets the requirements for this standard.

VII: OLD BUSINESS:

Motion was made by Mrs. Couter and seconded by Mrs. Rademacher that the Library Board go into Executive Session at 5:04 p.m. to discuss the lease property. Motion passed unanimously by voice vote.

Motion by Mrs. Moore and seconded by Mrs. Krigbaum to return to regular session at 5:40 p.m. Motion passed unanimously by voice vote.

Motion by Mrs. Couter and seconded by Mrs. Moore to allow a prospective tenant to determine the area within the library property that they would need to lease. Motion passed unanimously by voice vote.

VIII. NEW BUSINESS:

No new business.

IX. ADJOURNMENT:

Motion was made by Mrs. Moore and seconded by Mrs. Rademacher to adjourn the meeting. Motion carried unanimously. Mr. King adjourned the regular meeting at 6:48 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman

Assistant City Librarian

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.

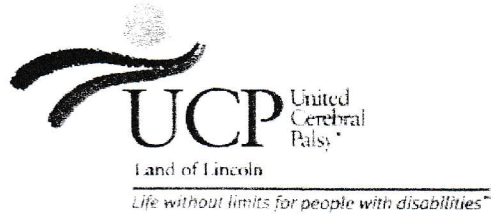
1. Public participation shall be permitted at any regular or special meeting of the Library Board of Trustees or any committee thereof which is required to be open to the public under the provisions of the Illinois Open Meetings Act (Illinois Rev. Statutes, ch. 102., par. 41 et seq.). The Board shall 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 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-precedential in character.
5. 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. 5 minutes per speaker
 - b. 60 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.

6. 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 they intend to comment. In his discretion, the president may recognize such persons in any sequence or order.

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



Dear Lee Ann,

August 31, 2007

My name is Cayla Hittmeier and I am the Development Director for United Cerebral Palsy. The purpose of my letter is to submit a request to the library board to utilize 3 parking spaces on the east side of your lot, parallel to Martin Luther King Jr. Drive.

The programs of United Cerebral Palsy have expanded greatly within the last two years, as have our participants. This expansion has prompted a need for more accessible parking for our participants that have limited mobility or are wheelchair-bound. We recently approached our landlord regarding this issue and it was suggested that we contact the library board in hopes of utilizing the lot across the street from our business, which is currently under library ownership. Since I've arrived at UCP, I've noticed that approximately 40 spaces remain open throughout the business hours of the week in the far-east side of the lot, near the corner of Prairie and MLK Jr. Dr. We are asking if the library board would approve authorizing United Cerebral Palsy to use 3 of those spots during the weekdays, business hours only. Our office closes at 4:30p.m., each weekday, at that time, we would bring our company vehicles back to our building site. Using these spots in the library lot would allow for us to leave available the parking spots closest to our door and wheelchair ramp for our participants.

We realize you are likely approached frequently with requests regarding use in your parking lot; however, we hope that you will find our cause worthy for this partnership. In exchange for this use, we would be happy to list the Decatur Public Library as an annual partner to UCP in our newsletter mailing that reaches over 1,000 households each month. In addition, we would be happy to feature the library as a UCP partner in our e-newsletter, that is also circulated monthly to over 400 local recipients.

We hope that you will find this a small favor to ask for an organization that assists so many individuals with disabilities each year. We would like to continue to contribute to thriving business in downtown Decatur by remaining in this location. This partnership with the library would make that possible, as it would maintain accessibility for our participants.

If you have any questions or concerns, please do not hesitate to contact our office.

Sincerely,

Cayla Hittmeier
United Cerebral Palsy ~ Land of Lincoln

Through no fault of the occupants of the Village Mall or the Library Board the Board finds itself in the position of Landlord of retail space.

The overall occupancy of the Mall has dwindled over the last years for various reasons and as a result the income stream has diminished. The Mall space is currently far from being fully occupied.

Because of past inattention to the upkeep of the space significant expensive repairs and upgrades need be done to keep the Mall in the competitive commercial market.

A volunteer citizen board just cannot act as a commercial landlord for profit. In sum the Library cannot act as a commercial business of renting retail space.

In addition, a modern Library meets the needs of its community in a multitude of ways and programs. The days of only offering books to the public are long gone. Our Library has multi-media offering to the public, historical and educational programming, computer access, display of exhibits and art, meeting rooms and much more.

As the mission of the Library has changed so have the needs of the Library.

The Board's vision for the space of the mall is for an extension of the Library campus.

Our Librarian Lee Ann Fisher has been unfairly criticized. This is the Library Board's vision. It is our building. Many ideas are afloat including the Local History and Cultural Center that the Library is currently involved in a campaign to achieve.

No decisions have been reached as to the buildings use other than to use it for library purposes and be part of the Library campus for uses that are consistent with Library and community purposes.

Unfortunately managing retail space for a profit is not within the long-range goals of the Board.

CITY LIBRARIAN'S REPORT
September 13, 2007
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: Once again we had a busy month as the summer ended, and school geared up. We had a visit from the Japanese Sister Cities on the 6th. In addition to my regular meetings, I had several meetings concerning the Village Mall and the lease space, including a meeting with the tenants on the 24th. I met with Harry Cook of BWC for updated estimates on the cultural center. I worked the Friends book sale on the 3rd, and I served on the interview committee for RPLS on the 11th & 12th.

FOUNDATION: The next meeting will be October 22 @ 4:30. Karen is working on a new NEH grant due in October. We have received updated cost estimates from BWC for the cultural center. The Foundation has a balance of about \$318,000. We still have \$250,100 out in pledges. The library received 2 grants in August. The \$1,000 Wal-Mart grant for youth/children's programming will be used toward a special exhibit in the spring. \$2,500 from Target will be used for 2008's summer reading program.

FRIENDS: The Friends meet September 13 @ 4:00. The annual book sale went very well clearing about \$12,000. The Second Saturday sale in August earned \$644.50. As of August 31st the Friends have \$98,227.13 in various accounts. They still owe the Foundation \$50,000 for the capital campaign.

RPLS/SIRSIDYNIX: We will host the next Governing Board and Users Group meeting on October 5th. I have been nominated for vice president for this year and the VP is the president-elect for the next year. A candidate has been selected for the newly created Trainer/ Consultant position.

STAFF: The library is in the process of replacing Diane DeLuca, page, and the position will be filled sometime in September.

ADMINISTRATION: Our total number of checkouts in August was 55,148, up by +8.9% from August of 2006. There were 27,208 people in the building during the month of August, a decrease of -2.2 % from August, 2006, and a decrease of -1.1% from July. The meeting rooms were booked 48 times earning \$1,230 in fees. Karen has been accepted into this year's Decatur Leadership Institute.

ADULT DIVISION: *Art and Architecture in Illinois Libraries* panel exhibit closed August 18th and Maria transported the exhibit to its next location, the Urbana Free Library. Thanks to a grant from the Decatur Area Arts Council, we were able to offer 6 art classes for teens during the summer, a first. However, participation in the Teen Summer Reading Contest was down from last summer. We had 21 entries from 6 different entrants this summer, compared to last year's 148 entries from 53 unique entrants. Our 5 programs had 119 attendees. We had 173,986 minutes logged in Internet Usage, a +5% increase as compared to August 2006 and a total of 228 people used the Database computers. Our 11 online book clubs were accessed 20,440 times in August by 1,022 members, a +18% increase for both as compared to August 2006. The Local History room had 81 visitors, 22 from out of town.

BUILDING DIVISION: The Friends let Bill get some temporary help to get all the books to the Civic Center. This really helped the process go faster and didn't leave the library without custodial care as it has in the past. We cleaned up the boiler room at the mall and T.A Brinkoetter will be doing the repairs. The boiler has been inspected by the state and we have the paperwork on it. The phone has been connected in the elevator at the Village Mall. We have also changed the lights, cleaned all panels, checked and cleaned the exhaust fan in the elevator.

CHILDREN'S DIVISION: We still have kids trickling in to finish the SRP and should have the final statistics next month. Children's hosted the Home School Open House on August 6, with 220 people attending and 32 organizations represented. On Sept. 4th, Baby TALK started offering Baby TALK Times on Tuesday mornings for grandparents and other mature caregivers of young children, as there seems to be a demand. We had 484 kids sign up to use the computers; our 22 programs had 691 attendees. There were 5 groups visiting the department with 89 people and 10 groups used the facilities. Nancy Law is still at home recovering from complications from hip surgery.

CIRCULATION DIVISION: We will begin to offer card applicants the option of self addressing a postcard and for the fee of \$.25. We will mail the postcard to the address written on the front of the card by the patron. If the patron returns with the postmarked postcard, we will then issue the free resident library card. We hope this will alleviate some of the irritation caused by our proof of residency requirements. Total number of checkouts during the month of August was 45,391 items, down -15% as compared to the 53,061 items checked out in July 2007, and down -3% when compared to 46,558 items checked out in August 2006. We had 6,950 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 3,268 items at other libraries. Of the 3,268 items checked out by our patrons at other libraries, 1,338 of those items were checked out on the bookmobiles. There were 2,544 items routed into the DPL from other libraries to fill requests and 4,469 items were routed out of the DPL to fill requests at other RPLS libraries. When all the items routed out of the DPL to fill requests at surrounding libraries is added to the total checkouts for the month of July, the combined circulation total is 49,860. We placed 4,997 requests in August, down -2% from July and up +17% from last August. We resolved 7,439 requests and of these, 3,913 items were picked up here at the DPL. We had 297 new accounts opened in August, down -8% from July 2007, and down -15% from August 2006.

EXTENSION DIVISION: Friday August 10th was "Decatur Day" at the fair and John drove the Colorado in the parade on the fairgrounds. The bookmobiles took a week off the road August 20-24, which coincides with school starting. We have loaded the Colorado so it will be ready to fill in for either of the other bookmobiles in case they break down. The Colorado is loaded with books, leaving only enough space to carry over some Non-Fiction and DVDs, so it can be on the road in just a few minutes in the case of an emergency. Matt created a new collection code, "colo" for the books housed on the Colorado; we can tell by looking at the item record in the computer where the books are located. We are still experiencing mechanical problems with all 3 bookmobiles. We had 24 volunteers donate 189.75 hours.

GATES COMPUTER LAB: Our 12 computer classes had 121 attendees, 64 of them Decatur residents.

SYSTEMS ADMINISTRATION: Our new email server arrived and was installed on the 13th. It was then hit by a spammer on 22nd and was finally stopped on the 23rd. Dell technical support was here twice this month to work on computers under warranty. First to replace a motherboard and power supply and then to replace a front panel on one of the kids computers after a patron broke off a headphone jack. We had 138 work orders from staff.

TECHNICAL DIVISION: Interlibrary loan seems to be increasing and the committee will be meeting in July to go over the standards and to prepare a written manual for handling requests. Withdrawals were the largest since the record collection was eliminated with 4,700 items withdrawn. Processing handled 2,234 items, 313 paperbacks, 122 unclassified paperbacks, and periodicals 584. Mending accounted for 492 books and periodicals, AV 275, and jacket replacement 244.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance & Properties Committee Meeting
September 11, 2007

I. CALL TO ORDER

Beth Couter, Chair, called the meeting to order at 4:30 p.m. Members present: Mr. Eugene King, Board President, Nikki Rademacher, Shirley Moore, and Rene Corcoran. Staff present: Lee Ann Fisher and Karen Bjorkman.

II: NEW BUSINESS:

Lee Ann presented the Assistant Head of Circulation job description for the committee to make a recommendation to the Board about funding the position at \$30,600. After discussion the committee wanted to wait for 2 months and then discuss it again.

Ms. Couter presented the financial reports for discussion before presentation to the full Board on September 20, 2007.

III: OLD BUSINESS:

Discussion followed on the lease property.

Committee recommended that the attorney send a letter to the tenants explaining the Boards position. Included in the letter would be a recommendation that the premises be vacated on or before February 29, 2008 and 2 months rent would be waived.

Motion by Mrs. Moore and seconded by Mr. King that Merle Norman be given a letter that they will owe no rent for September or October and they will vacate the premises by October 30, 2008. Motion passed by voice vote.

IV. ADJOURNMENT

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman

Assistant City Librarian

VILLAGE MALL TENANT MEETING

August 24, 2007 -9:30 am

Decatur Public Library Board Room

Tenants present: Nancy Fritts, Kate's Café Bagels & Deli; Glenn Easterling, Glenda Williamson Realty; Tessie Leckrone, Artistic Cosmetics; Marilyn Melvin, Merle Norman Cosmetics; Tiffany Boyer, The Villa. Library staff present: Lee Ann Fisher, City Librarian; Bill Terrell, Head of Maintenance; Sheila Robinson, Administrative Secretary.

Ms. Fisher called this meeting to discuss with Village Mall tenants the physical condition of the building, maintenance and safety issues, and the future of the facility.

The library was forced to take over the Village Mall on July 10 after John Cardwell first, and Jim Randall, second, defaulted on rental payments and other obligations. The library subsequently inspected the building and the leases of the tenants were reviewed. The electrical work in the building was checked over and is totally functional. The elevator has been repaired. The phones are operational. Security cameras are on order – one to be in the alcove by the elevator and one in the center hallway. There will be two security cameras outside, on the east and west sides. The library has a signed contract with ADT for this work. The library's systems person will oversee this operation.

Ms. Fisher stated there are no blueprints to assist the library with repairs, and nothing on file with the city.

Ms. Leckrone mentioned that Gary, who handled maintenance at the building for an extended period of time, may be contacted by calling Cathy, 422-3330 (Mick Andreas' office) and asking for him.

The library is responsible for building and maintenance and outside grounds, but no new improvements will be made. The Brinkoetter Co. has been called to inspect the boiler. The fire marshal's report has been requested. A contract has been signed for pest control and they should spray next week. An outside cleaning company will come in next week to do a one-time construction cleaning of the entire building.

Please call Sheila here at the library at 424-2900, ext. 100, for maintenance problems. She will then in turn notify either Ms. Fisher or Mr. Terrell, depending on the nature of the call.

Ms. Fisher remarked that Mr. Randall had not paid the taxes for 2006.

Ms. Fisher informed the tenants that the Board of Trustees will not renew their leases. If they choose to leave now, the library will assist them with relocation. When the tenants leave, the building will then revert back to the library. The Board intends to keep the facility and not sell it.

There are two attorneys working on the month-to-month lease technicalities – thirty days' notice will be given to tenants if the library implements this option. Several of the tenants asked if they would be able to stay in the building until after the Christmas holidays, since this time is critical to their business income. Ms. Fisher commented she would confer with the Board about this time frame, as she understands this has been a difficult and traumatic time for them. She said she would represent their request in good faith.

The keys to the building will not be changed. The tenants are asked to bring their key(s) to Bill to make copies (at the library's expense) if they have changed any of theirs on their own.

Ms. Fisher will meet next week with the library attorney, Ed Booth, and our outside attorney, Mark Gibson. The original lease with Cardwell was a year-to-year renewal with a 20-year option to renew. The subleases may now not be valid.

Ms. Melvin asked if the Board would wave rent fees for the last two months in view of the circumstances, if the tenant is relocating, to help with their relocation expenses. Ms. Fisher will talk to the board.

Ms. Fisher stated she would contact the tenants as soon as possible after conferring with Messrs. Booth and Mr. Gibson.

Respectfully submitted,

Sheila Robinson

Sheila Robinson

Administrative Secretary

Bickes, Wilson, Moss & Gibson
Attorneys at Law
101 South Main Street, Suite 600
P.O. Box 1700
Decatur, Illinois 62525
E-Mail: mgibson@bwm-law.com

Wayne L. Bickes
Thom Moss
Kurt B. Bickes
Mark D. Gibson

Kirtley E. Wilson
Of Counsel

Telephone: (217) 423-3614
Facsimile: (217) 423-7842

September 13, 2007

Bagel Shop
c/o Jack & Nancy Fritts
444 East Main Street, Suite 105
Decatur, IL 62523

Artistic Cosmetics
c/o Tessie Sample
444 East Main Street, Suite 108
Decatur, IL 62523

Glenda Williamson Realty
444 East Main Street, Suite 210
Decatur, IL 62523

The Villa
c/o Tiffany Boyer
444 East Main Street, Suite 106
Decatur, IL 62523

RE: Village Mall
The Decatur Public Library Board of Trustees

Dear Ladies and Gentlemen:

I've been asked by the Decatur Public Library Board of Trustees ("Library") to contact you in an effort to clear up any misconceptions and to reach an understanding regarding the Village Mall and its future. As you know the Library owns the Village Mall and the surrounding parking lot as well as the current Library facility. When the Library acquired this property it had no then current need or contemplated use for the portion which became the Village Mall. If my memory serves me correctly, that was nearly a decade ago, although the Library facility and the Village Mall did not open until almost eight years ago.

After the Library acquired the property, they entered into a Lease with a local real estate and investment firm, the Real Estate Investors of Decatur, LLC in November, 1999. The Lease provided for a one year term plus several one year options to be exercised by the Real Estate Investors of Decatur, LLC.

The Library made the Lease decision based upon several factors among which is a desire not to be a landlord. Under the Lease with the Real Estate Investors of Decatur, LLC the Library would only be responsible for maintenance of the structure and not for any of the systems or of

the interior construction in the Village Mall. Also, the Library would be receiving one rent check for the whole facility.

Unfortunately, as you know, the "ownership" of this leasehold interest was transferred and subsequently defaults occurred. As a result of the defaults, the lease was terminated by the Library effective July 10, 2007. Had the lessee, the Real Estate Investors of Decatur, LLC or its successor complied with the Lease and made all of the payments required, the leasehold interest would have remained undisturbed. However that did not occur.

In the meantime, you subleased portions of the Village Mall from the Real Estate Investors of Decatur, LLC, one of its agents, or its successor, Central Illinois Real Estate Investments, LLC. Your lease was with the same entities to which the Library had leased the facility. With the default of Central Illinois Real Estate Investments, LLC, you and the Library find yourselves, as innocent parties, being left to your own devices to sort out this situation. You have a responsibility to your business and the Library has a responsibility to its patrons and the citizens of Decatur.

Your right to possess the property and to conduct your business in the Village Mall derived through the rights of the Real Estate Investors of Decatur, LLC or its assigns. However, their rights were terminated for cause by the Library and the Real Estate Investors of Decatur, LLC and its assigns no longer have any right to possess or lease the facility. Once this Lease between the Library and the Real Estate Investors of Decatur, LLC was terminated, you also lost the right to be in the Village Mall. You have no agreement/lease with the Library currently. Both you and the Library are attempting to make the best out of a bad situation.

So, where does that leave us at this point? The Library has determined that it now has a need for space in the Village Mall. In fact, you may see some of the empty space in the Village Mall being used by the Library over the next few weeks to store certain items. The Library does want to be even handed and reasonable in its approach to the Village Mall. Right now, for you to remain in the Village Mall the Library is asking that you pay your rent in the amounts as previously agreed between you and the Real Estate Investors of Decatur, LLC or Central Illinois Real Estate Investments, LLC to the Decatur Public Library. The Library is going to treat each of you as month to month tenants for the immediate future. Either party can terminate this arrangement on one month's notice. With its current need and the needs as expected in the future, the Library will need to have you vacate the premises by February 29, 2008. To help you with your transition, the Library will allow you to stay rent free from January 1, 2008 through February 29, 2008 provided you vacate the premises on or before 9:00 a.m. on February 29, 2008. In the meantime, you need to provide appropriate Certificates of Insurance to the Library showing the Decatur Public Library Board of Trustees as an additional insured on your policies. Except for any provisions concerning the length of the period of the Lease, any options or rights to renew which are expressly not agreed to by the Library, during this period of continued occupancy, the terms and conditions of your sub-lease from the Real Estate Investors of Decatur, LLC or Central Illinois Real Estate Investments would apply. The Library believes that this will

Village Mall
The Decatur Public Library Board of Trustees
September 13, 2007
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give you time to locate new premises while at the same time getting you through the fast approaching holiday season.

All rents should be made payable to the Decatur Public Library and mailed or delivered, as shall any notices, to its offices at 130 North Franklin Street, Decatur, Illinois 62523 to the attention of the City Librarian. Should you have any questions, please feel free to contact me.

Very truly yours,

Bickes, Wilson, Moss & Gibson

By _____
Mark D. Gibson

MDG:amd
CC: The Decatur Public Library Board of Trustees

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Personnel, Policy, and Public Relations Committee Meeting
September 6, 2007

I. CALL TO ORDER

Garry Davis, Chair, called the meeting to order at 4:34 p.m. Members present: Mr. Eugene King, Board President, Shirley Moore, Vice President, Carol Craig, Sally Krigbaum. Darryl Barbee was absent. Staff present: Lee Ann Fisher, City Librarian and Karen Bjorkman

II: OLD BUSINESS:

Lee Ann presented the Assistant Head of Circulation job description for review and asked that it be considered for posting. Recommended to the Finance and Property Committee for consideration of salary \$30,600.00

Lee Ann presented the Disaster Plan for approval by the committee as this is required for the per-capita grant to the State of Illinois.

Motion to approve the Disaster Plan with recommended changes by Shirley Moore and seconded by Sally Krigbaum. Motion approved by voice vote.

Discussion on the Village Mall.

III: NEW BUSINESS:

A new Interlibrary Loan Policy was presented. This refers to material that the library is unable to borrow through Rolling Prairie Library System.

Motion to approve by Sally Krigbaum and seconded by Shirley Moore. Motion approved by voice vote.

IV. ADJOURNMENT

Meeting adjourned at 5:30p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Finance & Properties Committee Meeting
September 11, 2007

I. CALL TO ORDER

Beth Couter, Chair, called the meeting to order at 4:30 p.m. Members present: Mr. Eugene King, Board President, Nikki Rademacher, Shirley Moore, and Rene Corcoran. Staff present: Lee Ann Fisher and Karen Bjorkman.

II: NEW BUSINESS:

Lee Ann presented the Assistant Head of Circulation job description for the committee to make a recommendation to the Board about funding the position at \$30,600. After discussion the committee recommended tabling for 2 months and then discuss it again.

Ms. Couter presented the financial reports for discussion before presentation to the full Board on September 20, 2007.

III: OLD BUSINESS:

Discussion followed on the lease property.

Committee recommended that the attorney send a letter to the tenants explaining the Boards position. Included in the letter would be a recommendation that the premises be vacated on or before February 29, 2008 and 2 months rent would be waived.

Motion by Mrs. Moore and seconded by Mr. King that Merle Norman be given a letter that they will owe no rent for September or October and they will vacate the premises by October 31, 2008. Motion passed by voice vote.

IV. ADJOURNMENT

Meeting adjourned at 6:00 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

INTERLIBRARY LOAN

The Decatur Public Library provides interlibrary loan service in order to enhance and extend the resources available to its patrons. Because the library cannot purchase or subscribe to every useful resource, Interlibrary Loan is an essential part of the library's effort to meet the informational needs of the community. The Decatur Public Library Board of Trustees supports participation in and use of regional state and nation-wide interlibrary loan networks. The library is a member of the Rolling Prairie Library System and a partner in the Illinois Library and Information Network and a member of OCLC.

Decatur Public Library accepts requests from patrons for material that the library does not own. Material that can not be found in the Online Public Access Catalog can be ordered through Interlibrary Loan.

The patron assumes full responsibility for any fees associated with the obtaining of materials and for all fees for late, damaged, or lost materials charged by the lending library.

Patrons must be in good standing and have a valid Decatur Public Library card to order materials through interlibrary loan.

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the Law, libraries and archives are authorized to furnish a photocopy or other reproductions. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of that order would involve violation of the law.

Chapter I Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are

provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].

- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)
- Core 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)

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- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27.** The library informs its community about the collections and services available in and through the library.
- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Bibliography

Ethics Statement for Public Library Trustees. Chicago: ALA, American Library Trustee Assoc., and the Public Library Assoc., 1989.

Library Bill of Rights. Chicago: ALA, 1980.

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

DECATUR PUBLIC LIBRARY
City of Decatur

YEAR-TO-DATE BUDGET REPORT
REVENUE & EXPENSE SUMMARY AUGUST - 2007

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBR/BUDGET	AVAILABE	PGT
						US'D	
3559350 LIBRARY FUND							
3559350 300000 BEGINNING FUND BALANCE	\$ (545,936.00)	\$ (545,936.00)	\$ (362,540.01)	\$ -	\$ (183,395.99)	66.4	
3559350 301103 REAL ESTATE TAXES	\$ (3,272,543.00)	\$ (3,272,543.00)	\$ (1,664,978.13)	\$ -	\$ (1,607,564.87)	50.9	
3559350 302104 STATE REPLACEMENT TAX	\$ (305,000.00)	\$ (305,000.00)	\$ (143,457.12)	\$ (25,675.10)	\$ (161,542.88)	47	
3559350 302107 STATE GRANTS OR OTHER	\$ (125,000.00)	\$ (125,000.00)	\$ -	\$ -	\$ (125,000.00)	0	
3559350 305509 FINES AND FEES	\$ (63,000.00)	\$ (63,000.00)	\$ (20,325.48)	\$ (4,014.90)	\$ (42,674.52)	32.3	
3559350 305510 NON-RESIDENTIAL FEES	\$ (600.00)	\$ (600.00)	\$ (346.80)	\$ (87.23)	\$ (253.20)	57.8	
3559350 305511 LOST OR DAMAGED BOOKS	\$ (10,000.00)	\$ (10,000.00)	\$ (2,968.43)	\$ (772.65)	\$ (7,031.57)	29.7	
3559350 305514 COPIES AND MISCELLANEOUS	\$ (13,000.00)	\$ (13,000.00)	\$ (3,897.56)	\$ (986.17)	\$ (9,102.44)	30	
3559350 305515 MEETING ROOM FEES	\$ (12,000.00)	\$ (12,000.00)	\$ (4,000.00)	\$ (940.00)	\$ (8,000.00)	33.3	
3559350 307101 INVESTMENT INCOME	\$ (42,000.00)	\$ (42,000.00)	\$ (8,366.05)	\$ (4,079.30)	\$ (33,633.95)	19.9	
3559350 308846 LEASE OF LIBRARY PROPERTY	\$ (40,000.00)	\$ (40,000.00)	\$ (34,508.89)	\$ (7,442.25)	\$ (5,491.11)	86.3	
TOTAL LIBRARY FUND	\$ (4,429,079.00)	\$ (4,429,079.00)	\$ (2,245,388.47)	\$ (43,997.60)	\$ (2,183,690.53)	50.7	
35593511 DPL - PERSONNEL SERVICES							
35593511 409000 SALARIES	\$ 2,110,825.00	\$ 2,110,825.00	\$ 720,530.68	\$ 163,079.54	\$ 1,390,294.32	34.1	
35593511 410100 OVERTIME	\$ 4,000.00	\$ 4,000.00	\$ 707.47	\$ -	\$ 3,292.53	17.7	
35593511 410200 TEMPORARY SALARIES	\$ 5,000.00	\$ 5,000.00	\$ 1,033.35	\$ 193.75	\$ 3,966.65	20.7	
35593511 410400 IMRF/SOCIAL SECURITY PAYME	\$ 354,629.00	\$ 354,629.00	\$ 128,151.52	\$ 28,517.40	\$ 226,477.48	36.1	
35593511 411100 LIFE INSURANCE	\$ 3,133.00	\$ 3,133.00	\$ 956.49	\$ 215.58	\$ 2,176.51	30.5	
35593511 411200 MEDICAL INSURANCE	\$ 365,000.00	\$ 365,000.00	\$ 123,906.19	\$ 27,949.42	\$ 241,093.81	33.9	
35593511 411400 WORKERS' COMPENSATION	\$ 32,800.00	\$ 32,800.00	\$ 9,718.34	\$ 2,230.10	\$ 23,081.66	29.6	
35593511 411500 SERVICE RECOGNITION	\$ 20,000.00	\$ 20,000.00	\$ 8,979.67	\$ 1,278.76	\$ 11,020.33	44.9	
TOTAL DPL - PERSONNEL SERVICES	\$ 2,895,387.00	\$ 2,895,387.00	\$ 993,983.71	\$ 223,464.55	\$ 1,901,403.29	34.3	

DECATUR PUBLIC LIBRARY
City of Decatur

YEAR-TO-DATE BUDGET REPORT
REVENUE & EXPENSE SUMMARY AUGUST - 2007

35593512 DPL - OPERATING EXPENSES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBR/BUDGET	AVAIL ABT (USD)	PGT (USD)
35593512 420100 ADVERTISING	\$ 400.00	\$ 400.00	\$ -	\$ -	\$ -	\$ 400.00	0
35593512 420200 PRINTING AND BINDING	\$ 8,000.00	\$ 8,000.00	\$ 1,719.01	\$ 535.00	\$ 231.29	\$ 6,049.70	24.4
35593512 421000 SERVICE TO MAINT BUILDINGS	\$ 35,000.00	\$ 35,852.00	\$ 8,264.47	\$ 1,532.82	\$ 3,345.00	\$ 24,242.99	32.4
35593512 421100 SERV TO MAINT IMPROVEMENT	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0
35593512 421200 SERV - AUTO EQUIPMENT	\$ 3,500.00	\$ 3,500.00	\$ 2,382.30	\$ 690.00	\$ -	\$ 1,117.70	68.1
35593512 421300 SERV-OFFICE EQUIPMENT	\$ 20,000.00	\$ 20,000.00	\$ 5,540.80	\$ 806.00	\$ -	\$ 14,459.20	27.7
35593512 423000 MIS SERVICES	\$ 21,795.00	\$ 21,795.00	\$ 7,265.00	\$ 1,816.25	\$ -	\$ 14,530.00	33.3
35593512 423100 ELECTRICITY	\$ 200,000.00	\$ 200,000.00	\$ 58,385.24	\$ 18,768.62	\$ -	\$ 141,614.76	29.2
35593512 423200 NATURAL GAS	\$ 40,000.00	\$ 40,000.00	\$ 741.73	\$ 278.39	\$ -	\$ 39,258.27	1.9
35593512 423300 TELEPHONE	\$ 27,000.00	\$ 27,000.00	\$ 10,706.10	\$ 2,651.39	\$ -	\$ 16,293.90	39.7
35593512 423400 WATER	\$ 5,000.00	\$ 5,000.00	\$ 620.93	\$ -	\$ -	\$ 4,379.07	12.4
35593512 423901 BANKING SERVICE CHARGES	\$ 100.00	\$ 100.00	\$ 75.60	\$ -	\$ -	\$ 24.40	75.6
35593512 424000 TRAINING SCHOOL EXPENSES	\$ 750.00	\$ 750.00	\$ 525.00	\$ 500.00	\$ -	\$ 225.00	70
35593512 424100 CONFERENCES & TRAVEL	\$ 6,500.00	\$ 6,500.00	\$ 3,898.01	\$ 784.60	\$ -	\$ 2,601.99	60
35593512 424500 POSTAGE	\$ 16,000.00	\$ 16,000.00	\$ 5,228.10	\$ 1,548.30	\$ -	\$ 10,771.90	32.7
35593512 424700 COMPUTER SOFTWARE	\$ 32,000.00	\$ 32,000.00	\$ 2,817.26	\$ 89.70	\$ -	\$ 29,182.74	8.8
35593512 426500 MEDICAL EXPENSES	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0
35593512 427100 TEMP AGENCY SERVICES	\$ 2,000.00	\$ 2,000.00	\$ -	\$ -	\$ -	\$ 2,000.00	0
35593512 427200 TUITION REIMBURSEMENT	\$ 2,500.00	\$ 2,500.00	\$ 202.00	\$ -	\$ -	\$ 2,298.00	8.1
35593512 427300 TRAVEL INTERVIEW EXP	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ -	\$ 100.00	0
35593512 428000 PROFESSIONAL SERVICES	\$ 55,000.00	\$ 55,000.00	\$ 23,411.89	\$ 11,714.20	\$ 2,200.00	\$ 29,388.11	46.6
35593512 428400 MEMBERSHIP FEES	\$ 2,100.00	\$ 2,100.00	\$ 500.00	\$ -	\$ -	\$ 1,600.00	23.8
35593512 428900 RENTAL - EQUIPMENT	\$ 500.00	\$ 500.00	\$ -	\$ -	\$ -	\$ 500.00	0
35593512 431000 GASOLINE	\$ 9,000.00	\$ 9,000.00	\$ 2,193.64	\$ -	\$ -	\$ 6,806.36	24.4
35593512 431200 JANITORIAL SUPPLIES	\$ 8,500.00	\$ 8,500.00	\$ 3,637.02	\$ 1,085.56	\$ -	\$ 4,862.98	42.8
35593512 432000 MATERIALS - BUILDINGS	\$ 25,000.00	\$ 25,000.00	\$ 5,205.89	\$ 567.06	\$ -	\$ 19,794.11	20.8
35593512 433700 MATERIAL - AUTO EQUIP	\$ 2,700.00	\$ 2,700.00	\$ 2,345.03	\$ 707.79	\$ -	\$ 354.97	86.9
35593512 434500 OFFICE SUPPLIES	\$ 35,000.00	\$ 35,651.00	\$ 16,599.98	\$ 4,739.12	\$ 546.94	\$ 18,504.13	48.1
35593512 435700 EMPLOYEE RECOG SUPPLIES	\$ 50.00	\$ 50.00	\$ -	\$ -	\$ -	\$ 50.00	0
35593512 441500 TRANSFER TO GENERAL FD	\$ 1,200.00	\$ 1,200.00	\$ 400.00	\$ 100.00	\$ -	\$ 800.00	33.3
35593512 441800 MOTOR VEHICLE INSURANCE	\$ 2,333.00	\$ 2,333.00	\$ 777.68	\$ 194.42	\$ -	\$ 1,555.32	33.3
35593512 442000 BOILER INSURANCE	\$ 2,477.00	\$ 2,477.00	\$ 825.68	\$ 206.42	\$ -	\$ 1,651.32	33.3
35593512 442100 PROPERTY INSURANCE	\$ 21,485.00	\$ 21,485.00	\$ 7,161.68	\$ 1,790.42	\$ -	\$ 14,323.32	33.3
35593512 442300 GENERAL LIABILITY INS	\$ 13,724.00	\$ 13,724.00	\$ 4,574.68	\$ 1,143.67	\$ -	\$ 9,149.32	33.3
35593512 442600 COLLISION DEDUCTIBLE	\$ 1,000.00	\$ 1,000.00	\$ -	\$ -	\$ -	\$ 1,000.00	0
35593512 449200 TAX & INSURANCE PAYMENTS	\$ -	\$ -	\$ 17,069.29	\$ 8,471.11	\$ -	\$ (17,069.29)	100
35593512 449900 SMALL CAPITAL ITEMS	\$ 20,000.00	\$ 20,000.00	\$ 5,090.84	\$ 1,592.88	\$ -	\$ 14,909.16	25.5
TOTAL DPL - OPERATING EXPENSES	\$ 622,214.00	\$ 623,718.00	\$ 198,164.85	\$ 62,313.72	\$ 6,323.23	\$ 419,229.43	32.8

DECUR PUBLIC LIBRARY

City of Decatur

YEAR-TO-DATE BUDGET REPORT
REVENUE & EXPENSE SUMMARY AUGUST - 2007

35 LIBRARY FUND	35593515 DPL - OPERATING EXPENSES	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBR	BUDGET	AVAILABLE	PCI
	35593515 458000 BOOKS & PERIODICALS	\$ 465,977.00	\$ 465,977.00	\$ 129,942.66	\$ 25,610.89	\$ -	\$ 336,034.34	27.9	
	35593515 458841 MAG/PAPERS - MAIN ADULT	\$ -	\$ -	\$ 159.95	\$ -	\$ -	\$ (159.95)	100	
	35593515 458844 MAG/PAPERS - MAIN REFERENC	\$ -	\$ -	\$ 30.00	\$ 30.00	\$ -	\$ (30.00)	100	
	TOTAL DPL - OPERATING EXPENSES	\$ 465,977.00	\$ 465,977.00	\$ 130,132.61	\$ 25,640.89	\$ -	\$ 335,844.39	27.9	
35 LIBRARY FUND									
	35593522 DPL LEASE- OP EXPENSES								
	35593522 440900 PRINCIPAL PAYMENTS	\$ 21,875.00	\$ 21,875.00	\$ -	\$ -	\$ -	\$ 21,875.00	0	
	35593522 441000 INTEREST PAYMENTS	\$ 2,188.00	\$ 2,188.00	\$ -	\$ -	\$ -	\$ 2,188.00	0	
	TOTAL DPL LEASE- OP EXPENSES	\$ 24,063.00	\$ 24,063.00	\$ -	\$ -	\$ -	\$ 24,063.00	0	
	TOTAL LIBRARY FUND	\$ (421,438.00)	\$ (419,934.00)	\$ (923,107.30)	\$ 267,421.56	\$ 6,323.23	\$ 496,849.58	218.3	
	TOTAL REVENUES	\$ (4,429,079.00)	\$ (4,429,079.00)	\$ (2,245,388.47)	\$ (43,997.60)	\$ -	\$ (2,183,690.53)		
	TOTAL EXPENSES	\$ 4,007,641.00	\$ 4,009,145.00	\$ 1,322,281.17	\$ 311,419.16	\$ 6,323.23	\$ 2,680,540.11		
	GRAND TOTAL	\$ (421,438.00)	\$ (419,934.00)	\$ (923,107.30)	\$ 267,421.56	\$ 6,323.23	\$ 496,849.58	218.3	

DATE: 9/1/2007
TIME: 2:04:53PM

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 8/1/2007 TO 8/31/2007

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
31952	8/7/2007	2D MARKETING & COMMUNICATIONS	596.25	PR NEWSLETTER-JUL/AUG'07	35593512 - 428000	PROFESSIONAL SERVICES
31957	8/7/2007	AMA/ON.COM CREDIT	104.20	#6035 3022 0002 5571	35593512 - 432000	MATERIALS - BUILDINGS
31958	8/7/2007	AMERENIP	142.37	#01143-96975 ACCT	35593512 - 423200	NATURAL GAS
31959	8/7/2007	AMERENIP	2,918.81		35593512 - 423100	ELECTRICITY
31962	8/7/2007	ARAMARK UNIFORM SERVICES, INC.	131.20	CLEANING OF MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
31963	8/7/2007	ASSOCIATED OFFICE FURNISHINGS	288.00	BLDG MATL-LOCKERS	35593512 - 432000	MATERIALS - BUILDINGS
31964	8/7/2007	AT & T	461.47	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
31964	8/7/2007	AT & T	1,661.31	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
31968	8/7/2007	BABY TALK, INC.	275.00	SERVICE AGREEMENT	35593512 - 428000	PROFESSIONAL SERVICES
31976	8/7/2007	BIBBY, SCOTT	200.00	SEC-0719,072507	35593512 - 428000	PROFESSIONAL SERVICES
31996	8/7/2007	CDW	34.53	BATTERY CHARGER	35593512 - 434500	OFFICE SUPPLIES
31996	8/7/2007	CDW	8.03	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
31996	8/7/2007	CDW	341.45		35593512 - 449900	SMALL CAPITAL ITEMS
32001	8/7/2007	CENTURION TECHNOLOGIES	89.70	COMPUTER SOFTWARE	35593512 - 424700	COMPUTER SOFTWARE
32006	8/7/2007	COMMERCIAL MAIL SERVICES	142.97	MO PRESORT/BARCODING	35593512 - 424500	POSTAGE
32010	8/7/2007	CONSTELLATION NEWENERGY, INC	12,736.32	#0734699377 ACCT	35593512 - 423100	ELECTRICITY
32038	8/7/2007	FORDHAM EQUIPMENT	154.96	ASSTD BOOK JACKETS,FLATS,ROLLS	35593512 - 424500	POSTAGE
32038	8/7/2007	FORDHAM EQUIPMENT	1,323.60		35593512 - 434500	OFFICE SUPPLIES
32050	8/7/2007	HASTINGS, SCOTT A.	185.00	SEC-0723,073007	35593512 - 428000	PROFESSIONAL SERVICES
32052	8/7/2007	HENDRICKS, ROBYN	33.89	REIMB-COPIES OF BOOK CLUB	35593515 - 458000	BOOKS & PERIODICALS
32076	8/7/2007	LTL-OCI C	5,416.00	ANNUAL CTIRG-HLLINET OCT C SERV	35593512 - 428000	PROFESSIONAL SERVICES
32091	8/7/2007	MCLEOD USA	74.79	#3292627 ACCT	35593512 - 423300	TELEPHONE
32092	8/7/2007	MENARDS	49.86	BLDG MATL	35593512 - 432000	MATERIALS - BUILDINGS
32092	8/7/2007	MENARDS	31.48	MATL FOR AUTO EQUIP	35593512 - 433700	MATERIAL - AUTO EQUIP
32105	8/7/2007	NCT BUSINESS SYSTEMS	39.00	SAVIN 3160 COPY USAGE	35593512 - 421300	SERV-OFFICE EQUIPMENT
32120	8/7/2007	RIGSBY, PAUL	240.00	SEC-0717,072407	35593512 - 428000	PROFESSIONAL SERVICES
32122	8/7/2007	ROLLING PRAIRIE LIBRARY SYSTEM	170.42	NOTICE FORMS	35593512 - 434500	OFFICE SUPPLIES
32127	8/7/2007	SAM'S CLUB	125.55	MEETING SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
32130	8/7/2007	SENTINEL PEST CONTROL CO	30.00	EXTERMINATING	35593512 - 421000	SERVICE TO MAINT BUILDING
32133	8/7/2007	SHOW SHOP	60.00	WASH VEHICLES	35593512 - 421200	SERV - AUTO EQUIPMENT
32141	8/7/2007	SPECIALTY COMPUTER RIBBONS	135.42	120155A Lexmark toner for E12	35593512 - 434500	OFFICE SUPPLIES
32160	8/7/2007	TREAS-GENERAL FUND	100.00	AUG'07-TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
32161	8/7/2007	TREAS-MIS OPERATING	1,816.25	AUG'07 TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
32163	8/7/2007	TREAS-SELF INSURANCE FUND	194.42	AUG'07 TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
32163	8/7/2007	TREAS-SELF INSURANCE FUND	206.42		35593512 - 442000	BOILER INSURANCE
32163	8/7/2007	TREAS-SELF INSURANCE FUND	1,790.42		35593512 - 442100	PROPERTY INSURANCE
32163	8/7/2007	TREAS-SELF INSURANCE FUND	1,143.67		35593512 - 442300	GENERAL LIABILITY INS
32168	8/7/2007	U.S.A. CLEAN	40.10	POWER CORD	35593512 - 432000	MATERIALS - BUILDINGS
32170	8/7/2007	UNIQUE MANAGEMENT SERVICES	841.30	COLLECTION SERVICES-JUN'07	35593512 - 428000	PROFESSIONAL SERVICES
32172	8/7/2007	VERIZON WIRELESS	194.87	#980380645-00001 ACCT	35593512 - 423300	TELEPHONE
32176	8/7/2007	WALFENDR-DHDMAN PRINTING	535.00	JUL/AUG'07 NEWSLETTER	35593512 - 420200	PRINTING AND BINDING

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
32178	8/7/2007	WATTS COPY SYSTEMS	352.00	MAINT AGREE-2 COPY MACHINES	35593512-421300	SERV-OFFICE EQUIPMENT
32178	8/7/2007	WATTS COPY SYSTEMS	415.00	SERV TO MAINTAIN OTC EQUIP	35593512-421300	SERV-OFFICE EQUIPMENT
32195	8/14/2007	AZURADISC, INC	11.83	SUPPLIES	35593512-434500	OFFICE SUPPLIES
32195	8/14/2007	AZURADISC, INC	338.85	SERVICE AGREEMENT	35593512-434500	OFFICE SUPPLIES
32196	8/14/2007	BABY TALK, INC.	275.00	BOOKMOBILE SERV/REPAIR	35593512-428000	PROFESSIONAL SERVICES
32204	8/14/2007	BOB & RON'S REPAIR SERVICE	35.00	BOOKMOBILE SERV/REPAIR	35593512-421200	SERV - AUTO EQUIPMENT
32204	8/14/2007	BOB & RON'S REPAIR SERVICE	210.00	BOOKMOBILE SVC/REPAIR	35593512-421200	SERV - AUTO EQUIPMENT
32204	8/14/2007	BOB & RON'S REPAIR SERVICE	385.00	BOOKMOBILE SERV/REPAIR	35593512-421200	SERV - AUTO EQUIPMENT
32204	8/14/2007	BOB & RON'S REPAIR SERVICE	99.72	BOOKMOBILE SVC/REPAIR	35593512-433700	MATERIAL - AUTO EQUIP
32204	8/14/2007	BOB & RON'S REPAIR SERVICE	194.68	BOOKMOBILE SVC/REPAIR	35593512-433700	MATERIAL - AUTO EQUIP
32204	8/14/2007	BOB & RON'S REPAIR SERVICE	378.14	LEGAL SVCS JULY 2007	35593512-433700	MATERIAL - AUTO EQUIP
32207	8/14/2007	BOOTH, EDWARD	1,770.00	LAWN MOWING	35593512-428000	PROFESSIONAL SERVICES
32247	8/14/2007	EZ LAWN CARE	300.00	CONF/TRVL REIMB	35593512-421000	SERVICE TO MAINT BUILDING
32253	8/14/2007	FISHER, LEE ANN	135.00	SUPPLIES	35593512-424100	CONFERENCES & TRAVEL
32276	8/14/2007	JAN MASTER, INC.	280.70	#3318933 ACCT	35593512-431200	JANITORIAL SUPPLIES
32290	8/14/2007	MCLEOD USA	84.72	14 ply white processboard cut	35593512-423300	TELEPHONE
32294	8/14/2007	MIDLAND PAPER COMPANY	422.00	QUA 64105 cd mailers	35593512-434500	OFFICE SUPPLIES
32311	8/14/2007	OFFICE DEPOT	57.71	GARBAGE SERVICE	35593512-434500	OFFICE SUPPLIES
32311	8/14/2007	OFFICE DEPOT	86.22	SUPPLIES	35593512-434500	OFFICE SUPPLIES
32314	8/14/2007	ONYX WASTE	310.50	PETTY CASH	35593512-421000	SERVICE TO MAINT BUILDING
32327	8/14/2007	RECORD SYSTEMS INC.	333.00		35593512-434500	OFFICE SUPPLIES
32354	8/14/2007	TREAS-PETTY CASH	15.00		35593512-421000	SERVICE TO MAINT BUILDING
32354	8/14/2007	TREAS-PETTY CASH	15.00		35593512-428000	PROFESSIONAL SERVICES
32354	8/14/2007	TREAS-PETTY CASH	11.76		35593512-431200	JANITORIAL SUPPLIES
32354	8/14/2007	TREAS-PETTY CASH	1.04		35593512-432000	MATERIALS - BUILDINGS
32354	8/14/2007	TREAS-PETTY CASH	4.00		35593512-432000	MATERIALS - BUILDINGS
32354	8/14/2007	TREAS-PETTY CASH	3.77		35593512-433700	MATERIAL - AUTO EQUIP
32354	8/14/2007	TREAS-PETTY CASH	4.55		35593512-434500	OFFICE SUPPLIES
32354	8/14/2007	TREAS-PETTY CASH	9.72		35593512-434500	OFFICE SUPPLIES
32354	8/14/2007	TREAS-PETTY CASH	6.00		35593515-458000	BOOKS & PERIODICALS
32354	8/14/2007	TREAS-PETTY CASH	17.47		35593515-458000	BOOKS & PERIODICALS
32354	8/14/2007	TREAS-PETTY CASH	18.95		35593515-458000	BOOKS & PERIODICALS
32496	8/21/2007	OFFICE DEPOT	208.95	VER 94691 CD-R (package)	35593512-434500	OFFICE SUPPLIES
32542	8/21/2007	TREAS-GENERAL FUND	1,250.37	JUL 07 POSTAGE	35593512-424500	POSTAGE
32560	8/21/2007	WALKER, EDWIN	100.00	SPEAKER AT SEMINAR	35593512-428000	PROFESSIONAL SERVICES
32576	8/28/2007	ABRAHAM LINCOLN PRESIDENTIAL LIBRARY	67.50	ORDER #SO 057	35593515-458000	BOOKS & PERIODICALS
32578	8/28/2007	AFRICAN-AMERICAN CULTURAL &	30.00	MEMBERSHIP	35593515-458844	MAG/PAPERS - MAIN REFEREN
32579	8/28/2007	AMAZON.COM CREDIT	74.13	#XXXXX XXXX XXXX 5571	35593512-434500	OFFICE SUPPLIES
32579	8/28/2007	AMAZON.COM CREDIT	80.40	#01143-96975 ACCT	35593512-449900	SMALL CAPITAL ITEMS
32580	8/28/2007	AMERENIP	3,113.49		35593512-423100	ELECTRICITY
32580	8/28/2007	AMERENIP	136.02		35593512-423200	NATURAL GAS
32581	8/28/2007	AMERICAN LIBRARY ASSOCIATION	44.80	ORDER #73258204 SO	35593515-458000	BOOKS & PERIODICALS

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32584	8/28/2007	ARAMARK UNIFORM SERVICES, INC.	126.22	CLEANING MATS	35593512 - 421000	SERVICE TO MAINT RHH DINI
32584	8/28/2007	ARAMARK UNIFORM SERVICES, INC.	309.40		35593512 - 421000	SERVICE TO MAINT RHH DINI
32586	8/28/2007	BAKER & TAYLOR CO	-45.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	-22.01		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	-14.62		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	-12.30		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	-12.27		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	-10.25		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	5.24		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	5.82		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	6.12		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	6.76		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	7.95		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	8.00		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	8.60		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	8.61		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	8.78		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	8.95		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	9.22		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	9.23		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	9.48		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	9.81		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	10.50		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	10.53		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.09		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.11		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.65		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.67		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.69		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.92		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.95		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	11.96		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.00		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.30		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.81		35593515 - 458000	BOOKS & PERIODICALS

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32586	8/28/2007	BAKER & TAYLOR CO	12.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	12.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	13.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	13.43	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	13.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.01	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.62	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.79	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	15.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	16.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	16.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	16.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	16.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	16.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	17.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	17.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	17.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	18.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	18.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	18.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	19.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	19.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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FOR INVOICES FROM 8/1/2007 TO 8/31/2007

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32586	8/28/2007	BAKER & TAYLOR CO	20.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	20.47	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	20.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	21.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	21.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	22.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	22.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	22.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.79	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	23.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	24.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	24.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	25.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	25.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	25.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	25.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	25.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	26.10	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	26.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	26.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	26.91	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	27.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	27.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	28.05	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	28.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	28.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	28.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	29.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	29.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	29.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	30.73	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	31.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	31.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	32.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	33.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
32586	8/28/2007	BAKER & TAYLOR CO	34.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	34.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	34.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	37.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	37.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	38.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	38.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	39.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	39.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	39.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	40.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	41.83	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	41.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	42.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	42.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	42.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	42.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	42.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	43.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	43.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	44.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	45.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	45.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	46.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	47.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	53.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	54.52	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	54.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	56.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	56.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	57.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	58.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	59.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	65.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	74.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	77.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	78.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	78.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	80.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	88.33	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	90.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	94.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
32586	8/28/2007	BAKER & TAYLOR CO	97.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	100.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	112.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	112.81	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	113.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	114.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	115.22	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	119.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	122.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	128.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	133.29	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	135.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	136.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	137.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	140.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	143.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	143.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	145.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	149.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	152.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	152.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	158.84	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	164.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	174.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	174.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	175.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	187.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	193.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	195.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	203.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	232.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	239.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	264.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	264.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	266.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	268.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	274.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	293.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	300.15	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	300.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	326.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	350.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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32586	8/28/2007	BAKER & TAYLOR CO	436.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	447.42		35593515 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	465.51		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	9.55	#00020374 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	12.73		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	19.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	22.04	#00020374 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	26.96		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	28.66		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	42.60		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	44.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	58.78	#00020374 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	73.45		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	73.49		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	86.64		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	95.52		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	258.42		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	348.92		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	367.79		35593515 - 458000	BOOKS & PERIODICALS
32587	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	461.87		35593515 - 458000	BOOKS & PERIODICALS
32588	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	49.89		35593515 - 458000	BOOKS & PERIODICALS
32588	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	63.90	#75036789 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32588	8/28/2007	BAKER & TAYLOR ENTERTAINMENT	108.72		35593515 - 458000	BOOKS & PERIODICALS
32591	8/28/2007	BECK'S STUDIO	36.91		35593512 - 434500	OFFICE SUPPLIES
32592	8/28/2007	BIBBY, SCOTT	200.00	AUG 2,23	35593512 - 428000	PROFESSIONAL SERVICES
32593	8/28/2007	BJORKMAN, KAREN	85.00	DOWNSTATE IL CONFERENCE	35593512 - 424100	CONFERENCES & TRAVEL
32600	8/28/2007	BOOK WHOLESALERS, INC.	4.29	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	5.22		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	9.69		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	10.27		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	12.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	12.73	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	13.07		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	15.14		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	15.42		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	18.31		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	20.58		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	21.79		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	22.29		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	22.64		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	22.70		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	23.20		35593515 - 458000	BOOKS & PERIODICALS

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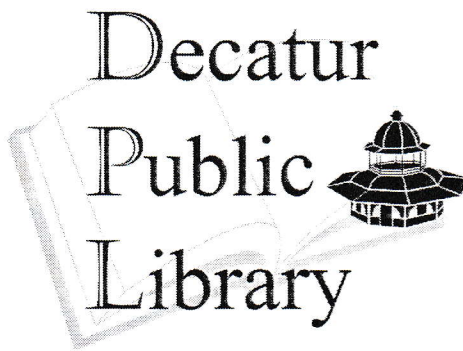
CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
32600	8/28/2007	BOOK WHOLESALERS, INC.	23.99	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	24.24		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	25.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	27.39	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	29.10		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	30.29	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	33.08	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	33.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	34.31	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	42.32		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	44.00		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	44.73		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	45.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	50.14		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	52.60	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	58.16		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	62.84		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	65.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	66.31		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	74.16	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	74.24		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	91.87		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	124.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	128.71		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	156.36	#DEC100 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	199.10		35593515 - 458000	BOOKS & PERIODICALS
32600	8/28/2007	BOOK WHOLESALERS, INC.	322.60		35593515 - 458000	BOOKS & PERIODICALS
32615	8/28/2007	CHAMBER OF COMMERCE	500.00	BIORKMAN, K	35593512 - 424000	TRAINING SCHOOL EXPENSES
32616	8/28/2007	CLEARY, BRIAN	200.00	AUG 1-8	35593512 - 428000	PROFESSIONAL SERVICES
32618	8/28/2007	CODI 2005 CONFERENCE	325.00	CONF REGIST.-WILKERSON	35593512 - 424100	CONFERENCES & TRAVEL
32619	8/28/2007	COMPANY INFO-DEARREADER.COM	550.00	1 YR SUBSCRIPTION	35593515 - 458000	BOOKS & PERIODICALS
32628	8/28/2007	DECATUR AWARDS AND SCREEN PRINTING	50.00	OFFICE SUPPLIES-PLAQUE	35593512 - 434500	OFFICE SUPPLIES
32634	8/28/2007	DEMCO INC	413.13		35593512 - 434500	OFFICE SUPPLIES
32654	8/28/2007	GATEWAY COMPANIES INC.	1,163.00	COMPUTER/EQUIPMENT	35593512 - 449900	SMALL CAPITAL ITEMS
32660	8/28/2007	HASTINGS, SCOTT A.	500.00	AUG 6-9,13,16,20	35593512 - 428000	PROFESSIONAL SERVICES
32676	8/28/2007	JAN MASTER	127.07		35593512 - 431200	JANITORIAL SUPPLIES
32676	8/28/2007	JAN MASTER	170.40		35593512 - 431200	JANITORIAL SUPPLIES
32684	8/28/2007	LEARNING EXPRESS, LLC	3,115.00	LICENSE RENEWAL	35593515 - 458000	BOOKS & PERIODICALS
32686	8/28/2007	LOOKER, BRIAN	15.50	REIMB	35593515 - 458000	BOOKS & PERIODICALS
32687	8/28/2007	MACON COUNTY COLLECTOR	8,471.11	RE TAXES 2006-2ND INSTALLMENT	35593512 - 449200	TAX & INSURANCE PAYMENT
32694	8/28/2007	MUNARDS	79.86	#30600276 ACCT	35593512 - 432000	MATERIALS - BUILDINGS
32696	8/28/2007	METROPOLITAN LIBRARY SYSTEM	175.00	NOV11ST K-8	35593515 - 458000	BOOKS & PERIODICALS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 8/1/2007 TO 8/31/2007**

DATE: 9/4/2007
TIME: 2:04:53PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
32697	8/28/2007	MICROMARKETING	116.42	ORDER#240786	35593515 - 458000	BOOKS & PERIODICALS
32701	8/28/2007	MIDLAND PAPER COMPANY	380.00	14 ply Beverage process blank	35593512 - 434500	OFFICE SUPPLIES
32706	8/28/2007	MILLER PRODUCTS COMPANY	36.00		35593512 - 431200	JANITORIAL SUPPLIES
32716	8/28/2007	NCI BUSINESS SYSTEMS	141.76		35593512 - 434500	OFFICE SUPPLIES
32730	8/28/2007	RANDOM HOUSE, INC	38.92	#9021650001 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32730	8/28/2007	RANDOM HOUSE, INC	39.67		35593515 - 458000	BOOKS & PERIODICALS
32730	8/28/2007	RANDOM HOUSE, INC	72.00		35593515 - 458000	BOOKS & PERIODICALS
32730	8/28/2007	RANDOM HOUSE, INC	144.00		35593515 - 458000	BOOKS & PERIODICALS
32730	8/28/2007	RANDOM HOUSE, INC	194.65		35593515 - 458000	BOOKS & PERIODICALS
32730	8/28/2007	RANDOM HOUSE, INC	603.00		35593515 - 458000	BOOKS & PERIODICALS
32730	8/28/2007	RANDOM HOUSE, INC	637.50		35593515 - 458000	BOOKS & PERIODICALS
32732	8/28/2007	REACHING FORWARD SOUTH	60.00	CONF REGIST - WHITESIDE	35593512 - 424100	CONFERENCES & TRAVEL
32733	8/28/2007	RECORDED BOOKS	550.79	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
32734	8/28/2007	RIGSBY, PAUL	480.00	JULY 31, AUG 8,14,21	35593512 - 428000	PROFESSIONAL SERVICES
32745	8/28/2007	SPECIALTY COMPUTER RIBBONS	174.75	EPS TO 44120 black ink cartri	35593512 - 434500	OFFICE SUPPLIES
32745	8/28/2007	SPECIALTY COMPUTER RIBBONS	195.63		35593512 - 434500	OFFICE SUPPLIES
32755	8/28/2007	STRIGLOS/HAINES & ESSICK	14.95	#207195 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32758	8/28/2007	THOMSON GALE	51.12	#159635 ACCT	35593515 - 458000	BOOKS & PERIODICALS
32771	8/28/2007	UNIQUE MANAGEMENT SERVICES, INC	420.65	#980380645-00001 ACCT	35593512 - 428000	PROFESSIONAL SERVICES
32773	8/28/2007	VERIZON WIRELESS	174.23	#1000453512 ACCT	35593512 - 423300	TELEPHONE
32779	8/28/2007	WEST GROUP	227.00		35593515 - 458000	BOOKS & PERIODICALS
32784	8/28/2007	WILKERSON, MATT	179.60	TRVL REIMB/CODI CONF	35593512 - 424100	CONFERENCES & TRAVEL
32791	8/28/2007	ZUMBA FITNESS	58.95		35593515 - 458000	BOOKS & PERIODICALS
			86,040.47			
59 LIBRARY TRUST FUNDS						
32586	8/28/2007	BAKER & TAYLOR CO	11.04	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.60		59595942 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	14.99		59595942 - 458000	BOOKS & PERIODICALS
32586	8/28/2007	BAKER & TAYLOR CO	286.74		59595942 - 458000	BOOKS & PERIODICALS
32693	8/28/2007	THE MCGRAW-HILL COMPANIES	2,815.63	#220461 ACCT	59595912 - 458000	BOOKS & PERIODICALS
32755	8/28/2007	STRIGLOS/HAINES & ESSICK	14.95	#207195 ACCT	59595922 - 458000	BOOK AND PERIODICALS
32758	8/28/2007	THOMSON GALE	21.56	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
			3,179.51			
59 LIBRARY TRUST FUNDS Total						

WARRANT TOTAL: **89,219.98**



Decatur Public Library Disaster Plan

Revised and Updated 2007

*Copy for
Union.*

Succession of Authority:

The City Librarian and the Head of the Building Division will direct the disaster plan. In the absence of the City Librarian, the Assistant City Librarian will stand in and in the absence of the Head of the Building Division, the Assistant Head of the Building Division will stand in.

TELEPHONE NUMBERS:

City Librarian: Lee Ann Fisher - (w) 421-9713 (h) 425-1693 (c) 521-3104

Assistant City Librarian: Karen Bjorkman - (w) 421-9702 (h) 362-0188 (c) 521-2624

Head of Building Division: Bill Terrell - (w) 421-9738 (h) 876-0292 (c) 454-7792

Asst. Head of Building Division: Chris Wrigley - (w) 421-9738 (h) 872-1196

Head of Adult Division: Maria Dent - (w) 421-9771 (c) 848-1249

Head of Circulation Division: Robyn Hendricks - (w) 421-9737 (h) 877-2852

Systems Administrator: Matt Wilkerson - (w) 421-9753 (h) 872-6405 (c) 855-2127

Head of Extension Division: John Wylder - (w) 421-9751 (h) 429-1883

Head of Children's Division: Katie Gross - (w) 421-9742 (h) 422-5517

Succession of Authority

Conservator

William & Kathryn Henderson
University of Illinois Graduate School
of Library & Information Science
Champaign, IL.....217-333-6191

**Dehumidifiers,
Generators, Pumps,
Fans, Hand Tools,
Wet-Dry Vacs, etc.**

K&M Portable Toilets
2800 N. Oakland.....875-2240

Decatur General Rental
1957 E. Pershing Rd.....876-8665

Sunbelt Rentals
2425 Hubbard Av.....875-2020

Lumber Products

Huff Lumber
Rte. 51 South.....423-7571

Lowe's
990 E. Hickory Point Rd.....876-9750

Menard's
533 Market Dr.....877-8191

Medical Supplies, First Aid Kits	Oscor Drug 1595 E. Cantrell St.....429-4248
	Walgreen Drug 1311 N St Rd 48 (corner of Grand Ave).....429-1511 1315 N. Water.....429-0831
Moving & Storage (movable book shelves)	Federal (Johnson Moving & Storage) 2035 E. Olive St.....429-4131
	Hallett & Sons 7535 W. 59 th St, Summit, IL 60501.....800-645-6683
Newsprint & Other Paper Products	Herald & Review 601 E. William St..... 429-5151
Pallets	Decatur Wood Products 800 E. Garfield..... 424-2602

Plastic Milk Crates

Prairie Farms
725 E. Prairie..... 429-5436
(contact person: Larry Taylor)

Safety Supplies

Grainger Industrial Supply
2550 Federal Dr.....800-323-0620
875-7511
Lab Safety Supply.....800-356-0783

Storage Facilities

Parke Warehouses
1800 E. Garfield.....429-5255

Space Place
5565 Rt. 36 East..... 877-4875

Woodford Mini Warehouses
2727 N. Woodford..... 875-6901

EXPLOSION

1. Follow same procedures as with **Fire**.

Explosion

NUCLEAR EMERGENCY

NOTE: The alert signal for a nuclear emergency is the local tornado/storm siren.

What to do first:

1. If a nuclear emergency occurs during library open hours, the LIC should be notified immediately.
2. Move all patrons to the Business Information Center area on the first floor of the library (south end of the building).
3. Keep all fire doors closed (fallout radiation is the most dangerous result of a nuclear emergency).
4. The LIC will immediately contact the Head of Building Division and the City Librarian (see Succession of Authority section of this plan). If they are unreachable, the LIC will continue down the Succession list attempting to notify someone in a position of authority.
5. Water may be unsafe for drinking. Building Division staff will shut down the domestic water valve. Emergency drinking water supply will be stored in janitor's closet located in the southwest corner of the first floor of the library.
6. Use emergency radios to tune in to the emergency broadcast system at WSOY, 1340AM. If there is a power outage, a continually updated hotline number to call is 424-6400.

Nuclear Emergency

WATER EMERGENCY

Whenever an emergency occurs which disrupts normal water service to the Decatur Public Library, steps will be taken to ensure an adequate water supply for drinking and medical purposes.

The library's emergency water supply is stored in the janitor's closet located in the southwest corner of the first floor of the library. Building Division staff will maintain this emergency water supply.

What to do first:

1. Whenever a water emergency occurs during library operating hours, the LIC should be notified immediately (At night or when the building is closed, the person discovering the problem should carry out step 2 below).
2. The LIC will immediately contact the Head of Building Division and the City Librarian (see Succession of Authority section of this plan). If they are unreachable, the LIC will continue down the Succession list until someone in a position of authority is notified.

Water Emergency

BOMB THREAT

Person receiving call should get all information possible from the person making the threat, especially if it is a time bomb!

A bomb threat checklist:

- a. Exact location of bomb _____
- b. Time set for detonation _____
- c. What bomb looks like _____
- d. Type of explosive _____
- e. Why was bomb placed _____

What to do next:

1. If a bomb threat occurs during library open hours, the LIC should be notified immediately.
2. The LIC will immediately Call 911 to notify police and other emergency personnel and alert each DPL Division via telephone/radio.
3. Evacuate the building following the plan for fire evacuation (unless bomb is located in the line of the evacuation--see fire plan for alternate routes).
4. If the library's Bookmobiles/service vans are out in the community, the LIC will call and inform those staff of the situation. The cell numbers on those vehicles are as follows: **BKM 548:** 433-0775 ; **BKM 549:** 433-0774 ;
Library van: 855-0775
5. When the building is completely evacuated, the LIC will contact the City Librarian (see Succession of Authority section of this plan). If the City Librarian is unreachable, the LIC will continue down the Succession list attempting to notify someone in a position of authority.
6. After evacuating the building, all library staff should congregate at the east end of the library's parking lot and a head count should be taken to ensure all staff members are out of the building.
7. Staff will be allowed to re-enter the building only after emergency personnel have made a thorough search of the premises and given an all clear to the City Librarian or the Librarian in Charge of the building.

Bomb Threat

UTILITY EMERGENCY

If electrical power is lost, the library building has an auxiliary system which supplies power for a few essentials, including: fire alarms, door alarms, exit door lights, and shut down of the computer servers in the computer room behind Circulation Division.

Hand-held emergency lights are located in each division.

There is one telephone jack at the Reference Desk marked "power fail phone." Any single line phone (such as ext.131) can be plugged into it and used during an outage.

What to do first:

1. Using the Succession of Authority list at the beginning of this plan, the LIC will notify the City Librarian and the Head of the Building Division of the power loss and determine if the building needs to be closed.
2. If the decision is made to close the building, the LIC will take responsibility for notifying the following media outlets:

WAND (Decatur) television.....	424-2500
WCIA (Champaign) television.....	422-9242
WDZ (Decatur) radio.....	428-1050
WDZQ (Decatur) radio.....	429-9595
WSOY (Decatur) radio.....	877-5371
WEJT (Decatur) radio.....	428-4487
WXFM (Mt. Zion) radio.....	428-3888
3. The LIC will insure that all of the following are notified of the closure:
 - A. Any groups scheduled to use the meeting rooms
 - B. The security guard coming in at 5:00 p.m. The telephone number for the Police Department is 424-2711 (contact Officer Paul Rigsby).
 - C. All division heads – who will in turn notify their respective staff, including temps. For Building Division, Chris Wrigley will notify the custodial staff that comes in late.
 - D. Bookmobile staff and/or van driver if division head is not present.
Cell phone numbers are as follows: **BKM 548:** 433-0775 ; **BKM 549:** 433-0774 ; **Library van:** 855-0775
4. The LIC will post signs on the front doors informing the public of the closure.
5. The LIC will arrange for the message on our telephone to be changed.
(Contact Matt Wilkerson at 855-2127).

Utility Emergency

EARTHQUAKE

The first indication of a damaging earthquake may be a gentle shaking. You may notice the swaying of light fixtures, or hear objects wobbling on shelves. The first indication of a strong earthquake may be a violent jolt (such as a sonic boom). You may hear a low rumbling noise such as thunder. After these preliminary indicators, the shaking is greatly amplified, and it may be difficult to stand up or move about.

1. Staff on the second floor should move themselves and patrons away from the windows as quickly as possible. Walking may be difficult, but if possible, everyone on the second floor should move into the Friends of the Library sorting room. Drop to the floor, place head between knees, and cover head with arms. If unable to get to the sorting room, everyone should crawl beneath desks or tables, place head between knees, and cover head with arms.
2. Staff on the first floor should move themselves and patrons beneath desks or tables, place head between knees, and cover head with arms. Individuals who are in hallways, or large open areas should move to an interior wall, crouch down, and cover head with arms. Wheelchair bound patrons/staff should be moved to an interior wall.

After the earthquake has passed:

3. The LIC will give an all clear and notify the Building Division to inspect the library for possible damage. Gas mains, water mains, and electrical service may need to be shut off. Earthquakes can also cause fires. In case of fire – follow the **Fire** section of this plan.
4. After the all clear has been given, evacuation of staff and patrons may be necessary and may need to be accomplished quickly. Damage may be widespread including the Village Mall and the parking garage on the south side of Main Street. After exiting the building, staff should gather at the east end of the library's parking lot.
5. The LIC will attempt to account for all staff and determine if first aid needs to be rendered.
6. Aftershocks may also occur after the initial tremor. It may be necessary to take cover again while implementing the recovery procedures.
7. Monitor radio station WSOY 1340AM for important information.
8. When the situation is in hand, the LIC will contact the City Librarian (see Succession of Authority section of this plan). If they are unreachable, the LIC will continue down the Succession list attempting to notify someone in a position of authority.

Earthquake

**REPAIR SERVICE TELEPHONE NUMBERS
(Post-Earthquake)**

AIR-CONDITIONING

T.A. Brinkoetter & Son, Inc (Decatur).....423-3493

*All air-conditioning units, chiller, cooling tower,
air handlers, exhaust, and return fans

BOILER/HEATING & PLUMBING

T.A. Brinkoetter & Son, Inc (Decatur).....423-3493

*Heating, boiler, domestic hot water, & all pumps

DYNIX/HORIZON COMPUTER SYSTEM

DPL Systems Administrator.....(h) 872-6405

(c) 855-2127

Rolling Prairie Library System.....429-2586

(c) 855-4433

ELEVATORS

Schindler Elevators Corp.
Must use Acct. #342759

Emergency Service.....800-225-3123

Business Phone.....217-537-1440

FIRE ALARM SYSTEM

Thompson Electronics Co.

Emergency Service.....800-323-3300

Business Phone.....309-697-2277

SPRINKLER SYSTEM

Superior Fire Protection System,
Inc.

John Walters pager #.....800-302-8000

Home #.....877-0162

Business Phone.....877-5336

HAZARDOUS WASTE AND SPILLS

Bodine Environmental Services,.....800-637-2379
Inc.

ELECTRICAL & MOTORS

Bodine Electric of Decatur

Business Phone.....423-2593
Business Phone.....423-2597
Emergency Service.....423-6876

FIRE EXTINGUISHERS

C.C. Fire Equipment Co.....423-5395
*fire extinguisher refills & service

GLASS/WINDOW REPAIR

Poland Glass.....423-2259

LOCK & KEY SERVICE

A-1 Lock Co. & Hardware.....744-7575

TRUCK SERVICE & TOWING

Lugari Auto & Truck Business Phone.....428-5521
*service center & towing Home #.....429-7350

TELEPHONE SYSTEM

Heart Electronic & Communications, Inc.872-1300
(Decatur)

OCLC TERMINAL

OCLC.....800-848-5800

DANGEROUS OR ARMED PERSON ATTACK

LIBRARY GUIDELINES:

The library has adopted the words “**code blue**” to announce a dangerous or armed person presence. When staff detect a dangerous or armed person, whenever possible they should notify the LIC immediately. **Example:** Call the LIC and say, “We have a code blue in the A-V area.” The LIC will then in turn make a similar announcement on the library’s public address system. Once the announcement has been made, the LIC should dial 911 immediately to notify the police and provide them with the location of the armed person.

What to do if the armed person is inside the building:

1. Clear the first and second floors and separate as many people as possible from the armed person.
2. When possible, staff and patrons on first floor should move to one of two designated safe areas on the first floor. They are:
 - a. Maintenance room (Building Division office)
 - b. Janitor’s supply closet on south end of first floor
3. When possible, staff and patrons on second floor should move to one of two designated safe areas on the second floor. They are:
 - a. Storage room (where books are stored and sorted for the book sale)
 - b. Library board room. Enter through the staff room and circle around through administration to the door to the boardroom
4. Staff and patron restrooms on both floors can also serve as safe areas.
5. Once everyone is moved into a safe area, close the door and turn off all lights.
6. Police officers will come in through the library’s main entrance when responding to the “code blue.” At least two uniformed officers will respond to the call.
7. Staff and library patrons should remain in designated safe areas until the all clear is given by the police department.
8. When the situation is in hand, the LIC will report the situation to the City Librarian.

What to do if the armed person is outside the building:

1. If armed person is outside the library building, employees should keep themselves and patrons away from windows.
2. The LIC should dial 911 immediately to notify the police department and provide it with the location of the armed person.

Dangerous or Armed Person Attack

MEDIA RELATIONS

During any disaster involving the library, the news media may be present trying to obtain information on the situation. The following guidelines should be adhered to at all times:

1. The only personnel authorized to give any information to the news media are:
 - a. City Librarian
 - b. Assistant City Librarian
 - c. President, Library Board of Trustees
 - d. Acting Deputy Director in absence of City Librarian/Asst. City Librarian

2. If the above personnel are not present and/or unable to talk to the news media immediately, all other personnel should do the following:
 - a. Explain that the City Librarian, President of the Board, and/or person in charge are unable to answer any questions at this time.
 - b. Do NOT give any information to the media or comment on the crisis situation.
 - c. Inform the City Librarian, President of the Board, and/or person in charge that the news media is/was present.

Media Relations

TORNADO

A probable indication of a tornado is a heavy cloud formation where clouds are moving in all directions. An absolute sign is the sighting of a funnel cloud. When a tornado is close, it sounds like an overhead freight train. There is a 1-2-3 pattern to the tornado impact: high winds, a suction phase, and high winds again.

In the Midwest, most tornadoes strike between 3:00 p.m. and 7:00 p.m. They can occur in any month of the year, but usually strike March through September. April through June is the peak time of tornado occurrence.

The general warning signal in Decatur is a three-minute siren. There is no all clear signal for a tornado.

TORNADO WATCH

A tornado watch means that weather conditions are favorable toward the formation of a funnel cloud. As a rule, several hours can elapse between the time a watch is called and the time a tornado may form. Each division has an emergency radio. When threatening weather is a possibility, tune to WSOY 1340AM.

TORNADO WARNING

If a funnel cloud is spotted in Macon County, the warning siren will sound immediately. Monitor emergency radios to get the location of the tornado. Emergency procedures may not have to be taken immediately. Funnel clouds are erratic in movement, and it is difficult to know where they will touch down. During a tornado warning, do not waste time looking for a funnel cloud.

1. When a tornado warning is received, the City Librarian / Asst. City Librarian / or the LIC will contact any library vehicles out in the community with instructions, and make one of the following announcements inside the library:

Message 1. *“A tornado warning has just been issued for the Decatur area. The sirens may be activated. At this time, the tornado does not present a danger to the library. There is no need to seek shelter at this time. We are monitoring developments and will keep you advised.”*

Message 2. *“A tornado warning has just been issued for the Decatur area. As a precaution, please proceed immediately to the southwest corner of the first floor of the library. Please alert those around you who did not hear this notice and assist all citizens in the building to the first floor. Do not use the elevators. I repeat, a tornado warning has just been issued for Decatur.”*

2. Staff present on the second floor should help any wheelchair bound patrons to the Friends' storage room on that floor (area where books are separated and stored for the book sale). Staff member escorting wheelchair bound patrons to storage area should remain with the patrons until the all clear is given. **REMINDER: IF DANGER IS IMMINENT, TAKE SHELTER UNDER A DESK, TABLE, OR OTHER HEAVY OBJECT.**
3. Monitor radio station WSOY 1340AM until an all clear is given.

Tornado

TORNADO TOUCHDOWN ON LIBRARY

1. Use "power fail phone" at the reference desk to call 911.
2. Maintenance Division staff will inspect the library. Gas mains, water mains, and electrical service may need to be shut off by maintenance staff.
3. After the all clear has been given by the City Librarian / Asst City Librarian / or LIC, evacuate the building according to procedures outlined in the **Fire** section of this plan. Staff should go to the east end of the library's parking lot.
4. The LIC will attempt to account for all staff and determine if first aid needs to be administered.

BOOKMOBILES

1. If a library bookmobile is out in the community during a tornado crisis, the staff aboard the bookmobile should:
 - a. Consult with the LIC at the library whenever possible (using library provided cell phones) to determine if there has been an actual sighting in Decatur or Macon County.
 - b. In all cases where there has been a funnel cloud sighting in or near Decatur, but not near the Bookmobile stop, staff should escort patrons off the vehicle and return to the main library building.
 - c. When advised of imminent danger from a tornado, or if a tornado is sighted from the Bookmobile, staff should seek shelter inside the nearest sturdy building – preferably in a basement and/or away from any windows or glass. **NEVER TRY TO OUTDRIVE THE TORNADO!**
 - d. If no building nearby is accessible, staff should leave the Bookmobile, move as far as possible from the vehicle, and lay face down in a ditch or low spot. Staff should use their arms and hands to cover their heads.

Supplies

Quality Rubber Co.
P O Box 71
Sedalia, MO 65302

800-597-9947

660-826-4641

Fax 660-827-0713

(sponges for soot removal)

University Products
517 Main Street
P O Box 101
Holyoke, MA 01041
413-532-3372
800-532-9281
800-336-4847
800-532-9281
Fax 800-532-9281

Bookmakers International Ltd.

6001 66th Ave., Suite 101

Riverdale, MD 30737

301-459-3384

(surface cleaning supplies)

Charrette ProGraphics
32 Olympia Ave.
Woburn, MA 01888
781-935-6000

Gaylord Brothers

7272 Morgan Road

Liverpool, NY 13090

315-457-5070

800-634-6304

Dietzgen Corp.
35 Cotters Lane #4
East Brunswick, NJ 08816
732-257-9400
(Skum-X Powder surface
cleaning product)

TALLAS

568 Broadway #107

New York, NY zip?

212-219-0070

(surface cleaning supplies)

Basic Guidelines for Disaster Planning. Illinois State Preservation Office, Springfield, IL

Disaster Prevention and Disaster Preparedness, by Hilda Bohem. Berkeley, University of

California, 1978.

Chicago Area Disaster Response Resource File. Chicago, Newberry Library, 1988.

Disaster Preparedness Plan. Bloomington Public Library, Bloomington, IL, February

1991.

Emergency Disaster Plan. Fair Havens Christian Home, 1998.

IWLS Disaster Plan. Illinois Valley Library system, Peoria, IL.

Procedures for Salvage of Water-Damaged Library Materials, by Peter Waters, 2nd ed.,
Library of Congress, 1979.

BIBLIOGRAPHY

SOURCES OF PRESERVATION/CONSERVATION INFORMATION AND SUPPLIES

Information

Alliance Library System
845 Brenkman Drive
PeKin, IL 61554

Illinois State Library

Library Development Office
300 S Second Street

Springfield, IL 62701

217-782-7848

(for disaster grants)

Reference Desk

217-782-1786

(for assistance in locating services/suppliers; only answered 8 a.m.-4:30 p.m.,
M-F)

Illinois Emergency Management Agency
1-800-782-7860 (24-hour line)

Library of Congress Preservation Directorate
Washington, D.C. 20540

202-707-5213

<http://lcweb.loc.gov/preserv/>

Southern Illinois University-Carbondale

Morris Library Preservation Laboratory

555 W. Grand Ave.

Carbondale, IL 62901

618-536-2171

Contact: Myra Stemm Kaha

Rolling Prairie Library System

345 W. Eldorado

Decatur, IL 62522

217-429-2586

Northeast Document Conservation Center

100 Brickstone Square

Andover, MA 01810

978-470-1010 (24-hour line)

<http://www.nedcc.org/disaster.htm>

Conservation Online

<http://palimpsest.stansford.edu>

University of Illinois

Graduate School of Library and Information Science

217-333-3280

SOLINET Preservation Program
1438 W. Peachtree Street NM, Ste. 200
Atlanta, GA 30309
800-999-5558
404-892-7879

Supplies

Quality Rubber Co.

P O Box 71
Sedalia, MO 65302
800-597-9947
660-826-4641
Fax 660-827-0713
(sponges for soot removal)

Bookmakers International Ltd.

6001 66th Ave., Suite 101
Riverdale, MD 30737
301-459-3384

Gaylord Brothers

7272 Morgan Road
Liverpool, NY 13090
315-457-5070
800-634-6304

TALLAS

568 Broadway #107
New York, NY zip?
212-219-0070
(surface cleaning supplies)

University Products

517 Main Street
P O Box 101
Holyoke, MA 01041
413-532-3372
800-532-9281
800-336-4847
800-532-9281
Fax 800-532-9281

Charrette ProGraphics

32 Olympia Ave.
Woburn, MA 01888
781-935-6000
(surface cleaning supplies)

Dietzgen Corp.

35 Cotters Lane #4
East Brunswick, NJ 08816
732-257-9400
(Skum-X Powder surface
cleaning product)

BIBLIOGRAPHY

Basic Guidelines for Disaster Planning. Illinois State Preservation Office, Springfield, IL

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RECOVERY PHASE

MATERIALS PRIORITY SALVAGE LIST

Equipment is generally not listed because it is not usually salvageable after damage by smoke, water, fire, etc. The exception to this would be computers, where even if the case is damaged we may be able to save data from a hard drive.

Upper level

Administrative Office:

- *Staff computers
- *Files on history of the library
- *Library Board of Trustees minutes
- *Personnel/Pay/Fiscal records

Systems Administration Office:

- *Staff computers / servers
- *Bottom left desk drawer of Division Head's desk

Children's Division:

- *Office and desk files
- *Story room collection
- *Reference books used for collection development
- *Art work

Lower level

Adult Division:

High Priority items

- *Local history room materials
- *Local History Storage
- *Microfilm
- *Locked case materials
- *Stephen Decatur High School trophies
- *Staff computers

Next Priority

- *Year books
- *City directories (especially pre-1919)
- *Materials in lockable cabinets
- *Reference books
- *Art work

Circulation Division:

- *Back-up tapes in the computer room
- *Division Head's computer

Extension Division:

- *Credenzas in/outside division head office
- *Books & manuals on top of credenzas
- *Home service files
- *Staff computers

Technical Division:

- *Staff computers
- *Division Head file cabinet
- *Department Head's file cabinets
- *Department Head's paper files
- *Serial cards
- *Interlibrary loan files
- *Shelf List
- *New materials

Building Division Shop:

- *All building, grounds, and leased space

Building Division Shop:

- *All building, grounds, and leased space architectural drawings & site plans
- *3-drawer file cabinet @ left side of desk
- *"Division heads file cabinet"
- *All tech books and manuals on top shelf (about 20 total)
- *Computer manuals – all next to computer
- *Division Head's computer

Recovery Phase

VIII. POST DISASTER OPERATIONS

- A. Repair and restoration of building and stack area.
- B. Clean damaged areas.
- C. Sterilize stack areas.
- D. Set temperature between 68 and 72 degrees Fahrenheit and relative humidity between 40% and 50%.
- E. Return books and materials to stacks.

IX. POST DISASTER PROCESS

After the salvage effort has been completed, attention must be turned toward the restoration of services. It is advisable at this point to establish a series of flexible short-term and long-range goals.

A. RESTORATION OF SERVICE

1. Short-term goals:

- a. Restore phone and electrical services.
- b. City Librarian should inform patrons of disaster and anticipated impact on library services via recorded phone messages and newspaper and radio messages.
- c. Clean affected areas. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.
- d. Restore library services in unaffected areas.

2. Long-range goals:

- a. Plans to restore collections.
- b. Facility repair and reconstruction.
- c. Establishment of normal service.

B. DISASTER TEAM REVIEW MEETING

1. Cause of disaster and revision of prevention measures.

2. Review of recovery process:

- a. What went right; what went wrong.
- b. Changes in disaster plan.
- c. Changes in personnel involved.

3. Issue proper letters of gratitude to persons involved in recovery.

VI. FIRE DAMAGED MATERIALS

In case of fire, all burned or charred materials will have to be removed from the area before ventilation of smoke and air cleaning can be effective. Those beyond salvage should be placed in boxes, on book trucks, or in garbage bags for bibliographic control procedures. Salvageable items still need to be removed to a recovery area. The Decatur Public Library sends materials for binding to

Houchen Bindery, LTD
UTICA/Omaha, Nebraska

A. BINDING FIRE DAMAGED BOOKS

1. Fire damaged materials should be boxed separately from other binding shipments and marked according.
2. Periodicals should be kept separate.
3. All charred or burned covers should be removed before shipment.
4. Call numbers of damaged materials should be written on the verso of the title page and three dots placed under the author's last name or under title if item is a title entry.
5. The Decatur Public Library's damaged materials go to the Houchen Bindery. The company provides a special instruction form with space for spine lettering. A special instruction form should be filled out for each damaged item.

B. SMOKE AND SOOT REMOVAL

If the only damage to books and papers is soot on the outside, it may be possible to remove most of it by cleaning with a chemical sponge. Chemical sponges do not contain chemicals that assist in removal of dirt and odors; the name refers to the process of manufacturing a sponge that is much more dense than usual. This type of sponge can be cut to fit the cleaner's hand, and can be washed and reused several times. To clean smoke damaged books:

1. Hold book tightly closed. Use a gentle stroking motion in one direction away from the spine toward the fore edge on the head and/or tail, and the same kind of technique on the fore edge, spine and covers.
2. Continue wiping until no more soot or debris can be removed without damaging the surface area.

C. DEODORIZING

Charcoal and/or baking soda can be used to deodorize fire-damaged materials.

1. Place charcoal briquettes and/or bowls of baking soda in the area to absorb the odor.
2. If a small number of items have been affected, a clean metal barbecue or similar container can be used. Spread briquettes in the bottom and place books on a rack over them. Close the lid and wait two or three days or until the smell can no longer be detected.

D. NON-BOOK MATERIALS

Follow procedures outlined for salvage of water damaged materials.

VII. DO NOT UNDER ANY CIRCUMSTANCES:

- A. Enter an area until it has been declared safe.
- B. Attempt to open a wet book (one tear costs at least one dollar to mend).
- C. Attempt to close an open book that is swollen.
- D. Use mechanical presses on wet materials.

- E. Attempt to separate books that are stuck together.
- F. Use bleaches, detergents, water-soluble fungicides, adhesive tapes (or adhesives of any kind), paper clips, or staples on wet materials.
- G. Pack newly dried materials in boxes or leave them unattended for more than two days.

F. MAGNETIC TAPES

Water is especially damaging to magnetic materials. The longer they have been wet, the greater the damage will be. Do not attempt to play any damaged tapes or disks. They can damage the equipment on which they are being played. The following procedures are recommended if you wish to attempt to salvage tapes.

1. Open the cassettes.
2. Wash in clean or distilled water.
3. Air-dry or dry with cheesecloth.

G. PHONOGRAPH RECORDS

Clean water probably will not damage sound recordings, but floodwater carries silt which will scratch a disk.

1. Wash and dry with cheesecloth or a soft, lint-free cloth.
2. Record jacks or paper protective sleeves should be discarded because they can trap moisture and may develop mold.

H. VIDEOS

NOTE: Do not attempt to play damaged videos.

1. Water damage
 - a. Open the videocassette.
 - b. Dry the cassette with a blow dryer.
 - c. Put the video back together and run it through a video-cleaning machine.
2. Dust/smoke damage
 - a. Inspect the video for obvious dirt.
 - b. If the video looks relatively clean, run it through a video-cleaning machine.
3. Compact discs/DVDs
 - a. Wipe the disc with a soft cloth dampened with distilled water.
 - b. Polish the disc with a lint-free cloth and a small amount of CD polish or car wax.

V. MOLD

Mold and mildew are interchangeable names for fungi. They can never be killed and can remain dormant for many years. Spores are always present in the air and will grow when the environment is warm and humid. Freezing will inhibit the growth of mold and is recommended if time does not permit immediate treatment.

Staff working with mold should wear protective clothes and masks.

- A. Mold can develop within 48 to 72 hours in an environment where the temperature is over 75 degrees Fahrenheit and the relative humidity is over 60%.
- B. Separate the affected materials to prevent spreading.
- C. If the materials are wet and mold is beginning to develop, interleave the volumes with papers impregnated with fungicide (See Sect. B, #3, Damp

volumes with papers impregnated with fungicide (See Sect. B, #3, Damp Volumes).

- D. Keep the air circulating in the room.
- E. Mold is easier to remove when it is dry. Vacuum or brush it off and remove the spores from the area.
- F. Materials that will be fumigated should be removed from plastic crates, as plastic will absorb the fumigants. Only a professional chemist or conservator should do fungicidal fogging.

C. VOLUMES WITH COATED STOCK PAPER

Wet coated stock paper should be handled with care, as the print will slide off the wet page if it is rubbed. Do not allow wet books with coated stock paper to dry in a closed state as the pages will permanently bond together. Almost all attempts to separate stuck pages by re-wetting them have failed. McDonnell Douglas' Document Reclamation Service reports that vacuum-freeze drying coated stock volume is rarely successful. Keep volumes submerged until the pages can be separated (see below). The only chance of saving such materials is to interleave every page and air-dry.

D. DOCUMENTS/UNBOUND MATERIALS

1. Freeze as found
 - a. Do not remove from file cabinet drawers, document cases, or folders.
 - b. Do not turn containers upside down to empty or drain.

2. Separation of wet sheets
 - a. Place a stack of polyester film on top of a stack of wet, unbound papers (or the first page of a bound volume).
 - b. Rub gently with a bone folder. Surface friction will cause the wet paper to adhere to the film.
 - c. Peel back the top sheet and place it on top of a piece of polyester web.
 - d. Remove the polyester film.
 - e. Place another sheet of polyester web on top of the wet sheet.
 - f. Repeat the entire process, separating the wet sheets one at a time and interleaving them with polyester web. (Materials may be frozen at this stage.)
 - g. Air-dry the sheets (supported by the polyester web) by placing them on absorbent paper on tables or on top of closely spaced monofilament lines. Air in the room should be kept circulating, but fans should not blow directly on the materials.
 - h. The papers may be flattened when they are almost dry by placing them between two sheets of blotting paper (to remove excess moisture) and applying even pressure with weights.

E. NON-BOOK MATERIALS

The Disaster Team or division head should decide if the intrinsic worth of the item is justified by the procedures involved in salvage.

The salvage process for special materials is much the same as for books and other paper based materials; however, the unique characteristics of these materials do warrant some special handling.

1. Films (microfilm, 16 mm, etc.)

- a. Keep films wet until you are ready to treat them. Mold will form on film as it does books.
- b. Remove films from containers making sure to identify each.
- c. Send all damaged films to a restoration lab for treatment.

2. Slides

- a. Handle in the same manner as films; however, a restoration lab is usually not necessary.

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- c. Carefully remove sheet from bottom and move to dry.
- c. Remount in new slide mount.

3. Photographs

- a. Carefully remove photographs from frames.
- b. Allow it to dry and then press flat.

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 - b. Allow it to dry and then press flat.
 - c. Remount in new slide mount.
 - d. Carefully remove slide from mount and mount to slide.

IV. VACUUM DRYING

Vacuum drying involves the placement of wet materials in a chamber that pulls the moisture by means of a vacuum. This method is not recommended because the heat involved is damaging to paper (especially bound paper) and photographic materials. Microwave ovens should not be used for the same reason.

The following salvage procedures are recommended:

A. VOLUMES TO BE FROZEN

1. Removal

- a. First, clear the floor and aisles.
- b. Begin with the wettest materials. These will usually be on the lowest shelves, unless water has come in through the ceiling.
- c. Dirt and mold should be removed and treated before freezing. If time does not permit these activities, dirty and/or moldy books may be frozen (mud will easily brush off when it is dry). Silt should be washed out immediately, as it is almost impossible to remove when it is dry.
- d. Pack materials on-site, if possible. If not possible, remove by human chain.
- e. Keep accurate records of the locations from which materials are removed.

2. Packing

- a. Remove volumes from shelves in order.
- b. Wrap freezer paper around each volume (waxed side next to the volume) and place in plastic crates, spine down.
- c. Pack crates one layer only, snugly enough that volumes will not slide or lean
- d. Wrap open books as found and place on top of a packed container. Do not place more than one open volume in a container. Be sure there is a freezer paper barrier between the packed volumes and the open volume to prevent staining from binding.
- e. If books are stuck together, do not attempt to separate them; instead, pack them as one volume
- f. Pack items in the condition in which they were found. Do not attempt to close open volumes or open closed volumes that are wet.

3. Record-keeping

- a. Label each container with your library's name and assign it a number.
- b. On a separate sheet of paper, record the box number, call numbers of the first and last volumes packed, and total number of books in each container. If they are not in call number order, note the location where they were found.
- c. If the containers are sent to more than one freezer, note which container numbers are sent where.
- d. Keep records of discarded items.

4. Transporting

- a. Materials should be placed in a freezer facility as quickly as possible to prevent the growth of mold. Care should be taken that containers do not fall over during transport, as further damage may result.
- b. Materials should be placed in refrigerated trucks if they cannot be frozen within 48 hours.

V. RESTORE THE AREA

After the damaged items have been removed and the environment has been stabilized, the area must be thoroughly cleaned. Walls, floors, ceilings, and all furniture and equipment must be scrubbed with soap and water and a fungicide. Carpeting, and especially the padding under it, should be carefully examined, as mold will develop rapidly. Only professionals should perform removal of smoke odor and fogging with fungicides or insecticides.

SALVAGE PROCEDURES FOR WATER-DAMAGED MATERIALS

A number of options are available for treating water-damaged materials. The choice of treatment will depend on the extent and type of damage incurred, and the manpower, expertise, and facilities available.

I. FREEZING

Freezing wet materials will stabilize them and provide you with time to determine your course of action. Mold will not grow and further deterioration from water will not occur when materials are in a frozen state. Books have been left in freezers for ten years and successfully thawed and air-dried with no resultant damage. Freezing will also help to eliminate smoke odor from materials.

Rapid freezing is recommended to minimize damage from ice crystals (the faster the materials are frozen, the smaller the ice crystals will be). Temperatures below 15 degrees Fahrenheit will freeze and dry out wet materials. If freezer space is not immediately available and the outside temperature is below 15 degrees Fahrenheit, place materials in a secure area outside. Cover them with plastic if rain or snow is expected.

Freezing is an intermediate stage. After materials have been removed from the freezer, they must be placed in a vacuum freeze-drier or air-dried.

II. VACUUM FREEZE-DRYING

Vacuum freeze-drying is the safest and most successful method, although it is also the most expensive. Materials must be already frozen when they are placed in a sublimation chamber. This type of chamber operates under high vacuum and high heat, and turns the ice crystals on the frozen materials into water vapor. The vapor is then collected on a cold panel that has been chilled to at least -200 degrees Fahrenheit, so it cannot go back on the materials. If they are not frozen when they are put in the chamber, the materials will freeze on the outside and the water molecules on the inside will be forced through the frozen barrier as the vacuum is pulled. This action can cause the book or document to "explode."

When materials are removed from the vacuum freeze chamber, they will be very dry and should acclimate for at least one month before they are opened to avoid cracking the spine and/or binding (this is especially true for leather bindings). They may be placed in a high humidity room to accelerate the acclimation process, but must be monitored closely for signs of mold. Materials so treated will not look new. They will show signs of swelling and distortion. Stanford University Library staff members reported that they needed an additional 12% of shelf space for materials that had been treated in this manner. Photographs will not be damaged by this treatment, but rubber cement will dissolve and stain the pages to which it has been applied.

III. AIR-DRYING

Air-drying should be performed only in a stable environment to inhibit the growth of mold. The ideal environment for air-drying is 50-60 degrees Fahrenheit and 25-30% relative humidity. Instructions are outlined below. This process is not recommended for coated stock materials such as art books.

DISASTER RECOVERY

The following steps are recommended for an effective recovery operation.

I. DETERMINE THE SAFETY OF THE AREA

Do not allow anyone to enter the building or area until it has been determined to be safe.

No one shall enter the library building without the knowledge and consent of the City Librarian and/or Risk Manager for the City (The phone number for Risk Management is 424-2803).

II. ASSESS THE DAMAGE

- How much damage has occurred?
- What kind of damage is it? (fire, smoke, soot, clean water, dirty water, etc.)
- Is it confined to one area or is the entire building damaged?
- How much of the library collection has been affected?
- What types of materials have been damaged?
- Are the damaged items easily replaced or are they irreplaceable?
- Can they be salvaged by the in-house recovery team, or will outside help be required?

Walk through the entire area and take extensive notes (use a pencil, as ink will run). Photographs should be taken to document the damage. Contact Risk Management, sources of supplies and services, the Conservator, the Rolling Prairie Library System, and the Illinois State Library Preservation Officer.

III. STABILIZE THE ENVIRONMENT

The environment must be stabilized to prevent the growth of mold. Ideal conditions for a recovery operation are 67 degrees Fahrenheit and 50% relative humidity.

The following equipment should be readily accessible to help stabilize the environment.

- Portable generators, in case a power failure occurs.
- Pumps, to remove large quantities of standing water.
- Fans, to circulate the air.
- Thermometers, hygrometers, and/or sling psychrometers, to measure the temperature and humidity. (Radio Shack has temperature/humidity thermometers available in stock.)

Dehumidifiers can help to lower the humidity, but they usually are only effective in small, enclosed areas and tend to increase the temperature in a room. They can also freeze up in the lower temperatures required for salvage and recovery operations.

Raising the temperature will not lower the humidity; it will only accelerate mold growth. Temperature and humidity should be monitored constantly.

Air should be circulated in the damaged area. This may be accomplished by running fans constantly. If possible, they should expel the humid air from the area. Any standing water should be pumped from the area. Extreme caution must be taken as standing water can conceal hazards.

IV. ACTIVATE THE IN-HOUSE DISASTER RECOVERY TEAM

Organize work crews and be sure their responsibilities are clearly defined. No salvage

Disaster Recovery

recovery areas should be inaccessible to the public. Frequent rest breaks should be provided for workers. Food and/or beverages should be available.

activity should begin until the team leader has determined a plan of action. Disaster and

VEHICLE FAILURE & WEATHER EMERGENCY

The library operates a small fleet of vehicles including bookmobiles, cargo and passenger vans, and utility vehicles. Other than the bookmobiles, these vehicles are usually in use for a good idea for any staff operating a library vehicle to carry a cellular phone with them in case of problems (the library provides cell phones on both bookmobile vehicles). Occasionally, the bookmobiles may experience a mechanical breakdown in their engine or generator, requiring safety decisions to be made for the vehicle and/or the staff. At other times, inclement weather conditions may warrant the decision to bring the bookmobile (vehicle) back to the library.

What to do if the Bookmobile engine/generator breaks down:
1. If the breakdown occurred while traveling down the road, the driver will stop the

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What to do if the Bookmobile engine/generator breaks down:

1. If the breakdown occurred while traveling down the road, the driver will stop the vehicle in the safest place possible. If the breakdown occurs at a service stop, and continuation of service is not possible, any patrons on the vehicle should be politely asked to leave and the vehicle closed for business.
2. During daytime business hours, bookmobile staff should call the Extension Division Head, at 421-9751. The Division Head will instruct the staff about what to do next.
3. If the Extension Division Head is unavailable or unreachable, or it is after normal hours, bookmobile staff should call the LIC at 421-9731. The LIC will then take responsibility for contacting the Extension Division Head at home, or if unreachable, the Head of the Building Division – who carries a DPL cell phone. If neither party is available/reachable, the LIC will call the City Librarian.
4. Once the appropriate people have been contacted, the bookmobile staff should remain with the vehicle until help arrives.

What to do if the Bookmobile experiences a weather emergency:

1. During daytime business hours, when weather turns bad and threatens to create hazardous driving conditions, the bookmobile staff should call the Extension Division Head, at 421-9751. The Division Head will instruct the staff about what to do next.
2. If the Extension Division Head is unavailable or unreachable, or it is after normal hours, bookmobile staff should call the LIC at 421-9731. The LIC will then instruct the staff about what to do next.
3. If steps 1 or 2 cannot be completed, and the driver of the vehicle determines that they cannot safely continue with the day's planned route due to hazardous road conditions (such as heavy snow, ice, fog, etc.) they should discontinue the route and bring the vehicle back to the library.

Air-Borne Pathogens: Biological and Chemical

Biological agents are organisms or toxins that can kill or incapacitate people, livestock, and crops. The three basic groups of biological agents that would likely be used as weapons in a terrorist attack are bacteria, viruses, and toxins. **Chemical** agents are poisonous vapors, aerosols, liquids, and solids that have toxic effects on people, animals, or plants. Chemical agents are most likely to be released into the air during a terrorist attack or an industrial accident. Signs of a chemical agent release include multiple people having difficulty breathing; experiencing eye irritation; losing coordination; becoming nauseated; or having a burning sensation in the nose, throat, and lungs. Also, the presence of many dead insects or birds may indicate a chemical agent release.

If the air-borne agent is inside the library:

1. Staff suspecting presence of an air-borne agent should take immediate action to get away from the contaminated area.
2. Staff should then immediately notify their supervisor of the problem. If the supervisor is not present, then the LIC should be contacted.
3. The LIC will quickly try to define the impacted area and/or determine where the chemical is coming from, if possible.
4. The LIC will contact the Building Division staff to shut down the building's air handling/circulation system. The LIC, where practical, will consult with the City Librarian / Asst City Librarian to determine if evacuation is necessary. They will also determine whether or not to call 911.
5. When evacuation is necessary, staff and patrons should get out of the building without passing through the contaminated area, if possible.
6. Once outside, move to the East end of the parking lot so the LIC can quickly account for all staff.

If the air-borne agent is outside the library:

1. If the library receives information indicating the presence of an air-borne pathogen outside the library building, the City Librarian / Asst. City Librarian / or the LIC should be notified immediately.
2. The person of authority on duty will order all doors and windows to be closed and all ventilation, including furnaces, air conditioners, vents, and fans to be turned off.
3. Everyone in the building should seek shelter in an internal room and take disaster supplies such as flashlights, radios, etc. with them.
4. Seal the room with duct tape and plastic sheeting if possible.
5. Listen to radio station WSOY 1340am for instructions from authorities.

BLOOD & AIR BORNE PATHOGENS

Blood-Borne Pathogens

It is quite possible for library materials to be returned with body fluids on their surface, including blood. In such cases, blood borne pathogens are a concern. Consult the library's blood borne pathogen policy manual for more information. The manual is available in the Administrative office or at the Reference Desk. Note that Hepatitis B virus can live in dried blood for up to a week.

What to do first if a staff member contacts blood:

1. Wash hands or any area of skin that may have touched the blood with soap and water. Do this immediately, and use personal protection pack in Circulation Division to complete handling of the material.
2. Take item to Circulation Division and have staff check the identity of the patron who last checked out the material.
3. Circulation Division staff will fill out a damaged form on the item and send it to Technical Services for withdrawal.
4. Place the infected material in the bag provided in the personal protection pack and seal it. Dispose of the item in the yellow infectious waste can located in the Building Division office.
5. An employee accident report should be filled out (include name of patron that contaminated the material).
6. In cases where the staff member wishes to be tested for infection; any positive results of that testing should be made available by the City Librarian to the patron who contaminated the materials (so they may choose to receive medical attention).

FIRE EMERGENCY SUPPLY LIST

Bags (large plastic Ziploc and large trash)
Batteries (for flashlights and radios)
Boxes (for unsalvageable materials)
Brooms
Cloths (soft, nonabrasive)
Extension cords (heavy duty)
Fans (portable)
Fire extinguishers
First aid kits
Fishing line (nylon)
Flashlights
Foil (aluminum)
Freezer (or waxed) paper
Garbage cans (plastic)
Gloves (plastic, disposable)
Hats (safety)
Labels (permanent)
Mops
Pails
Pens/pencils (permanent marker)
Radios (transistor)
Scissors
Sheeting (plastic)
Sponges
Styrofoam squares
Tags (I.D.)
Tape (transparent)
Tarps (waterproof)
Toothpicks
Towels (paper)
Twine
Water (distilled)
Weights (i.e. bricks)
Wet vacuum

FIRE

In any emergency situation, cool heads and logical thinking need to prevail. For example, smoldering materials might be found in the book drop. Logically, this type of situation can be handled at the departmental level by calling the LIC and using a fire extinguisher. However, if a fire's origin is unknown or if the size of the fire is unable to be determined, follow the directions listed below.

What to do first:

1. If fire or thick smoke is visible, staff member should pull the nearest fire alarm box. See attached map for location of alarm boxes on each floor. The fire alarm will automatically be detected by the library's private alarm monitoring service and they will call the local fire dispatcher.
2. Once a fire alarm has been activated, the City Librarian / Asst. City Librarian / or the LIC will investigate the fire area and assign a staff member to wait outside the building for the Fire Department and direct them to the location of the fire.
3. Whenever a fire alarm has been activated, all other staff should assume that the following evacuation steps are deemed necessary:
 - a. Staff and patrons present on the second floor should use the emergency exit on Franklin Street (west side) unless that door is blocked by the fire.
 - b. Administrative staff and individuals in staff lounge should go down the emergency exit in Administration onto Prairie Street.
 - c. The alternate emergency exit for the second floor is the emergency exit on Prairie Street (north side of the building).
 - d. Staff and patrons on second floor should **NOT** use the grand staircase or the elevators.
 - e. Staff and patrons on first floor should use the nearest emergency exit (west side, south end, Elizabeth Madden Auditorium) or regular entrance/exit out of the building.

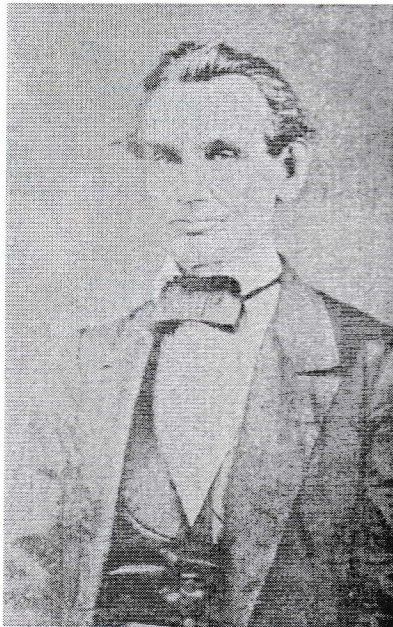
A GOOD RULE OF THUMB TO FOLLOW IN A FIRE SITUATION: DO NOT GO UP, DO NOT GO DOWN, GO OUT!

4. Once clear of the building, all staff members and any patrons they are directing should go to the east end of the parking lot where staff vehicles are parked.
5. Once in a safe area of the parking lot, the LIC will attempt to account for all staff.
6. When the fire is extinguished, fire department personnel will inspect the library. Staff will not be allowed back into the building until the all clear is given by the fire department and the City Librarian / Asst. City Librarian / LIC.

Bags (large plastic Ziploc and large trash)
Batteries (for flashlights and radios)
Boxes (for unsalvageable materials)
Brooms
Cloths (soft, nonabrasive)
Extension cords (heavy duty)
Fans (portable)
Fire extinguishers
First aid kits
Fishing line (nylon)
Flashlights
Foil (aluminum)
Freezer (or waxed) paper
Garbage cans (plastic)
Gloves (plastic, disposable)
Hats (safety)
Labels (permanent)
Mops
Pails
Pens/pencils (permanent marker)
Radios (transistor)
Scissors
Sheeting (plastic)
Sponges
Styrofoam squares
Tags (I.D.)
Tape (transparent)
Tarps (waterproof)
Toothpicks
Towels (paper)
Twine
Water (distilled)
Weights (i.e. bricks)
Wet vacuum

FIRE EMERGENCY SUPPLY LIST

**Barnwell Lincoln Photograph Proposal
From Millikin University**



Presented to: Karen Bjorkman, Assistant City Librarian

Barnwell Photograph of Abraham Lincoln Proposal

To: Board of Trustees, Decatur Public Library
From: Millikin University and Blue Connection
Date: September 12, 2006

Statement of purpose:

The Blue Connection retail art gallery, under the guidance of Millikin University faculty members Ed Walker, Rick Bibb, Sharon Alpi and Jamie Kotewa, proposes to enter into a mutually beneficial business arrangement with the Decatur Public Library to produce and market high-quality reproductions of the Lincoln Barnwell photograph. The retail gallery features high quality, unique, affordable art. The Blue Connection is beginning its fourth year at its downtown store front location next to the Decatur Area Arts Council and has developed and is operating an e-business web site selling art directly on-line.

Proposed benefit:

- 1.) By partnering, the Decatur Public Library and Millikin's Blue Connection, keep the project in the community, thus benefiting the community in several ways
 - a. Publicity
 - i. Through a combined effort and two sets of resources this business opportunity will receive a great deal more publicity than if only one organization were to undertake it. The university anticipates several art activities centered on Lincoln in the next 15 months and this collaboration will be one of the center pieces of Lincoln activities.
 - b. Scholarship
 - i. The Blue Connection has contracted with Mark Sorenson a leading Illinois historian to work with our students and the Blue Connection to insure that we are accurate in the type of art that is rendered and that any projects concerning Lincoln are supplemented with information about Lincoln's interaction with Decatur.
 - c. Collaboration
 - i. Collaboration on this project will benefit the students by providing a richer learning opportunity and increasing their knowledge about the history of Illinois and in particular Decatur.
 - ii. The Library will benefit from having an existing retail business handle the marketing details and from the increased exposure that the Blue Connection has with the Millikin Alumni.
 - d. Professional Expertise
 - i. Millikin art faculty are uniquely qualified to handle valuable historic artifacts. Ed Walker is the Director of the Birks Museum and has ten years of experience handling and photographing

objects. Jim Schietinger, photography instructor, worked photographing the Dead Sea Scrolls for a major exhibit in 1993. As a team, they will work together to plan the most efficient method for reproducing the Barnwell photograph.

- 2.) Non-profit organizations working together helps the community.
 - a. We believe that there is much to be gained in the Decatur community by demonstrating the value of working together with other Non-profit organizations demonstrating this to the community through this project.
- 3.) Lincoln collectors, scholars and the general public will have the opportunity to own an object that is currently unavailable.
 - a. Not only will a rare artifact of Decatur's history gain additional exposure in the community, it will provide today's generation with tangible evidence of Decatur's role in both state and U. S. development.
- 4.) The timing is right. Once given permission to proceed, we will be able to have prints available for the Lincoln bi-centennial celebration.

Business Arrangement Details:

- 1.) Millikin will pay the upfront costs of making the digital master.
 - a. The reproduction will be of the highest quality.
 - b. The original will not leave the city of Decatur.
 - c. A minimum amount of time will be taken to make the reproduction.
 - d. The Library has the right to approve the master copy before the Blue Connection offers it for sale.
- 2.) The reproduction, framing, and matting costs will be paid by Millikin.
- 3.) Decatur Public Library will receive 25% and Millikin will retain 75% of each print sold. This arrangement matches the one we have developed with the Illinois Historic Society.
- 4.) The University will work with the Library to develop coverage of risk during the reproduction of the photographic print.
- 5.) Target price for prints:
 - a. \$500.00 for framed Barnwell photo
 - b. \$300.00 for archival quality print only
 - c. \$100.00 for smaller, less expensive version
 - d. Shipping and taxes will be the responsibility of the customer

Collaborative Fit:

We are not seeking exclusive reproduction rights of the photograph. We understand that the Library has or will have other parties interested in the Barnwell photograph. However, we believe that our Mission of producing and marketing unique, high quality

and affordable art is exactly the type of consideration that the Library would expect of any partner. The educational nature of the Blue Connection's mission, the University's reputation and expertise, the fact that we are local and our goal of insuring that the community shares in this offering, make us a very viable partner.

September 20, 2007

This is a revised and expanded version of a letter sent to library board members last week. The board appears determined to convert Village Mall for School District 61 use and for "storage." Additional information has come to light making the actions with regard to Village Mall of even greater concern.

1. When the Sears building was first considered as a site for the library there were concerns that such a move would take a prime commercial site off the tax rolls. These concerns were met with the argument that the leasing of vacant space on the 2nd floor and the old Auto Service Center (Village Mall) would keep part of the space on the tax rolls as well as potentially generating sales tax revenues. Nothing has changed in the past years that should alter this argument. The impact of closing Village Mall extends beyond the Mall and runs counter to efforts to revitalize downtown. The removal of retail space has negative impact on consumer traffic in the entire area and will spill over to our business and others downtown. The money that the library expects to save on property tax doesn't benefit taxpayers in any way - the revenue loss will still be paid by taxpayers.
2. The library used the leasing income figures to justify the higher expenses that the move would bring. Librarian John Moorman is quoted in the March 8, 1997 Herald and Review as saying "The Library plans to lease the surplus space to other social service agencies or possibly to a business. The estimated \$58,000 annual lease income would pay for the one additional staff person and increased utilities incurred by moving into the larger facility." Could one assume that closing the mall and converting it to library use means reducing the staff by one and cutting heat and air-conditioning in the library? Have operating expenses fallen to the point that the library is self-sustaining without this potential income? If so, please adjust the tax levy to zero.
3. The library is certainly aware that the management firm selected for the properties did a very poor job and had conflicts in filling spaces they owned rather than Village Mall spaces. The first few years of the lease agreement presumably brought satisfactory results and income to the library. The management spent the last 2 to 3 years in nearly total disarray and management of the mall was nearly nonexistent. The library cannot manage the properties but has a responsibility to find competent management under a workable agreement. There are property management firms who would be willing to review the potential with the library and who have not been contacted by the library. The library appears to be expanding its physical facilities in a manner which will add to the tax burden of the community. The proposed museum within the library promises to bring increased staffing, maintenance, utilities and overhead costs in perpetuity. The

NEVER REALIZED.

- proposed uses of both the Mall and 2nd floor spaces will also increase the burden on the taxpayer.
4. The current tenants of Village Mall are being treated in a most shabby way. Initially, they were notified that they should leave by the end of LIE October although that has now been formalized in an eviction notice to vacate February 29, 2008. The library did not seek input from these businesses and has treated the Mall with neglect and contempt. These business owners may not have the answers but should have been consulted. Lee Ann Fisher stated in the Herald and Review that "If this was happening at Brettwood, if the landlord decided to change leases, would this be a big story?" We don't necessarily expect ethical or moral behavior from private landlords but I think we have a right to hope for better from our public officials. Brettwood is not supported by the taxpayers - the library is.
 5. Village Mall is now a modern retail and commercial facility which would likely require an investment of a million dollars or more to replicate. What economic justification can be found in converting that space to storage or school use? The space on the second floor of the library is not suitable for retail due to access problems but would seem a much better choice for school use. A quick tour of the library's empty spaces shows no need for additional storage - I cannot imagine anyone asking the taxpayers to fund more storage space in a building that is best known for its empty spaces. And please keep in mind that the expansion for a new museum space is done with the commitment that it won't cost the taxpayers anything. Expanded storage would be such an expense.
 6. If the library cannot find satisfactory management, perhaps other alternatives need to be studied - perhaps leasing or selling the building to others with a long-term ground lease. As previously noted, the library has not explored other management and therefore cannot arrive at a rational decision.
 7. The Library Board needs to be more aware of its responsibilities to the community. The library staff are city employees and should not be making policy decisions. More public input should be sought and agendas should be publicized. After Anthology Bookstore closed, the following appeared in the August 24, 2003 Herald and Review: "While the library doesn't desperately need the rent money, and it costs nothing for the space to sit vacant, trustees wouldn't mind the rent money, she (Lee Ann Fisher, head librarian) said." This is indicative of the library's attitude that as long as the taxpayers can foot the bills, why make an effort to supplement revenue (even though there was an understanding that they would do so). One might hope that this is not an attitude widely held by the board as Friends of the Library donate hours in fund-raising efforts and taxpayers struggle to pay the library levy.
 8. The Library Board (as well as every public body in Decatur) needs to insure that the public is informed and involved in the decision-making

process. Attempts to learn about this matter have been met with "I can't comment on that." One of the tenants asked the Board's attorney what was to become of the building and was told that it was "none of your business." Lee Ann Fisher was quoted in this morning's Herald and Review as stating "There are no proposals on the table to consider." This seem a dubious claim at best as a number of credible sources make it clear that talks with School District 61 have been going on for some time and that many consider it a "done deal." It is no wonder that citizens should be suspicious of what is going on. Ms. Fisher was also quoted as saying, "We didn't go into business to be landlords." I would remind her and the board that when the library made its somewhat controversial move into the Sears building, the library agreed to do exactly that to gain public approval for the move. It should also be noted that Ms. Fisher hampered efforts to communicate with board members by refusing to provide contact information to parties she deemed to not be operating in the library's best interest. Apparently she is the sole authority on the public library's interest and only those in agreement with her need contact board members.

9. Assuming that the school district use involves students, has the library board considered the impact that a large contingent of students might have on library use by other patrons? The prevailing rumor is that the facility would be used as a Phoenix Program facility. Phoenix programs in other districts focus either on substance abusers or those with severe emotional problems. We do not view the presence of young people as a negative but that perception is in the mind of many and especially among senior citizens. Is the library prepared to pay for extra security?

We are unable to find anything in the minutes of past board meetings that would indicate any serious or sustained discussion of these issues. The board should focus on regaining the potential revenue the Mall is capable of generating from private rather than tax-funded sources. If the facts show that the Mall cannot produce some form of revenue, then it should be closed and other uses found. We suspect proper management should produce good results.

Mike Deatherage
Kim Soman
Novel Ideas Used Books - Gifts
480 East Main Street
Decatur, IL 62523
(217) 429-1995