

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, May 24, 2007 @ 4:30 p.m.
(in the DPL Board Room)

- I. Call to order –Eugene King, President
- II. Approval of minutes
 - A. Regular meeting of April 19, 2007
- III. Communication from the public
 - A. Request from Friends of the Library (Teena)
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy & Public Relations Committee
 - i. No meeting in May
 - B. Finance and Properties Committee
 - i. No meeting in May
 - ii. April 2007 check register
 - iii. YTD budget report
 - iv. Non-resident library card program
 - C. Rolling Prairie Library System
 - i. Report of May meeting
 - D. Friends of the Library
 - i. Report of May 10, 2007 meeting
 - E. Foundation
 - i. Next meeting TBA
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter VII: Access
- VII. Old Business
- VIII. New business
 - A. Contract for digital project
- IX. Closed Session
 - A. Library space use proposal
 - B. Personnel item
- X. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Regular Meeting
April 19, 2007

I. CALL TO ORDER

Eugene King, president, called the meeting to order at 4:30 p.m. Members present: Mr. King, Rene Corcoran, Garry Davis, Shirley Moore, Linda Rowden, Beth Couter, Carol Craig, and Sally Krigbaum. Absent: Nicholette Rademacher. Staff present: Lee Ann Fisher and Karen Bjorkman.

II. APPROVAL OF MINUTES

Mrs. Moore moved that the minutes of the March 15, 2007, meeting be approved as presented. The motion was seconded by Mr. Davis and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Jim Bacon, the former city manager, was present and expressed his appreciation for the services the library provides, especially the art exhibit. He also made favorable comments on the recent article about the Decatur Public Library that was in the Herald & Review.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was included in the packet. Ms. Fisher presented information concerning the library's upcoming program in the park on May 20, 2007. The patriotic celebration in the park is on the last Sunday the library is open until September.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee:

Motion by Mr. Davis to approve the new "Computer Use and Internet Access Policy" and to have it take effect on June 1, 2007. Seconded by Mrs. Couter. Motion carried unanimously.

Finance and Properties Committee:

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

Rolling Prairie Library System:

Motion by Mr. Davis to appoint Mr. Corcoran to the Rolling Prairie Library System board. Seconded by Mrs. Craig. Carried unanimously.

Friends of the Library:

Mrs. Krigbaum reported that the Friends funded three requests: one from Children's and two from Circulation. Children's will go to pay for prizes for Summer Reading and Circulation will use the 4 book trucks extensively during Summer Reading. The new sensitizer/desensitizer machine will allow the Friends to use one of the old ones to check materials on the book sale.

Foundation:

Ms. Fisher stated that Pat McDaniel had agreed to serve on the Foundation Board.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter VI: Programming.

Ms. Fisher reported that the Children's, Young Adult and Adult Divisions are all exceeding the minimum requirements for meeting the standards as presented by the State Library.

VII: OLD BUSINESS:

Motion by Mrs. Couter and seconded by Mr. Davis that Mr. Booth (attorney for the library) proceed with the necessary paperwork to file a breach of contract or other legal remedy on the Village Mall management and the library will assume legal control of the building. Motion carried unanimously.

Mr. Booth has arranged for arbitration for the grievance over the new job descriptions. All other grievances will be going through the mediator. There is no date set for the mediation.

The city is fighting a workman's comp claim that was filed by a circulation clerk. Two members of the library staff have agreed to testify on behalf of the library.

VIII. NEW BUSINESS:

No new business.

IX. ADJOURNMENT:

Motion was made by Mrs. Rowden and seconded by Mrs. Coulter to adjourn. Carried unanimously. Mr. King adjourned the meeting at 5:25 p.m.

Respectfully submitted,

Karen Bjorkman

Karen Bjorkman
Assistant City Librarian

CITY LIBRARIAN'S REPORT
May 8, 2007
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: April is always a busy as you tie up the old year and prepare for the new one. The new Video Game collection was made available and has been very well received. There is rarely a game in, but patrons seem very willing to place requests. The last Sunday hours will be May 20th, and will begin again on September 9th. In addition to my regular meetings, I visited the Merchant Street Lofts, finished my United Way obligation, interviewed several candidates for the reference position, manned the DPL booth at Johns Hill for their family literacy night and met with several people to discuss library issues. I was on vacation April 5-9.

FOUNDATION: Patrick McDaniel has agreed to serve on the board; we still have one position to fill. We are waiting to hear from the NEH before we schedule our next meeting, so we can discuss the results. I have followed up on several leads concerning possible donors to the capital campaign.

FRIENDS: The "Second Saturday Sale" grossed \$922 in March, one of their best months yet. The Friends will once again support the summer reading program, by buying books as rewards and the latest Harry Potter book and t-shirts as prizes. They also approve buying Circulation 4 new book carts and a book check machine.

PNG: An average of 9 students attended each session in April. The students have been enthusiastic about making their web pages mostly because of the My space popularity. The last meeting date has been set for May 16th and we will take a break for summer. I will be sending our intent to participate in PNG to the state before May 15th.

RPLS/SIRSIDYNIX: Rene has been approved to replace Garry as our representative to the RPLS board. Robert Edwards is preparing the cataloging staff to take the barcoders exam as mandated by the State Library and which he has assisted RPLS in developing the tutorial for. If you don't pass, you can't catalog.

STAFF: The page list had run out, so the position for a part-time page has been posted by the city in the paper. The test is scheduled for May. Additional interviews were conducted for the reference librarian position and Amy Hanaway will start on May 29.

ADMINISTRATION: Karen and Rhalo set up and manned 2 exhibits for the library one at Richland College and the other at Hickory Point Mall. The meeting rooms were booked 24 times earning \$710 in fees. Karen attended Library Legislative Day at the state capital.

ADULT DIVISION: The teen summer reading contest will be based on the 80's arcade and videogame, Space Invaders to go along with our Children's space theme. We received several glowing reports for our Jazz series and each program was well attended. Our 8 programs had a total attendance of 378. The 11 online book clubs were accessed 18,860 times and they have 943 members. The Local History room had 80 visitors, 18 from out of town. This department is still down a librarian and 2 pages.

BUILDING DIVISION: Due to continued vandalism in the bathrooms, we are testing some automatic towel dispensers. We have patched several holes in the parking lot. The generators on both bookmobiles continue to have intermittent problems. The tower and the chiller are up and running for the AC some of the smaller blowers that are not circulating air and are waiting on parts.

CHILDREN'S DIVISION: Susan led the final book discussion groups on this year's Caudill winner. This has been a very successful program and plans are being made to continue it in the fall. The Summer Reading Program starts June 1 with "Mission Read... to the Library and beyond!" Alissa has joined the Society of Children's Book Illustrators and Writers. We offered a total of 15 programs, attended by 243. We spoke to 41 groups with 200 listeners, 6 groups used the children's room this month and 407 signed up to use the computers.

CIRCULATION DIVISION: The total number of checkouts during the month of April was 42,673 items, down -8% as compared to the 43,800 items checked out in March 2007, and up +3% when compared to 39,225 items checked out in April 2006. There were 6,558 items checked out of the DPL by patrons from other libraries and DPL patrons checked out 4,185 items at other libraries. Of the 4,743 items checked out by our patrons at other libraries, 2,243 of those items were checked out on the bookmobiles. We had 1,860 items routed into the DPL from other libraries to fill requests and 4,481 items were routed out of the DPL to fill requests. We placed 4,414 requests in April, down -3% from March and up +30% from last April. We resolved 6,485 requests and of these, 3,164 items were picked up here. We had 268 new accounts opened in April, down -20% from March 2007, and down -9% from April 2006. 387 expired accounts were deleted. New library accounts are down -14% overall from 2006 at this time

EXTENSION DIVISION: The generator problems caused us to miss some stops, but we ran on battery power when we could to keep this to a minimum. John is working on the summer schedule; we still have several stops pending. We had 19 volunteers donate 147 hours this month.

GATES COMPUTER LAB: The Lab was closed April 17 - 19 to allow our PCs to be swapped out and replaced with laptops. The laptops have keyboards and mice attached for those who have trouble using them. We had 64 people attend one of our 12 computer classes offered.

SYSTEMS ADMINISTRATION: We are working with the city and the Downtown Decatur Council putting a webcam on the Transfer House, so people can watch its progress (<http://www.downtowndecatur.com/>). Matt spent most of the month working on putting laptops in the lab and reconfiguring the old pc's for other locations within the library. The department had 238 work orders.

TECHNICAL DIVISION: Acquisitions processed 546 invoices, received and sorted 25 bins of mail, and 79 packages. Ordering was slowed down due to the annual freeze on spending. We had 155 interlibrary loan requests from our patrons and filled 86% of them. There were 612 OCLC request and 47% were filled. Cataloging and Acquisitions are preparing for the Barcoders Certification exam required by the State Library. We cataloged 882 titles; including 176 donated items and 202 items were reclassified. We withdrew 701 titles from the collection and reinstated 16 titles. There were approximately 9,709 database changes, imported 495 new records into the Horizon database, and did item work on 1,127 new or added copies. Robert, Lee and Kathy attended an IOUG Audiovisual Media: Video Cataloging workshop on April 24. We processed 666 periodicals as well as 168 paperbacks. Mending accounted for 1,140 items by the Processing staff. 31 books were sent to the bindery this month. Reclassifications accounted for 362 items and staff security taped 83 DVD cases.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

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Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

DATE: 5/8/2007
 TIME: 8:18:00AM

CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER
 FOR INVOICES FROM 4/1/2007 TO 4/30/2007

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
28893	4/3/2007	AMAZON.COM CREDIT	99.98	#6035 3022 0002 5571 ACCT	35593512 - 434500	OFFICE SUPPLIES
28902	4/3/2007	AT & T	472.86	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
28902	4/3/2007	AT & T	735.21	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
28902	4/3/2007	AT & T	1,731.74	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
28905	4/3/2007	BIBBY, SCOTT	300.00	15 HRS	35593512 - 428000	PROFESSIONAL SERVICES
28907	4/3/2007	BOB & RON'S REPAIR SERVICE	140.00	MATL/SERV-BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
28907	4/3/2007	BOB & RON'S REPAIR SERVICE	465.41		35593512 - 433700	MATERIAL - AUTO EQUIP
28918	4/3/2007	CLEARY, BRIAN	100.00	5 HRS	35593512 - 428000	PROFESSIONAL SERVICES
28919	4/3/2007	COMMERCIAL MATL SERVICES	144.03	MCO PRE-SORT/BAR CODING	35593512 - 424500	POSTAGE
28938	4/3/2007	DEMCO INC	-116.41	CREDIT MEMO	35593512 - 434500	OFFICE SUPPLIES
28938	4/3/2007	DEMCO INC	430.37	OFC SUPP-ASSTD	35593512 - 434500	OFFICE SUPPLIES
28947	4/3/2007	GAYLORD BROS.	107.91		35593512 - 434500	OFFICE SUPPLIES
28947	4/3/2007	GAYLORD BROS.	221.63		35593512 - 434500	OFFICE SUPPLIES
28950	4/3/2007	HASTINGS, SCOTT A.	295.00	14.45 HRS	35593512 - 428000	PROFESSIONAL SERVICES
28960	4/3/2007	JAN MASTER, INC.	39.95	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
28960	4/3/2007	JAN MASTER, INC.	62.53		35593512 - 431200	JANITORIAL SUPPLIES
28960	4/3/2007	JAN MASTER, INC.	241.48		35593512 - 431200	JANITORIAL SUPPLIES
28998	4/3/2007	OFFICE DEPOT	20.25	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
28998	4/3/2007	OFFICE DEPOT	27.99	STOREROOM SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
28998	4/3/2007	OFFICE DEPOT	44.57	EPS TO 445-20 color multipack	35593512 - 434500	OFFICE SUPPLIES
28998	4/3/2007	OFFICE DEPOT	70.96	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
28998	4/3/2007	OFFICE DEPOT	128.16	EPS TO 445-20 color multipack	35593512 - 434500	OFFICE SUPPLIES
28998	4/3/2007	OFFICE DEPOT	269.64	BRT TN540 toner cartridge for	35593512 - 434500	OFFICE SUPPLIES
29002	4/3/2007	PRESENTATIONS DIRECT	12.39	OFC SUPP-2 RLS OF LAMINATING	35593512 - 424500	POSTAGE
29002	4/3/2007	PRESENTATIONS DIRECT	135.90		35593512 - 434500	OFFICE SUPPLIES
29007	4/3/2007	RANDOM HOUSE, INC	-24.00	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
29007	4/3/2007	RANDOM HOUSE, INC	24.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29007	4/3/2007	RANDOM HOUSE, INC	30.40		35593515 - 458000	BOOKS & PERIODICALS
29007	4/3/2007	RANDOM HOUSE, INC	36.00		35593515 - 458000	BOOKS & PERIODICALS
29013	4/3/2007	RIGSBY, PAUL	240.00	12 HRS	35593512 - 428000	PROFESSIONAL SERVICES
29014	4/3/2007	ROLLING PRAIRIE LIBRARY SYSTEM	510.00	6 BOX-3 PART PATRON NOTICE	35593512 - 434500	OFFICE SUPPLIES
29019	4/3/2007	SCHIRLE, JOHN	156.00	PROF SERV-PNG GRANT EMP	35593512 - 428000	PROFESSIONAL SERVICES
29023	4/3/2007	SMITH TIRE CO	110.00	MATL/LABOR-MAINTAIN VEH	35593512 - 421200	SERV - AUTO EQUIPMENT
29023	4/3/2007	SMITH TIRE CO	392.10		35593512 - 433700	MATERIAL - AUTO EQUIP
29028	4/3/2007	STANLEY ACCESS TECHNOLOGIES	96.23	MATL-REPAIR DOORS-2 EA DETENT	35593512 - 432000	MATERIALS - BUILDINGS
29039	4/3/2007	TREAS-PETTY CASH	13.00		35593512 - 428000	PROFESSIONAL SERVICES
29039	4/3/2007	TREAS-PETTY CASH	16.91		35593512 - 428000	PROFESSIONAL SERVICES
29039	4/3/2007	TREAS-PETTY CASH	5.32		35593512 - 431200	JANITORIAL SUPPLIES
29039	4/3/2007	TREAS-PETTY CASH	12.95		35593512 - 431200	JANITORIAL SUPPLIES
29039	4/3/2007	TREAS-PETTY CASH	1.25		35593512 - 433700	MATERIAL - AUTO EQUIP

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 4/1/2007 TO 4/30/2007**

DATE: 5/8/2007
TIME: 8:18:00AM

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
29039	4/3/2007	TREAS-PETTY CASH	6.32		35593512 - 434500	OFFICE SUPPLIES
29039	4/3/2007	TREAS-PETTY CASH	10.78		35593512 - 434500	OFFICE SUPPLIES
29039	4/3/2007	TREAS-PETTY CASH	15.57		35593512 - 434500	OFFICE SUPPLIES
29039	4/3/2007	TREAS-PETTY CASH	22.13		35593512 - 434500	OFFICE SUPPLIES
29039	4/3/2007	TREAS-PETTY CASH	7.00		35593515 - 458000	BOOKS & PERIODICALS
29039	4/3/2007	TREAS-PETTY CASH	12.90		35593515 - 458000	BOOKS & PERIODICALS
29045	4/3/2007	WATTS COPY SYSTEMS	317.00	MONTHLY MAINT/COPIERS	35593512 - 421300	SERV-OFFICE EQUIPMENT
29064	4/10/2007	BECK'S STUDIO	35.24	OPC SUPP-1 EA ROTARY STAMP	35593512 - 434500	OFFICE SUPPLIES
29066	4/10/2007	BOB & RON'S REPAIR SERVICE	140.00	MATL/SERV-REPAIR BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
29066	4/10/2007	BOB & RON'S REPAIR SERVICE	98.79		35593512 - 433700	MATERIAL - AUTO EQUIP
29073	4/10/2007	CONSTELLATION NEWENERGY, INC	9,540.84	#0734699377 ACCT	35593512 - 423100	ELECTRICITY
29107	4/10/2007	JAN MASTER, INC.	127.40	JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
29114	4/10/2007	MCLEOD USA	33.00	#3292627 ACCT	35593512 - 423300	TELEPHONE
29120	4/10/2007	NCI BUSINESS SYSTEMS	19.66	SERV TO OFC EQUIP-COPY USAGE	35593512 - 421300	SERV-OFFICE EQUIPMENT
29120	4/10/2007	NCI BUSINESS SYSTEMS	111.41	OPC SUPP-INK-DUPLICATOR	35593512 - 434500	OFFICE SUPPLIES
29132	4/10/2007	RICHLAND COMMUNITY COLLEGE	40.00	PROF SERV-IL CHRNG-LOST ITEM	35593512 - 428000	PROFESSIONAL SERVICES
29139	4/10/2007	SENTINEL PEST CONTROL CO	30.00	MONTHLY EXTERMINATING	35593512 - 421000	SERVICE TO MAINT BUILDING
29147	4/10/2007	STRIGLOS/HAINES & ESSICK	11.70	SPR 02184 Continuous feed pap	35593512 - 434500	OFFICE SUPPLIES
29154	4/10/2007	TREAS-GENERAL FUND	100.00	APR07-TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
29155	4/10/2007	TREAS-MIS OPERATING	1,736.25	APR07-TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
29157	4/10/2007	TREAS-SELF INSURANCE FUND	384.12	APR07-TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
29157	4/10/2007	TREAS-SELF INSURANCE FUND	174.63		35593512 - 442000	BOILER INSURANCE
29157	4/10/2007	TREAS-SELF INSURANCE FUND	2,049.37		35593512 - 442100	PROPERTY INSURANCE
29157	4/10/2007	TREAS-SELF INSURANCE FUND	2,104.63		35593512 - 442300	GENERAL LIABILITY INS
29224	4/13/2007	ONYX WASTE	310.50	GARBAGE SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
29254	4/13/2007	TREAS-GENERAL FUND	1,037.44	MAR07 POSTAGE	35593512 - 424500	POSTAGE
29293	4/17/2007	MCLEOD USA	68.86	#3318933 ACCT	35593512 - 423300	TELEPHONE
29310	4/24/2007	AAF INTERNATIONAL	650.15	FILTERS-MATL-BLDG	35593512 - 432000	MATERIALS - BUILDINGS
29314	4/24/2007	AMAZON.COM CREDIT	134.54	6035 3022 0002 5571	35593512 - 449900	SMALL CAPITAL ITEMS
29320	4/24/2007	ARAMARK UNIFORM SERVICES, INC.	140.75	SERV TO BLDG	35593512 - 421000	SERVICE TO MAINT BUILDING
29320	4/24/2007	ARAMARK UNIFORM SERVICES, INC.	259.20		35593512 - 421000	SERVICE TO MAINT BUILDING
29326	4/24/2007	AV MEDIA SERVICES INC	46.00	6 VINYL ALBUMS	35593512 - 434500	OFFICE SUPPLIES
29327	4/24/2007	BABY TALK, INC.	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
29330	4/24/2007	BAKER & TAYLOR CO	-113.73	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-50.15		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-47.52		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-44.04		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-42.56		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-33.95		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-24.93		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-21.00		35593515 - 458000	BOOKS & PERIODICALS

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<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
29330	4/24/2007	BAKER & TAYLOR CO	-22.04	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-15.29		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-14.01		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-13.48		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-11.88		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-9.27		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-8.58		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-8.18		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-1.05		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	-0.69		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	2.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	3.07		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	3.23		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	3.38		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	6.12		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	6.76		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	8.18		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	8.60		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	8.77		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	9.22		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	9.48		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	10.45		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	11.06		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	11.65		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	11.67		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	11.69		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	12.29		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	12.84		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	13.46		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	13.52		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.01		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.04		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.36		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.60		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.63		35593515 - 458000	BOOKS & PERIODICALS

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29330	4/24/2007	BAKER & TAYLOR CO	14.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	15.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	15.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	15.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	15.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	16.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	17.83	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	19.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	20.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	20.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	21.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	21.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	21.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	22.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	23.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	23.79	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	24.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	25.02	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	25.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	26.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	28.03	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	28.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	28.64	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	29.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	30.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	33.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	34.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	36.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	37.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	37.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	37.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	37.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	40.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	41.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	42.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	44.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	44.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	46.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	47.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	49.47	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	50.01	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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29330	4/24/2007	BAKER & TAYLOR CO	54.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	55.64		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	56.67		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	57.26		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	59.85		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	65.37		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	67.33		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	67.68		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	68.04		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	74.15		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	80.28		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	81.90		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	81.94		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	84.16		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	85.12		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	93.08		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	108.53		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	118.48		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	131.42		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	132.58		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	153.00		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	170.51		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	174.34		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	176.59		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	182.40		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	215.66		35593515 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	315.48		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	14.66		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	14.69		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	21.28		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	22.03		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	22.04		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	29.36		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	31.72		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	36.74		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	44.08		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	44.09		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	47.64		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	58.75		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	63.90		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	99.04		35593515 - 458000	BOOKS & PERIODICALS

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29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	107.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	141.80		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	154.28		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	241.01		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	440.18		35593515 - 458000	BOOKS & PERIODICALS
29331	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	683.11		35593515 - 458000	BOOKS & PERIODICALS
29332	4/24/2007	BAKER & TAYLOR ENTERTAINMENT	157.55		35593515 - 458000	BOOKS & PERIODICALS
29336	4/24/2007	BIBBY, SCOTT	100.00	DPL-SEC-041207	35593512 - 428000	PROFESSIONAL SERVICES
29336	4/24/2007	BIBBY, SCOTT	100.00	DPL-SEC-041907	35593512 - 428000	PROFESSIONAL SERVICES
29337	4/24/2007	BINDER PLUMBING & HEATING, INC.	63.00	BLDG SUPP	35593512 - 432000	MATERIALS - BUILDINGS
29342	4/24/2007	BOB & RON'S REPAIR SERVICE	1,223.00	MATL LABOR-REPAIR BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
29342	4/24/2007	BOB & RON'S REPAIR SERVICE	1,519.01		35593512 - 433700	MATERIAL - AUTO EQUIP
29344	4/24/2007	BOOK WHOLESALERS, INC.	5.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	6.86		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	9.69		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	10.29		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	11.34		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	11.79		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	14.55		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	15.14		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	15.37		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	16.27		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	18.12		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	21.42		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	22.27		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	24.13		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	25.85		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	27.39		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	29.03		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	32.53		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	32.68		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	34.25		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	36.35		35593515 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	120.96		35593515 - 458000	BOOKS & PERIODICALS
29346	4/24/2007	BRADFIELD'S COMPUTER SUPPLY	142.28	Lexmark 140198A printer cartr	35593512 - 434500	OFFICE SUPPLIES
29355	4/24/2007	CDAW	230.34	KEYBOARDS/OPTICAL MOUSE	35593512 - 449900	SMALL CAPITAL ITEMS
29358	4/24/2007	CSNG	91.38	#60000246 ACCT	35593515 - 458000	BOOKS & PERIODICALS
29360	4/24/2007	CLARY, BRIAN	100.00	DPL-SEC-040407	35593512 - 428000	PROFESSIONAL SERVICES
29360	4/24/2007	CLARY, BRIAN	100.00	DPL-SEC-041807	35593512 - 428000	PROFESSIONAL SERVICES
29370	4/24/2007	CRUCIAL TECHNOLOGY	799.84	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
29373	4/24/2007	DAVIDSON TILES, INC	67.27	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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29378	4/24/2007	DEMCO INC	271.07	OFC SUPP-ASSORTED	35593512 - 434500	OFFICE SUPPLIES
29381	4/24/2007	DON'S PAINT COMPANY	35.79	MATL BLDG	35593512 - 432000	MATERIALS - BUILDINGS
29381	4/24/2007	DON'S PAINT COMPANY	194.93		35593512 - 432000	MATERIALS - BUILDINGS
29383	4/24/2007	EDWARD BOOTH	375.00	MAR'07-LEGAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
29391	4/24/2007	GAYLORD BROS.	134.76	OFC SUPP-LABELS	35593512 - 434500	OFFICE SUPPLIES
29397	4/24/2007	HASTINGS, SCOTT A.	85.00	DPL-SEC-041607,042307	35593512 - 428000	PROFESSIONAL SERVICES
29397	4/24/2007	HASTINGS, SCOTT A.	100.00		35593512 - 428000	PROFESSIONAL SERVICES
29397	4/24/2007	HASTINGS, SCOTT A.	400.00	DPL-SEC-0403,0405,0409,0411,07	35593512 - 428000	PROFESSIONAL SERVICES
29401	4/24/2007	HOGG, TERRY	29.00	LOST ITEM RETD-PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
29404	4/24/2007	INGRAM LIBRARY SERVICES	22.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29408	4/24/2007	JAN MASTER, INC.	22.50	JANITOR SUPP-ASSORTED	35593512 - 431200	JANITORIAL SUPPLIES
29408	4/24/2007	JAN MASTER, INC.	98.20	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
29408	4/24/2007	JAN MASTER, INC.	141.40	JANITOR SUPP-ASSORTED	35593512 - 431200	JANITORIAL SUPPLIES
29420	4/24/2007	L.H.S.O.C.T.C	535.00	PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
29427	4/24/2007	MICROMARKETING	12.26	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29427	4/24/2007	MICROMARKETING	33.95		35593515 - 458000	BOOKS & PERIODICALS
29427	4/24/2007	MICROMARKETING	33.99		35593515 - 458000	BOOKS & PERIODICALS
29427	4/24/2007	MICROMARKETING	35.70		35593515 - 458000	BOOKS & PERIODICALS
29427	4/24/2007	MICROMARKETING	50.96		35593515 - 458000	BOOKS & PERIODICALS
29427	4/24/2007	MICROMARKETING	118.88		35593515 - 458000	BOOKS & PERIODICALS
29431	4/24/2007	MILLER PRODUCTS COMPANY	180.00	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
29436	4/24/2007	NCH BUSINESS SYSTEMS	38.50	SERV TO MAINTAIN OFC EQUIP	35593512 - 421300	SERV-OFFICE EQUIPMENT
29441	4/24/2007	OBS	40.61	BOOKMOBILE WIPER BLADES	35593512 - 433700	MATERIAL - AUTO EQUIP
29445	4/24/2007	OXFORD UNIVERSITY PRESS	1,521.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29449	4/24/2007	PIERCE'S LAWN/GARDEN PRODUCTS	26.35	MATL BLDG	35593512 - 432000	MATERIALS - BUILDINGS
29452	4/24/2007	RANDOM HOUSE, INC	-30.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29452	4/24/2007	RANDOM HOUSE, INC	19.20		35593515 - 458000	BOOKS & PERIODICALS
29452	4/24/2007	RANDOM HOUSE, INC	24.00		35593515 - 458000	BOOKS & PERIODICALS
29453	4/24/2007	RECORDED BOOKS	910.92		35593515 - 458000	BOOKS & PERIODICALS
29454	4/24/2007	REGENT BOOK CO	59.62		35593515 - 458000	BOOKS & PERIODICALS
29456	4/24/2007	RIGSBY, PAUL	110.00	DPL-SEC-041707	35593512 - 428000	PROFESSIONAL SERVICES
29456	4/24/2007	RIGSBY, PAUL	240.00	DPL-SEC-0403,041007	35593512 - 428000	PROFESSIONAL SERVICES
29464	4/24/2007	SHOW SHOP	60.00	SERV TO AUTO EQUIP	35593512 - 421200	SERV - AUTO EQUIPMENT
29474	4/24/2007	THOMPSON ELECTRONICS CO.	944.00	YRLY FIRE ALARM INSPEC/MONITOR	35593512 - 421000	SERVICE TO MAINT BUILDING
29475	4/24/2007	THOMSON GALE	45.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29475	4/24/2007	THOMSON GALE	49.43		35593515 - 458000	BOOKS & PERIODICALS
29475	4/24/2007	THOMSON GALE	73.40		35593515 - 458000	BOOKS & PERIODICALS
29475	4/24/2007	THOMSON GALE	94.36		35593515 - 458000	BOOKS & PERIODICALS
29478	4/24/2007	TREAS-PETTY CASH	18.50	DPL EXP	35593512 - 424100	CONFERENCES & TRAVEL
29478	4/24/2007	TREAS-PETTY CASH	2.00		35593512 - 432000	MATERIALS - BUILDINGS
29478	4/24/2007	TREAS-PETTY CASH	7.46		35593512 - 432000	MATERIALS - BUILDINGS

**CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 4/1/2007 TO 4/30/2007**

DATE: 5/8/2007
TIME: 8:18:00AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
29478	4/24/2007	TREAS-PETTY CASH	15.11	DPL EXP	35593512 - 432000	MATERIALS - BUILDINGS
29478	4/24/2007	TREAS-PETTY CASH	2.33		35593512 - 434500	OFFICE SUPPLIES
29478	4/24/2007	TREAS-PETTY CASH	3.24		35593512 - 434500	OFFICE SUPPLIES
29478	4/24/2007	TREAS-PETTY CASH	4.27	DPL	35593512 - 434500	OFFICE SUPPLIES
29478	4/24/2007	TREAS-PETTY CASH	5.09	DPL EXP	35593512 - 434500	OFFICE SUPPLIES
29478	4/24/2007	TREAS-PETTY CASH	12.85		35593512 - 434500	OFFICE SUPPLIES
29478	4/24/2007	TREAS-PETTY CASH	18.91	DPL	35593512 - 434500	OFFICE SUPPLIES
29478	4/24/2007	TREAS-PETTY CASH	24.90		35593512 - 434500	OFFICE SUPPLIES
29481	4/24/2007	U LINE	126.36	MAILING SUPP-OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
29485	4/24/2007	UNIQUE MANAGEMENT SERVICES	805.50	COLLEC SERV-PROF SERV	35593512 - 434500	OFFICE SUPPLIES
29487	4/24/2007	VERIZON WIRELESS	197.33	#980380645-00001 ACCT	35593512 - 428000	PROFESSIONAL SERVICES
29494	4/24/2007	WEIDENKELLER, COURTNEY	30.00	LOST ITEM RETD-PROF SERV	35593512 - 423300	TELEPHONE
29510	4/27/2007	ARLINGTON COMPUTER PRODUCTS	317.37	BRT TN540 toner cartridge for	35593512 - 428000	PROFESSIONAL SERVICES
29514	4/27/2007	BAKER & TAYLOR CO	4.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	14.04		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	14.60		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	14.63		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	23.34		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	25.62		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	46.08		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	47.79		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	86.08		35593515 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	120.15		35593515 - 458000	BOOKS & PERIODICALS
29516	4/27/2007	BOOK WHOLESALERS, INC.	14.55	500 ea cream business cards -	35593515 - 458000	BOOKS & PERIODICALS
29539	4/27/2007	FAST IMPRESSIONS	39.96	OFFICE SUPPLIES	35593512 - 420200	PRINTING AND BINDING
29567	4/27/2007	OFFICE DEPOT	4.10	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
29567	4/27/2007	OFFICE DEPOT	8.17	#15 PAC 57305 - black Spectra	35593512 - 434500	OFFICE SUPPLIES
29567	4/27/2007	OFFICE DEPOT	8.71	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
29567	4/27/2007	OFFICE DEPOT	60.48	Lexmark TONER	35593512 - 434500	OFFICE SUPPLIES
29567	4/27/2007	OFFICE DEPOT	192.23	#15 PAC 57305 - black Spectra	35593512 - 434500	OFFICE SUPPLIES
29567	4/27/2007	OFFICE DEPOT	238.60		35593512 - 434500	OFFICE SUPPLIES
35 LIBRARY FUND Total			49,205.97			
59 LIBRARY TRUST FUNDS						
29330	4/24/2007	BAKER & TAYLOR CO	-11.09	CREDITS	59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	5.82	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.60		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	14.62		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	15.96		59595942 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR
 LIBRARY FUNDS CHECK REGISTER
 FOR INVOICES FROM 4/1/2007 TO 4/30/2007

DATE: 5/8/2007
 TIME: 8:18:00AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
29330	4/24/2007	BAKER & TAYLOR CO	16.35	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	17.80		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	27.68		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	32.94		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	55.36		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	260.90		59595942 - 458000	BOOKS & PERIODICALS
29330	4/24/2007	BAKER & TAYLOR CO	482.56		59595942 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	36.67		59595942 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	54.83		59595942 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	60.24		59595942 - 458000	BOOKS & PERIODICALS
29344	4/24/2007	BOOK WHOLESALERS, INC.	109.83		59595942 - 458000	BOOKS & PERIODICALS
29419	4/24/2007	LINCOLN MUSEUM	30.00		59595922 - 458000	BOOK AND PERIODICALS
29452	4/24/2007	RANDOM HOUSE, INC.	21.71		59595942 - 458000	BOOKS & PERIODICALS
29452	4/24/2007	RANDOM HOUSE, INC.	24.00		59595942 - 458000	BOOKS & PERIODICALS
29475	4/24/2007	THOMSON GALE	20.76		59595942 - 458000	BOOKS & PERIODICALS
29514	4/27/2007	BAKER & TAYLOR CO	13.46		59595942 - 458000	BOOKS & PERIODICALS
29516	4/27/2007	BOOK WHOLESALERS, INC.	63.87		59595942 - 458000	BOOKS & PERIODICALS
29581	4/27/2007	THOMSON GALE	25.56		59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			1,394.43			

WARRANT TOTAL: **50,600.40**

DECATUR PUBLIC LIBRARY

City of Decatur

YEAR-TO-DATE BUDGET REPORT REVENUE AND EXPENSE SUMMARY APRIL 2007

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS	REVISED ADJSTMTS BUDGET	YTD ACTUAL	ENCUMBRA BUDGET	AVAILABLE BUDGET	PCT USED
35 LIBRARY FUND							
3559350 LIBRARY FUND							
3559350 300000 BEGINNING FUND BALANCE	\$ (437,943.00)	\$ -	\$ (437,943.00)	\$ (541,944.19)	\$ -	\$ 104,001.19	123.7 %
3559350 301103 REAL ESTATE TAXES	\$ (3,116,708.00)	\$ -	\$ (3,116,708.00)	\$ (3,094,744.53)	\$ -	\$ (21,963.47)	99.3 %
3559350 302104 STATE REPLACEMENT TAX	\$ (235,000.00)	\$ -	\$ (235,000.00)	\$ (310,340.33)	\$ -	\$ 75,340.33	132.1 %
3559350 302107 STATE GRANTS OR OTHER	\$ (110,810.00)	\$ -	\$ (110,810.00)	\$ (114,730.71)	\$ -	\$ 3,920.71	103.5 %
3559350 305509 FINES AND FEES	\$ (60,000.00)	\$ -	\$ (60,000.00)	\$ (57,344.04)	\$ -	\$ (2,655.96)	95.6 %
3559350 305510 NON- RESIDENTIAL FEES	\$ (300.00)	\$ -	\$ (300.00)	\$ (617.04)	\$ -	\$ 317.04	205.7 %
3559350 305511 LOST OR DAMAGED BOOKS	\$ (7,000.00)	\$ -	\$ (7,000.00)	\$ (10,018.91)	\$ -	\$ 3,018.91	143.1 %
3559350 305514 COPIES AND MISCELLANEOUS	\$ (25,000.00)	\$ -	\$ (25,000.00)	\$ (11,659.49)	\$ -	\$ (13,340.51)	46.6 %
3559350 305515 MEETING ROOM FEES	\$ (10,000.00)	\$ -	\$ (10,000.00)	\$ (10,690.00)	\$ -	\$ 690.00	106.9 %
3559350 307101 INVESTMENT INCOME	\$ (32,000.00)	\$ -	\$ (32,000.00)	\$ (43,099.22)	\$ -	\$ 11,099.22	134.7 %
3559350 308846 LEASE OF LIBRARY PROPERTY	\$ (40,000.00)	\$ -	\$ (40,000.00)	\$ (22,966.65)	\$ -	\$ (17,033.35)	57.4 %
3559350 308899 MISCELLANEOUS INCOME	\$ -	\$ -	\$ -	\$ (73.00)	\$ -	\$ 73.00	100 %
TOTAL LIBRARY FUND	\$ (4,074,761.00)	\$ -	\$ (4,074,761.00)	\$ (4,218,228.11)	\$ -	\$ 143,467.11	103.5 %
35593511 DPL - PERSONNEL SERVICES							
35593511 409000 SALARIES	\$ 2,105,000.00	\$ -	\$ 2,105,000.00	\$ 2,124,653.85	\$ -	\$ (19,653.85)	100.9 %
35593511 410100 OVERTIME	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 3,195.61	\$ -	\$ 1,804.39	63.9 %
35593511 410200 TEMPORARY SALARIES	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 3,559.10	\$ -	\$ 6,440.90	35.6 %
35593511 410400 IMRF/SOCIAL SECURITY PAYME	\$ 349,763.00	\$ -	\$ 349,763.00	\$ 367,280.73	\$ -	\$ (17,517.73)	105 %
35593511 411100 LIFE INSURANCE	\$ 2,592.00	\$ -	\$ 2,592.00	\$ 2,765.11	\$ -	\$ (173.11)	106.7 %
35593511 411200 MEDICAL INSURANCE	\$ 403,963.00	\$ -	\$ 403,963.00	\$ 383,981.89	\$ -	\$ 19,981.11	95.1 %
35593511 411300 UNEMPLOYMENT INSURANCE	\$ 2,849.00	\$ -	\$ 2,849.00	\$ 2,381.25	\$ -	\$ 467.75	83.6 %
35593511 411400 WORKERS' COMPENSATION	\$ 33,649.00	\$ -	\$ 33,649.00	\$ 25,087.50	\$ -	\$ 8,561.50	74.6 %
35593511 411500 SERVICE RECOGNITION	\$ 20,845.00	\$ -	\$ 20,845.00	\$ 22,104.10	\$ -	\$ (1,259.10)	106 %
TOTAL DPL - PERSONNEL SERVICES	\$ 2,933,661.00	\$ -	\$ 2,933,661.00	\$ 2,935,009.14	\$ -	\$ (1,348.14)	100 %

DECUR PUBLIC LIBRARY

City of Decatur

YEAR-TO-DATE BUDGET REPORT REVENUE AND EXPENSE SUMMARY APRIL 2007

35593512 420100 ADVERTISING	\$ 400.00	\$ -	\$ 400.00	\$ 267.06	\$ -	\$ 132.94	66.8 %
35593512 420200 PRINTING AND BINDING	\$ 8,000.00	\$ -	\$ 8,000.00	\$ 5,802.47	\$ -	\$ 2,197.53	72.5 %
35593512 421000 SERVICE TO MAINT BUILDINGS	\$ 30,000.00	\$ 1,006.00	\$ 31,006.00	\$ 36,705.03	\$ 852.46	\$ (6,551.34)	121.1 %
35593512 421100 SERV TO MAINT IMPROVEMENT	\$ 2,000.00	\$ -	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00	0 %
35593512 421200 SERV - AUTO EQUIPMENT	\$ 3,500.00	\$ -	\$ 3,500.00	\$ 5,172.33	\$ -	\$ (1,672.33)	147.8 %
35593512 421300 SERV-OFFICE EQUIPMENT	\$ 18,500.00	\$ -	\$ 18,500.00	\$ 20,907.92	\$ -	\$ (2,407.92)	113 %
35593512 423000 MIS SERVICES	\$ 20,835.00	\$ -	\$ 20,835.00	\$ 20,835.00	\$ -	\$ -	100 %
35593512 423100 ELECTRICITY	\$ 140,000.00	\$ -	\$ 140,000.00	\$ 145,337.56	\$ -	\$ (5,337.56)	103.8 %
35593512 423200 NATURAL GAS	\$ 10,000.00	\$ -	\$ 10,000.00	\$ 4,886.83	\$ -	\$ 5,113.17	48.9 %
35593512 423300 TELEPHONE	\$ 25,000.00	\$ -	\$ 25,000.00	\$ 34,666.90	\$ -	\$ (9,666.90)	138.7 %
35593512 423400 WATER	\$ 4,500.00	\$ -	\$ 4,500.00	\$ 4,229.16	\$ -	\$ 270.84	94 %
35593512 423901 BANKING SERVICE CHARGES	\$ 200.00	\$ -	\$ 200.00	\$ -	\$ -	\$ 200.00	0 %
35593512 424000 TRAINING SCHOOL EXPENSES	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 140.00	\$ -	\$ 1,360.00	9.3 %
35593512 424100 CONFERENCES & TRAVEL	\$ 6,000.00	\$ -	\$ 6,000.00	\$ 2,821.42	\$ -	\$ 3,178.58	47 %
35593512 424500 POSTAGE	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 14,942.90	\$ -	\$ 57.10	99.6 %
35593512 424700 COMPUTER SOFTWARE	\$ 30,000.00	\$ -	\$ 30,000.00	\$ 29,173.93	\$ -	\$ 826.07	97.2 %
35593512 426500 MEDICAL EXPENSES	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0 %
35593512 427100 TEMP AGENCY SERVICES	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ 10,000.00	0 %
35593512 427200 TUITION REIMBURSEMENT	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,980.00	\$ -	\$ (480.00)	132 %
35593512 427300 TRAVEL INTERVIEW EXP	\$ 100.00	\$ -	\$ 100.00	\$ -	\$ -	\$ 100.00	0 %
35593512 428000 PROFESSIONAL SERVICES	\$ 50,000.00	\$ -	\$ 50,000.00	\$ 60,236.39	\$ -	\$ (10,236.39)	120.5 %
35593512 428400 MEMBERSHIP FEES	\$ 2,000.00	\$ -	\$ 2,000.00	\$ 1,965.00	\$ -	\$ 35.00	98.3 %
35593512 428900 RENTAL - EQUIPMENT	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 30.00	\$ -	\$ 970.00	3 %
35593512 431000 GASOLINE	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 7,725.13	\$ -	\$ (725.13)	110.4 %
35593512 431200 JANITORIAL SUPPLIES	\$ 7,000.00	\$ -	\$ 7,000.00	\$ 9,449.93	\$ -	\$ (2,449.93)	135 %
35593512 432000 MATERIALS - BUILDINGS	\$ 20,000.00	\$ -	\$ 20,000.00	\$ 19,233.53	\$ -	\$ 766.47	96.2 %
35593512 433700 MATERIAL - AUTO EQUIP	\$ 2,500.00	\$ -	\$ 2,500.00	\$ 6,755.22	\$ -	\$ (4,255.22)	270.2 %
35593512 434500 OFFICE SUPPLIES	\$ 33,000.00	\$ 929.00	\$ 33,929.00	\$ 41,455.90	\$ 651.05	\$ (8,177.75)	124.1 %
35593512 435700 EMPLOYEE RECOG SUPPLIES	\$ 50.00	\$ -	\$ 50.00	\$ -	\$ -	\$ 50.00	0 %
35593512 441500 TRANSFER TO GENERAL FD	\$ 1,200.00	\$ -	\$ 1,200.00	\$ 1,200.00	\$ -	\$ -	100 %
35593512 441800 MOTOR VEHICLE INSURANCE	\$ 4,609.00	\$ -	\$ 4,609.00	\$ 4,609.00	\$ -	\$ -	100 %
35593512 442000 BOILER INSURANCE	\$ 2,096.00	\$ -	\$ 2,096.00	\$ 2,096.00	\$ -	\$ -	100 %
35593512 442100 PROPERTY INSURANCE	\$ 24,592.00	\$ -	\$ 24,592.00	\$ 24,592.00	\$ -	\$ -	100 %
35593512 442300 GENERAL LIABILITY INS	\$ 25,256.00	\$ -	\$ 25,256.00	\$ 25,256.00	\$ -	\$ -	100 %
35593512 442600 COLLISION DEDUCTIBLE	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0 %
35593512 449900 SMALL CAPITAL ITEMS	\$ 15,000.00	\$ -	\$ 15,000.00	\$ 15,057.29	\$ -	\$ (57.29)	100.4 %
TOTAL DPL - OPERATING EXPENSES	\$ 524,338.00	\$ 1,935.00	\$ 526,273.35	\$ 547,529.90	\$ 1,503.51	\$ (22,760.06)	104.3 %

Access refers to the ease with which all residents can use the library. Some of the factors that affect access are hours of service; quality of cataloging; the physical facility and distance to the physical facility; the quantity, quality, relevance, formats, and arrangement of the collections; quality and quantity of staff; public relations; policies on use of collection and services; and availability of collections and services outside the library. The extent to which the library uses existing and emerging technology to provide in-house as well as remote access is an additional factor. While existing budget limitations may prevent immediate use of some technology, it is important that those responsible for long-range planning keep current on products and services so that informed decisions can be made if funding becomes available.

Standards that relate directly to the building or “fixed assets” such as lighting and furniture are included in chapter VIII, Facilities.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- 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 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 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 **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 **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 **27.** The library informs its community about the collections and services available in and through the library.

Supplemental Standards

1. Hours of service are posted on a sign visible to the public from outside the library building.
2. Hours of operation are established for the convenience of the community. To accommodate school children and working adults, the library is open as many evening and weekend hours as possible. (See appendix 6 for recommended hours of service by population.)
3. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing all both locations at all hours the library is open.
4. The collections are arranged and housed in a way that provides the greatest accessibility for all users.
5. Materials are not sequestered from any user except for the purpose of protection from theft and damage.
6. All circulating materials may be borrowed by all persons with a valid library card who reside within the jurisdictional boundaries of the library regardless of the age, sex, or social or economic status of the patron.
7. All materials, except those judged by the library administrator to be irreplaceable or needed in the collection for reference service, are available for use within the library by all persons regardless of the age, sex, or social or economic status of the patron.

8. Lending regulations facilitate maximum use of library materials.
9. The library publicizes and promotes interlibrary loan to its patrons. The library develops procedures that ensure that interlibrary loan is a simple and effective way for patrons to receive materials and information.
10. Accurate and easily understood bibliographic access is provided through a computerized or manual card catalog.
11. The library's bibliographic and holdings information are in machine-readable form using the MARC format.
12. A current record of the library's holdings is available on ILLINET Online.
13. Through clear signage or logical placement, the services, collections, and amenities of the library are easily located.
14. The library ensures access to its collections and services for patrons with disabilities through the provision of auxiliary aids and alternate formats.
15. The library provides access to its collections and services for patrons unable to travel to the library. (Some of the ways to provide this kind of service are deposit collections, programs held in sites outside the library, and home delivery.)
16. Telephone, text telephone, and telefax numbers are listed in both white and yellow pages. The library has sufficient incoming telephone lines for voice and data transmission to accommodate staff and user needs.

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Sloan, Bernard. *Linked Systems for Resource Sharing.* Boston: G. K. Hall, 1990.

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Friends of the Decatur Public Library
Proposal for Continuation of Second Saturday Book Store

The Friends of the Decatur Public Library appreciates the support of the Board of Trustees in staging the Second Saturday Book Store to raise funds for the Decatur Public Library. In the original agreement, the Board gave the Friends permission to use the space until October 2006. In order to place publicity in a timely way, the Friends now requests that the renewal agreement approved in May 2006 be extended until September 2008.

Between October 2006 and May 2007, the Friends have raised \$5,713.15 with expenses of \$350, for a net profit of \$5363.15. Our largest revenue from October through May came in March at \$922.50, followed closely in December 2005 at \$886.00. The Friends' monthly goal in our new budget is \$600; our current average is \$710. We continue to build our customer base, with new visitors each month who are amazed that we are able to offer these bargains.

The Friends' financial position in general is healthy. We have in a CD the \$50,000 pledged for the building renovations and an additional CD of \$13,000, both of which will mature in June.

By extending this agreement, the Friends will be able to continue its support of Library and community programs related to literacy and culture. The Summer Reading Program, Baby Talk, and the Library Gardens activity by the Master Gardeners enhance the Library's service to the community.

Thank you.

**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
MAY 2007**

NAME	TERM	PHONE	ADDRESS
Eugene King President	2001-2007*	423-3044 (h)	471 S. Boyd 62522 email: tmm0128@aol.com
Linda Rowden Vice-President	2002-2007*	423-2442 (h) 421-8074 (w)	404 Timber Dr. 62521 email: rowdymama@aol.com
Carol Craig Secretary	2002-2008*	428-4166 (h) 425-8282 (w) 425-8286 (fax)	130 N. Water 62523 134 Victoria Ct. 62522 email: carol.craig@mainstreettrust.com
Rene Corcoran	2006-2009	423-2303 (h)	251 N. Church St. #6 62522 email: renecorcoran@sbcglobal.net
Beth Couter	2006-2009	429-1330 (h)	2015 W. Eldorado St. 62522 email: bcouter@insightbb.com
Garry Davis	2002-2008*	428-0948 (w) 423-2681 (h) 428-0996 (fax)	225 S. Main St. 62521 14 Oak Ridge Dr. 62521 email: gdavis@law225.com
Sally Krigbaum	2002-2008*	429-5606 (h)	65 South Side Country Club 62521 email: js2414@aol.com
Shirley Moore	2003-2009*	422-2565 (h)	418 Woodhill Dr. 62521 email: somemoores@aol.com
Nicholette Rademacher	2004-2007	428-4025 (h)	260 N. Oakcrest Ave. 62522 email: nbrademacher@yahoo.com

* second term

LIBRARY: phone 424-2900; fax 233-4071

Finance & Properties Committee

Beth Couter, Chair
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Sally Krigbaum
Linda Rowden
Eugene King, ex-officio

Representative to the Friends of the Library: Sally Krigbaum (sub-Shirley Moore)

Representative to the RPLS Board: Rene Corcoran