

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

- I. Call to order –Eugene King, President
- II. Approval of minutes
 - A. Regular meeting of October 19, 2006
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy & Public Relations Committee
 - i. Meeting of November 2, 2006
 - a. Approval of job descriptions
 - b. Approval of video game proposal
 - c. Update on services for the hearing impaired
 - B. Finance and Properties Committee
 - i. No meeting in November
 - ii. September 2006 check register
 - iii. YTD budget report
 - a. FY08 Budget Update
 - C. Rolling Prairie Library System
 - i. Report of November meeting
 - D. Friends of the Library
 - i. Report of November meeting
 - E. Foundation
 - i. Next meeting scheduled for January 22, 2007
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter I: Core Standards
- VII. Old Business
- VIII. New business
 - A. Discussion of Library Property Lease
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

October 19, 2006

I. CALL TO ORDER

Eugene King, President, called the meeting to order at 4:31 p.m. Members present: Mr. King, Beth Couter, Rene Corcoran, Shirley Moore, Garry Davis, Sally Krigbaum, Linda Rowden, Nicholette Rademacher, and Carol Craig. Absent: none. Staff present: Lee Ann Fisher, Scott Pointon, and Maria Dent.

II. APPROVAL OF MINUTES

Mrs. Rademacher moved that the minutes of the September 21, 2006 meeting be approved as presented. The motion was seconded by Mrs. Couter and was unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher introduced Maria Dent, the library's new Adult Division librarian. Ms. Dent explained that she is from Ohio but has been living and working in Alabama for the past 17 years. Ms. Fisher noted that she had been contacted by Brent Wielt of the Macon County Conservation District. Mr. Wielt and the MCCD wish to use an electronic scan of the Barnwell photograph in an upcoming exhibit at the Oglesby Mansion. After some discussion, the Board agreed to allow the use of the image for this purpose.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously emailed. Ms. Fisher gave further details on the recent problems experienced with unruly teenagers using the Internet stations in the Adult Division area. She explained that in response to the problem, the security officers have been asked to report for duty earlier than their normal 5:00pm start time. Also, the bench seating in front of the library and in the lobby has been removed and Internet guest passes are now limited to one hour of use per day (rather than two). Ms. Fisher reported that the library was recently selected to receive a \$3,000 LSTA "Bridging the Gap" grant from the State of Illinois to fund the creation of an up-to-date Spanish language materials collection. She also noted that we have received the first draft of the general preservation assessment performed by Jill Rawnsley of the Conservation Center for Art and Historic Artifacts.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee:

Mr. Davis noted that the committee did not meet in October and had nothing to report.

Finance and Properties Committee:

Mrs. Couter reported that the committee did not meet in October. She asked if there were any Board comments on either the September check register or the year-to-date budget report. There were no questions or comments. Mrs. Krigbaum made a motion to approve the September bills as presented. Mrs. Couter seconded and the motion carried unanimously by roll call vote. Ms. Fisher added that Mr. Pointon was working on spreadsheets and other financial data in support of an upcoming proposal to the City Finance Department.

Rolling Prairie Library System:

Mr. Davis reported that the RPLS Board did meet in October, and there heard a presentation from Pat Norris of the Illinois State Library. Ms. Norris gave an overview of the many different types of grants issued to Illinois libraries by the State Library for such things as public

instruction, programming, services, and technology. Mr. Davis also noted that Illinois Authors Day is to be celebrated in Springfield on November 17 & 18, 2006.

Friends of the Library:

Mrs. Krigbaum reported that the Friends met on October 12, 2006. She noted that at that meeting the Friends voted to continue funding the refreshments at DPL programs, and allocated \$300 for that purpose. They also reaffirmed their intention to support the upcoming DPL holiday open house and staff holiday party. Mrs. Krigbaum also reported that upcoming Books Between Bites programming would include Bob Sampson on Bing Crosby and Moweaqua-born author Teague Bolin on his new book *The Pull of the Earth*.

Foundation:

Mr. King noted that the Foundation will next meet on Monday, October 23rd.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

Ms. Fisher reported receiving a request from a patron that DPL provide a sign language interpreter for computer classes. With the costs of this potentially reaching excessive levels, Library attorney Ed Booth has been contacted to research the issue and give an opinion on whether or not to provide this service. The Board agreed that these costs could become exorbitant. Ms. Fisher also reported that Bodine Electric has provided a \$4,330 quote to perform some repairs and preventative maintenance on the library's hvac equipment. The Board agreed that this money should be spent to avoid higher repair costs down the road. Ms. Fisher reported that an unfair labor practice charge has been filed with the State by the Union regarding the recent updating of the Union job descriptions. Lastly, Ms. Fisher announced that she received Mr. Pointon's formal letter of resignation indicating his last day of work to be Friday, November 24, 2006.

IX. ADJOURNMENT

Mrs. Rowden made a motion to adjourn. Ms. Craig seconded the motion and it carried unanimously. Mr. King adjourned the meeting at 5:16 p.m.

Respectfully submitted,

Scott Pointon

Scott Pointon
Assistant City Librarian

CITY LIBRARIAN'S REPORT
November 10, 2006
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: This was a very busy month with planning for the upcoming staff vacancies and dealing with unruly patrons. We have zero tolerance for those who can't abide by library rules and policies. This includes asking those creating a disturbance to leave, repeat offenders are banned and in extreme incidents they are arrested. We have been working closely with our security officers to maintain a secure, safe building for our patrons and staff. In addition to my regular meetings, I spoke to several groups, met with Bev Obert RPLS director, and attended a workshop on the "Local Records Act."

FOUNDATION: The Foundation met on October 23rd and received an update on recent pledges from local trusts bringing the capital campaign funds to nearly \$500,000. Scott provided an update on various grants we have applied for and the resubmission of the NEH grant. Our annual donation letter will focus on the capital campaign and program highlights for the past year. Their next meeting will be January 22nd @ 4:30.

FRIENDS: Copies of the revised by-laws were distributed and the board will discuss and vote on recommended changes at the November meeting. There are currently 320 FOL paid memberships, and 53 of them came from the Labor Day sale. The nominating committee will include Betty Q., Vicki, and Mark.

PNG: A new mentor joined the program this month. Dale Penn, a retired firefighter who is currently taking computer classes at Richland, will be assisting the other mentors and leading the project to design a basic web page.

RPLS/SIRSIDYNIX: The RPLS User's Group met October 11th here at the DPL. As discussed at the Policy Committee meeting on September 20th, concerns were expressed about the security of other libraries' materials processed at a self-check machine. The following recommendation was approved by the Governing Board as a revision to the current Policy Manual regarding self-check machines: Added as section 2.6 "*Materials owned by other libraries within the LLSAP must not be checked out at self-check machines.*" This proposal will be voted on at the January meeting. I have asked Jo McLean to check with our Dynix rep to see if there is a fix for some of the computer problems we have been having with connectivity issues and third party software.

STAFF: The new Adult Division Librarian, Maria Dent, began work on October 16th, replacing Chris Sweet who recently resigned. On October 18th Scott Pointon submitted his letter of resignation; his last day will be November 24.

ADMINISTRATION: We were awarded 2 grants this month. We received \$575.00 for "Art & Architecture in Illinois Libraries" which we will be hosting this summer. We also received and LSTA "Bridging the Gap" grant for \$3,000 to fund the proposed *Hola Decatur!* to develop a collection of life skills materials for Spanish speakers. Total circulation for October

was 51,919 as compared to 53,595 in October of 2005 for a difference of -3.1%. The gate count was 26,539 this month as compared to 27,754 in October 2005 (or -4.4%). The YTD total is -2.0% as compared to last year at this time. The meeting rooms were booked 27 times earning \$870.00 in fees.

ADULT DIVISION: The Hamilton exhibit ended this month with 214 people signing the guest book. Our 6 programs had 214 people attending; especially popular was the program about the duel. Brian Looker, our YA librarian, has started a Teen Book Discussion Group. The 11 online book clubs were accessed 17,960 times in September, with individual members totaling 898. The Local History room had 104 visitors, 23 from out of town. I am working with Sandi to assign some of her duties to the librarians in the department in advance of her anticipated departure.

BUILDING DIVISION: We had our annual Safety Inspection; there were two minor violations and they will be taken care of in short order. We finally got the word that our recalled sprinkler heads will be replaced. We started the paperwork on this before Larry left, nearly 4 years ago. Work on the bearings, motors and shafts of the return air fans that the board approved will start November 1st. The bookmobiles had a variety of minor mechanical problems this month.

CHILDREN'S DIVISION: We kicked off the Monarch Award story times (planned & organized by Alissa) in October. Sue led the second pair of Caudill book discussion groups. Katie attended Baby TALK's 20th anniversary banquet. We had 19 programs with 251 attending, spoke to 4 group with 53 listeners, and 7 groups used the children's room this month.

CIRCULATION DIVISION: The total number of checkouts during the month of October was 42,053 items, down -1% as compared to 42,088 items checked out in September 2006, and down -4% when compared to 43,472 items checked out in October 2005. There were 5,432 items were checked out by patrons from other libraries and our patrons checked out 4,420 items at other libraries. Of the 4,420 items checked out by our patrons at other libraries, 2,655 of those items were checked out on the bookmobiles. We had 2,325 items were routed into the library to fill requests and 4,237 items were routed out to fill requests at other RPLS libraries. We placed 3,651 requests in October, down -9% from September and up +16% from last October. We resolved 5,843 requests, and of these, 2,591 items were picked up here, We had 325 new accounts opened in October, down -3% from September 2006, and down -11% from October of 2005, although new accounts are up +4% overall from 2005 at this time. We had 500 expired accounts were deleted by the clerical staff in our ongoing effort to purge the database of useless information.

EXTENSION DIVISION: We put laptops on the bookmobiles to replace the old desktop computers we've been using. John attended the ribbon cutting ceremony for Victorian Woods Assisted Living Center and we have arranged a bookmobile stop for them. We had 17 volunteers donate 142 hours this month.

GATES COMPUTER LAB: We had 76 students each attend one of the 11 classes we offered. We have shifted some of the teachers around, due to the recent staff changes within the adult department.

SYSTEMS ADMINISTRATION: We continue to have various CybraryN issues on and off this month. I put out an email to other libraries using CybraryN and we have discovered that it is a product problem, not a DPL problem. Matt is working with CybraryN and Dynix to resolve our problems. Matt attended CODI from October 4th through the 6th about what was wrong with current 8.x release and what they were doing to correct these problems. A general release is planned for first quarter of 2007. There were 1,696 work orders received from staff this month.

TECHNICAL DIVISION: TS receive 5 new computers this month, 2 went to Acquisitions and 3 went to Cataloging. OCLC requests made to DPL from other libraries increased by 61 requests over last month. Julie Martin, Lisa Tokarz, and Robert Edwards had a conference call with Mary Schmidt of Dynix Serials in Waterloo, Ontario. This conference has proven quite helpful in resolving a couple of problems being experienced in the serials module. Lee Wiley, Kathy Collett, Kay Nims and Susan Gulick successfully completed the Illinois State Library's Library U "Introduction to Cataloging for Non-Catalogers" module. This month the Cataloging Department: Cataloged 1,185 titles, including 142 items that were donated to the library, imported 239 new records into our Horizon database, bar-coded a total of 1,584 items, withdrew 1,147 items from our collection, recataloged 81 items, reinstated 254 items back into our collection, made over 1,337 database changes and performed original cataloging on 9 items. We processed 752 periodicals as well as 323 paperbacks (bound and unclassified) this month. Also in October, 568 items were mended or reworked by the Processing staff.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

Personnel, Policy & Public Relations Committee
Thursday, November 2, 2006 @ 4:30 p.m.

Garry Davis called the meeting to order at 4:30 p.m. Members present: Mr. Davis, Carol Craig, Eugene King, Sally Krigbaum and Linda Rowden. Staff present: Lee Ann Fisher and Sheila Robinson.

New Business:

Discussion of sign language interpreter with LaVern Carrington of S.A.I.L.: Mr. LaVern Carrington stated that S.A.I.L. provides services and training for interpreters through Title III-Americans with Disabilities Act. The Act says that the library is required to provide these services, according to Mr. Carrington. The fee per hour starts at \$25, with a two-hour minimum, but could go over \$45 per hour, depending upon the level certification of the interpreter. At the time of registration for a class, the individual would have to request an interpreter. S.A.I.L. has a list of qualified interpreters. Other options include a special speaker system for the hearing impaired and computer tutorials on DVD or CD. Several concerns were raised by the committee and further discussion ensued. The consensus was to have Sandi Pointon, head, adult division, speak to the individual requesting these services to determine what will work best for her and give her the options.

Discussion of video game collection proposal: The committee reviewed the DPL video game collection game plan detailing the reasons a collection of this nature would be successful. Ms. Fisher reported that the availability of a video game collection for checkout primarily is another way of meeting the teen market. The consensus was to recommend approval of this proposal to the board of trustees.

Discussion of management job descriptions: The committee reviewed job descriptions for archivist/curator, head of adult division, and library office manager-executive administrative assistant-assistant city librarian. The head of adult division revised job description was approved and the position is to be posted next Monday, November 6. Mrs. Rowden moved to recommend that the position of archivist/curator be approved. Mrs. Krigbaum seconded the motion which was unanimously approved.

There was discussion at length about the assistant city librarian position and whether it should remain the same or be developed into a different type of position. It was recommended by this committee that Ms. Fisher analyze the position for review again next month and a final job description be created for the assistant city librarian position at level 6, with a salary scale recommendation.

Old Business:

Pending grievances: Ms. Fisher discussed pending grievances.

Adjournment: There was no other business. The meeting was adjourned at 6:25 pm.

Respectfully submitted,
Sheila Robinson

Head of Adult Division

Decatur Public Library

Nature of Work

This is specialized professional library work involving the supervision of staff engaged in providing information and selecting materials for adults.

Work involves the scheduling and supervising of divisional staff, selecting and maintaining of library materials, and providing information using print and electronic resources.

Supervision Received

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises supervision over personnel assigned to the Adult Division.

Examples of Work (Typical work examples, but not limited to the following)

Plans and organizes divisional work; instructs, supervises, and evaluates divisional staff.

Responsible for all aspects of collection development for the adult collections, including; reviewing, selection, weeding and expenditure of the reference and adult materials.

Advises readers on book selections after evaluating indicated interests and assists library users in the selection of books, audiovisual materials, periodicals, and special and general publications.

Provides direct oversight of all public access computers, developing procedures and guidelines regarding behavior and computer use

Oversees the computer class program; prepares monthly class schedule, develops and creates computer workshops with other staff members.

Supervises and performs on-line data base searching.)

Evaluates and selects online resources and trains staff and public in their use.

Prepares material reviews and lists for programs and publications.

**HEAD OF ADULT DIVISION
DECATUR PUBLIC LIBRARY**

Job Description

Page 2

Develops, organizes, publicizes and implements programs and exhibits for adults.

Creates public relations materials, displays and news releases to promote library services, programs and resources.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical, grant, and activity reports.

Represents the library at appropriate community groups, organizations and agencies as required by the City Librarian.

Works with other division heads and staff to report problems, suggest solutions and implement changes to library services.

Performs related work and other duties as assigned.

Required Knowledge, Abilities, and Skills

Considerable knowledge of the principles and practices of library science.

Considerable knowledge of books, authors, book publications, and audiovisual materials.

Knowledge of library administration.

Knowledge of and experience in on-line searching.

Ability to supervise and evaluate work of divisional staff and to correlate divisional activities to the needs of the library.

Ability to deal with the public and employees in general and difficult work situations.

Ability to work independently under general supervision.

Desired Training and Experience

Graduation from an approved university with a Masters Degree in Library Science from an ALA-accredited university. At least three years professional experience with increasing responsibility and supervisory experience required. Reference experience required, preferably in a public library.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Pay Level 5M

Job Description
Archivist / Curator
Decatur Public Library

Nature of Work

This is a highly specialized professional position involving supervision of volunteers and operations within the History and Cultural Center.

Work involves acquisition, organization, maintenance, and preservation of the library's archival and artifact collections including all books, papers, maps, photographs, machine-readable materials, or other historic materials regardless of physical form or characteristics.

Supervision Received

Work is performed with considerable independence under the guidance of the City Librarian. Work is reviewed through periodic conferences, reports prepared, observations, and regular evaluations.

Supervision Exercised

Exercises supervision over personnel and/or volunteers assigned to the History and Cultural Center at Decatur Public Library.

Examples of Work (Typical work examples, but not limited to the following)

Plans and organizes the day-to-day operation of the History and Cultural Center; instructs, supervises, and evaluates staff and/or volunteers.

Cultivates relationships with local historical organizations and collects and preserves materials of local historical and genealogical significance.

Provides reference service and bibliographic instruction for the local history and genealogical collections and assists patrons in person, by telephone, mail, and electronic mail.

Recommends improvements in procedures and operating policies, rules and regulations; prepares appropriate statistical and activity reports.

Develops specifications for contract binding, preservation microfilming and digitization, and directs the preparation of materials.

Develops preservation training and awareness programs for staff and library users.

Works with library management and other division heads to coordinate special projects such as exhibit planning, re-cataloging materials, etc.

Represents the Library on various committees and organizations as appropriate or assigned.

Performs related work and other duties as assigned.

**ARCHIVIST / CURATOR
DECATUR PUBLIC LIBRARY**

Job Description

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Required Knowledge, Abilities, and Skills

- Must be able to supervise and evaluate work of volunteers/staff and correlate divisional activities to the needs of the library
- Knowledge of principles and practices of library science
- Knowledge of office practices and procedures
- Knowledge of the Dewey Decimal library classification system
- Ability to learn the library's automated computer system/catalog and stay current with related updates and procedures
- Must have relevant training / experience in archival practices
- Thorough knowledge of library reference procedures and activities
- Thorough knowledge of local history and genealogical materials as well as Internet, electronic database, and CD-ROM resources
- Strong oral and written communication skills
- Ability to deal with the public and employees in general and difficult work situations
- Ability to work well with patrons of all ages
- Ability to prepare standardized library statistical and activity reports
- Ability to work independently, which may require independent study at home, under limited supervision after a period of training
- Ability to follow moderately complex oral and written instructions
- Ability to lift and carry boxes of library materials
- Ability to work evening and/or weekend hours as required
- Ability to lift and carry 50-100 pounds
- Ability to perform repetitive motion tasks with full range of mobility
- Must have adequate eyesight, depth perception, and color vision to perform duties
- Must be able to work in the following environments: inside and outside with temperature variations; with noise and vibrations; and with adequate ventilation meeting all relevant safety regulations
- Must be able to turn, balance, push, handle, reach, stoop, and stand for extended periods of time

Desired Training and Experience

Graduation with a B.A./B.S. in an appropriate field from an accredited university required. Archival management experience or equivalent education required. Excellent public service and computer skills required. Strongly prefer masters degree in library science or related field.

NOTE: This is an unclassified position filled by appointment of the City Librarian.

Management Pay Level 4

DPL Video Game Collection Game Plan

Why carry games

Demand

- 87% of households with teens have at least 1 videogame console
- 40% of all US households have a PC, game console, or handheld gaming device
- 60% of Americans play video games
- 89% of gamers play via a console as opposed to PC

Improved learning and motor skills

- Study shows teen gamers can research better than others
- Surgeons with gaming experience have steadier hands
- Physical therapists use gaming to aid in recovery of hand injuries & surgeries
- Gaming can relieve stiffness from arthritis

New format for story telling

- Action, mystery, horror, scifi, fantasy, and other genres are represented in games
- Books and movies also make it into game form, and books can come from games (Tom Clancy games, Halo, Kingdom Hearts, etc.)
- New stories are also told – in sports games, gamers can create different outcomes to a season, and even trade players to other teams, creating their own dream team

Cultural prevalence and importance

- Games have influence books, movies, music, clothing, and other areas of popular culture
- With multiplayer online games has come a new way of making friends, working corroboratively with others, and connecting people of different backgrounds

Audience

Pew Internet & Life Reports statistics:

- Average gamer is 33 years old
- 1 in 4 adult gamers is over 50
- 87% of teens have a video game console in their home
- 44% of games sold are for all ages [rated E], and only 15% are rated M [see ESRB ratings]

In consulting other libraries, videogame collections appear to be mostly used by teens, with adults also using them.

Collection Development Policy

This will be added as a sub-collection under audiovisual materials.

The video game collection includes games for console systems. As with other audio visual materials, the library does not add ratings or recommendations to materials. Review publications are available to library patrons to help them make responsible choices for themselves and their children.

Additional and restated criteria for the selection of video games include:

- Compatibility with current generation video game console systems
- Anticipated demand by library users
- Appropriateness of material for intended audience

- Cost
- Critical acclaim as demonstrated in awards, nominations for awards, and/or review

Selection Specifics

- Only games rated E-T will be collected
- No special equipment (or games requiring special equipment) will be selected
- Lee Ann must approve selected titles before purchase

Acquisitions

Sources for acquiring videogames include:

- Game Crazy
- Game Stop and gamestop.com
- Ebay.com
- Amazon.com

Cataloging

- RPLS has a datastandard for cataloging games at http://www.rpls.ws/datastand/s19_cataloging_cdrom_videogames.htm
- We decided on a format for call numbers, as follows:

GAME	Example:	GAME	Example 2:	GAME
[Platform code]		GC		PS2
[First five characters of title]		Mario		Final

 - Platform codes are GC for GameCube, PS2 for PlayStation 2, and XB for Xbox. New codes will be added later for new platforms.
- Games will be given the vg10 Item Type—vg for video game, 10 for \$10 max fine

Processing

- Discard any advertisements or health warnings included in game package
- Do not discard instruction booklet, but do not barcode instruction booklet
- Sticker instructing circ clerks to check for booklet should be placed on back by barcode
- Spine label should not cover system name and logo as this will aid in shelving
- Spine label should be formatted with three lines of text following the guidelines listed about for call numbers
- Security strips will not be applied on game discs
- Ownership labels on top of discs around ring in middle are fine

Storage and Security

- Security will be identical to that used for DVDs, with games shelved in the DVD-sized Kwik cases
- Videogame collection will be placed in A/V area
- Games will be shelved alphabetically by system
- Dividers like those used in the CDs will be used to indicate where one system begins being shelved

Circulation Policies

- Juvenile cards may not borrow games
- One game per card
- Two week check out period
- \$1.00 per day late will be charged
- Patrons must return one game before borrowing another
- Requests from other libraries will not be filled

KEHART, PECKERT & BOOTH

A PARTNERSHIP INCLUDING A PROFESSIONAL CORPORATION

ATTORNEYS AT LAW

132 SOUTH WATER, SUITE 200

POST OFFICE BOX 860

DECATUR, ILLINOIS 62525-0860

TELEPHONES:

(217) 428-4689

(217) 423-6076

FACSIMILE: (217) 422-7950

ROBERT W. OHLSEN

OF COUNSEL

(217) 429-5237

EDWARD BOOTH
MICHAEL J. KEHART
JAMES E. PECKERT
WILLIAM D. TRIMBLE
JASON B. SMALL
SANDRA L. NILLES

October 24, 2006

Ms. Lee Ann Fisher
Decatur Public Library
130 North Franklin
Decatur, Illinois 62523

IN RE: Computer Course and Request for Reasonable Accommodation

Dear Lee Ann:

The Americans With Disability Act prohibits governmental entities from discriminating against people with disabilities in their programs and activities. The law applies to all programs made available by public entities.

The broad general rule is that if the Library provides a program for the public, it must make that program available for individuals with disability. This obligation is subject to the "reasonable accommodation" doctrine. Accommodation is not required if that accommodation would change the nature of the program offered, or if the cost involved would impose an undue burden.

Providing sign language assistance for the computer course would not fundamentally change the program. Our question is whether there would be an undue burden.

The cost to provide assistance would be in the \$100-\$200 range. As a percentage of the Library's budget, that could not be considered an undue burden. There is concern that this case may be a precedent for similar future expenses. That problem would have to be confronted if and when it arises. The possibility of an expense becoming a burden does not make the immediate cost an undue burden.

The legislative history for the adoption of the Americans With Disability Act clearly encourages direct consultation with the individual requesting the accommodation. The purpose is to explore the type of assistance needed, the cost and the possible effect on the program.

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October 24, 2006

This is the Library's initial exposure to this particular issue, so it is reasonable to take the time necessary to assist the individual properly, and also allow the Library to meet its obligation and do that in the most responsible and cost effective manner.

My recommendation is that there be a meeting with the lady requesting the assistance and the SAIL person and find out about signing: Are all signing methods the same; how much expertise is required on the part of the assistant and the lady receiving the assistance; is the person who will be giving the assistance from Decatur or otherwise conveniently available. We need to know the particulars about the signing before we can make a commitment as to what will be provided.

Best regards,

A handwritten signature in cursive script, appearing to read "Ed", written in black ink.

Edward Booth

EB:gf

CITY OF DECATUR
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 10/1/2006 TO 10/31/2006

DATE: 11/6/2006
 TIME: 8:44:11AM

<u>CHECK NO.</u>	<u>DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
35 LIBRARY FUND						
24771	10/3/2006	ARLINGTON COMPUTER PRODUCTS	604.37	BRT TN540 toner - Brother pr	35593512 - 434500	OFFICE SUPPLIES
24773	10/3/2006	AT & T	461.59	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
24773	10/3/2006	AT & T	740.11	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
24773	10/3/2006	AT & T	1,166.94	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
24781	10/3/2006	BOB & RON'S REPAIR SERVICE	343.50	MAT'L/LABOR REPR BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
24781	10/3/2006	BOB & RON'S REPAIR SERVICE	348.06		35593512 - 433700	MATERIAL - AUTO EQUIP
24813	10/3/2006	DECATUR LEGACY	200.00	PROF MEMBERSHP 2006/2007	35593512 - 428400	MEMBERSHIP FEES
24830	10/3/2006	FAST IMPRESSIONS	293.94	parking tags- for rear view mi	35593512 - 420200	PRINTING AND BINDING
24840	10/3/2006	GAYLORD BROS.	10.26	OFFICE SUPPLIES	35593512 - 424500	POSTAGE
24840	10/3/2006	GAYLORD BROS.	48.18		35593512 - 434500	OFFICE SUPPLIES
24849	10/3/2006	HASTINGS, SCOTT A.	200.00	SAL/SEC POL/9/18,25/06 - 10 HR	35593512 - 428000	PROFESSIONAL SERVICES
24860	10/3/2006	JAN MASTER, INC.	61.50	JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
24860	10/3/2006	JAN MASTER, INC.	226.00	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
24878	10/3/2006	MILLER PRODUCTS COMPANY	208.00		35593512 - 431200	JANITORIAL SUPPLIES
24880	10/3/2006	NCI BUSINESS SYSTEMS	28.15	SVC OFF EQUIP/COPY USGE	35593512 - 421300	SERV-OFFICE EQUIPMENT
24890	10/3/2006	RIGSBY, PAUL	190.00	SAL/SEC POL/9/16, 26/06 9.5 HR	35593512 - 428000	PROFESSIONAL SERVICES
24893	10/3/2006	SAM'S CLUB	269.74	#7715090511989550 ACCT	35593512 - 449900	SMALL CAPITAL ITEMS
24894	10/3/2006	SCHINDLER ELEVATOR CORP.	386.50	MAT'L/LABR -REPR ELEVATOR	35593512 - 421000	SERVICE TO MAINT BUILDING
24894	10/3/2006	SCHINDLER ELEVATOR CORP.	36.95		35593512 - 432000	MATERIALS - BUILDINGS
24895	10/3/2006	SHOW SHOP	60.00	SERV TO AUTO EQUIP	35593512 - 421200	SERV - AUTO EQUIPMENT
24897	10/3/2006	SLEETH, ALAN	200.00	SAL/SEC POL/9/13,20/06 - 10 HR	35593512 - 428000	PROFESSIONAL SERVICES
24899	10/3/2006	SMITH, EDWARD	300.00	SEC POL/9/14,21,28/06 -15 HR	35593512 - 428000	PROFESSIONAL SERVICES
24914	10/3/2006	TREAS-GENERAL FUND	100.00	OCT'06 TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
24915	10/3/2006	TREAS-MIS OPERATING	1,736.25	OCT'06 TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
24917	10/3/2006	TREAS-SELF INSURANCE FUND	384.08	OCT'06 TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
24917	10/3/2006	TREAS-SELF INSURANCE FUND	174.67		35593512 - 442000	BOILER INSURANCE
24917	10/3/2006	TREAS-SELF INSURANCE FUND	2,049.33		35593512 - 442100	PROPERTY INSURANCE
24917	10/3/2006	TREAS-SELF INSURANCE FUND	2,104.67		35593512 - 442300	GENERAL LIABILITY INS
24925	10/3/2006	WALLENDER-DEDMAN PRINTING	465.00	PRINTING OF NEWSLETTER	35593512 - 420200	PRINTING AND BINDING
24926	10/3/2006	WATT'S COPY SYSTEMS	317.00	MONTHLY MAINT/COPIERS	35593512 - 421300	SERV-OFFICE EQUIPMENT
24931	10/10/2006	AGRICULTURE BUSINESS OFC	36.00	2 COPIES-SO EASY TO PRESERVE	35593515 - 458000	BOOKS & PERIODICALS
24944	10/10/2006	BRADFIELD'S COMPUTER SUPPLY	142.28	140198A toner cartridge for H	35593512 - 434500	OFFICE SUPPLIES
24953	10/10/2006	COMMERCIAL MAIL SERVICES	151.76	MO PRE-SORT/BAR CODING SERV	35593512 - 424500	POSTAGE
24975	10/10/2006	FORDHAM EQUIPMENT	107.00	OFC SUPP--ASSTD BK COVERS	35593512 - 424500	POSTAGE
24975	10/10/2006	FORDHAM EQUIPMENT	645.60		35593512 - 434500	OFFICE SUPPLIES
25011	10/10/2006	MCLEOD USA	31.07	#3292627 ACCT	35593512 - 423300	TELEPHONE
25016	10/10/2006	MIDLAND PAPER COMPANY	379.60	14 ply white process board cut	35593512 - 434500	OFFICE SUPPLIES
25050	10/10/2006	READERS DIGEST ASSN	29.96	SUBSCRIP-LG PRINT READER'S DIG	35593515 - 458841	MAG/PAPERS - MAIN ADULT
25050	10/10/2006	READERS DIGEST ASSN	29.96		35593515 - 458847	MAG/PAPERS - EXTENSION AL
25053	10/10/2006	ROBERTS, GEORGE	34.27	REACHING FWD S MTG	35593512 - 424100	CONFERENCES & TRAVEL
25062	10/10/2006	SENTINEL PEST CONTROL CO	30.00	MONTHLY EXTERMINATING	35593512 - 421000	SERVICE TO MAINT BUILDING

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25076	10/10/2006	TREAS-PETTY CASH	14.90	DPL	35593512 - 424100	CONFERENCES & TRAVEL
25076	10/10/2006	TREAS-PETTY CASH	5.50		35593512 - 428000	PROFESSIONAL SERVICES
25076	10/10/2006	TREAS-PETTY CASH	10.00		35593512 - 428400	MEMBERSHIP FEES
25076	10/10/2006	TREAS-PETTY CASH	2.47		35593512 - 432000	MATERIALS - BUILDINGS
25076	10/10/2006	TREAS-PETTY CASH	6.46		35593512 - 433700	MATERIAL - AUTO EQUIP
25076	10/10/2006	TREAS-PETTY CASH	50.16		35593512 - 434500	OFFICE SUPPLIES
25082	10/10/2006	VERIZON WIRELESS	24.29	#580314974-00001 ACCT	35593512 - 423300	TELEPHONE
25082	10/10/2006	VERIZON WIRELESS	38.10	#980310759-00001 ACCT	35593512 - 423300	TELEPHONE
25082	10/10/2006	VERIZON WIRELESS	58.08	#880315087-00001 ACCT	35593512 - 423300	TELEPHONE
25090	10/17/2006	2D MARKETING & COMMUNICATIONS	565.00	PROF SERV-PUBLIC RELATIONS	35593512 - 428000	PROFESSIONAL SERVICES
25092	10/17/2006	ABWA	50.00	#600219 FISHER, L-MEMBERSHIP	35593512 - 428400	MEMBERSHIP FEES
25100	10/17/2006	ARAMARK UNIFORM SERVICES, INC.	114.25	SERV TO BLDG-CLEANING CHRGS	35593512 - 421000	SERVICE TO MAINT BUILDING
25100	10/17/2006	ARAMARK UNIFORM SERVICES, INC.	125.68	SERV TO BLDG-CLEANING SHRGS	35593512 - 421000	SERVICE TO MAINT BUILDING
25104	10/17/2006	BABY TALK, INC.	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
25111	10/17/2006	BIBBY, SCOTT	100.00	100506-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
25120	10/17/2006	CDW	46.89	SM CAP ITEMS-ASSTD	35593512 - 449900	SMALL CAPITAL ITEMS
25120	10/17/2006	CDW	691.27		35593512 - 449900	SMALL CAPITAL ITEMS
25138	10/17/2006	DON'S PAINT COMPANY	25.49	MATL FOR BLDG-PAINT/SUPPLIES	35593512 - 432000	MATERIALS - BUILDINGS
25138	10/17/2006	DON'S PAINT COMPANY	66.79	MATL BLDG-PAINT/SUPP	35593512 - 432000	MATERIALS - BUILDINGS
25141	10/17/2006	EDWARD BOOTH	2,015.00	PROF SERV-LEGAL SERV-SEP'06	35593512 - 428000	PROFESSIONAL SERVICES
25157	10/17/2006	HASTINGS, SCOTT A.	100.00	100206-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
25158	10/17/2006	HIGHSMITH INC	47.67	OFC SUPP-MAGNETIC SHELF LABELS	35593512 - 434500	OFFICE SUPPLIES
25192	10/17/2006	MCLEOD USA	70.13	#3318933 ACCT	35593512 - 423300	TELEPHONE
25195	10/17/2006	MENARDS	69.00	MATL-MAINTAIN BLDG	35593512 - 432000	MATERIALS - BUILDINGS
25198	10/17/2006	MIDLAND PAPER COMPANY	174.28	STYROFOAM CUPS-LIDS	35593512 - 434500	OFFICE SUPPLIES
25215	10/17/2006	OFFICE DEPOT	137.00	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
25218	10/17/2006	ONYX WASTE	322.86	GARBAGE SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
25230	10/17/2006	RIGSBY, PAUL	200.00	1004,101006 SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
25233	10/17/2006	RV DEALERSHIP	154.62	MATL-AUTO EQUIP-SHROUDS	35593512 - 433700	MATERIAL - AUTO EQUIP
25238	10/17/2006	SLEETH, ALAN	200.00	1003,101106 SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
25241	10/17/2006	SMITH, EDWARD	100.00	101206-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
25287	10/17/2006	WILKERSON, MATT	587.65	100306-SALT LAKE CITY-TRAVEL	35593512 - 424100	CONFERENCES & TRAVEL
25309	10/24/2006	AMERENIP	15,905.08	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
25309	10/24/2006	AMERENIP	106.98		35593512 - 423200	NATURAL GAS
25378	10/24/2006	POINTON, SANDI	43.91	SUPPLIES-PNG GRANT SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
25383	10/24/2006	RIVER FOREST PUBLIC LIBRARY	28.00	PROF SERV-IL CHRGS-LOST ITEM	35593512 - 428000	PROFESSIONAL SERVICES
25384	10/24/2006	RV DEALERSHIP	50.00	SHROUDS-2-SHIPPING CHRGS	35593512 - 424500	POSTAGE
25404	10/24/2006	TREAS-FLEET MAINTENANCE	758.12	DPL FUEL USAGE-SEP'06	35593512 - 431000	GASOLINE
25405	10/24/2006	TREAS-GENERAL FUND	567.80	SEP'06 POSTAGE	35593512 - 424500	POSTAGE
25410	10/24/2006	UNIVERSITY OF WISCONSIN-EXTENSION	225.00	CONF REF-EMPLOYEE	35593512 - 424100	CONFERENCES & TRAVEL
25423	10/31/2006	AL TREIBER ASSOCIATES	1,202.60	SM CAPITAL ITEMS-SHELVING/SUPP	35593512 - 449900	SMALL CAPITAL ITEMS
25424	10/31/2006	ALldata	1,500.00	SUBSCRIPTION-1 YR	35593515 - 458000	BOOKS & PERIODICALS

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25425	10/31/2006	AMAZON.COM CREDIT	315.70	MATL-SM CAPITAL ITEMS	35593512 - 449900	SMALL CAPITAL ITEMS
25427	10/31/2006	AMERICAN LIBRARY ASSOCIATION	99.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25428	10/31/2006	ARAMARK UNIFORM SERVICES, INC.	130.27	MAT CLEANING -130 N FRANKLIN	35593512 - 421000	SERVICE TO MAINT BUILDING
25428	10/31/2006	ARAMARK UNIFORM SERVICES, INC.	130.27	MAT CLEANING-130 N FRANKLIN	35593512 - 421000	SERVICE TO MAINT BUILDING
25431	10/31/2006	BAKER & TAYLOR CO	-125.00	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-31.58	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-29.95	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-23.94	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-23.38	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-15.93		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-15.04		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-11.69	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-10.78		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	-9.19	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	3.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	3.68		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	4.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	4.74		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	5.84		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	5.98		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	7.35		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	7.36		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	7.55		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	7.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	7.99		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	8.18		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	8.32		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	8.60		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	8.61		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	8.84		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	9.22		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	9.23		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	9.48		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	9.81		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	9.84		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	10.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	10.45		35593515 - 458000	BOOKS & PERIODICALS

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25431	10/31/2006	BAKER & TAYLOR CO	10.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	10.77		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.04		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.30		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.65		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.67		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.68		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.77		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	11.79		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	12.30		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	12.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	12.97		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	12.98		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	13.16		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	13.57		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	13.90		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.01		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.10		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.16		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.60		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.62		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.10		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.18		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.20		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.26		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.52		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.77		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.90		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.93		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.96		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	16.10		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	16.23		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	16.35		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	16.52		35593515 - 458000	BOOKS & PERIODICALS

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25431	10/31/2006	BAKER & TAYLOR CO	16.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	16.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.06	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.10	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	17.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	18.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	18.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	18.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	18.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	20.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	20.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	20.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	20.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	21.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	21.48	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	21.51	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	21.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	22.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	22.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	22.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	22.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	23.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	23.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	23.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	23.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	23.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	23.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	24.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	24.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	24.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	25.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	25.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	26.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	26.22	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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25431	10/31/2006	BAKER & TAYLOR CO	26.41	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	26.84		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	27.30		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.08		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.26		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.40		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.48		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.50		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.61		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.85		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.26		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.47		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.58		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.60		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.76		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.78		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.22		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.58		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.65		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.71		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.72		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.73		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.78		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	31.07		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	31.54		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	31.68		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	31.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	32.76		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	32.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	33.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	33.16		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	33.34		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	34.16		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	34.47		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	35.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	35.01		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	35.08		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	36.97		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	37.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	38.02		35593515 - 458000	BOOKS & PERIODICALS

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25431	10/31/2006	BAKER & TAYLOR CO	39.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	39.95		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	40.06		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	40.23		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	40.29		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	40.92		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	40.97		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	42.03		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	42.12		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	43.80		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	44.37		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	45.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	45.09		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	45.54		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	45.63		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	46.90		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	46.91		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	47.31		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	48.27		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	48.41		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	48.52		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	49.78		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	50.73		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	50.85		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	51.30		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	52.77		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	53.50		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	53.68		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	54.68		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	55.01		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	55.74		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	56.94		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	57.34		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	58.40		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	58.44		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	59.16		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	60.36		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	60.72		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	61.44		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	63.08		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	69.04		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	71.09		35593515 - 458000	BOOKS & PERIODICALS

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25431	10/31/2006	BAKER & TAYLOR CO	73.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	74.25		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	76.47		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	76.80		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	79.25		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	79.65		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	85.83		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	91.20		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	92.36		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	93.82		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	94.05		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	94.74		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	97.81		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	99.31		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	99.68		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	102.33		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	109.77		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	111.72		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	115.77		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	119.75		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	123.28		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	125.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	138.51		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	140.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	140.13		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	151.60		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	162.54		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	164.96		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	169.09		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	174.99		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	194.04		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	200.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	229.38		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	231.58		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	232.16		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	251.26		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	253.66		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	254.44		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	255.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	257.34		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	268.07		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	268.32		35593515 - 458000	BOOKS & PERIODICALS

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25431	10/31/2006	BAKER & TAYLOR CO	279.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	303.37		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	326.78		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	340.38		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	359.00		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	364.62		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	372.74		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	385.80		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	401.44		35593515 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	690.62		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	-69.80	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	-14.23		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	14.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	14.68		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	14.69		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	20.54		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	22.02		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	22.04		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	29.36		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	36.74		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	44.08		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	51.38		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	55.68		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	62.45		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	66.12		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	69.80		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	70.44		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	95.50		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	107.92		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	130.76		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	157.96		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	176.32		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	329.67		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	401.65		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	408.31		35593515 - 458000	BOOKS & PERIODICALS
25432	10/31/2006	BAKER & TAYLOR ENTERTAINMENT	431.92		35593515 - 458000	BOOKS & PERIODICALS
25434	10/31/2006	BARCLAY PUBLIC LIBRARY DISTRICT	32.90	PROF SERV-IL CHR-G-FIGURA, JESS	35593512 - 428000	PROFESSIONAL SERVICES
25437	10/31/2006	BILL NUNES	22.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25438	10/31/2006	BILL NUNES	20.95		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	3.91		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	3.93		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	9.17		35593515 - 458000	BOOKS & PERIODICALS

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
25443	10/31/2006	BOOK WHOLESALERS, INC.	9.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	9.69		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	10.27		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	10.29		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	10.30		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	11.15		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	11.48		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	11.50		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	11.79		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	12.07		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	12.36		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	12.93		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	13.70		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	15.41		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	15.69		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	15.71		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	17.16		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	17.29		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	17.63		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	18.23		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	19.33		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	19.37		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	19.39		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	20.50		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	20.53		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	20.54		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	20.73		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	21.19		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	22.10		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	24.15		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	25.73		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	25.75		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	26.80		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	27.11		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	27.39		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	27.67		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	29.98		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	30.24		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	30.82		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	31.81		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	31.89		35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	32.72		35593515 - 458000	BOOKS & PERIODICALS

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25443	10/31/2006	BOOK WHOLESALERS, INC.	34.33	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	37.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	38.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	38.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	39.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	39.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	42.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	42.87	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	49.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	50.03	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	55.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	61.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	62.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	62.92	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	63.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	65.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	69.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	71.01	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	72.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	77.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	81.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	82.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	85.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	85.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	90.79	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	102.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	138.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	139.97	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	140.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	160.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	173.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	210.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	253.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	260.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	267.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	286.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	312.27	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	358.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	394.05	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	437.84	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	486.27	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25453	10/31/2006	CENTER POINT LARGE PRINT	1,223.07			

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25455	10/31/2006	CENTURION TECHNOLOGIES	38.65	RENEW MAINT FEE-11/06-11/07	35593512 - 424700	COMPUTER SOFTWARE
25456	10/31/2006	CING	98.20	MICROFILM	35593515 - 458000	BOOKS & PERIODICALS
25477	10/31/2006	DECATUR MAGAZINE	21.00	SUBSCRIPTION-DPL-2	35593515 - 458841	MAG/PAPERS - MAIN ADULT
25477	10/31/2006	DECATUR MAGAZINE	21.00	SUBSCRIPTION-DPL-3	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
25482	10/31/2006	DECATUR TRIBUNE	90.00	ONE YR SUBSCRIPTION	35593515 - 458841	MAG/PAPERS - MAIN ADULT
25483	10/31/2006	DELL INC.	3,820.00	MATL-SM CAPITAL EQUIPMENT	35593512 - 449900	SMALL CAPITAL ITEMS
25484	10/31/2006	DEMCO INC	391.46	OFFICE SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
25492	10/31/2006	DUNKER ELECTRIC SUPPLY, INC	197.07	LIGHT BULBS, LAMPS, BALLASTS	35593512 - 432000	MATERIALS - BUILDINGS
25493	10/31/2006	EDWARDS, ROBERT	65.00	REIMB CDL RENEWAL	35593512 - 428000	PROFESSIONAL SERVICES
25495	10/31/2006	ENCYCLOPAEDIA BRITANNICA, INC	318.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25498	10/31/2006	EZ LAWN CARE	320.00	MOW/TRIM W/WEEED KILLER	35593512 - 421000	SERVICE TO MAINT BUILDING
25514	10/31/2006	HERALD & REVIEW	395.20	SUBSCRIPTION	35593515 - 458841	MAG/PAPERS - MAIN ADULT
25518	10/31/2006	ILLINOIS AUDUBON SOCIETY	25.00	BOOKS	35593515 - 458841	MAG/PAPERS - MAIN ADULT
25522	10/31/2006	INFO USA MARKETING, INC	12,890.00	SUBSCRIPTION RENEWALS	35593515 - 458000	BOOKS & PERIODICALS
25524	10/31/2006	JAN MASTER, INC.	316.26	JANITORIAL SUPP	35593512 - 431200	JANITORIAL SUPPLIES
25525	10/31/2006	JOHN'S MOWER SERVICE	35.00	MATL/SERV-REPAIR BLOWER	35593512 - 421000	SERVICE TO MAINT BUILDING
25525	10/31/2006	JOHN'S MOWER SERVICE	11.51		35593512 - 432000	MATERIALS - BUILDINGS
25537	10/31/2006	MENARDS	38.80	MATL-BLDG	35593512 - 432000	MATERIALS - BUILDINGS
25545	10/31/2006	MILLER PRODUCTS COMPANY	217.00	JANITORIAL SUPPLIES	35593512 - 431200	JANITORIAL SUPPLIES
25547	10/31/2006	MR. VIDEO	619.00	OFFICE SUPPLIES-VIDEO BOXES	35593512 - 434500	OFFICE SUPPLIES
25549	10/31/2006	NCI BUSINESS SYSTEMS	30.97	SERV TO MAINTAIN OFC EQUIPMENT	35593512 - 421300	SERV-OFFICE EQUIPMENT
25554	10/31/2006	OBS	52.76	LOCKS-BOOKMOBILES	35593512 - 433700	MATERIAL - AUTO EQUIP
25567	10/31/2006	RANDOM HOUSE, INC	-32.00	CREDIT MEMO	35593515 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	24.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	28.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	36.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	44.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	74.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	152.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25570	10/31/2006	RILEY'S DECATUR SEWER	145.00	SERV/BLDG-CLEAN 2 STOOLS/MENS	35593512 - 421000	SERVICE TO MAINT BUILDING
25571	10/31/2006	ROLLING PRAIRIE LIBRARY SYSTEM	26,769.70	LLSAP MEMBERSHIP/USAGE FEE	35593512 - 424700	COMPUTER SOFTWARE
25573	10/31/2006	SCHIRLE, JOHN	96.00	SALARY -PNG EMPLOYEE	35593512 - 428000	PROFESSIONAL SERVICES
25577	10/31/2006	PEED LUBE #3	25.95	OIL CHNG/LUBE - AEROSTAR VAN	35593512 - 421200	SERV - AUTO EQUIPMENT
25581	10/31/2006	STORY WATCHERS CLUB	110.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25583	10/31/2006	TAUNTON DIRECT INC	191.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25585	10/31/2006	THE UNIVERSITY OF GEORGIA	39.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25587	10/31/2006	THOMAS, RHALO	114.00	SALARY/PNG EMPLOYEE	35593512 - 428000	PROFESSIONAL SERVICES
25588	10/31/2006	THOMSON GALE	162.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
25594	10/31/2006	UNIQUE MANAGEMENT SERVICES	590.70	PROF SVC-COLLECTION SVC-SEPT06	35593512 - 428000	PROFESSIONAL SERVICES
25596	10/31/2006	VERIZON WIRELESS	30.02	#380315043-00001 ACCT	35593512 - 423300	TELEPHONE
25600	10/31/2006	WORLD BOOK DIRECT MARKETING	37.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
						35 LIBRARY FUND Total
						116,899.86

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
59 LIBRARY TRUST FUNDS						
25431	10/31/2006	BAKER & TAYLOR CO	9.41	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.72		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	14.75		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	15.90		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	16.95		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	22.95		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	24.37		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	25.16		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	28.95		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.78		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	29.95		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	30.95		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	31.90		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	48.05		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	52.00		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	64.59		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	76.40		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	93.85		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	163.09		59595942 - 458000	BOOKS & PERIODICALS
25431	10/31/2006	BAKER & TAYLOR CO	268.82		59595942 - 458000	BOOKS & PERIODICALS
25437	10/31/2006	BILL NUNES	18.95		59595942 - 458000	BOOKS & PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	3.02		59595922 - 458000	BOOK AND PERIODICALS
25443	10/31/2006	BOOK WHOLESALERS, INC.	38.61		59595912 - 458000	BOOKS & PERIODICALS
25477	10/31/2006	DECATUR MAGAZINE	21.00	SUBSCRIPTION-DPL-1	59595922 - 458000	BOOK AND PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	20.96	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
25567	10/31/2006	RANDOM HOUSE, INC	39.67		59595942 - 458000	BOOKS & PERIODICALS
25588	10/31/2006	THOMSON GALE	46.32		59595942 - 458000	BOOKS & PERIODICALS

59 LIBRARY TRUST FUNDS Total

1,251.07

118,150.93

WARRANT TOTAL:

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

FOR 2007 06

ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3559350 LIBRARY FUND							
300000 BEGINNING FUND BALANCE	-437,943	-437,943	-541,944.19	.00	.00	104,001.19	123.7%
301103 REAL ESTATE TAXES	-3,116,708	-3,116,708	-2,946,600.09	.00	.00	-170,107.91	94.5%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-165,327.49	-53,399.39	.00	-69,672.51	70.4%
302107 STATE GRANTS OR OTHER	-110,810	-110,810	-11,575.00	-11,575.00	.00	-99,235.00	10.4%
305509 FINES AND FEES	-60,000	-60,000	-29,826.56	-4,634.59	.00	-30,173.44	49.7%
305510 NON-RESIDENTIAL FEES	-300	-300	-531.93	.00	.00	231.93	177.3%
305511 LOST OR DAMAGED BOOKS	-7,000	-7,000	-4,765.70	-1,213.95	.00	-2,234.30	68.1%
305514 COPIES AND MISCELLANEOUS	-25,000	-25,000	-5,055.27	-212.20	.00	-19,944.73	20.2%
305515 MEETING ROOM FEES	-10,000	-10,000	-5,180.00	-730.00	.00	-4,820.00	51.8%
307101 INVESTMENT INCOME	-32,000	-32,000	-20,143.42	-7,956.66	.00	-11,856.58	62.9%
307102 POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-18,166.65	.00	.00	-21,833.35	45.4%
TOTAL LIBRARY FUND	-4,074,761	-4,074,761	-3,749,116.30	-79,721.79	.00	-325,644.70	92.0%
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	2,105,000	2,105,000	1,122,338.92	156,597.93	.00	982,661.08	53.3%
410100 OVERTIME	5,000	5,000	2,798.13	24.84	.00	2,201.87	56.0%
410200 TEMPORARY SALARIES	10,000	10,000	2,084.99	645.84	.00	7,915.01	20.8%
410400 IMRF/SOCIAL SECURITY PAYMENTS	349,763	349,763	194,196.02	26,955.45	.00	155,566.98	55.5%
411100 LIFE INSURANCE	2,592	2,592	1,419.69	215.89	.00	1,172.31	54.8%
411200 MEDICAL INSURANCE	403,963	403,963	184,253.53	27,873.26	.00	219,709.47	45.6%
411300 UNEMPLOYMENT INSURANCE	2,849	2,849	1,207.77	184.15	.00	1,641.23	42.4%
411400 WORKERS COMPENSATION	33,649	33,649	12,724.38	1,940.10	.00	20,924.62	37.8%
411500 SERVICE RECOGNITION	20,845	20,845	11,942.80	1,257.66	.00	8,902.20	57.3%
TOTAL DPL - PERSONNEL SERVICES	2,933,661	2,933,661	1,532,966.23	215,695.12	.00	1,400,694.77	52.3%
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	400	400	27.06	.00	.00	372.94	6.8%
420200 PRINTING AND BINDING	8,000	8,000	3,753.39	758.94	208.75	4,037.86	49.5%
421000 SERVICE TO MAINT BUILDINGS	30,000	31,006	12,324.84	1,884.08	2,945.95	15,735.36	49.3%
421100 SERV TO MAINT IMPROVEMENTS	2,000	2,000	.00	.00	.00	2,000.00	.0%
421200 SERV - AUTO EQUIPMENT	3,500	3,500	1,414.32	429.45	.00	2,085.68	40.4%
421300 SERVICE-OFFICE EQUIP	18,500	18,500	8,506.09	376.12	1,902.00	8,091.91	56.3%

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ACCOUNTS FOR:	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35								
423000	MIS SERVICES	20,835	20,835	10,417.50	1,736.25	.00	10,417.50	50.0%
423100	ELECTRICITY	140,000	140,000	85,783.00	15,905.08	.00	54,217.00	61.3%
423200	NATURAL GAS	10,000	10,000	641.88	106.98	.00	9,358.12	6.4%
423300	TELEPHONE	25,000	25,000	15,321.63	2,620.33	.00	9,678.37	61.3%
423400	WATER	4,500	4,500	3,211.30	.00	.00	1,288.70	71.4%
423901	BANKING SERVICE CHARGES	200	200	.00	.00	.00	200.00	.0%
424000	TRAINING SCHOOL EXPENSES	1,500	1,500	.00	.00	.00	1,500.00	.0%
424100	CONFERENCES & TRAVEL	6,000	6,000	2,517.33	861.82	.00	3,482.67	42.0%
424500	POSTAGE	15,000	15,000	7,227.64	680.95	.00	7,772.36	48.2%
424700	COMPUTER SOFTWARE	30,000	30,000	27,498.54	26,808.35	.00	2,501.46	91.7%
426500	MEDICAL EXPENSES	1,000	1,000	.00	.00	.00	1,000.00	.0%
427100	TEMPORARY AGENCY FEES	10,000	10,000	.00	.00	.00	10,000.00	.0%
427200	TUITION REIMBURSEMENT	1,500	1,500	1,226.00	.00	.00	274.00	81.7%
427300	TRAVEL INTERVIEW EXP	100	100	.00	.00	.00	100.00	.0%
428000	PROFESSIONAL SERVICES	50,000	50,000	34,776.50	5,377.10	1,650.00	13,573.50	72.9%
428400	MEMBERSHIP FEES	2,000	2,000	770.00	260.00	.00	1,230.00	38.5%
428900	RENTAL-EQUIPMENT	1,000	1,000	30.00	.00	.00	970.00	3.0%
431000	GASOLINE	7,000	7,000	4,316.16	758.12	.00	2,683.84	61.7%
431200	JANITORIAL SUPPLIES	7,000	7,000	4,909.96	1,217.04	.00	2,090.04	70.1%
432000	MATERIAL - BUILDINGS	20,000	20,000	11,560.14	448.08	.00	8,439.86	57.8%
433700	MATERIAL-AUTO EQUIP	2,500	2,500	1,337.35	561.90	.00	1,162.65	53.5%
434500	OFFICE SUPPLIES	33,000	33,929	22,972.26	3,569.32	712.80	10,244.14	69.8%
435700	EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%
441500	TRANSFER TO GENERAL FD	1,200	1,200	600.00	100.00	.00	600.00	50.0%
441800	MOTOR VEHICLE INSURANCE	4,609	4,609	2,304.48	384.08	.00	2,304.52	50.0%
442000	BOILER INSURANCE	2,096	2,096	1,048.02	174.67	.00	1,047.98	50.0%
442100	PROPERTY INSURANCE	24,592	24,592	12,295.98	2,049.33	.00	12,296.02	50.0%
442300	GENERAL LIABILITY INSURANCE	25,256	25,256	12,628.02	2,104.67	.00	12,627.98	50.0%
442600	COLLISION DEDUCTIBLE	1,000	1,000	.00	.00	.00	1,000.00	.0%
449900	SMALL CAPITAL ITEMS	15,000	15,000	12,035.86	6,346.20	.00	2,964.14	80.2%
TOTAL DPL - OPERATING EXPENSES		524,338	526,273	301,455.25	75,518.86	7,419.50	217,398.60	58.7%
35593515 DPL - OPERATING EXPENSES								
458000	BOOK AND PERIODICALS	374,005	374,005	183,559.65	42,714.17	.00	190,445.35	49.1%
458841	MAG/PAPERS - MAIN ADULT	0	0	20,763.16	561.16	.00	-20,763.16	100.0%
458842	MAG/PAPERS MAIN YOUTH	0	0	588.28	.00	.00	-588.28	100.0%
458843	MAG/PAPERS MAIN JUVENILE	0	0	1,532.90	.00	.00	-1,532.90	100.0%
458844	MAG/PAPERS - MAIN REFERENCE	0	0	5,733.25	21.00	.00	-5,733.25	100.0%
458845	MAG/PAPERS - MAIN PROFESSIONAL	0	0	509.00	.00	.00	-509.00	100.0%
458847	MAG/PAPERS - EXTENSION ADULT	0	0	3,655.17	29.96	.00	-3,655.17	100.0%
TOTAL DPL - OPERATING EXPENSES		374,005	374,005	216,341.41	43,326.29	.00	157,663.59	57.8%

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ACCOUNTS FOR:

35 LIBRARY FUND

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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35593522 DPL LEASE- OP EXPENSES

440900 PRINCIPAL PAYMENTS	21,875	.00	.00	.00	21,875.00	.0%
441000 INTEREST PAYMENT	3,282	.00	.00	.00	3,282.00	.0%

TOTAL DPL LEASE- OP EXPENSES

25,157 25,157 .00 .00 .00 25,157.00 .0%

TOTAL LIBRARY FUND

-217,600 -215,665 -1,698,353.41 254,818.48 7,419.50 1,475,269.26 784.1%

TOTAL REVENUES
TOTAL EXPENSES

-4,074,761 -4,074,761 -3,749,116.30 -79,721.79
3,857,161 3,859,096 2,050,762.89 334,540.27 7,419.50 1,800,913.96

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35 LIBRARY FUND

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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GRAND TOTAL

-217,600 -215,665 -1,698,353.41 254,818.48 7,419.50 1,475,269.26 784.1%

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ACCOUNTS FOR: 59 LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
5959590 DPL TRUST FUND REVENUES							
300590 BEG FUND BA - CANTONI	-120,000	-120,000	-86,828.56	.00	.00	-33,171.44	72.4%
300591 BEG FUND BAL- MEYERS	-274,000	-274,000	-270,034.46	.00	.00	-3,965.54	98.6%
300592 BEG FUND BAL- BRIDGES	-800	-800	-1,047.47	.00	.00	247.47	130.9%
300593 BEG FUND BAL - DONATIONS	-400	-400	-12,287.95	.00	.00	11,887.95	3072.0%
307103 INTEREST INC - CANTONI	-3,000	-3,000	-2,161.11	-382.11	.00	-838.89	72.0%
307104 INTEREST INC - MEYERS	-7,000	-7,000	-6,328.64	-1,195.23	.00	-671.36	90.4%
307105 INTEREST INC - BRIDGES	-100	-100	-23.50	-4.64	.00	-76.50	23.5%
307142 INTEREST - DONATIONS	0	0	-199.26	-39.64	.00	199.26	100.0%
308805 CONTRIBUTIONS	-13,000	-13,000	-644.95	-120.00	.00	-12,355.05	5.0%
TOTAL DPL TRUST FUND REVENUES	-418,300	-418,300	-379,555.90	-1,741.62	.00	-38,744.10	90.7%
59595912 TRUST CANTONI EXPENSES							
458000 BOOK AND PERIODICALS	30,000	30,000	783.69	41.63	.00	29,216.31	2.6%
TOTAL TRUST CANTONI EXPENSES	30,000	30,000	783.69	41.63	.00	29,216.31	2.6%
59595922 TRUST MEYER EXPENSES							
428000 PROFESSIONAL SERVICES	15,000	15,000	.00	.00	.00	15,000.00	.0%
449900 SMALL CAPITAL ITEMS	5,000	5,000	.00	.00	.00	5,000.00	.0%
458000 BOOK AND PERIODICALS	5,000	5,000	367.45	39.95	.00	4,632.55	7.3%
TOTAL TRUST MEYER EXPENSES	25,000	25,000	367.45	39.95	.00	24,632.55	1.5%
59595932 TRUST BRIDGES EXPENSES							
458000 BOOK AND PERIODICALS	500	500	.00	.00	.00	500.00	.0%
TOTAL TRUST BRIDGES EXPENSES	500	500	.00	.00	.00	500.00	.0%
59595942 TRUST DONATION EXPENSES							
458000 BOOK AND PERIODICALS	9,000	9,000	4,987.02	1,045.59	.00	4,012.98	55.4%
TOTAL TRUST DONATION EXPENSES	9,000	9,000	4,987.02	1,045.59	.00	4,012.98	55.4%

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ACCOUNTS FOR:
59 LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-353,800	-353,800	-373,417.74	-614.45	.00	19,617.74	105.5%
-418,300	-418,300	-379,555.90	-1,741.62	.00	-38,744.10	
64,500	64,500	6,138.16	1,127.17	.00	58,361.84	
TOTAL REVENUES						
TOTAL EXPENSES						

TOTAL LIBRARY TRUST FUNDS

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ACCOUNTS FOR:
59 LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-353,800	-353,800	-373,417.74	-614.45	.00	19,617.74	105.5%
TOTAL REVENUES						
TOTAL EXPENSES						

GRAND TOTAL

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*.)

- 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.