

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, November 18, 2004 @ 4:30 p.m.
AGENDA

- I. Call to order –Eugene King, president
- II. Approval of minutes
 - a. Regular meeting of October 21, 2004
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of November 4, 2004
 - b. Finance and Properties Committee
 - i. Approval of bills for October 2004
 - ii. Meeting of November 9, 2004
 - c. Rolling Prairie Library System
 - i. Report on system board meeting
 - d. Friends of the Library
 - i. Meeting of November 11, 2004
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter II: Governance and Administration
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

October 21, 2004

I. CALL TO ORDER

Eugene King, president, called the meeting to order at 4:30 p.m. Members present: Mr. King, Carol Craig, Garry Davis, Sally Krigbaum, Shirley Moore and Nicholette Rademacher. Absent: Ty Cocagne, Pat Greanias and Linda Rowden. Staff present: Lee Ann Fisher and Sheila Robinson. Others present: Ed Booth, Kathy Collett and Monica Skelley.

II. APPROVAL OF MINUTES

Mrs. Krigbaum made a motion to approve the minutes of September 16, 2004. The motion was seconded by Mr. Davis and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher stated the board received an invitation from Lucy Murphy, executive director of the Community Foundation, to a Founder's Day reception on Wednesday, October 27, at 5:00 p.m.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Ms. Fisher reported that that video incident involving inappropriate material on the library's video cassettes is now in the legal system. The individual involved had damaged almost 300 videos worth approximately \$6,000.

The #548 bookmobile generator continues to not work properly and will be taken to Bloomington for repair. The older Blue Bird will be used as a substitute in order to maintain a level of service.

V. REPORTS OF COMMITTEES

Personnel, Policy & Public Relations Committee: The committee met on October 7, 2004.

Mrs. Krigbaum stated that Ms. Fisher reported on the status of the investigation into the person who was inserting inappropriate material at the end of the videos after the credits. The status of contract negotiations with the union was discussed.

Finance and Properties Committee: Mrs. Moore made a motion to approve the September bills 2004 as presented. The motion was seconded by Ms. Craig and unanimously carried on roll call vote.

The committee did not meet.

Rolling Prairie Library System:

There was no urgent business at this meeting.

Friends of the Library:

Ms. Fisher reviewed the five-year Long Range Plan for the library.

Foundation:

The Foundation is scheduled to meet Monday, October 25, 2004.

VI. SERVING OUR PUBLIC: Standards for Illinois Public Libraries

Chapter I: Core Standards was reviewed.

VII. OLD BUSINESS

Mr. Davis made a motion to adjourn to closed executive session to discuss collective bargaining with negotiator Ed Booth. The motion was seconded by Ms. Craig and unanimously approved on roll call vote. The Board went into executive session at 4:58 p.m. The meeting was reconvened at 5:46 p.m.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

The meeting was adjourned at 5:48 p.m.

Respectfully submitted,



Sheila Robinson
Administrative Secretary

CITY LIBRARIAN'S REPORT
November 10, 2004
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: We have been contacted by ALA requesting permission to use our press release that was part of a media packet Sandi created for "Forever Free" as part of a new book they are publishing for release June 05 provisionally titled: *Linking Libraries, Communities, and Culture*. We said yes. Wow! We had great attendance at our scary movie at the Avon. We also had good publicity on several of our other programs. I attended a Community Foundation program on charitable planning, an IL Humanities Council grant workshop In addition to my regular meetings, I met with Janet from RSVP, Daylyn from Downtown Decatur Council, Cindy a MLS student as part of her independent study, Dan from BWC and Randall from PSA on our local history project and presented a program on eBay buying to 125 people. I have applied to Synergy: The IL Library Leadership Initiative for 2005.

PROJECT NEXT GENERATION: There will be an Open House on November 17th @ 3:30 in the Madden. Samples of the children's work will be on display and a PowerPoint presentation highlighting their activities in this session will be shown. The students will also demonstrate some of their projects in the Gates Computer Lab. Refreshments will be served. We still have not received our funding for this year.

DYNIX: We hosted the Users Group meeting here on October 20th. Robert is representing DPL on the special Serials committee. The governing board is in the process of setting a priority list for additional Dynix functions. Our Consortia fee will go up 15% next year and 3% for the next 3 years.

FOUNDATION: The Foundation met on October 25 with discussion on the bylaws and suggestions for new board members. The current balance is about \$97,595. The next Foundation meeting will be January 24th @ 4:30.

FRIENDS: 2nd annual used book sale – fiction only – Feb 26 and 27, 2005 – in former Anthology Bookstore. Nominating committee in process of gathering nominees for board. Their next meeting will be October 14 at 4:00.

STAFF: Donna Collins, circulation page, will be retiring December 19th after 38 years of library service! Mary Lou Dwyer, library assistant in children's, will be retiring November 28th after 23 years. Marilyn Cook, technical services clerk I will be retiring November 28th after 23 years also. This should be the last of the retirements. Tracy Hay, half-time page, resigned due to a family move and Ellen Chappell started.

ADMINISTRATION: I spent considerable time on staffing issues this month, considering the retirement vacancies and looking at the library's needs for the future.

ADULT DIVISION: In response to patron requests, Arthur started a monthly listing of *New DVD Titles*, both in paper copy, and as a link on DPL's home page. We reached out to our community in many ways this month in addition to staffing a public service desk and working on other projects. Our six programs had 406 attendees, including at least 250 to our first official program outside the library. Staff gave two library tours to 25 people, and spoke to four groups reaching another 120. The Local History Room had 81 visitors. We have 444 members in our online book club that accessed the site 8,880 times this month.

CITY LIBRARIAN'S REPORT

November 10, 2004

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BUILDING DIVISION: Bill is doing the winter preventative maintenance on the building and equipment. The bookmobiles have had irritating problems this month. The generator on 549 is still giving us problems and the steps on 548 went out. We prepare the Bluebird to replace 549 while it is out of town being repaired and a water hose broke. On a good note, Wilbur Reed has recovered from his broken foot and returned to work.

CHILDREN'S DIVISION: We had 14 programs with 304 attending, another 10 groups used the facility bringing an additional 112 people to the library. Children's will be facing staffing challenges next month as Mary Lou retires and Alissa prepares to go on maternity leave.

CIRCULATION DIVISION: We activated E mail notification for the public on November 1st. We switched to Unique Management as our collection agency, because it is compatible with Dynix. Circulation is up 7% from September. We had 919 items routed out and 849 items routed in this month. There were 404 new cards issued this month.

EXTENSION DIVISION: Knowing that the next step in repairing 549 was to take it to Bloomington to see if we could get the generator fixed, we stocked the old bookmobile for service. This way we will not miss any stops, except for the broken water hose, for however long 549 is off the road. Scott was once again asked to a speaker at the Association of Bookmobiles and Outreach Services Conference. Twenty volunteers donated 177.25 hours this month.

GATES COMPUTER LAB: We had 135 people attend one of the 11 different classes we offered this month. We are considering adding an advanced Excel class in the spring.

SYSTEMS ADMINISTRATION: With the switch in collection agencies, Mat is working on getting our connection to Horizon and Unique running. We have installed Spyware on most of our computers, as we had to rebuild two after problems occurred. We are updating and changing our web site as new ideas are suggested.

TECHNICAL DIVISION: Robert was asked to draft the Acquisitions section of the database manual. Cataloging and processing both had impressive statistics this month to keep up the flow of materials to our patrons.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

November 10, 2004

Personnel, Policy and Public Relations Committee
November 4, 2004

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

Staffing Issues:

Children's Department:

Ms. Fisher recommended that, with the retirement of this department's full-time library assistant in November, this position be divided into two half-time library assistant positions. Mr. Davis made a motion to approve Ms. Fisher's changes in the Children's Department, as presented. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Technical Services:

Ms. Fisher reported the response to job openings in this department (head of TS, head cataloger) were very minimal after an extensive search. She recommended that a new position be created, Head Cataloger, as presented in the job description, and Robert Edwards would be promoted to this position. Ms. Fisher also recommended that the Acquisitions Supervisor position be reposted. Ms. Craig made a motion to approve Ms. Fisher's realignment in Technical Services. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Assistant City Librarian:

Ms. Fisher recommended the creation of a new position, Assistant City Librarian, a specialized professional position that assists the City Librarian with various activities at the library. This individual would be back-up to the City Librarian whenever the City Librarian is absent. He/she would serve as interim division head as needed during vacancies, apply for appropriate grants to assist in and expand current and future library projects, would coordinate the volunteer program and develop a volunteer orientation and training program, with an ability to handle all confidential matters with tact and discretion. The Executive Administrative Assistant position would not be filled. Ms. Craig made a motion to approve the creation of the Assistant City Librarian position, as presented. The motion was seconded by Mrs. Krigbaum, and unanimously approved.

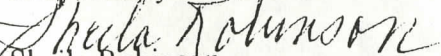
Other Business:

Ms. Fisher reported that no date has been set to resume contract negotiations with the union.

Blank, Wesselink, Cook & Associates, Inc. will be doing a feasibility study on proposed development of the library's second floor lease space, along with a consultant from PSA.

There was no other business. The meeting adjourned at 5:30 p.m.

Respectfully submitted,



Sheila Robinson

Administrative Secretary

Job Description

Head Cataloger

Decatur Public Library

Nature of Work

This is a specialized position that includes supervision of cataloging staff, creating and maintaining accurate and complete bibliographic records.

Work involves cataloging materials in all formats including original cataloging of print and non-print materials according to national standards (AACR2, Dewey Decimal System, Library of Congress Subject Headings, MARC formatting).

Supervision Received

Work is performed with considerable independence under the guidance of the Head of the Technical Division. Work is reviewed through reports prepared, observation, and regular conferences.

Supervision Exercised

Exercises supervision over personnel as assigned, including Junior Catalogers and Cataloging Clerks.

Examples of work (typical work examples, but not limited to following)

Work with Division Head to plan and organize cataloging work.

Catalog, classify and assign subject headings to library materials.

Perform copy and all original cataloging of library materials.

Instruct, train, supervise and evaluate Cataloging staff.

Help coordinate the maintenance of the public online catalog.

Work with division heads to coordinate special projects.

Assist the Division Head in formulating cataloging policies and procedures.

Represent the Library on various committees and organizations as appropriate or assigned, including Database Standards.

Perform related work and other duties as assigned.

HEAD CATALOGER
Decatur Public Library
Job Description
Page 2

Required Knowledge, Abilities and Skills

Extensive knowledge of Dewey Decimal Classification, Library of Congress Subject Headings and AACR2.

Considerable familiarity with OCLC.

Knowledge and experience with library automation systems.

Ability to supervise and evaluate work of staff and to correlate departmental activities to the needs of the division.

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

Desired Training and Experience

Experience in cataloging using the Dewey Decimal Classification System, Library of Congress Subject Headings, AACR2 and OCLC. At least three years cataloging experience with increasing responsibility, preferably at a public library, is required. Graduation from an accredited university with a Bachelors Degree, or an equivalent combination of training and experience. Night and weekend work may be required.

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

Pay Level 2

Created 11/04

Job Description

Assistant City Librarian

Decatur Public Library

Nature of Work

This is a highly responsible administrative and specialized professional position that assists the City Librarian with various activities of the Decatur Public Library.

Work involves broad responsibility of observing and reporting on all functions of a medium-sized municipal public library to the City Librarian.

Requires extensive professional knowledge and work experience in most aspects of library services. Work is carried out in accordance to guidelines established by the City Librarian.

Supervision Received

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

Supervision Exercised

Exercises supervision over personnel as assigned, including Administrative Secretary and Administrative Aide.

Examples of work (typical work examples, but not limited to following)

Serves as Deputy Director in absence of City Librarian and as Interim Division Head as needed during vacancies.

Searches for, evaluates and applies for appropriate grants to assist and expand current and future library projects.

Chairs the library Marketing Committee and continues to seek ways to promote the library, locally, statewide and nationally.

Coordinates the Volunteer Program and develops a volunteer orientation and training program.

Works with division heads to coordinate and plan special projects to enhance library services.

Participates in hiring library support staff and ensures compliance with all civil service and union regulations.

Conducts research analysis and special studies. Prepares operating activity, statistical surveys and special reports for use in operational evaluation and policy recommendation.

**Assistant City Librarian
Decatur Public Library
Job Description
Page 2**

Represents the Library on various committees and organizations as appropriate or assigned, including Trustee, Foundation and Friends meetings.

Keeps current on trends, technologies, and changing legislation that may affect library operations.

Performs related work and other duties as assigned by the City Librarian.

Required Knowledge, Abilities and Skills

Ability to handle confidential matters with considerable tact and discretion.

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

Considerable knowledge of municipal and library practices, procedures, policies and terminology.

Skill in communicating clearly and effectively, both orally and in writing.

Skill in preparing, organizing and maintaining files, reports and records including confidential records relevant to operations of the Library.

Extensive experience with Microsoft products and library automation systems.

Desired Training and Experience

Graduation from an approved university with a Master's Degree in Library Science from an ALA-accredited university. At least four or more years of professional experience with increasing responsibility, preferably at a public library, is required. Night and weekend work will be required.

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

Pay Level 6

Created 11/04

CHILDREN'S HOURS

	W		P		Old
Dept Head	40		80		
Librarian	40		80		
Lib Asst - F	40		80		
Lib Asst - P	20	20	40	40	40 possible extra hours
Lib Asst - P	<u>20</u>	20	<u>40</u>	40	
	160	[40]	320	[80]	= 400 schedulable

	W		P		New
Dept Head	40		80		
Librarian	40		80		
Lib Asst - P	20	20	40	40	80 possible extra hours
Lib Asst - P	20	20	40	40	
Lib Asst - P	20	20	40	40	
Lib Asst - P	<u>20</u>	20	<u>40</u>	40	
	160	[80]	320	[160]	= 480 schedulable

Lib Asst - F	Mary Lou	18F	39,759	
Lib Asst - P	Posted	18A	13,606	F(27,212)
Lib Asst - P	Posted		<u>13,606</u>	
			12,547	

\$12,547 savings for either full- or part-time and benefits, if part-time

TECHNICAL SERVICES

Head of TS	Karen	51,918	Karen	51,918
Grade 5	Posted	<u>45,354</u>	Robert	<u>32,821</u>
		6,564		19,097
Head of TS	Posted	45,354	Karen	52,918
Grade 3	Lib Cat	<u>34,968</u>	Librarian	<u>34,968</u>
		10,386		16,950
Acqu Super	Robert	31,258		
Grade 1	Posted	<u>24,759</u>		
		6,499		

Promote Robert to Head Cataloger		31,258
Grade 2 @ 5%		<u>x 5</u>
		32,820
Grade 2 Posted		<u>29,711</u>
		[3,110]

Can repost Acquisition Supervisor		
Grade 1 Posted		24,759

or

Promote 2nd choice from when we hired Robert (Julie Martin)
 Will be 5% over what they are currently making as all applicants are above entry level & job is considered a promotion from Union to Management.

ASSISTANT DIRECTOR

New position - replace Exec Admin Asst Linda

Grade 6

Current Mgt Scale

5	45,354	Div Head
6	60,425	Asst Dir
7	65,213	City Libr

65,213		45,354
<u>45,354</u>		<u>9,930</u>
19,859 ÷ 2 =	9,930	55,284

Suggest adjusting grade 6 pay scale to between \$52,000 - \$55,000

Exec Adm Asst	Linda	43,347
	Posted	<u>41,962</u>
		1,385

New	52,000
Old	<u>41,962</u>
	[10,038]

Finance and Properties Committee
November 9, 2004

Ty Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Pat Greanias, Eugene King, Shirley Moore, and Nicholette Rademacher. Staff present: Lee Ann Fisher and Sheila Robinson.

Review of BWC's (architectural firm) Local History and Office Spaces Confirmation of Scope: Ms. Fisher reported on BWC's "confirmation of scope" of the second floor lease space. She noted that the estimated expense of their services is over what the Board of Trustees approved. Ms. Fisher stated there is a great interest within the community about our Local History Room, that this expense would be taken out of the Meyer Trust which is set aside for local history, and that BWC and PSA who originally worked on the library construction in 1999 are well informed on the original project. It is therefore recommended by the Finance and Properties Committee that this expense be approved.

DDC request for DPL building space on the southwest corner: Ms. Fisher reported that the Downtown Decatur Council is requesting use of the library's lease space located on the second level at the southwest corner of the building for February 4-6, 2005, as presented in their letter of November 2, 2004. This request is approved by the Committee, but subject to library counsel's final approval.

Bills and payroll for October 2004: The bill list was reviewed and recommended for approval as presented.

Other Business: Contract negotiations were discussed.

There was no other business. The meeting adjourned at 5:05 p.m.

Respectfully submitted,



Sheila Robinson
Administrative Secretary



HARRY M. COOK

ROBERT M. DEAN

JOSEPH D. CYCOTTE

SCOTT D. RIGHTER

BWC #482-0401 F/C-I&C

October 28, 2004

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

RE: DECATUR PUBLIC LIBRARY
Local History and Office Spaces
CONFIRMATION OF SCOPE

Dear Lee Ann:

We have begun the initial phase of the proposed development of a Local History and Office space in the unfinished area of your facility and I understand from Dan Homann that he has scheduled a meeting with you on November 1st to establish more specific programming requirements for the new space.

At this time we foresee the following scope of services:

1. Meet with Library representatives for the purpose of establishing the specific programming requirements for the new Local History and new Office spaces.
2. Develop space program.
3. Develop preliminary floor plan(s).
4. Meet with Library representatives to review and agree on the preliminary floor plan(s).
5. Modify the preliminary floor plan(s) based upon meeting discussions.
6. Develop the construction cost estimate for developing the new finished spaces.
7. Present and review preliminary floor plans and project cost estimates with Library representatives.

As I indicated during our initial discussion of this proposed expansion, Philip Swager Associates (PSA) will work with us as a sub-consultant which, with BWC, will provide continuity of the design team that handled the original development of the library at its current location. We anticipate the development of the preliminary floor plans within 2-3 weeks after the November 1st meeting. We foresee the meeting referenced in Item 4 above to review preliminary floor plans in the 3rd or 4th week of November.



Ms. Lee Ann Fisher
City Librarian
Decatur Public Library
BWC #482-0401 F/C-I&C
October 28, 2004

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We anticipate completion of the construction cost estimate and presentation of all documents by the end of December.

We propose compensation on a 'Salary Cost Times a Factor' basis as defined in Enclosure (1) with a budget amount of \$9,000 plus reimbursable expenses.

We trust the foregoing is consistent with your expectations and we are proceeding on that basis.

If you have any questions or comments please contact us.

Very truly yours,

BLANK, WESSELINK, COOK & ASSOCIATES, INC.

A handwritten signature in black ink, appearing to read 'Harry M. Cook, Jr.', written over the typed name below.

Harry M. Cook, Jr., P.E.
President

HMC:ddb

Enclosure

**SALARY COSTS TIMES A FACTOR
PLUS DIRECT REIMBURSABLE EXPENSES
TIMES A MULTIPLIER**

This enclosure has been prepared to define the method of compensation for services based upon **SALARY COSTS TIMES A FACTOR PLUS DIRECT REIMBURSABLE EXPENSES TIMES A MULTIPLIER**.

Compensation for all employees working on the project shall be based upon *Salary Costs Times a Factor*. *Direct reimbursable expenses* will be invoiced on a *cost times a multiplier* basis.

Daily time and reimbursable expense records are maintained for all manhours and reimbursable expenses committed to the project. Invoices are submitted monthly for the work completed in the previous month; payment is due within thirty days of date of invoice.

Salary Costs, Factor, and Direct Reimbursable Expenses are defined as follows:

DEFINITIONS OF STANDARD TERMS AND EXPLANATORY NOTES

SALARY COSTS

The hourly salary rate used as a basis for payment shall mean the actual salaries and wages paid to hourly and yearly salaried employees engaged directly on the project, including, but not limited to, engineers, architects, designers, drafters, specification writers, estimators, surveyors, other technical personnel, stenographers, typists, and clerks.

BWC's overtime salary rates for all employees are 1-1/2 times the straight time salary rates.

FACTOR

Factor as used provides for *Engineer's General Overhead Costs* and *Salary Overhead Cost (Cost of Fringe Benefits)* and *Profit*. Our current salary cost factor is 2.85. (A salary cost factor of 1.25 shall be applicable to the premium portion of overtime salary rates.)

DIRECT REIMBURSABLE EXPENSES

A listing of *Direct Reimbursable Expenses* not included in *General Overhead* is enclosed as **ATTACHMENT A**.

MULTIPLIER

A *Multiplier* of 1.10 is used to provide for handling costs of *Direct Reimbursable Expenses*.

BLANK, WESSELINK, COOK & ASSOCIATES, INC.**DIRECT REIMBURSABLE EXPENSE****CHARGES****EFFECTIVE JULY 1, 2004**

Standard *Direct Reimbursable Expense Charges* are as follows:

<u>DESCRIPTION</u>	<u>CHARGE</u>	<u>UNIT</u>
CAD Plotting	\$ 7.00	Sheet
Mileage	\$ 0.36	Each
Photocopy (In-House)	\$ 0.10	Each
Reproductions	\$ 0.16	Sq. Ft.
Mylar Plotting	\$ 3.50	Sq. Ft.
Subsistence	\$30.00	Day
Lodging	\$55.00	Day
ATV	\$32.45	Day

Direct Reimbursable Expense Charges to be invoiced at the actual cost to BWC include:

1. Reproduction costs of deliverables applicable to the work such as photocopying, printing, binding, etc.
2. Film and photo processing.
3. Field books.
4. Subcontract expenses for special services for consultants such as legal, accounting, engineering, architectural, acoustical, etc.; soil investigations; inspections; testing; etc.
5. Renderings and artwork.

DATE: 11/02/2004
 TIME: 3:08:03PM

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 10/01/2004 TO 10/31/2004

CHECK NO	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
7756	10/04/2004	COMMERCIAL MAIL SERVICES	118.03	MO PRE-SORT/BAR CODING	35593512 - 424500	POSTAGE
7816	10/05/2004	SBC	580.25	#217 362-2230 0882 0 ACCT	35593512 - 423300	TELEPHONE
7821	10/05/2004	TREAS-GENERAL FUND	100.00	TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
7822	10/05/2004	TREAS-MIS OPERATING	1,469.50	TRANSF TO MIS FD	35593512 - 423000	MIS SERVICES
7823	10/05/2004	TREAS-SELF INSURANCE FUND	264.58	TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
7823	10/05/2004	TREAS-SELF INSURANCE FUND	179.50		35593512 - 442000	BOILER INSURANCE
7823	10/05/2004	TREAS-SELF INSURANCE FUND	1,152.92		35593512 - 442100	PROPERTY INSURANCE
7823	10/05/2004	TREAS-SELF INSURANCE FUND	1,155.00		35593512 - 442300	GENERAL LIABILITY INS
7944	10/14/2004	CING	395.20	2 SETS OF SUBSCRIPTIONS	35593515 - 458841	MAG/PAPERS - MAIN ADULT
7945	10/14/2004	DECATUR MAGAZINE	42.00	2 SETS OF 1 YR SUBSCRIPTIONS	35593512 - 423300	TELEPHONE
7955	10/14/2004	MCLEOD USA	27.70	#3292627 ACCT	35593512 - 423300	TELEPHONE
7955	10/14/2004	MCLEOD USA	63.21	#3318933 ACCT	35593512 - 423300	TELEPHONE
7972	10/14/2004	TREAS-FLEET MAINTENANCE	517.60	DPL FUEL USAGE-0904	35593512 - 431000	GASOLINE
7973	10/14/2004	VERIZON WIRELESS	24.78	#504590334 ACCT	35593512 - 423300	TELEPHONE
7973	10/14/2004	VERIZON WIRELESS	31.89	#504591851 ACCT	35593512 - 423300	TELEPHONE
7973	10/14/2004	VERIZON WIRELESS	42.25	#504522581 ACCT	35593512 - 423300	TELEPHONE
7973	10/14/2004	VERIZON WIRELESS	50.37	#504522580 ACCT	35593512 - 423100	ELECTRICITY
7975	10/15/2004	AMERENIP	18,583.32	#180012 ACCT	35593512 - 423200	NATURAL GAS
7975	10/15/2004	AMERENIP	107.20		35593512 - 428000	PROFESSIONAL SERVICES
7995	10/15/2004	HASTINGS, SCOTT A.	100.00	100404-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
7996	10/15/2004	HOUTL, DANNY R.	200.00	1006,101204-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
8003	10/15/2004	ONYX WASTE	274.41	GARBAGE SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
8007	10/15/2004	RIGSBY, PAUL	200.00	1001,100804-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
8008	10/15/2004	SLEETH, ALAN	300.00	0929,1005,101304-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
8009	10/15/2004	SMITH, EDWARD	200.00	0930,100704-SEC-DPL	35593512 - 428000	PROFESSIONAL SERVICES
8013	10/15/2004	TREAS-GENERAL FUND	878.79	POSTG-0904	35593512 - 424500	POSTAGE
8071	10/19/2004	AMAZON CREDIT PLAN	205.96	#6035302200025571	35593512 - 449900	SMALL CAPITAL ITEMS
8073	10/19/2004	CASON, ANGIE	92.50	PNG GRANT-1ST PMT	35593512 - 428000	PROFESSIONAL SERVICES
8074	10/19/2004	CDW	72.93	OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
8075	10/19/2004	CING	191.62	AD-HEAD CATALOGER/BLDG ASST	35593512 - 420100	ADVERTISING
8077	10/19/2004	CRUCIAL TECHNOLOGY	296.61	COMPUTER HARDWARE	35593512 - 449900	SMALL CAPITAL ITEMS
8080	10/19/2004	DEMCO INC	480.49	OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
8081	10/19/2004	EDWARD BOOTH	200.00	PROF SERV	35593512 - 428000	PROFESSIONAL SERVICES
8081	10/19/2004	EDWARD BOOTH	212.50		35593512 - 428000	PROFESSIONAL SERVICES
8081	10/19/2004	EDWARD BOOTH	1,750.00		35593512 - 428000	PROFESSIONAL SERVICES
8081	10/19/2004	EDWARD BOOTH	2,250.00		35593512 - 428000	PROFESSIONAL SERVICES
8083	10/19/2004	EZ LAWN CARE	180.00	0904 SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
8087	10/19/2004	GAYLORD BROS.	36.62	OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
8087	10/19/2004	GAYLORD BROS.	133.26		35593512 - 434500	OFFICE SUPPLIES
8087	10/19/2004	GAYLORD BROS.	145.46		35593512 - 434500	OFFICE SUPPLIES
8093	10/19/2004	JAN MASTER, INC.	45.50	CLEANING SUPP	35593512 - 431200	JANITORIAL SUPPLIES

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8093	10/19/2004	JAN MASTER, INC.	71.66	CLEANING SUPP	35593512 - 431200	JANITORIAL SUPPLIES
8095	10/19/2004	NCI BUSINESS SYSTEMS	26.18	COPY USAGE SERV	35593512 - 421300	SERV-OFFICE EQUIPMENT
8095	10/19/2004	NCI BUSINESS SYSTEMS	31.03	INK-DUPLICATOR-SAVIN 3160	35593512 - 434500	OFFICE SUPPLIES
8101	10/19/2004	ROBERTS, DEBBIE	210.00	PNK GRANT-1ST PMT	35593512 - 428000	PROFESSIONAL SERVICES
8102	10/19/2004	ROLLING PRAIRIE LIBRARY SYSTEM	22,600.00	LOGIN/ACCESS FEES	35593512 - 424700	COMPUTER SOFTWARE
8109	10/19/2004	STRIGLOS/HAINES & ESSICK	95.00	REPAIR PRINTER-SERV/MATL	35593512 - 421300	SERV-OFFICE EQUIPMENT
8111	10/19/2004	THOMAS, RHALO	36.00	PNK GRANT-1ST PMT	35593512 - 434500	OFFICE SUPPLIES
8113	10/19/2004	TREAS-PETTY CASH	162.50	DPL	35593512 - 428000	PROFESSIONAL SERVICES
8113	10/19/2004	TREAS-PETTY CASH	39.80		35593512 - 432000	MATERIALS - BUILDINGS
8113	10/19/2004	TREAS-PETTY CASH	6.66		35593512 - 433700	MATERIAL - AUTO EQUIP
8113	10/19/2004	TREAS-PETTY CASH	3.21		35593512 - 434500	OFFICE SUPPLIES
8113	10/19/2004	TREAS-PETTY CASH	68.47		35593515 - 458000	BOOKS & PERIODICALS
8113	10/19/2004	TREAS-PETTY CASH	15.10		35593512 - 426500	MEDICAL EXPENSES
8147	10/19/2004	TREAS-PETTY CASH	200.00	PRE-EMP PHYSICALS	35593512 - 434500	OFFICE SUPPLIES
8166	10/21/2004	SPECIALTY COMPUTER RIBBONS	64.71	PRINTER TONER CARTRIDGE	35593512 - 434500	OFFICE SUPPLIES
8168	10/21/2004	STRIGLOS/HAINES & ESSICK	53.91	56 black deskjet toner for HP	35593512 - 434500	OFFICE SUPPLIES
8200	10/25/2004	DOWNTOWN DECATUR COUNCIL	200.00	MEMBERSHIP FEE-LIBRARY	35593512 - 428400	MEMBERSHIP FEES
8201	10/25/2004	ELECTRICAL SERVICE CO.,INC	75.18	SVC BLDG-CK PARKING LOT LIGHTS	35593512 - 421000	SERV TO MAINT BUILDING
8202	10/25/2004	GAYLORD BROS.	36.63	OFFC SUPP-LABELS	35593512 - 434500	OFFICE SUPPLIES
8205	10/25/2004	ILA	650.00	2005 MEMBERSHIP DUES	35593512 - 428400	MEMBERSHIP FEES
8207	10/25/2004	JAN MASTER, INC.	64.10	JANITOR SUPP	35593512 - 431200	JANITORIAL SUPPLIES
8208	10/25/2004	MENARDS	34.94	BLDNG SUPP	35593512 - 432000	MATERIALS - BUILDINGS
8211	10/25/2004	PETRO, SALLY	50.00	REIMB CDL LICENSE	35593512 - 428000	PROFESSIONAL SERVICES
8215	10/25/2004	TOTAL PLASTICS, INC.	491.79	OFFC SUPP-50 SHTS GRAPHIC ART	35593512 - 434500	OFFICE SUPPLIES
8217	10/25/2004	VERIZON WIRELESS	30.72	#504591268 ACCT	35593512 - 423300	TELEPHONE
8217	10/25/2004	VERIZON WIRELESS	48.38	#505679087 ACCT	35593512 - 423300	TELEPHONE
8246	10/27/2004	AZURADISC, INC	82.22	SCRATCH GUARDS-OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
8253	10/27/2004	HOUCHEM BINDERY LTD	234.05	BINDERY CHARGES	35593512 - 420200	PRINTING AND BINDING
8254	10/27/2004	LEWIS W SHADE TRUST	160.66	REIMB PROPERTY TAX-ANNEX AGREE	3559350 - 301103	REAL ESTATE TAXES
8265	10/27/2004	RECORD SYSTEMS INC.	331.00	2 TONER CARTRIDGES FOR PRINTER	35593512 - 434500	OFFICE SUPPLIES
8287	10/29/2004	AFRICAN-AMERICAN CULTURAL &	30.00	RENEW SUBSCRIP	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
8295	10/29/2004	ARAMARK UNIFORM SERVICES, INC.	82.93	SERV-BLDG	35593512 - 421000	SERV TO MAINT BUILDING
8303	10/29/2004	BABY TALK, INC.	275.00	BABY TALK PROGRAM	35593512 - 428000	PROFESSIONAL SERVICES
8307	10/29/2004	BAKER & TAYLOR CO	4.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	6.61		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	7.07		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	7.35		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	7.38		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	7.64		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS

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8307	10/29/2004	BAKER & TAYLOR CO	8.61	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	9.58		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	9.81		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	10.00		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	10.40		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	11.79		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	11.80		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	11.98		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	12.95		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	12.98		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	13.52		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	13.56		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	14.16		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	14.20		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	14.39		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	15.90		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	16.49		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	16.52		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	17.46		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	17.92		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	17.96		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	18.44		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	18.53		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	18.90		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	18.92		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	19.95		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	20.65		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	22.46		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	23.50		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	23.57		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	23.90		35593515 - 458000	BOOKS & PERIODICALS

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8307	10/29/2004	BAKER & TAYLOR CO	24.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	25.14		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	25.17		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	25.68		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	26.55		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	28.02		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	28.08		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	28.26		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	28.45		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	28.88		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	29.22		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	29.44		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	30.37		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	32.39		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	33.81		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	35.01		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	35.04		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	35.50		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	36.00		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	38.88		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	41.24		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	41.30		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	41.32		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	42.00		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	42.51		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	44.99		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	45.26		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	45.54		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	46.18		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	48.06		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	55.00		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	58.40		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	60.47		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	61.56		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	61.75		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	65.32		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	65.46		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	66.64		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	67.74		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	81.90		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	95.76		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	102.76		35593515 - 458000	BOOKS & PERIODICALS

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8307	10/29/2004	BAKER & TAYLOR CO	102.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	105.50		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	111.95		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	128.50		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	140.29		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	163.07		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	168.17		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	176.24		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	179.60		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	200.43		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	201.11		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	204.96		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	206.02		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	214.02		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	224.56		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	243.06		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	246.03		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	250.64		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	258.72		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	273.64		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	274.22		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	277.66		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	280.68		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	287.03		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	299.25		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	302.49		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	305.97		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	324.09		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	334.75		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	346.55		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	415.02		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	434.52		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	478.92		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	594.82		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	596.37		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	702.73		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	750.30		35593515 - 458000	BOOKS & PERIODICALS
8307	10/29/2004	BAKER & TAYLOR CO	873.64		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	-12.92		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	10.18		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	11.98		35593515 - 458000	BOOKS & PERIODICALS

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8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	12.73	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	12.92		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	13.48		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	14.39		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	14.99		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	22.73		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	29.96		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	34.51		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	37.44		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	41.95		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	50.92		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	63.69		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	196.08		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	402.63		35593515 - 458000	BOOKS & PERIODICALS
8308	10/29/2004	BAKER & TAYLOR ENTERTAINMENT	585.18		35593515 - 458000	BOOKS & PERIODICALS
8314	10/29/2004	BOB ROSS, INC	88.64		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	2.99		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	4.79		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	5.37		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	5.97		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	7.78		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	8.38		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	8.97		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	9.57		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	10.19		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	11.86		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	11.97		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	13.56		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	13.77		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	15.66		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	15.99		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	17.97		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	19.18		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	19.20		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	19.75		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	20.34		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	21.54		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	23.20		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	24.19		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	25.13		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	27.12		35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	29.31		35593515 - 458000	BOOKS & PERIODICALS

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8317	10/29/2004	BOOK WHOLESALERS, INC.	29.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	30.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	30.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	31.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	34.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	35.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	36.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	37.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	37.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	38.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	38.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	41.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	42.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	46.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	47.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	47.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	50.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	53.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	63.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	87.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	89.02	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	109.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	111.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	149.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	197.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	220.33	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	232.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	279.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	323.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	332.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	347.10	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8318	10/29/2004	BOOKS ON TAPE	12.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8318	10/29/2004	BOOKS ON TAPE	24.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8318	10/29/2004	BOOKS ON TAPE	25.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8325	10/29/2004	CAPITAL CITY PAPER CO	136.37	60# paper 8 1/2 x 11 Desert	35593512 - 434500	OFFICE SUPPLIES
8325	10/29/2004	CAPITAL CITY PAPER CO	154.52	Gold or yellow registration ca	35593512 - 434500	OFFICE SUPPLIES
8332	10/29/2004	CLASSIC PRINTING CO	121.75	BOOK REQUEST FORMS	35593512 - 420200	PRINTING AND BINDING
8333	10/29/2004	CLASSIC PRINTING CO	231.25	100 SINGLE CD KWIK CASES	35593512 - 420200	PRINTING AND BINDING
8371	10/29/2004	EUCLID PUBLIC LIBRARY	110.84	SEC-DPL-101804	35593512 - 434500	OFFICE SUPPLIES
8396	10/29/2004	HASTINGS, SCOTT A.	100.00	SEC-DPL-101804	35593512 - 428000	PROFESSIONAL SERVICES
8400	10/29/2004	HILL-DONNELLY CORPORATION	141.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8401	10/29/2004	HOUTT, DANNY R.	100.00	SEC-DPL-102604	35593512 - 428000	PROFESSIONAL SERVICES

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
8409	10/29/2004	INGRAM LIBRARY SERVICES	30.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8409	10/29/2004	INGRAM LIBRARY SERVICES	32.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8447	10/29/2004	MIDWEST COMPUTER SUPPLY	97.10	6IX toner for hp4100 printer	35593512 - 434500	OFFICE SUPPLIES
8465	10/29/2004	NEWSBANK, INC.	3,020.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8469	10/29/2004	ORKIN EXTERMINATING	69.30	EXTERMINATING SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
8489	10/29/2004	REGENT BOOK CO	32.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8492	10/29/2004	RIGSBNEY, PAUL	200.00	SEC-DPL-1015/102204	35593512 - 428000	PROFESSIONAL SERVICES
8504	10/29/2004	SLEETH, ALAN	300.00	SEC-DPL-1019/1020/102704	35593512 - 428000	PROFESSIONAL SERVICES
8506	10/29/2004	SMITH, EDWARD	100.00	SEC-DPL-102804	35593512 - 428000	PROFESSIONAL SERVICES
8506	10/29/2004	SMITH, EDWARD	200.00	SEC-DPL-1014/102104	35593512 - 428000	PROFESSIONAL SERVICES
8509	10/29/2004	SPHERION CORPORATION	48.20	100304-COLEMAN JR, GEORGE	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	50.96	100304-IRONS, LEFTA	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	50.96	101704-IRONS, LEFTA	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	63.70	091904-IRONS, L	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	110.86	091204-EASTLING, C	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	203.84	091204-IRONS, L	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	216.90	100304-JONES, ERNEST	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	222.64	092604-TANNER, J	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	242.88	091904-TANNER, J	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	254.80	101004-IRONS, LEFTA	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	342.22	092604-QUEITZSCH, B & COLMAN J	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	424.16	101004-JONES, E/COLEMAN JR, G	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	453.08	101704-JONES, E/COLEMAN JR GEO	35593512 - 427100	TEMP AGENCY SERVICES
8509	10/29/2004	SPHERION CORPORATION	484.11	092604-IRONS, L & KIDD, J	35593512 - 427100	TEMP AGENCY SERVICES
8520	10/29/2004	THOMSON GALE	69.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
8534	10/29/2004	WATTS COPY SYSTEMS	317.00	COPIER RENTAL	35593512 - 421300	SERV-OFFICE EQUIPMENT
35 LIBRARY FUND Total			88,432.71			
59 LIBRARY TRUST FUNDS						
8317	10/29/2004	BOOK WHOLESALERS, INC.	7.17	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	7.18	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	11.95	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	25.14	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	26.82	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
8317	10/29/2004	BOOK WHOLESALERS, INC.	289.22	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			367.48			

WARRANT TOTAL:

88,800.19

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ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3559350 LIBRARY FUND							
300000 BEGINNING FUND BALANCE	-329,112	-329,112	-365,558.14	.00	.00	36,446.14	111.1%
301103 REAL ESTATE TAXES	-2,936,796	-2,936,796	-2,806,825.40	160.66	.00	-129,970.60	95.6%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-100,362.36	-31,960.15	.00	-134,637.64	42.7%
302107 STATE GRANTS OR OTHER	-102,325	-102,325	.00	.00	.00	-102,325.00	.0%
305509 FINES AND FEES	-40,000	-40,000	-25,870.73	-5,104.11	.00	-14,129.27	64.7%
305510 NON-RESIDENTIAL FEES	-500	-500	-327.64	-82.51	.00	-172.36	65.5%
305511 LOST OR DAMAGED BOOKS	-5,000	-5,000	-3,114.25	-530.85	.00	-1,885.75	62.3%
305514 COPIES AND MISCELLANEOUS	-18,000	-18,000	-11,507.90	-1,010.23	.00	-6,492.10	63.9%
305515 MEETING ROOM FEES	-10,000	-10,000	-4,880.00	-1,180.00	.00	-5,120.00	48.8%
307101 INVESTMENT INCOME	-13,100	-13,100	-5,916.61	-2,440.06	.00	-7,183.39	45.2%
307102 POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308805 CONTRIBUTIONS	0	0	-615.00	.00	.00	615.00	100.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-16,666.65	.00	.00	-23,333.35	41.7%
308899 MISCELLANEOUS INCOME	-8,988	-8,988	.00	.00	.00	-8,988.00	.0%
TOTAL LIBRARY FUND	-3,738,821	-3,738,821	-3,341,644.68	-42,147.25	.00	-397,176.32	89.4%
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	1,944,186	1,944,186	889,151.49	139,253.85	.00	1,055,034.51	45.7%
410100 OVERTIME	5,000	5,000	4,477.90	2,152.87	.00	522.10	89.6%
410200 TEMPORARY SALARIES	26,000	26,000	13,756.15	1,425.75	.00	12,243.85	52.9%
410400 RETIREMENT - IMRF	209,715	209,715	95,182.92	14,896.17	.00	114,532.08	45.4%
411100 LIFE INSURANCE	3,582	3,582	1,658.07	259.32	.00	1,923.93	46.3%
411200 MEDICAL INSURANCE	335,316	335,316	145,383.32	23,274.74	.00	189,932.68	43.4%
411300 UNEMPLOYMENT INSURANCE	2,233	2,233	971.04	162.40	.00	1,261.96	43.5%
411400 WORKERS COMPENSATION	28,259	28,259	13,258.68	2,047.40	.00	15,000.32	46.9%
411500 SERVICE REC/LONGEVITY	23,522	23,522	12,626.42	1,026.47	.00	10,895.58	53.7%
TOTAL DPL - PERSONNEL SERVICES	2,577,813	2,577,813	1,176,465.99	184,498.97	.00	1,401,347.01	45.6%
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	250	250	491.72	191.62	.00	-241.72	196.7%
420200 PRINTING AND BINDING	6,000	6,000	4,159.03	587.05	255.18	1,585.79	73.6%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,000	13,733.96	681.82	2,930.54	13,335.50	55.5%
421100 SERV TO MAINT IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%

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ACCOUNTS FOR: 35 LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
440900 PRINCIPAL PAYMENTS	21,875	21,875	.00	.00	.00	21,875.00	.0%
441000 INTEREST PAYMENT	5,469	5,469	.00	.00	.00	5,469.00	.0%
TOTAL DPL LEASE- OP EXPENSES	27,344	27,344	.00	.00	.00	27,344.00	.0%
TOTAL REVENUES	-3,738,821	-3,738,821	-3,341,644.68	-42,147.25	.00	-397,176.32	
TOTAL EXPENSES	3,479,555	3,479,555	1,620,633.54	273,198.74	9,323.66	1,849,597.80	

Chapter II Governance and Administration

A well-governed and administered public library places the best interests of its patrons at the heart of every decision. Public library service is provided to the people of Illinois through local tax-supported public libraries, multitype library systems, the Illinois State Library, and the statewide library network ILLINET Online. Illinois public libraries are governed by boards of trustees elected or appointed according to the provisions of the *Illinois Compiled Statutes* under which the libraries are established—village, city, district, township, commission form, etc.

Each library board carries the full responsibility for the library and its policies. The responsibility for administering library policy, including management of day-to-day operations, collection management, and employment decisions, is delegated to the library administrator. In addition, the library administrator provides the board with clear, relevant, and timely information that will enable it to make informed decisions in regard to policy, planning, and budget.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all library 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 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 which 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 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 Meetings 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 takes 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. 54-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2 for topics recommended for consideration in a policy that addresses the public's use of the library. References to other policies are included under appropriate sections.)

- Core 13.** The library keeps adequate records of library operations. (See Appendix 2.3 for information on how to contact the Local Records Unit of the Illinois State Archives who will provide detailed information on records to be retained.)
- 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 library 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 member library responsibilities.
- 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 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. Should the facility be found insufficient to meet its needs, 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.

Supplemental Standards

1. The board-approved mission statement, library roles, and long-range plan are developed by board, administrator, and staff. These documents are based on a sound knowledge of public library service and a deep understanding of the community. Surveys, neighborhood dialogues, hearings, and input from staff who serve the community on a daily basis provide a framework for this understanding. The most difficult task is eliciting input from those who do not use the library. (See appendix 8.)
2. Most library policies are reviewed by the board every three years. The policy governing the selection and use of library materials and facilities must, by law, be reviewed biennially [75 ILL. COMP. STAT. ANN. 5/4-7.2 or 75 ILL. COMP. STAT. ANN. 16/30-60].
3. Board members participate in relevant local, state, regional, and national decision making to effect change that will benefit libraries. This can be achieved through a variety of methods. Among these, board members can
 - . write, call, or visit legislators
 - . attend meetings of other units of local government
 - . serve on ALA, ILA, or system legislative committees
 - . participate in other community organizations that have similar legislative interests
 - . include the subject of legislation on board-meeting agenda
 - . provide a forum for local community issues
4. The board and the library administrator develop and conduct a meaningful and comprehensive orientation program for each new board member. This can be achieved by creating a new-trustee orientation checklist. (See appendix 2.9 for topics for new trustee orientation.)

5. On an annual basis, each trustee participates in a continuing-education activity that focuses on libraries, trusteeship, or other issues pertinent to libraries and reports on this activity to the full board.
6. The library provides financial support for trustee membership in ILA and ALA as well as trustee attendance at workshops and conferences.
7. In encouraging citizens to run for the position of library trustee or in recommending citizens for appointment, the standing library board of trustees can use the following as a guide:

Library trustees are selected for their interest in the library, their knowledge of the community and of groups within the community, their ability to work well with others, their willingness to devote the time and effort necessary to carry out the duties of a trustee, their open-mindedness and respect for the opinions of others, and their ability to plan and establish policies for services.

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