

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, December 16, 2004 @ 4:30 p.m.
AGENDA

- I. Call to order –Eugene King, president
- II. Approval of minutes
 - a. Regular meeting of November 18, 2004
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. No meeting
 - b. Finance and Properties Committee
 - i. Approval of bills for November 2004
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on system board meeting
 - d. Friends of the Library
 - i. No meeting
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter III: Personnel
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
November 18, 2004

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mrs. Krigbaum stated it was Mr. Davis who made a motion to approve the minutes of September 16, 2004, at the last meeting. Mr. Cocagne made a motion to approve the minutes of October 21, 2004, with this correction. The motion was seconded by Mrs. Rowden and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

There was no communication from the public.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

Project Next Generation ended November 17, 2004, and was very successful.

The American Library Association has asked permission to include part of our publicity campaign for the Lincoln exhibit in their upcoming book titled "*Linking Libraries, Community & Culture.*"

V. REPORTS OF COMMITTEES

Personnel, Policy & Public Relations Committee: The committee met November 4, 2004. Mr. Davis made a motion to approve the proposed changes to the Children's Division, adding two half-time library assistant positions. The motion was seconded by Mrs. Krigbaum and unanimously approved on roll call vote.

Mr. Davis made a motion to approve the creation of a new position, Head Cataloger, in the Technical Services Division, as presented, and to note Ms. Fisher's appointment of Robert Edwards to that position. The Acquisitions Supervisor position will be reposted. The motion was seconded by Mrs. Krigbaum and unanimously called on roll call vote.

Mr. Davis made a motion to approve the creation of a new position, Assistant City Librarian, as presented. The motion was seconded by Mrs. Krigbaum and unanimously called on roll call vote.

Mr. Davis reported that had been no resumption of contract negotiations as of November 4 and that a feasibility study on local history room needs was approved on November 2.

Finance and Properties Committee: The committee met November 9, 2004.

Mr. Cocagne made a motion that the library move forward with BWC's local history room feasibility study, as presented in their October 28 "Confirmation of Scope." The motion was seconded by Mrs. Rademacher and unanimously called on roll call vote.

Mr. Cocagne made a motion to approve the October 2004 bills as presented. The motion was seconded by Mrs. Rowden and unanimously called on roll call vote.

Friends of the Library: Mrs. Krigbaum reported that the board discussed the Community Foundation and will ask Lucy Murphy, executive director, to talk with them. The Friends donated approximately 100 paperback and hardback books to Operation Enduring Support, a group that sends care packages to our soldiers overseas.

Officers for 2005 will be elected at the January Books Between Bites: Barbara Redford, president, Mark Sorensen, first vice president, Myung Kim, second vice president and Jerry Hunt, third vice president.

DPL Foundation: The Foundation did not meet. Ms. Fisher reported, however, that they will be doing their annual solicitation mailing in late November, and tentatively will hold a capital fund drive in late Spring 2005.

VI. SERVING OUR PUBLIC: Standards for Illinois Public Libraries

Chapter II: Governance and Administration was reviewed.

VII. OLD BUSINESS

There was no old business.

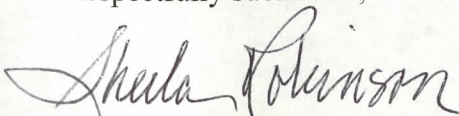
VIII. NEW BUSINESS

There is no new business

IX. ADJOURNMENT

The meeting was adjourned at 5:00 p.m.

Respectfully submitted,



Sheila Robinson
Administrative Secretary

CITY LIBRARIAN'S REPORT
December 6, 2004
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: We had good publicity on several of our programs, including an article on the eBay program in this past Sunday's issue. I spoke at the PNG Open House, attended Sandi's project presentation for Decatur Leadership and carried a banner in the parade with other staff members. In addition to my regular meetings, I met with Steve Garman, Billy Tyus, Dane Bragg, Martin Gaddy and Dawn Torchia to discuss economic development. Also spoke with Kim Bauer from the Abraham Lincoln Presidential Library and Dan from BWC on our new local history room needs.

PROJECT NEXT GENERATION: We still have not received our funding for this year and cannot start the next session of PNG till we do so. The State is still saying early December. Debbie Roberts has resigned as head mentor due to additional work responsibilities and we are seeking a new one. The Herald & Review and WAND covered the Open House.

DYNIX: There will be a minor upgrade to Horizon and a major upgrade to HIP (what the patron sees) in the next few weeks/months; it depends upon Dynix's schedule, not ours. Then there will be a major upgrade to Horizon in the fourth quarter of 05. That is the upgrade where we hope most of our problems will be corrected and desired features added. Until then we are still slowly implementing items to see how they work. Bev Obert asked me to serve on a committee to look at the raw data and SWOT analysis from the RPLS focus group to help them spot trends that may need to be addressed in their long range plan.

FOUNDATION: The donation letter should be getting out soon to everyone on our mailing list. Over 2,000 letters will be sent this year as compared to the 600 we sent out last year. The current balance is about \$96,326.59. The bank statement does not get here in time for this report to include the interest. The next Foundation meeting will be January 24th @ 4:30.

FRIENDS: I was not able to attend the Friends meeting this month. The Friends purchased a new Christmas tree for the Children's area. The date for the spring book sale has been changed to Saturday and Sunday, Feb. 19 and 20.

STAFF: Marilyn Cook, technical services clerk I, and Mary Lou Dwyer, library assistant in Children's, retired November 28th. Lisa Tokarz moved to TS to replace Marilyn. Lisa's clerk II position in Circulation is in process. Winifred Diller's last day in the Local History Room was on November 30. We hope the ECIAAA program will provide us with another trainee soon. We are 3 Page positions short at the moment and nearing the end of the current list. A new list will have to be created, therefore increasing the length of time we will have to wait.

ADMINISTRATION: Sandi graduated from the Decatur Leadership Institute this month, the third staff member to do so since I have been here. I plan for all division heads to go through the program. We are applying for a grant from ALA for a six-film series on the World War I years. We are partnering with Richland for our scholar. The deadline is the end of January and the 50 selected libraries will present their programs after September 2005.

ADULT DIVISION: Winter programming is nearly set. Reference staff are working on a web links page for our website. Bev received a scholarship to cover costs for the Fundamentals of Digitization online course. Our two programs had 158 attendees. Staff gave library tours to 6 ESL students and the Local History Room had 84 visitors. We have 497 members in our online book club that accessed the site 9,940 times this month, an increase of 53 members over last month.

CITY LIBRARIAN'S REPORT

December 6, 2004

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BUILDING DIVISION: We had our annual fire and smoke alarm test and our fire extinguisher inspection and are currently up to code. Bookmobile 549 was sent to Bloomington to replace a bad stator; it ran for a week and broke again. It is currently back in Bloomington. The storm the day before Thanksgiving was rough on the building. One of the front doors broke from the wind. Stanley repaired the door the next week. A major leak developed over the other door. We will have to wait till it dries out to see what the problem is.

CHILDREN'S DIVISION: Staff focused on ordering and weeding in addition to creating displays. Alissa made the ornaments for the new Christmas tree, featuring children's book characters, before she had a baby girl on December 1st. Our 12 programs had 269 attendees, we had 18 class visits bringing in 334 people, and another 7 groups used the facility.

CIRCULATION DIVISION: Circ is leading the library in Christmas spirit as their area is decked out for the holidays. E-mail notification is working well and patrons seem to like it. Circulation is down 3% from October, as is usual during the holiday season. We had 1086 items routed out and 1111 items routed in this month. There were 336 new cards issued this month.

EXTENSION DIVISION: While bookmobile 549 has been out of service, we used the old bookmobile to provide service. There were still a few missed stops, but we tried to meet all of them. Once when the generator went out in mid stop, Sally and Shelly continued to work without heat till the stop was over. Bookmobile 549 was in the Christmas parade for the 3rd year. Twenty volunteers donated 181.5 hours this month.

GATES COMPUTER LAB: We had 93 people attend one of the 10 different classes we offered this month. Several classes were postponed due to the lengthy absence of instructor Junie Longbons who is recovering from surgery.

SYSTEMS ADMINISTRATION: We installed flat screen monitors for the bookmobiles to create more desk workspace. Unique Management is up and running. Robyn reports that she has seen an increase in materials returned and phone calls by patrons getting notices. PC Reliance is now working with our wireless system for the bookmobiles.

TECHNICAL DIVISION: Robert is working with the Serials committee to discuss upcoming implementation and setup. This module is very important to us as we have over 800 serials to manage. The authority file in Horizon has not been updated yet. As a result, some of the titles, authors, and subject headings in our database may not have "undated" authority records. This can be misleading to the patrons because the database currently shows the outdated form of an author's name. LTI (our authority vendor) is doing testing of our authorities with RPLS. We should have a complete download with the new and updated authorities by January 1, 2005.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

December 6, 2004

DATE: 12/03/2004
 TIME: 3:43:52PM

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 11/01/2004 TO 11/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
8588	11/02/2004	COMMERCIAL MAIL SERVICES	114.28	MO PRE-SORT/BAR CODING	35593512 - 424500	POSTAGE
8618	11/03/2004	SBC	577.36	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
8676	11/08/2004	MCLEOD USA	27.57	#3292627 ACCT	35593512 - 423300	TELEPHONE
8680	11/08/2004	SBC	112.75	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
8680	11/08/2004	SBC	1,004.69	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
8686	11/08/2004	VERIZON WIRELESS	24.78	#504590334 ACCT	35593512 - 423300	TELEPHONE
8686	11/08/2004	VERIZON WIRELESS	30.71	#504591851 ACCT	35593512 - 423300	TELEPHONE
8686	11/08/2004	VERIZON WIRELESS	42.25	#504522581 ACCT	35593512 - 423300	TELEPHONE
8686	11/08/2004	VERIZON WIRELESS	50.37	#504522580 ACCT	35593512 - 423300	TELEPHONE
8689	11/09/2004	2D MARKETING & COMMUNICATIONS	620.00	11/1204 NEWSLETTER	35593512 - 428000	PROFESSIONAL SERVICES
8697	11/09/2004	DLI ALUMNI ASSOCIATION	50.00	FISHER, LEE ANN-DUES 2005	35593512 - 428400	MEMBERSHIP FEES
8705	11/09/2004	HEART TECHNOLOGIES INC	120.00	PHONE TRNG/SETUP	35593512 - 423300	TELEPHONE
8722	11/09/2004	TREAS-FLEET MAINTENANCE	524.03	DPL FUEL USAGE FOR 1004	35593512 - 431000	GASOLINE
8724	11/09/2004	UNITED PARCEL SERVICE	1,000.00	#21201W ACCT POSTG/ADVANCE PMT	35593512 - 424500	POSTAGE
8725	11/09/2004	WALLENDER-DEDMAN PRINTING	325.00	11/1204 NEWSLETTER	35593512 - 420200	PRINTING AND BINDING
8742	11/12/2004	DMH CORP HEALTH SERVICES	100.00	PRE-FMP PHYSICALS	35593512 - 426500	MEDICAL EXPENSES
8769	11/15/2004	AMERENIP	17,870.70	#0000180012 ACCT	35593512 - 423100	ELECTRICITY
8769	11/15/2004	AMERENIP	107.22		35593512 - 423200	NATURAL GAS
8800	11/15/2004	MCLEOD USA	75.41	#3318933 ACCT	35593512 - 423300	TELEPHONE
8808	11/15/2004	ONYYX WASTE	274.41	GARBAGE SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
8818	11/16/2004	3M GNQ7702	2,340.00	ANNUAL SERV AGREE-3M EQUIP	35593512 - 421300	SERV-OFFICE EQUIPMENT
8819	11/16/2004	ADVANCED DIESEL INC.	76.27	MATL/LABOR REPAIR AUTO EQUIP	35593512 - 421200	SERV - AUTO EQUIPMENT
8820	11/16/2004	ADVANCED DIESEL INC.	50.17		35593512 - 437700	MATERIAL - AUTO EQUIP
8820	11/16/2004	BOB & RON'S REPAIR SERVICE	183.60	CK GENERATOR-BOOKMOBILE	35593512 - 421200	SERV - AUTO EQUIPMENT
8821	11/16/2004	C C FIRE EQUIPMENT CO INC.	401.00	SERV/FILL FIRE PROTEC EQUIPMEN	35593512 - 432000	MATERIALS - BUILDINGS
8823	11/16/2004	DEMCO INC	290.84	OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
8824	11/16/2004	DUNKER ELECTRIC SUPPLY INC	36.24	12 LAMPS- MATL BLDG	35593512 - 432000	MATERIALS - BUILDINGS
8825	11/16/2004	EDWARD BOOTH	37.50	CLYNE LAWSUIT	35593512 - 428000	PROFESSIONAL SERVICES
8825	11/16/2004	EDWARD BOOTH	915.00	COLLECTIVE BARGAINING AGREE	35593512 - 428000	PROFESSIONAL SERVICES
8826	11/16/2004	FORDHAM EQUIPMENT	1,050.24	OFC SUPP-BOOK JACKETS	35593512 - 434500	OFFICE SUPPLIES
8829	11/16/2004	HASTINGS, SCOTT A.	200.00	SEC-DPL-1101.110804	35593512 - 428000	PROFESSIONAL SERVICES
8830	11/16/2004	HOUULT, DANNY R.	200.00	SEC-DPL-1105.110904	35593512 - 428000	PROFESSIONAL SERVICES
8832	11/16/2004	JAN MASTER, INC.	76.78	JANTORIAL SUPP	35593512 - 431200	JANTORIAL SUPPLIES
8834	11/16/2004	MOORE WALLACE-AN RR DONNELLEY CO	143.50	OFC SUPP-PRE-PRINTED LABELS	35593512 - 434500	OFFICE SUPPLIES
8836	11/16/2004	POINTON, SANDI	66.39	OFC SUPP-SMARTDISK/POWERPOINT	35593512 - 434500	OFFICE SUPPLIES
8838	11/16/2004	REXX BATTERY	128.95	BATTERY-AUTO EQUIPMENT	35593512 - 433700	MATERIAL - AUTO EQUIP
8839	11/16/2004	RIGSBY, PAUL	100.00	SEC-DPL-102904	35593512 - 428000	PROFESSIONAL SERVICES
8840	11/16/2004	SAM'S CLUB	28.38	#771 5 09 0511989550 ACCT	35593512 - 431200	JANTORIAL SUPPLIES
8842	11/16/2004	SLEETH, ALAN	300.00	SEC-DPL-1103.1110.111204	35593512 - 428000	PROFESSIONAL SERVICES
8843	11/16/2004	SMITH, EDWARD	200.00	SEC-DPL-1104.111104	35593512 - 428000	PROFESSIONAL SERVICES
8846	11/16/2004	TREAS-GENERAL FUND	100.00	1104 TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD

DATE: 12/03/2004
 TIME: 3:43:52PM

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 11/01/2004 TO 11/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
8847	11/16/2004	TREAS-MIS OPERATING	1,469.50		35593512 - 423000	MIS SERVICES
8848	11/16/2004	TREAS-SELF INSURANCE FUND	264.58	1104 TRANSF TO MIS OPER FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
8848	11/16/2004	TREAS-SELF INSURANCE FUND	179.50	1104 TRANSF TO SELF INS FD	35593512 - 442000	BOILER INSURANCE
8848	11/16/2004	TREAS-SELF INSURANCE FUND	1,152.92		35593512 - 442100	PROPERTY INSURANCE
8848	11/16/2004	TREAS-SELF INSURANCE FUND	1,155.00		35593512 - 442300	GENERAL LIABILITY INS
8884	11/18/2004	TREAS-GENERAL FUND	874.62	1004 POSTG	35593512 - 424500	POSTAGE
8905	11/19/2004	TREAS-PETTY CASH	19.65	LIBRARY	35593512 - 424100	CONFERENCES & TRAVEL
8905	11/19/2004	TREAS-PETTY CASH	12.00		35593512 - 428000	PROFESSIONAL SERVICES
8905	11/19/2004	TREAS-PETTY CASH	25.00		35593512 - 428400	MEMBERSHIP FEES
8905	11/19/2004	TREAS-PETTY CASH	10.63		35593512 - 432000	MATERIALS - BUILDINGS
8905	11/19/2004	TREAS-PETTY CASH	5.39		35593512 - 433700	MATERIAL - AUTO EQUIP
8905	11/19/2004	TREAS-PETTY CASH	42.45		35593512 - 434500	OFFICE SUPPLIES
8905	11/19/2004	TREAS-PETTY CASH	15.90		35593515 - 458000	BOOKS & PERIODICALS
8905	11/19/2004	TREAS-PETTY CASH	25.00		35593515 - 458841	MAG/PAPERS - MAIN ADULT
8961	11/23/2004	WHERE MAGZINE	56.00		35593515 - 458841	MAG/PAPERS - MAIN ADULT
8985	11/29/2004	ACE MECHANICAL	285.75	RENEW SUBSCRIP-12 ISSUES	35593512 - 421000	SERVICE TO MAINT BUILDING
8987	11/29/2004	ADT SECURITY SERVICES	1,509.01	DPL BOOK DROP BOX-REPAIRED	35593512 - 421300	SERV-OFFICE EQUIPMENT
8993	11/29/2004	CASON, ANGI	155.00	SECURITY-120104-022805	35593512 - 428000	PROFESSIONAL SERVICES
9004	11/29/2004	GAYLORD BROS.	323.20	1004-SALARY-PNG GRANT SERV	35593512 - 428000	SERV-OFFICE EQUIPMENT
9007	11/29/2004	HOUCHEM BINDERY LTD	173.65	OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
9015	11/29/2004	MENARDS	23.91	BINDERY CHARGES	35593512 - 420200	PRINTING AND BINDING
9015	11/29/2004	MENARDS	42.72	INVOICE#75692 & 75267	35593512 - 431200	JANITORIAL SUPPLIES
9017	11/29/2004	MR. VIDEO	517.24		35593512 - 432000	MATERIALS - BUILDINGS
9019	11/29/2004	NCI BUSINESS SYSTEMS	75.00	OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
9022	11/29/2004	SAM'S CLUB	51.20	SAVIN 3160-INK-OFC SUPP	35593512 - 434500	OFFICE SUPPLIES
9025	11/29/2004	SHOW SHOP	60.00	PNG GRANT-SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
9030	11/29/2004	VERIZON WIRELESS	30.72	POWERWASH DPL VEHICLES	35593512 - 421200	SERV - AUTO EQUIPMENT
9030	11/29/2004	VERIZON WIRELESS	48.38	#504591268 ACCT	35593512 - 423300	TELEPHONE
9038	11/30/2004	ARAMARK UNIFORM SERVICES, INC.	82.93	#505679087 ACCT	35593512 - 423300	TELEPHONE
9043	11/30/2004	BAKER & TAYLOR CO	-335.24	CLEANING OF MATS-SERV TO BLDG	35593512 - 421000	SERVICE TO MAINT BUILDING
9043	11/30/2004	BAKER & TAYLOR CO	-38.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	-23.75		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	-21.95		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	-15.92		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	-14.74		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	-11.77		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	5.00		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	6.12		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	6.50		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	7.35		35593515 - 458000	BOOKS & PERIODICALS

DATE: 12/03/2004
TIME: 3:43:52PM

CITY OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 11/01/2004 TO 11/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
9043	11/30/2004	BAKER & TAYLOR CO	7.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	8.32		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	8.82		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	10.00		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	10.42		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	11.04		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	11.65		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	11.77		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	11.80		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	12.95		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	13.52		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	13.57		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.11		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.16		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.73		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.74		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	15.26		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	15.56		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	15.90		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	15.92		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	16.10		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	17.67		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	18.95		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	20.30		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	20.64		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	20.65		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	20.84		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	20.89		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	21.95		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	22.38		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	22.46		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	23.57		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	23.75		35593515 - 458000	BOOKS & PERIODICALS

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9043	11/30/2004	BAKER & TAYLOR CO	23.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	23.91		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	24.00		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	24.58		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	26.96		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	27.67		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	28.88		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	29.20		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	30.06		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	30.36		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	33.15		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	33.88		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	34.16		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	38.35		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	42.00		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	42.15		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	42.27		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	43.89		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	45.09		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	63.12		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	71.10		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	79.65		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	80.57		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	90.82		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	106.83		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	119.76		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	121.36		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	127.44		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	128.16		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	140.45		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	163.26		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	175.00		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	185.19		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	252.92		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	285.72		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	313.11		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	340.15		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	353.45		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	381.81		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	383.25		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	390.44		35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	393.04		35593515 - 458000	BOOKS & PERIODICALS

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9043	11/30/2004	BAKER & TAYLOR CO	400.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	402.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	404.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	501.26	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	544.63	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	615.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	679.64	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	894.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9043	11/30/2004	BAKER & TAYLOR CO	924.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	9.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	10.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	11.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	14.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	17.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	29.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	33.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	71.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	135.81	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	147.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	319.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	438.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9044	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	707.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BAKER & TAYLOR ENTERTAINMENT	3.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	5.37	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	5.97	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	6.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	10.17	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	10.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	10.74	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	10.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	11.23	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	11.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	11.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	12.71	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	16.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	19.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	19.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	29.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	29.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	31.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	32.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	36.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

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9050	11/30/2004	BOOK WHOLESALERS, INC.	36.62	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	39.94		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	43.42		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	48.12		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	54.49		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	55.90		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	70.95		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	92.09		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	93.32		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	97.34		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	123.36		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	131.79		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	247.56		35593515 - 458000	BOOKS & PERIODICALS
9050	11/30/2004	BOOK WHOLESALERS, INC.	294.51		35593515 - 458000	BOOKS & PERIODICALS
9051	11/30/2004	BOOKS ON TAPE	18.40		35593515 - 458000	BOOKS & PERIODICALS
9051	11/30/2004	BOOKS ON TAPE	32.00		35593515 - 458000	BOOKS & PERIODICALS
9051	11/30/2004	BOOKS ON TAPE	51.20		35593515 - 458000	BOOKS & PERIODICALS
9051	11/30/2004	BOOKS ON TAPE	433.20		35593515 - 458000	BOOKS & PERIODICALS
9057	11/30/2004	CAPITAL CITY PAPER CO	88.58	14 ply processboard white cut	35593512 - 434500	OFFICE SUPPLIES
9065	11/30/2004	CHRISTY LANE ENTERPRISES	297.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9092	11/30/2004	DYNEGY ENERGY SERVICES	464.44	PARKING LOT LIGHTS	35593512 - 423100	ELECTRICITY
9093	11/30/2004	EBSCO INDUSTRIES, INC	32.57	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9093	11/30/2004	EBSCO INDUSTRIES, INC	-540.00	CREDIT	35593515 - 458841	MAG/PAPERS - MAIN ADULT
9093	11/30/2004	EBSCO INDUSTRIES, INC	-460.93		35593515 - 458841	MAG/PAPERS - MAIN ADULT
9093	11/30/2004	EBSCO INDUSTRIES, INC	10.50	BOOKS	35593515 - 458841	MAG/PAPERS - MAIN ADULT
9093	11/30/2004	EBSCO INDUSTRIES, INC	19,036.20		35593515 - 458842	MAG/PAPERS MAIN YOUTH
9093	11/30/2004	EBSCO INDUSTRIES, INC	817.89		35593515 - 458843	MAG/PAPERS MAIN JUVENILE
9093	11/30/2004	EBSCO INDUSTRIES, INC	-39.78		35593515 - 458843	MAG/PAPERS MAIN JUVENILE
9093	11/30/2004	EBSCO INDUSTRIES, INC	-22.95	CREDIT	35593515 - 458843	MAG/PAPERS MAIN JUVENILE
9093	11/30/2004	EBSCO INDUSTRIES, INC	32.57	BOOKS	35593515 - 458843	MAG/PAPERS MAIN JUVENILE
9093	11/30/2004	EBSCO INDUSTRIES, INC	76.65		35593515 - 458843	MAG/PAPERS MAIN JUVENILE
9093	11/30/2004	EBSCO INDUSTRIES, INC	1,424.66		35593515 - 458844	MAG/PAPERS - MAIN REFEREN
9093	11/30/2004	EBSCO INDUSTRIES, INC	-148.75	CREDIT	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
9093	11/30/2004	EBSCO INDUSTRIES, INC	5,488.90	BOOKS	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
9093	11/30/2004	EBSCO INDUSTRIES, INC	592.00		35593515 - 458845	MAG/PAPERS - MAIN PROFESS
9093	11/30/2004	EBSCO INDUSTRIES, INC	3,492.25		35593515 - 458847	MAG/PAPERS - EXTENSION AL
9099	11/30/2004	FAST IMPRESSIONS	255.18	book plates "Cantoni" same i	35593512 - 420200	PRINTING AND BINDING
9110	11/30/2004	H W WILSON CO	378.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9121	11/30/2004	INGRAM LIBRARY SERVICES	33.91	BOOK	35593515 - 458000	BOOKS & PERIODICALS
9167	11/30/2004	OASIS AUDIO LLC	12.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9170	11/30/2004	OMNIGRAPHICS, INC	75.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9171	11/30/2004	ORKIN EXTERMINATING	69.30	EXTERMINATING SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING

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9184	11/30/2004	REGENT BOOK CO	64.89	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9188	11/30/2004	SATTLEYS, INC.	329.14	TN 540 toner cartridge - Broth	35593512 - 434500	OFFICE SUPPLIES
9189	11/30/2004	SATTLEYS, INC.	20.73	ADDRESS STAMP	35593512 - 434500	OFFICE SUPPLIES
9194	11/30/2004	SOURCEBOOKS, INC	30.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9197	11/30/2004	SPHERION CORPORATION	161.92	YOUNG, AMANDA-102404	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	187.92	IRONS, LETA-102404	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	192.80	COLEMANJR, GEO-110704	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	192.80	JONES, ERNEST-103104	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	202.40	YOUNG, AMANDA-101704	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	212.12	IRONS, L/WACHTER, S-103104	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	222.64	TANNER, JOSHUA-100304	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	222.64	TANNER, JOSHUA-101004	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	241.00	COLEMANJR, GEO-103104	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	242.88	YOUNG, AMANDA-103104	35593512 - 427100	TEMP AGENCY SERVICES
9197	11/30/2004	SPHERION CORPORATION	242.88	YOUNG, AMANDA-110704	35593512 - 427100	TEMP AGENCY SERVICES
9207	11/30/2004	THE BOOKSOURCE	472.36	IRONS, LETA-102404	35593512 - 427100	TEMP AGENCY SERVICES
9208	11/30/2004	THE GALE GROUP	93.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9208	11/30/2004	THE GALE GROUP	23.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9208	11/30/2004	THE GALE GROUP	26.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9208	11/30/2004	THE GALE GROUP	78.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9208	11/30/2004	THE GALE GROUP	101.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9208	11/30/2004	THE GALE GROUP	163.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9208	11/30/2004	THE GALE GROUP	316.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9209	11/30/2004	THOMSON GALE	11.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9209	11/30/2004	THOMSON GALE	411.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9209	11/30/2004	THOMSON GALE	456.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9209	11/30/2004	THOMSON GALE	484.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9210	11/30/2004	THOMSON LEARNING	39.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9224	11/30/2004	WEST GROUP	93.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9224	11/30/2004	WEST GROUP	166.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9224	11/30/2004	WEST GROUP	737.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
9226	11/30/2004	WORLD BOOK DIRECT MARKETING	35.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
35 LIBRARY FUND Total			91,798.15			
59 LIBRARY TRUST FUNDS						
9115	11/30/2004	IL FOUNDATION FFA	35.00	BARNES OF IL BOOK	59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			35.00			

WARRANT TOTAL:

91,833.15

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10:06:45

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YEAR-TO-DATE BUDGET REPORT
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ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35	LIBRARY FUND						

3559350	LIBRARY FUND						

300000	BEGINNING FUND BALANCE	-329,112	-329,112	-365,558.14	.00	36,446.14	111.1%
301103	REAL ESTATE TAXES	-2,936,796	-2,936,796	-2,806,825.40	.00	-129,970.60	95.6%
302104	STATE REPLACEMENT TAX	-235,000	-235,000	-103,116.43	.00	-131,883.57	43.9%
302107	STATE GRANTS OR OTHER	-102,325	-102,325	.00	.00	-102,325.00	.0%
305509	FINES AND FEES	-40,000	-40,000	-28,789.94	.00	-11,210.06	72.0%
305510	NON-RESIDENTIAL FEES	-500	-500	-327.64	.00	-172.36	65.5%
305511	LOST OR DAMAGED BOOKS	-5,000	-5,000	-3,304.59	.00	-1,695.41	66.1%
305514	COPIES AND MISCELLANEOUS	-18,000	-18,000	-11,734.55	.00	-6,265.45	65.2%
305515	MEETING ROOM FEES	-10,000	-10,000	-5,310.00	.00	-4,690.00	53.1%
307101	INVESTMENT INCOME	-13,100	-13,100	-8,110.80	.00	-4,989.20	61.9%
307102	POOLED INTEREST	0	0	.00	.00	.00	.0%
308805	CONTRIBUTIONS	0	0	-615.00	.00	615.00	100.0%
308846	LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-19,999.98	.00	-20,000.02	50.0%
308899	MISCELLANEOUS INCOME	-8,988	-8,988	.00	.00	-8,988.00	.0%

TOTAL LIBRARY FUND		-3,738,821	-3,738,821	-3,353,692.47	-12,047.79	-385,128.53	89.7%

TOTAL LIBRARY FUND		-3,738,821	-3,738,821	-3,353,692.47	-12,047.79	-385,128.53	89.7%

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CITY OF DECATUR
YEAR-TO-DATE BUDGET REPORT
EXPENSE SUMMARY NOV 2004

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FOR 2005 07

ACCOUNTS FOR: 35 LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----35593511 DPL - PERSONNEL SERVICES-----							
409000 SALARIES	1,944,186	1,944,186	1,030,843.10	141,691.61	.00	913,342.90	53.0%
410100 OVERTIME	5,000	5,000	6,734.08	2,256.18	.00	-1,734.08	134.7%
410200 TEMPORARY SALARIES	26,000	26,000	15,108.59	1,352.44	.00	10,891.41	58.1%
410400 RETIREMENT - IMRF	209,715	209,715	110,452.25	15,269.33	.00	99,262.75	52.7%
411100 LIFE INSURANCE	3,582	3,582	1,867.16	209.09	.00	1,714.84	52.1%
411200 MEDICAL INSURANCE	335,316	335,316	174,163.72	28,780.40	.00	161,152.28	51.9%
411300 UNEMPLOYMENT INSURANCE	2,233	2,233	1,135.68	164.64	.00	1,097.32	50.9%
411400 WORKERS COMPENSATION	28,259	28,259	15,334.32	2,075.64	.00	12,924.68	54.3%
411500 SERVICE REC/LONGEVITY	23,522	23,522	14,528.77	1,902.35	.00	8,993.23	61.8%
TOTAL DPL - PERSONNEL SERVICES	2,577,813	2,577,813	1,370,167.67	193,701.68	.00	1,207,645.33	53.2%
-----35593512 DPL - OPERATING EXPENSES-----							
420100 ADVERTISING	250	250	491.72	.00	.00	-241.72	196.7%
420200 PRINTING AND BINDING	6,000	6,000	4,912.86	753.83	.00	1,087.14	81.9%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,000	14,529.28	795.32	2,586.83	12,883.89	57.1%
421100 SERV - AUTO IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%
421200 SERV - AUTO EQUIPMENT	2,500	2,500	3,282.05	319.87	.00	-782.05	131.7%
421300 SERVICE-OFFICE EQUIP	20,000	20,000	13,044.44	3,849.01	1,704.19	5,251.37	73.7%
423000 MIS SERVICES	17,634	17,634	10,286.50	1,469.50	.00	7,347.50	58.3%
423100 ELECTRICITY	150,000	150,000	93,211.32	18,335.14	.00	56,788.68	62.1%
423200 NATURAL GAS	20,000	20,000	750.42	107.22	.00	19,249.58	3.8%
423300 TELEPHONE	30,000	30,000	15,866.09	2,144.99	.00	14,133.91	52.9%
423400 WATER	3,100	3,100	1,908.62	.00	.00	1,191.38	61.6%
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	663.60	.00	.00	2,336.40	22.1%
424100 CONFERENCES & TRAVEL	7,000	7,000	271.24	19.65	.00	6,728.76	3.9%
424500 POSTAGE	17,000	17,000	9,939.48	1,988.90	.00	7,060.52	58.5%
424700 COMPUTER SOFTWARE	20,000	20,000	23,191.97	100.00	.00	-3,191.97	116.0%
426500 MEDICAL EXPENSES	0	0	1,850.00	100.00	.00	-1,850.00	100.0%
427100 TEMPORARY AGENCY FEES	20,000	20,000	23,108.69	2,794.36	.00	-3,108.69	115.5%
427200 TUITION REIMBURSEMENT	1,000	1,000	.00	.00	.00	1,000.00	.0%
427300 TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	.0%
428000 PROFESSIONAL SERVICES	46,340	46,340	40,713.22	2,739.50	1,925.00	3,701.78	92.0%
428400 MEMBERSHIP FEES	1,400	1,400	1,512.00	75.00	.00	-112.00	108.0%
428900 RENTAL-EQUIPMENT	5,000	5,000	2,019.96	.00	.00	2,980.04	40.4%
431000 GASOLINE	3,700	3,700	2,027.74	524.03	.00	1,672.26	54.8%
431200 JANITORIAL SUPPLIES	8,000	8,000	2,757.55	283.75	.00	5,042.45	37.0%
432000 MATERIAL - BUILDINGS	18,000	18,000	8,252.02	490.59	903.45	8,844.53	50.9%

FOR 2005 07

ACCOUNTS FOR:	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
433700	MATERIAL-AUTO EQUIP	1,500	1,500	636.36	184.51	.00	863.64	42.4%
434500	OFFICE SUPPLIES	30,000	30,000	16,787.68	3,028.98	987.48	12,224.84	59.3%
435700	EMPLOYEE RECOG SUPPLIES	0	0	53.49	.00	.00	-53.49	100.0%
441500	TRANSFER TO GENERAL FD	1,200	1,200	700.00	100.00	.00	500.00	58.3%
441800	MOTOR VEHICLE INSURANCE	3,175	3,175	1,852.06	264.58	.00	1,322.94	58.3%
442000	BOILER INSURANCE	2,154	2,154	1,256.50	179.50	.00	897.50	58.3%
442100	PROPERTY INSURANCE	13,835	13,835	8,070.44	1,152.92	.00	5,764.56	58.3%
442300	GENERAL LIABILITY INSURANCE	13,860	13,860	8,085.00	1,155.00	.00	5,775.00	58.3%
449900	SMALL CAPITAL ITEMS	20,000	20,000	8,056.64	.00	.00	11,943.36	40.3%
451000	AUTOMOTIVE EQUIPMENT	0	0	781.84	.00	.00	-781.84	100.0%
TOTAL DPL - OPERATING EXPENSES		519,398	519,398	320,870.78	42,856.15	8,306.95	190,220.27	63.4%

35593515	DPL - OPERATING EXPENSES							
458000	BOOK AND PERIODICALS	355,000	355,000	186,432.63	20,884.06	.00	168,567.37	52.5%
458841	MAG/PAPERS - MAIN ADULT	0	0	18,645.90	18,126.77	.00	-18,645.90	100.0%
458842	MAG/PAPERS MAIN YOUTH	0	0	817.89	817.89	.00	-817.89	100.0%
458843	MAG/PAPERS MAIN JUVENILE	0	0	1,476.41	1,471.15	.00	-1,476.41	100.0%
458844	MAG/PAPERS - MAIN REFERENCE	0	0	5,370.15	5,340.15	.00	-5,370.15	100.0%
458845	MAG/PAPERS - MAIN PROFESSIONAL	0	0	592.00	592.00	.00	-592.00	100.0%
458847	MAG/PAPERS - EXTENSION ADULT	0	0	3,542.21	3,492.25	.00	-3,542.21	100.0%
TOTAL DPL - OPERATING EXPENSES		355,000	355,000	216,877.19	50,724.27	.00	138,122.81	61.1%

35593522	DPL LEASE- OP EXPENSES							
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 LIBRARY FUND		3,479,555	3,479,555	1,907,915.64	287,282.10	8,306.95	1,563,332.41	55.1%

CASHING

IN

ON

SERVICE

Entrepreneurial ventures
make money and extend
the library's mission

By Beth Dempsey

When Salt Lake City began planning its new central library, Director Nancy Tessman and staff found the community wanted what Tessman calls “a more complete destination.” They wanted a coffee shop, a place where they could purchase supplies they would need for their library trip, and more, to make their library visit seem like an event, not like an errand. As a result, the library building became “Library Square,” an area dominated by a state-of-the-art library, but with rental space available for retailers and a variety of other partners.

When Ferguson Public Library in Stamford, CT, opened a 1700 square foot Starbucks within the library space, patrons saw the library as responsive to their needs. “They were thrilled,” says Director Ernie DiMattia. “They saw us as on top of things...that we understood them and cared enough to respond.”

Internally, there's a spirit of innovation thriving in libraries. As institutions redefine themselves in a changing competitive structure, rule-breaking and risk-taking are more pervasive. Externally, there's more expectation by local governments that all city services will find new ways to derive revenue. The most important promoters of these service shifts, however, are library patrons themselves. While shopping and food are the most popular sources of revenue, myriad new ventures are at work in libraries, providing services to patrons and giving libraries more control over their funding.

Beth Dempsey (beth@bethdempsey.com) is principal of Dempsey Communications Group, a firm specializing in strategic communications for knowledge organizations

“Free” libraries?

Tessman sees this melding of public and commercial space as particularly critical in connecting with younger patrons. “Younger generations are multitaskers. They can think and hear and see multiple things at once. Having multiple presences in the library gives the impression of more going on, and that's what they're looking for,” she says.

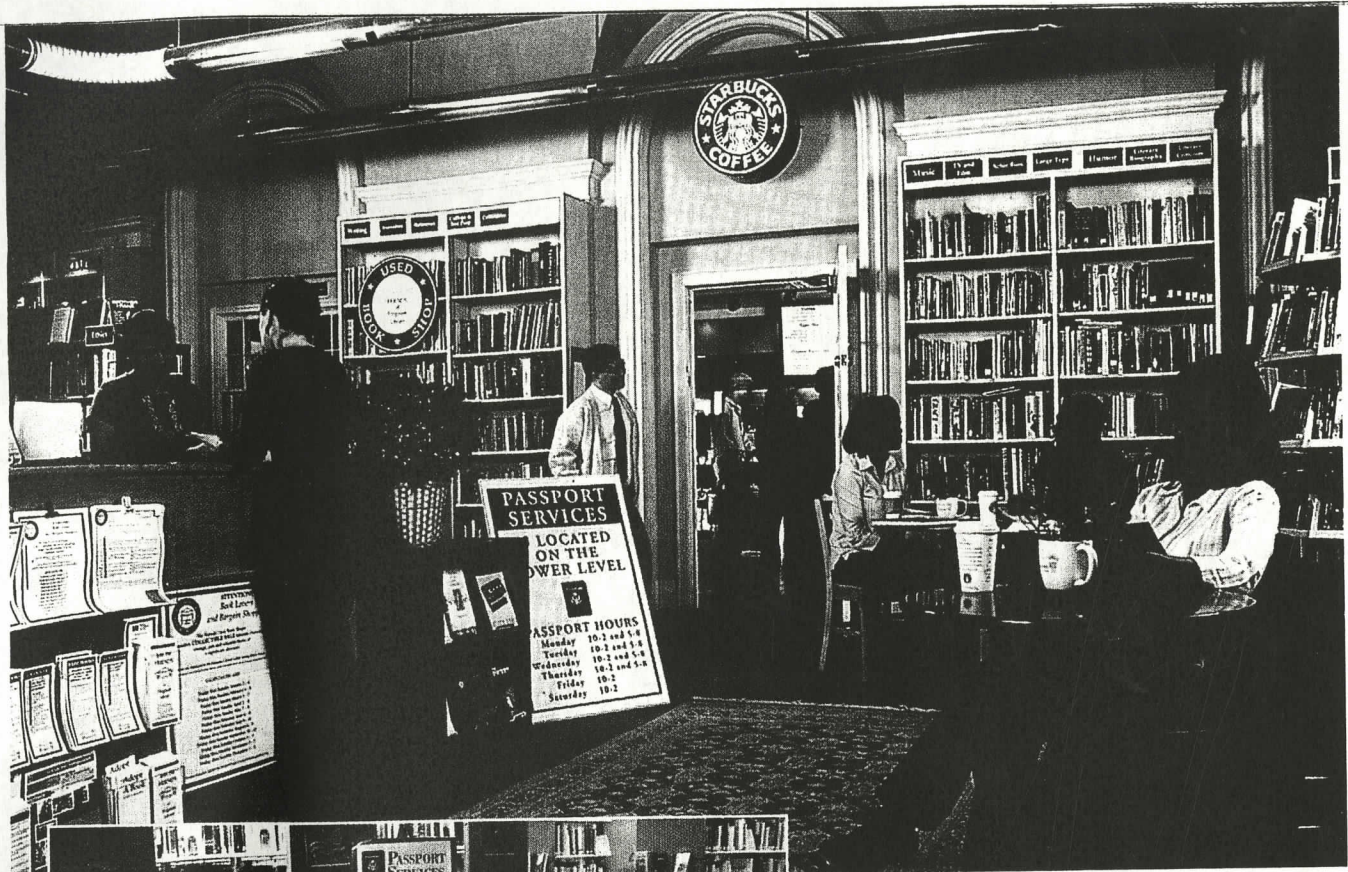
As the public changes, so do funding groups. Boards, mayors, councils are more likely to support new ventures that match changing demographics. That said, getting a new program approved—one that requires a fee in a traditionally fee-free institution—can rely more on perseverance than entrepreneurship.

The hesitation to charge for services can come from more powerful groups than mayors and boards—most often it's from librarians themselves. In a profession trained to share, supporting revenue generators can seem equivalent to letting money-changers into the temple of knowledge. More compelling is the very legitimate concern that the development of revenue streams is a slippery slope that can lead to selling off the public good.

Consistently, libraries that are engaged in entrepreneurial ventures define a line they won't cross—one that keeps revenue generation as a sideline activity that enhances rather than directs the mission. “You can succeed too much and move away from public funding for public services,” says Tessman. “Libraries cannot be left to the vagaries of the marketplace.”

Protecting the library from the marketplace means evaluating new ventures first by what they can do to enhance the primary mission of the library and looking at revenue gener-

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Star-struck (top): Stamford's Ferguson Library's used book shop is a perfect browsing area for the community, while caffeine and traffic flow into the building from the adjoining Starbucks. The in-library passport office (below) began as a way to ease the overflow from the office across the street; it now generates more than \$250,000 annually

ation second. Once that priority is clearly established, it becomes easier to identify new ventures that benefit the library and the community, ones that establish effective partnerships without stepping over the line.

More than money

Charging for a service nearly always means adding convenience for the community. Book rentals for hot new releases have allowed libraries to purchase larger stocks of best sellers, reducing waitlists for all patrons. More captivating are the stories of innovative programs that enrich community services. For example, Ferguson has a full-service passport office within the library. It started "innocently enough," DiMattia says, when the library agreed to take the overflow from the passport office across the street. However, community members found

the library's environment and hours of operation made for a service that was significantly superior. As a result, over its six years of operation, the program has grown steadily, with Ferguson now processing more than 8000 passports a year. In 2003, the library added a photo service and now manages two-thirds of the passport photos, as well.

Ferguson's program required staff and space and couldn't have been handled by the library without fees. The program generates more than \$250,000 annually, but DiMattia says the more important issue is the value it has in the community.

Because Americans often place a higher worth on things they pay for versus those that are free, fees can add luster to a program. Jane Light, director of the

San José Public Library (SJPL), tells a story of ensuring the success of a class aimed at teaching slick searching skills to area businesses by adding a price tag. "We all agreed we would have to charge for the class so that businesses would attend," says Light. "If the class were free, they wouldn't think it was worth it."

Image-building revenue

Successful entrepreneurship—ventures that enhance the image of the library and earn money—often lies in the library's ability to find and exploit the venture's connections to the library's charter.

Tessman says when Salt Lake City was filling the rental space in Library Square, the approach was not about making rental deals but about identifying tenants that would extend the mission of the library. For example, the florist in Library

Square teaches classes on gardening and flower arranging. NightFlight Comics has built a literacy program centered on graphic novels, and the Salt Lake Film Center has weekly screenings of high-quality documentaries in the library auditorium. Tessman sees these tenants as partners and as important deliverers of information. She values “the connections they bring to who we are and what we do.”

Los Angeles Public Library rents use of the library to film crews, supporting an important regional business, generating revenue, and earning exposure. The library is seen in movies and TV shows, but, more importantly, members of the community (actors, crews, directors) spend time in the library and develop a new emotional investment in it. Though *The West Wing* may not be banging on the door of most libraries, drawing new patrons is a universal goal. Ferguson pulls patrons from nearby New York State who originally came for a passport and now return to enjoy the library’s more traditional services. At Farmington Community Library in suburban Detroit, businesspeople grabbing a sandwich at the library’s café enjoy the building during their lunch hours. These ventures provide added meaning as the library

Wall-rats: Salt Lake City’s 240,000 square foot library (l.) interacts with an urban wall of shops, several of which (r.) feature related information programming. Kern County’s Pennies for Periodicals campaign (inset) turns donated magazines into pure profit

Entrepreneurship at Work

23% of libraries reported income from bookstores, 35% rent space, and 20% derive revenue from coffee shops, an Urban Libraries Council (ULC) survey found. Further, most librarians responding felt these sources of funding will grow, while more traditional sources of funding like state and federal money will decline. Some other ventures that are adding library cash to libraries’ treasuries include:

- Contracted Internet services
- Fee-based business information
- Lawyer referral services
- Digitized photo sales
- Patent services
- Online stores

Source: Urban Libraries Council

connects with patrons on a new level.

Even space rentals can build a new connection to the community. After-hours lease of the library for community events—for instance, Salt Lake Public Library is the site of an upcoming high school prom—creates “community common ground,” says Tessman.

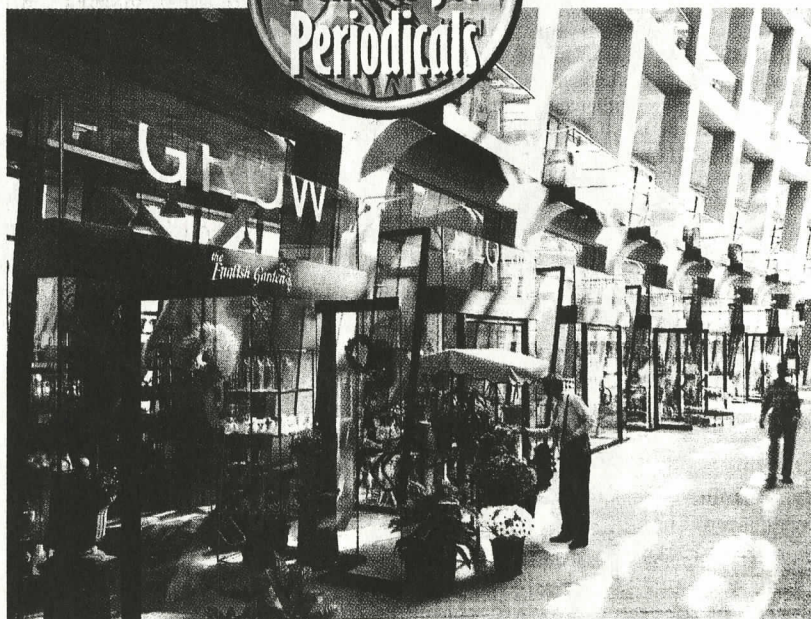
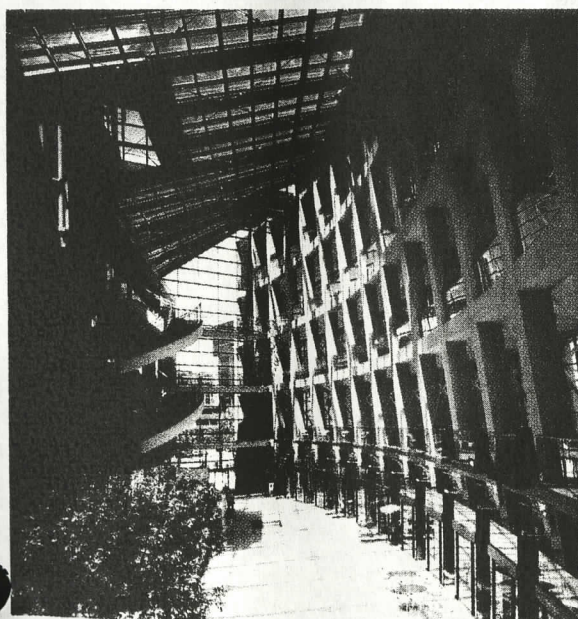
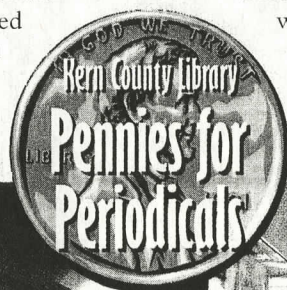
“When public space is used for important rituals, you build a feeling of openness and community ownership.”

More than space

Library buildings that lack the architectural cachet that makes for swank events don’t have to be left out of the space rental business. Take a close look at the library. A display case that’s a perpetual annoyance because you need to rotate what’s in it could be removed to make way for a coffee and bagel stand. Think how the atmosphere in the library changes when parents can have a latte while they supervise their child’s homework or research. Would it be similar to Ferguson’s experience, where patrons felt the library was tuning in to their needs?

No space? There are a variety of ventures at work in libraries. Kern County Public Library’s, CA, Pennies for Periodicals has added more than \$100,000 to the library’s coffers by selling donated magazines for 25¢–50¢ each. Friends run the program much like a book sale, with startling success that Director Diane Duquette attributes to the enthusiasm of those managing the program. “The Friends keep the magazine collections current from an enormous amount of donated new magazines, and it fits our populace. Many have limited time to read these days—it’s easy to pick up a magazine and finish it, while books take so much longer. And what a deal!”

Now a systemwide revenue generator, the logistics of Pennies for Periodicals vary to match the



PHOTOS BY PAUL RICHER

needs and capacity of the branches. Smaller facilities use the magazine sales to augment Friends' book sales. Larger buildings have dedicated space for ongoing sales of both books and magazines. In each branch, Friends manage sales and collection of the magazines.

There's much to be learned from Pennies for Periodicals, from concept to execution. The idea came from a board member, and though Duquette had initial concerns about its worth, the program was given a green light because its risk could be controlled. It required little investment—in either staff time or expense—and could be tried on a small scale in a single branch. Further, the program fit with the library mission and the needs of the community.

Cues from within

Part of the appeal of Pennies for Periodicals was that it could be implemented without interrupting normal library operations. But service disruptions may also signal opportunity. When SJPL launched a revolutionary new service model focusing on what Light calls "The Four Cs—Comfort, Convenience, Choice, and excellent Customer Service," librarians from around the country began visiting to learn how the model was being implemented. Tours and discussion soon became too much for staff to handle. Rather than call a halt to the visits, Light spotted an opportunity for a consulting business. "Libraries the San José Way" introduces library professionals and their stakeholders to the San José service and building models through a series of learning modules. Services include structured presentations describing philosophy, strategy, and implementation issues, as well as hands-on consultation. Guided tours included in the program—unique because they're specifically for library administrators—focus on how the library environment affects the service model and give a first-person look at the model in action.

Setting prices

Implementing fees for a program that has been traditionally free is dicey. San José provides a good model for how to do it successfully. It selected a venture that was tangential to normal library operations rather than one that was dead center. More importantly, it used the fee

Building Entrepreneurship

The roots of entrepreneurial ventures lie in both serendipity and conscious strategy. Here are ways to jump-start both.

POLL FOR IDEAS BY ASKING FRIENDS, BOARD MEMBERS, STAFF, AND PATRONS, "WHAT ARE WE MISSING? What would make this a better place for you?" Kern County's Diane Duquette encourages this kind of outreach for ideas. "Don't be afraid to let your community know of your needs," she says. "People really do like to help."

LOOK AT SPACE IN THE LIBRARY. What is available or what is underused? Historic buildings make wonderful settings for after-hours receptions and parties. Salt Lake's Nancy Tessman feels strongly about the goodwill that's

generated by hosting important rituals in the library. "Everyone feels like they own a piece of this library. That's the point where it really becomes a community place." Not a party spot? Look for an area where a local business might teach a class or where a coffee shop could set up a satellite operation.

DON'T LET LACK OF EXPERTISE STOP YOU. If you have a great idea but lack the knowledge on how to carry it out, bring in a partner. Don't let fears of staff wielding steaming pots of coffee get in the way of implementing a new service.

LOOK AT SERVICES THAT HAVE BEEN ELIMINATED IN THE LIBRARY BECAUSE OF A SCARCITY OF STAFF OR TIME. Consider bringing them back in expanded, fee-based form.

to create a more robust service—casual tours and discussions have become structured learning programs that customers feel comfortable exploring to their fullest. "The fee gives our customers the license to get the most out of this program," says Light.

Parallels in other libraries are services that are used by small groups but are outside the traditional purview of the library or at least near the edge. A service that the library has dropped—or is considering dropping—because of its annoyance level could be a great opportunity for an expanded, fee-based service.

Pricing strategy can be a challenge to an industry that's used to sharing. Partners are a tremendous resource in determining market rates. In cases such as coffee shops and bookstores, prices are fairly straightforward.

However, unusual programs take a more thoughtful approach. First, establish a market rate for similar ventures, then add or subtract based on the goals of the program. For example, "Libraries the San José Way" is priced by learning module, with no limit on the number of people attending. The pricing structure takes into consideration that libraries interested in adopting the San José method may need to convince important stakeholders. Pricing by module allows them to bring along these opinion leaders.

Also consider cost recovery, which can be hidden. For example, after-hours rentals take a toll on buildings, and getting the library back in shape for the day's operations after an evening party can be monumental. The cost of insurance and security personnel to protect both the building and the collection during the event—as well as the cleaning crew—must be built into the price. An essential rule of thumb is to identify hidden costs by testing all new ventures on a small scale.

Getting started

Nearly all libraries have a store of ideas or at least an itch to try a venture that earns them some additional funding security, but inertia or lack of time gets in the way. Kern County's Duquette suggests getting the momentum going by brainstorming with staff, board members, and Friends groups.

Let the question be, "What would make the library a better value, a better experience, and more responsive to users?" Functioning as a mantra, it's the kind of question that can propel the library forward by identifying missing services and waiting opportunities. "Be resourceful, creative, and take the initiative," encourages Duquette. "Give others the opportunity to succeed by testing out their ideas. Take risks. Go for the gold." ■

A good public library has at its heart qualified staff who are paid competitive salaries. The staff is well trained through an ongoing program of staff development that includes both in-service training and participation in relevant classes, workshops, and meetings outside the library. Staff have a thorough understanding of all library policies and are able to interpret those policies to library patrons.

The public library has access to the services of a qualified librarian. As first noted in Core Standard 7, "for the purposes of this document, a qualified librarian is one who holds an MLS degree from an ALA-accredited program."

For purposes of this document, a full-time equivalent employee (FTE) works 37.5 hours per week including paid breaks of 15 minutes or less but excluding paid or unpaid meal breaks of 20 minutes or more.

Applicable Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.] and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 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 12.** The library has a board-approved mission statement, long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 5/4-7.2 OR 75 ILL. COMP. STAT. ANN. 16/30-60]. All library policies are in compliance with state and federal laws. (See appendix 2.2.)

- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's Library Bill of Rights and other ALA intellectual freedom statements and interpretations. (See appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.7 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 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.

Supplemental Standards

1. To ensure that library staff have a clear understanding of their responsibilities and rights as employees, the library has a board-approved personnel policy. The policy is developed by the library administrator with input from the staff. (See appendix 3.1 for topics recommended for consideration in a personnel policy.)
2. Job descriptions for all positions and a salary schedule are included in the personnel policy or provided elsewhere. Staff members have access to these documents.
3. Personnel policy, job descriptions, and hiring practices are in compliance with the EEOC guidelines and the requirements of the *Americans with Disabilities Act*.
4. Staffing levels are sufficient to carry out the library's mission, develop and implement the library's long-range plan, and provide adequate staff to offer all basic services during all the hours that the library is open. Basic services include circulation and reference. If adult and children's reference or reader's advisory services are offered from two service points, this practice continues during all library hours.
5. Many factors can affect staffing levels. Among these are the layout of the building; the number of staffed public service stations—young adult, AV, computer room, genealogy, and local history; in-house as opposed to municipally-handled payroll and other financial matters; and in-house as opposed to municipally-provided building or grounds maintenance. (See appendix 3.2 for a table of recommended staffing levels.)
6. The library compensates staff in a fair and equitable manner. Salaries alone typically account for up to 60 percent of the total operating budget. Salaries plus fringe benefits (FICA, pension and health insurance) account for up to 70 percent.

The library compensates qualified entry-level librarians with a salary that meets the current recommendation of the Illinois Library Association or at the same rate

received by an entry-level public school teacher with a master's degree, adjusted to reflect a twelve-month work year.

Example: In 1996-97, median salary of entry-level public school teacher with masters degree was \$25,079. Divide this amount by 10 and multiply the result by 12. $\$25,079/10 = \$2,508 \times 12 = \$30,096$. (The figures were supplied by the Illinois State Board of Education, Research and Policy, 100 North First Street, Springfield, IL 62777-0001, phone 217-782-3950, fax 217-524-7784.)

The library compensates all other staff at a level that is competitive with salaries paid for equivalent positions in other public agencies within the same or approximately the same service area.

7. The library gives each new employee a thorough orientation that introduces the employee to the mission statement, philosophy, goals, and services of the library, as well as to the particular responsibilities of the new employee's job.
8. The library has a performance appraisal system in place that provides staff with an evaluation of current performance and guidance in improving or developing new skills.
9. The library supports and encourages staff to acquire new skills, keep current with new developments in public libraries, and renew their enthusiasm for library work. Attendance at local, state, regional, and national conferences; participation in relevant courses, workshops, seminars, and inservice training; and attendance at local, system, and other library related meetings provide a variety of learning experiences. The library provides paid work time and funding for registration and related expenses. While funding constraints may limit the total number of staff who can attend conferences, the attendance of at least the library administrator at the state library association conference is encouraged and funded.
10. The library provides funding to train staff in the use and maintenance of new technology and equipment.
11. The library provides library journals and other professional literature for the staff.
12. Public library trustees and administrators are aware of federal, state, and local statutes and regulations relevant to personnel administration. Principal regulations include

Fair Labor Standards Act [29 U.S.C. 201 et seq.]

Illinois Human Rights Act [775 ILL. COMP. STAT. ANN. 5/1-101 et seq.]

Americans with Disabilities Act [42 U.S.C. 12101 et seq.]

EEOC Guidelines on Discrimination [42 U.S.C. 2200 et seq.]

Illinois Collective Bargaining Successor Employee Act [820 ILL. COMP. STAT. ANN. 10/0.01 et seq.]

OSHA Regulations [29 U.S.C. 651 et seq.]

Family and Medical Leave Act of 1993 [29 U.S.C. 2601 to 2654]

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