

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

- I. Call to order –Sherri Arnold, President
- II. Approval of minutes
  - a. Regular meeting of February 19, 2004
- III. Communication from the public
- IV. City Librarian’s report
- V. Reports of committees
  - a. Personnel, Policy & Public Relations Committee
    - i. Meeting of March 4, 2004
  - b. Finance and Properties Committee
    - i. Approval of bills for February 2004
    - ii. Meeting of March 9, 2004
  - c. Rolling Prairie Library System
    - i. Report on system board meeting
  - d. Friends of the Library
    - i. Meeting of March 11, 2004
  - e. Foundation
    - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
  - a. Chapter VIII, Public Relations and Marketing
- VII. Old business
- VIII. New business
  - a. Nomination for system board of directors
- IX. Adjournment

## DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

February 19, 2004

### I. CALL TO ORDER

Sherri Arnold, President, called the meeting to order at 4:30 p.m. Members present: Mrs. Arnold, Ty Cocagne, Carol Craig, Garry Davis, Patricia Greanias, Eugene King, Sally Krigbaum, Shirley Moore, and Linda Rowden. Staff present: Lee Ann Fisher and Linda Humphreys.

### II. APPROVAL OF MINUTES

Mrs. Rowden made a motion to approve the minutes of January 15, 2004. The motion was seconded by Mrs. Greanias and unanimously approved.

### III. COMMUNICATION FROM THE PUBLIC

Mrs. Arnold received an announcement from the Secretary of State regarding the per capita grant from the Illinois State Library.

Ms. Fisher received a letter from a missionary to Zambia, Africa requesting donations of books and other library materials to be used to minister to the population as a whole. Ms. Fisher said that the library has some old card catalogs, book pockets, and other items in storage that are no longer needed. The items will be picked up and shipped to Zambia at no expense to the library. The consensus was to approve the request.

Ms. Fisher also received a request from Decatur Memorial Hospital regarding a grant they received for a 10-week heart smart program for women. They requested that the library let them use the meeting room free of charge for the program. The Board could not approve the request.

A request from the Historic Decatur Foundation was reviewed to borrow materials the group initially donated to the library. The consensus was to approve the request.

### IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher reported a low attendance, perhaps only 25-30 people, at the showing of the Barnwell picture of Lincoln and the glass plate positive on February 16, 2004.

The library has been experiencing problems with someone vandalizing the videos.

### V. REPORTS OF COMMITTEES

**Personnel, Policy, and Public Relations Committee:** The committee did not meet.

**Finance and Properties Committee:** Mr. Cocagne made a motion to approve the January 2004 bills. The motion was seconded by Mr. King and unanimously carried on roll call vote. Mr. Cocagne made a motion to approve the trust fund budget as presented. The motion was seconded by Mrs. Greanias and unanimously approved on roll call vote.



The committee did not meet.

**Rolling Prairie Library System:** The system is offering the IMRF Early Retirement Incentive to their employees for one year beginning June 2004.

**Friends of the Library:** The Friends met February 12, 2004. A fiction book sale is scheduled for February 28 and 29 in the space formerly occupied by Anthology Book Store.

**Foundation:** The Foundation Board of Directors met January 26. The Foundation received the Frankel trust in the amount of \$56,572. The funds must be used to purchase new books and periodicals for the Library over a period of not less than ten years. Mr. Cocagne made a motion to approve the appointment of Ronda England to the Foundation Board of Directors. The motion was seconded by Mrs. Krigbaum and unanimously approved.

## **VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

Chapter IX, Facilities, was reviewed.

## **VII. OLD BUSINESS**

Licensing proposal: After discussion, it was agreed that Ms. Fisher would contact Mr. Weinberg to explore alternative marketing with both a high-end and a low-end picture to sell to the public. Ms. Fisher will report back at the next Board meeting.

Ms. Fisher reported that the unused bookmobile is still parked in the dock. There was discussion about advertising it on the same web site from which it was purchased, or keeping it and using it for library purposes. This will be addressed as part of the long-range plan.

Ms. Fisher has worked with two different entities regarding the lease space.

The attorneys are still working on the language for the arbitration that was settled on January 13.

## **VIII. NEW BUSINESS**

There was no new business.

## **IX. ADJOURNMENT**

Mrs. Arnold adjourned the meeting at 5:50 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys  
Executive Admin. Assistant

**CITY LIBRARIAN'S REPORT**  
**March 8, 2004**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

**CITY LIBRARIAN:** We are progressing with the PBS program "Share A Story" for May 23 at the mall. This is a collaborative effort with WILL and other organizations. Moved the couch from YA area, due to problem kids, to under the staircase, which patrons seem to love. Once again we had good TV and paper coverage for various programs. In addition to my regular meetings, I showed the lease space to a prospective tenant several times, hosted ABWA here at the library, guarded the Barnwell photo, and met with the Cannon sales rep.

**LINCOLN:** The final grant report is available, if you would like to read it. The public viewing of the Barnwell photo on President' Day was disappointing, although we had good media coverage. The Friends gave us \$100 to purchase additional Lincoln material.

**PROJECT NEXT GENERATION:** Harlan Hodges will be the project mentor leader. We are interviewing our last mentor for the project on Wednesday. We have Bob and Karen from the State Library coming Monday the 15<sup>th</sup> to look over our proposal, before we select the students.

**DYNIX:** The Dynix training has been greatly disappointing, considering the time and effort we have put into it. RPLS is aware of our and many other libraries' displeasure in the training we have received and plan to send Dynix a letter making them aware of our issues.

**RPLS:** Bob and Paul have announced that they are taking early retirement in June 2005. Their positions have only been posted internally.

**FOUNDATION:** The balance is \$100,524.17. The next meeting is Monday, April 26 @ 4:30 p.m. I hope to have a budget for books and programming to present to them at that time.

**FRIENDS:** The Friends book sale went great and they made \$2,187.75 clear profit. I think they will definitely consider doing it again. I plan to ask the Friends Thursday to buy a coin-op microfilm reader printer. Three out of our seven machines are in various stages of repair; age of the equipment has a lot to do with it.

**STAFF:** The Junior Cataloger position has two in-house candidates. The Library Assistant test will be given March 15<sup>th</sup>. The Head of Technical Services has been advertised. The Adult Division Librarian position has been advertised. We have ranked the Page list and sent it to the city to be filled.

**ADMINISTRATION:** The gate count was up + 10.6% for February, and we are up 10.2% for the year. We are currently experiencing a budget crunch where our expenses are outpacing our revenue. I have stopped all unnecessary purchases, including the book money, until the new budget year. I have called a Division Head meeting for Tuesday, so we can pool our ideas about ways to cope with this situation. The settlement paperwork has still not been returned to our attorney for signing and the Union has not gotten back to him about contract negotiations.

**ADULT DIVISION:** We received a donation from Kathy Duncan for 10 magazines for 2 years. We will be doing a poetry workshop on April 15<sup>th</sup>. The Friends have provided \$300, so we can have refreshments with all our programs. It may only be coffee and cookies, but the patrons seem to enjoy this added touch. Bev Hackney is doing book segments on the WCIA's morning show. Bev also



## CITY LIBRARIAN'S REPORT

March 8, 2004

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attended a digitization workshop as part of our long-range plan to digitize items in the Local History Room. The Local History room had 80 visitors this month. This division is now running two positions short and the Pages are also two positions short.

**BUILDING DIVISION:** We had our Department of Labor safety inspection, with two minor findings. Bill had them corrected before I received the report. Finally got approval for the sprinkler recall and will start replacing them sometime soon. The Civic Center loaned us tables free for the Friends book sale. Bill and his crew set the tables up and moved a lot of books back and forth. This division is now running one position short.

**CHILDREN'S DIVISION:** The "Make Your Own Valentine" was very successful with at least 89 people age 2 through senior citizen making a valentine. Katie has been assisting on the Macon County parent child book discussion group grant. This is very time consuming considering it is not our grant. Julie did an outreach program for "Mommies" and 30 attended. Nine groups visited the library for programs or tours bringing in 138 people and 22 Baby TALK programs had attendance of 400.

**CIRCULATION DIVISION:** Circulation statistics were not available for February. All clerks have worked through the CBT and Robyn has started training them on Dynix. We issued 424 new library cards this month. This division is now running 1 position short.

**EXTENSION DIVISION:** We have been trying to collect from seriously delinquent institutional accounts and received a check for over \$600 from New Horizon Center due to Marcia's efforts. Two different parties expressed an interest in the bookmobile, but indicated no further interest. Twenty-three volunteers donated 178 hours this month.

**GATES COMPUTER LAB:** We had 167 people attend one of the 9 different classes we offered this month. In March there are only 2 days that the lab is not in use for classes or Dynix training.

**SYSTEMS ADMINISTRATION:** Matt has Dynix set up and ready to run in the Gates Lab so we can begin training. We had several equipment problems this month and there is still an ongoing problem with the notice printer that he is trying to resolve.

**TECHNICAL DIVISION:** Karen's last day was March 5<sup>th</sup> and we will miss her many years of experience and her ability to get to the heart of a problem. Scott will act as Interim, until we select someone. Bev will be assisting him with cataloging issues as they arise. Most of the month was devoted to clearing up carts of materials, both physical and those waiting ordering. Robert received Dynix training instead of Karen. This division is now running two positions short.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher

City Librarian

March 8, 2004

**Personnel, Policy & Public Relations Committee**  
**March 4, 2004**

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

Proposal from Robyn Hendricks regarding the conversion: Ms. Hendricks reported that library staff will not be able to check in returned material while the system is down a minimum of three days during conversion. She asked for approval to set the system so that no material is due on those date. She also asked for approval to rent the large carts we used during the move to store materials on if needed. The consensus was to recommend the proposal for approval.

Proposal from Daniel Weinberg: A draft contract was reviewed. After review, Mrs. Arnold made a motion to have the library attorney review the proposal and recommend changes as appropriate and present it to the Board for approval. The motion was seconded by Mrs. Krigbaum and unanimously approved.

Proposal from Decatur Area Arts Council: The committee reviewed a request to use an area of the library's parking lot on Sunday, March 21 between 9 a.m. and 8 p.m. while participants are on a bus trip. The consensus was to recommend the proposal for approval.

Proposal from Red Cross: The committee reviewed a request to use the library's parking lot from March 15 through July 15 for 11 employees and 3 emergency response vehicles. After discussion, the committee recommended that the request be denied, with Ms. Craig abstaining. It was suggested that the Red Cross contact the city about using the city parking garage.

There was no other business. The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys, Executive Admin. Assistant



**Finance and Properties Committee**  
**March 9, 2004**

Mr. Cocagne called the meeting to order at 4:30 p.m. Members present: Mr. Cocagne, Eugene King, and Shirley Moore. Absent: Pat Greanias and Sherri Arnold. Staff present: Linda Humphreys and Lee Ann Fisher.

Bills and payroll for February 2004: This was not available.

Financial statement: The committee reviewed a notice from City Finance Director Beth Couter that the library overspent its budget in relationship to the budget percentage. Ms. Fisher reported that she met with division heads regarding the situation. Effective immediately, Ms. Fisher will review all requests for extra staffing. She also stopped book and material orders, except for hot items, which can be paid with Cantoni funds. She said that she was optimistic that these steps will bring library spending back in line by the end of the fiscal year on April 30. The library is 2.3%, or \$76,483 overspent as of February 29, 2004.

Lease space: The committee reviewed a proposal to lease the space formerly occupied by the Anthology Bookseller. After review and discussion, the consensus was that if the space is leased for less than a commercial rate, the library should consider requests from not-for-profit organizations whose missions are similar to the library's mission. Ms. Fisher reported ideas she had for expanding the library into that space, depending on available funding. The consensus was to recommend that the proposal be rejected.

Other business: Ms. Fisher reported that the web site from which the library's old bookmobile was purchased is gone. There was no interest in the bookmobile when it was advertised last year for \$35,000. After much discussion, it was recommended that the Board nationally advertise the bookmobile for \$20,000 on a list serve through April 30.

There was no other business. The meeting was adjourned at 5:40 p.m.

Respectfully submitted,

*Linda Humphreys*

Linda Humphreys  
Executive Administrative Assistant



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**FOR INVOICES FROM 02/01/2004 TO 02/29/2004**

DATE: 03/12/2004  
TIME: 8:25:17AM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
<b>35 LIBRARY FUND</b>						
1993	02/02/2004	COMMERCIAL MAIL SERVICES	139.13	PRE-SORT/BAR CODING-MO SERV	35593512 - 424500	POSTAGE
2057	02/05/2004	ILLINOIS POWER COMPANY	10,196.62	ACCT#180012	35593512 - 423100	ELECTRICITY
2057	02/05/2004	ILLINOIS POWER COMPANY	2,895.17		35593512 - 423200	NATURAL GAS
2062	02/05/2004	SBC	38.73	ACCT#217 872-0514 272 6	35593512 - 423300	TELEPHONE
2062	02/05/2004	SBC	676.26	ACCT#217 362-2230 082 0	35593512 - 423300	TELEPHONE
2080	02/06/2004	TREAS-FLEET MAINTENANCE	346.73	DPL-DEPT 1500-318.1 GAL	35593512 - 431000	GASOLINE
2129	02/10/2004	THE BOOKSOURCE	71.85	INV#636334-BOOKS	35593515 - 458000	BOOKS & PERIODICALS
2149	02/11/2004	TREAS-PETTY CASH	15.00	BUS SUPP/EXP	35593512 - 424100	CONFERENCES & TRAVEL
2149	02/11/2004	TREAS-PETTY CASH	27.19	BUS SUPP/EXP	35593512 - 424100	CONFERENCES & TRAVEL
2149	02/11/2004	TREAS-PETTY CASH	4.88	BUS SUPP/EXP	35593512 - 424500	POSTAGE
2149	02/11/2004	TREAS-PETTY CASH	9.40	BUS SUPP/EXP	35593512 - 424500	POSTAGE
2149	02/11/2004	TREAS-PETTY CASH	5.53	BUS SUPP/EXP	35593512 - 428000	PROFESSIONAL SERVICES
2149	02/11/2004	TREAS-PETTY CASH	31.95	BUS SUPP/EXP	35593512 - 428000	PROFESSIONAL SERVICES
2149	02/11/2004	TREAS-PETTY CASH	20.60	BUS SUPP/EXP	35593512 - 432000	MATERIALS - BUILDINGS
2149	02/11/2004	TREAS-PETTY CASH	23.79	BUS SUPP/EXP	35593512 - 432000	MATERIALS - BUILDINGS
2149	02/11/2004	TREAS-PETTY CASH	18.91	BUS SUPP/EXP	35593512 - 434500	OFFICE SUPPLIES
2149	02/11/2004	TREAS-PETTY CASH	56.10	BUS SUPP/EXP	35593512 - 434500	OFFICE SUPPLIES
2149	02/11/2004	TREAS-PETTY CASH	16.45	BUS SUPP/EXP	35593512 - 435700	EMPLOYEE RECOG SUPPLIES
2149	02/11/2004	TREAS-PETTY CASH	19.45	BUS SUPP/EXP	35593512 - 435700	EMPLOYEE RECOG SUPPLIES
2149	02/11/2004	TREAS-PETTY CASH	61.40	BUS SUPP/EXP	35593515 - 458000	BOOKS & PERIODICALS
2187	02/13/2004	MCLEOD USA	32.47	ACCT#3292627	35593515 - 458000	BOOKS & PERIODICALS
2187	02/13/2004	MCLEOD USA	71.20	ACCT#3318933	35593512 - 423300	TELEPHONE
2196	02/13/2004	ONYX WASTE	322.64	OPEN PO FOR GO LIVE	35593512 - 423300	TELEPHONE
2210	02/13/2004	VERIZON WIRELESS	24.30	ACCT#504590334	35593512 - 421000	SERVICE TO MAINT BUILDING
2210	02/13/2004	VERIZON WIRELESS	30.23	ACCT#504591851	35593512 - 423300	TELEPHONE
2210	02/13/2004	VERIZON WIRELESS	41.76	ACCT#504522581	35593512 - 423300	TELEPHONE
2210	02/13/2004	VERIZON WIRELESS	49.88	ACCT#504522580	35593512 - 423300	TELEPHONE
2218	02/16/2004	EDWARD BOOTH	3,875.42	0104-PROF SERV-LEGAL	35593512 - 428000	PROFESSIONAL SERVICES
2222	02/16/2004	GAYLORD BROS.	69.16	2 PKG CUSTOM PRINTED LABELS	35593512 - 434500	OFFICE SUPPLIES
2224	02/16/2004	HOUGHEN BINDERY LTD	210.25	BINDERY CHRGS	35593512 - 420200	PRINTING AND BINDING
2226	02/16/2004	ILLINOIS STATE LIBRARY	402.48	0104-ILL/OCLC CHRGS	35593512 - 428900	RENTAL - EQUIPMENT
2230	02/16/2004	MR. VIDEO	88.72	8 CASES BOXES-VIDEO SQUEEZE	35593512 - 424500	POSTAGE
2230	02/16/2004	MR. VIDEO	520.00		35593512 - 434500	OFFICE SUPPLIES
2231	02/16/2004	PARK, CHUB	2,972.00	0104 CHRGS-SALT/SNOW REMOVAL	35593512 - 421000	SERVICE TO MAINT BUILDING
2235	02/16/2004	SOUTH SIDE CONTROL SUPPLY CO	416.47	1 EA MOTOR/2 EA COUPLER	35593512 - 432000	MATERIALS - BUILDINGS
2253	02/17/2004	HASTINGS, SCOTT A.	200.00	SEC-0202/020904	35593512 - 428000	PROFESSIONAL SERVICES
2255	02/17/2004	HOULT, DANNY R.	300.00	SEC-0203/021004	35593512 - 428000	PROFESSIONAL SERVICES
2266	02/17/2004	RIGSBY, PAUL	300.00	SEC-204,205,21304	35593512 - 428000	PROFESSIONAL SERVICES
2268	02/17/2004	SLEETH, ALAN	300.00	SEC-130,206,21104	35593512 - 428000	PROFESSIONAL SERVICES
2269	02/17/2004	SMITH, EDWARD	80.00	SEC-012904	35593512 - 428000	PROFESSIONAL SERVICES
2271	02/17/2004	STANBURY, JOANN	100.00	PHYSICAL-STANBURY-MGMT	35593512 - 428000	PROFESSIONAL SERVICES



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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
2285	02/18/2004	BODINE ELECTRIC	915.62	REPAIR BOOKMOBILE GENERATOR	35593512 - 421000	SERVICE TO MAINT BUILDING
2287	02/18/2004	ELECTRICAL SERVICE CO.,INC	1,104.68	REPAIR BOARD/FUSES	35593512 - 421000	SERVICE TO MAINT BUILDING
2287	02/18/2004	ELECTRICAL SERVICE CO.,INC	67.71		35593512 - 432000	MATERIALS - BUILDINGS
2289	02/18/2004	GAYLORD BROS.	149.81	OFFC SUPP	35593512 - 434500	OFFICE SUPPLIES
2290	02/18/2004	ILA	60.00	5 COPIES IL LIBRARY LAW/REG	35593515 - 458000	BOOKS & PERIODICALS
2294	02/18/2004	MENARDS	35.06	MATL	35593512 - 432000	MATERIALS - BUILDINGS
2294	02/18/2004	MENARDS	48.12		35593512 - 432000	MATERIALS - BUILDINGS
2298	02/18/2004	T A BRINKOETTER & SONS	126.00	CK BACKFLOW VALVES	35593512 - 421000	SERVICE TO MAINT BUILDING
2298	02/18/2004	T A BRINKOETTER & SONS	48.00		35593512 - 432000	MATERIALS - BUILDINGS
2300	02/18/2004	UPSTART	27.00	INV#8179653-001-BOOKMARKS-CHIL	35593512 - 434500	OFFICE SUPPLIES
2306	02/19/2004	ILLINOIS HERITAGE ASSOCIATION	35.00	MEMBERSHIP RENEWAL-ANNUAL	35593515 - 458844	MAG/PAPERS - MAIN REFEREN
2311	02/19/2004	SBC	46.58	ACCT#217 422-2735 224 0	35593512 - 423300	TELEPHONE
2335	02/20/2004	TREAS-PETTY CASH	7.65	LIBRARY	35593512 - 424500	POSTAGE
2335	02/20/2004	TREAS-PETTY CASH	55.00		35593512 - 428000	PROFESSIONAL SERVICES
2335	02/20/2004	TREAS-PETTY CASH	48.81		35593512 - 432000	MATERIALS - BUILDINGS
2335	02/20/2004	TREAS-PETTY CASH	6.50		35593512 - 434500	OFFICE SUPPLIES
2335	02/20/2004	TREAS-PETTY CASH	22.00		35593515 - 458000	BOOKS & PERIODICALS
2347	02/23/2004	TREAS-GENERAL FUND	1,123.33	0104 POSTG	35593512 - 424500	POSTAGE
2408	02/27/2004	ADT SECURITY SERVICES	1,509.01		35593512 - 421300	SERV-OFFICE EQUIPMENT
2413	02/27/2004	ARAMARK UNIFORM SERVICES, INC.	79.73	611-3265302	35593512 - 421000	SERVICE TO MAINT BUILDING
2416	02/27/2004	ASSOCIATED OFFICE FURNISHINGS	8.15	8 1/2 x 11 60# paper Electri	35593512 - 434500	OFFICE SUPPLIES
2416	02/27/2004	ASSOCIATED OFFICE FURNISHINGS	18.08		35593512 - 434500	OFFICE SUPPLIES
2416	02/27/2004	ASSOCIATED OFFICE FURNISHINGS	28.11		35593512 - 434500	OFFICE SUPPLIES
2416	02/27/2004	ASSOCIATED OFFICE FURNISHINGS	29.10		35593512 - 434500	OFFICE SUPPLIES
2416	02/27/2004	ASSOCIATED OFFICE FURNISHINGS	35.16		35593512 - 434500	OFFICE SUPPLIES
2417	02/27/2004	BABY TALK, INC.	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
2419	02/27/2004	BAKER & TAYLOR CO	-843.60		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	5.28		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	7.38		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	7.99		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	8.00		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	11.04		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	11.80		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	12.98		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	13.54		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS



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DATE: 03/12/2004  
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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
2419	02/27/2004	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	16.23		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	16.34		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	17.67		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	19.28		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	19.95		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	20.28		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	20.62		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	22.12		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	22.13		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	24.58		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	25.31		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	25.90		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	26.07		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	27.95		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	28.02		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	28.29		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	28.45		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	29.20		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	30.36		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	30.42		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	31.54		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	42.00		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	43.43		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	47.01		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	47.42		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	48.03		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	50.41		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	51.44		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	53.80		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	56.76		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	58.40		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	68.44		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	68.56		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	74.99		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	77.78		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	79.59		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	88.29		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	107.32		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	122.63		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	129.80		35593515 - 458000	BOOKS & PERIODICALS



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**FOR INVOICES FROM 02/01/2004 TO 02/29/2004**

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CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
2419	02/27/2004	BAKER & TAYLOR CO	131.55		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	185.76		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	201.21		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	223.73		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	252.68		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	258.61		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	271.43		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	330.03		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	332.56		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	340.41		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	372.02		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	386.30		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	465.81		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	535.64		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	540.73		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	552.23		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	577.26		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	681.26		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	704.76		35593515 - 458000	BOOKS & PERIODICALS
2419	02/27/2004	BAKER & TAYLOR CO	928.44		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	-40.44		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	7.48		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	8.63		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	9.35		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	12.23		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	12.86		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	14.96		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	14.98		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	15.82		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	22.46		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	24.46		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	26.21		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	29.96		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	41.19		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	59.90		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	66.18		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	71.15		35593515 - 458000	BOOKS & PERIODICALS
2420	02/27/2004	BAKER & TAYLOR ENTERTAINMENT	243.75		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	12.78		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	14.96		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	20.90		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	26.91		35593515 - 458000	BOOKS & PERIODICALS



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 TIME: 8:25:17AM

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**FOR INVOICES FROM 02/01/2004 TO 02/29/2004**

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
2427	02/27/2004	BOOK WHOLESALERS, INC.	26.94		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	35.20		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	35.48		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	38.38	4871,4872,4873	35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	43.90		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	44.91		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	49.34		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	52.47	4871,4872,4873	35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	75.71		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	78.32		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	97.03		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	134.82	4871,4872,4873	35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	285.45		35593515 - 458000	BOOKS & PERIODICALS
2427	02/27/2004	BOOK WHOLESALERS, INC.	711.96		35593515 - 458000	BOOKS & PERIODICALS
2428	02/27/2004	BOOKS ON TAPE	18.40		35593512 - 434500	OFFICE SUPPLIES
2428	02/27/2004	BOOKS ON TAPE	36.00	8 1/2 x 11 60# paper Electri	35593512 - 434500	OFFICE SUPPLIES
2429	02/27/2004	BRADFIELD'S COMPUTER SUPPLY	59.00		35593512 - 434500	OFFICE SUPPLIES
2429	02/27/2004	BRADFIELD'S COMPUTER SUPPLY	108.00		35593512 - 434500	OFFICE SUPPLIES
2434	02/27/2004	CAPITAL CITY PAPER CO	13.68	4307504 60# paper Electri	35593512 - 434500	OFFICE SUPPLIES
2434	02/27/2004	CAPITAL CITY PAPER CO	20.52		35593512 - 434500	OFFICE SUPPLIES
2434	02/27/2004	CAPITAL CITY PAPER CO	27.36		35593512 - 434500	OFFICE SUPPLIES
2434	02/27/2004	CAPITAL CITY PAPER CO	28.08		35593512 - 434500	OFFICE SUPPLIES
2434	02/27/2004	CAPITAL CITY PAPER CO	37.44		35593512 - 434500	OFFICE SUPPLIES
2459	02/27/2004	DEMCO INC	197.54	1528090	35593512 - 434500	OFFICE SUPPLIES
2459	02/27/2004	DEMCO INC	1,079.47		35593512 - 432000	MATERIALS - BUILDINGS
2464	02/27/2004	DUNKER ELECTRIC SUPPLY, INC	36.36		35593512 - 423100	ELECTRICITY
2467	02/27/2004	DYNEGY ENERGY SERVICES	464.44	ANNUAL - PARKING LOT LIGHTS.	35593512 - 421000	SERVICE TO MAINT BUILDING
2470	02/27/2004	ELECTRICAL SERVICE CO., INC	96.54		35593512 - 428000	PROFESSIONAL SERVICES
2488	02/27/2004	HASTINGS, SCOTT A.	100.00		35593512 - 420200	PRINTING AND BINDING
2492	02/27/2004	HOUCHEM BINDERY LTD	113.65		35593512 - 428000	PROFESSIONAL SERVICES
2493	02/27/2004	HOULT, DANNY R.	100.00		35593512 - 420100	ADVERTISING
2497	02/27/2004	ILA	80.00		35593515 - 458000	BOOKS & PERIODICALS
2504	02/27/2004	INGRAM LIBRARY SERVICES	20.96		35593515 - 458000	BOOKS & PERIODICALS
2504	02/27/2004	INGRAM LIBRARY SERVICES	31.28		35593515 - 458000	BOOKS & PERIODICALS
2504	02/27/2004	INGRAM LIBRARY SERVICES	35.68		35593515 - 458000	BOOKS & PERIODICALS
2509	02/27/2004	JOHN WILEY & SONS, INC	14.12		35593515 - 458000	BOOKS & PERIODICALS
2509	02/27/2004	JOHN WILEY & SONS, INC	15.12		35593515 - 458000	BOOKS & PERIODICALS
2522	02/27/2004	MARSHALL CAVENDISH CORP.	4,531.08		35593512 - 431200	JANITORIAL SUPPLIES
2536	02/27/2004	MILLER PRODUCTS COMPANY	156.00		35593512 - 421000	SERVICE TO MAINT BUILDING
2549	02/27/2004	ORKIN EXTERMINATING	69.30	ANNUAL - EXTERMINATING	35593515 - 458000	BOOKS & PERIODICALS
2555	02/27/2004	R.R. BOWKER	261.63		35593512 - 428000	PROFESSIONAL SERVICES
2558	02/27/2004	REED, CHERIE	64.00			



FOR 2004 10

LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35 LIBRARY FUND							
350 LIBRARY							
300000 BEGINNING FUND BALANCE	419,734	419,734	378,948.27	.00	.00	40,785.73	90.3%
301103 REAL ESTATE TAXES	2,851,258	2,851,258	2,694,994.70	.00	.00	156,263.30	94.5%
302104 STATE REPLACEMENT TAX	235,000	235,000	136,180.45	400.21	.00	98,819.55	57.9%
302107 STATE GRANTS OR OTHER	95,904	95,904	21,500.00	.00	.00	74,404.00	22.4%
305509 FINES AND FEES	50,000	50,000	38,600.32	4,685.35	.00	11,399.68	77.2%
305510 NON-RESIDENTIAL FEES	50,500	50,500	504.23	160.22	.00	-4.23	100.8%
305511 LOST OR DAMAGED BOOKS	4,500	4,500	5,614.10	775.35	.00	-1,114.10	124.8%
305514 COPIES AND MISCELLANEOUS	20,000	20,000	11,634.32	1,196.86	.00	8,365.68	58.2%
305515 MEETING ROOM FEES	10,000	10,000	7,442.00	1,750.00	.00	2,558.00	74.4%
307101 INVESTMENT INCOME	12,000	12,000	5,318.07	482.48	.00	6,681.93	44.3%
307102 POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308846 LEASE OF LIBRARY PROPERTY	40,000	40,000	34,833.30	.00	.00	5,166.70	87.1%
308899 MISCELLANEOUS INCOME	8,988	8,988	6,523.69	.00	.00	2,464.31	72.6%
TOTAL LIBRARY	3,747,884	3,747,884	3,342,093.45	8,450.47	.00	405,790.55	89.2%
351 LIBRARY OPERATIONS							
409000 SALARIES	1,870,518	1,870,518	1,581,613.73	143,839.07	.00	288,904.27	84.6%
410100 OVERTIME	15,000	15,000	10,314.71	1,618.98	.00	4,685.29	68.8%
410200 TEMPORARY SALARIES	25,000	25,000	19,115.70	1,901.25	.00	5,884.30	76.5%
410400 RETIREMENT - IMRF	166,741	166,741	139,318.95	12,725.83	.00	27,422.05	83.6%
411100 LIFE INSURANCE	3,133	3,133	2,781.85	268.18	.00	351.15	88.8%
411200 MEDICAL INSURANCE	290,743	290,743	231,191.96	22,176.52	.00	59,551.04	79.5%
411400 WORKERS COMPENSATION	18,249	18,249	14,856.48	1,358.88	.00	3,392.52	81.4%
411500 SERVICE REC/LONGEVITY	22,216	22,216	19,609.92	1,684.98	.00	2,606.08	88.3%
420100 ADVERTISING	250	250	418.72	80.00	.00	-168.72	167.5%
420200 PRINTING AND BINDING	6,000	6,000	9,802.85	323.90	547.30	-4,350.15	172.5%
421000 SERVICE TO MAINT BUILDINGS	44,258	30,000	32,314.53	5,766.24	3,378.57	-5,693.10	119.0%
421100 SERV TO MAINT IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%
421200 SERV - AUTO EQUIPMENT	2,500	2,500	2,506.33	.00	.00	-6.33	100.3%
421300 SERVICE-OFFICE EQUIP	20,000	20,000	17,640.48	1,830.77	624.48	1,735.04	91.3%
423000 MIS SERVICES	17,634	17,634	13,225.50	.00	.00	4,408.50	75.0%
423100 ELECTRICITY	150,000	150,000	131,314.44	10,661.06	.00	17,292.24	88.5%
423200 NATURAL GAS	20,000	20,000	3,323.97	2,895.17	1,393.32	16,676.03	16.6%
423300 TELEPHONE	30,000	30,000	23,430.99	1,285.77	.00	6,569.01	78.1%

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 TIME: 8:25:17AM

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**FOR INVOICES FROM 02/01/2004 TO 02/29/2004**

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
2559	02/27/2004	REGENT BOOK CO	106.06		35593515 - 458000	BOOKS & PERIODICALS
2560	02/27/2004	RESEARCH PRODUCTS	56.93		35593512 - 432000	MATERIALS - BUILDINGS
2561	02/27/2004	RIGSBY, PAUL	40.00		35593512 - 428000	PROFESSIONAL SERVICES
2565	02/27/2004	SBC	25.21		35593512 - 423300	TELEPHONE
2565	02/27/2004	SBC	25.53		35593512 - 423300	TELEPHONE
2566	02/27/2004	SBC PAGING	145.50		35593512 - 423300	TELEPHONE
2571	02/27/2004	SLEETH, ALAN	300.00		35593512 - 428000	PROFESSIONAL SERVICES
2573	02/27/2004	SMITH, EDWARD	200.00		35593512 - 428000	PROFESSIONAL SERVICES
2579	02/27/2004	SPHERION CORPORATION	815.12	1204027026,1204027068	35593512 - 427100	TEMP AGENCY SERVICES
2580	02/27/2004	SPHERION CORPORATION	425.40	1204026937	35593512 - 427100	TEMP AGENCY SERVICES
2580	02/27/2004	SPHERION CORPORATION	525.79		35593512 - 427100	TEMP AGENCY SERVICES
2589	02/27/2004	THE GALE GROUP	327.15		35593515 - 458000	BOOKS & PERIODICALS
2590	02/27/2004	THOMSON LEARNING	15.57		35593515 - 458000	BOOKS & PERIODICALS
2590	02/27/2004	THOMSON LEARNING	23.66		35593515 - 458000	BOOKS & PERIODICALS
2590	02/27/2004	THOMSON LEARNING	39.49		35593515 - 458000	BOOKS & PERIODICALS
2590	02/27/2004	THOMSON LEARNING	55.06		35593515 - 458000	BOOKS & PERIODICALS
2601	02/27/2004	UPSTART	380.00	855-2127	35593512 - 434500	OFFICE SUPPLIES
2603	02/27/2004	VERIZON WIRELESS	30.23	521-3104	35593512 - 423300	TELEPHONE
2603	02/27/2004	VERIZON WIRELESS	47.89	SERVICE AGREEMENT - COPIER	35593512 - 423300	TELEPHONE
2609	02/27/2004	WATTS COPY SYSTEMS	321.76		35593512 - 421300	SERV-OFFICE EQUIPMENT
2610	02/27/2004	WEST GROUP	276.25		35593515 - 458000	BOOKS & PERIODICALS
2610	02/27/2004	WEST GROUP	289.00		35593515 - 458000	BOOKS & PERIODICALS

**35 LIBRARY FUND Total**

**55,040.04**



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EXPENSES AS OF FEBRUARY 2004

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35	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
423400	WATER	3,100	3,100	2,391.25	.00	.00	708.75	77.1%
424000	TRAINING SCHOOL EXPENSES	3,000	3,000	982.69	.00	.00	2,017.31	32.8%
424100	CONFERENCES & TRAVEL	7,000	7,000	1,458.96	42.19	.00	5,541.04	20.8%
424500	POSTAGE	17,000	17,000	15,558.47	1,373.11	.00	1,441.53	91.5%
424700	COMPUTER SOFTWARE	20,000	20,000	25,673.42	.00	.00	-5,673.42	128.4%
426500	MEDICAL EXPENSES	0	0	120.00	.00	.00	-120.00	0%
427100	TEMPORARY AGENCY FEES	23,000	23,000	32,922.01	1,766.31	.00	-9,922.01	143.1%
427200	TUITION REIMBURSEMENT	1,000	1,000	994.00	.00	.00	6.00	99.4%
427300	TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	0%
428000	PROFESSIONAL SERVICES	46,340	46,340	37,831.93	6,226.90	550.00	7,958.07	82.8%
428400	MEMBERSHIP FEES	1,400	1,400	1,360.00	.00	.00	40.00	97.1%
428900	RENTAL-EQUIPMENT	5,000	5,000	5,035.80	402.48	.00	-35.80	100.7%
431000	GASOLINE	3,700	3,700	3,168.08	346.73	.00	531.92	85.6%
431200	JANITORIAL SUPPLIES	8,000	8,000	5,529.97	318.48	.00	2,470.03	69.1%
432000	MATERIAL - BUILDINGS	18,000	18,000	14,880.36	801.85	.00	3,119.64	82.7%
433700	MATERIAL-AUTO EQUIP	1,500	1,500	1,975.89	.00	.00	-475.89	131.7%
434500	OFFICE SUPPLIES	30,000	30,000	36,254.05	3,196.35	304.18	-6,558.23	121.9%
435700	EMPLOYEE RECOG SUPPLIES	150	150	16.45	16.45	.00	133.55	11.0%
441500	TRANSFER TO GENERAL FD	1,200	1,200	800.00	.00	.00	400.00	66.7%
441800	MOTOR VEHICLE INSURANCE	5,313	5,313	3,684.57	.00	.00	1,628.43	69.4%
442000	BOILER INSURANCE	1,873	1,873	1,590.42	.00	.00	282.58	84.9%
442100	PROPERTY INSURANCE	0	0	10,428.84	.00	.00	3,829.16	73.1%
442300	GENERAL LIABILITY INSURANCE	7,854	7,854	5,954.66	.00	.00	1,899.34	75.8%
444400	TRANSFER TO TRUST FUND	0	0	25,433.31	.00	.00	-25,433.31	0%
449900	SMALL CAPITAL ITEMS	17,423	17,423	17,829.74	.00	.00	-406.74	102.3%
458000	BOOK AND PERIODICALS	397,500	397,500	296,607.01	18,243.83	.00	100,892.99	74.6%
458830	AV-PHONDIS	0	0	479.06	.00	.00	-479.06	0%
458841	MAG/PAPERS - MAIN ADULT	0	0	23,594.34	.00	.00	-23,594.34	0%
458842	MAG/PAPERS MAIN YOUTH	0	0	722.50	.00	.00	-722.50	0%
458843	MAG/PAPERS MAIN JUVENILE	0	0	1,743.08	.00	.00	-1,743.08	0%
458844	MAG/PAPERS - MAIN REFERENCE	0	0	9,072.37	35.00	.00	-9,072.37	0%
458845	MAG/PAPERS - MAIN PROFESSIONAL	0	0	1,076.50	.00	.00	-1,076.50	0%
458847	MAG/PAPERS - EXTENSION ADULT	0	0	2,971.37	.00	.00	-2,971.37	0%
458848	MAG/PAPERS EXTENSION YOUTH	0	0	185.89	.00	.00	-185.89	0%
458849	MAG/PAPERS-EXTENSION JUVENILE	0	0	346.72	.00	.00	-346.72	0%
	TOTAL LIBRARY OPERATIONS	3,325,345	3,325,345	2,841,454.82	241,186.28	6,797.85	477,092.33	85.7%
352	LIBRARY LEASES							
423100	ELECTRICITY	5,575	5,575	.00	.00	.00	5,575.00	0%
440900	PRINCIPAL PAYMENTS	21,875	21,875	.00	.00	.00	.00	100.0%
441000	INTEREST PAYMENT	6,563	6,563	562.50	.00	.00	.50	100.0%
	TOTAL LIBRARY LEASES	34,013	34,013	28,437.50	.00	.00	5,575.50	83.6%

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CITY OF DECATUR  
EXPENSES AS OF FEBRUARY 2004

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35	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL LIBRARY FUND	7,107,242	7,107,242	6,211,985.77	249,636.75	6,797.85	888,458.38	87.5%
	TOTAL REVENUES	3,747,884	3,747,884	3,342,093.45	8,450.47	.00	405,790.55	
	TOTAL EXPENSES	3,359,358	3,359,358	2,869,892.32	241,186.28	6,797.85	482,667.83	
	GRAND TOTAL	7,107,242	7,107,242	6,211,985.77	249,636.75	6,797.85	888,458.38	87.5%



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CITY OF DECATUR  
REVENUES AS OF FEBRUARY 2004

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FOR 2004 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
59 LIBRARY TRUST FUNDS						
590 LIBRARY TRUSTS						
300590 BEG FUND BA - CANTONI	0	118,056	.00	.00	118,056.00	.0%
300591 BEG FUND BAL- MEYERS	118,056	271,334	118,034.69	.00	153,299.31	43.5%
300592 BEG FUND BAL- BRIDGES	271,334	0	271,519.00	.00	-271,519.00	.0%
300593 BEG FUND BAL - DONATIONS	-22,677	-22,677	-23,539.62	.00	862.62	103.8%
306709 TRANSFER FR LIBRARY	0	0	25,433.31	.00	-25,433.31	.0%
307103 INTEREST INC - CANTONI	1,250	1,250	829.41	120.27	420.59	66.4%
307104 INTEREST INC - MEYERS	4,000	4,000	1,905.20	277.08	2,094.80	47.6%
307105 INTEREST INC - BRIDGES	227	227	206.24	.83	20.76	90.9%
307142 INTEREST - DONATIONS	0	0	.34	.00	-.34	.0%
308805 CONTRIBUTIONS	6,000	6,000	4,701.98	350.00	1,298.02	78.4%
TOTAL LIBRARY TRUSTS	378,190	378,190	399,090.55	748.18	-20,900.55	105.5%
TOTAL LIBRARY TRUST FUNDS	378,190	378,190	399,090.55	748.18	-20,900.55	105.5%
GRAND TOTAL	378,190	378,190	399,090.55	748.18	-20,900.55	105.5%

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CITY OF DECATUR  
EXPENSES AS OF FEBRUARY 2004

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FOR 2004 10

LIBRARY TRUST FUNDS	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59 LIBRARY TRUST FUNDS							
591 DPL- CANTONI TRUST							
458000 BOOK AND PERIODICALS	35,000	35,000	3,263.63	.00	.00	31,736.37	9.3%
TOTAL DPL- CANTONI TRUST	35,000	35,000	3,263.63	.00	.00	31,736.37	9.3%
592 DPL- MEYERS TRUST							
428000 PROFESSIONAL SERVICES	0	0	532.14	.00	.00	-532.14	.0%
449900 SMALL CAPITAL ITEMS	11,000	11,000	.00	.00	.00	11,000.00	.0%
458000 BOOK AND PERIODICALS	0	0	3,116.62	.00	.00	-3,116.62	.0%
TOTAL DPL- MEYERS TRUST	11,000	11,000	3,648.76	.00	.00	7,351.24	33.2%
593 DPL- BRIDGES TRUST							
458000 BOOK AND PERIODICALS	227	227	1,100.00	.00	.00	-873.00	484.6%
TOTAL DPL- BRIDGES TRUST	227	227	1,100.00	.00	.00	-873.00	484.6%
594 DPL - DONATIONS							
458000 BOOK AND PERIODICALS	6,500	6,500	3,532.53	.00	.00	2,967.47	54.3%
TOTAL DPL - DONATIONS	6,500	6,500	3,532.53	.00	.00	2,967.47	54.3%
TOTAL LIBRARY TRUST FUNDS	52,727	52,727	11,544.92	.00	.00	41,182.08	21.9%
GRAND TOTAL	52,727	52,727	11,544.92	.00	.00	41,182.08	21.9%



FOR 2004 10

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
35 LIBRARY FUND						
350 LIBRARY						
300000 BEGINNING FUND BALANCE	419,734	419,734	378,948.27	.00	40,785.73	90.3%
301103 REAL ESTATE TAXES	2,851,258	2,851,258	2,694,994.70	.00	156,263.30	94.5%
302104 STATE REPLACEMENT TAX	235,000	235,000	136,180.45	400.21	98,819.55	57.9%
302107 STATE GRANTS OR OTHER	95,904	95,904	21,500.00	.00	74,404.00	22.4%
305509 FINES AND FEES	50,000	50,000	38,600.32	4,685.35	11,399.68	77.2%
305510 NON-RESIDENTIAL FEES	500	500	504.23	160.22	-4.23	100.8%
305511 LOST OR DAMAGED BOOKS	4,500	4,500	5,614.10	775.35	-1,114.10	124.8%
305514 COPIES AND MISCELLANEOUS	20,000	20,000	11,634.32	1,196.86	8,365.68	58.2%
305515 MEETING ROOM FEES	10,000	10,000	7,442.00	1,750.00	2,558.00	74.4%
307101 INVESTMENT INCOME	12,000	12,000	5,318.07	482.48	6,681.93	44.3%
307102 POOLED INTEREST	0	0	.00	.00	.00	.0%
308846 LEASE OF LIBRARY PROPERTY	40,000	40,000	34,833.30	.00	5,166.70	87.1%
308899 MISCELLANEOUS INCOME	8,988	8,988	6,523.69	.00	2,464.31	72.6%
TOTAL LIBRARY	3,747,884	3,747,884	3,342,093.45	8,450.47	405,790.55	89.2%
TOTAL LIBRARY FUND	3,747,884	3,747,884	3,342,093.45	8,450.47	405,790.55	89.2%
GRAND TOTAL	3,747,884	3,747,884	3,342,093.45	8,450.47	405,790.55	89.2%

A public that is aware of all the services and collections offered by its library and that views its library as a positive, vital, and indispensable part of life – this is the ideal that can be achieved through an effective public relations and marketing program.

## Applicable Core Standards

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

## Supplemental Standards

1. The board, administration, and staff assess the library's image at least once a year with a "walk through."
2. The board, administration, and appropriate staff visit other libraries at least once a year.
3. The operating budget includes funds for public relations and marketing.
4. The library, employing a variety of means, markets its services within the library and throughout its jurisdictional area. These methods include but are not limited to newspaper articles; library newsletters; TV or radio announcements; posters or flyers; displays; and presentations to community organizations, businesses, and institutions.
5. The library considers persons with special needs when developing and delivering information about the library's collections and services.
6. The library develops strategies to reach those groups that do not use the library.
7. The board, administration, and staff are encouraged to participate in community activities and organizations. Such participation is made possible through paid time (for administration and staff) and funding for participation.
8. Public relations and marketing efforts are coordinated by one member of the staff.
9. When reviewing and setting library policies, the board evaluates how the policies will affect persons within the jurisdictional population. Are the policies in the best interest of the persons the policies are intended to serve?
10. The library includes public relations and customer service as part of the orientation of all new staff and board members.
11. The library builds on public relations and marketing efforts developed by the library system, state and national organizations, the state library, and the community.

## Evaluation Methods

1. Statistics on library use (circulation, gate count, reference questions, program attendance, and reciprocal borrowing patterns for the library's cardholders) and the percentage of registered borrowers can be indicators of how effective the public



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relations efforts have been. These statistics are used most effectively when a library compares its own numbers from year to year rather than comparing itself with other libraries. Procedures, rules, and methods of gathering statistics vary among libraries.

2. A survey can determine if the public is aware of the services and collections that are offered by the library. Often a small, carefully targeted survey will provide more useable information than a long, general survey. (See appendix 8.)
3. Placing a suggestion box in a convenient location may elicit helpful information.
4. Many libraries distribute brief evaluation forms inquiring as to how the patrons heard about library programs or services.

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# ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street  
Decatur, Illinois 62522

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Telephone (217) 429-2586  
Fax (217) 428-1852

February 18, 2004

To: Public Libraries  
From: Pat Greanias, Chair  
Nominating Committee  
Re: Election of 2004-2007 Board of Directors  
Nomination of Trustee for At-Large Directors from a Public Library of any Population

The Rolling Prairie Library System Nominating Committee is in the process of preparing a slate of candidates pursuant to the Rolling Prairie Library System By-Laws.

If you wish to recommend an individual for election to the directorship provided for your library type, please submit that name to the Nominating Committee by March 26, 2004. Your response should be sent to the attention of Peggy Durst, Executive Assistant, at the Rolling Prairie Library System office.

The proposed Director must be willing to serve, currently be a public library trustee, and must maintain a membership on the board of that particular library. They must also be an eligible elector in the geographical area of the System. This means they must live in the geographical area of the Rolling Prairie Library System.



**ROLLING PRAIRIE LIBRARY SYSTEM**  
**NOMINATION TO BOARD OF DIRECTORS**  
**AT-LARGE DIRECTOR FROM A PUBLIC LIBRARY OF ANY POPULATION**

*Name of Nominee:* \_\_\_\_\_

*Library Affiliation of Nominee:* \_\_\_\_\_  
*(Name of Library)*

*Nomination submitted by:* \_\_\_\_\_  
*(Name of Library)*

The above nominee is willing to serve on the Rolling Prairie Library System Board of Directors.

The above nominee resides in the Rolling Prairie Library System geographical area.