

**REGULAR MEETING AGENDA**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**  
**Thursday, January 17, 2008 @ 4:30 p.m.**  
**(in the DPL Board Room)**

- I. Call to order – Eugene King, President
- II. Approval of minutes
  - A. Regular meeting of December 20, 2007
- III. Communications from the public
- IV. City Librarian's report
- V. Reports of committees
  - A. Personnel, Policy & Public Relations Committee
    - i. No meeting in December
  - B. Finance and Properties Committee
    - i. No meeting in December
    - ii. Approval of bills for December 2007
    - iii. YTD budget report
  - C. Rolling Prairie Library System
    - i. No meeting in December
  - D. Friends of the Library
    - i. No meeting in December
  - E. Foundation
    - i. No meeting in December
- VI: Old Business
  - A. Village Mall
  - B. Other
- VII: New Business
  - A. Other
- VIII. Serving our Public: Standards for Illinois Public Libraries
  - A. Chapter V: Reference, Reader's Advisory & Bibliographic Instruction
- IX: Adjournment

# DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

**Regular Meeting  
December 20, 2007**

## **I. CALL TO ORDER:**

Eugene King, president, called the meeting to order at 4:32 p.m. Members present: Mr. King, Rene Corcoran, Beth Couter, Garry Davis, Sally Krigbaum, and Darryl Barbee arrived at 4:47 p.m. Absent: Shirley Moore, Carol Craig, and Nicholette Rademacher. Administrative staff present: Lee Ann Fisher and Karen Bjorkman. Others present: Mike Deatherage, Kathy Collett, and Nancy Rostek.

## **II. AGENDA:**

Approved as presented.

## **III. MINUTES:**

Motion by Mrs. Couter, seconded by Mrs. Krigbaum, to approve the November 15, 2007, minutes as corrected. Motion carried unanimously.

## **IV. COMMUNICATIONS FROM THE PUBLIC:**

Ms. Fisher presented an email from Gary Ecelbarger asking for a copy of the "Barnwell" photo of Lincoln to use in his upcoming book. Board brought up the existing contract with Millikin University and Ms. Fisher was advised to have Mr. Ecelbarger contact them about obtaining a copy.

No other communication from the public.

## **V. CITY LIBRARIANS REPORT:**

Ms. Fisher went over her report and added the information that due to illness Matt Wilkerson, systems administrator, will be off until January 3, 2008.

Mrs. Couter asked about the computer keyboard damages in the lab and if the camera had been installed. Ms. Fisher reported that the keyboards were in warranty and had been repaired and that the camera was installed. Because of the timing, no computer classes had to be cancelled.

Ms. Fisher reported that the phone system still has a few bugs and the company is working with the library to repair any problems.

## **VI. REPORTS OF COMMITTEES**

### **Personnel, Policy, and Public Relations Committee:**

No meeting in December.

### **Finance and Properties Committee:**

No meeting in December.

Mrs. Couter moved to accept the check register for November 2007, as presented. Mrs. Krigbaum seconded the motion and it was carried unanimously by roll call vote.

Mrs. Couter presented the Year-to-Date budget report for information. The month of November was the 2<sup>nd</sup> pay period with 3 pay cycles. Lease payment to the city should show up in the December bills.

Ms. Fisher reported that the City has not sent out the budget packet for the 2008/2009 Fiscal Year.

**Rolling Prairie Library System:**

Mr. Corcoran reported that RPLS met on November 20, 2007. The Library Systems made a major resolution asking the state for certification of the Library Information Specialist in schools and for the schools to hire professional librarians to work in the library.

No meeting in December.

**Friends of the Decatur Public Library:**

No meeting in December.

**Foundation:**

Next meeting is in January.

**VI: OLD BUSINESS**

**Barnwell print reproduction:**

Professor Ed Walker and Mr. Kim Bauer recommended that steps be taken to properly preserve the photograph. The mat has caused some damaged to the print and will continue to deteriorate unless something is done protect the print.

Motion by Mrs. Couter to authorize the necessary procedures to allow Ms. Fisher to have the photo preserved. Seconded by Mr. Davis. Motion carried unanimously by voice vote.

Ms. Fisher noted that the picture on the back of the photo is an unidentified woman and by sending the photo for preservation they may be able to remove this photo. The glass plate is currently as well preserved as possible.

**Village Mall:**

Letter has been sent to AmerenIP asking for a printout of the utility bills for the past year on the mall. No response has yet been received. Mark Gibson is working on the papers for the Tax Relief on the non-profit exemption. He has spoken with one tenant and still needs to speak with the other two tenants.

It was noted that areas of the building could be broken down and property taxes applied separately. Currently, all of the areas have their own electric meters. There is no reason to displace the realty office if a tax adjustment can be made, since they pay their own utilities.

Motion by Mr. Davis to authorize Mr. Gibson to discuss a length of stay option with the Villa, a new lease with realtor, Glenda Williamson, and a new lease with Kate's Café Bagel & Deli

concerning the amounts of rent, a portion of the utilities and taxes. Seconded by Mrs. Krigbaum. Approved unanimously by voice vote.

**Foods for fines:**

Kathy Collett reported that the program and library staff has taken in over 700 items of food.

The library also collected hats and mittens for DOVE.

**VII. NEW BUSINESS**

**Gifted Student Program:**

Decatur School District #61 has identified 500 to 700 students in the school system that qualify to be part of a gifted program. They held a meeting Monday, December 17, 2007, from 6:30 to 7:30 p.m. in the Madden Auditorium to introduce the concept to parents with gifted children. The program is looking to occupy unused space on the 2<sup>nd</sup> floor of the main library. At the present time, the district is looking for the funds to do the build-out for the program.

**Electrical Drive Replacement:**

Motion by Mrs. Couter and seconded by Mr. Corcoran to accept the bid of \$3,706.00 from Bodine Electric of Decatur. Motion carried unanimously by voice vote.

**Library Annex:**

Currently, the Local History Room occupies 1,545 square feet next to Adult Division at 1,785 square feet, for a total of 3,330 square feet.

A plan was presented by Ms. Fisher showing usage of three areas in the former Village Mall for a new Local History Room and Cultural Center. Part of the future plan calls for moving the Extension Service to the Library Annex. Mrs. Couter inquired as to the plans for paying for the remodeling in the Library Annex. Discussion centered around the funds already collected for the Cultural Center and contacting the donors.

The library does not have plans for the 2<sup>nd</sup> floor of the Annex but would like to locate a number of non-profit agencies that are looking for space.

Motion by Mr. Davis to approve the plans for the Library Annex as presented by Blank, Wesselink, Cook and Associates, Inc. Seconded by Mrs. Couter. Approved unanimously by voice vote.

Motion by Mr. Davis and seconded by Mrs. Couter that Ms. Fisher proceed with securing non-profit residents for the 2<sup>nd</sup> floor of the Annex. Motion carried unanimously.

**Cell Phone Policy:**

Ms. Fisher explained the cell phone abuse that is occurring in the library by patrons and asked that all phones be used in the lobby only, starting February 1<sup>st</sup>. Motion by Mrs. Couter to ban use of cell phones in the library proper. Seconded by Mrs. Krigbaum. Motion carried unanimously.

**Staff Development Day:**

Ms. Fisher explained that this is an expensive and time-consuming event. Proposed that the library hold the event every other year on the Friday the library is closed for the Decatur Celebration.

Mrs. Couter moved to hold staff development day every other year and start by not having it in 2008. Seconded by Mr. Davis. Motion carried unanimously.

**VIII. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES**

**Chapter IV: Collection Management**

Ms. Fisher reported that the library more than meets the requirements for this standard.

**IX. ADJOURNMENT:**

Motion by Mr. Davis and seconded by Mrs. Couter to adjourn the meeting. Motion carried unanimously. Mr. King adjourned the meeting at 5:57 p. m.

Respectfully submitted,  
*Karen Bjorkman*  
Assistant City Librarian

**CITY LIBRARIAN'S REPORT**  
**January 11, 2008**  
**DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES**

CITY LIBRARIAN: The "food for fines" was a great success with all the food banks in town getting a portion of the donations. We implemented the new Illinois "no smoking" policy January 1<sup>st</sup>. I attended Karen's project presentation for Decatur Leadership December 13<sup>th</sup> and the schools Gifted program on the 17<sup>th</sup>. I was on vacation from December 22<sup>nd</sup> till January 6<sup>th</sup>.

FOUNDATION: Their next meeting is January 22, 2008, at 4:00pm.

FRIENDS: The Friends did not have a December meeting. Their next meeting is January 10, at 4 p.m.

PNG: Did not meet in December and will continue classes in January.

RPLS/SIRSIDYNIX: The next User Group Meeting and Governing Board Meeting will be held at the Springfield library on January 16<sup>th</sup>.

STAFF: The circulation department is still short 2 clerks and the tests are scheduled for January. Gregory Barnes was terminated in December. Postings are up in the staff room for a page in the Adult Division.

ADMINISTRATION: Karen graduated from the Decatur Leadership Institute. I can't say that as an employer I liked the new format. Our meeting rooms were booked 18 times earning \$850.00.

ADULT DIVISION: Our 3 programs had 34 attendees. Maria is working on our spring programming and we are planning on having our Memorial Day celebration in the park again this year. We had 195 people use the online databases this month. The selectors ordered 33 carts of materials. Our Local History Room had 60 guests and 12 of them were from out of town.

BUILDING DIVISION: Bill has been doing the maintenance work at the Village mall and I hired a temp service to do the cleaning 3 days a week. We added 3 sections of shelving to the Children's department.

CHILDREN'S DIVISION: Katie did a phone interview on WILL about "good new children's books" for holiday gift ideas and four staff members got to hear storyteller Dan Keding at Harris School. We had 320 kids sign up to use the computers; our 21 programs had 248 attendees. There were 2 groups visiting the department with 36 people, and 2 groups used the facilities.

CIRCULATION DIVISION: Total number of checkouts during the month of December was 36,260 items, down -11% as compared to the 40,471 items checked out in November 2007, and up +1% as compared to 35,661 items checked out in December 2006. The total gate count

for the month of December is 20,556. There were 5,199 items were checked out of the DPL by patrons from other libraries and DPL patrons checked out 3,774 items at other libraries. Of the 3,774 items checked out by our patrons at other libraries, 2,205 of those items were checked out on the bookmobiles. We had 2,338 items routed into the DPL from other libraries to fill requests and 4,649 items were routed out of the DPL to fill requests at other RPLS libraries. When all the items routed out of the DPL to fill requests at surrounding libraries is added to the total checkouts for the month of December, the combined circulation total is 40,909. We placed 3,929 requests in December, down -17% from November and up +29% from last December. We resolved 6,019 requests and of these, 2,839 items were picked up here at the DPL during the month of December. We had 191 new accounts opened in December, down -23% from November 2007, and down -25% from December 2006.

**EXTENSION DIVISION:** Extension was in charge of getting the food donations to the local food pantries. Barb Joyner went for ILDS training at RPLS. In 2007 we had 26 regular volunteers give us 2,234 hours of their time. This month we had 22 volunteers donate 133 hours this month.

**GATES COMPUTER LAB:** A camera was installed to help monitor the area. Our 15 computer classes had 97 attendees, 71 of them Decatur residents.

**SYSTEMS ADMINISTRATION:** There is no systems report. Matt is still recovering from gall bladder surgery. Hopefully he will be back some time in January. Junie has been able to handle most of our computer problems on her own.

**TECHNICAL DIVISION:** The State Library changed the delivery slips and training was taken by a number of staff on using the new slips and on routing materials out to be sure that our material will be returned when dealing with Interlibrary Loan requests. Acquisitions processed 397 invoices, barcoded 1,583 items, processed 267 newspapers, 617 periodicals, 90 reference periodicals; and deleted 21 periodicals. We received and sorted 32 bins of mail and 187 packages of these 63 went to other areas of the library. We sorted and prepared for delivery 189 bins of material from RPLS. Susan Gulick, Lee Wiley, Kathy Collett and Robert Edwards attended an IOUG Copy Cataloging Books session at RPLS. Cataloging withdrew 2,015 volumes, reinstated 47 titles and replaced bar-codes on 16 items. They also made approximately 1,618 database or marc record changes, imported 286 new records into the Horizon database and did local item work on 1,710 new or added copies. Processing handled 1,943 items which included: Paperbacks 426, Unclassed paperbacks 78, Periodicals 593, Mending 564, Jacket Replacement 180, Books sent to the bindery 34, 1 Periodical was sent to the bindery, and reclassification of 67 books.

Respectfully submitted,

*Lee Ann Fisher*

Lee Ann Fisher  
City Librarian

**DECATUR PUBLIC LIBRARY**  
**City of Decatur**  
**YEAR-TO-DATE BUDGET REPORT**  
**Revenue Expense Summary December 2007**

|  | ORIGINAL APPROP   | REVISED BUDGET    | YTD ACTUAL        | MTD ACTUAL     | ENCUMBRE | AVAILABLE BUDGET | %      |
|--|-------------------|-------------------|-------------------|----------------|----------|------------------|--------|
| 3559350 LIBRARY FUND                         |                   |                   |                   |                |          |                  |        |
| <b>3559350 300000 BEGINNING FUND BALANCE</b> | \$ (545,936.00)   | \$ (545,936.00)   | \$ (362,540.01)   | \$ -           | \$ -     | \$ (183,395.99)  | 66.4 % |
| 3559350 301103 REAL ESTATE TAXES             | \$ (3,272,543.00) | \$ (3,272,543.00) | \$ (3,120,711.96) | \$ -           | \$ -     | \$ (151,831.04)  | 95.4 % |
| 3559350 302104 STATE REPLACEMENT TAX         | \$ (305,000.00)   | \$ (305,000.00)   | \$ (219,981.59)   | \$ (22,682.33) | \$ -     | \$ (85,018.41)   | 72.1 % |
| 3559350 302107 STATE GRANTS OR OTHER         | \$ (125,000.00)   | \$ (125,000.00)   | \$ (12,020.00)    | \$ -           | \$ -     | \$ (112,980.00)  | 9.6 %  |
| 3559350 305509 FINES AND FEES                | \$ (63,000.00)    | \$ (63,000.00)    | \$ (40,012.76)    | \$ (5,299.09)  | \$ -     | \$ (22,987.24)   | 63.5 % |
| 3559350 305510 NON-RESIDENTIAL FEES          | \$ (600.00)       | \$ (600.00)       | \$ (630.30)       | \$ -           | \$ -     | \$ 30.30         | 105 %  |
| 3559350 305511 LOST OR DAMAGED BOOKS         | \$ (10,000.00)    | \$ (10,000.00)    | \$ (7,270.77)     | \$ (986.95)    | \$ -     | \$ (2,729.23)    | 72.7 % |
| 3559350 305514 COPIES AND MISCELLANEOUS      | \$ (13,000.00)    | \$ (13,000.00)    | \$ (11,806.58)    | \$ (685.99)    | \$ -     | \$ (1,193.42)    | 90.8 % |
| 3559350 305515 MEETING ROOM FEES             | \$ (12,000.00)    | \$ (12,000.00)    | \$ (7,405.00)     | \$ (630.00)    | \$ -     | \$ (4,595.00)    | 61.7 % |
| 3559350 307101 INVESTMENT INCOME             | \$ (42,000.00)    | \$ (42,000.00)    | \$ (27,762.78)    | \$ (4,326.93)  | \$ -     | \$ (14,237.22)   | 66.1 % |
| 3559350 308846 LEASE OF LIBRARY PROPERTY     | \$ (40,000.00)    | \$ (40,000.00)    | \$ (51,471.11)    | \$ (4,042.43)  | \$ -     | \$ 11,471.11     | 129 %  |
| <b>TOTAL LIBRARY FUND</b>                    | \$ (4,429,079.00) | \$ (4,429,079.00) | \$ (3,861,612.86) | \$ (38,653.72) | \$ -     | \$ (567,466.14)  | 87.2 % |
| 35 LIBRARY FUND                              |                   |                   |                   |                |          |                  |        |
| <b>35593511 DPL - PERSONNEL SERVICES</b>     |                   |                   |                   |                |          |                  |        |
| 35593511 409000 SALARIES                     | \$ 2,110,825.00   | \$ 2,110,825.00   | \$ 1,440,744.44   | \$ 159,702.50  | \$ -     | \$ 670,080.56    | 68.3 % |
| 35593511 410100 OVERTIME                     | \$ 4,000.00       | \$ 4,000.00       | \$ 1,987.94       | \$ 335.88      | \$ -     | \$ 2,012.06      | 49.7 % |
| 35593511 410200 TEMPORARY SALARIES           | \$ 5,000.00       | \$ 5,000.00       | \$ 1,033.35       | \$ -           | \$ -     | \$ 3,966.65      | 20.7 % |
| 35593511 410400 IMRF/SOCIAL SECURITY PAYME   | \$ 354,629.00     | \$ 354,629.00     | \$ 254,716.80     | \$ 27,974.05   | \$ -     | \$ 99,912.20     | 71.8 % |
| 35593511 411100 LIFE INSURANCE               | \$ 3,133.00       | \$ 3,133.00       | \$ 2,026.99       | \$ 265.52      | \$ -     | \$ 1,106.01      | 64.7 % |
| 35593511 411200 MEDICAL INSURANCE            | \$ 365,000.00     | \$ 365,000.00     | \$ 249,678.58     | \$ 27,949.42   | \$ -     | \$ 115,321.42    | 68.4 % |
| 35593511 411400 WORKERS' COMPENSATION        | \$ 32,800.00      | \$ 32,800.00      | \$ 19,453.88      | \$ 2,153.20    | \$ -     | \$ 13,346.12     | 59.3 % |
| 35593511 411500 SERVICE RECOGNITION          | \$ 20,000.00      | \$ 20,000.00      | \$ 17,442.04      | \$ 1,318.39    | \$ -     | \$ 2,557.96      | 87.2 % |
| <b>TOTAL DPL - PERSONNEL SERVICES</b>        | \$ 2,895,387.00   | \$ 2,895,387.00   | \$ 1,987,084.02   | \$ 219,698.96  | \$ -     | \$ 908,302.98    | 68.6 % |



DECATUR PUBLIC LIBRARY

City of Decatur

YEAR-TO-DATE BUDGET REPORT

Revenue Expense Summary December 2007

35 LIBRARY FUND

**35593512 DPL - OPERATING EXPENSES**

|  |               |               |      |              |      |              |      |             |                |       |
|--|---------------|---------------|------|--------------|------|--------------|------|-------------|----------------|-------|
| 35593512 420100 ADVERTISING                | \$ 400.00     | \$ 400.00     | \$ - | \$ 7,443.29  | \$ - | \$ 4,161.26  | \$ - | \$ 210.34   | \$ 400.00      | 0%    |
| 35593512 420200 PRINTING AND BINDING       | \$ 8,000.00   | \$ 8,000.00   | \$ - | \$ 25,074.05 | \$ - | \$ 8,236.00  | \$ - | \$ 1,983.00 | \$ 346.37      | 95.7% |
| 35593512 421000 SERVICE TO MAINT BUILDINGS | \$ 35,000.00  | \$ 35,852.00  | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 8,795.41    | 75.5% |
| 35593512 421100 SERV TO MAINT IMPROVEMENT  | \$ 1,000.00   | \$ 1,000.00   | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 1,000.00    | 0%    |
| 35593512 421200 SERV - AUTO EQUIPMENT      | \$ 3,500.00   | \$ 3,500.00   | \$ - | \$ 4,548.90  | \$ - | \$ -         | \$ - | \$ -        | \$ (1,048.90)  | 130%  |
| 35593512 421300 SERV-OFFICE EQUIPMENT      | \$ 20,000.00  | \$ 20,000.00  | \$ - | \$ 19,928.94 | \$ - | \$ 7,327.56  | \$ - | \$ -        | \$ 71.06       | 99.6% |
| 35593512 423000 MIS SERVICES               | \$ 21,795.00  | \$ 21,795.00  | \$ - | \$ 14,530.00 | \$ - | \$ 1,816.25  | \$ - | \$ -        | \$ 7,265.00    | 66.7% |
| 35593512 423100 ELECTRICITY                | \$ 200,000.00 | \$ 200,000.00 | \$ - | \$ 94,306.51 | \$ - | \$ 21.67     | \$ - | \$ -        | \$ 105,693.49  | 47.2% |
| 35593512 423200 NATURAL GAS                | \$ 40,000.00  | \$ 40,000.00  | \$ - | \$ 1,037.76  | \$ - | \$ -         | \$ - | \$ -        | \$ 38,962.24   | 2.6%  |
| 35593512 423300 TELEPHONE                  | \$ 27,000.00  | \$ 27,000.00  | \$ - | \$ 26,323.36 | \$ - | \$ 3,750.95  | \$ - | \$ -        | \$ 676.64      | 97.5% |
| 35593512 423400 WATER                      | \$ 5,000.00   | \$ 5,000.00   | \$ - | \$ 3,568.75  | \$ - | \$ 1,248.38  | \$ - | \$ -        | \$ 1,431.25    | 71.4% |
| 35593512 423901 BANKING SERVICE CHARGES    | \$ 100.00     | \$ 100.00     | \$ - | \$ 104.85    | \$ - | \$ -         | \$ - | \$ -        | \$ (4.85)      | 105%  |
| 35593512 424000 TRAINING SCHOOL EXPENSES   | \$ 750.00     | \$ 750.00     | \$ - | \$ 555.00    | \$ - | \$ 25.00     | \$ - | \$ -        | \$ 195.00      | 74%   |
| 35593512 424100 CONFERENCES & TRAVEL       | \$ 6,500.00   | \$ 6,500.00   | \$ - | \$ 5,037.40  | \$ - | \$ -         | \$ - | \$ -        | \$ 1,462.60    | 77.5% |
| 35593512 424500 POSTAGE                    | \$ 16,000.00  | \$ 16,000.00  | \$ - | \$ 12,071.62 | \$ - | \$ 1,694.62  | \$ - | \$ -        | \$ 3,928.38    | 75.4% |
| 35593512 426500 COMPUTER SOFTWARE          | \$ 32,000.00  | \$ 32,000.00  | \$ - | \$ 31,109.10 | \$ - | \$ -         | \$ - | \$ -        | \$ 890.90      | 97.2% |
| 35593512 427000 MEDICAL EXPENSES           | \$ 500.00     | \$ 500.00     | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 500.00      | 0%    |
| 35593512 427100 TEMP AGENCY SERVICES       | \$ 2,000.00   | \$ 2,000.00   | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 2,000.00    | 0%    |
| 35593512 427200 TUITION REIMBURSEMENT      | \$ 2,500.00   | \$ 2,500.00   | \$ - | \$ 1,202.00  | \$ - | \$ -         | \$ - | \$ -        | \$ 1,298.00    | 48.1% |
| 35593512 427300 TRAVEL INTERVIEW EXP       | \$ 100.00     | \$ 100.00     | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 100.00      | 0%    |
| 35593512 428000 PROFESSIONAL SERVICES      | \$ 55,000.00  | \$ 55,000.00  | \$ - | \$ 46,462.16 | \$ - | \$ 11,345.74 | \$ - | \$ 1,100.00 | \$ 7,437.84    | 86.5% |
| 35593512 428400 MEMBERSHIP FEES            | \$ 2,100.00   | \$ 2,100.00   | \$ - | \$ 1,654.00  | \$ - | \$ 305.00    | \$ - | \$ -        | \$ 446.00      | 78.8% |
| 35593512 428900 RENTAL - EQUIPMENT         | \$ 500.00     | \$ 500.00     | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 500.00      | 0%    |
| 35593512 431000 GASOLINE                   | \$ 9,000.00   | \$ 9,000.00   | \$ - | \$ 4,686.41  | \$ - | \$ -         | \$ - | \$ -        | \$ 4,313.59    | 52.1% |
| 35593512 431200 JANITORIAL SUPPLIES        | \$ 8,500.00   | \$ 8,500.00   | \$ - | \$ 6,745.38  | \$ - | \$ 1,087.80  | \$ - | \$ -        | \$ 1,754.62    | 79.4% |
| 35593512 432000 MATERIALS - BUILDINGS      | \$ 25,000.00  | \$ 25,000.00  | \$ - | \$ 8,866.95  | \$ - | \$ 1,516.44  | \$ - | \$ -        | \$ 16,133.05   | 35.5% |
| 35593512 433700 MATERIAL - AUTO EQUIP      | \$ 2,700.00   | \$ 2,700.00   | \$ - | \$ 4,995.46  | \$ - | \$ -         | \$ - | \$ -        | \$ (2,295.46)  | 185%  |
| 35593512 434500 OFFICE SUPPLIES            | \$ 35,000.00  | \$ 35,651.00  | \$ - | \$ 34,036.69 | \$ - | \$ 5,402.16  | \$ - | \$ 249.60   | \$ 1,364.76    | 96.2% |
| 35593512 435700 EMPLOYEE RECOG SUPPLIES    | \$ 50.00      | \$ 50.00      | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 50.00       | 0%    |
| 35593512 441500 TRANSFER TO GENERAL FD     | \$ 1,200.00   | \$ 1,200.00   | \$ - | \$ 800.00    | \$ - | \$ 100.00    | \$ - | \$ -        | \$ 400.00      | 66.7% |
| 35593512 441800 MOTOR VEHICLE INSURANCE    | \$ 2,333.00   | \$ 2,333.00   | \$ - | \$ 1,555.36  | \$ - | \$ 194.42    | \$ - | \$ -        | \$ 777.64      | 66.7% |
| 35593512 442000 BOILER INSURANCE           | \$ 2,477.00   | \$ 2,477.00   | \$ - | \$ 1,651.36  | \$ - | \$ 206.42    | \$ - | \$ -        | \$ 825.64      | 66.7% |
| 35593512 442100 PROPERTY INSURANCE         | \$ 21,485.00  | \$ 21,485.00  | \$ - | \$ 14,323.36 | \$ - | \$ 1,790.42  | \$ - | \$ -        | \$ 7,161.64    | 66.7% |
| 35593512 442300 GENERAL LIABILITY INS      | \$ 13,724.00  | \$ 13,724.00  | \$ - | \$ 9,149.36  | \$ - | \$ 1,143.67  | \$ - | \$ -        | \$ 4,574.64    | 66.7% |
| 35593512 442600 COLLISION DEDUCTIBLE       | \$ 1,000.00   | \$ 1,000.00   | \$ - | \$ -         | \$ - | \$ -         | \$ - | \$ -        | \$ 1,000.00    | 0%    |
| 35593512 449200 TAX & INSURANCE PAYMENTS   | \$ -          | \$ -          | \$ - | \$ 17,069.29 | \$ - | \$ -         | \$ - | \$ -        | \$ (17,069.29) | 100%  |
| 35593512 449900 SMALL CAPITAL ITEMS        | \$ 20,000.00  | \$ 20,000.00  | \$ - | \$ 5,811.98  | \$ - | \$ -         | \$ - | \$ -        | \$ 14,188.02   | 29.1% |

**TOTAL DPL - OPERATING EXPENSES** \$ 622,214.00 \$ 623,718.00 \$ 404,649.29 \$ 51,373.76 \$ 3,542.94 \$ 215,525.28 65.4%

**DECATUR PUBLIC LIBRARY**  
**City of Decatur**  
**YEAR-TO-DATE BUDGET REPORT**  
**Revenue Expense Summary December 2007**

35 LIBRARY FUND

**35593515 DPL - OPERATING EXPENSES**

|  |    |            |    |            |    |            |    |           |    |   |    |             |        |
|--|----|------------|----|------------|----|------------|----|-----------|----|---|----|-------------|--------|
| 35593515 458000 BOOKS & PERIODICALS        | \$ | 465,977.00 | \$ | 465,977.00 | \$ | 244,542.45 | \$ | 25,454.20 | \$ | - | \$ | 221,434.55  | 52.5 % |
| 35593515 458841 MAG/PAPERS - MAIN ADULT    | \$ | -          | \$ | -          | \$ | 17,484.23  | \$ | -         | \$ | - | \$ | (17,484.23) | 100 %  |
| 35593515 458842 MAG/PAPERS MAIN YOUTH      | \$ | -          | \$ | -          | \$ | 524.36     | \$ | -         | \$ | - | \$ | (524.36)    | 100 %  |
| 35593515 458843 MAG/PAPERS MAIN JUVENILE   | \$ | -          | \$ | -          | \$ | 1,573.92   | \$ | -         | \$ | - | \$ | (1,573.92)  | 100 %  |
| 35593515 458844 MAG/PAPERS - MAIN REFERENC | \$ | -          | \$ | -          | \$ | 4,191.97   | \$ | -         | \$ | - | \$ | (4,191.97)  | 100 %  |
| 35593515 458845 MAG/PAPERS - MAIN PROFESSI | \$ | -          | \$ | -          | \$ | 391.98     | \$ | -         | \$ | - | \$ | (391.98)    | 100 %  |
| 35593515 458847 MAG/PAPERS - EXTENSION ADU | \$ | -          | \$ | -          | \$ | 3,654.17   | \$ | -         | \$ | - | \$ | (3,654.17)  | 100 %  |

**TOTAL DPL - OPERATING EXPENSES**

|    |            |    |            |    |            |    |           |    |   |    |            |        |
|----|------------|----|------------|----|------------|----|-----------|----|---|----|------------|--------|
| \$ | 465,977.00 | \$ | 465,977.00 | \$ | 272,363.08 | \$ | 25,454.20 | \$ | - | \$ | 193,613.92 | 58.4 % |
|----|------------|----|------------|----|------------|----|-----------|----|---|----|------------|--------|

35 LIBRARY FUND

**35593522 DPL LEASE- OP EXPENSES**

|                                    |    |           |    |           |    |           |    |           |    |   |    |      |       |
|------------------------------------|----|-----------|----|-----------|----|-----------|----|-----------|----|---|----|------|-------|
| 35593522 440900 PRINCIPAL PAYMENTS | \$ | 21,875.00 | \$ | 21,875.00 | \$ | 21,875.00 | \$ | 21,875.00 | \$ | - | \$ | -    | 100 % |
| 35593522 441000 INTEREST PAYMENTS  | \$ | 2,188.00  | \$ | 2,188.00  | \$ | 2,187.50  | \$ | 2,187.50  | \$ | - | \$ | 0.50 | 100 % |

**TOTAL DPL LEASE- OP EXPENSES**

|    |           |    |           |    |           |    |           |    |   |    |      |       |
|----|-----------|----|-----------|----|-----------|----|-----------|----|---|----|------|-------|
| \$ | 24,063.00 | \$ | 24,063.00 | \$ | 24,062.50 | \$ | 24,062.50 | \$ | - | \$ | 0.50 | 100 % |
|----|-----------|----|-----------|----|-----------|----|-----------|----|---|----|------|-------|

35 LIBRARY FUND

**35593532 VILLAGE MALL-OP EXPENSES**

|  |    |   |    |   |    |           |    |          |    |   |    |             |       |
|--|----|---|----|---|----|-----------|----|----------|----|---|----|-------------|-------|
| 35593532 421000 SERVICE TO MAINT BUILDINGS | \$ | - | \$ | - | \$ | 10,152.33 | \$ | 9,911.89 | \$ | - | \$ | (10,152.33) | 100 % |
| 35593532 423100 ELECTRICITY                | \$ | - | \$ | - | \$ | 7,383.80  | \$ | 2,816.87 | \$ | - | \$ | (7,383.80)  | 100 % |
| 35593532 429900 CONTRACTUAL SERVICES       | \$ | - | \$ | - | \$ | 9,758.74  | \$ | 2,858.00 | \$ | - | \$ | (9,758.74)  | 100 % |

**TOTAL VILLAGE MALL-OP EXPENSES**

|    |   |    |   |    |           |    |           |    |   |    |             |       |
|----|---|----|---|----|-----------|----|-----------|----|---|----|-------------|-------|
| \$ | - | \$ | - | \$ | 27,294.87 | \$ | 15,586.76 | \$ | - | \$ | (27,294.87) | 100 % |
|----|---|----|---|----|-----------|----|-----------|----|---|----|-------------|-------|

TOTAL LIBRARY FUND

|    |              |    |              |    |                |    |            |    |          |    |            |       |
|----|--------------|----|--------------|----|----------------|----|------------|----|----------|----|------------|-------|
| \$ | (421,438.00) | \$ | (419,934.00) | \$ | (1,146,159.10) | \$ | 297,522.46 | \$ | 3,542.94 | \$ | 722,681.67 | 272 % |
|----|--------------|----|--------------|----|----------------|----|------------|----|----------|----|------------|-------|

TOTAL REVENUES

|    |                |    |                |    |                |    |             |    |   |    |              |
|----|----------------|----|----------------|----|----------------|----|-------------|----|---|----|--------------|
| \$ | (4,429,079.00) | \$ | (4,429,079.00) | \$ | (3,861,612.86) | \$ | (38,653.72) | \$ | - | \$ | (567,466.14) |
|----|----------------|----|----------------|----|----------------|----|-------------|----|---|----|--------------|

TOTAL EXPENSES

|    |              |    |              |    |              |    |            |    |          |    |              |
|----|--------------|----|--------------|----|--------------|----|------------|----|----------|----|--------------|
| \$ | 4,007,641.00 | \$ | 4,009,145.00 | \$ | 2,715,453.76 | \$ | 336,176.18 | \$ | 3,542.94 | \$ | 1,290,147.81 |
|----|--------------|----|--------------|----|--------------|----|------------|----|----------|----|--------------|

**GRAND TOTAL**

|    |              |    |              |    |                |    |            |    |          |    |            |       |
|----|--------------|----|--------------|----|----------------|----|------------|----|----------|----|------------|-------|
| \$ | (421,438.00) | \$ | (419,934.00) | \$ | (1,146,159.10) | \$ | 297,522.46 | \$ | 3,542.94 | \$ | 722,681.67 | 272 % |
|----|--------------|----|--------------|----|----------------|----|------------|----|----------|----|------------|-------|

**DECATUR PUBLIC LIBRARY**  
**City of Decatur**  
**YEAR-TO-DATE BUDGET REPORT**  
**Revenue Expense Summary December 2007**

FOR 2008 08

| ACCOUNTS FOR:                           | ORIGINAL APPROP | REVISED BUDGET  | YTD ACTUAL      | MTD ACTU.     | ENCUMBR | AVAILABLE BUDGET | PCT USED |
|---|-----------------|-----------------|-----------------|---------------|---------|------------------|----------|
| 59 LIBRARY TRUST FUNDS                  |                 |                 |                 |               |         |                  |          |
| 5959590 DPL TRUST FUND REVENUES         |                 |                 |                 |               |         |                  |          |
| 5959590 300590 BEG FUND BAL- CANTONI    | \$ (86,000.00)  | \$ (86,000.00)  | \$ (90,027.99)  | \$ -          | \$ -    | \$ 4,027.99      | 104.7 %  |
| 5959590 300591 BEG FUND BAL- MEYERS     | \$ (270,000.00) | \$ (270,000.00) | \$ (282,592.59) | \$ -          | \$ -    | \$ 12,592.59     | 104.7 %  |
| 5959590 300592 BEG FUND BAL - BRIDGES   | \$ (1,000.00)   | \$ (1,000.00)   | \$ (1,255.17)   | \$ -          | \$ -    | \$ 255.17        | 125.5 %  |
| 5959590 300593 BEG FUND BAL - DONATIONS | \$ (12,000.00)  | \$ (12,000.00)  | \$ (8,459.68)   | \$ -          | \$ -    | \$ (3,540.32)    | 70.5 %   |
| 5959590 307103 INTEREST INC - CANTONI   | \$ (3,500.00)   | \$ (3,500.00)   | \$ (2,592.51)   | \$ (294.56)   | \$ -    | \$ (907.49)      | 74.1 %   |
| 5959590 307104 INTEREST INC - MEYERS    | \$ (12,000.00)  | \$ (12,000.00)  | \$ (8,327.14)   | \$ (963.50)   | \$ -    | \$ (3,672.86)    | 69.4 %   |
| 5959590 307105 INTEREST INC - BRIDGES   | \$ (50.00)      | \$ (50.00)      | \$ (37.03)      | \$ (4.29)     | \$ -    | \$ (12.97)       | 74.1 %   |
| 5959590 307142 INTEREST - DONATIONS     | \$ (350.00)     | \$ (350.00)     | \$ (202.46)     | \$ (21.21)    | \$ -    | \$ (147.54)      | 57.8 %   |
| 5959590 308805 CONTRIBUTIONS            | \$ (3,000.00)   | \$ (3,000.00)   | \$ (1,868.54)   | \$ (975.00)   | \$ -    | \$ (1,131.46)    | 62.3 %   |
| TOTAL DPL TRUST FUND REVENUES           | \$ (387,900.00) | \$ (387,900.00) | \$ (395,363.11) | \$ (2,258.56) | \$ -    | \$ 7,463.11      | 101.9 %  |
| 59 LIBRARY TRUST FUNDS                  |                 |                 |                 |               |         |                  |          |
| 59595912 TRUST CANTONI EXPENSES         |                 |                 |                 |               |         |                  |          |
| 59595912 458000 BOOKS & PERIODICALS     | \$ 30,000.00    | \$ 30,000.00    | \$ 3,794.97     | \$ -          | \$ -    | \$ 26,205.03     | 12.6 %   |
| TOTAL TRUST CANTONI EXPENSES            | \$ 30,000.00    | \$ 30,000.00    | \$ 3,794.97     | \$ -          | \$ -    | \$ 26,205.03     | 12.6 %   |
| 59 LIBRARY TRUST FUNDS                  |                 |                 |                 |               |         |                  |          |

**DECATUR PUBLIC LIBRARY**  
**City of Decatur**  
**YEAR-TO-DATE BUDGET REPORT**  
**Revenue Expense Summary December 2007**

|                                      |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
|--------------------------------------|----|--------------|----|--------------|----|--------------|----|------------|----|---|----|-----------|---------|--|--|--|--|--|--|--|
| 59595922 TRUST MEYER EXPENSES        |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| -----                                |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59595922 428000 PROFESSIONAL FEES    | \$ | 15,000.00    | \$ | 15,000.00    | \$ | -            | \$ | -          | \$ | - | \$ | 15,000.00 | 0 %     |  |  |  |  |  |  |  |
| 59595922 449900 SMALL CAPITAL ITEMS  | \$ | 2,500.00     | \$ | 2,500.00     | \$ | -            | \$ | -          | \$ | - | \$ | 2,500.00  | 0 %     |  |  |  |  |  |  |  |
| 59595922 458000 BOOK AND PERIODICALS | \$ | 2,500.00     | \$ | 2,500.00     | \$ | 375.95       | \$ | -          | \$ | - | \$ | 2,124.05  | 15 %    |  |  |  |  |  |  |  |
| TOTAL TRUST MEYER EXPENSES           | \$ | 20,000.00    | \$ | 20,000.00    | \$ | 375.95       | \$ | -          | \$ | - | \$ | 19,624.05 | 1.9 %   |  |  |  |  |  |  |  |
| <br>                                 |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59 LIBRARY TRUST FUNDS               |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59595932 TRUST BRIDGES EXPENSES      |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| -----                                |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59595932 458000 BOOKS & PERIODICALS  | \$ | 500.00       | \$ | 500.00       | \$ | -            | \$ | -          | \$ | - | \$ | 500.00    | 0 %     |  |  |  |  |  |  |  |
| TOTAL TRUST BRIDGES EXPENSES         | \$ | 500.00       | \$ | 500.00       | \$ | -            | \$ | -          | \$ | - | \$ | 500.00    | 0 %     |  |  |  |  |  |  |  |
| <br>                                 |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59 LIBRARY TRUST FUNDS               |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59595942 TRUST DONATION EXPENSES     |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| -----                                |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| 59595942 458000 BOOKS & PERIODICALS  | \$ | 3,000.00     | \$ | 3,000.00     | \$ | 3,624.02     | \$ | 464.70     | \$ | - | \$ | (624.02)  | 120.8 % |  |  |  |  |  |  |  |
| TOTAL TRUST DONATION EXPENSES        | \$ | 3,000.00     | \$ | 3,000.00     | \$ | 3,624.02     | \$ | 464.70     | \$ | - | \$ | (624.02)  | 120.8 % |  |  |  |  |  |  |  |
| TOTAL LIBRARY TRUST FUNDS            | \$ | (334,400.00) | \$ | (334,400.00) | \$ | (387,568.17) | \$ | (1,793.86) | \$ | - | \$ | 53,168.17 | 115.9 % |  |  |  |  |  |  |  |
| TOTAL REVENUES                       | \$ | (387,900.00) | \$ | (387,900.00) | \$ | (395,363.11) | \$ | (2,258.56) | \$ | - | \$ | 7,463.11  |         |  |  |  |  |  |  |  |
| TOTAL EXPENSES                       | \$ | 53,500.00    | \$ | 53,500.00    | \$ | 7,794.94     | \$ | 464.70     | \$ | - | \$ | 45,705.06 |         |  |  |  |  |  |  |  |
| <br>                                 |    |              |    |              |    |              |    |            |    |   |    |           |         |  |  |  |  |  |  |  |
| GRAND TOTAL                          | \$ | (334,400.00) | \$ | (334,400.00) | \$ | (387,568.17) | \$ | (1,793.86) | \$ | - | \$ | 53,168.17 | 115.9 % |  |  |  |  |  |  |  |

**CIT F D E C A T U R**  
**LIBRARY FUNDS CHECK REGISTER**  
**FOR INVOICES FROM 12/1/2007 TO 12/31/2007**

Page: 1/1  
 Date: 2:23:10PM

| CHECK NO. | CHECK DATE          | VENDOR                         | ITEM AMOUNT | ITEM DESCRIPTION                 | ACCOUNT # | ACCOUNT DESCRIPTION               |
|-----------|---------------------|--------------------------------|-------------|----------------------------------|-----------|-----------------------------------|
| <b>35</b> | <b>LIBRARY FUND</b> |                                |             |                                  |           |                                   |
| 35250     | 12/1/2007           | 2-D MARKETING & COMMUNICATIONS | 555.00      | PROF SERV-PR NOV/DEC NEWSLETTERS | 428000    | PROFESSIONAL SERVICES             |
| 35251     | 12/1/2007           | ADT SECURITY SERVICES          | 3,883.56    | 120107-022908 SECURITY           | 35593512  | - 421000SERV-OFFICE EQUIPMENT     |
| 35252     | 12/1/2007           | AMERENIP                       | 13.90       | #66425-55011 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35253     | 12/1/2007           | AMERENIP                       | 15.19       | #44653-48020 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35254     | 12/1/2007           | AMERENIP                       | 16.91       | #74609-56021 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35254     | 12/1/2007           | AMERENIP                       | 34.20       | #23427-47011 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35254     | 12/1/2007           | AMERENIP                       | 73.38       | #59274-96028 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35254     | 12/1/2007           | AMERENIP                       | 502.17      | #85268-39012 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35254     | 12/1/2007           | AMERENIP                       | 2,161.12    | #05795-67017 ACCT                | 35593532  | - 423100ELECTRICITY               |
| 35259     | 12/4/2007           | AT & T                         | 108.19      | #217 Z07-5232 228 5 ACCT         | 35593512  | - 4233000TELEPHONE                |
| 35259     | 12/4/2007           | AT & T                         | 111.68      | #217 Z28-0408 284 3 ACCT         | 35593512  | - 4233000TELEPHONE                |
| 35259     | 12/4/2007           | AT & T                         | 126.86      | #217 362-2230 082 0 ACCT         | 35593512  | - 4233000TELEPHONE                |
| 35259     | 12/4/2007           | AT & T                         | 1,773.20    | #217 R26-2855 989 2 ACCT         | 35593512  | - 4233000TELEPHONE                |
| 35276     | 12/4/2007           | CHASE, CAITLIN                 | 32.00       | PROF SERV-IL CHRGM-MATL RETD     | 35593512  | - 428000PROFESSIONAL SERVICES     |
| 35279     | 12/4/2007           | COMMERCIAL MAIL SERVICES       | 156.16      | MO PRESORT/BAR CODING            | 35593512  | - 424500POSTAGE                   |
| 35282     | 12/4/2007           | CONSTELLATION NEWENERGY, INC   | 10.15       | #0734699377 ACCT                 | 35593512  | - 423100ELECTRICITY               |
| 35282     | 12/4/2007           | CONSTELLATION NEWENERGY, INC   | 11.52       |                                  | 35593512  | - 423100ELECTRICITY               |
| 35293     | 12/4/2007           | DECATUR BLUEPRINT, INC.        | 93.00       | BLUEPRINTS-VILLAG E MALL         | 35593512  | - 420200PRINTING AND BINDING      |
| 35300     | 12/4/2007           | DON'S PAINT COMPANY            | 61.20       | PAINT/SUPP-MATL TO BLDG          | 35593512  | - 432000MATERIALS - BUILDINGS     |
| 35303     | 12/4/2007           | DUNKER ELECTRIC SUPPLY,INC     | 31.39       | #DLBX ACCT                       | 35593512  | - 432000MATERIALS - BUILDINGS     |
| 35303     | 12/4/2007           | DUNKER ELECTRIC SUPPLY,INC     | 231.84      |                                  | 35593512  | - 432000MATERIALS - BUILDINGS     |
| 35307     | 12/4/2007           | EDWARD BOOTH                   | 3,012.83    | PROF SERV-LEGAL SERV-OCT07       | 35593512  | - 428000PROFESSIONAL SERVICES     |
| 35309     | 12/4/2007           | ELECTRICAL SERVICE CO.,INC     | 881.04      | REPAIR PRKNG LOT LIGHTS          | 35593512  | - 421006SERVICE TO MAINT BUILDING |
| 35309     | 12/4/2007           | ELECTRICAL SERVICE CO.,INC     | 426.92      |                                  | 35593512  | - 432000MATERIALS - BUILDINGS     |
| 35320     | 12/4/2007           | FORDHAM EQUIPMENT              | 263.48      | INV'S 40614, 40595               | 35593512  | - 424500POSTAGE                   |
| 35320     | 12/4/2007           | FORDHAM EQUIPMENT              | 2,093.85    |                                  | 35593512  | - 434500OFFICE SUPPLIES           |
| 35321     | 12/4/2007           | FORSYTH PUBLIC LIBRARY         | 161.90      | PROF SERV-IL CHRGS-LOST ITEMS    | 35593512  | - 428000PROFESSIONAL SERVICES     |
| 35325     | 12/4/2007           | GATEWAY AMERICA SPORTS         | 99.99       | LEARN FROM THE PROS              | 35593515  | - 458000BOOKS & PERIODICALS       |
| 35329     | 12/4/2007           | HANNAN, BARBARA                | 87.23       | PROF SERV-NON-RESIDENT REFUND    | 35593512  | - 428000PROFESSIONAL SERVICES     |
| 35339     | 12/4/2007           | ILA                            | 75.00       | E KING-MEMBERSHIP-BD PRESIDENT   | 35593512  | - 428400MEMBERSHIP FEES           |
| 35352     | 12/4/2007           | JAN MASTER, INC.               | 53.70       | JANITORIAL SUPP                  | 35593512  | - 4312000JANITORIAL SUPPLIES      |
| 35352     | 12/4/2007           | JAN MASTER, INC.               | 96.66       |                                  | 35593512  | - 4312000JANITORIAL SUPPLIES      |
| 35352     | 12/4/2007           | JAN MASTER, INC.               | 333.86      |                                  | 35593512  | - 4312000JANITORIAL SUPPLIES      |
| 35374     | 12/4/2007           | MORGAN DISTRIBUTING COMPANY    | 80.72       | BLDG MATL                        | 35593512  | - 432000MATERIALS - BUILDINGS     |
| 35382     | 12/4/2007           | NCI BUSINESS SYSTEMS           | 39.00       | DUPLICATOR-SAVIN 3160            | 35593512  | - 421300SERV-OFFICE EQUIPMENT     |
| 35426     | 12/4/2007           | T A BRINKOETTER & SONS, INC.   | 288.00      | PLUMBING REPAIR                  | 35593512  | - 421006SERVICE TO MAINT BUILDING |
| 35426     | 12/4/2007           | T A BRINKOETTER & SONS, INC.   | 397.17      |                                  | 35593512  | - 432000MATERIALS - BUILDINGS     |
| 35426     | 12/4/2007           | T A BRINKOETTER & SONS, INC.   | 4,926.62    | INSTALL NEW BASE PUMP            | 35593532  | - 421006SERVICE TO MAINT BUILDING |
| 35436     | 12/4/2007           | TREAS-GENERAL FUND             | 100.00      | DEC'07-TRANSF TO GEN FD          | 35593512  | - 441500TRANSFER TO GENERAL FD    |
| 35437     | 12/4/2007           | TREAS-MIS OPERATING            | 1,816.25    | DEC'07-TRANSF TO MIS OPERA FD    | 35593512  | - 423000MIS SERVICES              |
| 35439     | 12/4/2007           | TREAS-PLANNING FUND            | 21,875.00   | PAYMENT ON LOAN                  | 35593522  | - 440900PRINCIPAL PAYMENTS        |

DATE: 1/31  
 TIME: 2:23:10PM

CITY F DECATUR  
 LIBRARY F JS CHECK REGISTER  
 FOR INVOICES FROM 12/1/2007 TO 12/31/2007

| CHECK NO. | CHECK DATE | VENDOR                       | ITEM AMOUNT | ITEM DESCRIPTION               | ACCOUNT #  | ACCOUNT DESCRIPTION             |
|-----------|------------|------------------------------|-------------|--------------------------------|------------|---------------------------------|
| 35439     | 12/4/2007  | TREAS-PLANNING FUND          | 2,187.50    | PAYMENT ON LOAN                | 35593522 - | 441000INTEREST PAYMENTS         |
| 35440     | 12/4/2007  | TREAS-SELF INSURANCE FUND    | 194.42      | DEC07-TRANSF TO SELF INS FD    | 35593512 - | 441800MOTOR VEHICLE INSURANCE   |
| 35440     | 12/4/2007  | TREAS-SELF INSURANCE FUND    | 206.42      |                                | 35593512 - | 442000BOILER INSURANCE          |
| 35440     | 12/4/2007  | TREAS-SELF INSURANCE FUND    | 1,790.42    |                                | 35593512 - | 442100PROPERTY INSURANCE        |
| 35440     | 12/4/2007  | TREAS-SELF INSURANCE FUND    | 1,143.67    |                                | 35593512 - | 442300GENERAL LIABILITY INS     |
| 35448     | 12/4/2007  | VERIZON WIRELESS             | 198.15      | #980380645-00001 ACCT          | 35593512 - | 423300TELEPHONE                 |
| 35449     | 12/4/2007  | W W GRANGER, INC.            | 37.44       | BLDG MATL-GREASE GUN           | 35593512 - | 432000MATERIALS - BUILDINGS     |
| 35450     | 12/4/2007  | WALLENDER-DEJMAN PRINTING    | 550.00      | PRINT NOV/DEC NEWSLETTER       | 35593512 - | 420200PRINTING AND BINDING      |
| 35452     | 12/4/2007  | WATTS COPY SYSTEMS           | 352.00      | COPY MACHINES                  | 35593512 - | 421300SERV-OFFICE EQUIPMENT     |
| 35518     | 12/11/2007 | DUNN & BRADSTREET            | 659.50      | MILLION \$ DIR LEASE-1 YR      | 35593515 - | 458000BOOKS & PERIODICALS       |
| 35541     | 12/11/2007 | HASTINGS, SCOTT A.           | 310.00      | 1121,1129,120507-SEC-DPL       | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35542     | 12/11/2007 | HAWKINS, MICHAEL             | 220.00      | SEC-1126,1204-DPL              | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35544     | 12/11/2007 | HERMANN, JAMES               | 220.00      | 1120,1203-SEC-DPL              | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35545     | 12/11/2007 | HOTWICK, DONALD W.           | 210.00      | SEC-1119,1128-DPL              | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35569     | 12/11/2007 | MCLEOD USA                   | 34.86       | #3292627 ACCT                  | 35593512 - | 423300TELEPHONE                 |
| 35588     | 12/11/2007 | OFFICE DEPOT                 | 377.19      | SPR 23000 3" white add roll    | 35593512 - | 434500OFFICE SUPPLIES           |
| 35589     | 12/11/2007 | ONYX WASTE                   | 310.50      | GARBAGE SERVICE                | 35593512 - | 421000SERVICE TO MAINT BUILDING |
| 35606     | 12/11/2007 | SENTINEL PEST CONTROL CO     | 30.00       | EXTERMINATING                  | 35593512 - | 421000SERVICE TO MAINT BUILDING |
| 35616     | 12/11/2007 | THOMPSON, KRISTOPHER         | 110.00      | SEC-112707-DPL                 | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35638     | 12/18/2007 | ADT SECURITY SERVICES        | 97.00       | RECURRING SERVICES - SECURITY  | 35593512 - | 421300SERV-OFFICE EQUIPMENT     |
| 35647     | 12/18/2007 | ADT SECURITY SERVICES        | 275.00      | SERVICE AGREEMENT              | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35654     | 12/18/2007 | BOOTH, EDWARD                | 1,980.00    | LEGAL SVCS-NOVEMBER 07         | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35686     | 12/18/2007 | DEMCO INC                    | 387.52      | OFFICE SUPPLIES                | 35593512 - | 434500OFFICE SUPPLIES           |
| 35693     | 12/18/2007 | ELECTRICAL SERVICE CO, INC   | 1,041.35    | ELECTRICAL REPAIRS             | 35593532 - | 429900CONTRACTUAL SERVICES      |
| 35707     | 12/18/2007 | FORDHAM EQUIPMENT            | 57.37       | OFFICE SUPPLIES/SHPG           | 35593512 - | 424500POSTAGE                   |
| 35707     | 12/18/2007 | FORDHAM EQUIPMENT            | 420.90      | SUPPLIES                       | 35593512 - | 434500OFFICE SUPPLIES           |
| 35710     | 12/18/2007 | GAYLORD BROS.                | 209.18      | LEGAL SVCS-VILLAGE MALL        | 35593512 - | 434500OFFICE SUPPLIES           |
| 35711     | 12/18/2007 | GIBSON, MARK D.              | 1,656.25    | LEGAL SVCS-NOVEMBER 07         | 35593512 - | 429900CONTRACTUAL SERVICES      |
| 35717     | 12/18/2007 | HEART TECHNOLOGIES INC       | 99.75       | AGREEMENT #952-MAINTENANCE     | 35593512 - | 423300TELEPHONE                 |
| 35724     | 12/18/2007 | JAN MASTER, INC.             | 95.48       | SUPPLIES                       | 35593512 - | 431200AMTRIAL SUPPLIES          |
| 35724     | 12/18/2007 | JAN MASTER, INC.             | 110.70      |                                | 35593512 - | 431200AMTRIAL SUPPLIES          |
| 35724     | 12/18/2007 | JAN MASTER, INC.             | 68.40       |                                | 35593512 - | 431200AMTRIAL SUPPLIES          |
| 35737     | 12/18/2007 | MCLEOD USA                   | 402.00      | #3318933 ACCT                  | 35593512 - | 434500OFFICE SUPPLIES           |
| 35743     | 12/18/2007 | MIDLAND PAPER COMPANY        | 2,917.00    | 14 ply white process board cut | 35593512 - | 434500OFFICE SUPPLIES           |
| 35770     | 12/18/2007 | RECORD SYSTEMS INC.          | 3,518.26    | ANNUAL MAINT AGREEMENTS        | 35593512 - | 421300SERV-OFFICE EQUIPMENT     |
| 35771     | 12/18/2007 | RECORD SYSTEMS INC.          | 145.94      | PATRON CARDS/SHPG              | 35593512 - | 420200PRINTING AND BINDING      |
| 35771     | 12/18/2007 | RECORD SYSTEMS INC.          | 90.00       |                                | 35593512 - | 424500POSTAGE                   |
| 35771     | 12/18/2007 | RECORD SYSTEMS INC.          | 488.57      | CLEAN FLOOR DRAIN              | 35593512 - | 421000SERVICE TO MAINT BUILDING |
| 35773     | 12/18/2007 | RECORD SYSTEMS INC.          | 90.00       | REPAIR VAV OCTOBER 2005        | 35593512 - | 421000SERVICE TO MAINT BUILDING |
| 35790     | 12/18/2007 | TECHNICAL SOLUTIONS SERVICES | 1,056.67    | NOV07 POSTAGE                  | 35593512 - | 424500POSTAGE                   |
| 35796     | 12/18/2007 | TREAS-GENERAL FUND           | 25.00       | PETTY CASH - DPL               | 35593512 - | 424100CONFERENCES & TRAVEL      |
| 35798     | 12/18/2007 | TREAS-PETTY CASH             | 18.30       |                                | 35593512 - | 428000PROFESSIONAL SERVICES     |
| 35798     | 12/18/2007 | TREAS-PETTY CASH             | 30.00       |                                | 35593512 - | 428400MEMBERSHIP FEES           |

**CIT F D E C A T U R**  
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Date: 1/16/08  
 Time: 2:23:10PM

| CHECK NO. | CHECK DATE | VENDOR                         | ITEM AMOUNT | ITEM DESCRIPTION             | ACCOUNT # | ACCOUNT DESCRIPTION             |
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| 35798     | 12/18/2007 | TREAS-PETTY CASH               | 1.00        | PETTY CASH - DPL.            | 35593512  | 432000MATERIALS - BUILDINGS     |
| 35798     | 12/18/2007 | TREAS-PETTY CASH               | 3.00        |                              | 35593512  | 432000MATERIALS - BUILDINGS     |
| 35798     | 12/18/2007 | TREAS-PETTY CASH               | 4.44        |                              | 35593512  | 432000MATERIALS - BUILDINGS     |
| 35798     | 12/18/2007 | TREAS-PETTY CASH               | 12.88       |                              | 35593512  | 432000MATERIALS - BUILDINGS     |
| 35798     | 12/18/2007 | TREAS-PETTY CASH               | 13.98       |                              | 35593512  | 434500OFFICE SUPPLIES           |
| 35798     | 12/18/2007 | TREAS-PETTY CASH               | 10.50       |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35804     | 12/18/2007 | UNIQUE MANAGEMENT SERVICES     | 877.10      | COLLECTION SVCS - NOVEMBER07 | 35593512  | 428000PROFESSIONAL SERVICES     |
| 35805     | 12/18/2007 | USA-CLEAN, INC.                | 42.76       | BRUSH ROLLER ASSEMBLY        | 35593512  | 432000MATERIALS - BUILDINGS     |
| 35816     | 12/21/2007 | ALEXANDER, ELLEN J.            | 1,817.38    | ARBITRATION SERVICES         | 35593512  | 428000PROFESSIONAL SERVICES     |
| 35820     | 12/21/2007 | ARAMARK UNIFORM SERVICES, INC. | 161.78      | CLEANING OF MATS             | 35593512  | 421000SERVICE TO MAINT BUILDING |
| 35820     | 12/21/2007 | ARAMARK UNIFORM SERVICES, INC. | 180.36      |                              | 35593512  | 421000SERVICE TO MAINT BUILDING |
| 35820     | 12/21/2007 | ARAMARK UNIFORM SERVICES, INC. | 194.80      |                              | 35593512  | 421000SERVICE TO MAINT BUILDING |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -75.25      | CREDIT - BOOKS/PERIODICALS   | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -59.80      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -55.75      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -29.95      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -17.52      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -14.63      | BOOKS/PERIODICALS            | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -14.14      | CREDIT - BOOKS/PERIODICALS   | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -12.84      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -12.29      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -11.37      |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -9.19       |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | -6.12       |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 4.30        | BOOKS/PERIODICALS            | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 4.61        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 4.91        | BOOKS                        | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 4.91        | BOOKS/PERIODICALS            | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 5.50        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 6.12        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 6.14        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 7.96        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 7.99        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 8.60        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 8.61        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 8.75        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 9.19        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 9.21        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 9.22        |                              | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 9.81        | BOOKS                        | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 9.81        | BOOKS/PERIODICALS            | 35593515  | 458000BOOKS & PERIODICALS       |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO              | 9.94        |                              | 35593515  | 458000BOOKS & PERIODICALS       |









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| CHECK NO. | CHECK DATE | VENDOR                  | ITEM AMOUNT | ITEM DESCRIPTION           | ACCOUNT # | ACCOUNT DESCRIPTION              |
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| 35823     | 12/21/2007 | BAKER & TAYLOR CO       | 423.76      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO       | 431.52      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35823     | 12/21/2007 | BAKER & TAYLOR CO       | 453.63      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35826     | 12/21/2007 | BIBBY, SCOTT            | 100.00      | SEC-121307-DPL             | 35593512  | - 428000PROFESSIONAL SERVICES    |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 9.08        | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 13.10       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 15.42       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 46.50       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 48.07       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 56.28       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 69.00       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 75.13       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 95.53       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 102.04      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 104.94      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 106.62      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 112.18      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 121.02      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 154.23      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 154.38      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 163.21      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 198.35      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 244.72      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 255.54      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 380.93      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 415.64      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 441.84      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35830     | 12/21/2007 | BOOK WHOLESALERS, INC.  | 497.11      | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35837     | 12/21/2007 | CCH                     | 79.84       | ACCT# 163550663            | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35840     | 12/21/2007 | CITY CENTRE DECATUR     | 200.00      | JAN-DEC 2008-MEMBERSHIP    | 35593512  | - 428400MEMBERSHIP FEES          |
| 35850     | 12/21/2007 | CRUCE, DONNA            | 408.00      | PROF SERV-IL, CHARGES-MATL | 35593512  | - 428000PROFESSIONAL SERVICES    |
| 35854     | 12/21/2007 | DAVIDSON TTILES, INC    | 2,572.07    | ACCT# 2013100              | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35859     | 12/21/2007 | EBSCO INDUSTRIES, INC   | 19.76       | ACCT# CG-S-18868-00        | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35863     | 12/21/2007 | EZ LAWN CARE            | 60.00       | SERV TO BLDG-LAWN SERV     | 35593512  | - 42100SERVICE TO MAINT BUILDING |
| 35865     | 12/21/2007 | FIKES FRESH BRANDS INC. | 41.00       | BATHROOM SERVICES          | 35593512  | - 42100SERVICE TO MAINT BUILDING |
| 35867     | 12/21/2007 | GALE GROUP, INC.        | 74.84       | BOOKS/PERIODICALS          | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35867     | 12/21/2007 | GALE GROUP, INC.        | 80.33       | ACCT# 159635               | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35867     | 12/21/2007 | GALE GROUP, INC.        | 385.25      | ACCT# 252001               | 35593515  | - 458000BOOKS & PERIODICALS      |
| 35873     | 12/21/2007 | HASTINGS, SCOTT A.      | 400.00      | SEC-1210,1212,121907-DPL   | 35593512  | - 428000PROFESSIONAL SERVICES    |
| 35874     | 12/21/2007 | HAWKINS, MICHAEL        | 110.00      | SEC-121107-DPL             | 35593512  | - 428000PROFESSIONAL SERVICES    |
| 35875     | 12/21/2007 | HEART TECHNOLOGIES INC  | 1,045.56    | #007-0428793-000 ACCT      | 35593512  | - 423300TELEPHONE                |
| 35878     | 12/21/2007 | HERALD & REVIEW         | 96.55       | ACCT# 60000246             | 35593515  | - 458000BOOKS & PERIODICALS      |

CITY FEDERAL  
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 FOR INVOICES FROM 12/1/2007 TO 12/31/2007

| CHECK NO. | CHECK DATE | VENDOR                       | ITEM AMOUNT | ITEM DESCRIPTION             | ACCOUNT #                                  | ACCOUNT DESCRIPTION |
|-----------|------------|------------------------------|-------------|------------------------------|--|---------------------|
| 35879     | 12/21/2007 | HERMANN, JAMES               | 110.00      | 121707-SEC-DPL               | 35593512 - 428000PROFESSIONAL SERVICES     |                     |
| 35882     | 12/21/2007 | HOTWICK, DONALD W.           | 120.00      | 121807-SEC-DPL               | 35593512 - 428000PROFESSIONAL SERVICES     |                     |
| 35883     | 12/21/2007 | HUNZEKER SERVICE AGENCY      | 3,702.00    | MAINT AGREEMENT              | 35593512 - 421000SERVICE TO MAINT BUILDING |                     |
| 35886     | 12/21/2007 | INGRAM LIBRARY SERVICES      | 35.12       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35892     | 12/21/2007 | LIBRARY OF CONGRESS          | 35.00       | FREE-FLOATING SUBDIVISION    | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35901     | 12/21/2007 | MENARDS                      | 148.65      | ACCT# 30600276               | 35593512 - 432000MATERIALS - BUILDINGS     |                     |
| 35902     | 12/21/2007 | MICROMARKETING               | 37.77       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35902     | 12/21/2007 | MICROMARKETING               | 56.06       | ACCT# 3047                   | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35902     | 12/21/2007 | MICROMARKETING               | 174.03      | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35902     | 12/21/2007 | MICROMARKETING               | 2,168.42    | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35919     | 12/21/2007 | RANDOM HOUSE, INC            | 130.50      | PROF SVC/MATLS RET'D         | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35920     | 12/21/2007 | RAU, EDWIN                   | 33.00       | OFFICE SUPPLIES/SHPG         | 35593512 - 428000PROFESSIONAL SERVICES     |                     |
| 35922     | 12/21/2007 | RECORD SYSTEMS INC.          | 15.00       | OFFICE SUPPLIES/SHPG         | 35593512 - 424500POSTAGE                   |                     |
| 35922     | 12/21/2007 | RECORD SYSTEMS INC.          | 489.00      | BOOKS/PERIODICALS            | 35593512 - 434500OFFICE SUPPLIES           |                     |
| 35923     | 12/21/2007 | REGENT BOOK CO               | 13.03       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35927     | 12/21/2007 | SCHIRLE, JOHN                | 144.00      | PNCG EMPLOYEE                | 35593512 - 428000PROFESSIONAL SERVICES     |                     |
| 35928     | 12/21/2007 | SCHLINDER ELEVATOR CORP      | 1,145.70    | MAINT CONTRACT               | 35593512 - 421000SERVICE TO MAINT BUILDING |                     |
| 35938     | 12/21/2007 | STRIGLOS/AINES & ESSICK      | 2.80        | EXPANDABLE FOLDERS           | 35593512 - 434500OFFICE SUPPLIES           |                     |
| 35938     | 12/21/2007 | STRIGLOS/AINES & ESSICK      | 16.90       | EXPANDABLE FOLDERS           | 35593512 - 434500OFFICE SUPPLIES           |                     |
| 35938     | 12/21/2007 | STRIGLOS/AINES & ESSICK      | 112.08      | SPR 23000 3" white add roll  | 35593512 - 434500OFFICE SUPPLIES           |                     |
| 35940     | 12/21/2007 | T A BRINKOLTER & SONS, INC.  | 4,944.27    | VILAGE MAIL/NEW BASE PUMP    | 35593532 - 421000SERVICE TO MAINT BUILDING |                     |
| 35941     | 12/21/2007 | TANTOR MEDIA                 | 38.00       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35941     | 12/21/2007 | TANTOR MEDIA                 | 40.00       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35941     | 12/21/2007 | TANTOR MEDIA                 | 40.00       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35941     | 12/21/2007 | TANTOR MEDIA                 | 1,621.00    | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35942     | 12/21/2007 | TECHNICAL SOLUTIONS SERVICES | 703.25      | MAINT AGREEMENT - QRTLY PYMT | 35593512 - 421000SERVICE TO MAINT BUILDING |                     |
| 35946     | 12/21/2007 | THOMAS, HEATHER              | 34.00       | PROF SVC/MATLS RET'D         | 35593512 - 428000PROFESSIONAL SERVICES     |                     |
| 35954     | 12/21/2007 | TREAS-WATER FUNDS            | 242.00      | #13 095231 ACCT              | 35593512 - 423400WATER                     |                     |
| 35954     | 12/21/2007 | TREAS-WATER FUNDS            | 1,006.38    | #13 095241 ACCT              | 35593512 - 423400WATER                     |                     |
| 35961     | 12/21/2007 | VERIZON WIRELESS             | 184.30      | #980380645-00001 ACCT        | 35593512 - 423300TELEPHONE                 |                     |
| 35961     | 12/21/2007 | VERIZON WIRELESS             | 184.30      | #980380645-00001 ACCT        | 35593512 - 423300TELEPHONE                 |                     |
| 35967     | 12/21/2007 | WEST GROUP                   | 379.50      | ACCT# 1000453512             | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35968     | 12/21/2007 | WESTON WOODS STUDIOS         | 20.28       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 5.84        | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 7.96        | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 12.29       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 14.95       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 15.18       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 28.44       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 29.23       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 38.68       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 56.96       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 59.10       | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |
| 35974     | 12/26/2007 | BAKER & TAYLOR CO            | 194.65      | BOOKS/PERIODICALS            | 35593515 - 458000BOOKS & PERIODICALS       |                     |

**CIT F D E C A T U R**  
**LIBRARY FUGDS CHECK REGISTER**  
**FOR INVOICES FROM 12/1/2007 TO 12/31/2007**

DATE: 1/16  
 TIME: 2:23:10PM

| CHECK NO. | CHECK DATE | VENDOR                       | ITEM AMOUNT | ITEM DESCRIPTION | ACCOUNT # | ACCOUNT DESCRIPTION         |
|-----------|------------|------------------------------|-------------|------------------|-----------|-----------------------------|
| 35975     | 12/26/2007 | BAKER & TAYLOR               | -36.69      | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 8.48        | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 11.01       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 13.48       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 14.69       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 14.98       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 19.84       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 22.03       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 22.04       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 42.61       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 44.02       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 44.08       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 44.09       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 63.84       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 66.12       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 85.20       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35975     | 12/26/2007 | BAKER & TAYLOR               | 381.26      | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35978     | 12/26/2007 | BOOK WHOLESALERS, INC.       | 11.48       | ENTERTAINMENT    | 35593515  | - 458000BOOKS & PERIODICALS |
| 35994     | 12/26/2007 | GALE GROUP, INC.             | 25.34       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36019     | 12/26/2007 | REGENT BOOK CO               | 13.03       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 4.91        |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 9.19        |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 9.81        |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 11.40       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 12.87       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 14.04       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 14.37       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 15.18       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 15.34       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 20.00       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 21.52       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 25.66       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 26.87       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 41.04       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 42.66       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 88.75       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36049     | 12/31/2007 | BAKER & TAYLOR CO            | 146.65      |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36050     | 12/31/2007 | BAKER & TAYLOR ENTERTAINMENT | 11.99       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36050     | 12/31/2007 | BAKER & TAYLOR ENTERTAINMENT | 26.21       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36050     | 12/31/2007 | BAKER & TAYLOR ENTERTAINMENT | 44.08       |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36050     | 12/31/2007 | BAKER & TAYLOR ENTERTAINMENT | 107.98      |                  | 35593515  | - 458000BOOKS & PERIODICALS |
| 36050     | 12/31/2007 | BAKER & TAYLOR ENTERTAINMENT | 189.21      |                  | 35593515  | - 458000BOOKS & PERIODICALS |

DATE: 1/3/2  
 TIME: 2:25:10PM

CITY OF DECATUR  
 LIBRARY FUND CHECK REGISTER  
 FOR INVOICES FROM 12/11/2007 TO 12/31/2007

| CHECK NO.                           | CHECK DATE | VENDOR                       | ITEM AMOUNT       | ITEM DESCRIPTION              | ACCOUNT #                              | ACCOUNT DESCRIPTION |
|-------------------------------------|------------|------------------------------|-------------------|-------------------------------|--|---------------------|
| 36055                               | 12/31/2007 | BOOK WHOLESALERS, INC.       | 12.86             | BOOKS/PERIODICALS             | 35593515 - 458000BOOKS & PERIODICALS   |                     |
| 36055                               | 12/31/2007 | BOOK WHOLESALERS, INC.       | 25.72             | BOOKS/PERIODICALS             | 35593515 - 458000BOOKS & PERIODICALS   |                     |
| 36055                               | 12/31/2007 | BOOK WHOLESALERS, INC.       | 116.24            | BOOKS/PERIODICALS             | 35593515 - 458000BOOKS & PERIODICALS   |                     |
| 36055                               | 12/31/2007 | BOOK WHOLESALERS, INC.       | 209.93            | BOOKS/PERIODICALS             | 35593515 - 458000BOOKS & PERIODICALS   |                     |
| 36074                               | 12/31/2007 | DUNKER ELECTRIC SUPPLY, INC. | 34.56             | BUILDING SUPPLIES             | 35593512 - 432000MATERIALS - BUILDINGS |                     |
| 36087                               | 12/31/2007 | ECHOLON PRESS, LLC           | 21.06             | BOOKS/PERIODICALS             | 35593515 - 458000BOOKS & PERIODICALS   |                     |
| 36084                               | 12/31/2007 | ILLINOIS OFFICE OF THE STATE | 30.00             | VILLAGE MAIL/CONVEYANCE       | 35593532 - 429900CONTRACTUAL SERVICES  |                     |
| 36090                               | 12/31/2007 | JAN MASTER, INC.             | 60.42             | JANITORIAL SUPPLIES           | 35593512 - 431200JANITORIAL SUPPLIES   |                     |
| 36090                               | 12/31/2007 | JAN MASTER, INC.             | 90.91             | JANITORIAL SUPPLIES           | 35593512 - 431200JANITORIAL SUPPLIES   |                     |
| 36090                               | 12/31/2007 | JAN MASTER, INC.             | 144.00            | JANITORIAL SUPPLIES           | 35593512 - 431200JANITORIAL SUPPLIES   |                     |
| 36090                               | 12/31/2007 | JAN MASTER, INC.             | 130.40            | VILLAGE MAIL                  | 35593512 - 429900CONTRACTUAL SERVICES  |                     |
| 36100                               | 12/31/2007 | NCI BUSINESS SYSTEMS         | 39.00             | SVC/ISS/AGE - COPIER          | 35593512 - 421300SERV-OFFICE EQUIPMENT |                     |
| 36101                               | 12/31/2007 | OFFICE DEPOT                 | 8.05              | OFFICE SUPPLIES               | 35593512 - 434500OFFICE SUPPLIES       |                     |
| 36107                               | 12/31/2007 | RANDOM HOUSE, INC.           | 40.50             | BOOKS/PERIODICALS             | 35593515 - 458000BOOKS & PERIODICALS   |                     |
| 36113                               | 12/31/2007 | SPECIALTY COMPUTER RIBBONS   | 135.42            | Lex 120155A toner for Lexmark | 35593512 - 434500OFFICE SUPPLIES       |                     |
| 36113                               | 12/31/2007 | SPECIALTY COMPUTER RIBBONS   | 440.48            | HP 49A toner cartridge        | 35593512 - 434500OFFICE SUPPLIES       |                     |
| 36120                               | 12/31/2007 | TREAS-PETTY CASH             | 2.47              | REIMB PETTY CASH              | 35593512 - 432000MATERIALS - BUILDINGS |                     |
| 36120                               | 12/31/2007 | TREAS-PETTY CASH             | 3.21              | REIMB PETTY CASH              | 35593512 - 434500OFFICE SUPPLIES       |                     |
| 36120                               | 12/31/2007 | TREAS-PETTY CASH             | 17.80             | REIMB PETTY CASH              | 35593512 - 434500OFFICE SUPPLIES       |                     |
| 36120                               | 12/31/2007 | TREAS-PETTY CASH             | 50.48             | REIMB PETTY CASH              | 35593512 - 434500OFFICE SUPPLIES       |                     |
| <b>35 LIBRARY FUND Total</b>        |            |                              | <b>115,740.69</b> |                               |  |                     |
| <b>59 LIBRARY TRUST FUNDS</b>       |            |                              |                   |                               |  |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 6.12              | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 13.45             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 19.95             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 23.38             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 31.30             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 35.00             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35823                               | 12/21/2007 | BAKER & TAYLOR CO            | 397.72            | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35867                               | 12/21/2007 | GALE GROUP, INC.             | 20.76             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35867                               | 12/21/2007 | GALE GROUP, INC.             | 21.56             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35867                               | 12/21/2007 | GALE GROUP, INC.             | 26.36             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35867                               | 12/21/2007 | GALE GROUP, INC.             | 27.16             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35867                               | 12/21/2007 | GALE GROUP, INC.             | 47.92             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35867                               | 12/21/2007 | GALE GROUP, INC.             | 99.04             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35994                               | 12/26/2007 | GALE GROUP, INC.             | 20.76             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35994                               | 12/26/2007 | GALE GROUP, INC.             | 50.32             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| 35994                               | 12/26/2007 | GALE GROUP, INC.             | 51.12             | BOOKS/PERIODICALS             | 59595942 - 458000BOOKS & PERIODICALS   |                     |
| <b>59 LIBRARY TRUST FUNDS Total</b> |            |                              | <b>891.92</b>     |                               |  |                     |

WARRANT TOTAL: **116,632.61**

**Bickes, Wilson, Moss & Gibson**

Attorneys at Law

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Mark D. Gibson

Kirtley E. Wilson  
Of Counsel

Telephone: (217) 423-3614

Facsimile: (217) 423-7842

January 15, 2008

VIA E-MAIL &  
ORIGINAL VIA U.S. MAIL

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

RE: Tax Exemption Request

Dear Lee Ann:

I received the enclosed decision by the Macon County Board of Review. I talked with the Assessor and apparently the opinion denying the request is because the Board felt that it was leased for at least part of the year and that there was no use for Library purposes. Frankly, I disagree with their conclusion. In any event, this exemption request has automatically been sent to the Illinois Department of Revenue for final determination. They will also be looking at this and I hope will determine something to the contrary as to this real estate. I am not sure as to the timing on this and the possible decision and will need to research the same. However, I wanted to get you the response of our local Board as quickly as possible.

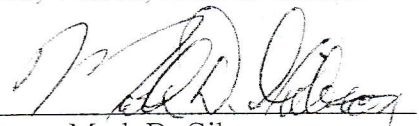
Again, I don't believe that use is a consideration when the property is owned, in essence, by the City of Decatur since the Decatur Public Library Board of Trustees is a division or an agency of the City. City owned or municipal owned real estate is tax exempt. The leasehold should be taxed and it should be taxed to the lessee of the real estate. However, we will have to wait and see if the Illinois Department of Revenue agrees with me on this.

Even if it is denied for 2007, we will need to file again for 2008 if this decision is not overturned. Please call me with questions.

Very truly yours,

Bickes, Wilson, Moss & Gibson

By



Mark D. Gibson

MDG:amd  
Enclosure

**MACON COUNTY  
BOARD OF REVIEW**

141 S MAIN ST ROOM 401  
DECATUR, IL 62523  
(217) 424-1367 FAX (217) 424-1374

NOTICE TO APPLICANT  
EXEMPTION RECOMMENDATION

DOCKET NUMBER 07-038

BOARD OF LIBRARY TRUSTEES  
MARK D GIBSON  
PO BOX 1700  
DECATUR IL 62525

RE: PARCEL NUMBER: 04-12-14-157-004 A/V 197,425  
\_\_\_\_\_ A/V: \_\_\_\_\_  
\_\_\_\_\_ A/V: \_\_\_\_\_  
T: 197,425

THE BOARD HAS FORWARDED YOUR APPLICATION FOR PROPERTY TAX EXEMPTION TO THE ILLINOIS DEPARTMENT OF REVENUE FOR FINAL DETERMINATION. THE DEPARTMENT WILL NOTIFY BOTH OF YOU AS APPLICANT, AND THE CLERK OF THE BOARD OF REVIEW OF THEIR FINAL ACTION.

YOUR PROPERTY WILL REMAIN SUBJECT TO TAXATION. THE EXTENSION OF TAXES ON THIS PROPERTY'S ASSESSMENT SHALL NOT BE DELAYED PENDING THE OUTCOME OF THIS APPLICATION. IF THIS PROPERTY IS DETERMINED EXEMPT BY THE DEPARTMENT, ANY TAX EXTENDED SHALL BE ABATED OR, IF ALREADY PAID, SHALL BE REFUNDED.

INDICATED BELOW IS OUR RECOMMENDATION TO THE STATE (IDOR):

\_\_\_\_\_ APPROVE IN TOTAL  
\_\_\_\_\_ APPROVE FOR PART OF THE YEAR, BEGINNING \_\_\_\_\_  
\_\_\_\_\_ APPROVE FOR THE PART OF THE PROPERTY DESCRIBED AS \_\_\_\_\_

DENY

Edmund Leonard  
CHAIRMAN OF THE BOARD OF REVIEW

MEMBERS: Joe G. McLaughlin  
[Signature]  
BY: Darva Miller  
CLERK FOR THE BOARD OF REVIEW

DATED 1-11-08



## Chapter V Reference, Reader's Advisory, and Bibliographic Instruction

Quality reference service is the provision of information or material within a time frame, at a level, and in a format that is satisfactory for the patron.

**Reference service** is the provision of information in response to a patron's question.

**Reader's advisory service** is guidance in selecting material appropriate to a specific patron's desires and needs.

**Bibliographic instruction** is service provided in response to a request by a patron either for the individual or for a group to learn how to use one or more of the library's resources.

All Illinois public libraries should provide or contract to provide professional reference service for their patrons. For purposes of this document *professional reference service* refers to reference service provided by a person holding an MLS degree from an ALA-accredited program.

Because so many Illinois public libraries serve sparsely populated communities and as a result, often lack the funding to hire a full-time qualified librarian, other approaches, such as the following, may be required.

mergers of several small libraries or library services

consortiums of several small libraries with one central reference library

system reference service with an 800 number

Illinois State Library reference service with an 800 number

contracts between small libraries and larger libraries for reference service

shared qualified librarians, with several small libraries pooling funds to employ and share a qualified librarian who would handle collection management, train staff, and provide back-up reference service and perhaps function as a circuit librarian by working suitable hours at each site

cooperative collection development in which the purchase of specific reference works is assigned to each library in the group

cooperative hours of service, with a group of libraries coordinating their hours of reference service to provide their combined patrons with access to reference service for a greater number of hours (A number of Illinois public libraries already provide late-night reference service using this approach.)

### Applicable Core Standards

**Core 1.** The library provides uniformly gracious and friendly service to all library users.

**Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities, including use of the library for

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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 *Code of Ethics*.)
- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.

### Supplemental Standards

1. All basic services are available when the library is open. For the purpose of this document, basic services are circulation and reference and reader's advisory. If reference and reader's advisory are provided to children and adults from two separate points, then the library provides adequate staffing at both locations at all hours the library is open.
2. The library has a board-approved reference service policy developed by reference staff and administration. (See appendix 5.1 for a model reference service policy.)
3. The reference service policy is reviewed every three years.
4. The library participates in system-provided backup reference, interlibrary loan, and resource sharing to help provide accurate and timely reference service.
5. The library is aware of the importance of accuracy in reference service and relies on information sources of demonstrated currency and authority.
6. The library provides easy access to an accurate and up-to-date community information/resource file.

- 
7. The library provides current issues of at least one community or local newspaper and retains backfiles for a minimum of six months.
  8. The library provides access to local ordinances or codes of all municipalities within its service boundaries.
  9. The library provides access to local and state maps.
  10. The library provides access to the minutes of local government meetings. These include but are not limited to municipal (village, township, or city) and school board meetings.
  11. The library provides voter information, including precinct boundaries and location of polling places.
  12. The library provides information about local history and events.
  13. The library has telephone books for the local calling area and any other frequently requested areas.
  14. The library has all materials included in the list of basic reference materials. (See appendix 5.2.)
  15. Staff have access to a telephone to receive and respond to requests for information and materials and to contact other agencies for information.

## Evaluating Reference Service

Although reference service is one of the most difficult areas of library service to measure, the exercise of examining and attempting to evaluate reference service heightens the librarian's awareness of what comprises quality reference service, increases the librarian's sensitivity to patron needs, and stimulates efforts to improve. (See appendix 5.3 for evaluation methods.)

### Bibliography

- ALA *Guide to Information Access: A Complete Research Handbook and Directory*. New York: Random House, 1994.
- Balay, Robert, ed. *Guide to Reference Books*. 11th ed. Chicago: ALA, 1996.
- Benne, Mae. *Principles of Children's Services in Public Libraries*. Chicago: ALA, 1991.
- Connor, Jane Gardner. *Children's Library Services Handbook*. Phoenix, Ariz.: Oryx, 1990.
- Customer Service: More Than a Smile*. Towson, Md.: ALA Video/Library Video Network, 1993. VHS videotape.
- Does This Completely Answer Your Question?* Towson, Md.: ALA Video/Library Video Network, 1992. VHS videotape.
- Farmer, Lesley S. J. *Young Adult Services in the Small Public Library*. (LAMA Small Libraries Publications Series). Chicago: ALA, 1992.

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- Greene, Ellin. *Books, Babies, and Libraries: Serving Infants, Toddlers, Their Parents and Caregivers*. Chicago: ALA, 1991.
- Katz, William A. *Introduction to Reference Work*. 5th ed. New York: McGraw-Hill, 1987.
- \_\_\_\_\_. *Reference Service Expertise*. New York: Haworth, 1993.
- Leshin, Cynthia B. *Internet Adventures: Step by Step Guide for Finding and Using Educational Resources*. Paradise Valley, Ariz.: Xplora, 1995.
- Patrick, Gay D. *Building the Reference Collection: A How-to-Do-It Manual for School and Public Librarians*. New York: Neal-Schuman, 1992.
- Pierce, Sydney J. *Weeding and Maintenance of Reference Collections*. New York: Haworth, 1990.
- Saricks, Joyce, and Nancy Brown. *Reader's Advisory Service in Public Libraries*. Chicago: ALA, 1989.
- Whitlatch, Jo Bell, ed. *Library Users and Reference Services*. New York: Haworth, 1995.

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## Appendix 5.1

### Reference Service Policy Model

1. Reference service is available to all persons who reside within the jurisdictional boundaries of the library regardless of the age, race, sex, or social or economic status of the patron.
2. Reference materials are available for use in the library by everyone who resides within the jurisdictional boundaries of the library regardless of the age, race, sex, or social or economic status of the patron.
3. Staff trained to provide reference service are available during all hours the library is open.
4. Staff are trained in reference interviewing techniques, reader's advisory service, and in bibliographic instruction.
5. Staff treat all questions with equal respect.
6. Reference service is provided in response to all forms of inquiry including but not limited to the telephone, telefacsimile, TTY and TDD.
7. Reference questions that cannot be answered with on-site resources are referred to another agency. Such referrals are verified and/or mediated by library staff.
8. All requests for information receive an answer or status report within one working day.
9. The needs of the library users are treated with respect. Names of users and the transactions that occur between users and the reference staff are confidential and not discussed outside a professional context.
10. The library adopts and adheres to the *ALA Code of Ethics*.
11. Copies of this reference policy and the *ALA Code of Ethics* are available for patrons.

Additional topics to be addressed include:

- . Priorities, if any, in handling reference questions—phone vs. in person, resident vs. nonresident
- . Guidelines that address special categories of reference questions—homework, medical, legal (Bear in mind that if homework questions are not answered for a sixth-grader's term paper, they shouldn't be answered for a graduate seminar.)
- . Guidelines that address the loan of reference material—does not circulate, a few hours, or overnight

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## Appendix 5.2

### Basic Reference Materials

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The titles included in the following list are widely used and have received good reviews. Check with the publisher to determine the date of the most recent edition. The publisher may also know if and when a new edition will be available.

1. Unabridged dictionary (5 years)  
*Random House Unabridged Dictionary*. 2d ed. New York: Random House, 1993.
2. Encyclopedia (4 years)  
*The World Book Encyclopedia*. Chicago: World Book Inc., annual.
3. Thesaurus (3 years)  
*Roget's International Thesaurus*. 5th edition. New York: HarperCollins, 1992.
4. Almanac (Current)  
*World Almanac and Book of Facts*. Mahwah, N.J.: Funk & Wagnalls, Annual.
5. *The African American Almanac*. 6th ed. Detroit, Mich.: Gale, 1994.
6. *Guinness Book of World Records*. New York: Facts on File, Annual.
7. *Handbook of Illinois Government*. Springfield, Ill.: Illinois Secretary of State of Illinois, annual. Available from Illinois Secretary of State, Shipping Room, Centennial Building, 62756.
8. Survey of Illinois history  
*Illinois: A Description and Historical Guide*. American Guide Series, Federal Writer's Project. Temecula, Calif.: Reprint Services Corp., 1971.  
Hoffman, John. *A Guide to the History of Illinois: Reference Guides to State History & Research*. Westport, Conn.: Greenwood, 1991.  
Additional titles include the following out of print books that may be owned by many libraries.  
Clayton, John. *Illinois Fact Book and Historical Almanac*. Carbondale: Southern Illinois Univ. Press, 1970.  
Howard, Robert P. *Illinois: A History of the Prairie State*. Grand Rapids, Mich.: Eerdmans, 1972.  
Sutton, Robert P., ed. *The Prairie State: A Documentary History of Illinois*. Grand Rapids, Mich.: Eerdmans, 1976.
9. *Illinois Blue Book*. Springfield, Ill.: Secretary of State, Illinois, biennial. Free. Available from Illinois Secretary of State, Shipping Room, Centennial Building, Springfield, IL 62756.
10. *Illinois Statistical Abstract*. Champaign, Ill.: Bureau of Economic and Business Research, University of Illinois at Urbana-Champaign, annual.
11. *League of Women Voters Legislative Directory*. Chicago: League of Women Voters, biennial. Available from the League at 332 S. Michigan Ave., Chicago, 60604.
12. Guide to local government officials of any municipality/township/county served by your library.

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13. Municipal code for your community (If the library district serves more than one community, all codes should be available to patrons.)
  14. *Statistical Abstract of the U.S.* Washington, D.C.: GPO, annual.
  15. *U.S. Government Manual.* Washington, D.C.: GPO, annual.
  16. Prescription and nonprescription drug information  
Griffith, H. Winter. *Complete Guide to Prescription and Nonprescription Drugs.* New York: Berkley, 1995.
  17. Medical dictionary (5 years)  
*The HarperCollins Illustrated Medical Dictionary.* New York: HarperCollins, 1993.  
*Merriam Webster's Medical Desk Dictionary.* Springfield, Mass.: Merriam Webster, 1995.
  18. Medical guide or encyclopedia (5 years)  
*Merck Manual of Diagnosis and Therapy.* 16th ed. Rahway, N.J.: Merck, 1993.  
*Current Medical Diagnosis and Treatment.* Stamford, Conn.: Appleton & Lange, 1997.
  19. *American Medical Association Handbook of First Aid and Emergency Care.* Chicago: AMA, 1990.
  20. United States road atlas (Current edition)  
*Rand McNally U. S. Road Atlas.* Skokie, Ill.: Rand McNally, annual.
  21. Local phone book
  22. Phone book for nearest metro area
  23. Subscription to local newspaper
  24. *National Five Digit Zip Code and Post Office Directory.* Washington, D.C.: United States Postal Service, annual
  25. Magazine about current events: *Newsweek*, *Time*, or *U.S. News and World Report*
  26. College guide (2 years)  
Straught, Charles T., II, and BarbaraSue L. Straught. *Lovejoy's College Guide.* New York: Prentice-Hall, annual.
  27. Basic guide to financial aid for college (current edition)  
*College Costs and Financial Aid Handbook.* New York: College Entrance Examination Board, 1995.
  28. "Report cards" of school districts in library's service area
  29. *Illinois Public School Districts and Schools.* Springfield, Ill.: Illinois State Board of Higher Education, annual.
  30. Illinois nonpublic schools. Springfield, Ill.: Illinois State Board of Higher Education, annual.

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31. Lasser, J. K. *J. K. Lasser's Your Income Tax*. Englewood Cliff, N.J.: Prentice Hall, annual.
  32. Social security and medicare information (Current edition)  
Jehle, Faustin F. *Complete Guide to Social Security and Medicare*. New York: Dell, annual.
  33. Reproducible federal and state tax forms for use in libraries available from U.S. and Illinois departments of revenue
  34. Book of quotations (5 years or less)  
*Bartlett's Book of Quotations*. 16th ed. Boston: Little, Brown, 1992.
  35. Benet, William Rose. *Reader's Encyclopedia*. 3d ed. New York: Harper, 1987.
  36. Biographical dictionary (10 years)  
*Webster's New Biographical Dictionary*. Springfield, Mass.: Merriam Webster, 1995.
  37. Nature or field guides: National Audubon Society, Simon and Schuster, and the Peterson field guides of birds, mammals, fish, insects (butterflies, moths, and spiders are combined in one series and have separate titles in others), mushrooms, wildflowers, trees, seashells, rocks and minerals, astronomy, weather
  38. Basic guide to resume writing (5 years)  
Yate, Martin John. *Resumes That Knock 'em Dead*. Holbrook, Mass.: 1994.
  39. *Occupational Outlook Handbook*. Washington, D.C.: The Bureau of Labor Statistics, annual.
  40. Book of etiquette. (10 years)  
Post, Peggy. *Emily Post's Etiquette*. 16th ed. New York: HarperCollins, 1997.
  41. Reviewing source for new books  
*Booklist*—includes adult, young adult and children's materials
  42. *Consumer Price Index News Release*. Monthly. Free. (for U. S., North Central states and Chicago) U. S. Dept. of Labor, Bureau of Labor Statistics, 230 S. Dearborn, 9th floor, Chicago, IL 60604 or call 312-353-1880
  43. Book of interest and mortgage tables (5 years)  
*Monthly Interest Amortization Tables*. Chicago: Contemporary, 1994.
  44. Consumer product evaluations and price guides
  45. Legal dictionary (10 years)  
Black, Henry C. and Joseph R. Nolan. *Black's Law Dictionary*. 6th ed. St. Paul, Minn.: West, 1993.
  46. Guide to parliamentary procedure  
*21st Century Robert's Rules of Order*. New York: Dell, 1995.



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47. Szuos, Loretto Dennis, and Sandra Hargreaves Luebking, eds. *The Source: A Guidebook of American Genealogy*. Salt Lake City: Ancestry, 1997.
  48. *Halliwell's Film Guide*. Revised and updated. New York: HarperCollins, 1995.
  49. *Chase's Annual Events*. Chicago: Contemporary Books, annual.
  50. Lima, Carolyn W., ed. *A to Zoo: Subject Access to Children's Picture Books*. New Providence, R.I.: R. R. Bowker, 1993.
  51. *Your Reading: A Booklist for Junior High and Middle School Students*. 8th ed. Urbana, Ill.: National Council of Teachers of English, 1991.
  52. *Best Books for Children: Preschool through the Middle Grades*. New Providence, R.I.: R. R. Bowker, 1990.
  53. Pilger, Mary A. *Science Experiments Index for Young People*. Littleton, Colo.: Libraries Unlimited, 1996.
  54. *Worldmark Encyclopedia of the States*. 4th ed. Detroit, Mich.: Gale, 1997.
  55. *Rand McNally Goode's World Atlas*. 19th ed. Skokie, Ill.: Rand McNally, 1992.
  56. *State Names, Seals, Flags, and Symbols: A Historical Guide*. Westport, Conn.: Greenwood, 1994.

# Save the Date!

**A fundraising workshop you can't afford to miss!  
What Every Nonprofit Needs to Know About Fundraising**

**When:** February 21, 2008  
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**Time:** 8:30 a.m. to 4:00 p.m.  
**Cost:** \$20 per person (includes lunch)  
**Speaker:** Joan Flanagan,  
author of The Grass Roots Fundraising Book

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"When I attended your workshop in 2001, I was in the "desperate mode" of fundraising, doing events for \$200-\$300 dollars. Your workshop and manual helped me to think smart about fundraising. In 2002, we had a deficit of \$15,000, and I just applied everything you told us and got back in the black in one month. In 2003, we were down \$8,000, and I used your techniques and my experience to wipe out the shortfall in one week. I continue to use your training manual and books as my guide. The results: today we have one year's budget in the bank! No grants, all private money."

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