

REGULAR MEETING AGENDA
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, April 20, 2006 @ 4:30 p.m.
(in the DPL Board Room)

- I. Call to order –Eugene King, President
- II. Approval of minutes
 - A. Regular meeting of March 16, 2006
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - A. Personnel, Policy & Public Relations Committee
 - i. Meeting of April 6, 2006
 - ii. Proposed changes to DPL Management Staff Personnel Policy
 - B. Finance and Properties Committee
 - i. Report of April 11, 2006 meeting
 - ii. FY2006/2007 Proposed Management Salary Scale
 - C. Rolling Prairie Library System
 - i. Report of April meeting
 - D. Friends of the Library
 - i. Report of April 13, 2006 meeting
 - E. Foundation
 - i. Next meeting scheduled for April 24, 2006
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - A. Chapter VI: Programming
- VII. Old Business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

Regular Meeting

March 16, 2006

I. CALL TO ORDER

Eugene King, President, called the meeting to order at 4:30 p.m. Members present: Mr. King, Ty Cocagne, Garry Davis, Shirley Moore, Sally Krigbaum, and Nicholette Rademacher. Absent: Patricia Greanias, Linda Rowden, and Carol Craig. Staff present: Lee Ann Fisher and Scott Pointon.

II. APPROVAL OF MINUTES

Mrs. Moore moved that the minutes of the February 16, 2006 meeting be approved as presented. The motion was seconded by Mrs. Krigbaum and was unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

Ms. Fisher presented a letter from Stan O'Leary of the Federal Mediation and Conciliation Service thanking her for her letter of appreciation for the efforts of Larry Sedrowski during the recent union contract negotiations. Ms. Fisher reported that she has been selected to serve on the Illinois Library Association Public Policy Committee. She also reported that at the recent RPLS 40th anniversary banquet, DPL received a certificate for being one of the 5 original members of the consortium.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed. Ms. Fisher added that the "new fiction" books will be relocated to the space previously occupied by the large print books during the week of March 20th. Soon after that move is complete, the adult service desks will be relocated to their new home and that should complete all of the major moves on the first floor. Ms. Fisher noted that plans are being developed to shift several areas within the Children's Division space.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee:

Mr. Davis reported that the Personnel Committee did not meet in March. Ms. Fisher added that she will bring some Management Policy revisions to the Personnel Committee in April.

Finance and Properties Committee:

Mr. Cocagne reported that the Finance Committee met on March 14th and noted the minutes from that meeting. A question was voiced at the Finance Committee meeting concerning a large payment made to the Macon County Treasurer's Office. Ms. Fisher responded that she looked into the matter and found that though it was not a payment she had authorized (the City took that upon themselves) the payment was nonetheless an unavoidable reimbursement for an overpayment of tax revenues that had been made to the library. Steve Grimm of the Macon County Treasurers Office says it was a "software error" that led to the overpayment.

The monthly expenditures and financial statement for February were reviewed. Mr. Cocagne moved to approve the bills as presented. Mrs. Moore seconded and the motion carried unanimously by roll call vote. Mr. Cocagne noted that the YTD Budget reflects that we are at

the 83% point in the fiscal year and that though our Personnel Services budget is just 80% spent, there is still the retroactive pay to be given to the union employees. Ms. Fisher noted that when we turn over the paperwork to the City with regard to the retroactive pay, we have no control over whether it will be made out of this fiscal year budget or the next. Mr. Cocagne presented the FY2006-2007 Budget that was reviewed at the Finance Committee Meeting. Ms. Fisher explained that she had made the changes suggested by the Committee and a revised budget proposal was distributed to the Board. After reviewing the proposed budget, Mrs. Moore inquired about the success rate of the Unique Management service. Ms. Fisher replied that they have been extremely successful in retrieving both cash payments for lost/damaged materials and in many cases have been successful in retrieving the lost materials themselves. Mr. Cocagne noted that 11% of the proposed budget was allocated toward purchase of library materials. He added that the Board and library administration would need to explore the possibility of increasing revenues to offset rising costs in salaries and operating expenses. Mr. Cocagne moved that the FY2006-2007 budget be approved as revised. Mrs. Moore seconded and the motion passed unanimously by roll call vote. Mr. Cocagne noted that the library materials budget included in the Board mailing was simply for informational purposes only.

Rolling Prairie Library System:

The RPLS Board did not meet in March (the RPLS 40th Anniversary banquet was held instead). Ms. Fisher noted that a Board member will be needed to serve on the RPLS Board after Mrs. Greanias leaves the Library Board.

Friends of the Library:

Mrs. Krigbaum reported that the Friends Board met on March 9th and that Beatrice Fisher was welcomed as a new member to that Board. The 2nd Saturday Booksale held in March netted \$493.82 in profit.

Foundation:

Mr. King noted that the Foundation Board will next meet in April.

VI. SERVING OUR PUBLIC: STANDARDS FOR ILLINOIS PUBLIC LIBRARIES

Chapter V: Reference, Reader's Advisory, and Bibliographic Instruction was reviewed and Ms. Fisher noted that the library does extremely well in meeting, and exceeding, this standard.

VII. OLD BUSINESS

Ms. Fisher explained that minor language issues are still being sorted out on the Union contract, and that a signing date has not yet been set.

VIII. NEW BUSINESS

There was no new business.

IX. ADJOURNMENT

Mr. Davis made a motion to adjourn. Mrs. Rademacher seconded the motion and it carried unanimously. Mr. King adjourned the meeting at 5:09 p.m.

Respectfully submitted,

Scott Pointon

Scott Pointon
Assistant City Librarian

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

CITY LIBRARIAN: The contract was signed by all parties March 29th. We moved the "New Books" shelving to where the large print used to be. This section now includes new Large Print Fiction and Non-Fiction in about the same area as they were before. We closed for the snow storm on March 21st. Once again there were several nice articles in the paper. In addition to my regular meetings, I attended diversity training for the city on the 8th, finished the United Way site visits and attended the allocation meeting, helped stuff envelopes on the 24th, and spoke to the Lion's Club on the 27th. I will be on vacation April 12th - 16th.

FOUNDATION: Volunteers helped stuff the capital campaign letters that were mailed March 24th. To date we have received \$12,680, including one donation of \$5,000 worth of stock. Jill Rawnsley from the Conservation Center for Art and Historic Artifacts will be coming to DPL to conduct the preservation assessment of our local history collections on Monday May 8th. Her assessment is part of the \$5,000 NEH grant we have already been awarded. The next meeting will be April 24th @ 4:30.

FRIENDS: The last "Second Saturday" sale cleared over \$700.00. The Friends put out a request for books in the newspaper and they have been pouring in. Their next meeting is April 13 @ 4:00.

RPLS/SIRSIDYNIX: SirsiDynix is working on a patch so Horizon can support the new 13 digit ISBN numbers. We will be hosting the Users Group on April 19th.

STAFF: Chad VanDolah, our new ½ time Building Custodian, began work on March 6th. There were no other personnel actions.

ADMINISTRATION: Total DPL circulation for March was 59,396 as compared to 57,465 in March of 2005 for a difference of +3.4%. The gate count was a whopping 31,922 this month as compared to 28,852 in March 2005 (or +10.6%). The YTD total is 309,307 (+2.0%). The meeting rooms were booked 21 times earning \$760.00. Scott attended the first session of Synergy 2006 March 28-30; there will be two more sessions. He also attended the diversity training for the city.

ADULT DIVISION: We had 6 programs that were attended by 293 people. The "Life on the Appalachian Trail" was attended by over 100 people. Brian Looker developed a proposal for a summer teen reading contest, with a pirate theme. Rhalo Thomas participated in the Black Chamber of Commerce Career Expo. Our 763 online book club members accessed it 15,260 times last month. The Local History Room had 111 visitors and 16 were from out of town.

BUILDING DIVISION: During the last storm, we had some roof damage on the southwest corner. We noticed it before it could do a lot of damage; luckily it was in the used bookstore area over the tile. We have contacted the roofer and are checking out the warranty. At this point it has not been

repaired; Bill and his guys have put up several tarps in case it rains before they can get here. The city patched some holes in the parking lot for us, but they just keep reappearing.

CHILDREN'S DIVISION: One of our big programs "Clifford" was co-sponsored by WILL/PBS. We also hosted the 2006 Lullaby Concert with Baby TALK. We will be participating in "Macon County Reads & Explores Authors!" this spring. Kelly McCullough, a young teen from 4H, spent a morning job shadowing Katie for a career project. Our 20 programs had 849 attendees; we had 11 group visits bringing in 182 people, we did 3 outreach programs reaching 125 people, and 11 groups used the children's story room.

CIRCULATION DIVISION: Total number of checkouts during the month of March was 48,809 items, up 13% as compared to 42,976 items checked out in February 2006, and up 2% when compared to 47,851 items checked out in March 2005. 7,210 items were checked-out of the DPL by patrons from other libraries, 2,012 items were checked-out to DPL patrons at other libraries. We placed 4,001 requests, up 16% from February and 44% from last March. We resolved 5832 and of these, 2,707 items were picked up here at the DPL. We routed in 1,578 items to fill holds to be picked up here and routed out 4,861 items to other libraries to fill their requests. 399 new accounts opened in March, up 14% from February, and up 19% from March of 2005. We received \$735.40 in fines and lost materials and \$1,720.00 worth of materials returned from overdue notices.

EXTENSION DIVISION: After experiencing continued problems with mail delivery by the post office to the library, we have added mail pickup to our delivery route. John is working on the plans for our annual volunteer luncheon. We had 23 volunteers donate 205 hours of service this month.

GATES COMPUTER LAB: We had 127 people attend the 9 different classes we offered. We plan to add a new class in Microsoft Publisher in the near future. It will alternate with the current Graphics class every other month.

SYSTEMS ADMINISTRATION: We ordered and received the 4 Nims computers for the Children's Department (We have to do some reorganization in Children's before we can put them out). There were 216 work orders received from the staff for this month.

TECHNICAL DIVISION: While ordering slowed down as we near the end of the year, cataloging and processing kept getting material out. On March 16th the Cataloging Department attended an all day session on Library of Congress Subject Headings at Illinois State University's Milner Library. Lee completed the short story re-cataloging special project.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

Personnel, Policy, and Public Relations Committee
April 6, 2006

Gary Davis called the meeting to order at 4:39 p.m. Board Members present: Gary Davis, Carol Craig, and Linda Rowden. Absent: Eugene King and Sally Krigbaum. Staff present: Lee Ann Fisher and Scott Pointon.

The first item of business was a discussion of the proposed revisions to the DPL Management Policy. Ms. Fisher noted that she needed to add page numbers to the policy document. Mr. Davis commented that he saw no significant changes from the previous policy. Ms. Craig commented that she would like to see the language in Section 5-B be more consistent. Ms. Fisher noted the request and promised to make the change. Ms. Craig voiced concerns over whether Section 5-D of the policy was too binding. It was discussed and decided that though it was a bit binding it was still acceptable. Ms. Craig also noted that Section 8 needs to have the time periods of days vs. hours better defined. After these discussions the consensus was to recommend the revised policy for approval to the full Board.

An update on outstanding grievances was given by Ms. Fisher. She reported that two grievances were being pushed to arbitration by the Union.

There was no further business and Mr. Davis adjourned the meeting at 5:30pm.

Respectfully submitted,

Scott Pointon
Scott Pointon
Assistant City Librarian

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Respectfully submitted,

Scott Pointon
Scott Pointon
Assistant City Librarian

DECATUR PUBLIC LIBRARY
MANAGEMENT STAFF PERSONNEL POLICY

Effective May 1, 2006

WELCOME

Welcome to the staff here at the Decatur Public Library. Our mission is to provide access to information to help meet the educational, recreational, and professional needs of every member of the community. The library is dedicated to selecting, acquiring, and maintaining quality materials in a variety of formats; providing the programs, services and technologies to support this purpose; and recognizing and responding to the diverse and ever-changing needs of the population we serve.

We are glad that you are now a part of the team that provides these services to the citizens of Decatur. We are proud of our commitment to customer service and our attention to our patrons' needs. You will play a vital role in providing assistance to our patrons and your behavior and attitude will reflect upon the public's opinion of the library. Please remember that as you go through your workday.

One of your first responsibilities is to become familiar with all of the library policies and procedures. Learn the layout of the facility and where things are. Understand what the departments do and why they do it. Get to know your co-workers and the history of the DPL. Finally, ask questions. As we tell patrons, "There is no such thing as a stupid question" and that holds true for staff as well.

I have an "open door" policy and encourage you to use it whenever necessary. Again, welcome to the DPL, and we hope you will be part of us for a long time.

Sincerely,

Lee Ann Fisher

Lee Ann Fisher
City Librarian

DISCLAIMER

This management staff personnel policy statement provides a general description of basic policies, benefits and procedures, as they currently exist. Booklets of this type and their purpose are often misunderstood. To avoid any such misunderstanding, please be advised that this statement and the benefits, policies, and procedures referred to herein, are not intended to be, and are not a contract of employment.

The Library reserves the right to change, modify, suspend, revoke, or terminate any employment at any time, with or without cause and with or without notice. At the same time, employees may terminate their employment at any time and for any reason.

No Library representative may modify this policy for any employee or enter into any agreement, written or oral, contrary to this policy.

No materials provided to applicants and employees in connection with their employment, whether singly or combined, are to create an express or implied contract of employment for a definite period of time, nor an express or implied contract concerning any terms or conditions of employment.

The Library's policies and practices with respect to any matter are not to be considered as creating any contractual obligation on the Library's part or as stating in any way that termination will occur only for just cause. Statements of specific grounds for termination set forth in this policy statement are examples only, not all inclusive lists, and are not intended and do not restrict the Library's right to terminate at will.

Completion of a training period or conferral of regular employment status does not change an employee's status as an employee at will, or in any way restrict the Library's right to terminate such an employee or change the terms or conditions of employment.

I. INTRODUCTION

This statement of personnel policy applies to all Library employees who are not members of the collective bargaining unit.

The mission of the Decatur Public Library is to provide access to information to help meet the educational, recreational, and professional needs of every member of the community. The library is dedicated to selecting, acquiring, and maintaining quality materials in a variety of formats; providing the programs, services and technologies to support this purpose; and recognizing and responding to the diverse and ever-changing needs of the population we serve.

To achieve this mission, the Library employs individuals whose function is to see that library users receive quality service given in a friendly and courteous manner.

Each individual accepting employment on the management staff of the Library is required to read the Management Staff Personnel Policy and accepts the responsibility of abiding by the rules and regulations stated. It is neither possible nor intended that this Policy shall anticipate every matter or problem concerning employment by the Library. The City Librarian will interpret matters in question. The City Librarian, as the chief administrative officer of the Library, is responsible for the executive direction of the Library.

The Personnel Policy of the Library does not give any employee or potential employee a property or liberty interest in a specific classification or position.

The Library is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, **political affiliation**, national origin, sex, age, handicap, **sexual orientation**, or other factor prohibited by law.

The Library may supplement its regular work force with temporary or substitute employees when necessary. Substitute and temporary employees are not eligible for paid absences, paid vacations, paid sick leave, paid holidays, participation in group insurance plans, paid personal days, merit increments, or participation in IMRF.

The Library requires that employees hired be either a U.S. citizen or authorized to be employed in the United States. Verification of this must be a U.S. passport, a certificate of citizenship or naturalization, a current foreign passport authorizing U.S. employment, or a resident alien card containing the applicant's identification and U.S. employment authorization. If applicants do not have any of the above documents, they may provide instead the following combination of documents: either a social security card or a U.S. birth certificate, and a driver's license or similar state identification.

II. RECRUITMENT

Appointment to all vacant management staff positions is by the City Librarian and is based upon job descriptions and requirements established by the Library Board of Trustees. Division Heads will be involved in the recruitment process for management employees within their division. Whenever possible, all management staff vacancies will first be announced in-house.

Recruitment effort for positions not filled in-house will be local, regional, or national depending upon the scope, responsibilities, and situation of the position to be filled.

III. TRAINING PERIOD

There is a six-month training period for all employees following employment during which there is an evaluation of performance and the Library's need for their services. The training period may be extended by the number of days the employee is absent from scheduled work.

Persons promoted are subject to a training period of six months in the new position. Benefits earned by them in their previous position are maintained during this training period.

IV. HOURS OF WORK

- A. Schedules: The Library will establish working hours as required by work load and the efficient management of personnel resources. A work week for full-time employees is defined as 40 hours. A workweek is defined as beginning on Monday at 12:01 a.m. and ending the following Sunday at 12:00 midnight. A pay period is two workweeks.

The head of each division normally arranges schedules. An individual employee's work day or work week may be so arranged as to provide for the proper functioning of divisions and the Library at such hours and times as may be deemed necessary.

- B. Work Shifts: Work shifts are set within each division and reflect the staffing needs of that particular division.

An employee who is not going to report for work must notify the Administrative Office as early as possible, **but no later than one hour after prior** to the beginning of a scheduled work day.

- C. Meals and Rest Periods: Lunch during a day shift and evening shift will be at least one half hour in length. There is no meal period on Sunday for employees working four hours or less.

Employees are normally permitted a fifteen (15) minute rest period during each **half-day four hours (4)** on duty. Time allowed for meals or rest periods may not be accumulated for future use. It is also to be understood that the fifteen (15) minute rest period is a **privilege and not a guaranteed at a set time right. Employees will be expected to forego the rest period** if, because of personnel shortages or other unusual conditions, Library services will be affected.

- D. Compensatory Time/Overtime: "Overtime" means the time spent in the actual performance of work ordered or authorized by the City Librarian which is in excess of **40 80** hours in any **work week pay period**.

Hours worked up to **40 80** hours in any **workweek pay period** are computed at straight time. Hours worked above **40 80** hours in any **workweek pay period** are computed at time-and-a-half and are counted as compensatory time.

Compensatory time is strictly voluntary on the part of the employees who are not exempt under the Fair Labor Standards Act and such employees must sign a statement that they voluntarily accept compensatory time in lieu of overtime payment.

All employees must receive prior approval from their Division Head, or if a Division Head, from the City Librarian, before working in excess of **40 80** hours in any **work week pay period**

Use of earned compensatory time off must be approved in advance by the City Librarian (or the Division Head if the employee is not directly supervised by the City Librarian), and shall be counted as time worked for payroll purposes and benefits calculation. The Library will not unreasonably deny an employee's request for use of compensatory time off.

- E. Flexible Schedule: With the approval of a Division Head, an employee may work a flexible schedule. A flexible schedule shall not interfere with normal library operations. Employees working a flexible schedule should not work any more than 11 hours in any one day.
- F. Time Sheets: Employees are required to complete a divisional time sheet indicating total daily hours worked and to complete it at the close of each work day. **Time sheets are the responsibility of the individual employee.** The Division Head shall verify the accuracy of each time sheet before it is submitted to the Administrative Office. **It is the responsibility of the Division Head to see that time sheets are completed accurately and turned in to the Administrative Office by the date indicated on the time sheet requested.**

Failure to do so may result in a delayed paycheck.

V. SALARIES, CLASSIFICATIONS, PROMOTIONS, AND EVALUATIONS

- A. Pay Periods: Salaries for all employees are calculated on a biweekly basis. Salaries are paid on the Friday following the end of the two-week period for which the pay has been earned. Salaries are paid through a direct deposit into an employee's account at an approved bank or credit institution.
- B. Classifications: All employees are hired to fill classified positions. Each **classification position** has a detailed **position job** description that includes work schedules and qualifications as well as information about duties, supervision, and promotional opportunities. Position descriptions for all classifications are appended to this policy.
- C. Salary Schedule: The Library management staff salary schedule is reviewed and revised as needed by the Board of Library Trustees. It will be reviewed at least once each fiscal year. The current salary schedule is appended to this policy.

- D. **Salary Adjustment:** An employee's base salary will be adjusted a minimum of 1½ % each year, unless the new Salary Schedule is greater.
- E. **Promotions:** When vacancies occur or new positions are established, current employees will be given consideration for promotion to higher paid classifications, or transfer to equivalent positions, if they have the necessary qualifications. Employees promoted to a higher classification will normally begin at the entry point of the new classification and complete a six (6) month training period in that position. In no case will a promotion result in a decrease in salary. **Persons not satisfactorily completing their training period may be returned to the prior classification from which they were promoted and to their prior salary if the position is vacant, or to a similar position, if available.**

An employee who is temporarily assigned to a position with a higher pay grade than that of his/her permanent position shall be paid as if he/she had received a promotion with that higher pay grade. To be eligible for the higher pay grade, the employee must be in the position for more than five (5) consecutive work days.

Employees may be returned to their prior classification upon a finding by the City Librarian that the performance of the employee is not satisfactory and acceptable or there is some substantial shortcoming that renders continuance in that position detrimental to the effectiveness of the Library.

- F. **Performance Evaluation and Salary Adjustment:** On January 20, 1994, the Library Board of Trustees approved a Salary Administration Policy for the Management Staff of the Decatur Public Library. This policy, a copy of which is appended to this policy, deals with employee performance evaluation, development of salary schedules, and annual salary adjustments for employees.

All employees will receive an annual performance evaluation. The evaluation will be conducted on the employee anniversary date. The results of the evaluation will be the basis for determining merit increases above the minimum salary adjustment.

VI. HOLIDAYS

- A. **Days Observed:** The Library observes the following days as holidays: New Year's Day, Martin Luther King's Birthday, Lincoln's Birthday, Good Friday, Memorial Day, Independence Day, Labor Day, Columbus Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

Each year in December the Library indicates on which of the above days it will be closed. The Library will **always usually** be closed on Easter Sunday and the Sunday between Christmas and New Year's Day. If the Library is not closed on an observed holiday, then employees required to work on an authorized holiday shall be given equivalent time off on another day to be scheduled at the convenience of the employee and his/her division. Part-time employees working a minimum of 20 hours a week will be given four (4) hours off on another day if they are required to work on an authorized holiday.

When an authorized holiday falls on a Sunday, the Library will be closed and the following Monday shall be observed as the holiday. To be eligible for holiday pay, an employee must work his/her last scheduled work day before the holiday and his/her first scheduled work day after the holiday, or be on sick leave, bereavement leave, personal holiday leave, or vacation on the holiday.

- B. Special Holidays: Additional holidays declared upon special occasions by the President of the United States, the Governor of Illinois, or the Mayor of Decatur may be granted to employees from time to time, but only with the approval of the Library Board of Trustees.
- C. Religious Holidays: Religious holidays may be taken as annual vacation leave, personal holiday leave, leave without pay, or at the discretion of the Division Head or City Librarian, be scheduled as time off to be made up later.
- D. Personal Holidays: Full-time employees are entitled to sixteen (16) hours personal holiday leave per fiscal year. Part-time employees are entitled to eight (8) hours personal holiday leave per fiscal year. This leave may be taken in increments of one hour or more. All personal holiday leave must be approved in advance by the employee's immediate supervisor (except in an emergency situation), and is contingent upon adequate staffing.

New full-time employees who are employed between May 1 and October 31 are entitled to 16 hours of personal holiday leave that fiscal year; those employed between November 1 and April 30 receives 8 hours personal holiday leave for that fiscal year. New part-time employees who are employed between May 1 and October 31 are entitled to 8 hours of personal holiday leave that fiscal year; those employed between November 1 and April 30 receive 4 hours of personal holiday leave for that fiscal year.

Holiday leave may accumulate up to a maximum of 40 hours and may carry over from one fiscal year to another.

VII. VACATION LEAVE

Paid vacation leave is earned by all full-time employees and by part-time employees who work a minimum of 20 hours per week. Vacation leave is governed by the following regulations:

- A. Initial Eligibility: Initial eligibility of employees for paid vacation shall be attendant upon completion of twelve months of employment.
- B. Vacation Rates: Vacation leave is earned as follows:
 1. Graduate (master degree) librarians - 25 working days of vacation leave each year.
 2. Other employees - 10 working days of vacation leave each year during the first four years of employment. 15 working days of vacation leave each year during the 5th through 9th years of employment. 20 working days of vacation leave in the 10th through the 19th years of employment. 25 working days of vacation leave each year during the 20th and subsequent years of employment.

- C. Vacation Leave Accrual: Vacation time is credited annually to the employee at his/her anniversary date of employment. Part-time employees earn one-half of the vacation time earned by full-time staff.
- D. Accumulation of Vacation Leave: A maximum of five days of vacation leave may be carried over from one anniversary year to the next. Written permission from the City Librarian is required to carry over more than five days of vacation leave.
- E. Holidays: If a holiday observed by the Library falls within an employee's vacation leave period, that day off will be charged to holiday time rather than vacation time.
- F. Scheduling of Vacations: The scheduling of vacations is subject to the approval of the City Librarian. Requests for vacation should be submitted as far in advance as possible and will be accommodated if practical and consistent with the good operation of the Library. Vacation leave may be scheduled in increments of one-half hour or more.

If, during vacation leave, an employee becomes ill or suffers the death of an immediate member of his/her family, the appropriate portion of the vacation leave may be changed to sick or bereavement leave.

- G. Payment for Vacation Leave: Employees will not be paid in lieu of vacation leave, except that terminating or retiring employees will be paid in lieu of accrued vacation leave and in the event of the death of an employee, said employee's estate will receive payment for accrued vacation leave earned.

VIII. SICK LEAVE

The purpose of sick leave is to provide protection for employees when they are ill or an immediate member of the family is ill. All full-time employees and all part-time employees who work a minimum of 20 hours per week earn paid sick leave. Immediate member of the family is defined as children and spouse, mother and father, brothers and sisters, and any person domiciled in the employee's home. New employees will be credited with five days of sick leave on their date of hire.

- A. Rate for Employees: Sick leave accrues at the rate of eight hours per month to a maximum of 240 days for full-time employees. Sick leave accrual for part-time employees is four hours per month to a maximum of 240 days. No sick leave accrues during unpaid leaves of absence.
- B. Accumulation of Sick Leave: Sick leave may be accumulated up to 240 days. Upon retirement from the Library, an employee shall be allowed to use accumulated sick leave days up to 240 days for credit in the Illinois Municipal Retirement Fund so long as the Illinois Municipal Retirement Fund allows such accumulation for credit.

An employee who has accumulated 100 sick leave days as of May 1 shall be granted one additional personal holiday per fiscal year. At no time is any employee paid for accumulated sick leave time. Sick leave time may not anticipate the accrual of sick leave credits.

- C. Use of Sick Leave: Payment of sick leave will be contingent upon notification of illness or injury to the Administrative Office. An employee who is not going to report for work must notify the Administrative Office as early as possible, **but no later than one hour after prior to** the beginning of a scheduled work shift.

If an employee exhausts his/her sick leave credits and is still unable to perform his/her duties, he/she may apply for a leave of absence from duty for a period of up to six months. The granting of such leave shall be contingent upon the availability to the Library of alternate means to accomplish satisfactorily said employee's duties during such leave of absence. In the absence of such leave or upon the expiration of leave so granted, if an employee is unable to resume his/her duties, he/she shall be considered to have resigned from the Library.

- D. Verification: The City Librarian may require verification for any sick leave day taken.

IX. SPECIAL LEAVES OF ABSENCE

- A. Bereavement: Paid leave of absence will be granted in the event of a death in the employee's immediate family. This leave, dependent upon funeral arrangements and travel requirements, shall not exceed four days. Immediate family for bereavement leave includes: spouse, children, spouse of children, parents of the employee or his spouse, brothers and sisters of the employee and of his spouse, grandchildren and grandparents of the employee, brother-in-law and sister-in-law of the employee, and any relation of the employee or of his spouse domiciled with the employee.
- B. Jury Duty: Employees who are called for jury duty shall be given time off from work to perform this duty. During absences for jury duty, employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the court. Paid absence is contingent upon the employee providing a copy of the summons to the Executive Administrative Assistant. When an employee is required to serve under subpoena as a witness in a court proceeding, except when the subpoena is related to Library business, personal days, compensatory time, or vacation time must be used.
- C. Military Service: Leave without pay will be granted for military service in accordance with current Federal and Illinois laws.
- D. Special Leaves of Absence: Employees may request from the City Librarian a special leave of absence without pay for good cause shown. A special leave of absence may not exceed six months. A partial list is as follows but it is not considered as being exclusive nor exhausting all possible causes:
1. Study
 2. Travel
 3. Protracted illness in employee's family when employee is responsible for the care of the family member.
 4. Parental child care not covered by VII.

Such leaves of absence shall be subject to other variables such as:

1. Number of employees already on leaves of absence
2. Previous leaves of absence of the particular employee
3. Operational needs of the Library

Depending upon the length of the leave of absence, employees must give reasonable advance notice to the Library of intent to return from leave if more than two weeks earlier than initial specified date for end of leave.

During the leave of absence, employees may not be gainfully employed without written permission from the City Librarian. The Library will make every effort to hold positions available for individuals but will only guarantee a similar management level position.

Employees on unpaid leaves of absence are not eligible for paid absences, paid sick leave, paid vacation, paid holidays, or paid personal days. Additionally, they do not accrue sick leave or vacation leave in any month in which they do not work at least 20 calendar days.

- E. Family Leave: The Library will comply with the Family Medical Leave Act.
- F. Emergency Leaves: If a serious emergency arises with respect to the spouse or children or a member of the immediate family in the household of an employee, this employee will be allowed to leave his/her duties while such emergency exists. If the emergency continues beyond the day on which it first occurred, arrangements shall be made by the employee to enable him/her to return to work on his/her next scheduled work day. Emergency leave may be taken as sick leave, vacation leave, compensatory time, or leave without pay.
- G. Weather Leaves/Building Emergency: If the Library is closed due to severe weather or a building emergency, employees will be paid for the time they were scheduled to work during the period of closure. Closing the Library will be the decision of the City Librarian. If the City Librarian is unavailable, then the **Assistant City Librarian-in-Charge** will make the decision.

X. **INSURANCE, WORKER'S COMPENSATION AND OTHER MATTERS**

- A. FICA and IMRF: The Library participates in the Federal Insurance Contributions Act (FICA), commonly known as Social Security Insurance. Participation is required of all employees, and payroll deductions are automatically made in accordance with current provisions of FICA. The Library also participates in the Illinois Municipal Retirement Fund (IMRF) program that covers more than 2,000 municipalities and 112,000 municipal employees. Coverage is compulsory for all employees who are under 70 years of age at the time of employment and who are hired for a position normally requiring performance of duty for 1200 hours or more per year. Contributions are withheld from each payroll. Booklets describing the IMRF program are available from the Administrative Office.

- B. ICMA Deferred Compensation: Employees are eligible to participate in a deferred compensation plan administered by the ICMA (International City Management Association) Retirement Corporation. Under this plan, employees may defer a portion of their salary into a wide range of investment options. The Library makes no contribution to any employee's ICMA plan.
- C. Group Insurance Plan: The Library participates in the City of Decatur's group medical, hospitalization, dental, and life insurance plans. The Library pays 100% of the health insurance premiums for full-time employees and 85% of the optional dependent coverage health insurance premiums. Dental insurance is available only if the employee pays the premium. The library provides a \$5,000 life insurance policy for full-time employees. The library also provides an additional life insurance policy in the amount of the employee's annual salary, rounded up to the next thousand dollars. Insurance is not available for part-time employees.

If an employee has exhausted his/her paid sick leave credits and has been granted a leave of absence from duty because of illness or injury, his/her group medical, hospitalization, and life insurance shall remain in effect for up to six months of leave, with the premium to be paid by the Library. If such illness or injury is certified by the employee's physician to be of a terminal nature and if said employee has retired under the disability provisions of the Illinois Municipal Retirement Fund, his/her group life insurance policy shall remain in effect for up to twelve months. If, by reason of policy of the City of Decatur, the group medical, hospitalization, or life insurance coverage of such employee must be converted to individual coverage at a time prior to the time provided herein, the Library will assume the cost of coverage for the converted policy of this employee.

Upon retirement, or leaving the Library's employment, individuals shall be given the opportunity to continue to participate in the Library's Group Health Insurance Plan at their expense, as per federal law and regulations. Employees shall be given notice of their right to continue in the Group Health Insurance Plan.

- D. Worker's Compensation: The Library shall provide worker's compensation in accordance with state law for all employees. The Library will pay the employee's regular salary for the first three days of any on-the-job illness, injury, or disability that is not paid by worker's compensation.
- E. Sexual Harassment: The Library reaffirms the principle that its employees have a right to be free from sexual harassment by any other employee. The Library's Sexual Harassment Policy is attached to this personnel policy.
- F. Retirement Age: The Library has no mandatory retirement age.
- G. Outside Employment: Full-time employees are not to engage in outside work that might interfere with their regular library duties or physically affect the performance of those duties.
- H. Discipline, Suspension, and Dismissal:

1. Discharge or suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
 2. An employee who is discharged or suspended for more than (30) days may request a hearing before the Library Board of Trustees. The procedure for such request and hearing shall be as hereinafter set out.
 - a. The request for hearing must be submitted in writing to the City Librarian and the Chairman of the Personnel, Policy, and Public Relations Committee within three (3) working days from the time the individual is notified of the discharge or suspension.
 - b. Within ten (10) working days of the request for hearing, the Library Board of Trustees, or a committee designated by the Board (such committee to consist of not less than three Board members), shall convene and inquire into the facts and circumstances of the discharge or suspension. The hearing shall be informal and the Board or Committee may establish the procedure to be followed for each hearing as in its judgment it deems appropriate. The individual may have the assistance of counsel.
 - c. Within two (2) weeks from the time the hearing is completed, the Board or the Committee, as the case may be, shall uphold, reverse, or modify the discharge or suspension.
 - d. If an order of suspension is reversed or modified, the individual shall return to work on his/her next scheduled day of work or at the completion of his/her modified period of suspension, as the case may be, and shall be compensated for any loss in pay resulting from loss of work time over and beyond any period of suspension authorized by the Board or Committee.
 - e. If an order for discharge is reversed, the individual shall be reinstated into his/her former position and shall receive compensation equivalent to pay lost as a result of the discharge that has been reversed.
 3. Upon grounds connected with or reflecting upon the public service, the proper discharge of his/her duties, or for other good reasons affecting the efficient operation of the Library, an employee may be administratively disciplined by an oral reprimand, a written reprimand, or suspension.
- I. Grievance Procedure: An employee with a grievance regarding conditions of employment or supervision shall proceed in accordance with the following provisions:
1. The employee shall **first** communicate the grievance to his/her Division Head or other immediate supervisor.
 2. If the grievance is not resolved, the employee may seek and shall receive a hearing of this grievance at successively higher levels of administrative authority up to and including the City Librarian.

3. If the grievance has not been satisfactorily resolved within the chain of administrative authority, an employee may seek and shall be granted a hearing before the Personnel, Policy, and Public Relations Committee of the Library Board of Trustees. The action taken on any grievance by the Personnel, Policy and Public Relations Committee of the Library Board of Trustees shall be final.
4. If a grievance alleges misconduct or bias on the part of another staff member, such staff member shall be present at all hearings of the grievance.

J. Nepotism: Relatives of the Library Board of Trustees will not be employed, full or part-time. Such relatives are defined to be the spouse or children of the Trustee.

The Library may employ members of the same immediate family or the corresponding relationship by marriage but not where one would be in the position of supervising the other. Members of the same immediate family are defined as any of the following: spouse, parent, child, sister, brother, grandparent, grandchild, aunt, uncle, or cousin, or the corresponding relationship by marriage.

K. Tuition Reimbursement: The Library will reimburse the cost of tuition and fees for courses directly related to an employee's job, and will reimburse one-half of the tuition and fees cost for any course indirectly related to an employee's job, up to \$1,000 per fiscal year for each full-time employee, and up to \$500 per fiscal year for each part-time employee, provided the course is completed successfully.

1. In all cases a grade of "C" or higher will represent successful completion of the course.
2. There will be no reimbursement for books, supplies, or other expenses.
3. Reimbursement applies only to courses offered for college credit.
4. In order to receive tuition and fees reimbursement, the employee must submit to and have approved by the City Librarian a "Request for Tuition Reimbursement" form prior to the commencement of the course.

L. Personnel Files: The Library shall maintain one official personnel file for each employee. Upon twenty-four (24) hours notice, the employee and/or his/her authorized representative shall have the right to review his/her file during the Library's working hours. If the review occurs during the employee's working hours, it shall be limited to one hour. Upon request, the Library will reproduce one (1) copy of any material in the personnel file and the employee shall pay five (5) cents per page for such copying.

M. Polygraph Exams: No employee will be required to take a polygraph exam.

N. Service Recognition: Service recognition will be paid annually to each permanent employee as of such employee's anniversary date. For full-time employees, service recognition pay shall be five dollars (\$5.00) for each year of service commencing with the completion of one year. Beginning on the 10th anniversary, the amount of service recognition for each year of service is ten dollars (\$10.00). Beginning on the 15th

anniversary, the amount of service recognition for each year of service is twenty dollars (\$20.00). Beginning on the 20th anniversary, the amount of service recognition for each year of service is thirty dollars (\$30.00). Beginning on the 25th anniversary, the amount of service recognition for each year of service is fifty dollars (\$50.00). Permanent part-time employees will earn one-half of the amounts of service recognition listed above.

- O. Civic Donation: Employees may be given leave by the City Librarian to donate blood or to engage in comparable public health, civic, or charitable work during work hours, but no more than one request per month from the same employee will be honored.
- P. Exit Interview: The City of Decatur Human Resources Division will conduct an exit interview for all Library employees leaving employment with the Decatur Public Library. The City Librarian will review results of the interview.
- Q. Employee Suggestions: Employees are encouraged to submit suggestions on improvements in working conditions, terms of employment, library procedures, library regulations, library safety, and other areas of interest and/or concern to the City Librarian.
- R. Physical Exams: The Library will reimburse up to \$275 per employee every two years toward the cost of a physical examination and related tests. The employee must submit an invoice or insurance statement to the Executive Administrative Assistant for processing.

Finance and Properties Committee
April 11, 2006

Mr. Cocagne called the meeting to order at 4:35 p.m. Members present: Ty Cocagne, Shirley Moore, and Pat Greanias. Absent: Eugene King and Nicholette Rademacher. Staff present: Lee Ann Fisher and Scott Pointon.

Financial Statements

The March Check Register was reviewed. Mr. Cocagne noted nothing out of the ordinary on the register and the committee members agreed. Mr. Cocagne recommended that the check register be presented at the Board meeting on April 20, 2006.

The YTD Budget statement was reviewed. Mr. Cocagne noted that eleven months of the fiscal year was completed. Ms. Fisher explained that library expenditures were being curbed wherever possible to conserve remaining funds for the year-end carryover. Mr. Cocagne inquired if it was known when the union staff retroactive pay would be issued. Ms. Fisher explained that the City was not yet at the point of issuing those payments and also that the City would be cutting off payments from this fiscal year's budget in a few days. Thus it is certain that these payments will come from next year's budget.

Old Business

There was no old business.

New Business

Ms. Fisher presented several options for the FY2006-2007 management pay plan. These options affect only the starting salary for each of the seven management classifications at the library. She explained the ramifications of each level of adjustment and the competitiveness of our management salary scale as compared to the rest of the "library world". These options were discussed and it was unanimously decided by the Committee to open the same options for discussion at the full board meeting.

Mrs. Moore made a motion to adjourn. The motion was seconded by Ms. Greanias and the meeting was adjourned at 5:28pm

Respectfully submitted,

Scott Pointon

Scott Pointon
Assistant City Librarian

DATE: 4/6/2006
 TIME: 9:04:08AM

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LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2006 TO 3/31/2006

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35	LIBRARY FUND					
19750	3/7/2006	AMERENIP	10,746.83	#01143-96975 ACCT	35593512 - 423100	ELECTRICITY
19750	3/7/2006	AMERENIP	106.98		35593512 - 423200	NATURAL GAS
19757	3/7/2006	BIBBY, SCOTT	100.00	DPL-SEC-022106	35593512 - 428000	PROFESSIONAL SERVICES
19776	3/7/2006	COMMERCIAL MAIL SERVICES	119.75	MO PRE-SORT/BAR CODING SERV	35593512 - 424500	POSTAGE
19828	3/7/2006	HASTINGS, SCOTT A.	300.00	DPL-SEC-0220,0223,022706	35593512 - 428000	PROFESSIONAL SERVICES
19875	3/7/2006	RIGSBY, PAUL	100.00	DPL-SEC-022406	35593512 - 428000	PROFESSIONAL SERVICES
19881	3/7/2006	SLEETH, ALAN	260.00	DPL-SEC-02115,0217,022206	35593512 - 428000	PROFESSIONAL SERVICES
19893	3/7/2006	TREAS-PETTY CASH	18.80	DPL	35593512 - 424500	POSTAGE
19893	3/7/2006	TREAS-PETTY CASH	25.00		35593512 - 428000	PROFESSIONAL SERVICES
19893	3/7/2006	TREAS-PETTY CASH	21.51		35593512 - 432000	MATERIALS - BUILDINGS
19893	3/7/2006	TREAS-PETTY CASH	44.03		35593512 - 434500	OFFICE SUPPLIES
19893	3/7/2006	TREAS-PETTY CASH	10.00		35593515 - 458842	MAG/PAPERS MAIN YOUTH
19899	3/7/2006	VERIZON WIRELESS	24.37	#504590334 ACCT	35593512 - 423300	TELEPHONE
19899	3/7/2006	VERIZON WIRELESS	30.31	#504591851 ACCT	35593512 - 423300	TELEPHONE
19899	3/7/2006	VERIZON WIRELESS	38.47	#504522581 ACCT	35593512 - 423300	TELEPHONE
19899	3/7/2006	VERIZON WIRELESS	46.59	#504522580 ACCT	35593512 - 423300	TELEPHONE
19908	3/13/2006	2D MARKETING & COMMUNICATIONS	592.50	PR NEWSLETTER-03/0406	35593512 - 428000	PROFESSIONAL SERVICES
19909	3/13/2006	ADT SECURITY SERVICES	886.28	SEC SERVICE-UPGRADE	35593512 - 421300	SERV-OFFICE EQUIPMENT
19913	3/13/2006	ARAMARK UNIFORM SERVICES, INC.	144.35	CLEAN BLDG MATS	35593512 - 421000	SERVICE TO MAINT BUILDING
19915	3/13/2006	BABY TALK, INC.	275.00	PROFESSIONAL SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
19930	3/13/2006	DECATUR BLACK CHAMBER OF COMMERCE, I	50.00	CONF-WKSHIP REG-R THOMAS-032506	35593512 - 424100	CONFERENCES & TRAVEL
19939	3/13/2006	DUNKER ELECTRIC SUPPLY, INC	73.00	BLDG SUPP-20 EA LAMPS	35593512 - 432000	MATERIALS - BUILDINGS
19942	3/13/2006	EDWARD BOOTH	6,225.00	LEGAL SERV-0206	35593512 - 428000	PROFESSIONAL SERVICES
19946	3/13/2006	FAST IMPRESSIONS	39.96	BUS CARDS-SCOTT POINTON	35593512 - 420200	PRINTING AND BINDING
19954	3/13/2006	GARRATT CALLAHAN	1,250.00	BLDG MATL-CHEMICALS-WATER TRE	35593512 - 432000	MATERIALS - BUILDINGS
19955	3/13/2006	GAYLORD BROS.	76.34	OFC SUPP-LABELS	35593512 - 434500	OFFICE SUPPLIES
19966	3/13/2006	HUNZEKER SERVICE AGENCY	1,741.00	TESTING OF BOILER	35593512 - 421000	SERVICE TO MAINT BUILDING
19977	3/13/2006	JAN MASTER, INC.	122.24	JANITOR SUPP	35593512 - 431200	JANITORIAL SUPPLIES
19979	3/13/2006	JOHN'S MOWER SERVICE	73.91	BLDG MATL	35593512 - 432000	MATERIALS - BUILDINGS
19986	3/13/2006	LACO ELECTRONICS, INC	49.25	OFC SUPP-ATTACHED	35593512 - 434500	OFFICE SUPPLIES
20003	3/13/2006	MCLEOD USA	31.12	#3292627 ACCT	35593512 - 423300	TELEPHONE
20003	3/13/2006	MCLEOD USA	75.14	#3318933 ACCT	35593512 - 423300	TELEPHONE
20004	3/13/2006	MENARDS	25.39	BLDG SUPPLIES	35593512 - 432000	MATERIALS - BUILDINGS
20031	3/13/2006	ORKIN EXTERMINATING	74.15	EXTERMINATING FOR LIBRARY	35593512 - 421000	SERVICE TO MAINT BUILDING
20039	3/13/2006	POLAND'S INC.	58.00	REPLACE WINDOW TRIM	35593512 - 421000	SERVICE TO MAINT BUILDING
20039	3/13/2006	POLAND'S INC.	8.10		35593512 - 432000	MATERIALS - BUILDINGS
20056	3/13/2006	SATTLEYS, INC.	242.43	HEW Q5949A (49A) toner cartri	35593512 - 434500	OFFICE SUPPLIES
20056	3/13/2006	SATTLEYS, INC.	650.80	MMM 845-1 1/2 book tape	35593512 - 434500	OFFICE SUPPLIES
20056	3/13/2006	SATTLEYS, INC.	652.35	SPR 23000 3" add rolls	35593512 - 434500	OFFICE SUPPLIES
20057	3/13/2006	SBC	112.79	#217 Z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
20057	3/13/2006	SBC	615.12	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE

DATE: 4/6/2006
 TIME: 9:04:08AM

C I T F D E C A T U R
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2006 TO 3/31/2006

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
20057	3/13/2006	SBC	1,027.33	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
20058	3/13/2006	SCHINDLER ELEVATOR CORP.	998.16	QTRLY SERV AGREE-ELEVATOR	35593512 - 421000	SERVICE TO MAINT BUILDING
20060	3/13/2006	SHOW SHOP	60.00	POWERWASH BOOKMOBILE/TRUCK	35593512 - 421200	SERV - AUTO EQUIPMENT
20066	3/13/2006	SPECIALTY COMPUTER RIBBONS	323.87	C4844A black ink cartridge fo	35593512 - 434500	OFFICE SUPPLIES
20073	3/13/2006	SUNBELT RENTALS	790.32	RENTAL EQUIP	35593512 - 428900	RENTAL - EQUIPMENT
20074	3/13/2006	TECHNICAL SOLUTIONS SERVICES	703.25	QTRLY PMT-MAINT AGREE	35593512 - 421000	SERVICE TO MAINT BUILDING
20079	3/13/2006	THORPE, ASHLEY	30.00	PROF SERV-IL CHRGS-LOST ITEM	35593512 - 428000	PROFESSIONAL SERVICES
20081	3/13/2006	TREAS-FLEET MAINTENANCE	727.06	DPL FUEL USAGE-0206	35593512 - 431000	GASOLINE
20085	3/13/2006	UNIQUE MANAGEMENT SERVICES	572.80	COLLEC SERV-0206	35593512 - 428000	PROFESSIONAL SERVICES
20092	3/13/2006	W W GRAINGER, INC.	25.46	#802792473 ACCT	35593512 - 432000	MATERIALS - BUILDINGS
20093	3/13/2006	WALLENDER-DEDMAN PRINTING	465.00	PRNTG CHRGS-CONNECTION NEWSLE	35593512 - 420200	PRINTING AND BINDING
20117	3/21/2006	BIBBY, SCOTT	500.00	FEB28,MAR1,2,7,8	35593512 - 428000	PROFESSIONAL SERVICES
20130	3/21/2006	COLLETT, KATHY	60.00	MAR 6-9,13	35593512 - 428000	PROFESSIONAL SERVICES
20151	3/21/2006	HASTINGS, SCOTT A.	270.00	IL CHRGS-BOOK RET'D-PROF SERVC	35593512 - 428000	PROFESSIONAL SERVICES
20156	3/21/2006	ILLIOPOLIS/NIANTIC PUBLIC LIBRARY	26.00		35593512 - 428000	PROFESSIONAL SERVICES
20160	3/21/2006	JAN MASTER	9.40		35593512 - 431200	JANITORIAL SUPPLIES
20160	3/21/2006	JAN MASTER	151.10		35593512 - 431200	JANITORIAL SUPPLIES
20176	3/21/2006	MR. VIDEO	99.04		35593512 - 424500	POSTAGE
20176	3/21/2006	MR. VIDEO	520.00		35593512 - 434500	OFFICE SUPPLIES
20190	3/21/2006	ROLLING PRAIRIE LIBRARY SYSTEM	262.40		35593512 - 434500	OFFICE SUPPLIES
20199	3/21/2006	SCHIRLE, JOHN	96.00		35593512 - 428000	PROFESSIONAL SERVICES
20203	3/21/2006	SLEETH, ALAN	200.00	MAR 3,10	35593512 - 428000	PROFESSIONAL SERVICES
20204	3/21/2006	SPHERION CORPORATION	67.48	CLEMENTS 01/30-02/05	35593512 - 427100	TEMP AGENCY SERVICES
20204	3/21/2006	SPHERION CORPORATION	96.40	CLEMENTS 02/06-02/12	35593512 - 427100	TEMP AGENCY SERVICES
20204	3/21/2006	SPHERION CORPORATION	115.68	CLEMENTS 02/13-02/19	35593512 - 427100	TEMP AGENCY SERVICES
20209	3/21/2006	T A BRINKOETTER & SONS, INC.	149.00		35593512 - 421000	SERVICE TO MAINT BUILDING
20209	3/21/2006	T A BRINKOETTER & SONS, INC.	101.30		35593512 - 432000	MATERIALS - BUILDINGS
20210	3/21/2006	THOMAS, RHALO	108.00		35593512 - 428000	PROFESSIONAL SERVICES
20211	3/21/2006	TOLLIVER, TICORRAL	80.00		35593512 - 428000	PROFESSIONAL SERVICES
20218	3/21/2006	TREAS-PETTY CASH	7.00		35593512 - 424100	CONFERENCES & TRAVEL
20218	3/21/2006	TREAS-PETTY CASH	42.01		35593512 - 428000	PROFESSIONAL SERVICES
20218	3/21/2006	TREAS-PETTY CASH	1.04		35593512 - 432000	PROFESSIONAL SERVICES
20218	3/21/2006	TREAS-PETTY CASH	36.16		35593512 - 434500	OFFICE SUPPLIES
20220	3/21/2006	TREAS-WATER FUNDS	239.13		35593512 - 423400	WATER
20225	3/21/2006	VERIZON WIRELESS	30.32	13-095241	35593512 - 423300	TELEPHONE
20225	3/21/2006	VERIZON WIRELESS	93.01	#504591268 ACCT	35593512 - 423300	TELEPHONE
20228	3/21/2006	WRIGLEY, CHRIS	42.28	#505679087 ACCT	35593512 - 423300	TELEPHONE
20228	3/21/2006	WRIGLEY, CHRIS	50.00	MILEAGE/CDL FEE	35593512 - 424100	CONFERENCES & TRAVEL
20236	3/28/2006	AMBROSE VIDEO PUBLISHING, INC	139.49	BOOKS	35593512 - 428000	PROFESSIONAL SERVICES
20246	3/28/2006	BAKER & TAYLOR	12.73	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	-63.00	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	-14.20		35593515 - 458000	BOOKS & PERIODICALS

DATE: 4/6/2006
TIME: 9:04:08AM

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LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2006 TO 3/31/2006

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
20247	3/28/2006	BAKER & TAYLOR CO	-2.92	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	3.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	4.30		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	6.64		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	7.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	8.61		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	9.19	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	9.58		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	9.81		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	9.81	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	10.31		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	12.30		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	13.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.15		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	15.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	15.37		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	15.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	16.49		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	16.49	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	17.09		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	17.22		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	17.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	17.70		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	18.95		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	18.99		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	19.84		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	20.62		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	21.52		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	21.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	23.37		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	23.38		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	23.70		35593515 - 458000	BOOKS & PERIODICALS

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20247	3/28/2006	BAKER & TAYLOR CO	24.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	25.81		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	27.61		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	27.90		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	28.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	29.16		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	29.26		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	30.68		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	33.77		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	36.88		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	36.90		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	38.80		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	38.88		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	41.64		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	42.12		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	42.64		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	42.84		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	43.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	45.54		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	51.86		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	54.42		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	57.04		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	57.22		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	57.78		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	60.72		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	60.91		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	64.61		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	70.94		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	71.10		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	75.50		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	77.62	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	81.80		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	88.50		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	104.76		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	119.45		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	139.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	181.11		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	263.28		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	269.18		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	305.90		35593515 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	441.40		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	9.71		35593515 - 458000	BOOKS & PERIODICALS

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20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	12.73	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	14.25		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	14.99		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	20.96		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	23.23		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	26.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	33.68		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	37.48		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	44.98		35593515 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	621.22		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	3.59		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	4.52		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	6.49		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	6.57		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	9.57		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	9.60		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	10.17		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	10.19		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	11.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	11.23		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	12.74		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	14.41		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	14.45		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	14.98		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	14.99		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	16.11		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	19.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	19.18		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	19.20		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	20.34		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	20.38		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	27.12		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	27.12	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	28.77		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	29.91		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	30.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	30.57		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	33.92		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	34.75	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	36.14		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	38.40		35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	41.89		35593515 - 458000	BOOKS & PERIODICALS

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20257	3/28/2006	BOOK WHOLESALERS, INC.	45.81	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	52.66	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	54.09	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	55.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	60.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	61.45	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	71.82	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	83.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	109.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	118.81	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	146.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20269	3/28/2006	CING	104.97		35593515 - 458000	BOOKS & PERIODICALS
20272	3/28/2006	COMPANY INFO-DEAREADER.COM	750.00		35593515 - 458000	BOOKS & PERIODICALS
20317	3/28/2006	MARSHALL CAVENDISH CORP.	83.30		35593515 - 458000	BOOKS & PERIODICALS
20334	3/28/2006	ONYX WASTE	278.68	GARBAGE SERVICE FOR CITY	35593512 - 421000	SERVICE TO MAINT BUILDING
20335	3/28/2006	OXFORD UNIVERSITY PRESS	34.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
20336	3/28/2006	PARENTS ACTION FOR CHILDREN	109.50		35593515 - 458000	BOOKS & PERIODICALS
20342	3/28/2006	RANDOM HOUSE, INC	-44.00		35593515 - 458000	BOOKS & PERIODICALS
20342	3/28/2006	RANDOM HOUSE, INC	70.40		35593515 - 458000	BOOKS & PERIODICALS
20342	3/28/2006	RANDOM HOUSE, INC	96.00		35593515 - 458000	BOOKS & PERIODICALS
20343	3/28/2006	RECORDED BOOKS	43.98		35593515 - 458000	BOOKS & PERIODICALS
20360	3/28/2006	SPECIALTY COMPUTER RIBBONS	183.30	HEW Q5949A (49A) toner fo	35593512 - 434500	OFFICE SUPPLIES
20360	3/28/2006	SPECIALTY COMPUTER RIBBONS	244.00	BRT TN540 toner for Brother	35593512 - 434500	OFFICE SUPPLIES
20386	3/28/2006	TREAS-GENERAL FUND	964.95	FEB'06 POSTAGE	35593512 - 424500	POSTAGE
20386	3/28/2006	TREAS-GENERAL FUND	100.00	MAR'06 TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
20388	3/28/2006	TREAS-MIS OPERATING	1,667.17	0306-TRANSF TO MIS OPERA FD	35593512 - 423000	MIS SERVICES
20390	3/28/2006	TREAS-SELF INSURANCE FUND	333.67	0306-TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
20390	3/28/2006	TREAS-SELF INSURANCE FUND	176.42		35593512 - 442000	BOILER INSURANCE
20390	3/28/2006	TREAS-SELF INSURANCE FUND	1,416.00		35593512 - 442100	PROPERTY INSURANCE
20390	3/28/2006	TREAS-SELF INSURANCE FUND	1,796.00		35593512 - 442300	GENERAL LIABILITY INS
20411	3/28/2006	WATTS COPY SYSTEMS	317.00	COPY AGREEMENT/LIBRARY	35593512 - 421300	SERV-OFFICE EQUIPMENT
			50,462.69			
			35 LIBRARY FUND Total			
59 LIBRARY TRUST FUNDS						
20231	3/28/2006	ABRAHAM LINCOLN PRESIDENTIAL LIBRARY	66.40	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	9.19	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	11.80	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	12.95	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.13	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	14.72	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	19.73	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	20.62	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	20.96	BOOKS	59595912 - 458000	BOOKS & PERIODICALS

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20247	3/28/2006	BAKER & TAYLOR CO	25.33		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	25.65	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	26.97		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	29.56		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	30.36		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	30.89	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	35.07		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	35.66		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	42.39	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	43.03		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	43.69	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	54.10		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	55.34	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	58.40		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	83.37		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	121.63		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	132.00		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	146.09		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	155.84		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	183.45		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	235.48		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	237.92		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	284.61		59595912 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	13.05		59595942 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	15.37		59595942 - 458000	BOOKS & PERIODICALS
20247	3/28/2006	BAKER & TAYLOR CO	82.30	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	11.24		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	14.96		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	21.73		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	43.44	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	74.98		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	97.34		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	176.86		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	430.75		59595912 - 458000	BOOKS & PERIODICALS
20248	3/28/2006	BAKER & TAYLOR ENTERTAINMENT	465.18	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	3.59		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	9.60		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	11.97		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	14.44		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	15.60		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	17.09		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	17.37		59595912 - 458000	BOOKS & PERIODICALS

DATE: 4/6/2006
 TIME: 9:04:08AM

C I T O F D E C A T U R
LIBRARY FUNDS CHECK REGISTER
FOR INVOICES FROM 3/1/2006 TO 3/31/2006

<u>CHECK NO.</u>	<u>CHECK DATE</u>	<u>VENDOR</u>	<u>ITEM AMOUNT</u>	<u>ITEM DESCRIPTION</u>	<u>ACCOUNT #</u>	<u>ACCOUNT DESCRIPTION</u>
20257	3/28/2006	BOOK WHOLESALERS, INC.	17.48	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	22.48		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	23.68	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	30.72		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	38.97		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	52.47		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	57.59		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	61.96		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	79.30		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	106.36		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	106.48		59595912 - 458000	BOOKS & PERIODICALS
20257	3/28/2006	BOOK WHOLESALERS, INC.	15.48		59595942 - 458000	BOOKS & PERIODICALS
20286	3/28/2006	DELL INC.	4,833.20		59595942 - 458000	BOOKS & PERIODICALS
20344	3/28/2006	REGENT BOOK CO	24.49	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
20373	3/28/2006	SWIMMING	86.10	DVD	59595912 - 458000	BOOKS & PERIODICALS
20378	3/28/2006	THOMSON GALE	26.36	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
20378	3/28/2006	THOMSON GALE	47.92		59595942 - 458000	BOOKS & PERIODICALS
20378	3/28/2006	THOMSON GALE	72.68	SMALL PURCHASES/TRAFFIC	59595942 - 458000	BOOKS & PERIODICALS
20378	3/28/2006	THOMSON GALE	103.04	BOOKS	59595942 - 458000	BOOKS & PERIODICALS
20378	3/28/2006	THOMSON GALE	405.68		59595942 - 458000	BOOKS & PERIODICALS
20399	3/28/2006	ULVERS CROFT LARGE PRINT (USA) INC	44.96		59595912 - 458000	BOOKS & PERIODICALS
20399	3/28/2006	ULVERS CROFT LARGE PRINT (USA) INC	184.08		59595912 - 458000	BOOKS & PERIODICALS
20399	3/28/2006	ULVERS CROFT LARGE PRINT (USA) INC	343.27		59595912 - 458000	BOOKS & PERIODICALS
			10,628.94			

WARRANT TOTAL: **61,091.63**

59 LIBRARY TRUST FUNDS Total

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

FOR 2006 11

ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3559350 LIBRARY FUND							
300000 BEGINNING FUND BALANCE	-469,300	-469,300	-491,931.57	.00	.00	22,631.57	104.8%
301103 REAL ESTATE TAXES	-3,024,900	-3,024,900	-3,006,164.04	-2,721.20	.00	-18,735.96	99.4%
302104 STATE REPLACEMENT TAX	-235,000	-235,000	-223,882.03	-14,816.97	.00	-11,117.97	95.3%
302107 STATE GRANTS OR OTHER	-102,243	-102,243	-110,810.59	-100,810.59	.00	8,567.59	108.4%
305509 FINES AND FEES	-50,000	-50,000	-61,315.94	-3,397.53	.00	11,315.94	122.6%
305510 NON-RESIDENTIAL FEES	-450	-450	-425.55	-85.11	.00	-24.45	94.6%
305511 LOST OR DAMAGED BOOKS	-6,000	-6,000	-8,412.04	-865.09	.00	2,412.04	140.2%
305514 COPIES AND MISCELLANEOUS	-20,000	-20,000	-24,928.35	-960.17	.00	4,928.35	124.6%
305515 MEETING ROOM FEES	-10,000	-10,000	-8,290.00	-680.00	.00	-1,710.00	82.9%
307101 INVESTMENT INCOME	-13,000	-13,000	-28,414.27	.00	.00	15,414.27	218.6%
307102 POOLED INTEREST	0	0	.00	.00	.00	.00	.0%
308805 CONTRIBUTIONS	0	0	-3,600.00	.00	.00	3,600.00	100.0%
308846 LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-34,833.30	-6,666.66	.00	-5,166.70	87.1%
TOTAL LIBRARY FUND	-3,970,893	-3,970,893	-4,003,007.68	-131,003.32	.00	32,114.68	100.8%
35593511 DPL - PERSONNEL SERVICES							
409000 SALARIES	2,003,225	2,003,225	1,738,439.01	145,684.51	.00	264,785.99	86.8%
410100 OVERTIME	10,000	10,000	10,485.31	1,855.27	.00	-485.31	104.9%
410200 TEMPORARY SALARIES	22,000	22,000	11,173.13	516.67	.00	10,826.87	50.8%
410400 IMRF/SOCIAL SECURITY PAYMENTS	290,468	290,468	265,508.62	25,444.07	.00	24,959.38	91.4%
411100 LIFE INSURANCE	634	634	2,536.51	215.64	.00	-1,902.51	400.1%
411200 MEDICAL INSURANCE	370,658	370,658	345,378.28	28,752.50	.00	25,279.72	93.2%
411300 UNEMPLOYMENT INSURANCE	2,287	2,287	2,263.14	186.69	.00	23.86	99.0%
411400 WORKERS COMPENSATION	24,116	24,116	23,843.16	1,966.86	.00	272.84	98.9%
411500 SERVICE RECOGNITION	18,367	18,367	16,070.34	1,592.98	.00	2,296.66	87.5%
TOTAL DPL - PERSONNEL SERVICES	2,741,755	2,741,755	2,415,697.50	206,215.19	.00	326,057.50	88.1%
35593512 DPL - OPERATING EXPENSES							
420100 ADVERTISING	500	500	299.11	.00	.00	200.89	59.8%
420200 PRINTING AND BINDING	6,000	6,000	8,804.70	504.96	.00	-2,804.70	146.7%
421000 SERVICE TO MAINT BUILDINGS	30,000	30,829	29,372.10	4,146.59	1,375.23	82.09	99.7%
421100 SERV TO MAINT IMPROVEMENTS	2,000	2,000	1,900.00	.00	.00	100.00	95.0%
421200 SERV - AUTO EQUIPMENT	3,500	3,500	3,725.15	60.00	.00	-225.15	106.4%

FOR 2006 11

ACCOUNTS FOR:	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
35								
421300	SERVICE-OFFICE EQUIP	18,500	18,500	19,034.97	1,203.28	634.00	-1,168.97	106.3%
423000	MIS SERVICES	20,006	20,006	18,338.85	1,667.17	.00	1,667.15	91.7%
423100	ELECTRICITY	140,000	140,000	144,398.22	10,746.83	.00	-4,398.22	103.1%
423200	NATURAL GAS	15,000	15,000	14,988.82	106.98	.00	11.18	99.9%
423300	TELEPHONE	30,000	30,000	23,399.78	2,124.57	.00	6,600.22	78.0%
423400	WATER	3,500	3,500	4,313.14	239.13	.00	-813.14	123.2%
423901	BANKING SERVICE CHARGES	0	0	170.00	.00	.00	-170.00	100.0%
424000	TRAINING SCHOOL EXPENSES	3,000	3,000	887.85	.00	.00	2,112.15	29.6%
424100	CONFERENCES & TRAVEL	7,000	7,000	4,704.47	99.28	.00	2,295.53	67.2%
424500	POSTAGE	15,000	15,000	12,244.78	1,202.54	.00	2,755.22	81.6%
424700	COMPUTER SOFTWARE	25,000	25,000	36,677.79	.00	.00	-11,677.79	146.7%
426500	MEDICAL EXPENSES	1,000	1,000	300.00	.00	.00	700.00	30.0%
427100	TEMPORARY AGENCY FEES	25,000	25,000	9,260.92	279.56	.00	15,739.08	37.0%
427200	TUITION REIMBURSEMENT	1,000	1,000	1,306.00	.00	.00	-306.00	130.6%
427300	TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	.0%
428000	PROFESSIONAL SERVICES	48,500	48,500	76,353.48	9,912.31	275.00	-28,128.48	158.0%
428400	MEMBERSHIP FEES	2,000	2,000	1,487.90	.00	.00	512.10	74.4%
428900	RENTAL- EQUIPMENT	5,000	5,000	790.32	790.32	.00	4,209.68	15.8%
431000	GASOLINE	4,750	4,750	6,848.35	727.06	.00	-2,098.35	144.2%
431200	JANITORIAL SUPPLIES	6,000	6,000	7,945.68	654.47	.00	-1,945.68	132.4%
432000	MATERIAL - BUILDINGS	20,000	20,000	20,424.07	1,579.71	.00	-424.07	102.1%
433700	MATERIAL-AUTO EQUIP	2,000	2,000	2,933.73	.00	.00	-933.73	146.7%
434500	OFFICE SUPPLIES	30,000	30,000	39,680.95	3,468.76	341.62	-10,022.57	133.4%
435700	EMPLOYEE RECOG SUPPLIES	50	50	.00	.00	.00	50.00	.0%
441500	TRANSFER TO GENERAL FD	1,200	1,200	1,100.00	100.00	.00	100.00	91.7%
441800	MOTOR VEHICLE INSURANCE	4,004	4,004	3,670.35	333.67	.00	333.65	91.7%
442000	BOILER INSURANCE	2,117	2,117	1,940.60	176.42	.00	176.40	91.7%
442100	PROPERTY INSURANCE	16,992	16,992	15,576.00	1,416.00	.00	1,416.00	91.7%
442300	GENERAL LIABILITY INSURANCE	21,552	21,552	19,756.00	1,796.00	.00	1,796.00	91.7%
442600	COLLISION DEDUCTIBLE	500	500	.00	.00	.00	500.00	.0%
449900	SMALL CAPITAL ITEMS	25,000	25,000	15,661.56	.00	.00	9,338.44	62.6%
	TOTAL DPL - OPERATING EXPENSES	535,921	536,750	548,295.64	43,335.61	2,625.85	-14,171.07	102.6%
35593515	DPL - OPERATING EXPENSES							
458000	BOOK AND PERIODICALS	362,988	362,988	284,580.69	7,716.15	.00	78,407.31	78.4%
458841	MAG/PAPERS - MAIN ADULT	0	0	17,988.54	.00	.00	-17,988.54	100.0%
458842	MAG/PAPERS MAIN YOUTH	0	0	754.17	10.00	.00	-754.17	100.0%
458843	MAG/PAPERS MAIN JUVENILE	0	0	1,517.47	.00	.00	-1,517.47	100.0%
458844	MAG/PAPERS - MAIN REFERENCE	0	0	4,009.98	.00	.00	-4,009.98	100.0%
458845	MAG/PAPERS - MAIN PROFESSIONAL	0	0	640.00	.00	.00	-640.00	100.0%
458847	MAG/PAPERS - EXTENSION ADULT	0	0	3,562.08	.00	.00	-3,562.08	100.0%
	TOTAL DPL - OPERATING EXPENSES	362,988	362,988	313,052.93	7,726.15	.00	49,935.07	86.2%

FOR 2006 11

ACCOUNTS FOR:

35 LIBRARY FUND

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

35593522 DPL LEASE- OP EXPENSES

440900 PRINCIPAL PAYMENTS
441000 INTEREST PAYMENT

21,875
4,375

21,875
4,375

.00
.00

.00
.00

100.0%
100.0%

TOTAL DPL LEASE- OP EXPENSES

26,250

26,250.00

.00

.00

100.0%

TOTAL LIBRARY FUND

-303,979

-303,150

126,273.63

2,625.85

393,936.18

229.9%

TOTAL REVENUES
TOTAL EXPENSES

-3,970,893
3,666,914

-3,970,893
3,667,743

-4,003,007.68
3,303,296.07

-131,003.32
257,276.95

32,114.68
361,821.50

FOR 2006 11

35 LIBRARY FUND

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

GRAND TOTAL

-303,979

-303,150

126,273.63

2,625.85

393,936.18

229.9%

FOR 2006 11

ACCOUNTS FOR:	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
59 LIBRARY TRUST FUNDS							
5959590 DPL TRUST FUND REVENUES							
300590 BEG FUND BA - CANTONI	-102,356	-102,356	-120,047.52	.00	.00	17,691.52	117.3%
300591 BEG FUND BAL- MEYERS	-270,138	-270,138	-274,295.07	.00	.00	4,157.07	101.5%
300592 BEG FUND BAL- BRIDGES	0	0	-815.02	.00	.00	815.02	100.0%
300593 BEG FUND BAL - DONATIONS	-1,500	-1,500	-469.19	.00	.00	-1,030.81	31.3%
307103 INTEREST INC - CANTONI	-1,500	-1,500	-3,529.29	.00	.00	2,029.29	235.3%
307104 INTEREST INC - MEYERS	-3,000	-3,000	-8,085.70	.00	.00	5,085.70	269.5%
307105 INTEREST INC - BRIDGES	-190	-190	-167.24	.00	.00	-22.76	88.0%
308805 CONTRIBUTIONS	-2,500	-2,500	-12,765.37	-180.00	.00	10,265.37	510.6%
TOTAL DPL TRUST FUND REVENUES	-381,184	-381,184	-420,174.40	-180.00	.00	38,990.40	110.2%
59595912 TRUST CANTONI EXPENSES							
458000 BOOK AND PERIODICALS	25,000	25,000	8,016.26	5,013.86	.00	16,983.74	32.1%
TOTAL TRUST CANTONI EXPENSES	25,000	25,000	8,016.26	5,013.86	.00	16,983.74	32.1%
59595922 TRUST MEYER EXPENSES							
428000 PROFESSIONAL SERVICES	20,000	20,000	.00	.00	.00	20,000.00	.0%
449900 SMALL CAPITAL ITEMS	0	0	2,128.50	.00	.00	-2,128.50	100.0%
458000 BOOK AND PERIODICALS	1,000	1,000	3,050.00	.00	.00	-2,050.00	305.0%
TOTAL TRUST MEYER EXPENSES	21,000	21,000	5,178.50	.00	.00	15,821.50	24.7%
59595932 TRUST BRIDGES EXPENSES							
458000 BOOK AND PERIODICALS	150	150	.00	.00	.00	150.00	.0%
TOTAL TRUST BRIDGES EXPENSES	150	150	.00	.00	.00	150.00	.0%
59595942 TRUST DONATION EXPENSES							
458000 BOOK AND PERIODICALS	7,000	7,000	11,636.33	5,372.58	.00	-4,636.33	166.2%
TOTAL TRUST DONATION EXPENSES	7,000	7,000	11,636.33	5,372.58	.00	-4,636.33	166.2%

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

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FOR 2006 11

ACCOUNTS FOR:
59 LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-328,034	-328,034	-395,343.31	10,206.44	.00	67,309.31	120.5%
TOTAL REVENUES	-381,184	-420,174.40	-180.00	.00	38,990.40	
TOTAL EXPENSES	53,150	24,831.09	10,386.44	.00	28,318.91	

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

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FOR 2006 11

59 LIBRARY TRUST FUNDS

ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-328,034	-328,034	-395,343.31	10,206.44	.00	67,309.31	120.5%
GRAND TOTAL						

**Decatur Public Library
Proposed Management Pay Plan
2006/07**

Current	City	Library	Difference
Level 1	27,400	25,500	1,900
Level 2	32,700	30,600	2,100
Level 3	38,300	36,000	2,300
Level 4	45,800	41,500	4,300
Level 5	54,900	46,800	8,100
Level 6	65,600	56,200	9,400
Level 7	70,800	69,900	1,800

Match City

Level 1	27,400	affects 1 @ 1,400
Level 2	32,700	affects 1 @ 2,082
Level 3	38,300	affects 2 @ 5,626
Level 4	45,800	
Level 5	54,900	affects 6 @ 124,288
Level 6	65,600	affects 1 @ 8,920
Level 7	70,800	
	Cost	\$ 142,316

1½% Increase

Level 1	25,882	
Level 2	31,059	affects 1 @ 441
Level 3	36,540	affects 2 @ 2,106
Level 4	42,122	
Level 5	47,502	affects 5 @ 3,834
Level 6	57,043	affects 1 @ 355
Level 7	70,035	
	Cost	\$ 6,736

1% Increase

Level 1	25,755	
Level 2	30,906	affects 1 @ 288
Level 3	36,360	affects 2 @ 1,746
Level 4	41,915	
Level 5	47,268	affects 5 @ 2,664
Level 6	56,762	affects 1 @ 82
Level 7	69,690	
	Cost	\$ 4,780

Keep Current

Level 1	25,500	
Level 2	30,600	
Level 3	36,000	affects 1 @ 1,031
Level 4	41,500	
Level 5	46,800	affects 1 @ 1,446
Level 6	56,200	
Level 7	69,900	
	Cost	\$ 2,477

A library can reach out to its entire community through programming. Programs publicize the library, introduce special groups to library materials and services, and provide information and recreation. Library programs are a particularly effective way of introducing the community to a variety of cultures.

It is well accepted that traditional programming for younger children helps them develop reading habits and encourages them and their parents to use the library and its resources. Programs for young adults identify resources that help them understand some of the intellectual, emotional, and social changes they are experiencing. Programs can reintroduce the newly retired to a library that has grown during the years that they did not have time to use it.

If the library opens its meeting rooms, display cases, and other exhibit areas to nonlibrary-sponsored programs and nonlibrary-sponsored exhibits and displays, policies and procedures must cover the use of these facilities. This policy as well as other library policies should be reviewed by the library's attorney.

Applicable Core Standards

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

Supplemental Standards

1. Library programs are provided free of charge.
2. Library programs are located in a physically accessible location. Provisions are made, as needed, to enable persons with disabilities to participate in the program. The availability of these provisions is noted with other information about the program.
3. The library considers community demographics, special populations, and the availability of programming from other social, cultural, and recreational organizations in the community when planning and evaluating programs.

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