

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
Thursday, October 21, 2004 @ 4:30 p.m.
AGENDA

- I. Call to order –Eugene King, President
- II. Approval of minutes
 - a. Regular meeting of September 16, 2004
- III. Communication from the public
- IV. City Librarian's report
- V. Reports of committees
 - a. Personnel, Policy & Public Relations Committee
 - i. Meeting of October 7, 2004
 - b. Finance and Properties Committee
 - i. Approval of bills for September 2004
 - ii. No meeting
 - c. Rolling Prairie Library System
 - i. Report on system board meeting
 - d. Friends of the Library
 - i. Meeting of October 14, 2004
 - e. Foundation
 - i. No meeting
- VI. Serving Our Public: Standards for Illinois Public Libraries
 - a. Chapter I: Core Standards
- VII. Old business
- VIII. New business
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES
September 16, 2004

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Ms. Craig made a motion to approve the minutes of August 19, 2004. The motion was seconded by Mrs. Moore and unanimously approved.

III. COMMUNICATION FROM THE PUBLIC

There was no communication from the public.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's written report was previously mailed.

Ms. Fisher displayed a copy of the signage designed by the Master Gardeners that will give credit to the vendors involved yearly in the planting and maintenance of the library gardens. She stated it will be positioned on the wall immediately past the display case in the foyer on the left.

Ms. Fisher reported that the library will be the recipient of books in the estate of the late Robert N. Nelson. The specifics of the gift are not yet available.

Freedom: A History of US, a panel exhibit from the Gilder Lehrman Institute, will be presented at the library from September 20 through November 2, 2004, in the second floor gallery. The library is sponsoring a free "fright night" movie for library patrons at the Avon Theatre on October 21, 2004, at 7:00 p.m., during Teen Read Week.

V. REPORTS OF COMMITTEES

Personnel, Policy, and Public Relations Committee: The committee met September 2, 2004. A draft of the 5-year long range plan was reviewed.

Finance and Properties Committee: Mrs. Moore made a motion to approve the August 2004 bills. The motion was seconded by Mr. Davis and unanimously carried on roll call vote.

The committee met September 14, 2004. A draft of the 5-year long range plan was reviewed.

The committee suggested that all library staff, trustees and board members be encouraged to become members of the Friends of the Library.

Rolling Prairie Library System: There was no August 2004 meeting.

Friends of the Library: The meeting was held on September 9, 2004. Mrs. Krigbaum reported that the Friends Labor Day used book sale was the most successful one ever, grossing over \$17,000. The next sale will be on February 26 and 27, 2005, in the former bookstore lease space.

Foundation: The Foundation Board of Directors did not meet. Their next quarterly meeting is Monday, October 25, 2004.

VI. OLD BUSINESS

Mr. Davis made a motion to approve the Long Range Plan 2004-2009, as presented. Mrs. Moore seconded the motion and unanimously carried on roll call vote.

VII. NEW BUSINESS

Mrs. Rowden made a motion to approve the Illinois State Library Per Capita Grant Application, as presented. Mrs. Greanias seconded the motion and unanimously approved.

The status of contract negotiations was discussed.

Ms. Fisher presented the Proposal to the Whinnery Trust for the Expansion of Library Services to the Aged, which includes hiring a full-time library assistant in the extension services division who would assume nearly all duties involving services to the aged. The consensus was not to submit the proposal until the suggested revisions are completed, with Mr. Scott Pointon and Ms. Fisher making further revisions, if necessary.

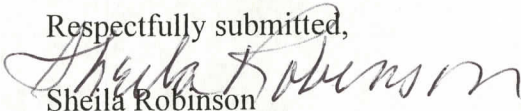
Mr. Davis recommended that the Board of Trustees be encouraged to become Friends of the Library and that this be inserted into the handbook.

Mr. Davis made a motion to approve hiring an architect to explore options potential and cost to renovate second floor lease space for library use, at a cap of \$5,000 from the Meyer Trust without further board approval. Mrs. Krigbaum seconded the motion and unanimously carried on roll call vote.

VIII. ADJOURNMENT

Mr. King adjourned the meeting at 6:00 p.m.

Respectfully submitted,


Sheila Robinson

Administrative Secretary

CITY LIBRARIAN'S REPORT
October 15, 2004
DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

CITY LIBRARIAN: We did get plenty of media coverage this month and not all of it was video related. We had good coverage for our new Freedom exhibit and Carol was on WAND for "Teen Read Week." In addition to my regular meetings, I met with Daylyn from the Downtown Decatur Council, Harry Cook from BWC, our PNG students, the Sister Cities German students, attended the city insurance informational session, revised the long range plan and worked with our attorneys on the video and contract issues.

PROJECT NEXT GENERATION: The new session is going well and the kids have even had a field trip to WAND. Debbie Roberts has prepared a power point presentation promoting the program that is appearing on Channel 22. They now have their own page on our web site. You can get to it from our homepage. We are still waiting to hear from the state what our funding will be for this year.

DYNIX: There was an upgrade to our software on October 13, 2004, and all Dynix services were down most of the day, including the catalog. This upgrade should fix some of the bugs we have been experiencing. There will be a major upgrade later next year that will change some of the functionality. Scott, Robert and I attended an information meeting with Betty Lou Hicks and others at Hanson about our concerns with the serials module. We are working with Lincoln Library to split our periodicals holdings and import the best bib record from OCLC for all the other libraries to attach their items to when RPLS makes the serial module available. A committee has been created to formulate the database standards that the libraries will have to comply with if they are using the serials component.

FOUNDATION: The current balance is \$99,054.43. The next Foundation meeting will be October 25th @ 4:30.

FRIENDS: The Friend will hold a book sale February 26 & 27 in the old bookstore space. The Friends purchased a shrink wrap machine which makes wrapping the pallets for storage and moving quicker and easier. Their next meeting will be October 14 at 4:00.

STAFF: Mary Lou Dwyer has announced her intent to retire November 28th after 19 years. Linda Humphreys retired September 16th. Bill and I interviewed for the Assistant Head of the Building Division and decided to repost. With early retirement vacancies and several extended illnesses, many departments are running short.

ADMINISTRATION: Joann and I have split up Linda's duties and are working with the new city staff to process the necessary and huge amount of paper work that is created daily. This department has one vacancy.

ADULT DIVISION: Michael Monroe is a representative here from the Illinois Newspaper Project. He will be here for several weeks doing a detailed inventory of some of our early Decatur newspaper microfilm holdings, which appear to be unique in the state. The goal is to make available the newspaper holdings of all Illinois libraries in one database. Sandi and her staff are evaluating our subscriptions as they come up for renewal; looking at usage, cost, availability and alternated ways of obtaining the same information. We have renewed our electronic database and 6 out of the 12 are available from home. Several staff members attended workshops or conferences this month. Our three programs had 77 attendees, staff gave two library tours to 51 people, and the Local History Room had

CITY LIBRARIAN'S REPORT

October 15, 2004

Page 2

117 visitors. We have 417 members in our online book club that accessed the site 8,340 times this month. This department has two page vacancies and one illness.

BUILDING DIVISION: The generator on 549 is still giving us problems; it was tested and checked out ok, but still shuts down, Bill is still investigating. He is getting the building and grounds ready for winter. This department is still three people short with one vacancy and two illnesses.

CHILDREN'S DIVISION: Katie reported that after a very busy summer this month was relatively slow. Staff worked on collection development and creating attractive displays. We had 16 programs with 379 attending, another 10 groups used the facility, and 7 groups visited the department bringing another 116 people to the library.

CIRCULATION DIVISION: We are switching to a new collection agency, Unique Management, which is compatible with the debt collection module available on Dynix. We routed out 946 items and received 594 items from other libraries, which are not included in our circulation statistics. Materials check out for the loan period of the lending library, not our circulation policy, even if it is checked out here. Robyn is still studying the ramifications of switching to e-mail notification for patrons. There were 389 new cards issued this month. This department has one vacancy and one illness.

EXTENSION DIVISION: With school back in session, bookmobile usage has picked up. Scott attended the American Grant Writers Association seminar. Now we are waiting to see if he passed the test to become a certified grant writer. Several staff members attended workshops or conferences this month. Twenty-one volunteers donated 214.5 hours this month.

GATES COMPUTER LAB: We had 166 people attend one of the 11 different classes we offered this month. We tried a different format with our new Beginning Graphics class with Lenore teaching it in two sessions that went very well.

SYSTEMS ADMINISTRATION: Matt has taken over operation of the phone and keycard systems. He is also looking into response times for some patron and staff pc. He updated the website, fixed some links and added new content. This department has one illness.

TECHNICAL DIVISION: This department is working very well and there is hardly any backlog. Between migrating to Dynix and the state mandate to use OCLC, we have had to look at our workflow and make the necessary adjustments to improve service. They have really cut down on the "fill rate" from the time a book is ordered till it is on the shelf for a patron. Several staff members attended workshops or conferences this month. This department has one vacancy.

Respectfully submitted,

Lee Ann Fisher

Lee Ann Fisher

City Librarian

October 15, 2004

Personnel, Policy & Public Relations Committee
Thursday, October 7, 2004 @ 4:30 p.m.

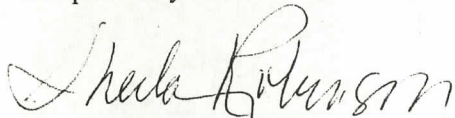
Garry Davis called the meeting to order at 4:30 p.m. Members present: Mr. Davis, Carol Craig, Eugene King, Sally Krigbaum and Linda Rowden. Staff present: Lee Ann Fisher and Sheila Robinson.

Inappropriate material found on library videos: Ms. Fisher reported on the status of the investigation into the individual who was inserting inappropriate material at the end of the videos after the credits. Over 250 videos have been recovered in this condition and are valued at approximately \$6,000. This person has been arrested and is currently out on bail. All necessary action has been taken by both the police and library administration. The library continues to carefully check for additional videos in this condition that might still be on shelves.

Union negotiations: The status of contract negotiations with the union was discussed.

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

Respectfully submitted,



Sheila Robinson
Administrative Secretary

October 27, 2004

TO: Library Staff

FROM: Sheila Robinson
United Way Captain for DPL

RE: United Way of Decatur/Macon County
Campaign Drive for 2004

This is the time of year when the United Way asks for our financial assistance in helping to improve the quality of life in our town and Macon County. There are eighteen local programs that United Way supports, including American Red Cross, Big Brothers/Big Sisters, Girl Scouts and Boy Scouts, Mental Health Association, United Cerebral Palsy and Oasis Day Center.

Attached is a United Way pledge sheet that permits you to either contribute by payroll deduction or by a direct payment. Please complete and return the card to me by **Thursday, November 4**. It is important that every pledge card be signed and returned, even when no contribution is made.

Your generosity towards helping the United Way reach its goal is greatly appreciated.

Thank you.

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

FOR 2005 05

ACCOUNTS FOR:	LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
3559350 LIBRARY FUND								
300000	BEGINNING FUND BALANCE	-329,112	-329,112	-365,558.14	-1,321,348.98	.00	36,446.14	111.1%
301103	REAL ESTATE TAXES	-2,936,796	-2,936,796	-2,806,986.06	-126.00	.00	-129,809.94	95.6%
302104	STATE REPLACEMENT TAX	-235,000	-235,000	-68,402.21	-126.00	.00	-166,597.79	29.1%
302107	STATE GRANTS OR OTHER	-102,325	-102,325	-102,325.00	.00	.00	-102,325.00	.0%
305509	FINES AND FEES	-40,000	-40,000	-19,588.61	-4,480.23	.00	-20,411.39	49.0%
305510	NON-RESIDENTIAL FEES	-500	-500	-245.13	-82.51	.00	-254.87	49.0%
305511	LOST OR DAMAGED BOOKS	-5,000	-5,000	-2,403.40	-413.44	.00	-2,596.60	48.1%
305514	COPIES AND MISCELLANEOUS	-18,000	-18,000	-10,365.12	-1,038.82	.00	-7,634.88	57.6%
305515	MEETING ROOM FEES	-10,000	-10,000	-3,320.00	-460.00	.00	-6,680.00	33.2%
307101	INVESTMENT INCOME	-13,100	-13,100	-3,476.55	-873.02	.00	-9,623.45	26.5%
307102	POOLED INTEREST	0	0	-615.00	.00	.00	615.00	100.0%
308805	CONTRIBUTIONS	0	0	-16,666.65	-3,333.33	.00	-23,333.35	41.7%
308846	LEASE OF LIBRARY PROPERTY	-40,000	-40,000	-8,988.00	-3,333.33	.00	-8,988.00	.0%
308899	MISCELLANEOUS INCOME	-8,988	-8,988	.00	.00	.00	.00	.0%
TOTAL LIBRARY FUND		-3,738,821	-3,738,821	-3,297,626.87	-1,332,156.33	.00	-441,194.13	88.2%
35593511 DPL - PERSONNEL SERVICES								
409000	SALARIES	1,944,186	1,944,186	749,897.64	138,793.36	.00	1,194,288.36	38.6%
410100	OVERTIME	5,000	5,000	2,325.03	712.83	.00	2,674.97	46.5%
410200	TEMPORARY SALARIES	26,000	26,000	12,330.40	1,847.94	.00	13,669.60	47.4%
410400	RETIREMENT - IMRF	209,715	209,715	80,286.75	15,027.04	.00	129,428.25	38.3%
411100	LIFE INSURANCE	3,582	3,582	1,398.75	257.94	.00	2,183.25	39.0%
411200	MEDICAL INSURANCE	335,316	335,316	122,108.58	23,229.74	.00	213,207.42	36.4%
411300	UNEMPLOYMENT INSURANCE	2,233	2,233	808.64	162.40	.00	1,424.36	36.2%
411400	WORKERS COMPENSATION	28,259	28,259	11,211.28	2,047.40	.00	17,047.72	39.7%
411500	SERVICE REC/LONGEVITY	23,522	23,522	11,599.95	4,296.11	.00	11,922.05	49.3%
TOTAL DPL - PERSONNEL SERVICES		2,577,813	2,577,813	991,967.02	186,374.76	.00	1,585,845.98	38.5%
35593512 DPL - OPERATING EXPENSES								
420100	ADVERTISING	250	250	300.10	80.00	.00	-50.10	120.0%
420200	PRINTING AND BINDING	6,000	6,000	3,571.98	1,522.77	.00	1,819.84	69.7%
421000	SERVICE TO MAINT BUILDINGS	30,000	30,000	13,052.14	2,929.35	.00	13,673.61	54.4%
421100	SERV TO MAINT IMPROVEMENTS	3,500	3,500	.00	.00	.00	3,500.00	.0%

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FOR 2005 05

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

PAGE 52
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ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
421200 SERV - AUTO EQUIPMENT	2,500	2,500	2,962.18	2,247.18	.00	-462.18	118.5%
421300 SERVICE-OFFICE EQUIP	20,000	20,000	8,757.25	416.75	2,021.19	9,221.56	53.9%
423000 MIS SERVICES	17,634	17,634	7,347.50	1,469.50	.00	10,286.50	41.7%
423100 ELECTRICITY	150,000	150,000	56,292.86	16,907.10	464.44	93,242.70	37.8%
423200 NATURAL GAS	20,000	20,000	536.00	107.20	.00	19,464.00	2.7%
423300 TELEPHONE	30,000	30,000	12,821.55	2,037.41	.00	17,178.45	42.7%
423400 WATER	3,100	3,100	1,908.62	1,295.79	.00	1,191.38	61.6%
424000 TRAINING SCHOOL EXPENSES	3,000	3,000	663.60	5.60	.00	2,336.40	22.1%
424100 CONFERENCES & TRAVEL	7,000	7,000	251.59	.00	.00	6,748.41	3.6%
424500 POSTAGE	17,000	17,000	6,953.76	1,248.35	.00	10,046.24	40.9%
424700 COMPUTER SOFTWARE	20,000	20,000	591.97	.00	.00	19,408.03	3.0%
426500 MEDICAL EXPENSES	0	0	1,550.00	.00	.00	-1,550.00	100.0%
427100 TEMPORARY AGENCY FEES	20,000	20,000	17,145.02	2,643.38	.00	2,854.98	85.7%
427200 TUITION REIMBURSEMENT	1,000	1,000	.00	.00	.00	1,000.00	0.0%
427300 TRAVEL INTERVIEW EXP	250	250	.00	.00	.00	250.00	0.0%
428000 PROFESSIONAL SERVICES	46,340	46,340	30,731.42	7,420.71	2,200.00	13,408.58	71.1%
428400 MEMBERSHIP FEES	1,400	1,400	587.00	200.00	.00	813.00	41.9%
428900 RENTAL- EQUIPMENT	5,000	5,000	2,019.96	.00	.00	2,980.04	40.4%
431000 GASOLINE	3,700	3,700	1,377.03	.00	.00	2,322.97	37.2%
431200 JANITORIAL SUPPLIES	8,000	8,000	2,137.13	257.33	200.00	5,662.87	29.2%
432000 MATERIAL - BUILDINGS	18,000	18,000	7,719.83	1,587.85	.00	10,280.17	42.9%
433700 MATERIAL-AUTO EQUIP	1,500	1,500	448.64	182.50	.00	1,051.36	29.9%
434500 OFFICE SUPPLIES	30,000	30,000	11,020.98	2,706.22	161.81	18,817.21	37.3%
435700 EMPLOYEE RECOG SUPPLIES	0	0	53.49	.00	.00	-53.49	100.0%
441500 TRANSFER TO GENERAL FD	1,200	1,200	500.00	100.00	.00	700.00	41.7%
441800 MOTOR VEHICLE INSURANCE	3,175	3,175	1,322.90	264.58	.00	1,852.10	41.7%
442000 BOILER INSURANCE	2,154	2,154	897.50	179.50	.00	1,256.50	41.7%
442100 PROPERTY INSURANCE	13,835	13,835	5,764.60	1,152.92	.00	8,070.40	41.7%
442300 GENERAL LIABILITY INSURANCE	13,860	13,860	5,775.00	1,155.00	.00	8,085.00	41.7%
449900 SMALL CAPITAL ITEMS	20,000	20,000	7,554.07	.00	.00	12,445.93	37.8%
451000 AUTOMOTIVE EQUIPMENT	0	0	390.92	390.92	.00	-390.92	100.0%
TOTAL DPL - OPERATING EXPENSES	519,398	519,398	213,006.59	48,507.91	8,929.87	297,461.54	42.7%
35593515 DPL - OPERATING EXPENSES							
458000 BOOK AND PERIODICALS	355,000	355,000	142,324.04	35,442.63	.00	212,675.96	40.1%
458841 MAG/PAPERS - MAIN ADULT	0	0	81.93	.00	.00	-81.93	100.0%
458843 MAG/PAPERS MAIN JUVENILE	0	0	5.26	5.26	.00	-5.26	100.0%
458847 MAG/PAPERS - EXTENSION ADULT	0	0	49.96	.00	.00	-49.96	100.0%
TOTAL DPL - OPERATING EXPENSES	355,000	355,000	142,461.19	35,447.89	.00	212,538.81	40.1%
35593522 DPL LEASE- OP EXPENSES							

10/05/2004
09:12:35

FOR 2005 05

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

PAGE 53
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ACCOUNTS FOR: LIBRARY FUND	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
440900 PRINCIPAL PAYMENTS	21,875	21,875	.00	.00	.00	21,875.00	.0%
441000 INTEREST PAYMENT	5,469	5,469	.00	.00	.00	5,469.00	.0%
TOTAL DPL LEASE- OP EXPENSES	27,344	27,344	.00	.00	.00	27,344.00	.0%
TOTAL LIBRARY FUND	-259,266	-259,266	-1,950,192.07	-1,061,825.77	8,929.87	1,681,996.20	748.8%
TOTAL REVENUES	-3,738,821	-3,738,821	-3,297,626.87	-1,332,156.33	.00	-441,194.13	
TOTAL EXPENSES	3,479,555	3,479,555	1,347,434.80	270,330.56	8,929.87	2,123,190.33	

DATE: 10/06/2004
 TIME: 3:19:29PM

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 09/01/2004 TO 09/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
35 LIBRARY FUND						
6915	09/01/2004	COMMERCIAL MAIL SERVICES	114.25	MO PRE-SORT/BAR CODING	35593512 - 424500	POSTAGE
6930	09/01/2004	MCLEOD USA	25.15	#3292627 ACCT	35593512 - 423300	TELEPHONE
6936	09/01/2004	SBC	580.25	#217 362-2230 082 0 ACCT	35593512 - 423300	TELEPHONE
7174	09/15/2004	HASTINGS, SCOTT A.	100.00	SEC-DPL-091304	35593512 - 428000	PROFESSIONAL SERVICES
7179	09/15/2004	HOULT, DANNY R.	200.00	SEC-DPL-0831/090704	35593512 - 428000	PROFESSIONAL SERVICES
7182	09/15/2004	ILLINOIS POWER COMPANY	16,442.66	#180012 ACCT	35593512 - 423100	ELECTRICITY
7182	09/15/2004	ILLINOIS POWER COMPANY	107.20		35593512 - 423200	NATURAL GAS
7187	09/15/2004	MCLEOD USA	65.16	#3318933 ACCT	35593512 - 423300	TELEPHONE
7193	09/15/2004	ONYX WASTE	273.83	GARBAGE SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
7196	09/15/2004	RIGSBY, PAUL	200.00	SEC-DPL-0903/091004	35593512 - 428000	PROFESSIONAL SERVICES
7203	09/15/2004	SLEETH, ALAN	290.00	SEC-DPL-0830,0908,091404	35593512 - 428000	PROFESSIONAL SERVICES
7204	09/15/2004	SMITH, EDWARD	200.00	SEC-DPL-0902/090904	35593512 - 428000	PROFESSIONAL SERVICES
7211	09/15/2004	TREAS-GENERAL FUND	100.00	TRANSF TO GEN FD	35593512 - 441500	TRANSFER TO GENERAL FD
7212	09/15/2004	TREAS-MIS OPERATING	1,469.50	TRANSF TO MIS OPERATING	35593512 - 423000	MIS SERVICES
7213	09/15/2004	TREAS-PETTY CASH	4.00	DPL EXP	35593512 - 420200	PRINTING AND BINDING
7213	09/15/2004	TREAS-PETTY CASH	24.00		35593512 - 420200	PRINTING AND BINDING
7213	09/15/2004	TREAS-PETTY CASH	5.60		35593512 - 424000	TRAINING SCHOOL EXPENSES
7213	09/15/2004	TREAS-PETTY CASH	10.69		35593512 - 424500	POSTAGE
7213	09/15/2004	TREAS-PETTY CASH	14.35		35593512 - 428000	PROFESSIONAL SERVICES
7213	09/15/2004	TREAS-PETTY CASH	25.00		35593512 - 428000	PROFESSIONAL SERVICES
7213	09/15/2004	TREAS-PETTY CASH	90.36		35593512 - 434500	OFFICE SUPPLIES
7213	09/15/2004	TREAS-PETTY CASH	33.00		35593515 - 458000	BOOKS & PERIODICALS
7213	09/15/2004	TREAS-PETTY CASH	40.35		35593515 - 458000	BOOKS & PERIODICALS
7213	09/15/2004	TREAS-PETTY CASH	5.26		35593515 - 458843	BOOKS & PERIODICALS
7213	09/15/2004	TREAS-PETTY CASH	264.58	TRANSF TO SELF INS FD	35593512 - 441800	MOTOR VEHICLE INSURANCE
7214	09/15/2004	TREAS-SELF INSURANCE FUND	179.50		35593512 - 442000	BOILER INSURANCE
7214	09/15/2004	TREAS-SELF INSURANCE FUND	1,152.92		35593512 - 442000	BOILER INSURANCE
7214	09/15/2004	TREAS-SELF INSURANCE FUND	1,152.92		35593512 - 442100	PROPERTY INSURANCE
7214	09/15/2004	TREAS-SELF INSURANCE FUND	1,155.00		35593512 - 442300	GENERAL LIABILITY INS
7215	09/15/2004	TREAS-WATER FUNDS	1,295.79	#13 095241 ACCT	35593512 - 423400	WATER
7216	09/15/2004	VERIZON WIRELESS	24.78	#504590334 ACCT	35593512 - 423300	TELEPHONE
7216	09/15/2004	VERIZON WIRELESS	30.71	#504591851 ACCT	35593512 - 423300	TELEPHONE
7216	09/15/2004	VERIZON WIRELESS	42.25	#504522581 ACCT	35593512 - 423300	TELEPHONE
7216	09/15/2004	VERIZON WIRELESS	50.37	#504522580 ACCT	35593512 - 423300	TELEPHONE
7220	09/17/2004	AMERICAN LIBRARY ASSOCIATION	150.00	LEE ANN FISHER-DUES	35593512 - 428400	MEMBERSHIP FEES
7222	09/17/2004	AZURADISC, INC	127.24	FAST-ON 5" DISC HANDLE/POLISH	35593512 - 434500	OFFICE SUPPLIES
7230	09/17/2004	EDWARD BOOTH	3,830.00	LEGAL/PROF SERVICES	35593512 - 428000	PROFESSIONAL SERVICES
7231	09/17/2004	EZ LAWN CARE	300.00	LAWN MOWED & TRIMMED	35593512 - 421000	SERVICE TO MAINT BUILDING
7236	09/17/2004	GARRATT CALLAHAN	1,250.00	CHEMICALS-08/09/1004	35593512 - 432000	MATERIALS - BUILDINGS
7237	09/17/2004	GAYLORD BROS.	42.07	LABELS-OFFC SUPP	35593512 - 434500	OFFICE SUPPLIES
7238	09/17/2004	HEART TECHNOLOGIES INC	99.75	OTRLY VALCOM MAINT AGREE	35593512 - 421300	SERV-OFFICE EQUIPMENT
7244	09/17/2004	JAN MASTER, INC.	15.00	LG LATEX GLOVE	35593512 - 431200	JANITORIAL SUPPLIES

CITY OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 09/01/2004 TO 09/30/2004

DATE: 10/06/2004
TIME: 3:19:29PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7244	09/17/2004	JAN MASTER, INC.	78.05	STAIN STEEL WIPE	35593512 - 431200	JANITORIAL SUPPLIES
7253	09/17/2004	MT ZION DISTRICT LIBRARY	30.00	IL CHARGES-PROF SERV-LOST BOOK	35593512 - 428000	PROFESSIONAL SERVICES
7255	09/17/2004	ONLINE LABELS	67.85	3 EA PKGS OF LABELS	35593512 - 434500	OFFICE SUPPLIES
7262	09/17/2004	T A BRINKOETTER & SONS, INC.	1,125.25	LABOR/MATL REPAIR A/C UNIT	35593512 - 421000	SERVICE TO MAINT BUILDING
7262	09/17/2004	T A BRINKOETTER & SONS, INC.	60.00		35593512 - 432000	MATERIALS - BUILDINGS
7263	09/17/2004	TECHNICAL SOLUTIONS SERVICES	703.25	QTRLY PMT ON MAINT AGREE	35593512 - 421000	SERVICE TO MAINT BUILDING
7265	09/17/2004	TREAS-FLEET MAINTENANCE	390.92	DPL FUEL USAGE-0804	35593512 - 451000	AUTOMOTIVE EQUIPMENT
7268	09/17/2004	UPSTART	75.94	OFFICE SUPP	35593512 - 434500	OFFICE SUPPLIES
7310	09/21/2004	TREAS-GENERAL FUND	1,123.41	0804-POSTG	35593512 - 424500	POSTAGE
7379	09/23/2004	VERIZON WIRELESS	32.18	#504591268 ACCT	35593512 - 423300	TELEPHONE
7379	09/23/2004	VERIZON WIRELESS	48.38	#505679087 ACCT	35593512 - 423300	TELEPHONE
7381	09/24/2004	2D MARKETING & COMMUNICATIONS	610.00	SEPT/OCT 04 NEWSLETTER	35593512 - 428000	PROFESSIONAL SERVICES
7382	09/24/2004	ABWA	50.00	FISHER, LEEANN	35593512 - 428400	MEMBERSHIP FEES
7385	09/24/2004	BODINE ELECTRIC	1,735.88	BOOKMOBILES	35593512 - 421200	SERV - AUTO EQUIPMENT
7386	09/24/2004	CERNY, LOHRI	327.34	9/06-9/19 PAY PERIOD	35593511 - 409000	SALARIES
7387	09/24/2004	COLEBAR, MARY K	106.40	PHYSICAL	35593512 - 428000	PROFESSIONAL SERVICES
7392	09/27/2004	AAUW	50.00	101204-PROF SER	35593512 - 428000	PROFESSIONAL SERVICES
7395	09/27/2004	ALPHA PARK LIBRARY	39.96	PROF-CHRGs-OCLC-IL CHRGS	35593512 - 428000	PROFESSIONAL SERVICES
7418	09/27/2004	DEMCO INC	147.03	OFFC SUPP-	35593512 - 434500	OFFICE SUPPLIES
7418	09/27/2004	DEMCO INC	700.94	OFFC SUPP	35593512 - 434500	OFFICE SUPPLIES
7421	09/27/2004	DYNEGY ENERGY SERVICES	464.44	PARKING LOT LIGHTS	35593512 - 423100	ELECTRICITY
7430	09/27/2004	GAYLORD BROS.	110.68	OFFC SUPP-CD CASES & TAPE	35593512 - 434500	OFFICE SUPPLIES
7437	09/27/2004	HOUCHEM BINDERY LTD	582.65	BINDERY CHRGS	35593512 - 420200	PRINTING AND BINDING
7438	09/27/2004	ILA	80.00	AD-JOBLINE-HEAD CATALOGER	35593512 - 420100	ADVERTISING
7454	09/27/2004	MENARDS	35.87	BLDG MATL	35593512 - 432000	MATERIALS - BUILDINGS
7464	09/27/2004	SAM'S CLUB	59.86	OFFC SUPP-ROUTER	35593512 - 434500	OFFICE SUPPLIES
7464	09/27/2004	SAM'S CLUB	350.00	SUPP-PNG SUPP	35593512 - 434500	OFFICE SUPPLIES
7474	09/27/2004	T A BRINKOETTER & SONS, INC.	126.00	SERV/CLAMP MATL-REPAIR LEAK	35593512 - 421000	SERVICE TO MAINT BUILDING
7474	09/27/2004	T A BRINKOETTER & SONS, INC.	82.50		35593512 - 432000	MATERIALS - BUILDINGS
7480	09/27/2004	WALLENDER-DEDMAN PRINTING	325.00	PRNTG CHRGS-CONNECTIONS NEWSL	35593512 - 420200	PRINTING AND BINDING
7506	09/28/2004	TOMMY HOUSE TIRE	24.50	MATL/LABOR-REPLACE TIRE	35593512 - 421200	SERV - AUTO EQUIPMENT
7506	09/28/2004	TOMMY HOUSE TIRE	167.50		35593512 - 433700	MATERIAL - AUTO EQUIP
7513	09/30/2004	ALLDATA	1,500.00	SUBSCRIPTION-I YR	35593515 - 458000	BOOKS & PERIODICALS
7519	09/30/2004	ARAMARK UNIFORM SERVICES, INC.	82.93	CLEAN MATS-DPL	35593515 - 458000	BOOKS & PERIODICALS
7528	09/30/2004	BABY TALK, INC.	825.00	BABY TALK PROGRAM	35593512 - 421000	SERVICE TO MAINT BUILDING
7529	09/30/2004	BAKER & TAYLOR CO	-7.18	CREDIT	35593512 - 428000	PROFESSIONAL SERVICES
7529	09/30/2004	BAKER & TAYLOR CO	4.30	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	4.91		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	7.38		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	7.64		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	7.66		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	7.96		35593515 - 458000	BOOKS & PERIODICALS

DATE: 10/06/2004
TIME: 3:19:29PM

CITY OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 09/01/2004 TO 09/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7529	09/30/2004	BAKER & TAYLOR CO	8.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	8.58		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	8.60		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	8.61		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	8.82		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	8.84		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	9.19		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	9.23		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	9.84		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	10.40		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	10.45		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	11.79		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	12.27		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	12.95		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	12.97		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.11		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.13		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.72		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.74		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.75		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.21		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.31		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.34		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.38		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.90		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.93		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	16.52		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	17.67		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	17.70		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	17.92		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	18.29		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	18.44		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	18.66		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	20.30		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	20.65		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	21.46		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	23.34		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	23.60		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	24.00		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	26.67		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	28.04		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	28.85		35593515 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 09/01/2004 TO 09/30/2004

DATE: 10/06/2004
 TIME: 3:19:29PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7529	09/30/2004	BAKER & TAYLOR CO	28.88	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	29.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	29.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	29.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	29.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	29.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	30.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	30.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	30.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	30.42	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	32.22	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	32.39	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	35.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	35.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	41.24	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	42.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	45.67	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	46.61	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	47.31	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	47.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	49.46	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	49.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	53.02	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	54.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	55.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	58.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	60.91	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	62.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	68.25	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	74.03	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	75.56	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	76.06	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	85.26	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	85.50	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	93.60	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	99.08	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	100.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	101.20	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	103.53	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	109.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	112.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	117.65	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

DATE: 10/06/2004
 TIME: 3:19:29PM

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 09/01/2004 TO 09/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7529	09/30/2004	BAKER & TAYLOR CO	132.69	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	138.24		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	151.92		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	160.69		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	188.19		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	200.37		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	208.02		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	216.08		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	227.14		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	236.77		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	238.44		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	282.66		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	297.60		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	298.77		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	300.86		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	305.68		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	313.84		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	335.62		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	345.94		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	378.09		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	381.80		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	392.72		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	433.24		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	511.71		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	537.00		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	794.32		35593515 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	934.50		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	-57.56	CREDITS	35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	-29.99		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	-16.54	CREDIT	35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	4.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	7.19		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	10.79		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	11.21		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	11.88		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	12.73		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	12.92		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	13.48		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	14.38		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	14.96		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	18.72		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	21.40		35593515 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 09/01/2004 TO 09/30/2004

DATE: 10/06/2004
TIME: 3:19:29PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	21.55	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	22.46		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	22.48		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	25.84		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	25.89		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	28.71		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	32.35		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	35.94		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	44.99		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	50.30		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	67.54		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	78.20		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	82.58		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	110.76		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	118.67		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	157.94		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	169.39		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	206.39		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	268.97		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	319.52		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	348.37		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	632.36		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	637.80		35593515 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	206.13		35593515 - 458000	BOOKS & PERIODICALS
7533	09/30/2004	BBC AUDIOBOOKS AMERICA	299.50		35593512 - 421200	SERV - AUTO EQUIPMENT
7538	09/30/2004	BOB & RON'S REPAIR SERVICE	15.00		35593512 - 433700	MATERIAL - AUTO EQUIP
7538	09/30/2004	BOB & RON'S REPAIR SERVICE	-25.42		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	5.37		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	7.77		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	8.49		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	9.54		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	10.19		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	10.74		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	10.77		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	10.79		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	11.01		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	11.97		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	12.71		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	12.76		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	15.96		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	15.99		35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	19.12		35593515 - 458000	BOOKS & PERIODICALS

DATE: 10/06/2004
TIME: 3:19:29PM

CITY OF DECATUR
CHECK REGISTER
FOR INVOICES FROM 09/01/2004 TO 09/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7542	09/30/2004	BOOK WHOLESALERS, INC.	19.18	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	20.90	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	21.47	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	22.61	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	22.85	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	23.33	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	26.38	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	29.34	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	29.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	32.76	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	32.97	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	33.96	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	34.04	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	34.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	34.16	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	35.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	37.14	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	40.77	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	41.70	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	43.98	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	47.95	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	50.93	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	52.72	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	54.33	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	55.05	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	56.86	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	57.59	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	58.78	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	60.28	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	62.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	62.68	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	70.11	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	73.40	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	74.99	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	79.32	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	122.07	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	140.44	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	153.36	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	184.35	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	206.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	339.54	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	365.58	BOOKS	35593515 - 458000	BOOKS & PERIODICALS

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 09/01/2004 TO 09/30/2004

DATE: 10/06/2004
 TIME: 3:19:29PM

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
7542	09/30/2004	BOOK WHOLESALERS, INC.	432.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	549.06	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7543	09/30/2004	BOOKS ON TAPE	25.60	BOOKS ON TAPE	35593515 - 458000	BOOKS & PERIODICALS
7543	09/30/2004	BOOKS ON TAPE	44.00	BOOKS ON TAPE	35593515 - 458000	BOOKS & PERIODICALS
7543	09/30/2004	BOOKS ON TAPE	92.80	BOOKS ON TAPE	35593515 - 458000	BOOKS & PERIODICALS
7543	09/30/2004	BOOKS ON TAPE	148.80	BOOKS ON TAPE	35593515 - 458000	BOOKS & PERIODICALS
7546	09/30/2004	C & K CUSTOM SIGNS	587.12	LIBRARY DISPLAY-10 SIGNS	35593512 - 420200	PRINTING AND BINDING
7554	09/30/2004	CING	451.11	MICROFILM, MISC	35593515 - 458000	BOOKS & PERIODICALS
7595	09/30/2004	HASTINGS, SCOTT A.	200.00	SEC-DPL-0920.092704	35593512 - 428000	PROFESSIONAL SERVICES
7600	09/30/2004	HOULT, DANNY R.	200.00	SEC-DPL-0921.092804	35593512 - 428000	PROFESSIONAL SERVICES
7609	09/30/2004	INFO USA MARKETING, INC	11,532.00	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7610	09/30/2004	INGRAM LIBRARY SERVICES	37.13	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7630	09/30/2004	MENARDS	32.92	MATL BLDG	35593512 - 432000	MATERIALS - BUILDINGS
7630	09/30/2004	MENARDS	36.61	MATL BLDG	35593512 - 432000	MATERIALS - BUILDINGS
7630	09/30/2004	MENARDS	89.95	MATL BLDG	35593512 - 432000	MATERIALS - BUILDINGS
7658	09/30/2004	ORKIN EXTERMINATING	69.30	EXTERMINATING SERVICE	35593512 - 421000	SERVICE TO MAINT BUILDING
7671	09/30/2004	REGENT BOOK CO	43.94	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7673	09/30/2004	RIGSBY, PAUL	300.00	SEC-DPL-0917.0922.092404	35593512 - 428000	PROFESSIONAL SERVICES
7677	09/30/2004	SATTLE'S, INC.	24.37	SUPPLIES	35593512 - 434500	OFFICE SUPPLIES
7679	09/30/2004	SBC	112.77	#217 z28-0408 284 3 ACCT	35593512 - 423300	TELEPHONE
7679	09/30/2004	SBC	1,025.41	#217 R26-2855 989 2 ACCT	35593512 - 423300	TELEPHONE
7684	09/30/2004	SHOW SHOP	60.00	POWER WASH BOOKMOBILE/TRUCK	35593512 - 421200	SERV - AUTO EQUIPMENT
7688	09/30/2004	SMITH, EDWARD	200.00	SEC-DPL-0915.092304	35593512 - 428000	PROFESSIONAL SERVICES
7694	09/30/2004	SPECIALTY COMPUTER RIBBONS	129.42	C8061X (61X) toner for HP 41	35593512 - 434500	OFFICE SUPPLIES
7695	09/30/2004	SPEED LUBE #3	127.30	OIL/FILTER-LIBRARY VAN	35593512 - 421200	SERV - AUTO EQUIPMENT
7696	09/30/2004	SPHERION CORPORATION	121.44	091204-TANNER, JOSHUA	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	144.60	COLEMAN, JR. GEORGE-091904	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	192.80	120400-COLEMAN JR, GEORGE	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	241.00	082904-COLEMAN, JR GEORGE	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	242.88	090504-TANNER, JOSHUA	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	243.76	082204 CANADAY, CATHERINE	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	252.25	090504-IRONS,KIDD	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	588.04	090504-ALEXANDER, GLAHN, PRICE	35593512 - 427100	TEMP AGENCY SERVICES
7696	09/30/2004	SPHERION CORPORATION	616.61	082904-IRONS, KIDD	35593512 - 427100	TEMP AGENCY SERVICES
7700	09/30/2004	STRIGLOS/HAINES & ESSICK	363.70	PM 267 cash register ribbon	35593512 - 434500	OFFICE SUPPLIES
7701	09/30/2004	STRIGLOS/HAINES & ESSICK	200.86	CALENDAR ORDER FOR 2005	35593512 - 434500	OFFICE SUPPLIES
7705	09/30/2004	THE BOOKSOURCE	53.21	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7707	09/30/2004	THOMSON GALE	609.80	BOOKS	35593515 - 458000	BOOKS & PERIODICALS
7725	09/30/2004	WATTS COPY SYSTEMS	317.00	COPIER RENTAL	35593512 - 421300	SERV-OFFICE EQUIPMENT
7726	09/30/2004	WEST GROUP	375.00	COMPLETE MANUAL OF CRIMINAL	35593515 - 458000	BOOKS & PERIODICALS

83,226.25

35 LIBRARY FUND Total

DATE: 10/06/2004
 TIME: 3:19:29PM

CITY OF DECATUR
 CHECK REGISTER
 FOR INVOICES FROM 09/01/2004 TO 09/30/2004

CHECK NO.	CHECK DATE	VENDOR	ITEM AMOUNT	ITEM DESCRIPTION	ACCOUNT #	ACCOUNT DESCRIPTION
59 LIBRARY TRUST FUNDS						
7529	09/30/2004	BAKER & TAYLOR CO	9.19	BOOKS	59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.72		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	15.15		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	16.78		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	25.74		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	53.67		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	105.54		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	147.78		59595912 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	11.80		59595942 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	13.57		59595942 - 458000	BOOKS & PERIODICALS
7529	09/30/2004	BAKER & TAYLOR CO	14.72		59595942 - 458000	BOOKS & PERIODICALS
7530	09/30/2004	BAKER & TAYLOR ENTERTAINMENT	14.24		59595912 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	-175.87		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	-58.60		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	-26.33		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	-10.80		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	13.16		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	15.56		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	25.04		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	25.72		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	26.33		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	28.68		59595942 - 458000	BOOKS & PERIODICALS
7542	09/30/2004	BOOK WHOLESALERS, INC.	175.87		59595942 - 458000	BOOKS & PERIODICALS
59 LIBRARY TRUST FUNDS Total			481.66			

WARRANT TOTAL: 83,707.91

Chapter I Core Standards

- Core 1.** The library provides uniformly gracious and friendly service to all users.
- Core 2.** The library is established and operated in compliance with Chapter 75 of the *Illinois Compiled Statutes*. In general, libraries established by cities, villages, or incorporated towns or townships are governed by the provisions of 75 ILL. COMP. STAT. ANN. 5, the *Illinois Local Library Act*. Library districts are governed by the provisions of 75 ILL. COMP. STAT. ANN. 16, the *Public Library District Act of 1991*.
- Core 3.** The library is in compliance with all other state laws that affect library operations including but not limited to the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.], the *Open Meetings Act* [5 ILL. COMP. STAT. ANN. 120/1], the *Illinois Freedom of Information Act* [5 ILL. COMP. STAT. ANN. 140/1 et seq.], the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7], the *Library Records Confidentiality Act* [75 ILL. COMP. STAT. ANN. 70/1] and the *Drug Free Workplace Act* [30 ILL. COMP. STAT. ANN. 580/1 et seq.].
- Core 4.** The library is in compliance with all federal laws that affect library operations including but not limited to the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.], the *Fair Labor Standards Act* [29 U.S.C. 201 et seq.], and the *Bloodborne Pathogens Standard* [29 C.F.R. § 1910.1030]. (See appendix 1.)
- Core 5.** The library is governed by a board of trustees elected or appointed and constituted in compliance with the relevant sections of Chapter 75 of the *Illinois Compiled Statutes* [75 ILL. COMP. STAT. ANN. 5/4-7.1 and 75 ILL. COMP. STAT. ANN. 16/30-55.15].
- Core 6.** The board of trustees adopts written bylaws that outline its purpose and operational procedures and address conflict-of-interest issues. The board reviews its bylaws at least every three years. (See appendix 2.1 topics for topics recommended for consideration in developing board bylaws.)
- Core 7.** The board of trustees appoints a qualified librarian as library administrator and delegates active management of the library to the library administrator [75 ILL. COMP. STAT. ANN. 5/4-7 or 75 ILL. COMP. STAT. ANN. 16/30-55.35]. For the purposes of this document, a qualified librarian is a person holding an MLS degree from an ALA-accredited program.
- Core 8.** The board of trustees meets on a monthly basis, no less than ten times per year (libraries that contract with another agency for all services meet no less than twice each year), with the library administrator in attendance. Meetings are held in a room and at a location that is convenient for the board and the community. The room is large enough to encourage community participation. The location and the room are accessible to persons affected by the *Illinois Accessibility Code* [ILL. ADMIN. CODE tit. 71, § 400 et seq.] and/or the *Americans with Disabilities Act* [42 U.S.C. 12101 et seq.]. Additional reasonable accommodations that allow persons with disabilities to participate in the meeting are

provided as needed. All board meetings and board committee meetings are in compliance with the *Open Meeting Act* [5 ILL. COMP. STAT. ANN. 120/1]. Written or recorded minutes are taken and kept for all board meetings. Following approval, these minutes are made available to the public and are retained in compliance with the *State Records Act* [5 ILL. COMP. STAT. ANN. 160/1 et seq.; 70/2 and 5/1-7].

- Core 9.** The board of trustees has exclusive control of all property owned by the library and expenditure of all monies collected, donated, or appropriated for the library fund [75 ILL. COMP. STAT. ANN. 5/4-7 and 75 ILL. COMP. STAT. ANN. 16/30-55.10].
- Core 10.** The library has a board-approved, written budget. The budget is developed annually by the library administrator and the board with input from the staff.
- Core 11.** On an annual basis, the board of trustees determines if the library's revenues are sufficient to meet the needs of the community. If the revenues are not sufficient, the board of trustees will take action to increase the library's revenues.
- Core 12.** The library has a board-approved mission statement, a long-range plan, a disaster prevention and recovery plan, and policies. Such policies include but are not limited to the following topics: personnel; reference; use of the library's materials, services, and facilities including use of the library for exhibits and meetings; and collection management. Illinois statutory law specifically requires the board to establish and review at least biennially a written policy for the selection of library materials (as part of the library's collection management policy) and the use of library materials and facilities [75 ILL. COMP. STAT. ANN. 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 13.** The library keeps adequate records of library operations. (See appendix 2.3.)
- Core 14.** On a monthly basis, the library administrator presents written reports on library operations to the board of trustees. Such reports include but are not limited to employment decisions, usage, finance, and collection development.
- Core 15.** The board of trustees annually reviews the performance of the library administrator.
- Core 16.** The library adopts and adheres to the principles set forth in the American Library Association's *Library Bill of Rights* and other ALA intellectual freedom statements and interpretations. (See Appendices 2.4-2.6 for ALA *Library Bill of Rights* and other ALA intellectual freedom statements.)
- Core 17.** The library adopts and adheres to the *Ethics Statement for Public Library Trustees*. (See appendix 2.7 for *Ethics Statement for Public Library Trustees*.)
- Core 18.** The library adopts and adheres to the ALA *Code of Ethics*. (See Appendix 2.8 for ALA *Code of Ethics*.)

- Core 19.** The library is a member of an Illinois multitype library system and participates in resource sharing through interlibrary loan and reciprocal borrowing.
- Core 20.** The library has a telephone, telefacsimile machine, photocopier, and computer with modem. The library provides telephone service to its patrons with hearing disabilities through a TTY (teletypewriter), TDD (Telecommunications Devices for the Deaf) or a voice relay provided by the telephone company.
- Core 21.** The library provides access to ILLINET Online.
- Core 22.** The library participates in the *Standards for the Services of Illinois Multitype Systems* by fulfilling the member library responsibilities.
- Core 23.** The library is located in a facility designed or renovated for that purpose and in compliance with all applicable federal, state, and local codes.
- Core 24.** The library is open a minimum of 25 hours per week. The hours, scheduled for the convenience of the public, include a minimum of two evenings (Total of 6 hours after 5 p.m.) and 4 weekend hours. Branches or other fixed service points, but not bookmobiles, are also open a minimum of 25 hours per week.
- Core 25.** The library spends a minimum of 12 percent of its operating budget on materials for patrons. For the purposes of this document, the operating budget includes all disbursements except capital expenditures. Health and life insurance; FICA, IMRF, or other pension plans; and all other insurance are part of the operating budget. Capital expenditures include remodeling and building, equipment and furniture, and any other items that are included as fixed assets in the audit. Materials include books, audiovisual materials, periodicals, telecommunication costs for reference services, fees for online information services, and CD-ROM products. Costs related to the installation and maintenance of a LAN or a shared or stand-alone bibliographic database are not included.
- Core 26.** The library provides or develops a formal agreement with another agency to provide reference service to the community.
- Core 27.** The library informs its community about the collections and services available in and through the library.
- Core 28.** At least every ten years, and more frequently if necessary, the board of trustees determines if the physical facility is sufficient to meet the needs of the community. If the facility does not meet the needs of the community, the board of trustees takes steps to correct the problem.
- Core 29.** At least every ten years, and more frequently if necessary, the library conducts a study to determine if the library is providing collections and services in a quantity, at a time, and in a manner that meets the needs of the community.

Bibliography

Ethics Statement for Public Library Trustees. Chicago: ALA, American Library Trustee Assoc., and the Public Library Assoc., 1989.

Library Bill of Rights. Chicago: ALA, 1980.

Standards for the Services of Illinois Multitype Systems. Springfield, Ill.: Secretary of State of Illinois, 1993.