

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 20, 1979

- I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 16, 1979
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Tabled motion - approval of bills through July 31, 1979
 - 2. Presentation of bills through August 31, 1979
 - 3. Presentation of resolution on Rolling Prairie Libraries grant application
 - 4. Report on Evans Branch lease
 - 5. Illinois per capita grants application
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 20, 1979

The regular meeting of the Board of Directors of the Decatur Public Library was held September 20, 1979 in the board room of the main library.

Members Present:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Stewart

Members Absent:

None

Others Present:

Mr. Dumas
Mrs. Grove
Lois Moore
(Herald & Review)
Mr. Poertner
Miss Schwegman

The meeting was called to order at 4:30 p.m. by Mr. Holcomb.

The minutes of the regular board meeting of August 16, 1979 were approved.

In his statistical report to the Board, Mr. Dumas stated that circulation is up very generously this month, with a 12% increase, and that is in all circulating areas of the Library. Referring to the matter of the World Records invoice being cleared before receipt of all the material, Mr. Dumas explained that World Records is not a commercial company and since the discs were being sold far below market value, Miss Williams, Head of the Order Department, cleared the invoice when two or three discs had not been received; however, she has been instructed not to follow this procedure in the future.

Further reporting, Mr. Dumas stated that the computer was down at the beginning of the month for four days. There was a considerable piling up of material in the Circulation Department, but titles in demand were discharged manually on paper and returned to shelves so that there were no adverse service repercussions, as the circulation gain indicates. Mr. Dumas announced that the new bookmobile trailer has now arrived and midway in the meeting he would like all board members to go down to the dock to inspect it. Mr. Dumas noted that this machine is outstanding primarily because of its well designed understructure.

At this time Mr. Dumas presented Mr. Hippenhammer, Children's Librarian, who talked about two primary current trends in children's books and literature as being growth of the picture book and increased sophistication of children's books, especially in the field of art illustrations. Mr. Hippenhammer gave a delightful presentation of a children's story about a "bird on a king's head" for the pleasure of the Board.

As Chairman of the Properties and Finance Committee, Mr. Marshall placed the tabled motion for the approval of bills through July 31, 1979 back on the floor and moved that these bills be approved. Mr. Borchers seconded the motion. Mr. Marshall noted that the total amount of bills for this month should have been \$67,306.80 rather than \$87,306.80, a typographical error. The motion was unanimously approved by a roll-call vote.

Mr. Marshall gave an informational report on the summary of income and expenditures through August 31, 1979 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mrs. Batterham and was unanimously approved by a roll-call vote. Mr. Marshall stated he had met with Miss Nancy Williams, Head of the Order Department, to go over her procedures and had found that each invoice is checked in detail with the bill list, and that Miss Williams has a very complete record keeping system. Mr. Marshall remarked that all board members are invited to attend the Library's book selection committee meetings held each Tuesday at 1:30.

At this time the meeting was interrupted for a brief period for the tour of the new bookmobile trailer by board members. Upon return, it was the consensus of those present that Mr. Klingaman and Mr. Seidl were to be commended for their work on the new trailer. Mr. Dumas noted that the Board had previously approved a resolution of appreciation to Mr. Klingaman.

Mr. Marshall stated that his committee had met with Bob Plotzke, Director of the Rolling Prairie system, to talk about the federal government grant which has made funds available to be administered by the State to improve library resources. Mr. Plotzke presented a documented three-year plan for the use of the grant funds in the system's circulation control project, a copy of which document is attached to these minutes. Mr. Marshall stated this plan was acceptable to his committee; therefore, he moved that the Resolution presented herewith, respecting the Library's endorsement of the Rolling Prairie Libraries application for a grant under the Illinois State Library's "Intra-system Computerized Resource Sharing Circulation Control Project" be approved and that the President and Secretary of the Board be authorized to sign the Resolution. Mr. Borchers seconded the motion and it was approved. A copy of this signed Resolution becomes a part of these minutes.

Mr. Marshall moved that we acknowledge and accept the letter received from the Vice President of the Decatur-Macon County Opportunities Corporation which reinstates the prior Evans Branch lease which had lapsed and states that a new lease will be negotiated in March of 1980. Mr. Borchers seconded the motion and it was approved. The original signed copy of this letter becomes a part of these minutes. For the record, Mr. Marshall noted that a Certificate of Insurance has now been received from DMCO.

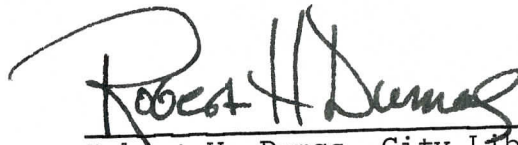
It was further moved by Mr. Marshall that the Library's application for funds, under the Illinois State Library's Per Capita Grants to Public Libraries be approved and that the City Librarian and appropriate officers

of the Board be authorized to sign the requisite forms. Mrs. Batterham seconded the motion and it was approved. Mr. Marshall commented that the \$24,000 per capita grant funds received last year will be used to pay for the new bookmobile trailer just received, and that the funds requested this year will be earmarked for the purchase of a second trailer.

Reporting for the Policies, Public Relations and Personnel Committee, Mrs. Moore stated that her committee had held a rather lengthy meeting but had nothing to report at this time.

Under Old Business, Mr. Marshall stated that Mrs. Jackson, Mr. Dumas and he had gone to the City Council work session where they were talking about the Library levy for next year, and the City Council did approve the levy we had requested which is about 10 $\frac{1}{2}$ % above the levy for this past year. Councilman Striglos felt that the increase should be more on the order of 5%, but the City Manager and the Finance Director pointed out that this amount is needed in order for the Library to build up its fund balance for the end of the year. Mr. Marshall suggested to the Council that the special levy for maintenance be eliminated in that the Library is no longer restricted to the 23¢/\$1,000 tax rate, as recently ruled by the Supreme Court.

The meeting was adjourned at 6:20 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

August, 1979

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1979 -	25,816	2,620	19,474	47,910	191,340
1978 -	23,100	2,711	17,087	42,898	184,295
A-V Materials, 1979 -	1,434	N/A	111	1,545	5,832
1978 -	1,080	N/A	61	1,141	4,024
Total Circulation, 1979 -	27,250	2,620	19,588	49,455	197,172
1978 -	24,180	2,711	17,148	44,039	188,319

TECHNICAL PROCESSING

Cataloging

New books added	974
New titles added	375
Books withdrawn	1,266
Books mended	1,478

Acquisitions

Books checked in	1,001
Telephone Directories	148
Pamphlets	539
Gifts	2

Materials in the State of Processing

Materials (physical items) -	1037
Titles -	509

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1978/79</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	780,436	233,998	219,524	--	560,912
Operating	175,886	38,540	37,681	33,427	104,778
Capital and Books	155,756	44,084	35,215	36,210	84,331

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	8 + 1 (80 hours)	--	--	8 + 1 (80 hrs)
Clerical	21 + 13 (1040 hrs)	--	1	22 + 12 (890 hrs)
CETA	2	--	1	3
Maintenance	3	--	--	3

Current Vacancies:

3 Technical Services Clerks I
Audio-Visual/Young Adult Librarian
Reference Librarian

R E S O L U T I O N

WHEREAS, resource sharing amongst libraries permits greater and more efficient utilization of library materials; and

WHEREAS the Illinois Inter-Library Loan Network makes available large resources not otherwise available to the patrons of the Decatur Public Library; and

WHEREAS, computerized access by libraries to collections held by other libraries will greatly enhance the effectiveness of the Illinois Inter-Library Loan Network; and

INASMUCH as the Decatur Public Library, as co-headquarters for resources in the Rolling Prairie Libraries System, has a special interest in resource sharing;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Decatur Public Library, Decatur, Illinois, endorses the application of the Rolling Prairie Libraries for a grant-in-aid under the Intrasystem Computerized Resource Sharing Circulation Control Project and asserts its intention to cooperate with the Rolling Prairie Libraries in the implementation of its plan.

Alan W. Helcomb 9/20/79
President, Board of Library Directors date

Attest: Gorman L. Stewart September 20, 1979
Secretary date

INTRA-SYSTEM COMPUTERIZED RESOURCE SHARING CIRCULATION
CONTROL PROJECT

PURPOSE AND OBJECTIVES

It is the purpose of this project to increase access to library materials wherever located for individuals at the point of request.

- 1) To implement library system plans of service for intra-system bibliographic control, cooperative collection development, and circulation control as facilitated by the use of computerized circulation control systems.
- 2) To provide for computerized inter-system locating and loaning of materials.
- 3) To allow every library in the state to become part of the sharing effort through lending and receiving materials.
- 4) To develop new computerized resource sharing capabilities where none now exist.
- 5) To expand computerized resource sharing where it does exist.

CONDITIONS

- 1) All participating libraries must agree to make their resources available on interlibrary loan on the same basis as they are available for their primary users.
- 2) Special preference will be given applications that include more than one type of library. All types of participating libraries shall participate on the same terms.
- 3) Each qualifying library system must have long range goals and objectives for intra-system computerized circulation control as a part of its approved five year plan.
- 4) By the time 50% of the headquarters (or major participating library if the headquarters library is not included in the project) collection is entered into the data base, each system's system must be interconnected with other systems' systems for inter-system locating and borrowing of materials.

SUGGESTED PRIORITIES FOR USE OF ILLINOIS STATE LIBRARY
AUTOMATED CIRCULATION GRANTS 1979 - 1981

The outline below is a possible three year plan for the use of matching grant funds currently being offered by the Illinois State Library for projects in the area of automated resource sharing. In each year, if the projects are approved, the state will provide 80% of the first 50,000 dollars, 50% of the second 50,000 dollars, and 20% of the third 50,000 dollars. The possible goals for each year are therefore divided into three groups.

In parentheses behind each goal is given the name of the library or libraries which would have to provide the funds not covered by the state. Detailed breakdowns for costs of the first year are provided on separate sheets.

It should be remembered that in the event a higher priority is not followed through for some reason, lower priorities would move up.

FIRST YEAR'S GRANT

80% State Funding:

- 1) Provide dial-up access from Rolling Prairie Libraries to Lincoln Library. This will give the Rolling Prairie interlibrary loan staff the ability to search the Lincoln Library collection by placing a telephone call. (Rolling Prairie Libraries)
- 2) Expand storage capability of the Computer Library Systems, Inc. (CLSI) processor from 66 million characters to 132 million. Expansion of storage will give Rolling Prairie Libraries and Decatur Public Library room in the computer memory to add subject headings to their records and additional libraries to the circulation system. (Rolling Prairie & Decatur Public Libraries)
- 3) Provide automatic answering service at the Rolling Prairie Libraries computer. This device would mean that Rolling Prairie staff would not have to answer the telephone each time someone called to search our data bank and hang it up each time the caller was finished. (Rolling Prairie Libraries)

50% State Funding:

- 1) Continuation of our providing automatic answering service at the Rolling Prairie Libraries computer. (Rolling Prairie Libraries)
- 2) Provide dial-up access from Lincoln Library to Rolling Prairie Libraries, thereby enabling Lincoln Library staff to search the Rolling Prairie collection by placing a phone call. (Lincoln Library)
- 3) Provide port at the Rolling Prairie processor for the purpose of increased resource-sharing. (Rolling Prairie Libraries)

First Year's Grant, Cont.

- 4) Provide additional terminals and ports at Decatur Public Library and Lincoln Library for the purpose of increased resource-sharing with those libraries. (Decatur Public and Lincoln Libraries)

20% State Funding:

Continuation of providing needed terminals and ports at Decatur Public Library and Lincoln Library. (Decatur Public and Lincoln Library)

FIRST YEAR COSTS

<u>Priorities</u>	<u>Actual Cost</u>	<u>State Funds</u>	<u>Rolling Prairie Libraries</u>	<u>Decatur Public Library</u>	<u>Lincoln Library</u>
80% Funding					
1) Port at Lincoln Library for dial-up proc. Autoanswer at Lincoln Lib. for dial-up proc.	4,050 1,500	3,240 1,200	810 300	----- -----	----- -----
2) Expanded Storage	44,000	35,200	4,400	4,400	-----
3) Autoanswer at Rolling Prairie for dial-up proc.	450	360	90	-----	-----
50% Funding					
1) Continuation of Autoanswer at RPL for dial-up	1,050	525	525	-----	-----
2) Modem at Lincoln Lib. for dial-up process	500	250	---	-----	250
3) Port at Rolling Prairie Libraries	4,050	2,025	2,025	-----	-----
Combined 50% and 20% Average					
1) Terminals and Ports at Decatur Public and Lincoln Library	45,800	22,480	---	9,726	13,594
Sub Total	101,400	65,280	8,150 5,000 650 <u>XXX</u>	14,126 1,250 1,350	13,844 1,250 2,100
Less: 2500 @3 participating libraries .15 per title added (estimate) In-Kind Services			<u>000</u>	<u>11,526</u>	<u>10,494</u>

Possible Priorities for Second Year's Grant

80% State Funding:

- 1) Upgrade our CLSI processor from a model 1A to a model 1B. Upgrading the processor will raise the number of terminals which it can handle from the current level of 15 to 39, thereby increasing the number of libraries which can share in the use of our computer. (Rolling Prairie and Decatur Public Libraries)
- 2) Provide a linking device between our OCLC terminal and our CLSI system. Use of this device will mean that records found in OCLC data base can be automatically entered into our CLSI computer. (Rolling Prairie Libraries)
- 3) Provide terminal at Rolling Prairie Libraries headquarters for the purpose of increased resource sharing. (Rolling Prairie Libraries)

50% State Funding:

As the storage room of the CLSI permits, invite selected Rolling Prairie Libraries to participate in a shared automated circulation control system. Participating libraries would need to have a collection which would expand the system's total resources for the purposes of Interlibrary Loan. Participating libraries would need to find it economically feasible to share in the costs involved. (See accompanying sheet for rough estimates of the cost to a Rolling Prairie Libraries' library).

20% State Funding:

- 1) Continuation of the process of increasing the number of libraries participating in a shared automated circulation control system.
- 2) Provide needed equipment at Decatur Public Library and Lincoln Library to increase the resource-sharing capability of their automated circulation systems. (Decatur Public and Lincoln Library)

Possible Priorities for Second Year's Grant

80% State Funding:

- 1) Upgrade our CLSI processor from a model 1A to a model 1B. Upgrading the processor will raise the number of terminals which it can handle from the current level of 15 to 39, thereby increasing the number of libraries which can share in the use of our computer. (Rolling Prairie and Decatur Public Libraries)
- 2) Provide a linking device between our OCLC terminal and our CLSI system. Use of this device will mean that records found in OCLC data base can be automatically entered into our CLSI computer. (Rolling Prairie Libraries)
- 3) Provide terminal at Rolling Prairie Libraries headquarters for the purpose of increased resource sharing. (Rolling Prairie Libraries)

50% State Funding:

As the storage room of the CLSI permits, invite selected Rolling Prairie Libraries to participate in a shared automated circulation control system. Participating libraries would need to have a collection which would expand the system's total resources for the purposes of Interlibrary Loan. Participating libraries would need to find it economically feasible to share in the costs involved. (See accompanying sheet for rough estimates of the cost to a Rolling Prairie Libraries' library).

20% State Funding:

- 1) Continuation of the process of increasing the number of libraries participating in a shared automated circulation control system.
- 2) Provide needed equipment at Decatur Public Library and Lincoln Library to increase the resource-sharing capability of their automated circulation systems. (Decatur Public and Lincoln Library)

Suggested Priorities for Third Year's Grant

80% State Funding:

- 1) If needed at the time, expand the storage of the CLSI processor from 132 million characters to a higher figure. The next two steps beyond 132 million characters are 198 million and 264 million. (Participating libraries)
- 2) Expand the records in the CLSI data bank to include subject headings and other types of information now found in the card catalog. This process is called "blowing up the record" and would enable us to eventually eliminate the maintenance of a paper card catalog. (Participating libraries)

50% State Funding:

- 1) Continuation of the process of blowing up our records. (Participating libraries)
- 2) Make terminals and storage space available on a shared cost basis to interested Rolling Prairie Libraries. (See accompanying sheet)

20% State Funding:

- 1) Continuation of the process of making terminals and storage space available on a shared cost basis to interested Rolling Prairie Libraries.
- 2) Continuation of the process of providing needed equipment at Decatur Public Library and Lincoln Library to increase the resource-sharing capability of their automated circulation systems. (Decatur Public and Lincoln Library)

Estimated Cost of Participation in the CLSI Circulation Control System

Some of the cost of the use of CLSI by a Rolling Prairie Library depends upon the percentage of the central processor (CPU) which the library will need. The estimates given below are based on the assumption that a library needs 10% of the storage. Many Rolling Prairie Libraries might need less. The cost of the first year will be greatly off-set by the availability of grant funds. Operating expenses thereafter, however, will be primarily the responsibility of the local library.

Start Up Cost for 5% of CPU and 10% of Storage in the 50% Funding Category

Needed Equipment	Local Funds
Terminal	2,750
CPU Port	2,250
5% CPU	2,645
10% Storage	880
Line Installation	240
Zebra Labels	<u>1,500</u>
TOTAL COST	10,265

In addition to the grant funds shown on the first year chart above, each library will also receive .15 per title for each book in its collection. This amount should be subtracted from the local first year cost. For example, a library with 20,000 volumes will receive an additional 3000 dollars.

There is also a possibility that each library would receive an additional 2500 dollar grant the first year.

Labor costs are not included in these estimates. If the local library is not able to automate with existing staff, then it should allow an additional sum for labor.

Annual Operating Costs for 10% of CPU and 10% of Storage

10% CPU Maintenance	1,000
Annual Line Cost	1,500*
Maintenance on Terminal	<u>792</u>
TOTAL COSTS	3,292

*Estimate for average distance.

DECATUR - MACON COUNTY OPPORTUNITIES CORPORATION

1429 North Jasper Street

Decatur, Illinois 62526

Phone: 217/428-2193



September 4, 1979

A COMMUNITY ACTION AGENCY
EMERGENCY ENERGY PROGRAM

1429 North Jasper Street
428-2193

SENIOR CITIZENS
NUTRITIONAL PROGRAM

1306 North Warren
428-4148
350 East Waggoner
921 North Jasper Street
1096 West Decatur
411 East Decatur
904 East Cleveland
Argenta, Illinois
Warrensburg, Illinois
Mt. Zion, Illinois
Blue Mound, Illinois

ANNA WATERS HEAD
START CENTER

618 East Orchard
428-9589

LONGVIEW COMMUNITY
DAY CARE CENTER

406 Longview Place
429-4799

OUTREACH CENTERS

564 Longview Place
429-0636
Old Circle Inn, Harristown
963-2767
Mount Zion
1-864-2123

SENIOR OPPORTUNITIES
& SERVICES

921 North Jasper
422-0735

MARTIN LUTHER KING
SENIOR CENTER

921 North Jasper Street
422-0735

Mr. Dean Holcomb,
President
Decatur Public Library
247 East North Street
Decatur, Illinois 62523

Dear Mr. Holcomb:

The Executive Committee, of the Decatur-Macon County Opportunities Corporation meet with representatives of the Decatur Public Library on August 30, 1979.

At this meeting, the Executive Committee voted to continue our present lease agreement at the same rental rate until February 29, 1980. DMCOC will keep the Library Board informed regarding our future intentions for either leaving or remaining at the Evans Branch Library facility in accordance with the "(90) day notice" provision outlined, in our present lease.

If the DMCOC Board decides to remain at 1429 N. Jasper than a new rental fee will be negotiated between DMCOC Board and Decatur Library Board that would go into effect beginning March 1, 1980.

Sincerely,

A handwritten signature in blue ink that reads 'Tomajor Bond'.

Mr. Tomajor Bond,
Vice President

TB/mg

CC: David Marshall
Robert Dumas



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



September 21, 1979

Mr. Tomajor Bond, Vice President
Decatur-Macon County Opportunities Corporation
1429 North Jasper Street
Decatur, Illinois 62526

Dear Mr. Bond:

This is to acknowledge your letter of September 4, 1979 on behalf of the Board of Directors of the Decatur-Macon County Opportunities Corporation regarding re-instatement of the provisions of the lapsed lease to the property at 1429 North Jasper. The Library Board of Directors at their meeting yesterday received your letter and voted acceptance of the terms set forth in it.

Sincerely,

Robert H. Dumas
City Librarian

RHD/hs

cc: Ms. Gail Evans, Executive Director
Decatur-Macon County Opportunities Corp.

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU AUG 31, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	117,205.00	0.00	186,623.67	69,418.67	
CURRENT YEAR TAXES	991,230.00	0.00	0.00	991,230.00	
PRIOR YEAR TAXES	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	10,000.00	1,510.01	4,193.32	5,806.68	
LIBRARY FINES & FEES	163,000.00	2,112.50	7,597.03	8,902.07	
NON-RESIDENT FEES	100.00	132.93	224.00	276.00	
DUPLICATE BOOKS	2,300.00	334.73	801.90	1,498.40	
PRINTS MADE ON COPY MACHINE	700.00	101.88	260.32	439.68	
ILL. ST. PER CAPITA GRANT	0.00	0.00	24,422.34	24,422.34	
MISCELLANEOUS INCOME	5,700.00	687.22	2,358.14	3,341.86	
TOTAL REVENUE	1,143,835.00	4,881.74	226,681.32	917,153.68	19.82

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	643,804.00	0.00	64,145.16	200,340.49	443,463.51	
102	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	97,826.00	0.00	0.00	7,030.33	90,795.67	
106	EMPLOYMENT COMPENSATION	3,180.00	0.00	0.00	833.07	2,346.93	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,194.81	4,856.40	11,500.60	
109	TEMPORARY SALARIES	19,250.00	0.00	1,133.72	6,280.82	12,969.18	
201	ADVERTISING	50.00	42.00	112.24	280.56	17.44	
202	PRINTING & BINDING	5,000.00	3,233.50	1,600.00	1,780.35	1,219.65	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	2,157.38	279.02	1,701.16	8,298.84	
212	SERVICE TO MAINTAIN IMPROV OTHER THAN BLDGS	650.00	200.00	27.59	81.72	368.29	
215	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	5,296.50	351.00	3,366.37	3,057.13	
216	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	4,150.00	861.92	206.00	793.30	2,494.78	
221	AUDITING PROFESSIONAL SERVICES	600.00	650.00	0.00	0.00	50.00	
231	OTHER PROFICIENCY	1,000.00	425.00	0.00	267.05	307.95	
233	ELECTRICITY	33,000.00	5,183.08	2,494.71	2,494.71	18,317.29	
234	TELEPHONE	7,000.00	4,240.00	575.14	2,390.69	1,534.17	
243	MAIL	1,000.00	266.64	65.07	126.18	1,508.15	
245	CONFERENCE ATTENDANCE EXPENSE	3,151.00	0.00	42.03	73.74	2,377.26	
288	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	4,000.00	3,630.00	333.87	978.48	3,021.52	
310	GAS OIL & ANTIREEZE	150.00	0.00	0.00	1,248.50	1,098.50	
320	JANITORIAL SUPPLIES	1,500.00	75.80	67.13	209.42	59.58	
324	MATERIALS TO MAINTAIN BLDINGS & IMPROVMT	4,000.00	357.80	1,267.66	1,413.11	2,229.09	
334	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	781.52	436.90	731.85	1,768.15	
340	MEDICAL & LABORATORY SUPPLIES	2.00	0.00	0.00	1.62	0.38	
342	OFFICE SUPPLIES	15,600.00	2,741.04	1,162.24	6,738.29	6,120.67	
402	CONFERENCES	41,200.00	0.00	0.00	25.00	41,175.00	
403	TRANS TO G.F. (ADMIN SERV)	12,415.00	0.00	0.00	2,069.16	10,345.84	
415	SERVICE RECOGNITION PAYROLL	1,140.00	0.00	65.00	285.00	855.00	
423	INSURANCE	10,000.00	400.00	0.00	2,499.00	7,101.00	
TOTAL OPERATING EXPENDITURES	956,322.00	33,426.38	75,058.85	257,205.91	665,689.51	26.90	

515	OFFICE MACHINERY & EQUIPMENT	24,500.00	7,000.00	1,176.38	4,080.38	13,419.62	
520	OTHER MACHINERY & EQUIPMENT	24,256.00	24,256.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	100,000.00	1,870.24	5,057.90	27,008.96	71,120.80	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU AUG 31, 1979

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION OUTSTANDING	PURCHASE ORDERS CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525-A	AUDIO VISUAL MATERIALS	7,000.00	1,033.21	4,126.42	210.15-	
	TOTAL CAPITAL OUTLAY	155,756.00	7,267.59	35,215.76	84,330.27	22.61
	TOTAL EXPENDITURES	1,112,078.00	82,328.55	292,421.67	750,019.78	26.30

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1979 THRU AUG 31, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	36,851.00	0.00	40,419.94	3,556.94	
CURRENT YEAR TAXES	113,470.00	0.00	0.00	113,470.00	
PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	2,000.00	0.00	1,567.94	432.06	
TOTAL REVENUE	152,333.00	0.00	41,987.88	110,345.12	27.56

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	0.00	100.00	0.00
410	PRINCIPAL & INTEREST	113,470.00	0.00	0.00	6,735.00	106,735.00	5.94
	TOTAL EXPENDITURES	113,570.00	0.00	0.00	6,735.00	106,835.00	5.93

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1979 THRU AUG 31, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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FUND BALANCE MAY 1, 1979	55,743.00	0.00	56,271.99	528.99	
INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	3,500.00	2,156.77	2,502.77	997.23	
TOTAL REVENUE	59,243.00	2,156.77	58,774.76	468.24	99.21

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E I A
MAY 1, 1975 THRU AUG 31, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	0.00	0.00	0.00	0.00	
TRANS FROM CITY OF DECATUR	24,963.00	2,456.77	9,178.24	15,784.76	
TOTAL REVENUE	24,963.00	2,456.77	9,178.24	15,784.76	36.77

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	21,086.00	0.00	1,267.81	9,422.02	11,663.98	
103	RETIREMENT FUND	3,170.00	0.00	530.59	2,581.93	1,798.07	
107	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	44.42	288.73	411.27	
107 A	GROUP LIFE INSURANCE	7.00	0.00	5.16	33.54	26.54	
109	TEMP SALARIES	0.00	0.00	314.16	314.16	314.16	
	TOTAL OPERATING EXPENDITURES	24,963.00	0.00	2,262.14	11,440.38	13,522.62	45.83
	TOTAL EXPENDITURES	24,963.00	0.00	2,262.14	11,440.38	13,522.62	45.83

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1979 THRU AUG 31, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
56 REVENUE	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	60.00	0.00	106.87	46.87-	
799 MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	2,215.00	0.00	2,108.23	106.77	95.18

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
57746	Marriage & Family Newsletter	Books	1.90
57747	Tafnew Press	"	2.00
57748	U S Government	"	4.90
57749	Peter Eaton	"	11.90
57754	Postmaster	Postage	28.70
57774	"	"	300.00
57798	Treas-% Payroll Fund	Pd ending 8-8-79	941.71
57849	Treas-% Employee's Ins Fund	Life & hosp ins	1,244.39
57810	The Voice	Advertising expense	32.50
57933	Dr Herbert J Bavor	Professional services	57.00
58064	Treas-% Payroll Fund	Pd ending 8-15-79	22,058.22
58080	Treas-% Petty Cash Fund	Reimbursement	101.97
58111	The Anchorage	Books	2.40
58112	Audio Buff Co., Inc.	Audio visual materials	1,033.31
58113	Robert Bentley, Inc.	Books	28.09
58114	Bluegrass Unlimited, Inc.	"	8.00
58115	Boland Electric Supply	Electrical supplies	15.40
58116	Clark Boardman Co.	Books	1.48
58117	Congressional Quarterly, Inc.	"	6.75
58118	Dash Disposal	Service for month	15.00
58119	Carl Davis	Maintenance training	21.48
58120	Decatur Memorial Hospital	Professional services	6.55
58121	" Tent & Awning	Janitorial supplies	60.00
58122	Downtown Decatur Council, Inc.	Parking for August	300.00
58123	Peter Eaton	Books	46.97
58124	Englewood Electric Corp.	Lamps	1,154.83
58125	Fordham Equipment Co.	Office supplies (book covers)	839.84
58126	Green Tiger Press	Books	9.95
58127	Haines & Essick Co.	Office supplies	25.18
58128	Herb's Audio Service	Cassettes installed	113.88

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
58129	Holt, Rinehart & Winston, Inc.	Books	17.50
58130	Ill Bell Telephone Co.	Telephone service	575.14
58131	Jan San Supply Co.	Janitorial supplies	23.02
58132	Laval Publ Co.	Books	5.90
58133	3 M Business Products Sales	Office supplies	40.07
58134	John Muir	Books	34.44
58135	Norman's Cleaners	Laundry service	10.69
58136	Official Airline Guides, Inc.	Books	76.80
58137	Otis Elevator Co.	Service for month	246.02
58138	Rolling Prairie Libraries	Computerized circulation system	1,213.70
58139	Schuerman Key Shop	New locks	50.10
58140	Smith Scharff Paper Co.	Paper supplies	34.97
58141	Treas-% Water Revenue Fund	Water bill	65.07
58142	West Publ Co.	Books	76.50
58143	Wood Printing Co.	Printed forms	426.50
58906	Decatur Herald & Review	Advertising expense	79.74
58975	Treas-% Payroll Fund	Pd ending 8-22-79	1,118.41
59053	Alfonsi News	Books	4.48
59054	American Library Assn.	"	4.50
59055	Baker & Taylor - New York	Books	290.05
59056	" Chicago	"	3,356.47
59057	Bergdorf Goodman	"	3.00
59058	Harriet Berbaum	Office supplies	12.29
59059	R R Bowker	Books	27.50
59060	Consumer Info Center	"	1.40
59061	Demco Educational Corp.	Office supplies	67.02
59062	Doubleday & Co.	Books	648.61
59063	Gale Research Co.	"	64.60
59064	Goodyear Tire Co.	<i>Tires</i> Tires & repairs	447.90
59065	Haines & Essick Co.	Office supplies	32.64

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
59066	Harvard U Center for IntlAffairs	Books	7.81
59067	Highsmith Co.	Office supplies	27.56
59068	Indianapolis News	Books	68.50
59069	Josten's Library Services	Office supplies	54.56
59070	K & G Trailer Mart	Trailer repair	195.00
59071	Library Cards Ltd.	Catalog cards	307.51
59072	3 M Business Products	Repair service	157.00
59073	Modern Business Systems, Inc.	Service to copier	58.00
59074	NAEYC	Books	1.75
59075	Natl Assn of Plumbing	"	47.50
59076	Natl Fire Protection Assn.	"	30.00
59077	Neiman Marcus	"	2.00
59078	New York Literary Forum	"	11.75
59079	Octemeron Associates	"	1.50
59080	Public Documents Dist Center	"	6.50
59081	Rossiters	Repair to typewriter	36.00
59082	Toledo Lucas Cty Public Library	Books	2.00
59083	Helen Cox Tregillis	"	7.25
59084	Yorke Medical Books	"	38.95
59146	Treas-% Payroll Fund	Service recog pay	65.00
59335	Treas-% I M R Fund	July & Aug retirement (Ceta)	530.59
59344	Treas-% Payroll Fund	Pd ending 8-29-79	21,686.09
TOTAL DECATUR PUBLIC LIBRARY			<u>\$84,612.83</u>

Bob Dumas

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS

Consent of the Council is hereby requested for the appointment by the Mayor of the following named as members of the boards or commissions set opposite their respective names to serve terms expiring upon the dates set opposite their respective names, or until their respective successors are appointed and qualified:

Dorothy Morey	Decatur Metropolitan Exposition Auditorium and Office Building Board	10/27/82
Larry Lawler	Decatur Metropolitan Exposition Auditorium and Office Building Board	10/27/82
Robert Kopetz	Decatur Metropolitan Exposition Auditorium and Office Building Board	10/27/82
Sharon Rueter	Library Board of Directors	7/1/81

DATED this 15 day of October, 1979.

MAYOR

RESOLUTION NO. R 79-215

RESOLUTION APPROVING APPOINTMENTS

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That consent of the Council be, and it is hereby, given to the appointment by the Mayor of the persons aforesaid as by said Mayor requested, which said request be, and it is hereby, received, placed on file and approved.

PRESENTED AND ADOPTED this 15 day of October, 1979.

J. P. Doly

MAYOR PRO-tem

ATTEST:

Phyllis E. Sande

CITY CLERK

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS

Having received your consent I hereby appoint the persons named in the foregoing request by you approved as therein requested.

DATED this 15 day of October, 1979.

MAYOR

DECATUR PUBLIC LIBRARY
OCT 22 1979
DECATUR, ILL

DECATUR PUBLIC LIBRARY
OCT 2 1979
DECATUR, ILL

