



BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 18, 1984

- I. CALL TO ORDER
MARSHALL SUSLER, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 20, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - B. PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. CONSIDERATION OF SALARY OF CITY LIBRARIAN
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - October 18, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held October 18, 1984 in the board room of the main library.

Members Present:

Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

Members Absent:

Mrs. Alpi

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

In the absence of the President and Vice President, those present appointed Shirley Moore to act as President Pro Tem until the arrival of the Vice President. Mrs. Moore called the meeting to order at 4:45 p.m.

The minutes of the regular meeting of September 20, 1984 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas informed that circulation is down again this month but not as bad as it was last month - 15% last month and only 5% this month, so we hope we are turning it around. Circulation for the year-to-date is a minus 1/10 of 1%.

Further reporting Mr. Dumas stated the computer has been up and down for the last two weeks while construction on the computer room is being done at RPL, and Mr. Johnson has informed Miss Anderson they expect to be down again for about two or three weeks while the work progresses. In the meantime throughout the Library we are trying to reduce the backlog of work created by the downtime. Mrs. Rossiter asked when we expect delivery of the DPL computer and Mr. Dumas responded it is expected around December 1. We asked CLSI representatives how long we would be down at that time and they said approximately one week if everything goes well and possibly three weeks if it doesn't. CLSI has not as yet notified me as to the particular method they plan to use to make the changeover, Mr. Dumas advised.

Mr. Dumas stated he had received a telephone call from the Morrisonville Library regarding the conversion of RPL to a multitype system. They wanted to know if they voted against the conversion if they would be excluded from the System. I assured them this would not be true and referred them to the rules of governance. The Librarian at Pana also called two or three days ago, Mr. Dumas continued, and informed they had rejected the conversion and were not sure how RPL was to

be notified of their decision as the Resolution provided by RPL was so positively stated. I advised them a letter to the RPL Board of Directors advising them of the rejection should suffice, Mr. Dumas stated. Mrs. Moore asked if there was any word from Springfield on this matter, and Mr. Dumas answered negatively.

Further reporting, Mr. Dumas announced the Friends book sale on October 6 netted \$1,975.75, the second most successful sale on record.

We have been having a little theft problem in the Library, Mr. Dumas informed. Staff had reported several books being returned upon which the classification number had been changed on the spine and the Zebra number changed on the pocket, and these books being returned did not even belong to the Library. A novel had been doctored so that it would be checked in as a relatively more expensive book on WW II history. We alerted the Circulation desk and shortly thereafter it was reported a number of books had been returned without book jackets and gave some indication of having been tampered with. If this "altering" of books were allowed to continue, it would have destroyed the integrity of our circulation system, Mr. Dumas noted. After this had gone on for three or four weeks, Miss Anderson spotted the patron she knew responsible for returning books without covers and informed Mr. Seidl. Mr. Seidl called the Police, who had been previously briefed, the man was arrested, and confessed. The theft has been termed a Class A Misdemeanor Mr. Dumas informed. Mr. Mueller commented that all security measures are great, but the vigilance of the Staff is of vital importance.

Continuing, Mr. Dumas noted at the last meeting of the Board he was asked to inquire into the charge of the Reciprocal Borrowing Committee recently established by the Rolling Prairie Board, upon which no member of the Decatur Board had been appointed. Mr. Plotzke was called and was asked about the Committee and was reminded of a previous meeting with him when it had been decided that all affected libraries would participate in the settling of the problem. Mr. Dumas questioned why DPL had been excluded from the newly formed Committee inasmuch as this Library is the one most affected by the reciprocal borrowing privilege. Mr. Plotzke said he did not know why, and that Nina Wunderlich, President of the RPL Board, had appointed the Committee.

I have to report a bit of sad news, Mr. Dumas stated; Mrs. Nichols, our Children's Librarian, has tendered her resignation so that she may join her husband who has taken a fine career-furthering position in Texas. Mrs. Nichols has been with us for two years and has done an excellent job while here, Mr. Dumas noted.

There will be a meeting in Bloomington which I plan to attend on October 26 of the Directors of larger libraries in Illinois, Mr. Dumas announced. Theoretically the meeting is called as a result of problems in larger libraries in the System. Since the problems being discussed

will in large measure be policy matters, I am going to suggest that probably members of library boards should be in attendance at future meetings, Mr. Dumas concluded.

Mr. Susler took over the Chair of the meeting at this time.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of Library bills through September 30, 1984. After clarification of several items on the bill list, Mrs. Rossiter seconded the motion and it was approved by a roll-call vote.

Mrs. Jackson stated the Personnel and Public Relations Committee had not met this month and had nothing to report at this time.

Under Old Business, Mrs. Moore moved that it be recommended to the Rolling Prairie Board that a representative of the Decatur Board be appointed to serve on the RPL Reciprocal Borrowing Committee inasmuch as she felt this Library certainly should have input on such a Committee. Mr. Grieve seconded the motion, stating he felt such a recommendation should be made in "strong terms". The motion was approved unanimously.

Mrs. Moore, stating she hoped it was not too late, moved that our Board leadership, Mrs. Alpi and/or Mr. Susler, contact personally representatives of the Springfield and Effingham libraries regarding the multi-type conversion of the System. Mr. Seidman seconded the motion and it was approved.

Mr. Dumas noted that in previous discussion Mr. Marshall had wondered if this Library would be subjected to adverse reaction by the State Library because of our position on the multitype conversion, and I answered I thought they were too professional for that sort of thing, Mr. Dumas stated. About a week ago Debbie Simpson of the State Library called and wanted to know what books we are going to buy and to what collections we are going to add, with our per capita grant funds. Debbie said that the Director of the State Library, Bridget Lamont, had come into her office inquiring about per capita grant applications and asked her about two or three specifically. Mrs. Lamont later stated "Decatur is going to have to give us more information than that". I told Debbie the state standards called for us to have something like 400,000 books and there were scarcely any books we could buy, any collection in the Library, that would not benefit from additional books. She asked me to put that in a statement and send it over to her, which I did, Mr. Dumas concluded. Mr. Susler asked Mr. Dumas to keep a diary of all such calls.

At this time, 5:35 p.m., Mr. Susler asked that the Board convene in Executive Session to discuss a personnel matter.

The Board reconvened in regular session at 5:55 p.m. Mr. Susler stated a motion had been made by Mr. Marshall that the matter of salary be referred to the Personnel and Public Relations Committee for discussion

and that this Committee report with a recommendation at the next meeting of the Board. Mrs. Moore seconded the motion, and it was approved.

The meeting was adjourned at 5:58 p.m. by the Vice President.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

September, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	25,765	1,996	21,152	48,913	620,299
1983 -	28,514	2,287	20,586	51,387	631,257
A-V Materials, 1984 -	3,242	--	213	1,307	44,850
1983 -	2,091	--	292	1,562	37,238
Total Circulation, 1984 -	29,007	1,996	21,365	50,220	665,149
1983 -	31,605	2,287	20,878	52,949	668,495

TECHNICAL PROCESSING

Cataloging

New books added	1,189
New titles added	339
Books withdrawn	1,700
Books mended	888

Acquisitions

Books checked in	1,236
Telephone Directories	2
Pamphlets	169
Gifts	365

Materials in the State of Processing

Materials (physical items) -	765
Titles -	474

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1983/84</u>	<u>YTD Expended 1984/85</u>	<u>Unencumbered</u>
Personal Services	1,217,726	424,539	452,509	765,217
Operating	230,152	74,702	80,144	150,008
Capital and Books	279,816	63,078	87,653	192,163

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	--	--	7
Library Assistants	8 + 5 (400 hrs)	--	--	8 + 5 (400 hrs)
Clerical	21 + 20 (1396 hrs)	--	1	22 + 20 (1280 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services

Computer Downtime for Month: 10 hours, 25 Minutes

MEMORANDUM OF AGREEMENT

WHEREAS, Decatur Public Library (Decatur) by resolution dated June 6, 1984, and Rolling Prairie Library System (Rolling Prairie) by resolution dated June 12, 1984, have agreed to the purchase by Rolling Prairie of certain jointly owned computer equipment; and

WHEREAS, the agreement of the parties was conditional upon Decatur permitting dial access to Decatur's data base by Rolling Prairie and the participants in the Rolling Prairie CLSI data base system; and

WHEREAS, the transfer of the jointly owned computer equipment to Rolling Prairie and the payment of the purchase price for said computer equipment will be completed prior to the implementation of dial access facilities into Decatur's data base.

NOW, THEREFORE, the parties make this Memorandum of their agreement as follows:

1. Decatur agrees that it will allow Rolling Prairie and participants in the Rolling Prairie CLSI data base system to have dial access to the computer data base maintained by Decatur Public Library for the purpose of inquiring into the holdings of the Decatur Public Library.

2. Rolling Prairie agrees that it will allow Decatur to have dial access to the computer data base maintained by Rolling Prairie for the purpose of inquiring into the holdings of participants in that data base.

3. Rolling Prairie and its data base participants shall have the right to immediately institute access, or they may defer the commencement of access to any later date deemed appropriate by Rolling Prairie.

4. Rolling Prairie shall pay appropriate initial costs for necessary equipment for the dial access.

5. This Agreement shall remain in effect so long as Decatur Public Library is a member in the Rolling Prairie Library System or termination is agreed to by both parties to the Agreement.

Pursuant to authority granted by resolutions of Decatur and Rolling Prairie, this Memorandum of Agreement is signed this 31st day of October, 1984.

DECATUR PUBLIC LIBRARY

By Marshall A. Suter
Vice-President

ROLLING PRAIRIE LIBRARY SYSTEM

By Nina Wundel
President

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1984 THRU SEP 30, 1984

% OF EST.

REVENUE ITEMS	ESTIMATED RECEIPTS	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	513,409.00	0.00	602,101.87	88,692.87-	
CURRENT YEAR TAXES	1,197,500.00	943,614.52	1,077,696.86	119,803.14	
PREVIOUS YEAR TAXES	0.00	0.00	0.00	0.00	
REPLACEMENT TAX	90,000.00	18.12	37,684.65	52,315.35	
INTEREST ON INVESTMENTS	35,000.00	2,614.59	17,486.61	17,513.39	
LIBRARY FINES & FEES	25,000.00	1,901.32	12,320.57	12,679.43	
728A NON-RESIDENT FEES	2,500.00	352.00	2,220.00	278.00	
729 LOST & DAMAGED BOOKS	2,500.00	265.99	1,397.91	1,102.09	
730 PRINTS MADE ON COPY MACHINE	49,900.00	90.42	482.43	49,417.57	
733 ILLUST PER CAPITA GRANT	49,400.00	0.00	0.00	49,400.00	
733 MISCELLANEOUS INCOME	22,000.00	359.40	9,046.36	12,953.64	
TOTAL REVENUE	1,940,709.00	949,216.36	1,760,437.26	180,271.74	90.71

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101 A	REGULAR SALARIES	1,000,099.00	0.00	69,954.75	371,667.02	628,431.98	
102	STRAIGHT OVERTIME	2,000.00	0.00	68.64	383.68	1,616.32	
103	RETIREMENT FUND	142,710.00	0.00	9,969.82	53,071.75	89,638.25	
105	WORKMEN'S COMPENSATION	25,112.00	0.00	426.00	2,130.00	2,982.00	
106	EMPLOYMENT COMPENSATION	10,382.00	0.00	865.16	4,325.80	6,056.20	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	31,963.00	0.00	2,662.58	13,317.90	18,645.10	
109	TEMPORARY SALARIES	24,460.00	0.00	902.89	7,612.44	16,847.56	
201	ADVERTISING	500.00	0.00	4.62	176.55	323.45	
202	PRINTING & BINDING	6,500.00	0.00	15.69	208.37	6,291.63	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	267.16	1,561.80	8,438.20	
212	SERVICE TO MAINTAIN IMPROV OTHR THAN BLDGS	20,500.00	0.00	10.00	128.45	20,371.55	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	20,500.00	0.00	38.00	6,171.17	14,228.83	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	296.26	6,215.24	284.76	
221	AUDITTING SERVICES	1,500.00	0.00	0.00	0.00	500.00	
229	OTHER PROPERTY	1,500.00	0.00	35.00	1,388.00	398.00	
231	ELECTRICITY	17,500.00	0.00	5,699.10	26,084.70	49,515.30	
233	TELEPHONE	500.00	0.00	1,157.45	7,389.05	9,610.95	
234	WATER	500.00	0.00	136.88	294.24	205.76	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,181.00	0.00	10.00	1,874.83	2,907.17	
242	POSTAGE	5,000.00	0.00	32.20	2,749.83	2,850.17	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,415.00	0.00	0.00	0.00	1,415.00	
288	RENTALS	5,700.00	0.00	74.69	1,705.15	3,994.85	
319	GAS, OIL, FUEL & ANTIREEZE	2,500.00	0.00	225.14	838.92	1,661.08	
312	JANITORIAL SUPPLIES	2,200.00	0.00	31.10	478.24	1,721.76	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	10,000.00	0.00	630.90	2,881.39	7,118.61	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	270.31	669.60	830.40	
329	MEDICAL SUPPLIES	5.00	0.00	6.43	6.43	1.57	
343	OFFICE SUPPLIES	18,000.00	0.00	931.44	9,419.12	8,580.88	
402	CONTINGENCIES	10,000.00	0.00	0.00	0.00	10,000.00	
403	TRANS TO G F (ADMIN SERV)	20,216.00	0.00	1,684.66	8,423.30	11,792.70	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1984 THRU SEP 30, 1984

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

415	SERVICE RECOGNITION PAYROLL	1,713.00	0.00	245.00	695.00	1,018.00	
423	INSURANCE	10,147.00	0.00	845.58	4,227.90	5,919.10	
499	SMALL CAPITAL ITEMS	2,375.00	0.00	353.04	1,552.91	822.09	
	TOTAL OPERATING EXPENDITURES	1,447,878.00	0.00	97,843.24	532,652.72	915,225.28	36.79
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	54,816.00	0.00	0.00	12,285.00	42,531.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	180,000.00	0.00	13,903.64	64,950.30	115,049.70	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	3,091.31	10,418.29	34,581.71	
	TOTAL CAPITAL OUTLAY	279,816.00	0.00	16,994.95	87,653.59	192,162.41	31.33
	TOTAL EXPENDITURES	1,727,694.00	0.00	114,838.19	620,306.31	1,107,387.69	35.90

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

MAY 1, 1984 THRU SEP 30, 1984

REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
518 FUND BALANCE MAY 1, 1984	24,169.00	0.00	24,372.80	203.80-	
524 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
731 INTEREST SAVINGS	500.00	89.85	1,303.20	803.20-	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	24,669.00	89.85	25,676.00	1,007.00-	104.08
BUDGET AND PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF					
OBJECT CODE	APPROPRIATION	OUTSTANDING	EXPENDITURES	EXPENDITURES	BALANCE EST.
58 EXPENDITURES	24,000.00	0.00	0.00	0.00	24,000.00 0.00
TOTAL EXPENDITURES	24,000.00	0.00	0.00	0.00	24,000.00 0.00

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1984 THRU SEP 30, 1984

REVENUE ITEMS

OBJECT CODE	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	3,289.00	0.00	3,667.31	378.31-	
524	0.00	0.00	0.00	0.00	
799	300.00	9.65	146.56	153.44	
	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,489.00	9.65	3,813.87	675.13	84.96

BUDGET AND PURCHASE ORDERS CURRENT MONTH EXPENDITURES

OBJECT CODE	BUDGET AND PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	3,000.00	0.00	12.14-	1,947.77	35.07
TOTAL EXPENDITURES	3,000.00	0.00	12.14-	1,947.77	35.07

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
17224	TREAS PETTY CASH FUND	REIMBURSEMENT	26.11
17161	ILL POWER CO	POWER FOR MONTH	2,699.10
17057	JOHN WILEY & SONS INC	BOOKS	19.23
17056	WORLD TENNIS	BOOKS	27.94
17055	TREAS-UNEMPLOYMENT FD	UNEMPLOYMENT	865.16
17054	TREAS UNON MED INS ES	INSURANCE	1,271.58
17053	TREAS & MED INS ESCROW	INSURANCE	2,663.58
17052	TREAS GENL OPERATING FUND	ADM, SUPPLIES	1,707.40
17051	STANDARD & POOR CORP	BOOKS	330.00
17050	REGENT BOOK CO INC	BOOKS	124.00
17049	READER'S DIGEST FND BLIND	BOOKS	8.92
17048	OTIS ELEVATOR CO	MAINTENANCE	267.16
17047	NEW YORK MAGAZINE	BOOKS	29.00
17046	NEW WORLD RECORDS	AUDIO VISUAL	29.30
17045	NATL GEOGRAPHIC SOCIETY	BOOKS	81.00
17044	NATL GEOGRAPHIC SOCIETY	BOOKS	37.72
17043	NATIONAL ARCHIVES	AUDIO VISUAL	182.00
17042	MECHANIX ILLUSTRATED	BOOKS	32.88
17041	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	607.24
17040	HERALD & REVIEW	BOOKS	73.23
17039	GENTLEMEN'S QUARTERLY	BOOKS	36.00
17038	GAYLORD BROS	OFFICE SUPPLIES	27.88
17037	FURROWS BLDG MATERIALS	LUMBER	20.28
17036	BOLAND ELECTRIC SUPPLY	ELECT SUPPLIES	374.43
17035	BLOCK & CO	DISPLAY STAND	323.04
17034	BADOREKS GARAGE	REPAIR SERVICE	122.03
17033	ASSOCIATED CALCULATORS	AUTO PARTS	6.72
16982	TREAS PAYROLL FUND	PAYROLL	4,620.63

TOTAL OF ALL VOUCHER CHECKS = 49,790.22

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
17260	TREAS PAYROLL FUND	PAYROLL	26,233.62
17261	AUDIO BUFE CO INC	AUDIO VISUAL	424.91
17262	R. R. BOWKER	BOOKS	5.41
17263	CATS MAGAZINE	BOOKS	1.50
17264	COBBLESTONE	BOOKS	11.50
17265	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	14.39
17266	DIRT WHEELS MAGAZINE	BOOKS	14.88
17267	DISCOVER	BOOKS	15.00
17268	FURKORS BLDG MATERIALS	LUMBER	11.76
17269	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	251.43
17270	ILLINOIS HISTORY	BOOKS	3.00
17271	J & L DRYWALL SUPPLY	SUPPLIES	7.62
17272	LIFE	BOOKS	24.00
17273	MALJACK PRODUCTIONS INC	AUDIO VISUAL	619.66
17274	MEANS SERVICE CENTER	LAUNDRY SERVICE	10.25
17275	PRS VIDEO	AUDIO VISUAL	70.00
17276	PITNEY BOWES	POSTAGE METER RENT	23.00
17277	REPUBLIC & GAZETTE	BOOKS	18.00
17278	SCIENCE BOOKS & FILMS	BOOKS	20.00
17279	SUPERIOR JANITORIAL SERV	JANITORIAL	19.20
17280	TREAS WATER FUNDS	WATER BILL	128.88
17281	VALUE LINE	BOOKS	242.00
17282	WORLDWIDE TAPE DISTRIBUTOR	AUDIO VISUAL	28.90
17306	POSTMASTER	POSTAGE	14.10
17310	TREAS CENTRAL SERVICE FND	GASOLINE	113.48
17311	UNIVERSITY MICROFILMS INT	BOOKS	383.86
17416	HERALD & REVIEW	ADVERTISING	1.62
17432	MEDCENTER OF DECATUR INC	PROF SERVICES	52.00
17463	TREAS ILL MUNI RETIREMENT	SEPT RETIREMENT	9,969.82
TOTAL OF ALL VOUCHER CHECKS			20,403.22

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VOUCHER #

PAYMENTS MADE TO:

FOR:

AMOUNT

PAGE 2

TOTAL OF ALL VOUCHER CHECKS = 14,692.74