



BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 19, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING NOVEMBER 17, 1983
 - B. SPECIAL BOARD MEETING DECEMBER 19, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills for November and December
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendments to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
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 - January 19, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held January 19, 1984 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Jackson

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the President, Sharon Alpi.

There being no regular meeting of the Board for the month of December due to lack of a quorum, the minutes of the regular meeting of November 17, 1983 were approved as printed and mailed. The minutes of the special meeting of the Board on December 19, 1983 were also approved as mailed.

In his monthly report to the Board, Mr. Dumas noted in the packet sent to the Board he had included data he compiles each year describing Decatur's standing in comparison with other Illinois libraries population-wise for circulation, expenditures, and other information of interest taken from Illinois Libraries dated November, 1983. For the most part, Decatur looks very good. Also forwarded was a comparison with National Public Library Indexes taken from American Libraries (Sept., 1983). In the 10-year period covered, our circulation increased 32%. In comparison of expenditures of 1980 dollars, the statistics show that our budget has been roughly the same for the last ten years. I think this is significant, as our circulation during this 10-year period has grown something like 100,000 with the same dollar expenditure, Mr. Dumas informed.

Mr. Dumas stated he had a meeting with Chuck Hale, the Millikin University Librarian who has been engaged by Rolling Prairie as a consultant. Mr. Hale's charge seemed to be more or less to mediate between RPL and DPL with respect to the questions we have regarding the computer and to the problem of the expanded data base and authority control. Mr. Hale agreed there is a real problem with the conversion and authority control and he doesn't know what the answer is, because he felt our observations were well founded. He suggested that, if DPL would be agreeable to assume responsibility for authority control, with staff paid for by Rolling Prairie, this might solve the problem. I told him, Mr. Dumas continued, I thought this would probably be agreeable, but that

same proposal had been made to RPL over a year ago and had not been acceptable to them at that time. Mr. Hale advised Hugh Atkinson, the other consultant for RPL, will be coming over soon for further discussion. Mr. Susler stated he was unaware the two consultants hired by Rolling Prairie were to mediate differences and wondered why we didn't have something to say about who the consultants would be, as that is contrary to what we were told their function was. Mr. Marshall stated he did not think we would be committed to any arbitration since they are paying the consultants, and we should have no obligation to buy anything that is said, but should be something we can talk to them about.

Continuing, Mr. Dumas informed a meeting has also been set up with Mr. Plotzke, Mr. Johnson, and a representative from the Illinois State Library to discuss some of the issues which had been proposed by our Ad Hoc Committee when it met with the RPL Board several months ago.

Mr. Dumas advised the Board that the Library has taken steps to terminate a staff member, Mr. Clarence Wheatley. We have submitted a list of charges and specifications to the Decatur Civil Service Commission for his termination. Mr. Wheatley has been making personal telephone calls at night to patrons of the Library. He did not cease doing this after he was instructed to desist.

For the record, Mr. Dumas noted the schedule of meetings of the Board and Personnel and Public Relations Committee, prepared by the Library's attorney, has been sent to the appropriate news agencies and has been posted as required on the Library's bulletin board downstairs.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee, approval of bills for November and December, 1983, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote. Mr. Marshall asked if we had received any responses to our ads for a Y-AV Librarian and Technical Services Supervisor. Mr. Dumas answered there were many responses and two interviews have been scheduled for the Y-AV position and one will probably be scheduled soon for the Supervisor's position. Mr. Grieve wondered if the Library plans to get into the laser disc program, and Mr. Dumas stated - not now, as patrons lack equipment and materials presently available lack variety.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve moved that Article II, "Circulation of Library Materials" of the Code of Library Policy be amended in Section 5 of Paragraph D, by the addition of the following:

- (e) The City Librarian may, at his discretion, cancel charges for phonodiscs returned damaged but which the patron claims were damaged prior to his borrowing them, provided such claims are not made more than three times and are not made for more than a total of three items.

Mr. Mueller seconded the motion. In discussion, Mr. Susler queried why the policy did not include this discretionary power of the City Librarian to all types of material, and Mr. Dumas answered this might be difficult to do at

the present time, but that he might come back to the Board for broader coverage later. The motion as seconded was approved.

Mr. Grieve further moved that the Classification and Pay Plan included as Appendix I in Article III be replaced by the Classification and Pay Plan dated January 19, 1984. Mr. Seidman seconded the motion. Mr. Dumas explained that the Civil Service Commission did a new survey, wrote new job descriptions, and assigned new job titles for library positions, so that the old titles are no longer applicable. Mr. Marshall asked if there were pay grade changes or function changes, and Mr. Dumas answered they remained the same, just new titles. Mr. Seidman asked how restrictive the job titles are, and if duties between different classifications are interchangeable, and Mr. Dumas replied this could be done on a short-term basis. The motion as seconded carried.

As DPL's representative to the Rolling Prairie Board, Mrs. Alpi reported she believes she is beginning to be noticed. In the charge to the two consultants employed by RPL, Mr. Plotzke stated that the computer data base is owned by Rolling Prairie, and I challenged that statement, Mrs. Alpi stated. Mr. Plotzke indicated this was something Mr. Hale and Mr. Atkinson would study.

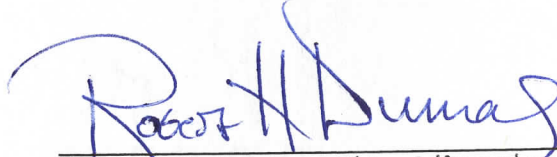
Reporting on her last meeting as a member of the Multitype System Conversion Committee, Mrs. Moore stated her original proposal which we voted on and approved was that the Multitype Board consist of 15 members - 1 for academic, 1 for school, 1 for special, 1 for Springfield, 1 for Decatur, and 10 members for the other 42 public libraries. Mrs. Moore stated they asked her to reconsider her motion and she refused to do so. The counter proposal which will probably come up later for the 15 member board is 2 for academic, 2 for schools, 2 for special, 1 for Springfield, 1 for Decatur, and 7 representing the other 42 public libraries. Mrs. Moore stated the law specifies that 51% of the new board have to be public library trustees and does not exclude librarians. My concern is that we will probably have at least six librarians on the board, and maybe more, without violating the law. I want to know how you feel about it, she concluded. Mr. Marshall observed that the point made by Mrs. Moore earlier about the potential for professional intimidation on a board like that is well taken - we are the experts; this is what should be done. It seems to me, Mr. Marshall continued, that the whole concept hangs on lay control, and I think we should not relinquish that lay control or permit intimidation by professionals. Mrs. Moore stated she felt the public libraries are the basis for the library system and that lay control needs to be assured. Mr. Susler agreed with this and stated he does not like the idea of State control over libraries. "I think it has gone out of our hands, and I intend to express it", Mr. Susler stated. "This is a matter for discussion all over the State and I am afraid there has been very little discussion of it." Mrs. Alpi stated she was in sympathy with Mr. Susler and with Mrs. Moore's frustration. As President, she asked Mrs. Moore and Mr. Susler to comprise a committee, draw up their feelings and resolutions of how they feel the Board should respond, and advise other libraries in the region of our feelings.

Under New Business, Mr. Dumas stated he had forgotten to mention the Library has received a campaign poster photograph of Abraham Lincoln which was donated to the Library by the late Elbert Smith.

Under Old Business, Mr. Marshall expressed his appreciation to the Staff for the Christmas luncheon, and the very fine DPL cookbook.

At this time the President presented Mr. Susler with a wedding gift on behalf of the Board.

The meeting was adjourned at 5:45 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

December, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1983 -	21,430	1,721	12,613	35,764	639,306
1982 -	22,041	1,759	12,060	35,860	591,397
A-V Materials, 1983 -	3,228	--	198	3,426	40,426
1982 -	2,153	--	121	2,274	30,137
Total Circulation, 1983 -	24,658	1,721	12,811	39,190	679,732
1982 -	24,194	1,759	12,181	38,134	621,534

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,095	Books checked in	1,169
New titles added	380	Telephone Directories	106
Books withdrawn	210	Pamphlets	132
Books mended	1,167	Gifts	26

Materials in the State of Processing

Materials (physical items) - 963
Titles - 832

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	671,523	696,366	385,154
Operating	212,741	125,171	121,165	91,576
Capital and Books	221,400	123,103	139,617	81,783

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 5 (400 hrs)	--	½	7 + 6 (480 hrs)
Clerical	21 + 17 (1230 hrs)	--	½	21 + 18 (1390 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian

Computer Downtime for Month: 45½ hours

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9710	TREAS PAYROLL FUND	PAYROLL	32,065.52
9733	DOUBLEDAY & CO INC	BOOKS	400.10
9735	GAYLORD BROS	OFFICE SUPPLIES	9.00
9739	GAYLORD BROS	OFFICE SUPPLIES	50.09
9778	ILL POWER CO	POWER FOR MONTH	4,479.07
TOTAL OF ALL VOUCHER CHECKS =			37,003.78

PRINTED IN U.S.A.

FORM 1411-20-0

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9866	AMERICAN CAMPING	BOOKS	6.95
9867	AMERICAN LIBRARY ASSN	ADVERTISING	90.00
9868	AMERICAN OPINION	BOOKS	15.00
9869	AMERICAS	BOOKS	15.00
9870	BARR FILMS	AUDIO VISUAL	221.00
9871	ASTRO MEDIA CORP	BOOKS	48.00
9872	CFJ	BOOKS	56.57
9873	C L SYSTEMS INC	MAITNENANCE	1,894.86
9874	DORIS CHASE	AUDIO VISUAL	275.00
9875	CANDLELIGHT STUDIOS	AUDIO VISUAL	708.00
9876	CLEARY INTL	AUTO PARTS	14.44
9877	COMPUTYPE INC	LABELS	1,596.10
9878	CONGRESSIONAL DIGEST	BOOKS	20.00
9879	CORONET FILMS & VIDEO	AUDIO VISUAL	377.74
9880	DUN'S BUSINESS MONTH	BOOKS	49.00
9881	DYNAMITE MAGAZINE	BOOKS	15.00
9882	ENVIRONMENT	BOOKS	30.00
9883	FIELD & SHORB CO	SMALL PARTS	20.20
9884	RAY FRANKS PUBL	BOOKS	34.95
9885	GALE RESEARCH	BOOKS	47.85
9886	GATES & JOHNSON LUMBER CO	CAULKING	28.26
9887	GOOD HOUSEKEEPING	BOOKS	311.82
9888	GOODYEAR TIRE & RUBBER	TIRES	405.36
9889	GREANIAS AND BOOTH	LEGAL SERVICES	300.00
9890	HAYWORTH PRESS INC	BOOKS	50.00
9891	HERALD & REVIEW	BOOKS	69.40
9892	BETTY LOU HICKS	REIMB FOR EXPENSE	38.41
9893	THE HORN BOOK	BOOKS	92.00
9894	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	689.15
9895	ILL LIBRARY ASSN	DUES	50.00
9896	ILL LIBRARY ASSN	DUES	230.00
9897	IKONOGRAPHICS	AUDIO VISUAL	453.00

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

PRINTED IN U.S.A.

FORM 1411-2G-0

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9844	TREAS PAYROLL FUND	PAYROLL	32,223.96
10099	APPLEBY MYER & CLARK	BOOKS	89.06
10100	BFA FILMS	AUDIO VISUAL	152.60
10101	BOYS' LIFE	BOOKS	86.40
10102	CHURCHILL FILMS	AUDIO VISUAL	708.00
10103	CURRENT HISTORY	BOOKS	62.00
10104	FILMS INC	AUDIO VISUAL	548.00
10105	GAYLORD BROS	OFFICE SUPPLIES	127.56
10106	K'S MERCHANDISE MART	FIRE EXTINGUISHER	19.94
10107	LIBRARIANS VIDEO SERVICE	AUDIO VISUAL	7,661.00
10108	MALJACK PRODUCTIONS INC	REPAIR SERVICE	11.62
10109	MILLER-O'NEILL	VINYL CORE BASE	60.00
10110	NATL GEOGRAPHIC SOCIETY	AUDIO VISUAL	360.00
10111	ODYSSEY	BOOKS	15.00
10112	PHOENIX ELECTRONICS	BOOKS	14.95
10113	PITNEY BOWES	POSTAGE METER RENT	59.25
10114	PUNCH	BOOKS	112.00
10115	ROSSITER'S OFFICE MACHINE	OFFICE SUPPLIES	64.00
10116	SCRIBNER BOOK CO INC	BOOKS	126.71
10117	STOUGH INST	BOOKS	16.50
10118	SUPERIOR JANITORIAL SERV	JANITORIAL	82.25
10119	TREAS CENTRAL SERVICE FND	GASOLINE	196.63
10120	WEST PUBL CO	BOOKS	226.50
TOTAL OF ALL VOUCHER CHECKS =			43,023.93

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
10269	TREAS PAYROLL FUND	PAYROLL	32,245.39
10411	AGENCY FOR INSTRUCT TELE	AUDIO VISUAL	125.00
10412	AMER INST BIOL SCIENCE	BOOKS	43.00
10413	AUDIO BUFF CO INC	AUDIO VISUAL	600.68
10414	BAKER & TAYLOR CO	BOOKS	1,215.80
10415	BAKER & TAYLOR CO	BOOKS	8,330.56
10416	BARRON'S EDUCATIONAL	BOOKS	5.20
10417	BENJAMIN ELECTROPRODUCTS	OFFICE SUPPLIES	33.50
10418	BLACK & CO	HARDWARE	101.43
10419	BUSINESS HORIZONS	BOOKS	40.00
10420	CONGRESSIONAL QUARTERLY	BOOKS	11.45
10421	DECATUR PAPER HOUSE	PAPER SUPPLIES	231.09
10422	DAEDALUS	BOOKS	32.00
10423	DIRECT CINEMA	AUDIO VISUAL	256.00
10424	DOUBLEDAY & CO INC	BOOKS	854.12
10425	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	99.35
10426	ENCYCLOPEDIA BRITANNICA	AUDIO VISUAL	491.90
10427	SAMUEL FRENCH INC	BOOKS	7.63
10428	HAINES & ESSICK CO	OFFICE SUPPLIES	176.39
10429	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	60.66
10430	3 M CO	READER PRINTER	1,461.24
10431	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	198.72
10432	NEWSWEEK	BOOKS	364.00
10433	PEOPLE WEEKLY	BOOKS	180.00
10434	ROSSITER'S OFFICE MACHINE	OFFICE SUPPLIES	21.60
10435	SCRIBNER BOOK CO INC	BOOKS	29.27
10436	TIME-LIFE VIDEO	AUDIO VISUAL	201.59
10437	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
10438	TREAS %MED INS ESCROW	INSURANCE	2,431.00
10439	TREAS %NON MED INS ES	INSURANCE	692.00
10440	WORLD PRESS REVIEW	BOOKS	17.95
10457	TREAS ILL MUNI RETIREMENT	RETIREMENT	12,841.88

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1983 THRU DEC 31, 1983

8 OF EST.

REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	3 OF EST.
FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-	
CURRENT YEAR TAXES	1,147,823.00	41,026.43	1,096,014.78	51,810.22	
PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
101A REPLACEMENT TAX	0.00	0.00	16,276.38	16,276.38-	
4 106 INTEREST ON INVESTMENTS	45,000.00	789.72	28,646.49	16,353.51	
5 524 LIBRARY FINES & FEES	25,000.00	2,818.74	19,293.89	5,706.11	
6 728A NON-RESIDENT FEES	5,000.00	418.00	3,514.00	1,486.00	
7 729 LOST & DAMAGED BOOKS	3,100.00	256.96	1,974.71	1,125.29	
8 730 PRINTS MADE ON COPY MACHINE	7,000.00	85.44	653.72	46.28	
9 733 ILLUST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
10 799 MISCELLANEOUS INCOME	3,200.00	254.46	1,640.59	1,559.41	
TOTAL REVENUE	1,821,417.00	45,649.75	1,802,605.42	18,811.58	98.97

OBJECT CODE	OBJECT OF EXPENDITURE	RUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	3 OF EST.
101	REGULAR SALARIES	904,640.00	0.00	93,304.39	575,027.21	329,612.79	
102 A	STRAIGHT OVERTIME	150.00	0.00	95.12	1,342.20	1,192.20-	
103	RETIREMENT FUND	126,855.00	0.00	12,841.88	80,892.19	45,962.81	
105	WORKMENS COMPENSATION	4,522.00	0.00	0.00	2,632.00	1,890.00	
106	EMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	2,287.59	1,921.41	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,431.00	17,150.00	7,430.00	
109	TEMPORARY SALARIES	18,564.00	0.00	5,135.36	17,034.77	470.77-	
201	ADVERTISING	500.00	0.00	90.00	318.33	121.67	
202	PRINTING & BINDING	6,500.00	0.00	11.62	2,311.02	3,988.98	
211	SERVICE TO MAINTAIN IMPROV DIR BLDGS	10,000.00	0.00	0.00	5,225.57	4,774.43	
212	SERVICE TO MAINTAIN OFFICE EQUIPMENT	600.00	0.00	2.00	211.45	388.55	
214	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	19,600.00	0.00	1,894.86	9,105.17	10,494.83	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	64.00	473.73	1,026.27	
221	ADDITIONAL SERVICES	650.00	0.00	0.00	500.00	150.00	
229	OTHER PROPERTY SERVICES	1,000.00	0.00	100.00	2,025.75	1,925.75-	
231	ELECTRICITY	74,000.00	0.00	4,479.07	44,033.59	29,926.41	
233	TELEPHONE	10,000.00	0.00	749.81	5,493.87	4,506.13	
234	WATER	500.00	0.00	130.76	382.36	116.64	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	59.06	3,311.52	1,776.48	
245	POSTAGE	5,800.00	0.00	353.04	2,563.22	2,236.78	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	280.00	1,285.00	95.00	
288	RENTALS	5,665.00	0.00	59.23	3,427.16	2,237.84	
310	GAS OIL & ANTIREEZE	2,500.00	0.00	196.83	1,250.65	1,249.35	
312	JANITORIAL SUPPLIES	2,200.00	0.00	140.64	1,270.26	929.74	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	10,000.00	0.00	242.52	4,859.99	5,140.01	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	513.68	913.05	586.95	
330	OFFICE SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	MEDICAL SUPPLIES	18,000.00	0.00	2,581.93	11,352.45	6,647.55	
402	CONTINGENCIES	17,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	10,888.00	5,447.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1983 THRU DEC 31, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	0.00	890.00	785.00	
423	INSURANCE	8,303.00	0.00	692.00	5,535.00	2,768.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,326.86	613.14	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	126,009.62	817,530.96	476,730.04	63.17
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	1,461.24	10,032.00	6,238.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	13,571.21	104,451.81	55,548.19	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	14,514.24	25,133.66	19,996.34	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	29,546.69	139,617.47	81,782.53	63.06
	TOTAL EXPENDITURES	1,515,661.00	0.00	155,556.31	957,148.43	558,512.57	63.15

ACTIVITY 944 DECATUR PUBLIC TRUCK AND BRIDGES

MAY 1, 1983 THRU DEC 31, 1983

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1 FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68-	
2 REVENUE	0.00	0.00	0.00	0.00	
3 INTEREST ON INVESTMENTS	600.00	0.00	176.62	223.38	
4 MISC INCOME	900.00	0.00	0.00	900.00	
5 TOTAL REVENUE	4,573.00	0.00	4,165.30	407.70	91.08
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BUDGET AND PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF
 APPROPRIATION OUTSTANDING EXPENDITURES EXPENDITURES BALANCE EST.

58 EXPENDITURES 3,000.00 0.00 0.00 946.38 2,053.62 31.55

TOTAL EXPENDITURES 3,000.00 0.00 0.00 946.38 2,053.62 31.55

STATISTICAL REPORT

November, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1983 -	29,826	2,210	21,259	53,295	675,142
1982 -	29,637	2,407	17,342	49,386	587,098
A-V Materials, 1983 -	3,394	--	345	3,739	39,274
1982 -	2,505	--	274	2,779	29,819
Total Circulation, 1983 -	33,220	2,210	21,604	57,034	714,416
1982	32,142	2,407	17,616	52,165	616,917

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,219	Books checked in	1,073
New titles added	427	Telephone Directories	58
Books withdrawn	569	Pamphlets	308
Books mended	1,543	Gifts	284

Materials in the State of Processing

Materials (physical items) - 733
Titles - 616

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1982/83</u>	<u>YTD Expended</u> <u>1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	517,246	584,559	496,961
Operating	212,741	95,667	106,962	105,779
Capital and Books	221,400	92,323	110,071	111,329

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	7 + 4 (320 hrs)	--	½	7 + 5 (400 hrs)
Clerical	21 + 16 (1210 hrs)	--	½	21 + 17 (1230 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian, 1 half-time Library Assistant, 1 half-time
Catalog Clerk I

Computer Downtime for Month: 10 Minutes

Decatur Public Library

Comparison with National Public Library Indexes ¹

		Circulation Index (1980 = 100)									
		73	74	75	76	77	78	79	80	81	82

U.S. Libraries
Decatur P.L.

88	89	98	99	99	99	99	97	100	104	107
82	81	83	87	87	91	94	100	104	104	108

Ten year change = +22%
Ten year change = +32%

		Expenditures Index (1980 = 100)									
		73	74	75	76	77	78	79	80	81	82

U.S. Libraries
Decatur P.L.

54	57	63	71	78	85	89	100	110	121
58	54	58	72	82	88	98	100	114	120

Ten year change = 124%
Ten year change = 107%

		Expenditures Index (1980 dollars)									
		73	74	75	76	77	78	79	80	81	82

U.S. Libraries
Decatur P.L.

100	95	96	103	106	107	101	100	100	104
106	89	88	99	110	109	104	100	103	103

		Circulation Percentages			
		U.S. 1980		U.S. 1982	
		Decatur, 1980	Decatur, 1982	Decatur, 1982	Decatur, 1982

Adult
Juvenile

69	31	62	38	69	31
63	37				

	Total Circulation	Juvenile Circulation	Adult Circulation
1962/63	521,551	319,495 (61%)	202,056 (39%)
1966/67	445,153	183,789 (41%)	261,364 (59%)
1972/73	470,313	147,331 (31%)	322,982 (69%)
1982/83	653,927	244,259 (37%)	409,668 (63%)

¹ The Public Library Circulation Index was prepared at the Library Research Center of the University of Illinois and published in American Libraries, Vol. 14, No. 8 (Sept. '83)

LIBRARY STATISTICS¹

FY 1982/83

Illinois Cities, Population 70,000 - 125,000

Library	Population Served	Staff FTE	Transactions*		% Change	Total Expenditures	Material Expenditures	Resources (classified items)
			1982/83	1981/82				
Aurora	81,293	39.3	631,883	713,146	-11.4	892,402	132,027	230,632
Decatur	<u>94,081</u>	<u>40.5</u>	<u>653,927</u>	<u>616,327</u>	+ 6.1	<u>1,243,853²</u>	<u>180,571</u>	<u>205,614</u>
Evanston	73,706	51.0	800,392	769,665	+ 4.	1,694,350	193,606	332,140
Gail Borden PLD	75,136	36.3	447,477	427,712	+ 5.	1,195,745	173,016	212,490
Joliet	77,956	21.7	243,743	245,685	- 0.8	626,177	73,997	126,598
Peoria	124,160	86.2	850,118	817,476	+ 4.	1,863,528	467,563	578,876
Schaumburg	103,920	53.4	959,935	789,250	+21.6	1,847,712	364,352	261,549
Springfield	100,054	74.1	837,784	791,715	+ 5.8	1,698,778	194,643	341,623
Total	730,306	402.5	5,425,259	5,170,976	+ 4.9	11,062,545	1,779,775	2,289,522

1 These data were taken from Illinois Libraries, Vol. 65, No. 9 (November, 1983)

2 \$114,653 has been deducted from Decatur Public Library expenditures, the better to compare with figures from other libraries for whom contributions to the Retirement Fund are paid by special levy by the City.

* The number of transactions or circulations reported by various libraries may include bulk loan to other institutions for recirculation and also renewal of materials already in circulation as well as other anomalies. The number of renewals will also depend upon the length of the loan period: libraries with a two-week loan period are of course more likely to have a higher renewal rate than libraries with a three or four-week loan period.

Ranked by Circulation
Per Capita

Evanston	10.86
Schaumburg	9.24
Springfield	8.37
Aurora	7.77
<u>Decatur</u>	<u>6.95</u>
Peoria	6.84
Gail Borden PLD	5.95
Joliet	<u>3.13</u>
Avg.	7.4

Ranked by Total
Expend. Per Capita

Evanston	\$22.99
Schaumburg	17.78
Springfield	16.98
Gail Borden	15.91
Peoria	15.01
<u>Decatur</u>	<u>13.22</u>
Aurora	10.98
Joliet	<u>8.03</u>
Avg.	15.14

Ranked by Materials
Expend. Per Capita

Peoria	\$3.77
Schaumburg	3.50
Evanston	2.63
Gail Borden	2.30
Springfield	1.95
<u>Decatur</u>	<u>1.92</u>
Aurora	1.62
Joliet	<u>.95</u>
Avg.	2.44

Ranked by
Unit Service Cost*

Gail Borden	\$2.67
Joliet	2.56
Peoria	2.19
Evanston	2.12
Springfield	2.03
Schaumburg	1.92
<u>Decatur</u>	<u>1.90</u>
Aurora	<u>1.41</u>
Avg.	2.04

Ranked by Materials
Cost per Circulation

Peoria	\$0.55
Gail Borden	.39
Schaumburg	.38
Joliet	.30
<u>Decatur</u>	<u>.28</u>
Evanston	.24
Springfield	.23
Aurora	<u>.21</u>
Avg.	.33

Ranked by
Collection Turnover

Schaumburg	3.7
<u>Decatur</u>	<u>3.1</u>
Aurora	2.7
Springfield	2.5
Evanston	2.4
Gail Borden	2.1
Joliet	1.9
Peoria	<u>1.5</u>
Avg.	2.4

Ranked by Transactions
Per Staff Member

Schaumburg	17,976
<u>Decatur</u>	<u>16,146</u>
Aurora	16,078
Evanston	15,694
Gail Borden	12,327
Springfield	11,306
Joliet	11,232
Peoria	<u>9,862</u>
Avg.	13,479

Resources (Classed)
Per Capita

Peoria	4.7
Evanston	4.5
Springfield	3.4
Aurora	2.8
Gail Borden	2.8
Schaumburg	2.5
<u>Decatur</u>	<u>2.2</u>
Joliet	<u>1.6</u>
Avg.	3.1

* Total expenditures divided by total circulations.

Illinois Libraries, 1982/83

Operating Expenditures of \$1,000,000 - \$1,600,000¹

<u>Library</u>	<u>Population Served</u>	<u>Staff (FTE)</u>	<u>Transactions 1982/83</u>	<u>Transactions 1981/82</u>	<u>% Change</u>	<u>Total Expenditures</u>	<u>Materials Expenditures</u>	<u>Resources (classified items)</u>
Champaign	58,267	49.9	934,486	930,872	+ 0.4	1,302,715	184,191	198,743
Cook Memorial PLD	42,618	31.3	450,599	430,346	+ 4.7	1,276,552	162,672	112,649
Decatur	94,081	40.5	653,927	616,327	+ 6.1	1,243,853 ²	180,571	205,614
Des Plaines	53,568	35.0	537,005	528,297	+ 1.6	1,251,462	170,138	142,805
Downers Grove	42,891	34.2	549,657	525,419	+ 4.6	1,017,939	119,344	128,646
Elk Grove	28,907	34.6	287,902	281,705	+ 2.2	1,081,932	124,465	104,735
Elmhurst	44,276	37.2	409,435	415,025	- 1.3	1,053,905	169,621	145,924
Evanston	73,706	51.0	800,392	769,665	+ 4.	1,694,350	193,606	332,140
Gail Borden PLD	75,136	36.3	447,477	427,712	+ 5.	1,195,745	173,016	212,490
Indian Trails PLD	49,304	29.8	400,876	383,280	+ 4.6	1,310,115	139,443	126,195
Mt. Prospect	52,634	31.3	470,254	441,776	+ 6.4	1,211,500	160,729	153,705
Northbrook	30,778	35.7	429,655	408,602	+ 5.	1,059,378	142,282	160,928
Oak Lawn	60,590	40.3	459,883	495,695	- 7.2	1,352,881	160,286	125,573
Oak Park	54,887	47.6	614,783	610,357	+ 0.7	1,152,294	177,201	245,596
Palatine PLD	61,014	30.3	550,686	539,126	+ 2.1	1,033,952	172,864	151,242
Park Ridge	38,704	38.2	468,426.	369,519	+26.8	1,053,712	209,799	148,730
Waukegan	67,653	26.7	431,354	382,845	+12.7	1,000,999	175,862	269,208

1. Many librarians feel that comparison by population size does not provide the best indication of relative performance. A comparison by budget size, according to this view, reflects by implication social, education, and economic features that permit more meaningful relations.

2 \$114,653 has been deducted from DPL expenditures, the better to compare with figures from other libraries for whom contributions to the Retirement Fund are paid by special levy by the City.

Ranked by Circulation
Per Capita

Champaign	16.03
Northbrook	13.95
Downers Grove	12.8
Park Ridge	12.1
Oak Park	11.2
Evanston	10.86
Cook	10.57
Des Plaines	10.02
Elk Grove	9.96
Elmhurst	9.25
Palatine	9.02
Mt. Prospect	8.93
Indian Trails	8.13
Oak Lawn	7.59
<u>Decatur</u>	<u>6.95</u>
Waukegan	6.38
Gail Borden	5.95

Ranked by Total Expend-
ature Per Capita

Elk Grove	\$37.43
Northbrook	34.42
Cook	29.95
Park Ridge	27.22
Indian Trails	26.57
Elmhurst	23.80
Downers Grove	23.73
Des Plaines	23.36
Mt. Prospect	23.02
Evanston	22.99
Champaign	22.36
Oak Lawn	22.33
Oak Park	20.99
Palatine	16.95
Gail Borden	15.91
Waukegan	14.80
<u>Decatur</u>	<u>13.22</u>

Ranked by Materials
Expenditure Per Capita

Park Ridge	\$5.42
Northbrook	4.62
Elk Grove	4.30
Elmhurst	3.83
Cook	3.80
Oak Park	3.23
Des Plaines	3.18
Champaign	3.16
Mt. Prospect	3.05
Palatine)	2.83)
Indian Trails)	2.83)
Downers Grove	2.78
Oak Lawn	2.65
Evanston	2.63
Waukegan	2.59
Gail Borden	2.30
<u>Decatur</u>	<u>1.92</u>

Ranked by Unit
Service Cost

Elk Grove	\$3.75
Indian Trails	3.27
Oak Lawn	2.94
Cook	2.83
Gail Borden	2.67
Mt. Prospect	2.58
Elmhurst	2.57
Northbrook	2.47
Des Plaines	2.33
Waukegan	2.32
Park Ridge	2.24
Evanston	2.12
<u>Decatur</u>	<u>1.90</u>
Palatine	1.88
Oak Park	1.87
Downers Grove	1.85
Champaign	1.39

Ranked by Materials
Cost Per Circulation

Park Ridge	\$.45
Elk Grove	.43
Elmhurst	.41
Waukegan	.41
Gail Borden	.39
Cook	.36
Oak Lawn	.35
Indian Trails	.35
Mt. Prospect	.34
Northbrook	.33
Des Plaines	.32
Palatine	.31
Oak Park	.29
<u>Decatur</u>	<u>.28</u>
Evanston	.24
Downers Grove	.22
Champaign	.20

Ranked by Collection
Turnover

Champaign	4.7
Downers Grove	4.3
Cook	4.0
Des Plaines	3.8
Oak Lawn	3.7
Palatine	3.6
<u>Decatur</u>	<u>3.2</u>
Indian Trails	3.2
Park Ridge	3.1
Mt. Prospect	3.0
Elmhurst	2.8
Northbrook	2.7
Elk Grove	2.7
Oak Park	2.5
Evanston	2.4
Gail Borden	2.1
Waukegan	1.6

Ranked by Transactions
Per Staff Member

Champaign	18,727
Palatine	18,174
Waukegan	16,156
<u>Decatur</u>	<u>16,146</u>
Downers Grove	16,072
Evanston	15,694
Des Plaines	15,343
Mt. Prospect	15,024
Cook	14,396
Indian Trails	13,452
Oak Park	12,916
Gail Borden	12,327
Park Ridge	12,262
Northbrook	12,035
Oak Lawn	11,411
Elmhurst	11,006
Elk Grove	8,321

Resources Per Capita

Northbrook	5.2 items
Oak Park	4.5
Evanston	4.5
Waukegan	4.
Park Ridge	3.8
Elk Grove	3.6
Champaign	3.4
Elmhurst	3.3
Downers Grove	3.0
Mt. Prospect	2.9
Gail Borden	2.8
Des Plaines	2.7
Cook	2.6
Indian Trails	2.6
Palatine	2.4
<u>Decatur</u>	<u>2.2</u>
Oak Lawn	2.0

Average, All
Illinois Libraries

Decatur
Public Library

Total Expenditures Per Capita	\$13.87	\$13.22
Materials Expenditure Per Capita	\$ 1.99	\$ 1.92
Circulations Per Capita	6.0	6.95
Unit Service Cost	\$ 2.39	\$ 1.90
Materials Cost Per Circulation	\$.30	\$.28
Collection Turnover	2.2	3.1
Transactions Per Staff Member	12,503	16,146
Resources Per Capita	2.7 items	2.2 items

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8952	BAKER & TAYLOR CO	BOOKS	10.00
8953	DUKE'S OFFICE SUPPLY	TYPEWRITERS	3,375.00
8958	TREAS PAYROLL FUND	PAYROLL	32,504.28
9051	ILL POWER CO	POWER FOR MONTH	4,161.17

TOTAL OF ALL VOUCHER CHECKS = 40,050.45

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FORM 1411-2G-0

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AMOUNT

FOR:

PAYMENTS MADE TO:

VOUCHER #

TOTAL OF ALL VOUCHER CHECKS = 37,222.08

9167	BOOKS	30.00	PRAIRIE FARMER
9168	BOOKS	95.19	REGENT BOOK CO INC
9169	BOOKS	15.00	ST TERESA HIGH SCHOOL
9170	OFFICE SUPPLIES	30.00	SATLEY'S OFFICE SUPPLIES
9171	BOOKS	19.66	SECRETARY OF STATE OF ILL
9172	AUDIO VISUAL	68.94	SOUND/VIDEO UNLTD
9173	BOOKS	29.00	STATE MUTUAL BOOK SERVICE
9174	BOOKS	177.25	NATL LEAGUE OF CITIES
9175	BOOKS	1,008.00	H W WILSON CO
9176	BOOKS	35.00	WORKING WOMEN
9389	POSTAGE	72.00	POSTMASTER
9413	POSTAGE	300.00	POSTMASTER

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CITY OF DECATUR, ILLINOIS

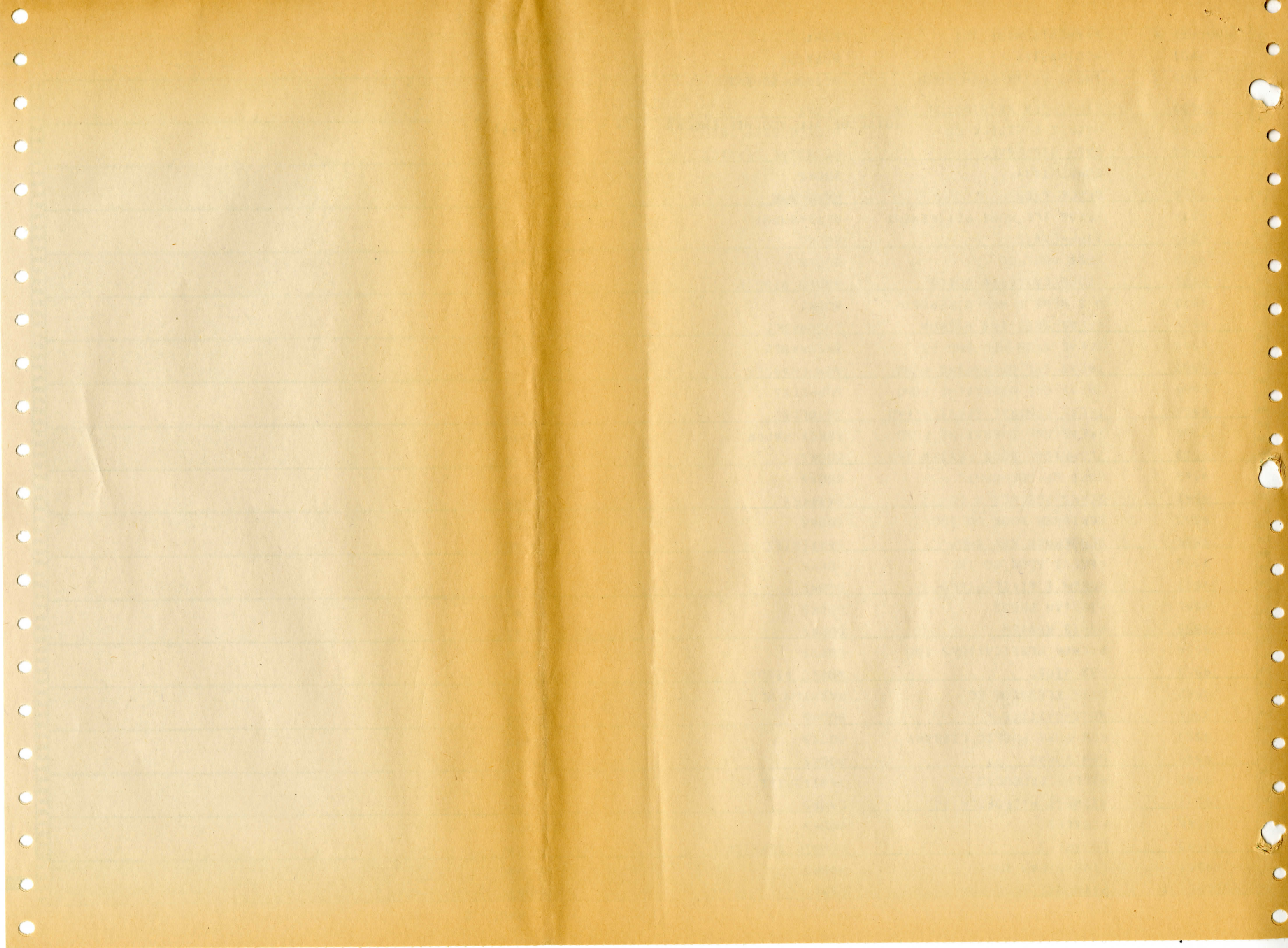
DECATUR PUBLIC LIBRARY

11/01/83 THRU 11/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9476	HAINES & ESSICK CO	CALENDAR REFILLS	45.27
9513	AMERICAN LIBRARY ASSN	DUES	990.00
9514	AMER PUBLIC HEALTH ASSN	BOOKS	50.00
9515	ANALOG SCIENCE FICTION	BOOKS	59.94
9516	APPLEBY MYER & CLARK	BOOKS	96.90
9517	AUDIO BUFF CO INC	AUDIO VISUAL	247.38
9518	BAKER & TAYLOR CO	BOOKS	1,830.35
9519	BAKER & TAYLOR CO	BOOKS	8,109.24
9520	BARRON'S	BOOKS	113.00
9521	BLACK & CO	HARDWARE	17.30
9522	BROHEZ LETTERING	RECORD BAGS	39.19
9523	CALLAGHAN & CO	BOOKS	75.45
9524	CHRISTIAN CENTURY	BOOKS	54.00
9525	DECATUR BLUE PRINT	OFFICE SUPPLIES	4.98
9526	DECATUR REFRIGERATION CO	REPAIR SERVICE	319.55
9527	DECORATING & CRAFT	BOOKS	135.80
9528	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	192.07
9529	DIRT WHEELS MAGAZINE	BOOKS	10.98
9530	DOWNBEAT	BOOKS	26.50
9531	DOUBLEDAY & CO INC	BOOKS	786.48
9532	DOWNTOWN DECATUR COUNCIL	PARKING FEES	400.00
9533	EVERTON PUBLISHERS INC	BOOKS	30.00
9534	FORDHAM EQUIPMENT	OFFICE SUPPLIES	608.06
9535	FORTUNE	BOOKS	64.00
9536	GLAMOUR	BOOKS	60.00
9537	HAINES & ESSICK CO	OFFICE SUPPLIES	22.58
9538	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	583.76
9539	INDICATOR DIGEST BLDG	BOOKS	125.00
9540	ILL STATE ARCHIVES	BOOKS	12.50
9541	INVESTMENT QUALITY TRENDS	BOOKS	175.00
9542	JAN SAN SUPPLY CO	JANITORIAL	192.61
9543	R R BOWKER CO	CLASSIFIED AD	219.60

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FORM 1411-20-0



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1983 - NOV 30, 1983

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	744,592.00	0.00	624,190.86	89,598.86	
CURRENT YEAR TAXES	1,147,825.00	0.00	1,054,983.35	92,836.65	
PRORATE TAXES	0.00	0.00	0.00	0.00	
REPLACEMENT TAX	0.00	404.16	16,276.38	16,276.38	
INTEREST ON INVESTMENTS	45,000.00	1,872.05	27,856.77	17,143.23	
LIBRARY FINES & FEES	25,000.00	2,471.91	16,475.15	8,524.85	
NON-RESIDENT FEES	5,000.00	2,722.00	3,496.00	1,504.00	
LOST & DAMAGED BOOKS	3,100.00	251.06	1,717.75	1,382.25	
PRINTS MADE ON COPY MACHINE	3,700.00	98.00	568.28	1,731.72	
ILLUSTRATION GRANT	47,000.00	0.00	0.00	47,000.00	
MISCELLANEOUS INCOME	3,200.00	70.73	1,386.13	1,813.87	
TOTAL REVENUE	1,921,417.00	5,889.95	1,756,955.67	64,461.33	96.46

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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	904,640.00	0.00	62,196.66	481,722.82	422,917.18	
101 A	STRAIGHT OVERTIME	150.00	0.00	53.76	1,247.08	1,097.08	
102	RETIREMENT FUND	126,855.00	0.00	8,678.30	68,050.31	58,804.69	
103	WORKMEN'S COMPENSATION	4,522.00	0.00	1,504.00	2,632.00	1,890.00	
105	UNEMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	2,287.59	1,921.41	
106	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,431.00	14,719.00	9,861.00	
107	TEMPORARY SALARIES	16,554.00	0.00	2,041.12	13,880.41	2,664.59	
201	ADVERTISING & BINDING	500.00	0.00	219.60	288.33	211.67	
202	PRINTING & BINDING	6,500.00	0.00	39.19	2,499.50	4,000.60	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	714.11	5,225.57	4,774.43	
212	SERVICE TO MAINTAIN IMPROV OTHER THAN BLDGS	10,000.00	0.00	40.45	209.45	390.55	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	11.62	7,210.31	12,389.69	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	22.00	409.73	1,090.27	
221	AUDITING SERVICES	650.00	0.00	0.00	500.00	150.00	
222	OTHER PROFESSIONAL SERVICES	11,000.00	0.00	14.00	2,635.74	1,635.75	
231	ELECTRICITY	74,000.00	0.00	4,161.17	39,594.52	34,605.48	
233	TELEPHONE	10,500.00	0.00	581.76	4,744.06	5,255.94	
234	WATER	500.00	0.00	0.00	247.40	252.60	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	597.90	2,524.66	1,833.54	
245	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	3,800.00	0.00	705.29	3,259.66	2,540.34	
284	RENTALS	5,665.00	0.00	990.00	1,005.00	3,750.00	
288	GAS OIL & ANTIREEZE	2,500.00	0.00	108.15	1,367.91	1,132.09	
310	JANITORIAL SUPPLIES	2,200.00	0.00	110.95	1,049.02	1,150.98	
312	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	10,000.00	0.00	284.77	971.82	1,328.18	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	140.54	4,646.51	1,353.49	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	19.67	404.37	1,093.63	
345	OFFICE SUPPLIES	18,000.00	0.00	1,463.20	8,849.80	9,150.20	
402	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	9,527.00	6,808.00	

FORM 1411-20-0

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1983 - NOV 30, 1983

REVENUE ITEMS ESTIMATED CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED YEAR TO DATE EST.

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED YEAR TO DATE EST.
FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-
CURRENT YEAR TAXES	1,147,825.00	0.00	1,054,988.35	92,836.65
PRIOR YEARS TAX	0.00	0.00	0.00	0.00
REPLACEMENT INVESTMENTS	0.00	404.16	16,276.38	16,276.38-
INTEREST ON INVESTMENTS	45,000.00	1,872.09	27,856.77	17,543.23
LIBRARY FINES & FEES	25,000.00	2,471.91	16,475.15	18,524.85
NON-RESIDENT FEES	3,000.00	722.00	3,456.00	1,504.00
LOST & DAMAGED BOOKS	3,100.00	251.06	1,717.75	1,382.25
PRINTS MADE ON COPY MACHINE	47,000.00	98.02	568.02	131.72
ILL ST PER CAPITA GRANT	3,200.00	70.75	0.00	47,000.00
MISCELLANEOUS INCOME	0.00	0.00	1,386.13	1,813.87
TOTAL REVENUE	1,821,417.00	5,889.95	1,756,955.67	64,461.33

96.46

OBJECT CODE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101 A	904,640.00	0.00	62,196.66	481,723.82	422,917.18	
101	130.00	0.00	55.76	1,247.08	1,097.08-	
103	126,835.00	0.00	8,678.30	68,050.31	58,804.69	
105	4,532.00	0.00	1,504.00	2,632.00	1,890.00	
106	4,209.00	0.00	0.00	2,287.59	1,921.41	
107	24,580.00	0.00	7,431.00	22,719.00	9,864.00	
109	18,424.00	0.00	2,041.12	13,889.41	2,664.59	
201	500.00	0.00	219.60	288.33	211.67	
202	6,500.00	0.00	39.40	2,499.40	4,000.60	
211	10,000.00	0.00	714.11	5,225.57	4,774.43	
212	600.00	0.00	50.45	209.45	390.55	
214	19,800.00	0.00	11.62	7,210.31	12,389.69	
215	1,500.00	0.00	22.00	409.73	1,090.27	
221	1,450.00	0.00	0.00	508.00	1,150.00	
229	1,000.00	0.00	14.00	2,635.74	1,635.74-	
231	74,000.00	0.00	4,161.17	39,594.52	34,405.48	
233	10,000.00	0.00	583.76	4,744.06	5,255.94	
234	500.00	0.00	0.00	252.60	247.40	
241	5,088.00	0.00	597.90	3,252.46	1,835.54	
245	5,800.00	0.00	705.29	2,259.66	2,540.34	
284	1,800.00	0.00	990.00	1,004.00	7,275.00	
288	1,665.00	0.00	408.15	1,326.91	2,297.09	
310	2,200.00	0.00	110.93	1,083.02	1,116.98	
312	2,200.00	0.00	284.77	971.82	1,228.18	
320	10,000.00	0.00	140.54	4,646.51	5,353.49	
330	1,500.00	0.00	19.67	4,404.37	1,095.63	
345	5.00	0.00	0.00	0.00	5.00	
402	18,000.00	0.00	1,463.20	8,849.80	9,150.20	
403	16,335.00	0.00	1,361.00	9,527.00	6,808.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1983 THRU NOV 30, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	110.00	890.00	785.00	
423	INSURANCE	8,303.00	0.00	692.00	4,843.00	3,460.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,326.86	613.14	
5	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	89,740.21	691,521.34	602,739.66	53.43
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	3,375.00	8,570.76	7,699.24	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	14,787.51	90,880.60	69,119.40	
525 A	AUDIO VISUAL MATERIALS	45,110.00	0.00	4,310.92	10,619.42	34,510.58	
11	TOTAL CAPITAL OUTLAY	221,400.00	0.00	22,473.43	110,070.78	111,329.22	49.72
12	TOTAL EXPENDITURES	1,515,661.00	0.00	112,213.64	801,592.12	714,068.88	52.89

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND
MAY 1, 1983 THRU NOV 30, 1983

% OF EST.

REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1 FUND BALANCE MAY 1, 1983	89,855.00	0.00	89,882.06	27.06-	
2 INCOME	0.00	0.00	0.00	0.00	
3 INTEREST ON INVESTMENTS	7,500.00	0.00	2,226.99	5,273.01	
4 MISC INCOME	0.00	0.00	0.00	0.00	
5 TOTAL REVENUE	97,355.00	0.00	92,109.05	5,245.95	94.61
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ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1983 THRU NOV 30, 1983

REVENUE ITEMS

% OF EST.

LINE NO.	DESCRIPTION	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
2	FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68	
3	REVENUE	0.00	0.00	0.00	0.00	
4	INTEREST ON INVESTMENTS	400.00	0.00	176.52	223.48	
5	MISC INCOME	900.00	0.00	0.00	900.00	
6	TOTAL REVENUE	4,573.00	0.00	4,165.30	407.70	91.08
10	OBJECT CODE					
11	58 EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62
12	TOTAL EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62
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BUDGET AND PURCHASE ORDERS CURRENT MONTH EXPENDITURES

UNENCUMBERED BALANCE

YEAR TO DATE EXPENDITURES

CURRENT MONTH EXPENDITURES

PURCHASE ORDERS OUTSTANDING

APPROPRIATION

% OF EST.

UNENCUMBERED BALANCE

YEAR TO DATE EXPENDITURES

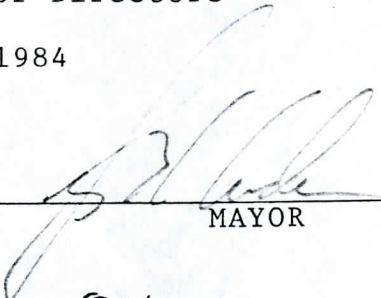
% OF EST.

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:

Marshall Susler	Library Board of Directors	7/1/86
William Grieve	Library Board of Directors	7/1/86
Reba Jackson	Library Board of Directors	7/1/86

DATED this 30th day of January, 1984



MAYOR

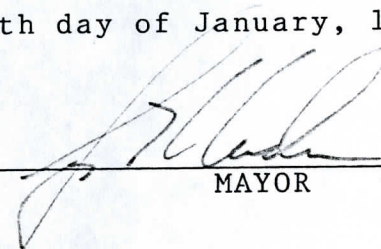
RESOLUTION NO. R 84-10

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 30th day of January, 1984.



MAYOR

ATTEST:

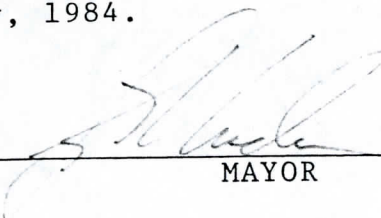


CITY CLERK

TO THE COUNCIL OF THE CITY
OF DECATUR, ILLINOIS:

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

DATED this 30th day of January, 1984.



MAYOR