

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 15, 1979

- I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 15, 1979
- III. LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 2. Proposed Budget Revision
 3. Evans Branch Lease
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. Revision of Audio-Visual/Young Adult Librarian Job Description
 2. Resolution on the Employment Status of Professional Staff
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb (tentative)
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mrs. Schaub (tentative)
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 15, 1979

The regular meeting of the Board of Directors of the Decatur Public Library was held March 15, 1979 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Holcomb
Mrs. Schaub

Others Present:

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

The meeting was called to order at 4:30 p.m. by Mrs. Batterham, Vice President.

Mrs. Moore moved that the minutes of the regular board meeting of February 15, 1979, be approved, Mr. Grieve seconded, and they were approved as printed.

As Head of the Circulation Department, Miss Karen Anderson was presented to the Board by Mr. Dumas to report briefly on her department activities and the progress being made with the computer. Miss Anderson stated that library circulation is down approximately 2,000 this month, and that RPL reports 118,500 volumes have now been entered into the computer by DPL staff. We had quite a large backlog of books which we completed putting in the first week of December, 1978, and we are now going to the shelves to pull books which have not been done, Miss Anderson stated. Mr. Dumas explained that the Library has approximately 194,000 volumes, 40,000 of which are in the Extension Department, leaving 35,000 volumes in the central collection yet to be put into the computer. Miss Anderson continued that all machines are working presently, but we have been having problems with the CRT in Technical Services and our composite station downstairs. After a long wait, the CLSI repairman arrived on March 2, putting the machines in working order. Mr. Grieve asked if the repairmen are usually prompt when called, and Mr. Dumas announced that they are not prompt, being one of our primary concerns with CLSI. Mr. Borchers suggested that perhaps the problem should be turned over to the Library attorney for action, and Mr. Grieve suggested rather that a letter be written by Mr. Dumas to company officials. Mr. Dumas stated he had written such a letter to the president of the firm several months ago, but had received no answer. Part of the problem, Mr. Dumas continued, is that the company is growing very rapidly and they cannot train enough service people to meet the demand. Mr. Borchers stated he would like Mr. Dumas to "keep on top" of the matter and report to the Board periodically.

In his statistical report to the Board, Mr. Dumas stated that circulation is down again this month in all departments of the Library. We now have less than a 2% gain for the year-to-date. We have taken a great beating in the Extension and Children's Department, with the bookmobiles missing 24 stops in February. We used Fairview Plaza and Brettwood Village in place of regular stops, but this did not offset the tremendous loss from missing the scheduled stops. There is no good news on the construction schedule of the new bookmobile, Mr. Dumas stated, and we may not get the machine until the middle or end of April, and may not get it this fiscal year which will present a little bit of a problem in paying the bill, unless the City will agree to augment the budget for next year by the amount the bookmobile will cost had it come in this year. If not, it will be a great disappointment.

Further reporting, Mr. Dumas stated that everything else in the Library has been going well the past month. Mr. Hippenhammer and Mr. Seidl are busy preparing for the Summer Reading Program and have again contacted Macdonald Restaurants to provide incentive prizes for the program. Mrs. Moore commented that a nice article on Mr. Hippenhammer's story hours had appeared in the newspaper, and Mr. Dumas added we have been getting good press coverage the last few months, due largely to having their reporter on the spot.

As Chairman of the Properties and Finance Committee, Mr. Stewart gave an informational report on the summary of income and expenditures through February 28, 1979 and bills approved through that date. Mr. Stewart noted that \$125 had been spent in towing charges for bookmobiles "stuck in the snow." Mr. Stewart also happily noted that tire chains for the bookmobiles had been purchased. The motion for approval of the report by Mr. Stewart was seconded by Mr. Marshall and was unanimously approved by a roll-call vote.

Mr. Stewart stated that the Finance Committee was represented at a meeting March 5 with the City Manager and Finance Director by Mr. Marshall and Mrs. Schaub, and invited Mr. Marshall to report. Mr. Marshall stated that a letter had been received from the City Manager in which he proposed to recommend a \$50,000 cut to the Library's proposed budget. Mr. Marshall commented that Mr. Allen and Mr. DeMichiel were very candid in their remarks at the meeting and gave us essentially the same message as to the reasons for the budget cut. Essentially their concern is that we will not have an adequate fund balance carried forward at the end of fiscal 1980 to provide operating costs the first few months of the year. Mr. Allen expressed concern that the City might not be able to help the Library in such a situation as it, too, is operating on an extremely tight budget. Therefore, on behalf of the Finance Committee, Mr. Marshall moved that we reduce our previously approved budget by \$50,000 - \$30,000 in equipment, \$10,000 in books, and \$10,000 in contingencies - and communicate the initiative of that reduction to the City Manager and Finance Director promptly so that they can convey the reduction to the City Council before they begin the working sessions on the budget. Mr. Stewart seconded the motion and it was approved.

At this time the following motion was proposed by Mr. Stewart: That the City Librarian is authorized on behalf of the Library to sign a contract with the Decatur-Macon County Opportunities Corporation leasing to the corporation the premises of the former Evans Branch Library at 1429 North Jasper Street, Decatur, Illinois; said contract is to be for a monthly rental fee of \$400.00 and to extend for one year and to remain in effect thereafter subject to 90 days written notice on the part of the Library or the Decatur-Macon County Opportunities Corporation. Mr. Marshall seconded the motion and it was approved. A copy of this lease becomes a part of these minutes.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Moore stated that the staff parking situation had been referred to her committee, had been discussed briefly, and the Committee had no changes to recommend.

Mrs. Moore moved that:

1. The job title Audio-Visual Librarian be replaced with the job title Audio-Visual/Young Adult Librarian;
2. The job description for Audio-Visual Librarian be applied to the position of Audio-Visual/Young Adult Librarian, except that the paragraph Desirable Training and Experience be deleted and in its place be inserted the following paragraph, to wit:

Graduation from an approved college or university, with a post-graduate degree in Library Science from an accredited school with training in audio-visual resources and uses, or in young adult materials and services; at least one year of experience in public library work as a professional librarian or two years of pre-professional experience in either young adult or audio-visual work; and demonstrated knowledge and interest in popular literature and/or music and recorded sound.

3. The salary for the Audio-Visual/Young Adult Librarian be set at pay grade 20.

Mr. Grieve seconded the motion and it was approved.

It was further moved by Mrs. Moore that within the constraint of the budget we will attempt to match the city salary increase for library employees. Mr. Grieve seconded the motion. Mrs. Moore explained that we are making a general statement of our intent so that library employees will know where we stand. Mr. Stewart commented that it seems unusual that we are bothering to say this at this time after we have approved the budget. Mr. Grieve stated that he does not see this statement as anything binding and that we may not be able to come up to what the City does, or conceivably we may do a little better than the City. Mr. Borchers commented that we want the staff to have everything that is coming to them, but we do have to live within our means. The motion was approved.

The following Resolution was proposed by Mrs. Moore:

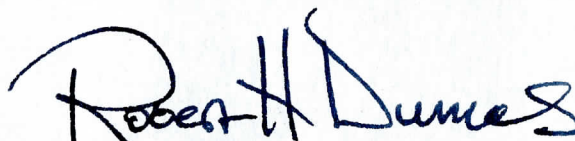
RESOLVED, that the City Librarian shall have the power and authority to appoint and remove at will, place on probation, continue in position, demote, or discipline all professional librarians appointed to, or occupying a position as supervisor of a service or as head of a department.

The aforesaid power and authority shall apply and operate only as to professional librarians appointed after the effective date of this Resolution.

This Resolution dated and effective this 15th day of March, 1979.

Mrs. Moore stated that the City Council has given the Library Board the power to present this Resolution by City Ordinance. Mr. Grieve seconded the motion and it was approved. Mrs. Moore explained there will have to be some changes made to the Policy Manual to implement this Resolution and her Committee is working on that, to be presented at a later meeting.

There being no further business to come before the Board, the meeting was adjourned at 5:35 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

February, 1979

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1979 -	23,867	2,053	14,218	40,138	419,752
1978 -	26,077	2,581	15,144	43,802	413,403
A-V Materials, 1979 -	1,347	--	111	1,458	12,510
1978 -	1,176	--	N/A	1,176	10,747
Total Circulation, 1979	25,214	2,053	14,329	41,586	432,262
1978	27,253	2,581	15,144	44,978	424,150

TECHNICAL PROCESSING

Cataloging

New books added	802
New titles added	322
Books withdrawn	1,167
Books mended	1,254

Acquisitions

Books checked in	928
Telephone Directories	4
Pamphlets	323
Gifts	5

Materials in the State of Processing

Materials (physical items) -	664
Titles -	515

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1977/78</u>	<u>YTD Expended</u> <u>1978/79</u>	<u>Unencumbered</u>
Personal Services	714,481	535,580	575,566	138,915
Operating	183,746	104,884	95,352	88,394
Capital and Books	171,276	81,868	105,725	65,551

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	7	--	--	7
Library Assistants	8 + 1 (80 hrs)	--	--	8 + 1 (80 hrs)
Clerical	22 + 10 (875 hrs)	--	--	22 + 11 (848 hrs)
CETA	5	--	--	5
Maintenance	2	--	--	3
Current Vacancies:	3 Technical Services Clerks I			
	1 Youth-AV Librarian			

March 16, 1979

MEMORANDUM

TO: Joe DeMichiel, Finance Director

FROM: Bob Dumas, City Librarian

SUBJECT: Decatur Public Library - Proposed Budget 1979/1980

Pursuant to our discussion with you and Mr. Allen, the Finance Committee of the Library Board has revised its proposed budget for 1979/1980 reducing it by \$50,000. Herewith is a revised page 79 of the budget reflecting the changes in Code 402, Contingencies, Code 520, Other Machinery and Equipment, and Code 525, Library Books.

The revised budget was approved by the Board of Directors at their meeting yesterday, the 15th. I am also enclosing duplicate copies of the budget page if they can be used.

Bob

cc: Mr. Les Allen

COMMODITIES

Revised Sheet 3/15/79

OBJECT CODE	DESCRIPTION	1976-1977 ACTUAL	1977-1978 ACTUAL	1978-1979 APPROPRIATED	ACTUAL-TO-DATE ENTIRE YR	ESTIMATED REQUEST	STAFF NOTES
310	GAS OIL & ANTIFREEZE	84.60	39.20	800.00	87.56	133	150
312	JANITORIAL SUPPLIES	860.62	1,029.65	1,000.00	1,044.98	1,341	1,500
320	MATERIALS TO MAINTAIN BLDGS & I	4,084.03	4,589.65	4,500.00	1,417.25	3,900	4,000
324	MATERIALS TO MAINTAIN AUTOMOTIVE	1,182.33	1,292.24	1,000.00	1,036.52	2,000	2,000
330	MEDICAL & LABORATORY SUPPLIES	5.99	3.65	5.00	.00	5	5
345	OFFICE SUPPLIES	7,663.66	18,246.84	9,000.00	8,533.30	12,000	15,600
* TOTAL COMMODITIES		13,881.23	25,201.23	16,305.00	12,119.61	19,379	23,255
OTHER CHARGES							
402	CONTINGENCIES	.00	.00	53,000.00	.00	0	50,000
403	TRANS TO G F (ADMIN SERV)	.00	.00	12,250.00	8,166.64	12,250	12,250
CAPITAL OUTLAY							
515	OFFICE MACHINERY & EQUIPMENT	2,903.10	11,480.41	54,274.00	15,595.26	66,535	24,500
520	OTHER MACHINERY & EQUIPMENT	1,962.00	1,154.00	7,000.00	.00	25,000	100,000
525	LIBRARY BOOKS RECORDS & EXHIBITS	81,931.78	89,123.38	103,000.00	61,500.92	95,000	100,000
525A	AUDIO VISUAL MATERIALS	.00	.00	7,000.00	114.30	6,000	7,000
* TOTAL CAPITAL OUTLAY		86,796.88	101,757.79	171,274.00	77,210.48	192,535	171,500
LESS RETIREMENT FUND							
		76,957.56	80,538.51	86,796.00	56,886.22		
*** ACTIVITY TOTALS ***		833,497.61	892,354.43	1,069,501.00	622,257.61	1,030,831	1,094,807
*** NET ACTIVITY TOTALS ***		756,540.05	811,815.92	982,705.00	565,371.39	1,030,831	1,094,807

RESOLUTION EXCLUDING POSITIONS
FROM CLASSIFIED CIVIL SERVICE

RESOLVED, that the City Librarian shall have the power and authority to appoint and remove at will, place on probation, continue in position, demote, or discipline all professional librarians appointed to, or occupying a position as supervisor of a service or as head of a department.

The aforesaid power and authority shall apply and operate only as to professional librarians appointed after the effective date of this Resolution.

This Resolution dated and effective this 15th day of March, 1979.

ORDINANCE NO. _____

ORDINANCE AMENDING CITY CODE
CHAPTER 5 and CHAPTER 16

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

Section 1. That the City Code be, and it is hereby, amended at Section 2 of Chapter 5 thereof so that as so amended said section shall provide as follows:

2. The City Manager shall have the power and authority to appoint and remove at will all chiefs and directors of departments, assistant chiefs and assistant or deputy directors of departments, fire marshalls, police cadets, police personnel above the rank of lieutenant, administrative assistants, superintendents of building inspections, superintendents of streets and sewers, superintendents of divisions, one secretary of the City Manager and one of each department director, members of the legal department, coordinators of the office on aging, coordinators of community programs, coordinators of mass transit, community renewal coordinator, supervisors of accounting, superintendents of vehicle maintenance, chief planners, city engineers, and temporary and seasonal employees.

Section 2. That said Code be, and it is hereby, amended at Chapter 16 thereof by adding Section 8 thereto said added section to provide as follows:

8. Provisions of law or ordinance to the contrary notwithstanding and until the further order of the Council, said Board is hereby authorized to provide by resolution either through application of the Civil Service Law for Cities or otherwise for the appointment, probation, continuance in position, demotion, removal or discipline of professional librarians to or occupying positions as a supervisor of a service or as a head of a department as such services or departments are or have been established by said Board for the organization and operation of said library.

Section 3. That the provisions of said Section 8 hereby added to Chapter 16 of said Code be, and the same are hereby, conditioned to

apply and operate prospectively only as to positions occupied by employees appointed after the effective date hereof with any position occupied by an employee appointed before said date and such employee continuing to be subject to the provisions of said Civil Service Law for Cities.

Section 4. That the City Clerk be, and she is hereby, authorized and directed to cause said amendatory provisions to be appropriately set out in said Code and the same to be published in pamphlet form.

PRESENTED, PASSED, APPROVED AND RECORDED this _____ day of January, 1979.

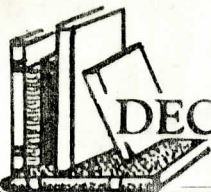
MAYOR

ATTEST:

CITY CLERK

PUBLISHED this ____ day of January, 1979.

CITY CLERK



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian

February 21, 1979

Gail Evans, Executive Director
Decatur-Macon County Opportunities Corporation
1429 North Jasper Street
Decatur, Illinois 62526

Dear Ms. Evans:

Pursuant to your letter of January 29, 1979, to Mr. Holcomb regarding permission to the Decatur-Macon County Opportunities Corporation to seek a grant to install storm windows, renovate lighting and to make certain other modifications or improvements to the premises at 1429 North Jasper rented by DMOC, I wish to advise that the matter was discussed at the February 15 meeting of the Library Board of Directors.

I have been authorized to permit these improvements and modifications set forth in your letter provided that such work is done at no expense to the Decatur Public Library and providing that no material or labor lien or claim be created, or arise, or be filed upon or against the building or improvements thereon.

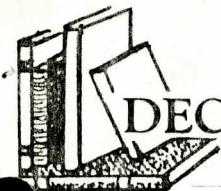
Before the commencement of any such work, the Decatur-Macon County Opportunities Corporation is required to deliver to the Decatur Public Library a written waiver by the contractor, material-men, mechanic, person or corporation named in the contract for such work of all right of lien which he might otherwise have upon the leased property or the buildings or improvements to be altered, repaired, or improved, or the interest of the Decatur Public Library therein.

May I offer you my best wishes for success in seeking the grant to accomplish the improvements you desire?

Sincerely yours,

Robert H. Dumas
City Librarian

RHD/hs



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



March 16, 1979

Gail Evans, Executive Director
Decatur-Macon County Opportunities Corporation
1429 North Jasper Street
Decatur, Illinois 62526

Dear Ms. Evans:

Enclosed herewith is a new lease to the Evans Branch replacing the expired one.

The new lease is identical to the previous one with the exception of an additional clause under 2. Terms which provides for continuation of the lease after March 31, 1980. This was included for our mutual convenience so that we would not have to prepare and sign a new lease annually.

Would you or your authorized person sign both copies and return one to me?

If you have any questions, I'll be glad to answer them. When you return the lease, would you please include a certificate of insurance for the current year for our records.

Sincerely,

Robert H. Dumas
City Librarian

RHD/hs

Enclosure

L E A S E

AGREEMENT made and entered into this 15th day of March, 1979 by and between THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS, hereinafter referred to as "Landlord", and DECATUR-MACON COUNTY OPPORTUNITIES CORPORATION, hereinafter referred to as "Tenant".

WITNESSETH, in consideration of the agreement contained herein the parties hereto agree as follows:

1. Premises demised: The Landlord hereby leases to the Tenant premises known as Evans Branch of Decatur Public Library, 1429 North Jasper, Decatur, Illinois, hereinafter called the "leased premises".
2. Terms: The term of this lease is for the period from April 1, 1979 to March 31, 1980. After March 31, 1980, the lease shall continue under the same conditions except that either party may terminate upon giving ninety (90) days' written notice.
3. Rental: Tenant shall pay a total rental of Four Thousand Eight Hundred Dollars (\$4,800.00) payable Four Hundred Dollars (\$400.00) on the fifteenth day of each month commencing on the fifteenth day of April, 1979.
4. Quiet enjoyment: The Tenant, upon paying the basic rent and all additional rent and other charges herein provided for, and performing all of the other terms of this lease, shall quietly have and enjoy the leased premises during the term of this lease without hindrance or molestation by anyone claiming by or through the Landlord, subject, however, to the reservations and conditions of this lease.
5. Surrender of leased premises: At the expiration of the lease term the Tenant shall surrender the leased property

in as good condition as it was in at the beginning of the term, reasonable use and wear excepted.

6. Improvements by Tenant: No alterations, additions or improvements to the leased property shall be made by the Tenant without the written consent of the Landlord. Any alteration, addition, or improvement made by the Tenant after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the expiration or other sooner termination of this lease; provided, however, that the Landlord shall have the right to require the Tenant to remove such fixtures at the Tenant's cost upon such termination of this lease.

7. Any contract or agreement for labor, services, materials, or supplies in connection with any alteration, rebuilding, replacement, change, addition, or improvement, which shall contemplate or call for an aggregate expenditure therefor of more than \$1,000 shall provide that no lien or claim shall thereby be created, or arise, or be filed by anyone thereunder upon or against the leased property, or the buildings or improvements thereon, or to be erected on the leased property or any of the equipment thereof. Before the commencement of any such work, the Tenant shall deliver to the Landlord either a duplicate original of such contract or a written waiver by the architect, engineer, contractor, material-men, mechanic, person or corporation named in such contract of all right of lien which he or it might otherwise have upon or against the leased property, or the buildings or improvements to be altered, repaired, improved, or constructed, or the interest of the Landlord therein.

8. Insurance: The Tenant shall keep the leased premises insured throughout the term of this lease against claims for personal injury under a policy of general public liability insurance with limits as may be reasonably requested by the Landlord from time to time, but not less than \$50,000/\$100,000 in respect of bodily injury in a company acceptable to the Landlord. The Tenant shall deliver a certificate of insurance showing compliance with this provision to the Landlord.

9. Assignment of Lease: Tenant shall have no right to assign this lease or sub-let the premises without the prior written consent of the Landlord.

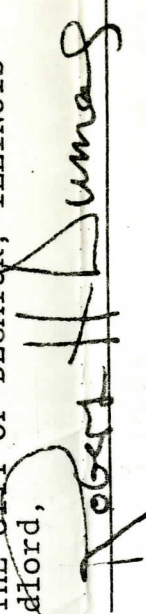
10. Indemnification: The Tenant shall indemnify the Landlord against all liabilities, expenses, attorney's fees, and losses incurred by the Landlord as a result of (a) failure by the Tenant to perform any covenant required to be performed by the Tenant hereunder; (b) any accident, injury, death or damage to any person or property which shall happen in or about the leased premises.

11. Binding effect of lease: This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR, ILLINOIS
Landlord,

BY



DECATUR-MACON COUNTY OPPORTUNITIES
CORPORATION, Tenant,

BY _____

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1978 THRU FEB 24, 1979

PROJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 A	AUDIO VISUAL MATERIALS	7,000.00	0.00	315.68	1,759.90	5,240.10	
	TOTAL CAPITAL OUTLAY	171,274.00	0.00	12,237.97	109,725.84	65,548.16	61.73
	TOTAL EXPENDITURES	1,069,501.00	0.00	72,365.13	770,668.68	292,856.32	72.62

OFFICE OF THE COMPTROLLER

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1978 THRU FEB 28, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1978	28,370.00	0.00	21,307.89	3,017.89	
CURRENT YEAR TAXES	117,870.00	0.00	100,839.89	17,870.00	
101 PRIOR YEARS TAXES	0.00	20,736.02	21,875.57	21,875.57	
524 INTEREST ON INVESTMENTS	2,000.00	0.00	4,410.32	2,410.32	
TOTAL REVENUE	148,240.00	20,736.02	148,333.78	10,883.78	

OBJECT CODE	OBJECT	BUDGET AND APPROPRIATION	ORDERS OUTSTANDING	PURCHASE ORDERS	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	0.00	33.00	66.20	33.80
410	PRINCIPAL & INTEREST	117,870.00	0.00	0.00	0.00	117,870.00	0.00	100.00
	TOTAL EXPENDITURES	117,970.00	0.00	0.00	0.00	117,903.00	66.20	99.94

OFFICE ELECTRONICS INC

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

MAY 1, 1978 THRU FEB 28, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1978	0.00	0.00	0.00	0.00	
TRANS FROM CITY OF DECATUR	72,431.00	4,349.66	39,300.51	33,130.49	54.26
TOTAL REVENUE	72,431.00	4,349.66	39,300.51	33,130.49	

OBJECT	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS ISSUANCED	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	53,612.00	0.00	3,491.38	36,721.42	22,890.58	
102	RETIREMENT FUND	10,152.00	0.00	524.04	5,335.03	4,790.97	
103	MEMBERS COMPENSATION	8.00	0.00	0.00	0.00	8.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	2,122.00	0.00	0.00	1,110.50	1,011.50	
107 A	GROUP LIFE INSURANCE	537.00	0.00	0.00	123.00	408.00	
	TOTAL OPERATING EXPENDITURES	72,431.00	0.00	4,015.44	43,730.95	29,315.05	59.80
	TOTAL EXPENDITURES	72,431.00	0.00	4,015.44	43,730.95	29,315.05	59.80

OFFICE ELECTRONICS, INC.

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1 - 1978 THRU FEB 28 - 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1978	842.00	0.00	1,082.00	240.00	
REVENUE	900.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	30.00	0.00	74.20	44.20	
MISC INCOME	0.00	0.00	918.34	918.34	
TOTAL REVENUE	1,772.00	0.00	2,074.54	1,016.54	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	OUTSTANDING	PURCHASE ORDERS	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
58	EXPENDITURES	600.00	0.00	0.00	0.00	73.10	726.82
	TOTAL EXPENDITURES	600.00	0.00	0.00	0.00	73.10	726.82

OFFICE ELECTRONICS, INC.

CITY OF DECATUR, ILLINOIS

Decatur Public Library

February, 1979

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
49516	Treas-% Payroll Fund	Pd ending 1-31-79	23,640.87
49527	Treas-% Petty Cash Fund	Reimbursement	53.54
49531	Ill Power Co.	Power for month	3,041.77
49551	Dr Herbert J Bavor	Professional services	28.50
49626	Millikin National Bank	Investment (Bd & Int Fd)	40,419.94
49632	First National Bank of Decatur	"	100,000.00
49633	"	" (Trust Fund)	2,085.70
49656	Postmaster	Postage	12.30
49659	American Enterprise Inst	Books	4.00
49660	" University Field Staff	"	1.50
49661	Astronomy	"	15.00
49662	Black & Co.	Hardware supplies	21.44
49663	Creative Book Co.	Books	4.45
49664	Culligan Water Conditioning	Rock salt	28.00
49665	David & Charles, Inc.	Books	11.95
49666	Decatur Paper House	Paper supplies	156.91
49667	Demco Educational Corp.	Tape & transfer gun	116.76
49668	T S Denison & Co.	Books	3.50
49669	Dover Publ., Inc.	"	3.00
49670	Downtown Decatur Council, Inc.	Feb parking	300.00
49671	Greanias, Booth, Greanias & Burton	Legal services	90.00
49672	Ill Bell Telephone Co.	Telephone service	569.50
49673	Inst for World Order, Inc.	Books	1.50
49674	Lugari Standard Service	Towing service	30.00
49675	Norman's Cleaners	Laundry service	2.59
49676	Otis Elevator Co.	Service for month	227.26

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
49677	Poets & Writers	Books	2.50
49678	Public Documents Dist Center	"	47.80
49679	Publications Office	"	2.40
49680	Cedric Robinson, Bookseller	"	12.50
49681	Rolling Prairie Libraries	Control system	875.00
49682	Annetta Salo	Books	2.00
49683	Sangamo Auto Supply	Automotive parts	35.39
49684	Charles Scribner's Sons Publ.	Books	52.00
49685	James C Seidl	Travel reimbursement	45.30
49686	Smith Tire Co.	Tire chains	89.44
49687	Sources	Books	4.00
49688	Supt of Documents	"	13.00
49689	Taplinger Publ.	"	3.50
49690	Tica, Inc.	Repair to bookmobile	60.24
49691	Malcolm Wells	Books	2.50
49704	Decatur Herald & Review	Advertisingexpense	18.60
49738	Treasurer-% Payroll Fund	Pd ending 2-7-79	895.93
49754	Postmaster	Postage	300.00
49764	American Inst for Economic Research	Books	2.00
49765	Atheneum Publ	"	11.43
49766	Beekman Publishers	"	7.40
49767	Brodart, Inc.	"	27.67
49768	Chicago Sun Times	"	80.00
49769	Cole Assn University Press	"	6.45
49770	Commerce Clearing House, Inc.	"	35.00
49771	Congressional Digest	"	1.75
49772	Creative World	Audio visual supplies	42.50
49773	Rick Davis	Snow plowing service	20.00
49774	Dodd, Mead & Co.	Books	29.06
49775	Hamish Hamilton	"	32.69

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
49776	Intl Health Projects	Books	1.65
49777	David McKay Company, Inc.	"	49.95
49778	Marketing Services Division	"	175.00
49779	Midwest Publishers	"	24.00
49780	Natl Assn Secondary School Principals	"	1.15
49781	Natl Automobile Dealer's Assn.	"	40.00
49782	Natl Committee for Prevention Child Abuse	"	12.00
49783	W W Norton & Co.	"	5.82
49784	Orkin Exterminating Co.	Service for one year	180.00
49785	Population Reference Bureau, Inc.	Books	1.50
49786	St Martin's Press	"	16.90
49787	Selecciones Del Reader's Digest	"	15.00
49788	Times Picayune Publ Corp.	"	5.21
49789	H W Wilson	"	978.00
49955	Treas-% Payroll Fund	Pd ending 2-14-79	23,658.26
49979	New York Times	Books	44.00
49987	R R Bowker	Advertising expense	21.00
49988	Careers	Books	4.80
49989	Chronicle Guidance Publ.	"	19.00
49990	Herbert A Dady	Piano tuned	30.00
49991	Gaylord Brothers, Inc.	Displayer unit	1,918.53
49992	Gorrell's Service	Towing service	30.00
49993	IFG Leasing Co.	Lease payment for month	870.00
49994	Paxton Service Press	Dater	13.50
49995	Rolling Prairie Lihraries	Parking lot snow removal	67.50
49996	Striglos Office Equipment	Office supplies	76.39
49997	York Radio & Tv	Needles for record player	24.60
50012	American Enterprise Inst.	Books	3.50
50013	Aradel Publ Co.	"	1.25
50014	Archway Press, Inc.	"	1.25

50015	Bridge World	Books	15.00
50016	Caroline House	"	9.96
50017	Congressional Digest Corp.	"	2.00
50018	Decatur Paper House	Paper supplies	6.61
50019	E C Publications, Inc.	Books	18.00
50020	Eastin Phelan Corp.	"	602.72
50021	Gale Research Co.	"	65.24
50022	Hawthorn Books, Inc.	"	19.12
50023	Ill Mfg. Directory	"	87.95
50024	McCalls	"	21.20
50025	Public Documents Dist. Center	"	51.05
50026	QST American Radio	"	12.00
50027	Warren Gorham & Lamont, Inc.	"	120.00
50029	West Publ Co.	"	106.50
50164	Treas-% Payroll Fund	<u>Service recognition pay</u>	235.00
50083	"	Pd ending 2-21-79	846.07
50106	Treas- % I M R Fund	February retirement	7,315.24
50107	Treas-% General Operating Fund	Administrative charges	1,020.84
50268	American Library Assn	Advertising expense	45.00
50269	" Underground Space Assn.	Books	11.00
50270	Automated Fire Protection Co., Inc.	Replaced antifreeze in sprinkler	39.60
50271	Baker & Taylor - New York	Books	244.54
50272	" Chicago	"	4,823.29
50273	Boland Electric Supply	Electrical supplies	14.40
50274	Nick Calamello	Boiler Water Treatment	144.84
50275	Dash Disposal	Service for month	15.00
50276	Doubleday & Co.	Books	285.71
50277	Englewood Electrical Supply	Electrical supplies	93.29
50278	Hertzberg New Method, Inc.	Book binding	176.70
50279	K's Merchandise Mart	Cassette tapes	23.03

50280	Library Cards Ltd.	Catalog cards	160.16
50281	Lugari's Auto Service Center	Towing service	30.00
50282	National Geographic	Books	28.75
50283	National Record Plan	Audio visual supplies	267.23
50284	Schwann Artist Issue	"	5.95
50285	Svendsen Wrecker Service	Road service	35.00
50286	Treas-% Water Revenue Fund	Water bill	83.43

TOTAL LIBRARY FUND VOUCHERS \$218,999.21