



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 16, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 19, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 2. Report on Library Tax Levy
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. RESOLUTION OF STAFF COMMENDATION
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mr. Grieve (Tentative)
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 - August 16, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held August 16, 1984 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Rossiter

Others Present:

Miss Anderson
Mr. Dumas
Miss Schwegman

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

The minutes of the regular meeting of July 19, 1984 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated circulation is down about 8½% this month, but that is really not true since we are comparing ourselves with July of last year which had its circulation augmented by a backlog which occurred from computer downtime. The better figure would be to combine the two months and if you do that, circulation is up 5%. Mr. Dumas noted that Children's Services completed their Summer Reading Program and it was a smashing success, breaking all records of attendance and participation.

Continuing, Mr. Dumas reported that the work on the computer room is progressing nicely. It has all been insulated, dry-walled, and painted on the outside. Carl Davis, who worked for us previously as a Maintenance Man is going to do the electrical work for us. We received bids for the air conditioning and Jim Alpi, an architect and the husband of our President, is coming over tomorrow afternoon to help make a decision on that. The inside of the room will then be painted with moisture-proof paint, and we will be pretty much ready, Mr. Dumas explained. A letter was received from Bob Plotzke of RPL offering the services of Paul Johnson to help us make our computer changeover, which I thought was gracious of him, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of library bills through July 31, 1984, Mr. Seidman seconded the motion, and it was approved by a roll-call vote.

Continuing, Mr. Marshall reported that on Monday evening the City Council had a study session with respect to the tax levy which will be adopted the first Monday in September. We had requested a levy of \$1,592,000, but the amount that was proposed by Ron Lappi, City Finance Director, for the Library was \$1,400,000, a reduction of approximately \$200,000. The essential reason for that reduction was the anticipated underspending of our budget in the current year and the subsequent year. Traditionally we have had an underspend of about 6 to 7%, Mr. Marshall explained. In the City Staff's attempt to keep the levy down and to keep the tax rate down, they proposed that deduction. I made the comment, Mr. Marshall stated, that I was concerned about the effect of trying to spend some money before it had been saved, as there is no guarantee we would underspend this year or next year. There are a couple of reasons for that. Virtually all of our underspend has been in Personnel Services where we have had vacancies, and the only vacancy the Library is now carrying is for Supervisor of Technical Services, which position we had hoped to fill later this year. In talking about the budget and the fund balance, the Council assured us that if we ran out of money because of the delay in receiving taxes, the City would cover for us. Therefore, the Council went along with the Finance Director's recommendation to reduce the Library's levy request. I don't think that the levy reduction is the precursor of an automatic budget reduction, Mr. Marshall commented, as we will try to justify our next year's budget as we always have when the time comes. However, I would be more comfortable if the reduction in the levy had not taken place, Mr. Marshall stated, as I am not comfortable anticipating this year and next year what has happened in the past. If we spend everything that is appropriated in the budget for fiscal 1985/86, we can be sure our fund balance will be lower at the end of 1986, Mr. Marshall concluded.

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

Under New Business, Mr. Grieve read a Resolution prepared by the City Librarian commending Judith Nichols, Children's Librarian, and Betty Lou Hicks, Extension Librarian, for the very successful completion of this year's Summer Reading Program. Mr. Grieve stated his daughter was an enthusiastic participant in the Program, and he could verify its success. Mrs. Alpi remarked she had been told the Library had become a day care center. Mr. Susler suggested an INASMUCH in the Resolution would better be a WHEREAS, Mrs. Moore questioned the consistency of the content, and Mr. Grieve noted that for the most part the Resolution was grammatically correct. The motion by Mr. Grieve to accept the intent of the Resolution "after the language had been cleaned up" was seconded by Mrs. Moore, and heartily approved. A revised copy of said Resolution will become a part of these Minutes. In the absence of the Board's Secretary, Mrs. Alpi appointed Mrs. Jackson as Secretary Pro Tem for the signing of the Resolution.

Mrs. Alpi stated she has received a letter from the Shelbyville Free Public Library requesting a representative of our Board attend their next board meeting on September 4 to explain our feelings about the proposed multitype library conversion. A volunteer for this project would be welcome.

The meeting was adjourned at 5:00 p.m. by the President.

A handwritten signature in cursive script that reads "Robert H. Dumas". The signature is written in dark ink and is positioned above a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board

R E S O L U T I O N

WHEREAS the Library has had the most successful summer reading program for children in its history; and

WHEREAS this program involved 949 children who registered in the Children's Department, and 345 children who registered on the Bookmobiles, and

WHEREAS the program culminated in diverse prizes being awarded for readings and in highly successful parties for the 512 children who reached reading goals; and

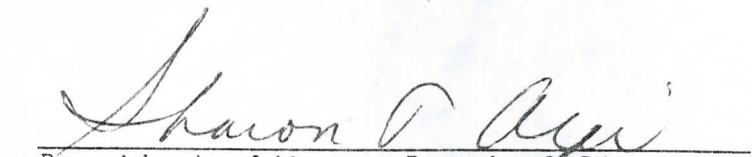
WHEREAS successful programs such as this are important in extension of the Library's mission to all the people in Decatur,

NOW, THEREFORE, be it resolved that the Board of Library Directors of the City of Decatur, Illinois commend the Children's Librarian, Judith Nichols, for the excellent planning and meritorious conclusion of the summer reading program; and

BE IT RESOLVED MOREOVER that Judith Nichols and her Staff and that Betty Lou Hicks, Head of Extension, and her Staff be commended for the industry and enthusiasm with which they administered the program; and


BE IT FURTHER RESOLVED that a copy of this Resolution be spread upon the Minutes of this meeting and that copies be distributed to the Staff of the Children's Department and Extension Department.

DATED this 16th day of August, 1984.



President, Library Board of Directors

ATTEST:



Secretary Pro Tem

STATISTICAL REPORT

July, 1984

CIRCULATION

| | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>12 Months to Date</u> |
|---------------------------|--------------|--------------|-----------------|--------------|------------------------------|
| Total Books, 1984 - | 28,711 | 2,609 | 31,174 | 62,494 | 631,185 |
| 1983 - | 33,015 | 3,219 | 32,149 | 68,383* | 622,712 |
| A-V Materials, 1984 - | 3,842 | -- | 306 | 4,148 | 46,240 |
| 1983 - | 3,198 | -- | 366 | 3,564 | 35,275 |
| Total Circulation, 1984 - | 32,553 | 2,609 | 31,480 | 66,642 | 677,425 |
| 1983 - | 36,213 | 3,219 | 32,515 | 71,947 | 657,987 |

TECHNICAL PROCESSING

| <u>Cataloging</u> | | <u>Acquisitions</u> | |
|-------------------|-------|-----------------------|-------|
| New books added | 1,294 | Books checked in | 1,101 |
| New titles added | 582 | Telephone Directories | 3 |
| Books withdrawn | 1,111 | Pamphlets | 264 |
| Books mended | 907 | Gifts | 34 |

Materials in the State of Processing

Materials (physical items) - 941
Titles - 770

FINANCIAL REPORT

| | <u>Budgeted</u> | <u>YTD Expended 1983/84</u> | <u>YTD Expended 1984/85</u> | <u>Unencumbered</u> |
|-------------------|-----------------|---------------------------------|---------------------------------|---------------------|
| Personal Services | 1,142,878 | 273,057 | 283,857 | 859,021 |
| Operating | 280,852 | 43,555 | 49,393 | 231,459 |
| Capital and Books | 274,816 | 38,467 | 35,289 | 239,527 |

STAFF STRENGTH

| | <u>Strength Previous Month</u> | <u>Terminations</u> | <u>New Staff</u> | <u>Present Strength</u> |
|--------------------|------------------------------------|---------------------|------------------|-----------------------------|
| Professional | 7 | -- | -- | 7 |
| Library Assistants | 7 + 6 (480 hrs) | -- | -- | 7 + 6 (480 hrs) |
| Clerical | 22 + 19 (1382 hrs) | -- | ½ | 22 + 20 (1400 hrs) |
| Maintenance | 3½ | -- | -- | 3½ |

Current Vacancies: 1 Supervisor, Technical Services

Computer Downtime for Month: 10 Minutes

*Includes circulation input from June resulting from computer downtime.

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1984 THRU JUL 31, 1984

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|--------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| FUND BALANCE MAY 1, 1984 | 513,403.00 | 0.00 | 602,101.87 | 89,592.87 | |
| CURRENT YEAR TAXES | 1,197,500.00 | 0.00 | 0.00 | 1,197,500.00 | |
| POSTAGE | 0.00 | 0.00 | 0.00 | 0.00 | |
| 101A | 90,000.00 | 24,507.96 | 30,078.41 | 53,921.59 | |
| 106 | 35,441.35 | 6,456.39 | 13,948.77 | 21,492.58 | |
| 524 | 25,000.00 | 2,352.67 | 7,753.31 | 17,246.69 | |
| 728 | 3,000.00 | 322.00 | 1,428.00 | 3,572.00 | |
| 728A | 2,500.00 | 275.00 | 1,176.18 | 1,698.82 | |
| 730 | 49,400.00 | 82.78 | 295.16 | 49,400.00 | |
| 733 | 22,000.00 | 0.00 | 0.00 | 22,000.00 | |
| 799 | 1,941,150.35 | 7,681.07 | 8,138.71 | 13,361.29 | |
| TOTAL REVENUE | 1,941,150.35 | 41,707.87 | 670,478.41 | 1,270,671.94 | 34.54 |

| OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-----------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| REGULAR SALARIES | 934,541.00 | 0.00 | 68,605.40 | 233,480.99 | 701,060.01 | |
| STRAIGHT OVERTIME | 2,000.00 | 0.00 | 47.84 | 237.04 | 1,762.96 | |
| 103 | 134,423.00 | 0.00 | 9,816.91 | 33,338.27 | 101,081.73 | |
| RETIREMENT FUND | 5,112.00 | 0.00 | 426.00 | 1,278.00 | 3,834.00 | |
| 105 | 10,382.00 | 0.00 | 363.16 | 2,555.48 | 7,826.52 | |
| 109 | 31,963.00 | 0.00 | 2,563.58 | 7,990.74 | 23,972.26 | |
| 107 | 24,500.00 | 0.00 | 1,788.29 | 4,937.62 | 19,562.38 | |
| 109 | 500.00 | 0.00 | 69.30 | 157.41 | 342.59 | |
| 201 | 6,500.00 | 0.00 | 192.68 | 6,307.32 | 892.68 | |
| 202 | 10,000.00 | 0.00 | 373.16 | 1,027.48 | 8,972.52 | |
| 211 | 500.00 | 0.00 | 26.50 | 85.45 | 414.55 | |
| 212 | 20,400.00 | 0.00 | 111.00 | 3,896.61 | 16,503.39 | |
| 214 | 1,500.00 | 0.00 | 37.08 | 918.98 | 501.02 | |
| 215 | 1,500.00 | 0.00 | 0.00 | 0.00 | 1,500.00 | |
| 221 | 1,600.00 | 0.00 | 441.00 | 673.00 | 927.00 | |
| 229 | 17,600.00 | 0.00 | 4,366.82 | 14,396.58 | 12,203.42 | |
| 231 | 17,000.00 | 0.00 | 1,547.72 | 4,722.54 | 12,277.46 | |
| 233 | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | |
| 234 | 500.00 | 0.00 | 1,387.35 | 1,616.63 | 3,383.37 | |
| 241 | 4,781.00 | 0.00 | 1,237.16 | 1,898.83 | 2,882.17 | |
| 245 | 5,600.00 | 0.00 | 9.00 | 0.00 | 5,591.00 | |
| 284 | 1,415.00 | 0.00 | 11.81 | 309.12 | 1,105.88 | |
| 288 | 5,700.00 | 0.00 | 334.52 | 485.32 | 2,014.68 | |
| 310 | 2,500.00 | 0.00 | 288.26 | 367.85 | 1,832.15 | |
| 312 | 2,200.00 | 0.00 | 640.40 | 1,796.56 | 423.44 | |
| 320 | 10,000.00 | 0.00 | 19.23 | 391.25 | 9,608.75 | |
| 324 | 1,500.00 | 0.00 | 1.23 | 7,271.28 | 10,728.72 | |
| 345 | 18,000.00 | 0.00 | 2,064.19 | 0.00 | 15,935.81 | |
| 402 | 59,700.00 | 0.00 | 1,684.66 | 5,053.98 | 54,646.02 | |
| 403 | 20,216.00 | 0.00 | 0.00 | 0.00 | 20,216.00 | |

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1984 THRU JUL 31, 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 | 85.00 | 315.00 | 1,398.00 | |
| 423 | INSURANCE | 10,147.00 | 0.00 | 842.58 | 2,536.74 | 7,610.26 | |
| 499 | SMALL CAPITAL ITEMS | 2,375.00 | 0.00 | 433.70 | 822.70 | 1,552.30 | |
| | TOTAL OPERATING EXPENDITURES: | 1,423,730.00 | 0.00 | 100,169.07 | 333,249.83 | 1,090,480.17 | 23.41 |
| 510 | AUTOMOTIVE EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 515 | OFFICE MACHINERY & EQUIPMENT | 49,816.00 | 0.00 | 1,995.00 | 1,995.00 | 47,821.00 | |
| 520 | OTHER MACHINERY & EQUIPMENT | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | |
| 525 | LIBRARY BOOKS RECORDS & EXHIBITS | 180,000.00 | 0.00 | 11,533.90 | 31,816.00 | 148,184.00 | |
| 525 A | AUDIO VISUAL MATERIALS | 45,000.00 | 0.00 | 221.92 | 1,478.01 | 43,521.99 | |
| | TOTAL CAPITAL OUTLAY | 274,816.00 | 0.00 | 13,750.82 | 35,289.01 | 239,526.99 | 12.84 |
| | TOTAL EXPENDITURES | 1,698,546.00 | 0.00 | 113,919.89 | 368,538.84 | 1,330,007.16 | 21.70 |

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ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND (CANTONI)

MAY 1, 1984 THRU JUL 31, 1984

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|---|-------------------|------------------------|-----------------------|---------------------|---------------|
| FUND BALANCE MAY 1, 1984 | 0.00 | 0.00 | 0.00 | 0.00 | |
| REVENUE | 88,969.00 | 0.00 | 0.00 | 88,969.00 | |
| INTEREST INCOME | 7,500.00 | 1,739.21 | 3,585.63 | 3,914.37 | |
| TOTAL REVENUE | 96,469.00 | 1,739.21 | 3,585.63 | 92,883.37 | 3.72 |
| MUDGET AND PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF | | | | | |
| OBJECT CODE | APPROPRIATION | OUTSTANDING | EXPENDITURES | EXPENDITURES | BALANCE EST. |
| 53 | 6,000.00 | 0.00 | 57.98 | 159.89 | 5,840.11 2.66 |
| TOTAL EXPENDITURES | 6,000.00 | 0.00 | 57.98 | 159.89 | 5,840.11 2.66 |

ACTIVITY 542 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1984 THRU JUL 31, 1984

% OF EST.

REVENUE ITEMS

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|--------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| FUND BALANCE MAY 1, 1984 | 97,382.00 | 0.00 | 97,620.11 | 238.11- | |
| INCOME | 0.00 | 0.00 | 0.00 | 0.00 | |
| INTEREST ON INVESTMENTS | 8,700.00 | 1,935.75 | 3,630.55 | 5,069.45 | |
| MISC INCOME | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL REVENUE | 106,082.00 | 1,935.75 | 101,250.66 | 4,831.34 | 95.45 |

| OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-----------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 58 EXPENDITURES | 40,000.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| TOTAL EXPENDITURES | 40,000.00 | 0.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |

ACTIVITY 542 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1984 THRU JUL 31, 1984

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|--|---------------------------|----------------------------|---------------------------|----------------------|-----------|
| FUND BALANCE MAY 1, 1984 | 97,382.00 | 0.00 | 97,620.11 | 238.11- | |
| INCOME | 0.00 | 0.00 | 0.00 | 0.00 | |
| INTEREST ON INVESTMENTS | 8,700.00 | 1,935.75 | 3,630.55 | 5,069.45 | |
| MISC INCOME | 0.00 | 0.00 | 0.00 | 0.00 | |
| TOTAL REVENUE | 106,082.00 | 1,935.75 | 101,250.66 | 4,831.34 | 95.45 |
| BUDGET AND PURCHASE ORDERS CURRENT MONTH EXPENDITURES | | | | | |
| OBJECT OF EXPENDITURE | APPROPRIATION OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
| 58 EXPENDITURES | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |
| TOTAL EXPENDITURES | 40,000.00 | 0.00 | 0.00 | 40,000.00 | 0.00 |

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND
MAY 1, 1984 THRU JUL 31, 1984

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|--|---------------------------|------------------------|-----------------------|---------------------|----------------|
| 1 FUND BALANCE MAY 1, 1984 | 24,169.00 | 0.00 | 24,372.80 | 293.80- | |
| 2 SALE OF CITY PROPERTY | 0.00 | 0.00 | 0.00 | 0.00 | |
| 3 INTEREST SAVINGS | 500.00 | 487.67 | 1,135.29 | 635.29- | |
| 4 TRANS FROM CITY OF DECATUR | 0.00 | 0.00 | 0.00 | 0.00 | |
| 5 TOTAL REVENUE | 24,669.00 | 487.67 | 25,508.09 | 839.09- | 103.40 |
| BUDGET AND PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF | | | | | |
| 9 OBJECT CLASSIFICATION | APPROPRIATION OUTSTANDING | EXPENDITURES | EXPENDITURES | BALANCE | EST. |
| 10 | | | | | |
| 11 58 EXPENDITURES | 24,000.00 | 0.00 | 0.00 | 0.00 | 24,000.00 0.00 |
| 12 TOTAL EXPENDITURES | 24,000.00 | 0.00 | 0.00 | 0.00 | 24,000.00 0.00 |
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ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1984 THRU JUL 31, 1984

% OF EST.

REVENUE ITEMS

| REVENUE ITEM | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|-----------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| 56 FUND BALANCE MAY 1, 1984 | 3,289.00 | 0.00 | 3,667.31 | 378.31- | |
| 524 REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | |
| 799 INTEREST ON INVESTMENTS | 300.00 | 55.36 | 128.44 | 171.56 | |
| | 900.00 | 0.00 | 0.00 | 900.00 | |
| TOTAL REVENUE | 4,489.00 | 55.36 | 3,795.75 | 693.25 | 84.56 |

| OBJECT CODE | BUDGET AND APPROPRIATION | OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|--------------------|--------------------------|-------------|----------------------------|---------------------------|----------------------|-----------|
| 58 EXPENDITURES | 3,000.00 | 0.00 | 229.39 | 1,009.60 | 1,990.40 | 33.65 |
| TOTAL EXPENDITURES | 3,000.00 | 0.00 | 229.39 | 1,009.60 | 1,990.40 | 33.65 |

VOUCHER # PAYMENTS MADE TO: FOR: AMOUNT

15203 CORTINA LEARNING INTL AUDIO VISUAL 12.40

15216 TREAS PAYROLL FUND PAYROLL 34,839.14

15348 ILL POWER CO POWER FOR MONTH 4,966.82

15397 AMERICAN WEST BOOKS 25.00

15398 AUDIO BUFF CO INC AUDIO VISUAL 36.06

15399 BILLBOARD BOOKS 220.00

15400 BOLAND ELECTRIC SUPPLY ELECT SUPPLIES 50.21

15401 BONNEVILLE PUBL CO BOOKS 12.95

15402 R R BOWKER BOOKS 45.00

15403 CENTRAL IL BUSINESS BOOKS 10.00

15404 CHICAGO TRIBUNE BOOKS 112.00

15405 CITIZENS TRAVEL BUREAU AIRFARE 328.00

15406 COM STUDY HANDGUN MISEUSE BOOKS 3.50

15407 DASH DISPOSAL DISPOSAL SERVICE 16.50

15408 DATEC, INC REPAIR SERVICE 55.00

15409 DEMCO EDUCATIONAL CORP OFFICE SUPPLIES 5.27

15410 FACTS ON FILE INC BOOKS 355.00

15411 FIELD & STREAM BOOKS 47.98

15412 FORDHAM EQUIPMENT BOOK COVERS 426.84

15413 GATES & JOHNSON LUMBER CO LUMBER 12.24

15414 HAINES & ESSICK CO OFFICE SUPPLIES 220.14

15415 HERALD & REVIEW ADVERTISING 7.26

15416 HIGHSMITH CO INC OFFICE SUPPLIES 5.42

15417 HOME PLASTICS, INC OFFICE SUPPLIES 473.41

15418 ILL BELL TELEPHONE CO TELEPHONE CHARGES 646.82

15419 JAN SAN SUPPLY CO JANITORIAL 37.65

15420 LEAGUE OF WOMEN VOTERS BOOKS 1.10

15421 3 M CO MICRO FILM SUP 241.72

15422 OTIS ELEVATOR CO ELEVATOR MAINT 267.16

15423 PROMETHEUS PRODUCTS, INC COMPUTER PARTS 228.00

15424 JAMES SEIDL TRAVEL REIMB 515.00

15425 SOUND/VIDEO UNLTD AUDIO VISUAL 185.86

| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-----------|---------------------------|-----------------|----------|
| 15426 | TREAS GNL OPERATING FUND | OFFICE SUPPLIES | 23.72 |
| 15427 | TREAS GNL OPERATING FUND | ADM EXPENSE | 1,684.66 |
| 15428 | TREAS-%UNEMPLOYMENT FD | UNEMPLOYMENT | 865.16 |
| 15429 | TREAS %MED INS ESCROW | MED INS | 2,663.58 |
| 15430 | TREAS %NON MED INS ES | NON MED INS | 1,271.58 |
| 15431 | TREAS CENTRAL SERVICE FND | GASOLINE | 217.24 |
| 15432 | VAN NATTA'S CAMPING TR | JANITORIAL | 27.80 |
| 15433 | WICKES LUMBER CO | LUMBER | 376.83 |
| 15435 | TREAS GNL OPERATING FUND | DUE OTHER FUNDS | 300.00 |

TOTAL OF ALL VOUCHER CHECKS = 51,840.02

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CITY OF DECATUR, ILLINOIS

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| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-----------|---------------------------|-------------------|--------|
| 15569 | HERALD & REVIEW | ADVERTISING | 62.04 |
| 15600 | TREAS PETTY CASH FUND | REIMBURSEMENT | 164.75 |
| 15623 | AL'S COPY SHOP | OFFICE SUPPLIES | 7.50 |
| 15624 | AMERICAN WEST | BOOKS | 8.95 |
| 15625 | BERNAN ASSOCIATES | BOOKS | 21.36 |
| 15626 | A M BEST CO | BOOKS | 205.00 |
| 15627 | CUISINE | BOOKS | 8.95 |
| 15628 | DECATUR PAPER HOUSE | PAPER TOWELS | 41.98 |
| 15629 | FOREIGN POLICY | BOOKS | 25.00 |
| 15630 | HELDREF PUBLICATIONS | BOOKS | 25.00 |
| 15631 | BETTY LOU HICKS | TRAVEL REIMB | 515.00 |
| 15632 | ILL BELL TELEPHONE CO | TELEPHONE CHARGES | 542.81 |
| 15633 | JAN SAN SUPPLY CO | JANITORIAL | 174.24 |
| 15634 | NATL GEOGRAPHIC SOCIETY | BOOKS | 9.95 |
| 15635 | POSTMASTER | POSTAGE | 300.00 |
| 15636 | SCRIBNER BOOK CO INC | BOOKS | 135.57 |
| 15637 | TREAS CENTRAL SERVICE FND | GASOLINE | 117.28 |
| 15638 | WICKES LUMBER CO | LUMBER | 85.16 |
| 15639 | JOHN WILEY & SONS INC | BOOKS | 365.27 |
| 15640 | YANKEE | BOOKS | 15.25 |

TOTAL OF ALL VOUCHER CHECKS = 2,831.06

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| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-----------|---------------------------|--------------------|-----------|
| 15649 | TREAS PAYROLL FUND | PAYROLL | 35,685.39 |
| 15713 | AM HEART ASSOC | CPR TRAINING | 1.74 |
| 15842 | TREAS POLICE PENSION FUND | REPLACEMENT TAX | 75,885.90 |
| 15843 | AMERICAS | BOOKS | 15.00 |
| 15844 | AMERICANA | BOOKS | 8.95 |
| 15845 | BLACK & CO | HARDWARE | 46.08 |
| 15846 | BOLAND ELECTRIC SUPPLY | ELECT PARTS | 27.10 |
| 15847 | DECATUR PAPER HOUSE | PAPER SUPPLIES | 314.06 |
| 15848 | GAYLORD BROS | BOOK TRUCKS | 432.65 |
| 15849 | GREANIAS AND BOOTH | LEGAL SERVICES | 400.00 |
| 15850 | HIGHSMITH CO INC | OFFICE SUPPLIES | 8.00 |
| 15851 | ILL BELL TELEPHONE CO | TELEPHONE SERVICE | 358.09 |
| 15852 | IN BRITAIN | BOOKS | 24.95 |
| 15853 | 3 M CO | OFFICE SUPPLIES | 93.28 |
| 15854 | MEANS SERVICE CENTER | LAUNDRY SERVICE | 6.59 |
| 15855 | MIDWEST MICROFILM CO | MICROFILM SUPPLIES | 180.03 |
| 15856 | MORRISON MASONRY | PROPERTY REPAIR | 106.00 |
| 15857 | NAT'L WILDLIFE FEDERATION | BOOKS | 8.50 |
| 15858 | ODYSSEY | BOOKS | 19.95 |
| 15859 | PRINTING EQUIP & PROCT | STENCIL PRINTER | 1,995.00 |
| 15860 | SPORTS ILLUSTRATED | BOOKS | 200.00 |
| 15861 | WILDERNESS SOCIETY | BOOKS | 20.00 |
| 15913 | TREAS ILL MUNI RETIREMENT | RETIREMENT | 9,816.91 |

TOTAL OF ALL VOUCHER CHECKS = 125,654.17

CITY OF DECATUR, ILLINOIS

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| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-------------------------------|---------------------------|-----------------|-----------|
| 15957 | APPLEBY MYER & CLARK | BOOKS | 154.91 |
| 15958 | BAKER & TAYLOR CO | BOOKS | 239.92 |
| 15959 | BAKER & TAYLOR CO | BOOKS | 8,827.52 |
| 15960 | BLACK & CO | HARDWARE | 20.77 |
| 15961 | R R BOWKER | BOOKS | 110.00 |
| 15962 | DOUBLEDAY & CO INC | BOOKS | 174.58 |
| 15963 | LUGARI'S | REPAIR SERVICE | 37.08 |
| 15964 | MALJACK PRODUCTIONS INC | BOOKS | 99.47 |
| 15965 | MIDSTATE OFFICE MACHINES | REPAIR SERVICE | 108.70 |
| 15966 | SATTLEY'S OFFICE SUPPLIES | OFFICE SUPPLIES | 10.50 |
| 15967 | WEST PUBL CO | BOOKS | 254.00 |
| 15972 | INTL MEDICINE ASSOC | PROF SERVICES | 40.00 |
| 16091 | XEROX CORP | MACHINE RENTAL | 11.81 |
| TOTAL OF ALL VOUCHER CHECKS = | | | 10,089.26 |