



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

AGENDA

December 18, 1986

- I. Call to Order - John Mueller, President
- II. Approval of Minutes
 - A. Regular Board Meeting of November 20, 1986
- III. City Librarian's Report
- IV. Reports of Committees
 - A. Finance and Properties
 - B. Personnel and Public Relations
 - C. Evaluations
 - D. Endowments
- V. Avenues to Excellence
 - A. Chapter 4, Mrs. Lutovsky
- VI. Old Business
- VII. New Business
 - A. Central Baptist Association
 - B. Vision 1996 Report
- VIII. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

December 18, 1986

I. Roll Call

The meeting was called to order at 2:30 p.m. by President Mueller. Members present: Mr. Akin, Mrs. Alpi, Mrs. Lutovsky, Mrs. Martin, Mr. Mueller, Mrs. Murphy, Mrs. Rossiter, Mr. Seidman and Mr. Sorensen. Staff present: Ms. Humphreys, Mr. Seidl and Mr. Scholtz.

II. Minutes (November 20, 1986)

Mrs. Martin requested that page 3, paragraph 3, line 2, be changed from "Questions 5, 6 and 7 should be asked individually" to "Questions 5, 6 and 7 should be revised and responses should be asked individually." Otherwise, the minutes were approved.

III. City Librarian's Report

Circulation for November, 1986 was down, due in part to one less working day than November, 1985.

Kellie Flynn was hired as the new half-time Library Assistant in reference. Mr. Merrick attended an ILA meeting in Chicago and a Humanities Council meeting in Decatur. Mrs. Gross attended an ILA Youth Services Committee meeting in Chicago. Mrs. Kikolla attended a PC users meeting at the Civic Center. Mr. Seidl attended the annual Chamber of Commerce Thanksgiving celebration. Mr. Seidl and Mrs. Lutovsky met with the Decatur Park District regarding a summer reading program in the parks.

Staff members have experienced violence from some unruly teenagers. Police reports were filed and an off-duty policeman was hired for 1½ weeks as a security guard. The teenagers have not come back. Mr. Seidman asked about taking pictures of the offenders. Mr. Seidl will contact the attorney to check the legality of such action.

Mr. Scholtz has submitted his resignation effective January 15, 1987, to accept a position with the the Northern Illinois Library System.

One candidate for the Head Cataloger position has been interviewed, and another is scheduled for January 2. One of them will be offered the position, and they will hopefully start work by February 1.

Mrs. Gross and the Macon County Cooperative Extension Service presented three programs for mothers of very young children about materials available on how to take care of new babies.

Archer Daniels Midland Company made a \$500 corporate donation to the library, which will allow application for the bi-centennial bookshelf grant through the National Endowment for the Humanities. Books about the U.S. Constitution have been ordered.

The Library is working on a program initiated by the State Library called "Our Business--Your Business". The purpose is to encourage local businesses to use the library.

On Lincoln's Birthday (Feb. 12), the Library will be closed and all staff will attend the annual "Staff Institute Day". Staff has organized the programs for the day.

The Catalog Department is now cataloging new books through OCLC. The revised profile is still not back.

Two new laser terminals have been installed in circulation. The check-out process is now much faster.

IV. Reports of Committees

Finance and Properties: Mrs. Rossiter made a motion that the bills for November be approved. Motion was seconded by Mr. Sorensen and unanimously carried.

Personnel and Public Relations: Mrs. Alpi reported that the Committee recommended that the Library be closed on Saturdays, December 26, 1987 and January 2, 1988. Mrs. Alpi made a motion to adopt this recommendation. Motion was seconded by Mr. Seidman and carried.

The Committee recommended updating the title "Policies, Public Relations and Personnel Committee" to "Policies and Personnel Committee" and "Library Board of Directors" to "Library Board of Trustees" wherever they appear in the manual. These changes were apparently previously made by the Board, but not changed in the manual. After discussion, Mrs. Rossiter made a motion that the title "Policies, Public Relations and Personnel Committee" be retained. Motion was seconded by Mrs. Lutovsky and carried. The Board further agreed to change to "Library Board of Trustees" in accordance with the law.

Part C, Sections 4 and 5, were recommended for deletion from the Personnel Code. Employees (except administrative) must be paid time and one half for hours worked in excess of forty (rather than compensatory time). This change is in accordance with the law. The Committee also recommended changing Part F, Section 1, to change the wage scale from "May 1, 1976 to "May 1, 1986 and as amended annually". They also recommended changing Part F, Section 1, b, to "Wages and salaries shall be paid bi-weekly" to reflect current practices. The last sentence of Section 2, Part J, was recommended for deletion: "Eligibility for service recognition pay shall include employment by the Library in a position funded by Rolling Prairie Library, provided such employment has been continuous with present employment." The position this section refers to is not now and is not expected to be funded. Mrs. Alpi made a motion that all of these changes be approved. Motion was seconded by Mr. Seidman and unanimously carried.

Mrs. Alpi advised the Board that the City has recently re-instituted the practice of exit interviews. They are willing to perform this function for the Library. Mrs. Lutovsky suggested that the Personnel Committee develop a policy toward exit interviews, with the interviews being conducted either by the City Personnel Department or the Library Personnel Committee. Mr. Mueller pointed

out that the City deals with these situations regularly, and that the information from the interviews would be made available to the City Librarian, who would review them with the Board. Mrs. Lutovsky suggested that the employee might prefer an interview with the Board. Mrs. Alpi said that the Personnel Committee would discuss the issue at their next meeting and make a recommendation to the Board.

Rolling Prairie: Mrs. Alpi did not attend the meeting.

Evaluation Committee: did not meet.

Endowments Committee: has not started.

V. Avenues to Excellence, Chapter 4.

Mrs. Lutovsky reported that the public library assumes leadership responsibility with the State Library and other regional and national organizations for linking community resources to other resources in the state, nation and world. Mrs. Lutovsky and Mr. Seidl agreed that this is an area which the Decatur Public Library can expand upon. Mrs. Lutovsky recommended that DPL Board members visit other libraries. There are also many other agencies in the area which DPL could interact with. There is, however, no clearinghouse of agencies in Decatur. DPL could possibly assume that responsibility through a large grant. DPL has arrangements with the Arts Council, Visiting Nurse Association, Richland Community College, Project Read, the Park District, RSVP Volunteers, etc. The Library should try to complement, not duplicate, services offered by other agencies.

VI. Old Business: none

VII. New Business: Central Baptist Association of St. Louis is starting an extension in Decatur for ministers. They have requested a borrowing agreement for their students living outside Decatur. The City Librarian will send a letter explaining the agreement between the Library and Richland Community College whereby the college assumes responsibility for the fines of the students. The other option is non-resident cards.

Vision 1996: This is a comprehensive plan for complete reorganization of the library systems in Illinois. It was prepared by a consulting firm in Texas. The State Library has asked for a response by January 9. Major highlights of the report are: All systems should be multi-type. The systems governance should be restructured. Over the next two years, there should be a transition in the makeup of the system boards away from members who are affiliated with local/member library boards or staffs. Staff should be reduced. The number of small libraries should be reduced by forcing them to meet standards or lose funding. The Boards should be more corporate-style. The systems should be facilitators, not providers. The State Library needs a definite automation plan. The number of systems should be reduced from 18 to 6. After discussion, the Board asked the City Librarian to respond to the report, expressing the Board's concerns.

Mr. Seidl reported that the City has requested that the Board have its February meeting earlier to give them time to review the Library budget before it goes to the City Council. Mr. Seidman made a motion to change the February Board meeting to February 11 at 4:30 p.m. Motion was seconded by Mrs. Rossiter and carried.

Mrs. Alpi and Mrs. Murphy left (3:40 p.m.)

Mr. Mueller requested nominations from the floor to fill the vice-president vacancy. Mrs. Rossiter nominated Mr. Sorensen. There were no other nominations, and Mr. Sorensen was elected by acclamation.

VIII. Adjournment

There was no further business. Meeting was adjourned at 3:50 p.m.

Janna Lutovsky

Janna Lutovsky, Secretary

Decatur Public Library Board of Trustees

STATISTICAL REPORT

November, 1986

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Year to Date</u>
Total books, 1986	26,724	2,017	22,524	51,265	658,749
1985	28,601	2,001	22,741	53,343	645,772
AV materials, 1986	5,981		461	6,442	79,581
1985	5,884		467	6,351	67,025
Total Circulation, 1986	32,705		22,985 45,265	57,707	738,330
1985	34,485		23,208	59,694	712,797

TECHNICAL PROCESSING

Cataloging

New books added	1,929
New titles added	425
Books withdrawn	539
Books mended	813

Acquisitions

Books checked in	1,918
Telephone directories	15
Pamphlets	278
Gifts	87 books, 3 records

MATERIALS IN THE STATE OF PROCESSING

Materials (physical items) -	990
Titles	697

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1985/86</u>	<u>YTD Expended 1986/87</u>	<u>Unencumbered</u>
Personal Services	1,460,970	741,827	829,853.51	631,116.49
Operating	248,764	111,034	133,624.78	115,139.22
Capital and Books	286,287	146,957	146,079.88	140,207.12

STAFF STRENGTH

	<u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	0	1	8
Library Assistants	8 + 4	0	0	8 + 4
Clerical	24 + 22	0	0	24 + 22
Maintenance	3½	0	0	3½

CURRENT VACANCIES: Assistant City Librarian, Catalog Librarian, Asst. Head of Home Reading

Computer Down Time for Month: 2 hours, 9 minutes

55.6

35.00

1,243,740

156,410.45

RECEIPT OF EXPENDITURES TO BUDGET FY 1986-87 FUND 21 DPL-CAPITAL PROJECTS

4000 PUBLIC LIBRARY-CAPITAL

UNENCUMBERED BALANCE

ENCUMBERANCE

Y-T-C BUDGET

YEAR-TO-DATE EXPENDITURES

MONTHLY EXPENDITURES

ANNUAL BUDGET

PRCT COMM

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-C BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT COMM
EXPENDITURES	2,570	.00	.00	1,499	2,570.00	.00	2,570.00	
EXPENDITURES	2,570	.00	.00	1,499	2,570.00	.00	2,570.00	
** DIVISION TOTAL **	2,570	.00	.00	1,499	2,570.00	.00	2,570.00	

6100 DEL-CANTONI TRUST

REPORT OF EXPENDITURES TO BUDGET

FY 1986-87

FUND 92 PUBLIC LIBRARY-TRUSTS

PAGE 101

CD DESCRIPTION

ANNUAL BUDGET YEAR-TO-DATE EXPENDITURES

Y-T-D BUDGET

UNEXPENDED BALANCE

ENCUMBERANC

UNENCUMBERED BALANCE PRCT COMM

EXPENDITURES

10,000

247.41

1,311.69

5,833

8,688.31

.00

8,688.31 13.1

10,000

247.41

1,311.69

5,833

8,688.31

.00

8,688.31 13.1

** DIVISION TOTAL **

10,000

247.41

1,311.69

5,833

8,688.31

.00

8,688.31 13.1

Inventory

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE
EXPENDITURES	10,000	.00	.00	5,833	10,000.00	.00	10,000.00
EXPENDITURES	10,000	.00	.00	5,833	10,000.00	.00	10,000.00
** DIVISION TOTAL **	10,000	.00	.00	5,833	10,000.00	.00	10,000.00

REPORT OF EXPENDITURES TO BUDGET FY 1986-87 FUND 92 PUBLIC LIBRARY-TRUSTS

43000 DELEGATES TRUST

DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMA
EXPENDITURES	3,500	.00	8.16	2,041	3,491.84	.00	3,491.84	.2
	3,500	.00	8.16	2,041	3,491.84	.00	3,491.84	.2
** DIVISION TOTAL **	3,500	.00	8.16	2,041	3,491.84	.00	3,491.84	.2

FOR PERIOD ENDING 11/25/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/13/86	TREAS-PAYROLL CLEARING	39,839.09	320	11/13/86	REGULAR SALARIES
11/09/86	CROSS-CHEMICAL INSURANCE	25.00	4610	11/07/86	CONFERENCE AND TRAVEL
11/07/86	TREAS-MEDICAL INS	3,899.08	4631	11/07/86	HOSPITAL AND COMPENSATION
11/07/86	TREAS-NON MEDICAL INS	1,806.00	4631	11/07/86	WORKMEN'S COMPENSATION
11/07/86	TREAS-NON MEDICAL INS	10.50	4631	11/07/86	VEHICLE INSURANCE
11/07/86	TREAS-NON MEDICAL INS	123.24	4631	11/07/86	PROPERTY INSURANCE
11/07/86	TREAS-NON MEDICAL INS	902.00	4631	11/07/86	PROPERTY LIABILITY INSURANCE
11/07/86	TREAS-GENERAL FUND	10.23	4632	11/07/86	GENERAL LIFE INSURANCE
11/07/86	TREAS-GENERAL FUND	23.72	4635	11/07/86	OFFICE SUPPLIES
11/07/86	TREAS-GENERAL FUND	1,824.33	4635	11/07/86	TRANSFER TO GENERAL FUND
11/07/86	TREAS-IMRF	18,873.80	4637	11/07/86	POSTAGE
11/06/86	TREAS-PETTY CASH	24.61	4638	11/07/86	RENTAL EQUIPMENT
11/06/86	TREAS-PETTY CASH	1.20	4638	11/07/86	MATERIALS TO MAINT BLDGS
11/06/86	TREAS-PETTY CASH	24.78	4638	11/07/86	MATERIALS TO MAINT AUTO EQUIP
11/06/86	TREAS-PETTY CASH	6.98	4639	11/07/86	OFFICE SUPPLIES
11/06/86	TREAS-PETTY CASH	14.49	4645	11/07/86	OFFICE SUPPLIES
11/07/86	POSTMASTER	4.62	4645	11/10/86	POSTAGE
11/13/86	IL BELL TELEPHONE CO	205.00	4671	11/13/86	AUDIO-VISUAL MATERIALS
11/06/86	IL BELL CENTRAL GARAGE FD	585.04	4699	11/14/86	TELEPHONE
11/14/86	TREAS-PETTY CASH	124.13	4706	11/14/86	GASOLINE
11/19/86	POSTMASTER	59.20	4715	11/17/86	LIBRARY FINES AND FEES
11/18/86	TREAS-PETTY DECATUR, ILL	500.00	4715	11/19/86	POSTAGE
11/19/86	WHEELER, MARY E	19.02	4743	11/19/86	OFFICE SUPPLIES
11/19/86	WHEELER, MARY E	256.87	4769	11/24/86	BOOKS RECORDS AND EXHIBITS
11/14/86	AUDIBUFF CO., INC.	5.30	4776	11/24/86	AUDIO-VISUAL MATERIALS
11/06/86	ARATEX SERVICES, INC.	284.50	4778	11/24/86	JANITORIAL SUPPLIES
11/06/86	AMER BINDERY	80.00	4784	11/24/86	PRINTING AND BINDING
11/14/86	A D T TECHNOLOGIES, INC	2,155.00	4786	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	ADMINISTRATION	92.33	4788	11/24/86	SERVICES TO MAINT BLDGS
11/21/86	AMER FILM INST	32.00	4789	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	BAKER & TAYLOR CO	595.92	4791	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	BLACK & CO	23.56	4792	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	BOLAND ELECTRIC SUPPLY	6.50	4799	11/24/86	MATERIALS TO MAINT BLDGS
11/06/86	B18 AUDIO-VIS PRODUCTS	48.85	4810	11/24/86	OFFICE SUPPLIES
11/13/86	BUSINESS WEEK	189.90	4811	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	BULLETIN OF ATOMIC SCIENTISTS	67.00	4812	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	CREATIVE IDEAS FOR LIVING	32.00	4833	11/24/86	BOOKS RECORDS AND EXHIBITS
11/17/86	CORRIERE S FINE ART APPRAISALS	11.96	4834	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	COMMENTARY	89.00	4835	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	CINEBOOKS	507.50	4836	11/24/86	BOOKS RECORDS AND EXHIBITS
11/10/86	DECATUR PAINT & VARNISH	21.11	4848	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	DEMCO EDUCATIONAL CORP	22.29	4848	11/24/86	BOOKS RECORDS AND EXHIBITS
11/17/86	DECATUR HERALD & REVIEW	178.43	4858	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	DURA-LINE PRODUCTS	153.36	4862	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	DOURLEDAY & CO., INC.	645.00	4864	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	DOW JONES INDEXES	21.00	4865	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	DISSENT	16.00	4866	11/24/86	BOOKS RECORDS AND EXHIBITS
11/18/86	DECKARD, STEVE	16.00	4867	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	DATA MANAGEMENT	28.95	4868	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	ELECTRIC CO	9.95	4873	11/24/86	BOOKS RECORDS AND EXHIBITS
11/10/86	EXILE EDITIONS	18.00	4874	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	EISENHOWER HIGH SCHOOL	509.13	4876	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	GAYLORD BROS	14.41	4891	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	GAYNES & JOHNSON LUMBER CO	72.00	4892	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	GOURMET MAGAZINE	60.00	4900	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	GLAMOUR PUBLICATIONS	148.00	4903	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	HELDREF BOOK INC	30.00	4903	11/24/86	BOOKS RECORDS AND EXHIBITS
11/18/86	IL BELL TELEPHONE CO	151.92	4916	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	IL POWER CO	3,775.44	4917	11/24/86	TELEPHONE
11/21/86	INGRAM BOOK ASSN	58.86	4919	11/24/86	ELECTRICAL
11/18/86	IL LIBRARY ASSN	352.00	4926	11/24/86	AUDIO-VISUAL MATERIALS
11/06/86	IL COALITION OF LIBRARY ASSOC	25.00	4927	11/24/86	PROFESSIONAL MEMBERSHIP FEES

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

GLA3120 FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 11/25/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/13/86	INTL OCEANOGRAPHIC FOUND	18.00	4928	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	IN BRITAIN MUSEUM SOCIETY	25.00	4929	11/24/86	BOOKS RECORDS AND EXHIBITS
11/17/86	ILL STATE MUSEUM SOCIETY	48.00	4930	11/24/86	BOOKS RECORDS AND EXHIBITS
11/07/86	K L S MERCHANDISE MART	22.44	4937	11/24/86	OFFICE SUPPLIES
11/13/86	KLATT YOUNG ADULT PAPERBACK	50.00	4947	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	LIVE STREAM LIBRARY, INC	203.58	4954	11/24/86	AUDIO-VISUAL MATERIALS
11/19/86	LIVE STREAM LIBRARY, INC	68.00	4955	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	LOS ANGELES TIMES	130.00	4957	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	LEAR SAGELETER, INC	246.00	4958	11/24/86	SERV TO MAINT OFFICE EQUIP
11/06/86	MACARTHUR HIGH SCHOOL	16.50	4988	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	MCCORD TIRE	230.72	4989	11/24/86	SERV TO MAINT AUTO EQUIPMENT
11/19/86	MIDWEST MICROFILM CO	62.77	4990	11/24/86	PRINTING AND BINDING
11/21/86	MOTOR TREND	40.00	4992	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	MADEMOISELLE MAGAZINE	144.00	4993	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	MAYO CLINIC HEALTH LETTER	44.00	4996	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	NEW WOMAN	45.00	5009	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	NEW WORLD RECORDS	26.80	5010	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	NATL GEOGRAPHIC SOCIETY	145.00	5012	11/24/86	BOOKS RECORDS AND EXHIBITS
11/14/86	NATL AUDIO VISUAL CENTER	42.00	5014	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	NATL MINORITY BUSINESS DIR	152.00	5015	11/24/86	AUDIO-VISUAL MATERIALS
11/06/86	NEAL-SCHUMER PUBL CO	36.00	5016	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	NATL REGISTER COMPANY	304.90	5018	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	OTIS ELEVATOR COMPANY	278.43	5019	11/24/86	SERV TO MAINT BUILDINGS
11/13/86	OFFICE PUBL INC	75.00	5021	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	POSTMASTER, DECATUR, ILL	50.00	5035	11/24/86	POSTAGE
11/21/86	RADIO SHACK	29.75	5037	11/24/86	MATERIALS TO MAINT BLDGS
11/07/86	RICHLAND COMMUNITY COLLEGE	90.90	5042	11/24/86	CONFERENCES AND OTHER TRAVEL
11/20/86	R. L. POLK	90.00	5047	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	REGEN BOOK CO	193.60	5048	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	R. R. BOWKER	1,550.99	5049	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	ROAD TRACK	44.00	5050	11/24/86	BOOKS RECORDS AND EXHIBITS
11/17/86	REFERENCE PUBLICATIONS	61.95	5051	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	R R BOWKER CO	49.20	5052	11/24/86	BOOKS RECORDS AND EXHIBITS
11/13/86	RAILROAD MODEL CRAFTSMAN	54.00	5056	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	SATTLES, INC.	129.09	5078	11/24/86	OFFICE SUPPLIES
11/14/86	STRESS MGT & HYPNOSIS ASSN	21.95	5082	11/24/86	AUDIO-VISUAL MATERIALS
11/06/86	STEPHEN DECATUR HIGH SCHOOL	17.00	5083	11/24/86	BOOKS RECORDS AND EXHIBITS
11/06/86	TSC FARM AND AUTO STORE	20.94	5084	11/24/86	ANTI-FREEZE TO MAINT BLDGS
11/18/86	TSC FARM AND AUTO STORE	11.94	5084	11/24/86	MATERIAL TO MAINT AUTO EQUIP
11/18/86	TSC FARM AND AUTO STORE	195.00	5088	11/24/86	SERV TO MAINT AUTO EQUIP
11/20/86	TOMMY HOUSE TIRE	3.00	5088	11/24/86	LUBRICANTS TO MAINT AUTO EQUIP
11/19/86	TOMMY HOUSE TIRE	60.12	5088	11/24/86	MATERIAL TO MAINT IMPROVEMENTS
11/19/86	TRUE VALUE HARDWARE	2.36	5089	11/24/86	SERV TO MAINT BLDGS
11/19/86	TRUE VALUE HARDWARE	46.21	5089	11/24/86	MATERIALS TO MAINT BLDGS
11/07/86	TRUMP PRINTING CLEARING	467.70	5090	11/24/86	PRINTING SALARIES
11/24/86	TREAS-PAYROLL CLEARING	40,883.40	5104	11/24/86	REGULAR SALARIES
11/24/86	TELEVISUAL	61.90	5107	11/24/86	SERV TO MAINT OFFICE EQUIP
11/19/86	TEAM ELECTRONICS	30.00	5109	11/24/86	OFFICE SUPPLIES
11/14/86	UMI DE PUERTO RICO, INC	417.69	5114	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	VOCUE	92.00	5118	11/24/86	BOOKS RECORDS AND EXHIBITS
11/19/86	VOCUE CONTROL LANDFILL	55.90	5119	11/24/86	BOOKS RECORDS AND EXHIBITS
11/07/86	WASTE PUBLISHING COMPANY	16.50	5122	11/24/86	BOOKS RECORDS AND EXHIBITS
11/21/86	W. M. GRAINGER	40.75	5126	11/24/86	SERV TO MAINT IMPROVEMENTS
11/19/86	W. M. DISNEY MEDIA CO	23.82	5132	11/24/86	BOOKS RECORDS AND EXHIBITS
11/14/86	WARREN, GORHAM & LAMONT	104.90	5133	11/24/86	AUDIO-VISUAL MATERIALS
11/13/86	XEROX	295.00	5134	11/24/86	RENTAL EQUIPMENT
11/25/86	ALCO & CO	7.84	5139	11/25/86	BOOKS RECORDS AND EXHIBITS
11/25/86	BLACK & CO	11.54	5142	11/25/86	BOOKS RECORDS AND EXHIBITS
11/25/86	BLAND ELECTRIC SUPPLY	46.21	5143	11/25/86	MATERIALS TO MAINT BLDGS
11/25/86	COMPUTYPE, INC	896.73	5147	11/25/86	PRINTING AND BINDING
11/25/86	DECATUR PAPER HOUSE	533.08	5152	11/25/86	OFFICE SUPPLIES
11/25/86	FORTUNE	89.00	5165	11/25/86	BOOKS RECORDS AND EXHIBITS
11/25/86	ILL OCLC USERS GROUP	30.00	5175	11/25/86	CONFERENCES AND OTHER TRAVEL

CITY OF DECATUR, ILL. BILLS AND PAYROLLS

FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 11/25/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/25/86	MULTIGRAPHICS	1,388.00	5187	11/25/86	SERV TO MAINT OFFICE EQUIP
11/25/86	RICHLAND COMMUNITY COLLEGE	8.00	5198	11/25/86	LIBRARY FINES AND FEES
11/25/86	I.S. COMMUNICATIONS	32.63	5203	11/25/86	TELEPHONE
11/25/86	IREAS-IMRF	12,481.87	5205	11/25/86	RETIREMENT-IMRF
11/25/86	TAUNTON PRESS	68.00	5208	11/25/86	BOOKS RECORDS AND EXHIBITS
	TOTAL	156,759.99			