



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 15, 1985

- I. CALL TO ORDER
MARSHALL SUSLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 18, 1985
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - ~~2. Consideration of Offset Printer Bid~~
 3. Approval of Per Capita Grant Application
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendment to By-Laws
 2. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mr. Grieve
Mrs. Lutovsky
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Sorensen
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - August 15, 1985

The regular meeting of the Board of Directors of the Decatur Public Library was held August 15, 1985 in the board room of the main library.

Members Present:

Mr. Grieve
Mrs. Lutovsky
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Sorensen
Mr. Susler

Members Absent:

Mrs. Alpi
Mrs. Jackson

Others Present:

Mr. Dumas
Mr. Scholtz
Miss Schwegman

The meeting was called to order at 4:35 p.m. by the President, Marshall Susler.

The minutes of the regular meeting of July 18, 1985 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated July was a very busy month breaking all past circulation records with the exception of July 1983, a record that resulted from a computer generated backlog. Mr. Dumas commended the Staff as being highly service-oriented and eager to help patrons, which does make a difference. Mr. Dumas informed he had a conversation with Sandy Hames of RPL and she advised there is going to be some grant money available for construction purposes again this year on the same basis as last year with a 60% local/40% State funding. There is no way the Library can raise 60% of a sizeable construction project by the deadline. We asked the City Council two years ago if they would consider establishing a capital fund for the Library and setting aside a certain amount each year to use as it was needed. The Council indicated at that time they would not want to tax people for future benefits, Mr. Dumas advised.

Continuing, Mr. Dumas stated the Library's computer has been down just briefly a few instances of late. When we go down we come right back up, but Miss Anderson feels we may be losing some circulation because of it. According to the CLSI support staff this is a "linkage" problem in the software, and they have been trying for the last couple of months to establish the cause to correct it. The problem thus far has been "mild", but I just wanted to let you know in case it develops into a serious problem, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mrs. Rossiter moved the approval of Library bills through July 31, 1985, Mr. Seidman seconded the motion and it was approved by roll-call vote. Mr. Dumas reported Mr. Richardson had checked with the City's fire department on the Library's 'paint booth' and was told if spray painting were being done, the plastic booth should not be a permanent fixture.

Mr. Dumas presented the application for the Illinois Public Library Per Capita Grant, reviewing the document page by page. There was extensive discussion particularly of the section dealing with Avenues to Excellence Summary. The various levels and standards relating to each category were noted and the reasons for the Library's degree of achievement or failure to achieve recommended levels were discussed, as well as the action necessary to improve performance relative to the Standards. Mr. Susler noted that in future meetings of the Board, Avenues to Excellence would be discussed Chapter by Chapter. He asked Mr. Mueller to prepare background to lead the discussion on Article I at the September board meeting.

Mrs. Rossiter moved that the proposed application for the Illinois Public Library Per Capita Grant be approved and the appropriate officers and the City Librarian be authorized to sign the application. Mr. Grieve seconded the motion and it was approved.

Word has been received that the Library's Per Capita Grant this next year will be funded at \$1.00 per head, which will bring this Library's receipt close to \$100,000, Mr. Dumas advised. We budgeted only \$50,000 for the current year, which was the amount received in previous years; therefore, in order to spend this \$100,000, the Board prior to receipt of the money, will need to adopt a Resolution to the City Council requesting them to pass an additional appropriation ordinance for the \$43,000, Mr. Dumas explained.

It was reported by Mr. Mueller and Mr. Susler that the Finance Committee had met with the Council in a work session on the Library's levy request for the coming year. Our levy request is going to be reduced by \$100,000, knocking off what we projected as our surplus at the end of the year, but assuring us there would be sufficient money at the end of the fiscal year to operate the Library on until tax moneys are received. Mr. Dumas commented the Library will receive a larger amount from the Replacement Property Tax, and he feels there will be no problem at the end of the year, as he relies on the expertise of the City's finance staff. Also, the City Manager has assured the Library in past years if we did run short of money before tax money begins coming in, we could borrow from our trust funds or from the City.

As a member of the Personnel and Public Relations Committee, Mrs. Lutovsky moved that the By Laws of the Board of Directors be amended in Article 4, COMMITTEES, by substitution for the present article the following article.

Article 4. COMMITTEES:

The following standing committees shall be appointed by the President to serve for one year and shall consist of a chairman and three other members:

Committee on Finance and Properties
Committee on Personnel and Public Relations

The duties of each of these committees shall be such as are associated with its name and related policies or shall be committed to it by action of the President with the advice and consent of the Board.

In addition there shall be a standing committee denominated the Goals and Evaluation Committee consisting of the Chairmen of the Finance and Properties Committee and the Personnel and Public Relations Committee and three other members with the chairman selected by the President. The duties of this committee are to formulate Library goals and to evaluate the City Librarian and to recommend to the Board on such goals or evaluation.

Special committees for the study and investigation of special problems may be appointed by the President, such committees to serve until completion of the work for which they were established.

Mr. Sorensen seconded the motion and it was approved by all members present, there being over 2/3 of board members in attendance who had been previously notified of the proposed amendment.

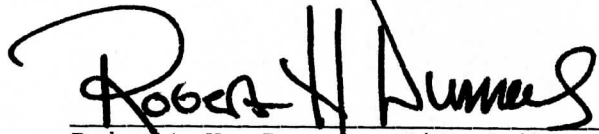
Mrs. Lutovsky further moved that the Code of Library Policy be amended in Article II, "Circulation of Library Materials", paragraph A, "Registration" by adding the following language to Section 3(e)ii (exceptions to the fee requirement):

- ii. ...This deposit may be waived provided the institution at which the student is registered agrees in writing to assume financial responsibility for delinquent charges of fees incurred by any of its registered students who are non-resident borrowers in the Library.

Mr. Grieve seconded the motion, and it was approved.

Under New Business, Mr. Seidman stated he had attended the Rolling Prairie Libraries board meeting, and the struggle between RPL and the State Library over guaranteed seats for Decatur and Springfield on the Multi-type Library Board still has not been resolved.

The meeting was adjourned at 6:20 p.m. by the President.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

July, 1985

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1985 -	30,346	2,805	33,445	66,596	634,798
1984 -	28,711	2,609	31,174	62,494	631,598
A-V Materials, 1985 -	5,569	--	491	6,060	59,357
1984 -	3,842	--	306	4,148	46,240
Total Circulation, 1985 -	35,915	2,805	33,936	72,656	694,155
-	32,553	2,609	31,480	66,642	677,838

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,250	Books checked in	1,574
New titles added	387	Telephone Directories	0
Books withdrawn	722	Pamphlets	340
Books mended	1,443	Gifts	393

Materials in the State of Processing

Materials (physical items) - 507
Titles - 417

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1983/84</u>	<u>YTD Expended 1984/85</u>	<u>Unencumbered</u>
Personal Services	1,279,022	283,857	318,846	960,176
Operating	260,642	49,393	44,400	216,242
Capital and Books	270,800	35,289	46,587	224,213

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	1	7
Library Assistants	8 + 5 (560 hrs)	--	--	8 + 5 (560 hrs)
Clerical	23 + 19 (1560 hrs)	--	--	23 + 19 (1578 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: Head, Home Reading

Computer Down-time for Month - 2 hours



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



August 26, 1985

Illinois State Library
Library Development Group
Centennial Building - Room 288
Springfield, Illinois 62756

RE: STATE GRANTS

Gentlemen:

Enclosed herewith is the Application for Grants Available to Illinois Public Libraries in which we are making application for the Per Capita Grant. In addition to the application, please find the following submissions:

- (1) A letter from the President of the Library Board requesting federal revenue sharing funds from the City of Decatur;
- (2) A copy of the reply to this request from the City Manager of Decatur;
- (3) Certification of the Library's current tax rate from the Macon County Clerk.

Yours truly,

Robert H. Dumas
City Librarian

RHD/hs

Enclosures: as stated

JIM EDGAR
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Pursuant to the provisions of the Illinois Revised Statutes, Chapter 81:118 and 118.1, as amended, the undersigned PUBLIC LIBRARY hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

1. Name of applying library Decatur Public Library
2. Address 247 East North Street Decatur Macon 62523
Street or Box # City County Zip
3. Name of corporate authority that levies the tax supporting the applying library _____
City of Decatur
4. Type of library applying (check one): City County _____ Town _____ District _____
Village _____ Township _____ Park _____ Other _____
(specify)
5. Date established 1876
6. *Latest U.S. Census Figure 93,939
for Population Served
7. Library System name Rolling Prairie Libraries
8. Dates for Library's Fiscal Year May 1 - April 30
9. Federal Employer's Identification Number (FEIN #) 37-6001308
10. Illinois Legislative District/s (state senator) 51
11. Illinois Representative District/s 101
12. United States Congressional District/s 20
13. Name of person preparing this report Robert H. Dumas
(217) 428-6617
(telephone number)

*SEE LAST PARAGRAPH OF APPENDIX-I.

14. Calculation of Equalization Aid Grant. (If your library is not applying for equalization aid, leave this section blank.)

- a. Value of all taxable property within the library's service area as of January 1, 1984. (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Revenue, Property Tax Administration Bureau. \$ 494,384,025
- b. Said valuation multiplied by 0.0013 yields. \$ 642,699
- c. Levy at 0.13% divided by population served yields per capita of. \$ 6.84
- d. Population served multiplied by \$4.25 equals. \$ _____
- e. Enter valuation multiplied by 0.0013 obtained in step (b). \$ _____
- f. Subtract (e) from (d) equals amount of equalization aid. \$ _____

(NOTE: Section a, b, and c must be completed in order to apply for a per capita grant even if you are not applying for an equalization aid grant.)

15. Calculation of Per Capita Grant.

Population served 93,939

Attach the enclosed statement for notarization from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1984 (the assessed valuation against which tax revenue was most recently levied).

Attach a copy of letter signed by the library board president requesting federal revenue sharing funds from an appropriate unit of local government which received such funds.

Attach copy of official reply to your library's request for revenue sharing funds.

Attach the completed summary prepared by your librarian and officially approved by the library board indicating how your library is either meeting or showing progress toward meeting the Illinois library standard, "Avenues to Excellence," established by the Illinois Library Association.

- 16. In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide from a source other than federal revenue sharing an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation and check this box.

17. LIBRARY NAME Decatur Public Library

Complete the following SUMMARY based upon the Library Board's annual review (October 1984 - September 1985) of the standards document, AVENUES TO EXCELLENCE.

AVENUES TO EXCELLENCE SUMMARY

	A	B	C	Do not meet minimum standards
Structure and Governance	x	/////	/////	
Finances		/////	/////	x
Administration				x
Public Relations				x
Accessibility		x		
Users & Usage		x		
Services				x
Personnel	x	/////	/////	
Materials		x		
Physical Facilities	x			
System and ILLINET Membership Responsibilities	x	/////	/////	

18. The results of completing the six (6) output measures required for FY-86 funding are:

	MEASURE	PERCENTAGE RESULT	DATE COMPLETED
1.	Registration as a Percentage of Population	54%	6/29/85
2.	Librarian's Perception of Reference Fill Rate	75%	4/28/85
3.	Title Fill Rate	66%	4/28/85
4.	Author/Subject Fill Rate	71%	4/28/85
5.	Browsing Fill Rate	95%	4/28/85
6.	Facility and Equipment Usage	18%	4/15/85

19a. The Decatur Public Library Library Board
and Staff used **AVENUES TO EXCELLENCE** in the following way/s this last year. Please describe:

1. To examine goal mechanism.
2. To institute system of in-service training and continuing education.
3. To adopt emphasis in public relations as library goal.

19b. In order to meet standards in **AVENUES TO EXCELLENCE**, we plan to use FY-86 grant monies in the following way/s:

To acquire books with the goal of improving collections and advancing toward minimum book standards, set forth in Avenues to Excellence. X. Materials, of holding a minimum of 295,000 volumes.

To acquire microcomputer with necessary peripherals and software to maintain collections strength, acquisition and withdrawals activities, and other data, and to generate reports relating to these statistics and circulation activity for the purpose of informing professional staff with respect to material output measures such as turnover rates, set forth in Avenues X. Materials: output measures.

To add one professional staff member to improve proportion of librarians to population. IX. Personnel. (standard 2.)

To purchase a video camera to be used for in-service training and for recording local history.

Per Capita Grant funds will be used in public relations orientation for Staff and for speaker to kick off Importance of Reading P.R. drive.

Any remaining funds will be used to augment audio-visual budget for acquisition of video cassettes.

If more space is needed, _____ check here and continue the information on an attached sheet.

REPORT OF THE USE OF LAST YEAR'S PER CAPITA GRANT

20. If a Per Capita Grant was received last year, describe the use of the grant monies and the progress that was made toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, AVENUES TO EXCELLENCE.

The Per Capita Grant received last year was expended entirely for books and resulted in the Library's book collections growing by a net 916 (.05%) after withdrawal of 15,494 items. Titles in the collection increased by 1,420 (1.4%) after withdrawal of 3,983 titles.

21. Expenditure of FY-85 Per Capita Grant monies:

Item or Service	Amount/Cost	Date of Expenditure
Books	\$ 50,193.96	May 1, 1984-Apr 30, 1985
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
* TOTAL	\$ 50,193.96	

If more space is needed, _____ check here and continue the information on an attached sheet.

* Total must equal FY-85 per capita grant.

REPORT OF THE USE OF LAST YEAR'S EQUALIZATION AID

22. If an Equalization Grant was received last year, describe the use of the grant monies and the impact of the grant on public library services in your community.

None received.

23. Expenditure of FY-85 Equalization Grant monies:

Item or Service	Amount/Cost	Date of Expenditures
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
	\$ _____	_____
* TOTAL	\$ _____	

If more space is needed, _____ check here and continue the information on an attached sheet.

* Total must equal FY-85 equalization grant.

APPLICANT STATEMENT

Statement of Applicant: "In making application for a grant or grants, the Library Board agrees to expend the funds received for the purpose of providing public library service to your community by supplementing the library's regular budget and not to reduce the library's levy in the current year or in the next year. The Board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the amount of each grant so that the qualified applicant should receive a proportionate share. The Board further affirms that in making the application for a grant or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency. The Board further affirms that if expenditure of the funds is contemplated to be other than that stated in the grant application, they will consult with the Illinois State Library before such expenditures are approved."

Date August 15, 1985

Signature Marshall A. Smith
President, Board of Directors/Trustees

Attest John W. Mueller
Secretary, Board of Directors/Trustees

Robert H. Denny
Librarian

* Prepare four (4) copies of application and all supporting documents. Retain one (1) copy for your files, send one (1) copy to the library system of which you are a member, and submit two (2) copies postmarked no later than October 1, 1985 to:

Illinois State Library
Library Development Group
Centennial Building - Room 288
Springfield, Illinois 62756
RE: STATE GRANTS

You are encouraged to send your application to the system to be checked for information and documentation.

* Extra application forms and information about the grant program have been distributed to all library systems.

ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID AND/OR PER CAPITA GRANT

I, William M. Tangney, County Clerk of the County of Macon in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all property as equalized by the State Department of Local Government Affairs for the Year 1984 in Decatur Public Library is
(library corporate entity)

Real Estate	\$ <u>489,441,069</u>
Pollution Control	\$ <u>---</u>
Railroad Property	\$ <u>5,589,375</u>
TOTAL	\$ <u>495,030,444</u>

All of which appears from the records and files in my office.

The Decatur Public library tax rate is .2857.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY
HAND AND FIXED THE SEAL OF THE COUNTY OF
Macon, AT MY OFFICE,
IN THE CITY OF Decatur,
IN SAID COUNTY, THIS 25th DAY OF
July, A.D. 1985

(County Seal)

William M. Tangney
County Clerk

Subscribed and sworn before me this 25th day of July, 1985

Charles Messer
Notary Public

(Notary Seal)

My Commission Expires October 6, 1985



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



April 22, 1985

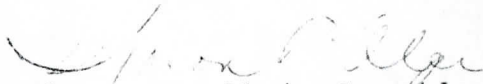
Mr. Leslie Allen, City Manager
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

Dear Mr. Allen:

The Library is preparing its application for the Illinois Public Library Per Capita Grant. As a condition for eligibility for the grant, it is required that a public library apply to its municipal authority for participation in federal revenue sharing funds.

The Library's per capita grant is expected during this year to be approximately \$50,000. These funds will be used for book acquisition. It is our request that a similar amount, if possible, or any amount that can be allowed be allotted to the Public Library, also to be used for acquisition as the Library seeks to improve its collections and work toward meeting the standards established by the State Library and the Illinois Library Association for collections size.

Sincerely,


Sharon T. Alpi, President
Library Board of Directors

STA/hs



CITY OF DECATUR · ILLINOIS

#1 CIVIC CENTER PLAZA

DECATUR, ILLINOIS 62523

May 7, 1985

Ms. Sharon T. Alpi, President
Library Board of Directors
247 East North Street
Decatur, IL 62523

Dear Ms. Alpi:

I received the Library Board's inquiry regarding the availability of Federal Revenue Sharing funds for Library use.

The City Council has appropriated the \$1,000,000 that the City expects to receive in FY1985-86 for police protection. Therefore, there are no funds from the Federal Revenue Sharing Program available for the Library Board.

I regret that we cannot be of assistance.

Very truly yours,

CITY OF DECATUR

Leslie T. Allen,
City Manager

LTA:cfh

cc: Robert Dumas

	AMOUNT
	500.00
	39,126.84
	1,681.34
	3,796.66
MP	1,530.00
NT	928.33
Y	5,691.64
	104.55
	26.40
	20.00
AL	1,309.92
	10.84
APES	7.37
	43.95
	45.00
	17.00
HARGES	300.00
AL	150.00
OTHER CHECKS =	55,289.84

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/85 THRU 07/31/85

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
25691	POSTMASTER	POSTAGE	500.00
25725	TREAS PAYROLL FUND	PAYROLL	39,126.84
25749	TREAS GNL OPERATING FUND	ADM EXPENSE	1,681.34
25750	TREAS %MED INS ESCROW	INSURANCE	3,796.66
25751	TREAS %NON MED INS ES	WORKERS COMP	1,530.00
25752	TREAS-%UNEMPLOYMENT FD	UNEMPLOYMENT	928.33
25765	ILL POWER CO	ELECTRICITY	5,691.64
25820	CAR BOOKS, INC	BOOKS	104.55
25821	GATES & JOHNSON LUMBER CO	LUMBER	26.40
25822	ILL ST HISTORICAL SOCIETY	BOOKS	20.00
25823	INGRAM BOOK CO	AUDIO VISUAL	1,309.92
25824	JAN SAN SUPPLY CO	JANITORIAL	10.84
25825	K'S MERCHANDISE MART	CASSETTE TAPES	7.37
25826	OMNI	BOOKS	43.95
25827	SOTHEBY'S	BOOKS	45.00
25828	SUPT OF DOCUMENTS	BOOKS	17.00
25829	TRUMP PRINTING	PRINTING CHARGES	300.00
25830	WETA/TV	AUDIO VISUAL	150.00

TOTAL OF ALL VOUCHER CHECKS = 55,289.84

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/85 THRU 07/31/85

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
25853	POSTMASTER	POSTAGE	5.70
26112	AT&T	TELEPHONE CHARGES	464.43
26113	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	606.96
26114	BUSINESS EFFICIENCY AIDS	MICROFICHE TRAY	90.12
26115	DECATUR PAINT & VARNISH	PAINT	21.71
26116	DOWNTOWN DECATUR COUNCIL	PARKING	320.00
26117	DUKE'S OFFICE SUPPLY	OFFICE SUPPLIES	177.10
26118	EASTIN PHELAN CORP	AUDIO VISUAL	72.45
26119	FACTS ON FILE INC	BOOKS	370.00
26120	G J BUILDERS HARDWARE	LOCKS	14.70
26121	GAYLORD BROS	OFFICE SUPPLIES	288.54
26122	HERALD & REVIEW	ADVERTISING	13.86
26123	ILL POWER CO	GAS	305.15
26124	ILL ST HISTORICAL SOCIETY	BOOKS	13.95
26125	MCLEAN CTY HIST SOC	BOOKS	32.95
26126	MALJACK PRODUCTIONS INC	AUDIO VISUAL	325.68
26127	MASTERVISION	AUDIO VISUAL	72.51
26128	MORRIS VIDEO	AUDIO VISUAL	88.00
26129	NATIONAL ARCHIVIS	AUDIO VISUAL	460.00
26130	POPULAR COMPUTING	BOOKS	23.94
26131	PUBLISHER'S CENTRAL BUR	AUDIO VISUAL	41.24
26132	RMI MEDIA PROD INC	AUDIO VISUAL	52.45
26133	SPRINGFIELD BLUEPRINT CO	BOOKS	2.23
26134	STRIVE FOR EXCELLENCE	AUDIO VISUAL	152.10
26135	TREAS MOTOR FUEL TX DEBT	DUE OTHER FUNDS	50.00
26136	TREAS CENTRAL SERVICE FND	GASOLINE	144.51
26137	UNIVERSITY BOOKSTORE	BOOKS	3.65
26138	U OF MO-STLOUIS BOOKSTORE	BOOKS	3.75
26139	WHITEBROOK BOOKS	BOOKS	10.70
26140	WIS STATE HIST SOC	BOOKS	24.50
26144	TREAS GNL OPERATING FUND	SUPPLIES	20.34

TOTAL OF ALL VOUCHER CHECKS = 4,273.22

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/85 THRU 07/31/85

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
26161	JERALD MERRICK	TRAVEL REIMB	260.20
26162	HARVEY INMAN	TRAVEL REIMB	314.70
26163	JAMES SEIDL	TRAVEL REIMB	200.42
26164	ROBERT H DUMAS	TRAVEL REIMB	241.08
26172	TREAS PAYROLL FUND	PAYROLL	39,002.33
26291	XEROX CORP	MACHINE RENTAL	9.01
26322	TREAS ILL MUNI RETIREMENT	RETIREMENT	11,460.31
26323	AUDIO BUFF CO INC	AUDIO VISUAL	340.38
26324	BARNES & NOBLE	AUDIO VISUAL	8.38
26325	A M BEST CO	BOOKS	210.00
26326	CLINTON SESQUICENTENNIAL,	BOOKS	34.95
26327	GREANIAS AND BOOTH	LEGAL SERVICE	85.00
26328	HARPER'S MAGAZINE	BOOKS	56.00
26329	HAYNES PUBLICATIONS INC	BOOKS	83.96
26330	HERALD & REVIEW	BOOKS	31.43
26331	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	150.58
26332	JAN SAN SUPPLY CO	JANITORIAL	138.90
26333	K& G TRAILER MART	REPAIR KIT	17.00
26334	MCFARLAND & CO INC	BOOKS	19.45
26335	MALJACK PRODUCTIONS INC	AUDIO VISUAL	305.15
26336	MIDWEST VISUAL EQUIP	OFFICE SUPPLIES	21.72
26337	NATL RECORD PLAN	AUDIO VISUAL	62.79
26338	NAT'L WILDLIFE FEDERATION	BOOKS	8.50
26339	OTIS ELEVATOR CO	ELEVATOR MAINT	273.17
26340	PRAIRIE INTL	AUTO PARTS	5.39
26341	REGENT BOOK CO INC	BOOKS	67.96
26342	ROLLING PRAIRIE LIBRARIES	PRINTED FORMS	9.00
26343	SPORTING NEWS	BOOKS	17.11
26344	OXFORD U PRESS	BOOKS	41.09
26345	POLAND'S INC	WINDOW	349.00
26346	POST-ERA BOOKS	BOOKS	46.05
26347	RUNNER'S WORLD MAGAZINE	BOOKS	26.00

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/85 THRU 07/31/85

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
26418	ANDERSON VIDEO COMM	AUDIO VISUAL	62.35
26419	AMERICANA	BOOKS	28.95
26420	AMERICAS	BOOKS	27.00
26421	AUDIO BUFF CO INC	AUDIO VISUAL	183.20
26422	BAKER & TAYLOR CO	BOOKS	1,057.31
26423	BAKER & TAYLOR CO	BOOKS	12,221.26
26424	BLACK & CO	HARDWARE	49.99
26425	R R BOWKER	ADVERTISING	38.80
26426	CAR BOOKS INC	BOOKS	48.85
26427	CLYMER PUBLICATIONS	BOOKS	43.63
26428	COMMONWEAL	BOOKS	43.00
26429	COMPUTE-SUB DEPT	BOOKS	36.00
26430	DECATUR PAPER HOUSE	PAPER SUPPLIES	84.86
26431	G K HALL & CO	BOOKS	20.91
26432	INGRAM BOOK CO	AUDIO VISUAL	37.95
26433	MALJACK PRODUCTIONS INC	AUDIO VISUAL	31.55
26434	NFL FILMS VIDEO	AUDIO VISUAL	39.95
26435	NATL GEOGRAPHIC SOCIETY	BOOKS	22.95
26436	RACZ PUBLISHING CO	BOOKS	15.72
26437	UNITED NATIONS PUBL	BOOKS	19.00
26438	WEST PUBL CO	BOOKS	238.50
26439	YANKEE	BOOKS	16.50
26479	TREAS PETTY CASH FUND	REIMBURSEMENT	121.76
26489	ZIMMERMAN'S FINE FABRICS	VELCRO	9.80
26490	BENJAMIN ELECTROPRODUCTS	OFFICE SUPPLIES	33.50
26491	K'S MERCHANDISE MART	CALCULATOR	49.84
26579	ARCHAEOLOGY	BOOKS	35.00
26580	BLACK & CO	HARDWARE	29.17
26581	CAT FANCY	BOOKS	32.00
26582	DAY'S PAINT	PAINT	157.61
26583	FIELD & SHORB CO	VALVE	21.03
26584	OTIS ELEVATOR CO	ELEVATOR MAINT	273.17

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1985 THRU JUL 31, 1985

% OF EST.

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

REVENUE ITEMS	ESTIMATED CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.		
FUND BALANCE MAY 1, 1985	440,300.00	500,051.62	59,751.62			
CURRENT YEAR TAXES	1,400,000.00	439,149.94	960,850.06			
REPLACEMENT TAX	50,000.00	34,331.85	52,668.15			
INTEREST ON INVESTMENTS	55,000.00	13,918.88	36,174.17			
LIBRARY FINES & FEES	31,000.00	2,686.94	22,796.18			
NON-RESIDENT FEES	5,500.00	2,110.46	3,389.54			
LOST & DAMAGED BOOKS	3,000.00	240.66	2,411.79			
PRINTS MADE ON COPY MACHINE	1,900.00	310.99	589.01			
ILLUSTRATIONS PER CALIFORNIA GRANT	50,000.00	0.00	50,000.00			
MISCELLANEOUS INCOME	3,000.00	7,821.78	5,152.12			
TOTAL REVENUE	2,078,700.00	1,011,724.84	1,066,975.16	48.67		
OBJECT CODE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	1,067,953.00	0.00	75,594.81	256,621.37	811,331.63	
102 A	2,000.00	0.00	64.13	300.39	1,699.61	
103	162,115.00	0.00	11,460.31	38,766.44	123,348.56	
105	18,360.00	0.00	1,530.00	4,590.00	13,770.00	
106	11,140.00	0.00	928.33	2,784.93	8,355.07	
107 A	34,220.00	0.00	2,851.66	8,554.98	25,665.02	
109	1,134.00	0.00	1,606.50	283.50	850.50	
201	27,548.00	0.00	2,350.23	6,945.31	20,602.69	
202	500.00	0.00	52.66	485.71	14.29	
211	4,500.00	0.00	309.30	439.30	4,060.70	
212	12,000.00	0.00	273.17	1,135.16	10,864.84	
214	18,000.00	0.00	26.50	1,778.50	16,221.50	
215	2,000.00	0.00	0.00	1,703.85	396.15	
229	2,000.00	0.00	37.00	44.75	1,955.25	
231	70,000.00	0.00	85.00	0.00	500.00	
233	12,950.00	0.00	5,996.79	14,448.69	1,280.00	
234	650.00	0.00	1,221.97	3,594.65	9,355.34	
241	3,780.00	0.00	0.00	151.04	4,989.96	
242	7,300.00	0.00	1,057.40	1,823.22	1,956.78	
288	1,465.00	0.00	535.64	1,835.72	5,464.28	
310	6,000.00	0.00	0.00	0.00	1,655.00	
312	2,500.00	0.00	329.01	1,057.85	4,942.15	
320	11,000.00	0.00	144.51	494.71	2,005.29	
324	1,500.00	0.00	207.70	258.52	2,041.48	
330	1,500.00	0.00	683.15	2,477.29	8,522.71	
345	20,000.00	0.00	356.23	796.56	703.44	
402	20,052.00	0.00	555.55	7,626.13	12,373.81	
403	20,176.00	0.00	1,681.34	5,044.02	15,131.98	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU JUL 31, 1985

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	1,848.00	0.00	352.50	1,495.50	
423	INSURANCE	9,637.00	0.00	0.00	9,637.00	
499	SMALL CAPITAL ITEMS	2,031.00	0.00	429.50	1,601.50	
	TOTAL OPERATING EXPENDITURES	1,539,664.00	107,034.55	363,245.72	1,176,418.28	23.59
515	OFFICE MACHINERY & EQUIPMENT	25,800.00	0.00	0.00	25,800.00	
525 A	LIBRARY BOOKS RECORDS & EXHIBITS	200,000.00	14,609.74	36,742.37	163,257.63	
	AUDIO VISUAL MATERIALS	45,000.00	3,992.20	9,844.21	35,155.79	
	TOTAL CAPITAL OUTLAY	270,800.00	18,601.94	46,586.58	224,213.42	17.20
	TOTAL EXPENDITURES	1,810,464.00	125,636.49	409,832.30	1,400,631.70	22.64

MAY 1, 1985 THRU JUL 31, 1985

REVENUE ITEMS

LINE NO.	DESCRIPTION	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1	FUND BALANCE MAY 1, 1985	3,773.00	0.00	2,213.73	1,559.27	
2	INTEREST SAVINGS	0.00	8.43	38.75	38.75-	
3	TOTAL REVENUE	3,773.00	8.43	2,252.48	1,520.52	59.70
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8	OBJECT OF EXPENDITURE					
9	BUDGET AND APPROPRIATION					
10	58 EXPENDITURES	3,773.00	0.00	0.00	0.00	3,773.00 0.00
11	TOTAL EXPENDITURES	3,773.00	0.00	0.00	0.00	3,773.00 0.00
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ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1985 THRU JUL 31, 1985

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.	
524 FUND BALANCE MAY 1, 1985	2,472.00	0.00	2,529.84	57.84-		
799 INTEREST ON INVESTMENTS	300.00	8.42	39.65	260.35		
	900.00	0.00	0.00	900.00		
TOTAL REVENUE	3,672.00	8.42	2,569.49	1,102.51	69.98	
OBJECT CODE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58 EXPENDITURES	3,500.00	0.00	0.00	319.56	3,180.44	9.13
TOTAL EXPENDITURES	3,500.00	0.00	0.00	319.56	3,180.44	9.13