



BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 20, 1984

- I. CALL TO ORDER  
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING AUGUST 16, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
  - A. FINANCE AND PROPERTIES
    - 1. Approval of Bills
    - 2. Approval of Per Capita Grant Application
  - B. PERSONNEL AND PUBLIC RELATIONS
    - 1. Amendments to Policy Code
    - 2. ICMA Resolution - Execution of Trust
- V. OLD BUSINESS
  - A. RESOLUTION OF APPROVAL OR REJECTION OF PROPOSED MULTI-TYPE LIBRARY SYSTEM
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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



DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 20, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held September 20, 1984 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Jackson  
Mr. Seidman

Others Present:

Mrs. Brooks  
Mr. Dumas  
Miss Schwegman

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

The minutes of the regular meeting of August 16, 1984 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated circulation is down throughout the Library this month - about 22 to 23% - so it is a very significant thing. There are a number of reasons: the Summer Reading Club continued for another week into August last year; the cooler weather we have been having, giving patrons a chance to catch up on their yard work; and school started a little earlier this year and people are out shopping getting ready for school. These things that are imposed upon you from the outside you can do nothing about; however, looking inward, there may be a great many reasons for the decline, and I think we have identified some of them and we are trying to contend with it, Mr. Dumas commented. The Order Department received a record number of books this month - 2,142 is the exact amount - and the previous record was in September of 1980 when we received and collated 1,074 books.

Continuing, Mr. Dumas reported the splitting of the data base was discussed at a meeting this morning with representatives from CLSI and Paul Johnson of RPL. We were talking generally about the files we wanted to maintain totally and the ones we wanted to purge. They were also briefing us on the sequence of events so that we can be prepared when the time comes for the changeover. The computer room is coming along nicely and perhaps members of the Board would like to take a look after the meeting to see what progress has been made, Mr. Dumas stated.

The Friends have agreed to sponsor a film series again this year, and their book sale this Fall will be held on October 6, the Saturday of the Pumpkinfest, Mr. Dumas informed.



I have just been notified of the death of a former staff member, Eunice Ensign, who retired from the Library in June of 1976, Mr. Dumas stated. I think it is appropriate to mention this so that the Library's appreciation and my own appreciation can be set down in the Minutes. Mrs. Ensign was a diligent and conscientious employee and helped during her tenure here to make the Library as good as it is today, Mr. Dumas concluded.

Changing the order of the Agenda, Mrs. Alpi asked for a report from Mrs. Moore regarding the recent RPL board meeting she had attended. Mrs. Moore stated that apparently there has been some kind of a committee appointed to investigate the problems of reciprocal borrowing. Some of the statistics available to this committee pointed out that there are five or six libraries in the system that have 25% of their circulation from reciprocal borrowing. We questioned if they really meant interlibrary loan, but that is what they said, Mrs. Moore commented. Mr. Dumas explained that this probably meant that the reciprocal borrowing they do is equal to more than 25% of their own circulation, but I am not sure where they got their figures. Mrs. Alpi interposed that in a study she had made on the subject, the percentage was closer to 50%, but the figures were difficult to verify. Mrs. Moore felt that since DPL is the primary "feeder" of reciprocal borrowing in the System, we should be involved directly in any discussion or investigation of the problem. She asked Mr. Dumas to talk to Mr. Plotzke to see what the intent of this committee is - if it is to set a policy - and give the Board a report at the next meeting so that we can take some action, as she felt reciprocal borrowing problems should be resolved by the local boards involved.

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

Acting on behalf of the Personnel and Public Relations Committee, Mrs. Rossiter made the following motions:

That the wages and salaries schedule adopted by reference in Section 1(a) of Article III of the Code of Library Policy be replaced effective May 1, 1984, by a new pay schedule entitled "City of Decatur Pay Plan" dated May 1, 1984, and that effective November 1, 1984 a pay schedule entitled "City of Decatur Pay Plan" dated November 1, 1984, be adopted.

That Article III, Personnel, Paragraph F of the Code of Library Policy be amended by deletion of present language in Section 2(h)iii and substitution therefor the following language: The Library will contribute to employees' dependent coverage for medical and hospitalization insurance in the amount of \$17.75 per bi-weekly pay period.

Mr. Susler seconded the motions, and they were duly approved.

Having another commitment, Mrs. Moore excused herself from the meeting at this time.

STATISTICAL REPORT

August, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	26,877	2,246	17,801	46,924	623,352
1983 -	30,267	2,806	22,097	55,170	626,494
A-V Materials, 1984 -	3,573	--	276	3,849	46,781
1983 -	2,914	--	394	3,308	36,136
Total Circulation, 1984 -	30,450	2,246	18,077	50,773	670,133
1983 -	33,181	2,806	22,491	58,478	662,630

TECHNICAL PROCESSING

Cataloging

New books added	1,776
New titles added	554
Books withdrawn	1,091
Books mended	1,145

Acquisitions

Books checked in	2,142
Telephone Directories	140
Pamphlets	177
Gifts	541

Materials in the State of Processing

Materials (physical items) -	598
Titles -	440

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1983/84</u>	<u>YTD Expended 1984/85</u>	<u>Unencumbered</u>
Personal Services	1,217,726	348,801	367,656	850,070
Operating	230,152	57,825	67,153	162,999
Capital and Books	279,816	47,768	70,659	209,157

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)	--	½	8 + 5 (400 hrs)
Clerical	22 + 20 (1400)	1	--	21 + 20 (1396 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services, 1 Catalog Clerk I

Computer Downtime for Month: 6 hours, 50 Minutes



RESOLUTION OF DECATUR PUBLIC LIBRARY ("Employer")

WHEREAS, the Employer maintains a deferred compensation plan for its employees which is administered by the ICMA Retirement Corporation (the "Administrator"); and

WHEREAS, other public employers have joined together to establish the ICMA Retirement Trust for the purpose of representing the interests of the participating employers with respect to the collective investment of funds held under their deferred compensation plans; and

WHEREAS, said Trust is a salutary development which further advances the quality of administration for plans administered by the ICMA Retirement Corporation:

NOW THEREFORE BE IT RESOLVED that the Employer hereby executes the ICMA Retirement Trust, attached hereto; and

BE IT FURTHER RESOLVED THAT THE City Librarian shall be the coordinator for this program and shall receive necessary reports, notices, etc. from the ICMA Retirement Corporation as Administrator, and shall cast, on behalf of the Employer, any required votes under the program. Administrative duties to carry out the plan may be assigned to the appropriate departments.

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I, Edith Rossiter, Secretary of the Decatur Public Library of Decatur, Illinois, do hereby certify that the following resolution, proposed by the Personnel and Public Relations Committee of the Board of Library Directors; was duly passed and adopted by the Board of Library Directors of the City of Decatur, Illinois at a regular meeting thereof assembled this 20th day of September, 1984, by the following vote:

AYES: 8  
NAYS: 0  
ABSENT: 1

*Edith Rossiter*  
Secretary, Board of Library Directors  
Decatur, Illinois

*Cy of Retirement Trust in ICMA file.  
he*



# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



September 21, 1984

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

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 Library 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  
 Address Illinois Decatur Macon 62523  
State City or Village County Zip Code

2. Name of corporate authority that levies the tax supporting the applying library: City of Decatur, Council

3. Type of library applying (check one):  
 City  County  Town  District  Village  Township   
 Park  Other  If other, specify type \_\_\_\_\_  
 Date established 1876 Population served 93,939

(If population served is other than that established by the Official United States Census: 1980 attach copies of certification of current population by the Index Division of the Secretary of State or by the U.S. Bureau of the Census).

Member of Rolling Prairie Library System.

4. 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, 1983. (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.
- b. Said valuation multiplied by 0.0013 yields.....\$ \_\_\_\_\_
- c. Levy at 0.13% divided by population served yields per capita of.....\$ \_\_\_\_\_
- 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.....\$ \_\_\_\_\_

Attach a notarized statement from your county clerk certifying the equalized assessed valuation for your library service area as of January 1, 1983, (the assessed valuation against which tax revenue was most recently levied) and the library tax levied on this valuation.

(NOTE: Section 1, 2, and 3 must be completed in order to apply for a per capita grant even if you are not applying for an equalization aid grant).

5. Calculation of Per Capita Grant.

Population served 93,939

If you are applying for equalization aid under Section 4 above, attach a notarized statement 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, 1983 (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 questionnaire 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.

6. 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.



7. 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 or 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 each qualified applicant should receive a proportionate share. The board further affirms that in making 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."

DATE September 20, 1984

SIGNATURE

*Sharon T. Depi*

President, Board of Directors/Trustees

ATTEST

*Edith C. Lassiter*

Secretary, Board of Directors/Trustees

8. \*Prepare three (3) copies of application and all supporting documents. Retain one (1) copy for your files, send one (1) copy for information purposes to the library system of which you are a member, and submit one (1) copy postmarked no later than October 1, 1984, to:

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

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

APPLICATIONS FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

Reports and documentation asked for on this page and the following two pages will be based on the Illinois Public Library Standards Avenues to Excellence adopted by the Illinois Library Association.\*

1. LIBRARY NAME Decatur Public Library  
SYSTEM NAME Rolling Prairie Library System  
FISCAL YEAR 1984/85 U.S. CONGRESSIONAL DISTRICT/S 20th & 18th  
ILLINOIS REPRESENTATIVE DISTRICT/S 101<sup>st</sup> & 102<sup>nd</sup>  
ILLINOIS SENATORIAL DISTRICT/S 51st  
FEDERAL EMPLOYERS IDENTIFICATION NUMBER (FEIN #) 37-6001308

2. The Board of Directors/Trustees of the Decatur Public Library  
(Library Name)  
used Avenues to Excellence in the following way/ways during May  
1983 to April 1984. Please describe how your library used the  
(Month) (Month)  
standards document.

Avenues to Excellence was discussed by the Board of Directors on several occasions. It was used as a check-list by the City Librarian to survey the various operations of the Library. In conjunction with ALA/PLA Out Put Measures to Public Libraries it was used to evaluate reference fill rates.

\*Please refer to Illinois Library Association, Avenues to Excellence: For Public Library Service in Illinois, 1982 pp. 1-63. Also located in Illinois Libraries, Vol. 65, No. 2, pp. 95-136. (February 1983): Additional copies available from your library system or the Illinois State Library.



3. Complete the following SUMMARY based on the information gathered as a result of the meetings described in Question 2, page 8 of this report. The information to complete the SUMMARY is the result of the compilation of the check sheets throughout 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

4. We plan to use the Equalization/Per Capita Grant monies we are applying for in the following way(s):

For the purchase of books to address standards for materials.



5. Indicate in a statement how the proposed use of the monies applied for in this year's application relate to your library's long-range plan or "plan of service".

Use of per capita grant funds for book acquisition relate to the Library's long-range objective of meeting at least minimum standards with respect to the book collection as set forth in Avenues to Excellence.

6. We believe the information on these three pages to be accurate. This information is based upon records maintained in the Decatur Public Library  
(Library Name)

Date September 20, 1984

Signature *Spencer Aye*  
President, Board of Directors/Trustees

Signature *Robert H. Doney*  
Librarian/Library Director

Signature *Edith C. Lassiter*  
Secretary, Board of Directors/Trustees

REPORT OF THE USE OF LAST YEAR'S EQUALIZATION AID AND/OR PER CAPITA GRANT MONIES

1. 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.

2. Expenditure of Equalization Grant monies:

Item or Service	Amount/Cost
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

Attach additional information if needed.



3. If a Per Capita Grant was received last year, describe the use of the grant monies and the impact/progress that was made toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association. Please cite which document was used, Measures of Quality or Avenues To Excellence.

The per capita grant for 1983 is being used as requested to maintain the book collection of 2.1 books per capita. Because the money received during the grant year is appropriated for expenditure the following year, the grant has not yet been fully expended. The standards consulted in evaluation of the collection size is Measures of Quality which require a minimum of 3.1 books per capita to meet minimum standards.

4. Expenditure of Per Capita Grant monies:

Item or Service	Amount/Cost
Books and other print	\$ 49,477.20
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ 49,477.20

Attach additional information if needed.

SIGNATURES

In making this report on the use of last year's Equalization Aid and/or Per Capita Grant, the library board affirms that all funds received were used for the purpose of providing public library services to our community by supplementing our library's regular budget and not to reduce the library's levy in the year in which the funds were received or in the following year.

DATE September 20, 1984

SIGNATURE

Sharon C. Alexi  
President, Board of Directors/Trustees

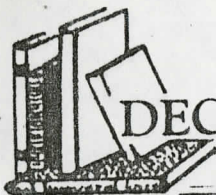
SIGNATURE

Robert H. Dumas  
Librarian/Library Director

SIGNATURE

Ediel C. Lassiter  
Secretary, Board of Directors/Trustees





# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian

June 21, 1984

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

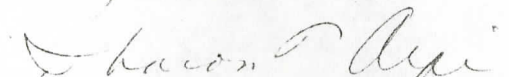
Dear Mr. Allen:

A condition in applying for the Illinois Per Capita grants is that a response must be enclosed from the City government to the Library's request for federal revenue sharing funds.

Such funds if available will be used for further acquisitions of audio-visual materials and equipment. For this purpose the Library will appreciate receiving revenue sharing funds in the amount of \$100,000. If any lesser amount can be budgeted from the City's revenue sharing allotment, the money would be used toward this end.

Thank you for your consideration.

Sincerely,

  
Sharon T. Alpi, President  
Library Board of Directors

STA/hs



# CITY OF DECATUR · ILLINOIS

#1 CIVIC CENTER PLAZA

DECATUR, ILLINOIS 62523

June 25, 1984

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

Dear Ms. Alpi:

I have received the Library Board request for \$100,000 in federal revenue sharing funds.

The City Council has allocated the entire entitlement of federal revenue sharing funds for law enforcement to help support the Decatur Police Department this fiscal year.

I regret to inform you that no funds are available to honor the Library Board's request.

Best wishes.

Very truly yours,

CITY OF DECATUR

Leslie T. Allen  
City Manager

LTA:ra



I, William Tangney, Clerk of the County of Macon, State of Illinois, hereby certify that the tax rate levied January 1, 1984 for the operation of the Public Library of the City of Decatur, Illinois is .2320.

William M. Tangney      9/19/84  
Macon County Clerk      date

Cheryl Meyer      9/19/84  
NOTARY PUBLIC      date

My commission expires October 6 1985.

RESOLUTION OF THE BOARD OF LIBRARY DIRECTORS OF THE  
DECATUR PUBLIC LIBRARY  
APPROVING CONVERSION TO A MULTITYPE LIBRARY SYSTEM

BE IT RESOLVED by the Board of Library Directors of Decatur Public Library that the action of the Board of Directors of the Rolling Prairie Library System taken on April 12, 1984 approving conversion of Rolling Prairie Library System to a multitype library system under the provisions of the Library Systems Act is hereby approved.

SECRETARY'S CERTIFICATE

I, Edith Rossiter, Secretary of the Board of Library Directors of Decatur Public Library in the City of Decatur, County of Macon, Illinois, do hereby certify that the attached is a true copy of a Resolution entitled:

"RESOLUTION OF THE BOARD OF LIBRARY DIRECTORS  
OF THE DECATUR PUBLIC LIBRARY  
APPROVING CONVERSION TO A MULTITYPE LIBRARY SYSTEM"

duly adopted by said Board of Library Directors at a regular meeting held on the 20th day of September, 1984.

I do further certify that a quorum of members was present at the said meeting.

IN WITNESS WHEREOF I have hereunto set my hand this 20th day of September, 1984.

\_\_\_\_\_  
Secretary, Board of Library Directors

Decatur Public Library  
Library name

Dity of Decatur  
Village, City or Township

Macon County , Illinois  
County



## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

08/01/84 THRU 08/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
16102	POSTMASTER	POSTAGE	500.00
16111	TREAS POLICE PENSION FUND	DUE OTHER FUNDS	1,741.44
16129	TREAS PAYROLL FUND	PAYROLL	35,383.92
16135	AMERICAN LIBRARY ASSN	BOOKS	1.80
16136	AMERICAN LIBRARY ASSN	BOOKS	2.70
16137	AMERICAN LIBRARY ASSN	BOOKS	42.33
16138	ARCHITECTURAL DIGEST	BOOKS	60.00
16139	DASH DISPOSAL	DISPOSAL SERVICE	16.50
16140	DECATUR BUILDERS SUPPLY	DRYWALL	67.80
16141	DEPT OF ARMY	BOOKS	43.00
16142	DOWNTOWN DECATUR COUNCIL	2 MO PARKING	640.00
16143	J & L DRYWALL SUPPLY	BLDG SUPPLIES	17.77
16144	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	231.50
16145	HERALD & REVIEW	BOOKS	163.29
16146	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	1,122.49
16147	ILL STATE MUSEUM	BOOKS	3.00
16148	IOWA LIBRARY ASSN	BOOKS	16.50
16149	LADIES HOME JOURNAL	BOOKS	179.73
16150	HEALTH	BOOKS	12.97
16151	HERALD & REVIEW	ADVERTISING	14.52
16152	3 M CO	OFFICE SUPPLIES	20.00
16153	MALJACK PRODUCTIONS INC	AUDIO VISUAL	274.07
16154	MULTIPLEX DISPLAY	FRAME DISPLAYERS	377.17
16155	MUMFORD BOOK SALES, INC	POSTERS	10.55
16156	NADA APPRAISAL GUIDES	BOOKS	40.00
16157	NAT'L COUNCIL OF TEACHERS	BOOKS	5.00
16158	OFFICL AIRLINE GUIDES INC	BOOKS	125.64
16159	OTIS ELEVATOR CO	ELEVATOR MAINT	267.16
16160	POPULAR COMPUTING	BOOKS	12.95
16161	ROLLING PRAIRIE LIBRARIES	CLSI MAINT	2,102.56
16162	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	22.36
16163	SPORTS FILMS & TALENTS	AUDIO VISUAL	810.00



AMOUNT

FOR:

PAYMENTS MADE TO:

VOUCHER #

250.00

AUDIO VISUAL

MARTY STOFFER PROD

16164

2,663.58

INSURANCE

TREAS 2MED INS ESCROW

16165

1,271.58

INSURANCE

TREAS 2NON MED INS ES

16166

1,684.66

ADMINISTRATIVE

TREAS GNL OPERATING FUND

16167

865.16

UNEMPLOYMENT

TREAS-UNEMPLOYMENT FD

16168

127.56

GASOLINE

TREAS CENTRAL SERVICE FND

16169

22.74

OFFICE SUPPLIES

TREAS GNL OPERATING FUND

16170

10.00

BOOKS

WORKBASKET

16171

5,989.02

POWER FOR MONTH

ILL POWER CO

16288

TOTAL OF ALL VOUCHER CHECKS =

57,213.02



CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/84 THRU 08/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
16371	TREAS PAYROLL FUND	PAYROLL	34,830.29
16688	TREAS ILL MUNI RETIREMENT	RETIREMENT	9,763.66
<del>16696</del>	<del>ROBERT H DUMAS</del>	<del>TRAVEL REIMB</del>	<del>247.04</del>

TOTAL OF ALL VOUCHER CHECKS = 44,840.99

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/84 THRU 08/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
16404	AGGREGATE EQUIP & SUPPLY	SCAFFOLD	351.20
16405	APPLE VIDEO	AUDIO VISUAL	239.80
16406	ASSN CARE CHILDRENS HLTH	BOOKS	8.00
16407	CLSI	CIR CONTROL SYSTEM	10,290.00
16408	CHILTON BOOK CO	BOOKS	288.73
16409	CREATIVE COMPUTING	BOOKS	23.97
16410	DER SPIEGEL	BOOKS	9.66
16411	ROBERT H DUMAS	TRAVEL REIMB	247.04
<del>16412</del>	<del>ECONOMIC BUSINESS REVIEW</del>	<del>BOOKS</del>	<del>12.00</del>
16413	FANFARE	BOOKS	21.00
16414	FIFTY PLUS	BOOKS	17.90
16415	GREANIAS AND BOOTH	LEGAL SERVICES	690.00
16416	HIGHSMITH CO INC	OFFICE SUPPLIES	8.00
16417	HOLSON CO	OFFICE SUPPLIES	16.50
16418	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	170.88
16419	INTERIORS	BOOKS	57.00
16420	JOURNAL FILMS, INC	AUDIO VISUAL	362.00
16421	K & M RENTALS	SCAFFOLD RENTAL	121.20
16422	K'S MERCHANDISE MART	BATTERIES	57.29
16423	ALICE KLEIN, TREASURER	BOOKS	75.00
16424	3 M CO	REPAIR SERVICE	102.00
<del>16425</del>	<del>MEANS SERVICE CENTER</del>	<del>LAUNDRY SERVICE</del>	<del>10.05</del>
16426	NATIONAL AUDUBON SOCIETY	BOOKS	16.00
16427	NAT'L WILDLIFE FEDERATION	BOOKS	35.00
16428	PENTON/IPC	BOOKS	45.00
16429	R L POLK & CO	BOOKS	312.00
16430	PRINTING EQUIP & PROCT	OFFICE SUPPLIES	223.90
16431	REGENT BOOK CO INC	BOOKS	57.97
16432	ROSSITER'S OFFICE MACHINE	OFFICE SUPPLIES	117.30
16433	SANGAMO AUTO SUPPLY CO	AUTO PARTS	6.48
16434	TV GUIDE	BOOKS	23.40
16435	THEATRE CRAFTS	BOOKS	35.00

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VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
16436	TREAS GNL OPERATING FUND	XEROX PAPER	1.60
16437	U S CATHOLIC	BOOKS	15.00
16438	VIDEO CASSETTE GUILD	AUDIO VISUAL	233.80
16439	VOGUE	BOOKS	46.00
16605	POSTMASTER	POSTAGE	21.80

TOTAL OF ALL VOUCHER CHECKS = 14,369.47

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/84 THRU 08/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
16781	XEROX CORP	COPY COSTS	14.74
16783	MEANS SERVICE CENTER	LAUNDRY SERVICE	10.05
16784	ECONOMIC BUSINESS REVIEW	BOOKS	12.00
16785	AGGREGATE EQUIP & SUPPLY	EQUIP RENTAL	42.40
16786	AMER ASSOC ADV OF SCIENCE	BOOKS	93.00
16787	AMER INST OF PHYSICS	BOOKS	50.00
16788	ANTIQUES	BOOKS	76.00
16789	AUDIO BUFF CO INC	AUDIO VISUAL	705.14
16790	BAKER & TAYLOR CO	BOOKS	1,011.55
16791	BAKER & TAYLOR CO	BOOKS	14,202.37
16792	BLACK & CO	HARDWARE	15.77
16793	CHILTON BOOK CO	BOOKS	25.76
16794	CROWN PUBLISHERS, INC	AUDIO VISUAL	3.83
16795	DASH DISPOSAL	DISPOSAL SERVICE	16.50
16796	DOUBLEDAY & CO INC	BOOKS	77.83
16797	ENTER MAGAZINE	BOOKS	38.85
16798	FILMS INC	AUDIO VISUAL	275.00
16799	HEALTH	BOOKS	38.91
16800	HUMANIST	BOOKS	35.00
16801	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	215.69
16802	J & L DRYWALL SUPPLY	DRYWALL	5.45
16803	LUCERNE FILMS, INC	AUDIO VISUAL	182.00
16804	MOTHER EARTH NEWS	BOOKS	36.00
16805	NATL GEOGRAPHIC SOCIETY	AUDIO VISUAL	1,385.00
16806	NEW FILM CO INC	AUDIO VISUAL	300.00
16807	A J NYSTROM & CO	BOOKS	8.82
16808	POSTMASTER	POSTAGE	500.00
16809	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	552.85
16810	SCRIBNER BOOK CO INC	BOOKS	42.15
16811	SIGN-PAK	AUDIO VISUAL	42.45
16812	SUPERIOR JANITORIAL SERV	JANITORIAL	66.65
16813	SOCIAL ISSUES RESOURCES	BOOKS	34.00



VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
16814	UNIVERSITY MICROFILMS INT	BOOKS	1,556.00
16815	WEST PUBL CO	BOOKS	255.00
16816	WORLD BIBLE SOCIETY	AUDIO VISUAL	71.51
16817	WORLDWIDE TAPE DISTRIBUTR	AUDIO VISUAL	614.90
16818	WRITER'S DIGEST BOOKS	BOOKS	17.00

TOTAL OF ALL VOUCHER CHECKS = 22,630.17

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VOUCHER # PAYMENTS MADE TO: FOR: AMOUNT

16781 XEROX CORP COPY COSTS 14.74

16783 MEANS SERVICE CENTER LAUNDRY SERVICE 10.05

16784 ECONOMIC BUSINESS REVIEW BOOKS 12.00

16785 AGGREGATE EQUIP & SUPPLY EQUIP RENTAL 42.40

16786 AMER ASSOC ADV OF SCIENCE BOOKS 93.00

16787 AMER INST OF PHYSICS BOOKS 50.00

16788 ANTIQUES BOOKS 76.00

16789 AUDIO BUFF CO INC AUDIO VISUAL 705.14

16790 BAKER & TAYLOR CO BOOKS 1,011.55

16791 BAKER & TAYLOR CO BOOKS 14,202.37

16792 BLACK & CO HARDWARE 15.77

16793 CHILTON BOOK CO BOOKS 25.76

16794 CROWN PUBLISHERS, INC AUDIO VISUAL 3.83

16795 DASH DISPOSAL DISPOSAL SERVICE 16.50

16796 DOUBLEDAY & CO INC BOOKS 77.83

16797 ENTER MAGAZINE BOOKS 38.85

16798 FILMS INC AUDIO VISUAL 275.00

16799 HEALTH BOOKS 38.91

16800 HUMANIST BOOKS 35.00

16801 ILL BELL TELEPHONE CO TELEPHONE SERVICE 215.69

16802 J & L DRYWALL SUPPLY DRYWALL 5.45

16803 LUCERNE FILMS, INC AUDIO VISUAL 182.00

16804 MOTHER EARTH NEWS BOOKS 36.00

16805 NATL GEOGRAPHIC SOCIETY AUDIO VISUAL 1,385.00

16806 NEW FILM CO INC AUDIO VISUAL 300.00

16807 A J NYSTROM & CO BOOKS 8.82

16808 POSTMASTER POSTAGE 500.00

16809 SATLEY'S OFFICE SUPPLIES OFFICE SUPPLIES 552.85

16810 SCRIBNER BOOK CO INC BOOKS 42.15

16811 SIGN-PAK AUDIO VISUAL 42.45

16812 SUPERIOR JANITORIAL SERV JANITORIAL 66.65

16813 SOCIAL ISSUES RESOURCES BOOKS 34.00



REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.	
FUND BALANCE MAY 1, 1984	513,499.00	0.00	502,101.87	88,692.87-		
CURRENT YEAR TAXES	1,197,500.00	134,082.34	134,082.34	1,063,417.66		
PRELACERTY TAX	0.00	0.00	0.00	0.00		
INTEREST ON INVESTMENT	50,000.00	1,588.12	37,666.53	52,333.47		
LIBRARY FINES & FEES	35,000.00	923.25	14,872.02	20,127.98		
LIBRARY IDENT. FEES	25,000.00	2,665.94	10,419.25	14,580.75		
ADVERTISING	5,000.00	440.00	1,866.80	3,133.20		
LOST & DAMAGED BOOKS	2,500.00	397.76	1,131.92	1,368.08		
PRINTS MADE ON COPY MACHINE	49,900.00	96.85	39.01	49,560.99		
ILL. ST. PER CAPITA GRANT	49,400.00	0.00	0.00	49,400.00		
MISCELLANEOUS INCOME	22,000.00	548.25	8,680.96	13,319.04		
<b>TOTAL REVENUE</b>	<b>1,940,709.00</b>	<b>140,742.49</b>	<b>811,220.90</b>	<b>1,129,488.10</b>	<b>41.80</b>	
OBJECT CODE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	1,000,099.00	0.00	68,231.28	301,712.27	698,386.73	
101A	2,000.00	0.00	78.00	315.04	1,684.96	
102	143,710.00	0.00	9,763.66	43,101.93	100,608.07	
103	5,112.00	0.00	426.00	1,704.00	3,408.00	
106	10,382.00	0.00	863.16	3,460.64	6,921.36	
107	31,963.00	0.00	2,663.58	10,654.32	21,308.68	
109	24,480.00	0.00	1,703.93	6,707.55	17,772.45	
201	500.00	0.00	14.52	171.93	328.07	
202	6,500.00	0.00	0.00	192.69	6,307.31	
211	10,000.00	0.00	257.16	1,294.64	8,705.36	
212	500.00	0.00	33.00	118.45	381.55	
214	20,400.00	0.00	2,246.56	6,143.17	14,256.83	
215	1,500.00	0.00	0.00	918.98	581.02	
221	500.00	0.00	690.00	1,363.00	500.00	
229	1,000.00	0.00	5,939.02	29,383.00	55,214.40	
231	17,000.00	0.00	1,509.06	6,231.60	10,768.40	
233	500.00	0.00	0.00	157.36	342.64	
234	4,781.00	0.00	247.04	1,863.97	2,917.33	
241	5,600.00	0.00	1,021.80	2,717.53	2,882.37	
243	1,415.00	0.00	0.00	0.00	1,415.00	
284	5,700.00	0.00	819.34	1,627.46	4,072.54	
288	2,500.00	0.00	127.26	612.88	1,887.12	
310	2,700.00	0.00	173.26	447.14	1,752.86	
312	10,000.00	0.00	453.93	2,250.49	7,749.51	
320	1,500.00	0.00	0.00	399.29	1,100.71	
324	5.00	0.00	0.00	1.25	3.75	
330	18,000.00	0.00	1,214.40	8,485.68	9,514.32	
343	10,000.00	0.00	0.00	0.00	10,000.00	
402	20,215.00	0.00	1,684.66	6,738.64	13,476.36	
403						



MAY 1, 1984 THRU AUG 31, 1984

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,713.00	0.00	135.00	450.00	1,263.00	
423	INSURANCE	10,147.00	0.00	845.58	3,282.32	6,764.68	
499	SMALL CAPITAL ITEMS	2,375.00	0.00	377.17	1,199.87	1,175.13	
	TOTAL OPERATING EXPENDITURES	1,447,878.00	0.00	101,559.65	434,809.48	1,013,068.52	30.03
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	54,816.00	0.00	10,250.00	12,285.00	42,531.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	180,000.00	0.00	19,330.13	51,046.66	128,953.34	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	5,749.50	7,326.98	37,673.02	
	TOTAL CAPITAL OUTLAY	279,816.00	0.00	35,369.63	70,659.64	209,157.36	25.25
	TOTAL EXPENDITURES	1,727,694.00	0.00	136,929.28	505,468.12	1,222,225.88	29.26



MAY 1, 1984 THRU AUG 31, 1984

% OF EST.

UNCOLLECTED REVENUE

YEAR TO DATE RECEIPTS

CURRENT MONTH RECEIPTS

ESTIMATED REVENUE

REVENUE ITEMS

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
56	FUND BALANCE MAY 1, 1984	0.00	0.00	0.00	0.00	0.00	
524	REVENUE	88,969.00	0.00	0.00	98,969.00		
	INTEREST INCOME	7,500.00	278.27	3,863.90	3,636.10		
	TOTAL REVENUE	96,469.00	278.27	3,863.90	92,605.10		4.01
58	EXPENDITURES	6,000.00	0.00	59.07	218.96	5,781.04	3.65
	TOTAL EXPENDITURES	6,000.00	0.00	59.07	218.96	5,781.04	3.65



REVENUE ITEMS	MAY 1, 1984 THRU AUG 31, 1984				UNCOLLECTED REVENUE	% OF EST.	
	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	% OF EST.			
56	FUND BALANCE MAY 1, 1984	0.00	97,620.11	238.11-			
524	INCOME	0.00	0.00	0.00			
799	INTEREST ON INVESTMENTS	8,709.00	3,940.39	4,759.61			
	PISC INCOME	0.00	0.00	0.00			
	TOTAL REVENUE	106,082.00	309.84	101,560.50	4,521.50	95.74	
9	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION					
10		PURCHASE ORDERS OUTSTANDING					
11	EXPENDITURES	40,000.00	0.00	0.00	0.00	40,000.00	
12	TOTAL EXPENDITURES	40,000.00	0.00	0.00	0.00	40,000.00	
13		UNENCUMBERED BALANCE					
14						40,000.00	



MAY 1, 1984 THRU AUG 31, 1984

REVENUE ITEMS

% OF EST.

OBJECT CODE	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.	
518	24,169.00	0.00	24,372.80	203.80-		
524	0.00	0.00	0.00	0.00		
731	500.00	78.06	1,213.35	713.35-		
	0.00	0.00	0.00	0.00		
TOTAL REVENUE	24,669.00	78.06	25,586.15	917.15-	103.72	
BUDGET AND PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF						
OBJECT	APPROPRIATION	OUTSTANDING	EXPENDITURES	EXPENDITURES	BALANCE	EST.
58	24,000.00	0.00	0.00	0.00	24,000.00	0.00
TOTAL EXPENDITURES	24,000.00	0.00	0.00	0.00	24,000.00	0.00



MAY 1, 1984 THRU AUG 31, 1984

REVENUE ITEMS

OBJECT CODE	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	3,289.00	0.00	3,667.31	378.31-	
524	0.00	0.00	0.00	0.00	
793	300.00	8.47	136.81	163.19	
	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,689.00	8.47	3,804.22	684.78	84.75

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,000.00	0.00	54.77	1,064.37	1,935.63	35.48
	TOTAL EXPENDITURES	3,000.00	0.00	54.77	1,064.37	1,935.63	35.48

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