



BOARD OF TRUSTEES MEETING

AGENDA

October 16, 1986

- I. Call to Order
Marshall Susler, President
- II. Approval of Minutes
 - A. Regular Board Meeting of September 18, 1986
- III. City Librarian's Report
- IV. Reports of Committees:
 - A. Finance and Properties
 1. Approval of Bills
 - B. Ad Hoc Committee on Evaluation
 - C. Personnel and Public Relations Committee
- V. Old Business
- VI. New Business
- VII. Adjournment

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Jackson
Mrs. Lutovsky
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Sorensen
Mr. Susler

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

Minutes of Board of Trustees Meeting - October 16, 1986.

The regular meeting of the Board of Trustees of the Decatur Public Library was held on October 16, 1986, in the Board Room of the main library.

Members Present:

Mrs. Alpi
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Sorensen
Mr. Susler

Members Absent:

Mrs. Jackson
Mrs. Lutovsky
Mr. Seidman

Others Present:

Ms. Humphreys
Mr. Scholtz
Mr. Seidl

The meeting was called to order by President Susler at 4:45 p.m.

The minutes of the regular Board meeting of September 18, 1986, were approved as submitted.

In his City Librarian's report, Mr. Seidl first introduced his new secretary, Linda Humphreys, who had previously worked at the Library from 1973 to 1977. She then worked for the City as secretary of the Department of Community Development for three years, and secretary of the Water Department for six years. Ms. Humphreys has had experience working with budgets and personnel matters.

The teacher's strike contributed to a 24% increase in circulation at the main library with overall circulation up 17% (10,000 circulations over last year). The Children's Department was up 36% (3,500 items). The staff worked extremely hard during this time and is to be commended.

Two Library Assistants were hospitalized during part of September. Three staff members lost a parent, resulting in lost work hours. A Cataloger has been hired to take Mr. Inman's place; she will arrive on November 3. The Head Cataloger Mr. Seidl hoped to hire accepted another position the day before her interview. There were only two other applicants for this position who were not qualified; therefore, the position was readvertised with ALA. Interviews were conducted for both Miss Humphreys' position and the part-time clerk for Home Reading and Reference. Both were filled.

The semi-annual book sale was held on October 4, and 7,636 items were sold, for \$1,900. This eliminated the backlog of books accrued from donations and collection withdrawals.

The University of Illinois has loaned the Library a CD Rom player. It is an IBM computer which contains the entire U of I card catalog for the past ten years. The staff used it for one month, and it will be available for public use for one month. Both the staff and the public will evaluate this new technology, comparing it to the traditional card catalog.

The OCLC profile was received. It was found to have a few minor mistakes, and was sent back for corrections.

A \$2,000 grant has been submitted to the State Library for large print books. A second grant will be requested in January for Baby Talk for acquisition of books for new parents. The Library is still exploring options on how the program will function and what the Library's role will be. Rolling Prairie is interested in helping write the grant.

The City of Decatur has changed its insurance from a self-insured program to a choice of HMO insurance or a traditional 80/20 plan (both are through Blue Cross/Blue Shield). The City expects to save about \$100,000 through this change.

This fiscal year, the Library has saved \$28,000 in personnel costs and \$10,000 in gas and electricity. Next year's carryover of \$100,000 must be saved by the end of the fiscal year.

The Library and the League of Women Voters sent a questionnaire to the local candidates. Their responses will be distributed to both League and Library patrons.

Mrs. Rossiter made a motion that the September bills be approved. Motion was seconded by Mr. Sorensen and carried by a voice vote. Mrs. Rossiter mentioned that Mrs. Dwyer went to the Children's Reading Round Table. She was pleased that employees are now participating in staff development. Mr. Seidl added that two people are going to meetings each month. Mrs. Gross has been re-elected to the Youth Round Services of the ILA and Mr. Merrick has been elected to the GODAR Section of ILA.

Mrs. Rossiter further reported that during September, excess rain blocked the drain in the dock area, causing water to come into the building through the vent. The water ran very close to the electrical panels for the entire building. Hall/Swartz Engineering firm advised that the vent should be higher, and that additional venting is needed for the boiler room. The door to the boiler room had been left open to let more air in; however, that is a violation of fire codes. Decatur Refrigeration submitted a bid for \$957 to seal the old vent and install a larger one at a higher elevation. Mr. Mueller made a motion to accept Decatur Refrigeration's bid; motion was seconded by Mrs. Alpi and carried by a voice vote.

The Personnel Committee did not meet in September. A meeting is scheduled for November 6 at 7 p.m.

The Evaluation Committee met, but since their report deals with personnel, it will be discussed in closed session.

Under new business, Mr. Seidl stated that the revised registration form should be back from printing soon. A sign will be posted on the main floor explaining the Library's right to recoup any losses from the Credit Bureau.

The University of Illinois has sent the Library three forms for possible use in the Citizen's Survey. These forms will be reviewed by department heads and recommendations will be sent to the Board.

The location of the bookmobile stop that was discontinued at Brettwood Village and relocated at Spring Creek has done surprisingly well. The public apparently followed the bookmobile to its new location. Circulation is being monitored, and a permanent location is being sought.

Mrs. Rossiter, Mrs. Murphy and Mr. Seidl attended the RPL meeting regarding proposed recommendations for membership standards in the RPL system. These standards (as defined each year by the system) require a library to make substantial progress in order to maintain membership.

Mr. Susler read a letter from a patron who was upset by non-resident regulations. Mr. Susler said that he would notify the patron that if he wanted to use the Library, he would have to support it. The current \$52 non-resident fee is based on per capita circulation costs.

Mr. Susler requested the Board retire to executive session to discuss personnel matters.

The Board reconvened from executive session at 5:40 p.m. For the position of City Librarian, Mr. Seidl was offered a salary of \$42,900, retroactive to May 1, 1986. Mr. Seidl accepted the Board's offer.

Mr. Mueller read the goals which the Evaluation Committee set for the City Librarian. They are:

1. Facilitate the development and training of both professional and clerical staff.
2. Improve public relations and expand outreach activities with both the general community and library support groups.
3. Set a schedule and procedure for total review of the Library Policy Code.
4. Devise programs and procedures to promote and increase endowments to the Library.
5. Coordinate the citizen's survey of the Library.

The Committee will meet with the City Librarian in November and January to monitor his progress toward the goals. Before May 1, they will meet to determine Mr. Seidl's attainment of these goals, and their recommendation will be presented to the Board.

Mr. Mueller made a motion that the goals be adopted by the Board. Motion was seconded by Mr. Sorensen and carried.

Mr. Susler requested that Mr. Seidl contact David Traxler (President of Friends of the Library) about a co-chairman from Friends to assist in getting additional funding for the Library through charitable contributions.

There was no further business. The meeting was adjourned at 5:55 p.m.

Janna Lutovsky

Janna Lutovsky, Secretary
Library Board of Trustees

STATISTICAL REPORT

September, 1986

<u>CIRCULATION</u>	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total books, 1986 -	28,721	2,457	27,143	58,321	657,381
1985 -	26,711	1,887	21,971	50,569	641,025
A-v Materials, 1986 -	6,126		734	6,861	78,580
1985	4,554		446	5,000	61,782
Total Circulation, 1986	34,847		27,878	65,182	735,961
1985	31,265		22,417	55,569	702,807

TECHNICAL PROCESSING

Cataloging

New books added	1,242
New titles added	461
Books withdrawn	992
Books mended	1,279

Acquisitions

Books checked in	1,390
Telephone directories	73
Pamphlets	271
Gifts	4,374

Materials in the State of Processing

Materials (physical items)	- 742
Titles	- 535

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	508,885	569,957.29	881,012.71
Operating	248,764	80,144	98,379.33	58,495.30
Capital & books	286,287	87,653	104,673.76	181,613.24

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	0	0	67
Library Assistants	8 + 5 (400)	0	0	8 + 5 (400)
Clerical	23 + 22 (1,640)	0	1	24 + 21 (1,640)
Maintenance	3½	0	0	3½

Current Vacancies: Assistant City Librarian, Catalog Librarian, Cataloger,
½ time T.S. Clerk I

Computer Down Time for the Month--3 hours and 15 minutes (½ for preventative maint.)

REPORT OF YEAR-END EXPENDITURES TO BUDGET FY 1986-87

FUND 20 DECATUR PUBLIC LIBRARY

PAGE 46 9/30/86

GLA3010 DECATUR PUBLIC LIBRARY

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANCE	UNENCUMBERED BALANCE	PRCNT COMM
PERSONAL SERVICES									
100	REGULAR SALARIES	1,178,517	80,317.81	461,928.44	491,048	716,588.56	.00	716,588.56	35.2
101	OVERTIME	1,090	.00	.00	454	1,090.00	.00	1,090.00	59.3
102	TEMPORARY SALARIES	27,356	3,252.06	16,210.32	11,398	11,145.68	.00	11,145.68	39.4
104	RETIREMENT - IMRF	182,318	12,559.83	71,849.38	75,965	110,468.62	.00	110,468.62	41.1
111	GROUP LIFE INSURANCE	101,215	101.25	506.25	506	708.75	.00	708.75	41.1
112	HOSPITAL AND MEDICAL INSURANCE	46,789	3,899.08	19,495.40	19,495	27,293.60	.00	27,293.60	41.1
114	WORKMEN'S COMPENSATION	21,672	1,806.00	9,030.00	9,030	12,642.00	.00	12,642.00	46.6
115	SERVICE RECOGNITION	2,013	305.00	937.50	935	1,075.50	.00	1,075.50	39.0
		1,460,970	102,241.03	579,957.29	608,831	881,012.71	.00	881,012.71	
CONTRACTUAL SERVICES									
201	ADVERTISING AND BINDING	800	36.00	335.04	333	464.96	.00	464.96	41.1
202	PRINTING	7,025	513.93	36.25	3,520	6,988.75	.00	6,988.75	67.1
210	SERV TO MAINT BUILDINGS	15,900	32.15	10,150.02	3,755	4,849.98	.00	4,849.98	35.2
211	SERV TO MAINT IMPROVEMENTS	2,000	6.00	717.58	833	779.60	.00	779.60	35.2
212	SERV TO MAINT AUTO EQUIPMEN	20,800	75.00	6,096.77	5,200	1,282.42	.00	1,282.42	29.9
213	SERV TO MAINT OFFICE EQUIP	65,000	6,699.53	23,509.30	37,000	14,703.23	.00	14,703.23	36.6
231	ELECTRICITY	5,000	57.49	2,582.31	1,400	4,490.70	.00	4,490.70	51.1
232	GAS	12,700	723.36	7,731.34	5,000	2,417.69	.00	2,417.69	46.6
233	TELEPHONE	700	159.39	326.39	291	4,268.66	.00	4,268.66	46.6
234	WATER	500	500.00	500.00	500	373.61	.00	373.61	46.6
238	AUDITING SERVICES AND OTHER TRAVE	4,962	1,046.29	3,062.29	3,054	1,899.71	.00	1,899.71	100.0
241	CONFERENCES	7,800	540.91	2,928.36	3,250	4,871.64	.00	4,871.64	37.9
242	POSTAGE	1,200	.00	478.70	500	721.30	.00	721.30	39.0
272	TUTORING REIMBURSEMENT	1,000	60.00	555.00	416	445.00	.00	445.00	55.5
280	OTHER PROFESSIONAL SERVICES	1,580	69.23	1,207.95	6,526	1,580.00	.00	1,580.00	55.5
284	PROFESSIONAL MEMBERSHIP FEE	16,170	10,019.28	60,337.70	73,878	14,962.05	.00	14,962.05	7.1
289	RENTAL-EQUIPMENT	162,437	10,019.28	60,337.70	73,878	102,099.30	.00	102,099.30	37.9
COMMODITIES									
310	GASOLINE	2,100	.00	433.16	875	1,666.84	.00	1,666.84	20.0
311	LUBRICANTS	2,500	.00	.00	50	200.00	.00	200.00	56.6
312	JANITORIAL SUPPLIES	1,100	652.19	1,405.71	1,187	1,094.29	.00	1,094.29	35.0
313	ANTIFREEZE	15,100	449.29	5,390.44	5,650	9,100.00	.00	9,100.00	35.0
320	MATERIALS TO MAINT BLDGS	5	.00	.00	2	5.00	.00	5.00	12.0
331	MEDICAL SUPPLIES	2,600	53.05	325.43	1,083	2,274.57	.00	2,274.57	58.2
337	MATERIAL TO MAINT AUTO EQUI	25,000	2,924.16	14,724.91	9,500	10,275.09	.00	10,275.09	15.0
345	OFFICE SUPPLIES	0	.00	185.58	0	185.58	.00	185.58	47.1
357	EMPLOYEE RECOGNITION SUPPLI	47,605	4,078.69	22,465.23	18,347	25,139.77	.00	25,139.77	47.1
OTHER CHARGES									
400	CONTINGENCIES	3,000	1,824.33	9,121.65	1,250	3,000.00	.00	3,000.00	41.1
415	TRANSFER TO GENERAL FUND	21,892	310.50	1,552.50	0	12,770.35	.00	12,770.35	41.1
418	MOTOR VEHICLE-INSURANCE	1,226	10.50	52.50	0	2,173.50	.00	2,173.50	41.1
420	BOILER INSURANCE	1,479	123.25	616.25	0	862.75	.00	862.75	41.1
421	PROPERTY INSURANCE	7,224	602.00	3,010.00	0	4,214.00	.00	4,214.00	41.1
423	GENERAL LIABILITY INSURANCE	1,275	.00	1,223.50	1,275	51.50	.00	51.50	96.6
499	SMALL CAPITAL ITEMS	38,722	2,870.58	15,576.40	11,646	23,145.60	.00	23,145.60	40.0
CAPITAL OUTLAY									
510	AUTOMOTIVE EQUIPMENT	12,000	1,630.80	7,848.00	12,000	4,152.00	.00	4,152.00	65.0
515	OFFICE MACHINERY AND EQUIPM	200,000	18,603.51	71,140.43	29,287	26,426.20	.00	26,426.20	35.0
525	BOOKS RECORDS AND EXHIBITS	45,000	5,413.56	22,824.53	113,000	128,859.51	.00	128,859.51	50.0
526	AUDIO-VISUAL MATERIALS	286,287	25,647.87	104,673.76	26,800	22,175.47	.00	22,175.47	36.6
** DIVISION TOTAL **		1,996,021	144,857.45	783,010.38	893,789	1,213,010.62	.00	1,213,010.62	39.0

CD EXPENDITURES

900	EXPENDITURES	2,570	.00	.00	1,070	2,570.00	.00	2,570.00
		2,570	.00	.00	1,070	2,570.00	.00	2,570.00
	** DIVISION TOTAL **	2,570	.00	.00	1,070	2,570.00	.00	2,570.00

REPORT OF EXPENDITURES TO BUDGET FY 1986-87 FUND 37 DECATUR INCUBATOR FACILITY UNENCUMBERED BALANCE PRCNT CMM

GLA3010 40000 DECATUR INCUBATOR FACILITY

DB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CMM
	CONTRACTUAL SERVICES								
248	DEMOLITION AND REMOVAL	118,370	.00	118,370.00	49,320	.00	.00	2,381.84	100.00
280	OTHER PROFESSIONAL SERVICES	13,334	.00	10,952.16	5,555	.00	.00	1,785.00	82.1
297	ADMINISTRATIVE EXPENDITURES	1,785	.00	.00	743	.00	.00	1,785.00	
		133,489	.00	129,322.16	55,618	.00	.00	4,166.84	96.9
	OTHER CHARGES								
		25,400	.00	.00	10,583	.00	.00	25,400.00	
	400 CONTINGENCIES	25,400	.00	.00	10,583	.00	.00	25,400.00	
	CAPITAL OUTLAY								
503	IMPROV OTHER THAN BLDGS	1,311,611	2,646.19	905,093.71	546,504	406,517.29	.00	406,517.29	69.0
		1,311,611	2,646.19	905,093.71	546,504	406,517.29	.00	406,517.29	69.0
	** DIVISION TOTAL **	1,470,500	2,646.19	1,034,415.87	612,705	436,084.13	.00	436,084.13	70.3

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCMH
	EXPENDITURES								
900	EXPENDITURES	10,000	490.59	902.42	4,166	9,097.58	-00	9,097.58	9.0
		10,000	490.59	902.42	4,166	9,097.58	-00	9,097.58	9.0
	** DIVISION TOTAL **	10,000	490.59	902.42	4,166	9,097.58	-00	9,097.58	9.0

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNI CCMM
	EXPENDITURES	10,000	-00	-00	4,166	10,000.00	-00	10,000.00	
900	EXPENDITURES	10,000	-00	-00	4,166	10,000.00	-00	10,000.00	
	** DIVISION TOTAL **	10,000	-00	-00	4,166	10,000.00	-00	10,000.00	

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CCHA
900	EXPENDITURES	3,500	.00	8.16	1,458	3,491.84	.00	3,491.84	.2
	** DIVISION TOTAL **	3,500	.00	8.16	1,458	3,491.84	.00	3,491.84	.2

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	FOR PERIOD ENDING	CHECK DATE	DESCRIPTION
9/04/86	TREAS - PAYROLL CLEARING	40,179.72	230	9/30/86	9/03/86	REGULAR SALARIES
9/04/86	TREAS - PAYROLL CLEARING	1,577.23	231	9/30/86	9/03/86	PROBATIONARY SALARIES
9/08/86	ANDERSON, KAREN	418.00	3315	9/30/86	9/08/86	TRAVEL
9/08/86	POSTMASTER, ESTIMATES GROUP	500.00	3335	9/30/86	9/08/86	OTHER TRAVEL
9/08/86	POSTMASTER, DECATUR, ILL	99.75	3336	9/30/86	9/08/86	RECORDS AND EXHIBITS
9/08/86	R R BUNKER	19.19	3341	9/30/86	9/08/86	BOOKS RECORDS AND SUPPLIES
9/08/86	KREAS - GENERAL FUND	19.00	3342	9/30/86	9/08/86	MAINT IMPROVEMENTS
9/10/86	TREAS - PETTY CASH	7.73	3392	9/30/86	9/10/86	POSTAGE
9/10/86	TREAS - PETTY CASH	15.49	3392	9/30/86	9/10/86	JANITORIAL SUPPLIES
9/10/86	TREAS - PETTY CASH	3,899.68	3401	9/30/86	9/10/86	MATERIALS TO MAINT BLDGS
9/10/86	TREAS - PETTY CASH	1,806.90	3402	9/30/86	9/10/86	MATERIALS TO MAINT AUTO EQUIP
9/11/86	TREAS - MEDICAL INSURANCE	122,299.00	3403	9/30/86	9/11/86	INSURANCE
9/11/86	TREAS - MEDICAL INS	101,233.00	3404	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	1,826.49	3405	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	9,443.02	3406	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	1,874.82	3407	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	12,526.93	3408	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	637.57	3409	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	79.24	3410	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	1,172.85	3411	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	2,090.00	3412	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	37.15	3413	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	871.59	3414	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	96.00	3415	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	41.44	3416	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	68.00	3417	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	17.91	3418	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	47.72	3419	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	12.57	3420	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	1,631.82	3421	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	19.10	3422	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	55.74	3423	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	359.65	3424	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	269.95	3425	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	38.00	3426	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	49.00	3427	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	51.59	3428	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	269.88	3429	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3430	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3431	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3432	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3433	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3434	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3435	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3436	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3437	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3438	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3439	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3440	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3441	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3442	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3443	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3444	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3445	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3446	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3447	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3448	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3449	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3450	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3451	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3452	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3453	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3454	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3455	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3456	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3457	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3458	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3459	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE
9/11/86	TREAS - MEDICAL INS	233.50	3460	9/30/86	9/11/86	PROPERTY LIABILITY INSURANCE

FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 9/30/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/10/86	DECATUR EDUCATIONAL CORP	478.29	3662	9/30/86	RECORDS AND EXHIBITS
9/10/86	DECATUR EDUCATIONAL CORP	23.07	3669	9/30/86	RECORDS AND EXHIBITS
9/10/86	DOUBLEDAY & CO., INC.	23.07	3679	9/30/86	RECORDS AND EXHIBITS
9/10/86	DOUBLEDAY & CO., INC.	89.90	3681	9/30/86	RECORDS AND EXHIBITS
9/10/86	DEKALB COUNTY VIDEO CLASSROOM	20.00	3683	9/30/86	RECORDS AND EXHIBITS
9/10/86	DIRECTOR CINEMA LTD	28.00	3684	9/30/86	RECORDS AND EXHIBITS
9/10/86	DIRECTOR CINEMA LTD	29.96	3685	9/30/86	RECORDS AND EXHIBITS
9/12/86	DIRT WHEELS MAGAZINE	21.00	3686	9/30/86	RECORDS AND EXHIBITS
9/19/86	DEATH SHEET METAL	15.00	3692	9/30/86	RECORDS AND EXHIBITS
9/23/86	EARTH SCIENCE	1,369.41	3705	9/30/86	RECORDS AND EXHIBITS
9/23/86	FORTHAM EQUIPMENT	84.41	3706	9/30/86	RECORDS AND EXHIBITS
9/10/86	FURBES FOR THE HUMANITIES	456.50	3707	9/30/86	RECORDS AND EXHIBITS
9/19/86	FRANKS, MS GEORGIANNA	254.88	3716	9/30/86	RECORDS AND EXHIBITS
9/19/86	FRANKS, MS GEORGIANNA	60.00	3717	9/30/86	RECORDS AND EXHIBITS
9/19/86	GREEN DIGEST	78.45	3725	9/30/86	RECORDS AND EXHIBITS
9/19/86	H W PAPER CO	89.53	3737	9/30/86	RECORDS AND EXHIBITS
9/03/86	ILL POWER CO	6,692.43	3742	9/30/86	RECORDS AND EXHIBITS
9/03/86	ILL POWER CO	2,121.11	3743	9/30/86	RECORDS AND EXHIBITS
9/29/86	INGRAM BOOK CO	18.00	3748	9/30/86	RECORDS AND EXHIBITS
9/19/86	ILLINI SUPPLY CO	3.00	3750	9/30/86	RECORDS AND EXHIBITS
9/10/86	ILL STATE HISTORICAL SOCIETY	42.00	3751	9/30/86	RECORDS AND EXHIBITS
9/19/86	JAN SAN SUPPLY CO	78.21	3754	9/30/86	RECORDS AND EXHIBITS
9/19/86	JAN SAN SUPPLY CO	45.00	3756	9/30/86	RECORDS AND EXHIBITS
9/10/86	KET ENTERPRISES DIVISION	32.95	3772	9/30/86	RECORDS AND EXHIBITS
9/10/86	KET ENTERPRISES DIVISION	32.95	3773	9/30/86	RECORDS AND EXHIBITS
9/19/86	LYRIC DISTRIBUTIONS, INC.	23.00	3774	9/30/86	RECORDS AND EXHIBITS
9/19/86	LYRIC DISTRIBUTIONS, INC.	23.91	3775	9/30/86	RECORDS AND EXHIBITS
9/19/86	MADJACK VISUAL	75.00	3779	9/30/86	RECORDS AND EXHIBITS
9/19/86	MIDWEST VISUAL	75.00	3780	9/30/86	RECORDS AND EXHIBITS
9/10/86	MCCOURE TIRE	15.00	3804	9/30/86	RECORDS AND EXHIBITS
9/10/86	MOVIES UNLIMITED	19.95	3805	9/30/86	RECORDS AND EXHIBITS
9/10/86	MULTIGRES UNLIMITED	24.95	3806	9/30/86	RECORDS AND EXHIBITS
9/10/86	MULTIGRES UNLIMITED	24.95	3807	9/30/86	RECORDS AND EXHIBITS
9/10/86	MULTIGRES UNLIMITED	24.95	3808	9/30/86	RECORDS AND EXHIBITS
9/29/86	MERCHES MARRIS PROD.	55.59	3809	9/30/86	RECORDS AND EXHIBITS
9/29/86	MERCHES MARRIS PROD.	56.00	3810	9/30/86	RECORDS AND EXHIBITS
9/23/86	METLUMEN INC. MIC SOCIETY	230.00	3829	9/30/86	RECORDS AND EXHIBITS
9/26/86	NATIONAL WILDMAN LIFE FEDERATION	210.00	3829	9/30/86	RECORDS AND EXHIBITS
9/19/86	NATIONAL WILDMAN LIFE FEDERATION	15.65	3829	9/30/86	RECORDS AND EXHIBITS
9/19/86	NORMAN'S CLEANERS	60.00	3829	9/30/86	RECORDS AND EXHIBITS
9/12/86	NORMAN'S CLEANERS	60.00	3829	9/30/86	RECORDS AND EXHIBITS
9/19/86	OTLS ELEVATOR COMPANY	279.43	3832	9/30/86	RECORDS AND EXHIBITS
9/19/86	OTLS ELEVATOR COMPANY	279.90	3833	9/30/86	RECORDS AND EXHIBITS
9/23/86	OWLINEY BOWES	66.75	3838	9/30/86	RECORDS AND EXHIBITS
9/19/86	PRAIRIE INTERNATIONAL BUREAU	31.44	3842	9/30/86	RECORDS AND EXHIBITS
9/19/86	PRAIRIE INTERNATIONAL BUREAU	30.64	3844	9/30/86	RECORDS AND EXHIBITS
9/19/86	PUBLISHERS CENTRAL BUREAU	112.97	3849	9/30/86	RECORDS AND EXHIBITS
9/19/86	PUBLISHERS CENTRAL BUREAU	142.00	3865	9/30/86	RECORDS AND EXHIBITS
9/19/86	READERS PRESS, INC	28.00	3867	9/30/86	RECORDS AND EXHIBITS
9/10/86	ROADER'S DIGEST FUND FOR BLIND	28.00	3868	9/30/86	RECORDS AND EXHIBITS
9/10/86	ROADER'S DIGEST FUND FOR BLIND	69.20	3869	9/30/86	RECORDS AND EXHIBITS
9/10/86	RUSSELL'S GAZETTE INC	91.00	3870	9/30/86	RECORDS AND EXHIBITS
9/03/86	REPUBLIC & GAZETTE	100.00	3885	9/30/86	RECORDS AND EXHIBITS
9/03/86	REPUBLIC & GAZETTE	100.00	3890	9/30/86	RECORDS AND EXHIBITS
9/10/86	SUPPLY & DOCUMENTS	398.00	3900	9/30/86	RECORDS AND EXHIBITS
9/10/86	STANDAAN & POUSEN STUDIO, INC	42.80	3902	9/30/86	RECORDS AND EXHIBITS
9/10/86	STANDAAN & POUSEN STUDIO, INC	42.80	3903	9/30/86	RECORDS AND EXHIBITS
9/10/86	STEVAN JAN TO	45.00	3904	9/30/86	RECORDS AND EXHIBITS
9/10/86	SCIENCE BOOKS & FILMS	154.00	3905	9/30/86	RECORDS AND EXHIBITS
9/17/86	SAGE PUBLISHING INC.	18.35	3906	9/30/86	RECORDS AND EXHIBITS
9/19/86	SIXTEEN MAGAZINE, INC	52.50	3909	9/30/86	RECORDS AND EXHIBITS
9/19/86	TODD NEWSFORM	140.00	3923	9/30/86	RECORDS AND EXHIBITS
9/10/86	TYM NEWS PAPERS OF GT BRITAIN	128.50	3924	9/30/86	RECORDS AND EXHIBITS
9/10/86	TYM NEWS PAPERS OF GT BRITAIN	122.50	3928	9/30/86	RECORDS AND EXHIBITS
9/10/86	U OF ILL. FILM CENTER	116.59	3929	9/30/86	RECORDS AND EXHIBITS
9/10/86	UNITE HOME VIDEO	1,499.00	3930	9/30/86	RECORDS AND EXHIBITS
9/27/86	UNIVERSITY FILM INTL	1,499.00	3936	9/30/86	RECORDS AND EXHIBITS
9/27/86	UNIVERSITY FILM INTL	22.78	3938	9/30/86	RECORDS AND EXHIBITS

FOR PERIOD ENDING 9/30/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/19/86	WASTE HAULING COMPANY	16.50	3940	9/30/86	SERV TO MAINT IMPROVEMENTS
9/19/86	WEST PUBLISHING	116.75	3941	9/30/86	BOOKS TO MAINT AND EXHIBITS
9/23/86	W. W. GRAINGER	130.38	3944	9/30/86	MATERIALS TO MAINT BLDGS
9/19/86	WESTON WOODS	122.70	3947	9/30/86	AUDIO-VISUAL MATERIALS
9/10/86	WORKBASKET	10.00	3948	9/30/86	BOOKS RECORDS AND EXHIBITS
9/12/86	WASHINGTON MONTHLY	59.00	3950	9/30/86	BOOKS RECORDS AND EXHIBITS
9/17/86	XERUX	2.48	3951	9/30/86	RENTAL-EQUIPMENT

TOTAL 144,898.10

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
9/29/86	BAKER & TAYLOR CU	167.68	3599	9/30/86	EXPENDITURES
9/29/86	BAKER & TAYLOR CU	464.50	3597	9/30/86	EXPENDITURES
		TOTAL			
					632.18

FOR PERIOD ENDING 9/30/86