

BOARD OF DIRECTORS MEETING

AGENDA

JULY 18, 1985

- I. CALL TO ORDER
MARSHALL SUSLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 20, 1985
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. APPOINTMENT OF COMMITTEES
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Jackson (Tentative)
Mrs. Lutovsky
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Sorensen
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 18, 1985

The regular meeting of the Board of Directors of the Decatur Public Library was held July 18, 1985 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Grieve
Mrs. Jackson

Others Present:

Mr. Dumas
Mr. Scholtz
Miss Schwegman

Before the regular meeting was convened, Mr. Dumas introduced the new Children's Librarian and Extension Librarian, Katie Gross and Steve Serber. Members present wished them well.

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

The minutes of the regular meeting held June 20, 1985 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated June was a very busy month and in fact we had a record-breaking day on the 11th circulating over 3,200 articles and a total for the month of 68,000 items. Over-all circulation for the month increased 5% over June of last year. Thirteen hundred children are enrolled in the Summer Reading Program, which is down a little in Main and up a little in Extension. Continuing, Mr. Dumas reported that during the ALA conference in Chicago we made contacts with several potential candidates for the position of the Home Reading head and hope to have this position filled in the near future. Mr. Inman, Mr. Merrick, Mr. Seidl, and I attended this conference and found it rewarding and worthwhile, Mr. Dumas commented.

Further reporting, Mr. Dumas informed the Circulation Department has completed its year-long effort to re-register patrons. We have gone from 62,000 down to 17,000 registrants. The 17,000 is understated just as the 62,000 was overstated.

We expect the final count to be around 33,000 registrants which is about normal for a community of this size. Continuing, Mr. Dumas stated bids for the offset printer will be received in the library office until Friday, July 26, at 5:00 p.m. After the Finance Committee has had a chance to discuss the bids prior to the next meeting, they should have a recommendation to make at that time.

Mr. Sorensen asked if money saved from positions being vacant stays with the Library. Mr. Dumas explained that any money saved goes into the library fund balance at the end of the fiscal year, but that amount is taken into consideration when the appropriation by Council in September is made for the ensuing year, so in effect the Library does lose the money, as it is just reappropriated. Mrs. Lutovsky asked how long the Home Reading position has been vacant and what the position entails. Mr. Dumas responded the position has been vacant since February and the head of this department is responsible for the circulating of the adult collection.

At this time Mr. Susler welcomed the two new members of the Board, Janna Lutovsky and Mark Sorensen, and asked members present to introduce and identify themselves. Mrs. Lutovsky is head of the adult literacy program in Decatur and Mr. Sorensen is employed as an archivist in the Secretary of State's office.

As Chairman of the Finance and Properties Committee, Mrs. Rossiter moved that library bills through June 30, 1985 be approved and Mrs. Alpi seconded the motion. Mr. Susler explained for the benefit of the new members that the Library's money is handled by the City. They have the facilities and we don't. They pay our bills with City checks, and the Board receives each month a copy of numbered vouchers paid. Our Finance Committee chairman or another member of the committee checks each of these payments and recommends approval or disapproval of the Board at each monthly meeting. The original motion as seconded was approved by a roll-call vote. Mrs. Rossiter noted that a spray-paint booth had been erected in the Library and asked if an insurance agent should see it. Mr. Dumas stated he would check on it. Mrs. Rossiter called attention to the budget line item on group life insurance with current month expenditures of \$945.00. This amount should have been \$94.50 for both May and June, an accounting error, and would be corrected on next month's statement.

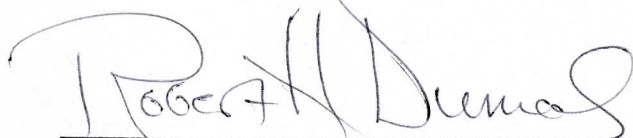
Not having met this month, the Personnel and Public Relations Committee had no report to make at this time.

The major portion of the remainder of the meeting was spent in questions, answers and explanations of Board policies and procedures in order to acquaint new members with Board practices.

Under Old Business Mr. Mueller asked how the Library's policy regarding abandonment of children in the juvenile department is working and Mr. Dumas stated it seems to be very effective. Mrs. Alpi questioned the hours the Local History Room is open and Mr. Dumas responded it is open to the extent we can staff it. Mrs. Lutovsky asked if DPL is under staffed and Mr. Dumas stated that we are short of staff, and that he had made a proposal to the Finance Committee for this year's budget authorizing a general assistant position to serve throughout the Library, this assistant to float through the Library relieving some of the pressure and covering for vacations, sickness, and the like, but our budget was already such that the Finance Committee decided against it, Mr. Dumas informed.

Under New Business, Mr. Susler made the following committee appointments for the coming year: Finance and Properties Committee - Mrs. Rossiter, Chair, Mrs. Alpi, Mr. Mueller, and Mr. Sorensen; Personnel and Public Relations Committee - Mrs. Jackson, Chair, Mr. Grieve, Mrs. Lutovsky, and Mr. Seidman; Ad Hoc Committee on Evaluation - Mrs. Jackson, Chair, Mrs. Rossiter, Mrs. Alpi, Mr. Grieve, and Mr. Mueller; DPL representative to the Rolling Prairie Libraries - Mr. Seidman; and DPL representative to the Friends of the Library - Mr. Seidman. Mr. Susler explained that the Ad Hoc Committee is an on-going committee that meets with the City Librarian throughout the year for purposes of the evaluation process and the achievement of certain goals which have been determined. Mr. Dumas suggested the Library's by-laws should probably reflect the establishment of this Committee, and Mr. Susler requested the matter be referred to the Personnel and Public Relations Committee.

The meeting was adjourned at 5:25 p.m. by the President.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

June, 1985

CIRCULATION

| | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>12 Months to Date</u> |
|---------------------------|--------------|--------------|-----------------|--------------|--------------------------|
| Total Books, 1985 - | 27,273 | 2,584 | 32,788 | 62,645 | 630,696 |
| 1984 - | 26,849 | 2,667 | 31,934 | 61,450 | 637,487 |
| A-V Materials, 1985 - | 5,113 | -- | 432 | 5,545 | 57,445 |
| 1984 - | 3,193 | -- | 276 | 3,469 | 45,656 |
| Total Circulation, 1985 - | 32,386 | 2,584 | 33,220 | 68,190 | 688,141 |
| 1984 - | 30,042 | 2,667 | 32,210 | 64,919 | 683,143 |

TECHNICAL PROCESSING

| <u>Cataloging</u> | | <u>Acquisitions</u> | |
|-------------------|-----|-----------------------|-----|
| New books added | 912 | Books checked in | 895 |
| New titles added | 365 | Telephone Directories | 57 |
| Books withdrawn | 782 | Pamphlets | 188 |
| Books mended | 622 | Gifts | 437 |

Materials in the State of Processing

Materials (physical items) - 447
Titles - 370

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 | 199,647 | 225,674 | 1,053,348 |
| Operating | 260,642 | 33,434 | 30,537 | 230,105 |
| Capital and Books | 270,800 | 21,538 | 27,984 | 242,816 |

STAFF STRENGTH

| | <u>Strength Previous Month</u> | <u>Terminations</u> | <u>New Staff</u> | <u>Present Strength</u> |
|--------------------|--------------------------------|---------------------|------------------|-------------------------|
| Professional | 5 | -- | 1 | 6 |
| Library Assistants | 8 + 5 (560 hrs) | -- | -- | 8 + 5 (560 hrs) |
| Clerical | 22 + 20 (1520 hrs) | -- | ½ | 23 + 19 (1560 hrs) |
| Maintenance | 3½ | -- | -- | 3½ |

Current Vacancies: Head, Extension Department; Head, Home Reading

Computer Down-time for Month: 10 Minutes

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/85 THRU 06/30/85

| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-----------|---------------------------|-------------------|-----------|
| 24754 | TREAS POLICE PENSION FUND | REPLACEMENT TAX | 15,303.06 |
| 24755 | TREAS FIREMEN'S PENSION | REPLACEMENT TAX | 19,923.56 |
| 24756 | TREAS ILL MUNI RETIREMENT | REPLACEMENT TAX | 10,632.12 |
| 24757 | POSTMASTER | POSTAGE | 500.00 |
| 24783 | STEVEN SERBER | REIMB FOR EXPENSE | 264.30 |
| 24790 | TREAS PAYROLL FUND | PAYROLL | 37,154.57 |
| 24802 | ILL BELL TELEPHONE CO | TELEPHONE CHARGES | 273.17 |
| 24803 | AT&T | TELEPHONE CHARGES | 405.23 |
| 24805 | AMERICAN HERITAGE | BOOKS | 39.95 |
| 24806 | R R BOWKER | ADVERTISING | 317.05 |
| 24807 | CLIFF'S NOTES | BOOKS | 73.95 |
| 24808 | DOWNTOWN DECATUR COUNCIL | PARKING | 320.00 |
| 24809 | DUKE'S OFFICE SUPPLY | MAINT CONTRACTS | 996.75 |
| 24810 | DUNKER ELECTRIC | ELECT PARTS | 11.05 |
| 24811 | GAYLORD BROS | OFFICE SUPPLIES | 38.65 |
| 24812 | ILL POWER CO | GAS BILL | 1,046.12 |
| 24813 | J&H ELECTRONICS | REPAIR SERVICE | 30.00 |
| 24814 | LIBRARY OF CONGRESS | BOOKS | 225.00 |
| 24815 | LUGARI'S | REPAIR SERVICE | 25.72 |
| 24816 | MILLER BREWING CO | BOOKS | 6.00 |
| 24817 | NATIONAL ARCHIVIS | BOOKS | 12.00 |
| 24818 | NATL PARKS & CONSERVATION | BOOKS | 18.00 |
| 24819 | OTIS ELEVATOR CO | ELEVATOR MAINT | 273.17 |
| 24820 | PITNEY BOWES | OFFICE SUPPLIES | 14.15 |
| 24821 | PRINTING EQUIP & PROCT | OFFICE SUPPLIES | 88.00 |
| 24822 | AMERICAN LEGION STATE HDQ | BOOKS | 1.63 |
| 24823 | DECATUR GENEALOGICAL SOC | BOOKS | 82.50 |
| 24824 | INFO WORLD | BOOKS | 29.58 |
| 24825 | MONEY | BOOKS | 60.00 |
| 24826 | SEVENTEEN | BOOKS | 27.90 |
| 24827 | STANDARD & POOR CORP | BOOKS | 72.00 |
| 24828 | SUPT OF DOCUMENTS | BOOKS | 11.00 |

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| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-----------|---------------------------|-----------------------------|--------------|
| 24829 | TREAS GNL OPERATING FUND | SUPPLIES | 49.01 |
| 24830 | TREAS GNL OPERATING FUND | ADM EXPENSE | 1,681.34 |
| 24831 | TREAS %MED INS ESCROW | INSURANCE | 3,796.66 |
| 24832 | TREAS %NON MED INS ES | INSURANCE | 1,530.00 |
| 24833 | TREAS-%UNEMPLOYMENT FD | UNEMPLOYMENT | 928.33 |
| 24834 | TREAS CENTRAL SERVICE FND | GASOLINE | 183.42 |
| 24835 | WNED-TV | AUDIO VISUAL | 6.00 |
| 24836 | WASTE HAULING | DISPOSAL SERVICE | 16.50 |
| 24837 | WICKES LUMBER CO | LUMBER | 56.33 |
| 24896 | ILL POWER CO | ELECTRICITY | 3,355.79 |
| 24934 | TREAS PETTY CASH FUND | REIMBURSEMENT | 61.61 |
| 25081 | AMERICAN LIBRARY ASSN | ADVERTISING | 116.00 |
| 25082 | APPLE VIDEO | AUDIO VISUAL | 70.74 |
| 25083 | AYER CO., INC | BOOKS | 16.54 |
| 25084 | DEC HUMAN RELATIONS COMM | SEMINAR EXPENSE | 45.00 |
| 25085 | GAYLORD BROS | OFFICE SUPPLIES | 379.67 |
| 25086 | ILL BELL TELEPHONE CO | TELEPHONE CHARGES | 340.88 |
| 25087 | INTERTEC PUBL CORP | BOOKS | 7.96 |
| 25088 | MALJACK PRODUCTIONS INC | BOOKS, VIDEO REPR | 482.31 |
| 25089 | NATL GEOGRAPHIC SOCIETY | BOOKS | 38.50 |
| 25090 | NATL RECORDING CO | AUDIO VISUAL | 270.35 |
| 25091 | PUBLISHER'S CENTRAL BUR | AUDIO VISUAL | 56.68 |
| 25092 | YORK ELECTRONICS INC | OFFICE SUPPLIES | 5.37 |
| | | TOTAL OF ALL VOUCHER CHECKS | = 101,771.17 |

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/85 THRU 06/30/85

| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
|-----------|---------------------------|-------------------|--------|
| 25123 | MATSUSHITA APPLIANCE CO | REPAIR SERVICE | 15.10 |
| 25141 | R R BOWKER | BOOKS | 70.00 |
| 25142 | COLONIAL WILLIAMSBURG | AUDIO VISUAL | 7.65 |
| 25143 | DOUBLEDAY & CO INC | BOOKS | 175.56 |
| 25144 | GREANIAS AND BOOTH | PROF SERVICES | 35.00 |
| 25145 | G K HALL & CO | BOOKS | 189.56 |
| 25146 | ILL BELL TELEPHONE CO | TELEPHONE CHARGES | 31.93 |
| 25147 | K& G TRAILER MART | REPAIR SERVICE | 17.00 |
| 25148 | NATL BED & BREAKFAST ASSN | BOOKS | 22.40 |
| 25149 | NEW WORLD RECORDS | BOOKS | 26.30 |
| 25150 | NU-AIR FILTER CO | PANELING | 218.48 |
| 25151 | POPULAR MECHANICS | BOOKS | 122.91 |
| 25152 | PUBLISHER'S CENTRAL BUR | BOOKS | 58.31 |
| 25153 | REDBOOK | BOOKS | 65.91 |
| 25154 | SALES & MARKETING MGMT | BOOKS | 36.00 |
| 25155 | SCHUERMAN KEY SHOP | REPAIRED LOCKS | 10.50 |
| 25156 | CARNAGIE LIBRARY- | BOOKS | 5.00 |
| 25175 | POSTMASTER | POSTAGE | 52.70 |
| 25297 | XEROX CORP | MACHINE RENTAL | 8.57 |

TOTAL OF ALL VOUCHER CHECKS = 1,168.88

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/85 THRU 06/30/85

| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
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| 25329 | TREAS PAYROLL FUND | PAYROLL | 37,564.36 |
| 25376 | ROBERT BARCLAY INC | FILTERS | 66.24 |
| 25377 | BLACK & CO | HARDWARE | 104.07 |
| 25378 | FEDERAL EXPRESS CO | PPSTAGE | 124.00 |
| 25379 | IBM CORP | MAINT CONTRACT | 106.00 |
| 25380 | ILL BELL TELEPHONE CO | TELEPHONE CHARGES | 179.27 |
| 25381 | ROBERT JACOBSON DESIGN | OFFICE SUPPLIES | 22.25 |
| 25382 | K'S MERCHANDISE MART | HOSE | 19.88 |
| 25383 | MILLER-O'NEILL | CARPETING | 317.85 |
| 25384 | MODERN BUSINESS SYSTEMS | MAINTENANCE | 520.74 |
| 25385 | PITNEY BOWES | POSTAGE METER RENT | 63.00 |
| 25386 | PRAIRIE INTL | AUTO PARTS | 29.00 |
| 25387 | SATTLEY'S OFFICE SUPPLIES | OFFICE SUPPLIES | 102.91 |
| 25388 | SEARS ROEBUCK & CO | SMALL PARTS | 34.93 |
| 25389 | TSC FARM HOME AUTO STORE | AIR TANK | 9.48 |
| 25390 | TICA INC | DUCT WORK | 16.65 |
| 25391 | TREAS WATER FUNDS | WATER BILL | 151.04 |
| 25542 | BOB ADAMS INC | BOOKS | 134.95 |
| 25543 | AMERICAN CAMPING | BOOKS | 10.95 |
| 25544 | AMERICAN BINDERY | BOOK BINDING | 122.30 |
| 25545 | AMERICAN LIBRARY ASSN | BOOKS | 47.00 |
| 25546 | APPLEBY MYER & CLARK | BOOKS | 71.45 |
| 25547 | ARCHITECTURAL DIGEST | BOOKS | 79.90 |
| 25548 | AUDIO BUFF CO INC | AUDIO VISUAL | 657.51 |
| 25549 | BLDG OFFICIALS & CODE | BOOKS | 114.00 |
| 25550 | BAKER & TAYLOR CO | BOOKS | 265.88 |
| 25551 | BAKER & TAYLOR CO | BOOKS | 6,836.04 |
| 25552 | BLACK & CO | HARDWARE | 13.15 |
| 25553 | CC FIRE EQUIP CO | REPAIR SERVICE | 357.00 |
| 25554 | FILM COMMENT | BOOKS | 32.00 |
| 25555 | GENTLEMEN'S QUARTERLY | BOOKS | 72.00 |
| 25556 | THE HORN BOOK, INC. | BOOKS | 3.00 |

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| VOUCHER # | PAYMENTS MADE TO: | FOR: | AMOUNT |
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| 25557 | MALJACK PRODUCTIONS INC | AUDIO VISUAL | 388.51 |
| 25558 | MANUF NEWS, INC. | BOOKS | 75.00 |
| 25559 | PARK'S SEED CO | BOOKS | 9.95 |
| 25560 | PREVENTION | BOOKS | 24.97 |
| 25561 | STEVEN SERBER | TRAVEL REIMB | 20.95 |
| 25562 | SPORTING NEWS | BOOKS | 17.67 |
| 25563 | SUPT OF DOCUMENTS | BOOKS | 5.50 |
| 25564 | WEST PUBL CO | BOOKS | 319.50 |
| 25565 | YAUGHTING | BOOKS | 47.98 |
| 25571 | TREAS PETTY CASH FUND | REIMBURSEMENT | 65.24 |
| 25580 | TREAS ILL MUNI RETIREMENT | JUNE RETIREMENT | 10,957.81 |

TOTAL OF ALL VOUCHER CHECKS = 60,181.88

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ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU JUN 30, 1985

REVENUE ITEMS

% OF EST.

| OBJECT CODE | ESTIMATED RECEIPTS | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|--------------------------|--------------------|------------------------|-----------------------|---------------------|-----------|
| FUND BALANCE MAY 1, 1985 | 440,300.00 | 0.00 | 500,051.62 | 59,751.62 | |
| CURRENT YEAR TAXES | 1,400,000.00 | 0.00 | 1,400,000.00 | 1,400,000.00 | |
| REPLACEMENT TAX | 50,000.00 | 13,733.80 | 14,164.13 | 75,835.85 | |
| INTEREST ON INVESTMENTS | 55,000.00 | 2,073.54 | 4,306.95 | 50,693.05 | |
| LIBRARY FINES & FEES | 31,000.00 | 2,861.55 | 5,216.88 | 25,483.12 | |
| NON-RESIDENT FEES | 3,000.00 | 792.00 | 1,144.00 | 4,356.00 | |
| 728A | 3,000.00 | 193.20 | 347.55 | 2,652.45 | |
| 729 | 3,000.00 | 85.26 | 224.00 | 2,676.00 | |
| PRINTS & DAMAGED BOOKS | 50,000.00 | 0.00 | 0.00 | 50,000.00 | |
| 730 | 50,000.00 | 151.28 | 330.34 | 2,669.66 | |
| 733 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | |
| 739 | 3,000.00 | 0.00 | 0.00 | 3,000.00 | |
| MISCELLANEOUS INCOME | 2,078,700.00 | 19,893.33 | 526,665.49 | 1,552,034.51 | 25.34 |
| TOTAL REVENUE | | | | | |

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| OBJECT CODE | OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|---|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 101 | REGULAR SALARIES | 1,026,801.00 | 0.00 | 72,764.13 | 181,026.56 | 845,774.44 | |
| 102 | STRAIGHT OVERTIME | 155,879.00 | 0.00 | 47.26 | 236.26 | 1,763.74 | |
| 103 | WORKMEN'S COMPENSATION | 10,260.00 | 0.00 | 10,951.81 | 27,306.13 | 128,572.87 | |
| 105 | EMPLOYMENT COMPENSATION | 11,440.00 | 0.00 | 1,220.93 | 3,000.00 | 15,200.00 | |
| 106 | HOSPITALIZATION MEDICAL & LIFE INSURANCE | 34,220.00 | 0.00 | 920.33 | 1,856.66 | 19,263.34 | |
| 107 | GROUP LIFE INSURANCE | 1,134.00 | 0.00 | 2,945.66 | 5,703.32 | 28,316.68 | |
| 109 | TEMPORARY SALARIES | 26,488.00 | 0.00 | 1,455.99 | 1,890.00 | 15,600.00 | |
| 201 | ADVERTISING | 500.00 | 0.00 | 433.05 | 433.05 | 21,892.92 | |
| 202 | PRINTING | 4,500.00 | 0.00 | 130.30 | 130.30 | 4,369.70 | |
| 211 | SERVICE TO MAINTAIN BUILDINGS | 12,000.00 | 0.00 | 861.99 | 861.99 | 11,138.01 | |
| 212 | SERVICE TO MAINTAIN IMPROV OTH THAN BLDGS | 18,000.00 | 0.00 | 53.00 | 53.00 | 17,947.00 | |
| 214 | SERVICE TO MAINTAIN OFFICE EQUIPMENT | 2,000.00 | 0.00 | 1,620.32 | 1,702.75 | 16,296.25 | |
| 215 | SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT | 500.00 | 0.00 | 7.75 | 7.75 | 1,500.00 | |
| 229 | AUDITING PROFESSIONAL SERVICES | 2,000.00 | 0.00 | 0.00 | 0.00 | 1,965.00 | |
| 231 | OTHER PROFIT | 70,000.00 | 0.00 | 35.00 | 35.00 | 61,565.00 | |
| 233 | ELECTRICITY | 12,950.00 | 0.00 | 4,401.91 | 8,451.90 | 10,548.10 | |
| 234 | TELEPHONE | 3,780.00 | 0.00 | 1,151.04 | 2,372.69 | 1,408.31 | |
| 245 | CONFERENCE AND OTHER TRAVEL EXPENSE | 7,300.00 | 0.00 | 701.51 | 1,300.00 | 3,014.18 | |
| 288 | PROFESSIONAL ASSOCIATION MEMBERSHIP FEES | 1,465.00 | 0.00 | 391.57 | 728.24 | 5,465.00 | |
| 310 | GAS OIL & ANTIFREEZE | 2,500.00 | 0.00 | 192.12 | 350.20 | 2,149.80 | |
| 312 | JANITORIAL SUPPLIES | 11,500.00 | 0.00 | 545.65 | 50.82 | 9,205.86 | |
| 324 | MATERIALS TO MAINTAIN BLDNGS & IMPROVMT | 5.00 | 0.00 | 378.87 | 440.33 | 1,059.67 | |
| 330 | MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP | 5.00 | 0.00 | 0.00 | 0.00 | 5.00 | |
| 342 | MEDICAL SUPPLIES | 20,000.00 | 0.00 | 755.95 | 7,070.64 | 12,929.36 | |
| 402 | OFFICE SUPPLIES | 50,500.00 | 0.00 | 1,681.34 | 3,362.68 | 50,500.00 | |
| 403 | TRAINING SUPPLIES | 20,175.00 | 0.00 | 0.00 | 0.00 | 16,813.32 | |
| 403 | TRANS TO G F (ADMIN SERV) | | | | | | |

FORM 1411-28-0

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU JUN 30, 1985

3 OF EST.

REVENUE ITEMS

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|-----------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| FUND BALANCE MAY 1, 1985 | 440,300.00 | 0.00 | 500,051.62 | 59,751.62 | |
| CURRENT YEAR TAXES | 1,400,000.00 | 0.00 | 0.00 | 1,400,000.00 | |
| REPLACEMENT TAX | 90,000.00 | 13,735.80 | 14,144.13 | 75,853.85 | |
| INTEREST ON INVESTMENTS | 55,000.00 | 2,073.54 | 4,906.95 | 50,093.05 | |
| LIBRARY FINE & FEES | 31,000.00 | 2,861.55 | 5,516.88 | 25,483.12 | |
| NON-RES IDENT BOOKS | 5,500.00 | 192.00 | 1,144.00 | 4,356.00 | |
| LOST & DAMAGED BOOKS | 3,000.00 | 85.26 | 347.55 | 2,652.45 | |
| PRINTS MADE ON COPY MACHINE | 50,000.00 | 0.00 | 0.00 | 50,000.00 | |
| ALL ST PER CAPITA GRANT | 3,000.00 | 151.28 | 330.34 | 2,669.66 | |
| MISCELLANEOUS INCOME | 2,078,700.00 | 19,893.33 | 526,665.49 | 1,552,034.51 | 25.34 |
| TOTAL REVENUE | | | | | |

| OBJECT CODE | OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|--|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 101 | REGULAR SALARIES | 1,026,801.00 | 0.00 | 72,754.13 | 181,026.56 | 845,774.44 | |
| 102 A | STRAIGHT OVERTIME | 2,000.00 | 0.00 | 41.26 | 236.26 | 1,763.74 | |
| 103 | RETIREMENT FUND | 155,879.00 | 0.00 | 10,957.81 | 27,306.13 | 128,572.87 | |
| 105 | WORKMEN'S COMPENSATION | 18,360.00 | 0.00 | 1,530.00 | 3,060.00 | 15,300.00 | |
| 107 | EMPLOYMENT COMPENSATION | 11,420.00 | 0.00 | 921.33 | 1,856.66 | 9,563.34 | |
| 107 | HOSPITALIZATION MEDICAL & LIFE INSURANCE | 34,220.00 | 0.00 | 2,854.66 | 5,703.32 | 28,516.68 | |
| 107 A | GROUP LIFE INSURANCE | 1,134.00 | 0.00 | 945.00 | 1,890.00 | 756.00 | |
| 109 | TEMPORARY SALARIES | 26,488.00 | 0.00 | 1,232.89 | 4,523.08 | 21,862.92 | |
| 201 | ADVERTISING | 500.00 | 0.00 | 435.05 | 435.05 | 66.95 | |
| 202 | PRINTING & BINDING | 4,500.00 | 0.00 | 130.30 | 130.30 | 4,369.70 | |
| 211 | SERVICE TO MAINTAIN BUILDINGS | 12,000.00 | 0.00 | 562.32 | 861.99 | 11,138.01 | |
| 212 | SERVICE TO MAINTAIN IMPROV DIRS THAN BLDGS | 500.00 | 0.00 | 26.50 | 53.00 | 447.00 | |
| 214 | SERVICE TO MAINTAIN OFFICE EQUIPMENT | 18,000.00 | 0.00 | 1,620.35 | 1,703.85 | 16,296.15 | |
| 215 | SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT | 2,000.00 | 0.00 | 7.75 | 7.75 | 1,992.25 | |
| 221 | ADVERTISING SERVICES | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | |
| 229 | OTHER PROFESSIONAL SERVICES | 2,000.00 | 0.00 | 35.00 | 35.00 | 1,965.00 | |
| 231 | ELECTRICITY | 70,000.00 | 0.00 | 4,408.91 | 8,451.20 | 61,548.80 | |
| 233 | TELEPHONE | 12,920.00 | 0.00 | 1,198.55 | 2,372.69 | 10,547.31 | |
| 234 | WATER | 650.00 | 0.00 | 151.04 | 151.04 | 498.96 | |
| 241 | CONFERENCE AND OTHER TRAVEL EXPENSE | 3,700.00 | 0.00 | 371.26 | 1,300.08 | 3,014.18 | |
| 245 | POSTAGE | 1,300.00 | 0.00 | 701.51 | 1,300.08 | 5,999.92 | |
| 284 | PROFESSIONAL ASSOCIATION MEMBERSHIP FEES | 1,465.00 | 0.00 | 0.00 | 0.00 | 1,465.00 | |
| 288 | RENTALS | 6,000.00 | 0.00 | 391.57 | 728.84 | 5,271.16 | |
| 310 | GAS OIL & ANTIFREEZE | 2,500.00 | 0.00 | 192.12 | 350.20 | 2,149.80 | |
| 312 | JANITORIAL SUPPLIES | 2,300.00 | 0.00 | 545.00 | 50.82 | 2,249.18 | |
| 320 | MATERIALS TO MAINTAIN BLDNGS & IMPROVMT | 11,000.00 | 0.00 | 378.87 | 1,794.14 | 9,205.86 | |
| 324 | MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP | 500.00 | 0.00 | 0.00 | 440.53 | 59.47 | |
| 330 | MEDICAL SUPPLIES | 5.00 | 0.00 | 0.00 | 0.00 | 5.00 | |
| 345 | OFFICE SUPPLIES | 20,000.00 | 0.00 | 755.95 | 7,070.64 | 12,929.36 | |
| 402 | CONTINGENCIES | 50,500.00 | 0.00 | 0.00 | 0.00 | 50,500.00 | |
| 403 | TRANS TO G F (ADMIN SERV) | 20,176.00 | 0.00 | 1,681.34 | 3,362.68 | 16,813.32 | |

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU JUN 30, 1985

| OBJECT CODE | OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|----------------------------------|--------------------------|--------------------|----------------------------|---------------------------|----------------------|-----------|
| 415 | SERVICE RECOGNITION PAYROLL | 1,848.00 | 0.00 | 47.50 | 232.50 | 1,615.50 | |
| 423 | INSURANCE | 9,637.00 | 0.00 | 0.00 | 0.00 | 9,637.00 | |
| 499 | SMALL CAPITAL ITEMS | 2,031.00 | 0.00 | 99.99 | 240.54 | 1,790.46 | |
| | TOTAL OPERATING EXPENDITURES | 1,539,664.00 | 0.00 | 105,627.76 | 256,211.17 | 1,283,452.83 | 16.64 |
| 515 | OFFICE MACHINERY & EQUIPMENT | 25,800.00 | 0.00 | 0.00 | 0.00 | 25,800.00 | |
| 525 | LIBRARY BOOKS RECORDS & EXHIBITS | 200,000.00 | 0.00 | 9,178.90 | 21,412.13 | 178,587.87 | |
| 525 A | AUDIO VISUAL MATERIALS | 45,000.00 | 0.00 | 1,952.32 | 6,572.51 | 38,427.49 | |
| | TOTAL CAPITAL OUTLAY | 270,800.00 | 0.00 | 11,131.22 | 27,984.64 | 242,815.36 | 10.33 |
| | TOTAL EXPENDITURES | 1,810,464.00 | 0.00 | 116,758.98 | 284,195.81 | 1,526,268.19 | 15.70 |

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

MAY 1, 1985 THRU JUN 30, 1985

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. | |
|---|---------------------------|------------------------|-----------------------|---------------------|-----------|------|
| 56 FUND BALANCE MAY 1, 1985 | 98,969.00 | 0.00 | 96,619.57 | 2,349.43 | | |
| 524 REVENUE | 0.00 | 0.00 | 0.00 | 0.00 | | |
| INTEREST INCOME | 10,000.00 | 686.54 | 1,318.97 | 8,681.03 | | |
| TOTAL REVENUE | 108,969.00 | 686.54 | 97,938.54 | 11,030.46 | 89.88 | |
| BUDGET AND PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF | | | | | | |
| OBJECT OF EXPENDITURE | APPROPRIATION OUTSTANDING | EXPENDITURES | EXPENDITURES | EXPENDITURES | BALANCE | EST. |
| 58 EXPENDITURES | 10,000.00 | 0.00 | 507.07 | 821.24 | 9,178.76 | 8.21 |
| TOTAL EXPENDITURES | 10,000.00 | 0.00 | 507.07 | 821.24 | 9,178.76 | 8.21 |

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1985 THRU JUN 30, 1985

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|-----------------------|--------------------------|--|---------------------------|----------------------|-----------|
| 524 | 89,714.00 | 0.00 | 88,842.57 | 871.43 | |
| | 10,500.00 | 634.44 | 1,216.60 | 9,283.40 | |
| TOTAL REVENUE | 100,214.00 | 634.44 | 90,059.17 | 10,154.83 | 89.87 |
| OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
| 58 | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |
| TOTAL EXPENDITURES | 10,000.00 | 0.00 | 0.00 | 10,000.00 | 0.00 |

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

MAY 1, 1985 THRU JUN 30, 1985

| REVENUE ITEMS | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. | |
|-----------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 524 | 3,773.00 | 0.00 | 2,213.73 | 1,559.27 | | |
| | 0.00 | 15.81 | 30.32 | 30.32 | | |
| TOTAL REVENUE | 3,773.00 | 15.81 | 2,244.05 | 1,528.95 | 59.48 | |
| OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
| 58 | 3,773.00 | 0.00 | 0.00 | 0.00 | 3,773.00 | 0.00 |
| TOTAL EXPENDITURES | 3,773.00 | 0.00 | 0.00 | 0.00 | 3,773.00 | 0.00 |

