



# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

NOVEMBER 15, 1985

- I. CALL TO ORDER  
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR BOARD MEETING OCTOBER 18, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. COMMUNICATIONS
  - A. LETTER FROM RPL BOARD PRESIDENT
- V. REPORTS OF COMMITTEES:
  - A. FINANCE AND PROPERTIES
    1. Approval of Bills
  - B. PERSONNEL AND PUBLIC RELATIONS
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi  
Mr. Grieve (Tentative)  
Mrs. Jackson  
Mr. Marshall  
Mrs. Moore  
Mrs. Rossiter  
Mr. Seidman

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - November 16, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held November 16, 1984, in the board room of the main library.

Members Present:

Mrs. Alpi  
Mrs. Jackson  
Mr. Marshall  
Mrs. Moore  
Mrs. Rossiter  
Mr. Seidman

Members Absent:

Mr. Grieve  
Mr. Mueller  
Mr. Susler

Others Present:

Mrs. Brooks  
Mr. Dumas  
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the President, Sharon Alpi.

The minutes of the regular monthly meeting on October 18, 1984 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated circulation showed the first stages of recovery last month, and there is additional evidence this may be true as circulation is up about 5% this month, the first increase since June or July.

Two successful film programs were held in the Library during October, Mr. Dumas announced. The Australian film series had an attendance of 269 and the Young Adult series of horror movies drew 279 patrons, with a total of 109 YA's in attendance. The Children's Department has discontinued its weekly Saturday program of movies, and this year will instead utilize local talent for its Saturday programming. One such program on clown make-up had good coverage in the newspaper and a magician drew something like 110 children on another Saturday.

Mr. Dumas announced the resignation of Mrs. Hicks as Extension Librarian, and commented she has tentative plans of trying her hand in the public relations field.

Continuing, Mr. Dumas reported he had attended a meeting in Bloomington to discuss the impact of the decisions of regional libraries on larger libraries in the area, with about 15 librarians present and a representative from the State Library also in attendance. It was more or less a structured bull-session, Mr.



remarked. Some librarians felt there has been a change in the definition of what regional libraries are supposed to be as originally they acted as service agents for the member libraries, and this has grown from a service viewpoint to a philosophy far beyond that. Another problem discussed was one of communication between the State Library and the regions as it was felt greater political expertise on the part of the regional libraries would be helpful in getting opinions registered and compromises effected. I suggested, Mr. Dumas continued, that many of the problems which had been discussed were problems of policy more than administration and that perhaps members of library boards from various libraries might well attend. It was the consensus of the group such members would be welcome.

Mr. Dumas informed he had received a telephone call from Mr. Plotzke advising their reciprocal borrowing committee would like to meet with the Decatur Board some time during the week of December 3rd. A tentative date of Wednesday, December 5 at 6:30 p.m. was selected by those present. Mrs. Alpi requested that absent members of the Board be advised of the time and place of such a meeting. Statistics relating to reciprocal borrowing prepared by RPL were distributed by Mr. Dumas to the Board.

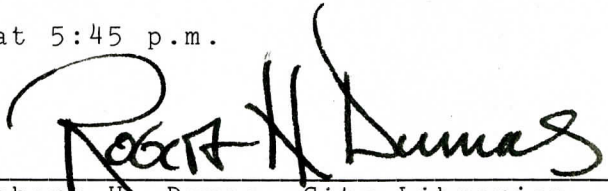
As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of library bills through October 31, 1984, Mrs. Rossiter seconded the motion and it was approved by a roll-call vote. Mr. Marshall commented that at the mid-point of the fiscal year, when theoretically one-half of the budgeted amounts would be spent, the Library seems to be pretty well on course, with few exceptions.

At this time, 5:05 p.m., Mrs. Alpi requested the Board convene in Executive Session to discuss a personnel matter. The regular meeting reconvened at 5:35 p.m.

On motion of Mrs. Jackson seconded by Mr. Marshall it was voted to raise the salary of the City Librarian by 4% effective May 1, and by an additional 4% effective November 1.

Mrs. Alpi then appointed a committee to develop criteria for evaluation of the performance of the City Librarian. Appointed to the Committee are Mr. Marshall, Mrs. Rossiter, Mr. Seidman, Mr. Susler, and Mrs. Jackson serving as Chair.

The meeting adjourned at 5:45 p.m.

  
Robert H. Dumas, City Librarian  
For Secretary of the Board

STATISTICAL REPORT

October, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	27,892	2,260	23,045	53,197	622,732
1983 -	28,055	2,178	21,110	51,343	635,089
A-V Materials, 1984 -	3,801	--	242	4,043	47,551
1983 -	3,014	--	414	3,428	38,314
Total Circulation, 1984 -	31,693	2,260	23,287	57,240	670,283
1983 -	31,069	2,178	21,524	54,771	673,403

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,844	Books checked in	1,919
New titles added	549	Telephone Directories	97
Books withdrawn	1,630	Pamphlets	215
Books mended	962	Gifts	312

Materials in the State of Processing

Materials (physical items) - 519  
Titles - 375

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	507,648	554,600	663,126
Operating	230,152	94,133	100,162	129,990
Capital and Books	279,816	87,597	110,384	169,432

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	--	--	7
Library Assistants	8 + 5 (400 hrs)	--	--	8 + 5 (400 hrs)
Clerical	22 + 20 (1280 hrs)	½	½	22 + 20 (1260 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services

Computer Downtime for Month: 74 hours, 35 minutes



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OCT 1, 1984 THRU OCT 31, 1984

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	513,409.00	0.00	602,101.87	602,101.87	88,692.87-	
CURRENT YEAR TAXES	1,197,500.00	0.00	1,077,656.86	1,077,656.86	119,803.14	
PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	0.00	
REPLACEMENT TAX	90,000.00	17,602.69	55,287.34	55,287.34	34,712.66	
INTEREST ON INVESTMENTS	35,000.00	0.00	17,486.61	17,486.61	17,513.39	
LIBRARY FINES & FEES	25,000.00	2,758.00	15,078.57	15,078.57	9,921.43	
NON-RESIDENT FEES	3,000.00	460.00	2,560.00	2,560.00	2,370.00	
LOST & DAMAGED BOOKS	2,500.00	158.17	1,356.08	1,356.08	943.92	
PRINTS MADE ON COPY MACHINE	900.00	91.21	573.64	573.64	326.36	
ILL ST PER CAPITA GRANT	49,400.00	0.00	0.00	0.00	49,400.00	
MISCELLANEOUS INCOME	22,000.00	170.43	9,216.79	9,216.79	12,783.21	
TOTAL REVENUE	1,940,709.00	21,220.50	1,781,657.76	1,781,657.76	159,051.24	91.80

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	1,000,099.00	0.00	84,333.58	456,000.60	544,098.40	
102 A	STRAIGHT OVERTIME	2,000.00	0.00	126.56	510.24	1,489.76	
103	RETIREMENT FUND	143,710.00	0.00	12,054.41	65,116.16	78,593.84	
105	WORKMENS COMPENSATION	5,112.00	0.00	466.00	2,556.00	2,556.00	
106	EMPLOYMENT COMPENSATION	10,382.00	0.00	865.16	5,190.96	5,191.04	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	31,963.00	0.00	2,663.58	15,981.48	15,981.52	
109	TEMPORARY SALARIES	24,460.00	0.00	1,631.78	9,245.22	15,214.78	
201	ADVERTISING	500.00	0.00	1,322.00	1,498.55	998.55-	
202	PRINTING & BINDING	6,500.00	0.00	360.34	568.71	5,931.29	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	2,039.16	3,600.56	6,399.04	
212	SERVICE TO MAINTAIN IMPROV OTHER THAN BLDGS	500.00	0.00	16.50	144.95	355.05	
213	SERVICE TO MAINTAIN OFFICE EQUIPMENT	20,400.00	0.00	2,110.86	8,282.03	12,117.97	
214	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	0.00	1,215.24	284.76	
221	AUDITING SERVICES	500.00	0.00	90.00	0.00	500.00	
231	ELECTRICITY	75,600.00	0.00	6,201.36	32,286.06	43,313.94	
233	TELEPHONE	17,000.00	0.00	1,712.20	9,101.25	7,898.75	
234	WATER	500.00	0.00	0.00	294.24	205.76	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,781.00	0.00	0.00	1,873.57	2,907.43	
245	POSTAGE AND FREIGHT	7,600.00	0.00	529.75	3,279.58	4,320.42	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,415.00	0.00	0.00	0.00	1,415.00	
288	RENTALS	5,700.00	0.00	200.99	1,903.14	3,796.86	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	167.11	1,005.13	1,494.87	
312	JANITORIAL SUPPLIES	2,200.00	0.00	46.09	524.33	1,675.67	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVHNT	10,000.00	0.00	554.49	3,435.89	6,564.12	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	2.47	672.07	827.93	
330	MEDICAL SUPPLIES	5.00	0.00	0.00	6.43	1.43-	
345	OFFICE SUPPLIES	18,000.00	0.00	1,960.12	11,377.24	6,622.76	
402	CONTINGENCIES	10,000.00	0.00	0.00	0.00	10,000.00	
403	TRANS TO G F (ADMIN SERV)	20,216.00	0.00	1,684.66	10,107.96	10,108.04	



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OCT 1, 1984 THRU OCT 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	175.00	870.00	843.00	
423	INSURANCE	10,147.00	0.00	845.58	5,073.48	5,073.26	
499	SMALL CAPITAL ITEMS	2,375.00	0.00	0.00	1,552.91	822.09	
	TOTAL OPERATING EXPENDITURES	1,447,878.00	0.00	122,109.75	654,762.47	793,115.53	45.22
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	54,816.00	0.00	0.00	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	19,049.24	83,993.84	96,001.16	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	3,681.50	14,100.19	30,899.81	
	TOTAL CAPITAL OUTLAY	279,816.00	0.00	22,730.44	110,384.03	169,431.97	39.45
	TOTAL EXPENDITURES	1,727,694.00	0.00	144,840.19	765,146.50	962,547.50	44.29



ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONNI)

OCT 1, 1984 THRU OCT 31, 1984

% OF EST.

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE
FUND BALANCE MAY 1, 1984	0.00	0.00	0.00	0.00
REVENUE	88,969.00	0.00	0.00	88,969.00
INTEREST INCOME	7,500.00	0.00	4,183.92	3,316.08
TOTAL REVENUE	96,469.00	0.00	4,183.92	92,285.08

4.34

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	6,000.00	0.00	53.23	332.32	5,667.68	5.54
	TOTAL EXPENDITURES	6,000.00	0.00	53.23	332.32	5,667.68	5.54



ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OCT 1, 1984 THRU OCT 31, 1984

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	97,382.00	0.00	97,620.11	238.11-	
INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	8,700.00	0.00	4,297.04	4,402.96	
MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	106,082.00	0.00	101,917.15	4,164.85	96.07

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	40,000.00	0.00	0.00	0.00	40,000.00	0.00
	TOTAL EXPENDITURES	40,000.00	0.00	0.00	0.00	40,000.00	0.00



ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

OCT 1, 1984 THRU OCT 31, 1984

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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FUND BALANCE MAY 1, 1984	24,169.00	0.00	24,372.80	203.80-	
SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
INTEREST SAVINGS	500.00	0.00	1,303.20	803.20-	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	24,669.00	0.00	25,676.00	1,007.00-	104.08

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
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58	EXPENDITURES	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



ACTIVITY 944 DECATUR PUBLIC WORKS FUND (BRIDGES)

OCT 1, 1984 THRU OCT 31, 1984

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	3,289.00	0.00	3,667.31	378.31-	
REVENUE	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	300.00	0.00	146.56	153.44	
MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,489.00	0.00	3,813.87	675.13	84.96

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	0.00	1,052.23	1,947.77	35.07
	TOTAL EXPENDITURES	3,000.00	0.00	0.00	1,052.23	1,947.77	35.07







AMOUNT

14.40

400.16

FOR: REIMBURSEMENT

TELEPHONE CHARGES

TOTAL OF ALL VOUCHER CHECKS =

68,973.64

VOUCHER #

17929

17950

PAYMENTS MADE TO: TREAS PETTY CASH FUND

AT&T



VOUCHER #

PAYMENTS MADE TO:

FOR:

AMOUNT

17929

TREAS PETTY CASH FUND

REIMBURSEMENT

14.40

17950

AT&T

TELEPHONE CHARGES

400.16

TOTAL OF ALL VOUCHER CHECKS = 68,973.64

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## CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/84 THRU 10/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
17992	TREAS PAYROLL FUND	PAYROLL	36,511.39
18007	AT&T	TELEPHONE CHARGES	58.78
18008	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	462.59
18009	AMERICAN BINDERY	BOOK BINDINGS	286.24
18010	APPLE VIDEO	AUDIO VISUAL	70.00
18011	BLACK & CO	HARDWARE	17.10
18012	BOLAND ELECTRIC SUPPLY	ELECT SUPPLIES	201.69
18013	CHILTON BOOK CO	BOOKS	13.34
18014	DECATUR PAPER HOUSE	OFFICE SUPPLIES	86.57
18015	FRENCH & SPANISH BK CORP	BOOKS	93.03
18016	GATES & JOHNSON LUMBER CO	LUMBER	5.00
18017	G K HALL & CO	BOOKS	194.39
18018	HERALD & REVIEW	BOOKS	67.21
18019	J & L DRYWALL SUPPLY	TILE, ETC	68.26
18020	ARTHUR MOKIN	AUDIO VISUAL	205.00
18021	MEANS SERVICE CENTER	LAUNDRY SERVICE	6.87
18022	NATL RECORD PLAN	AUDIO VISUAL	212.37
18023	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	13.14
18024	SEARS ROEBUCK & CO	GARBAGE CANS	19.98
18039	TREAS CENTRAL SERVICE FND	GASOLINE	167.11
18245	TREAS PETTY CASH FUND	REIMBURSEMENT	69.13
18260	AMERICAN OPINION	BOOKS	20.00
18261	ANIXTER	DATA CABLE	151.54
18262	BLACKWELL PUBLISHER	BOOKS	65.00
18263	EARTH SCIENCE	BOOKS	15.00
18264	FIELD & SHORB CO	BLDG SUPPLIES	20.17
18265	HEALTH	BOOKS	12.97
18266	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	56.96
18267	ILLINOIS ISSUES	BOOKS	64.00
18268	LEGISLATIVE REFERENCE	BOOKS	55.00
18269	MAGAZINE MODERN SOUTH	BOOKS	110.00
18270	MONEY	BOOKS	51.90



VOUCHER #

PAYMENTS MADE TO:

FOR:

AMOUNT

TOTAL OF ALL VOUCHER CHECKS = 111,912.46

18271	NADA	BOOKS	29.00
18272	PERSONAL COMPUTING	BOOKS	11.97
18273	SATLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	66.90
18274	SCOTT PUBLISHING CO	BOOKS	32.00
18275	UNIV OF CHICAGO PRESS	BOOKS	30.00
18276	UNIV OF CHICAGO PRESS	BOOKS	35.00
18277	THE VOICE	BOOKS	40.00
18278	TREAS POLICE PENSION FUND	REPLACEMENT TAX	6,513.52
18279	TREAS FIREMEN'S PENSION	REPLACEMENT TAX	40,440.65
18280	TREAS ILL MUNI RETIREMENT	REPLACEMENT TAX	13,134.41
18281	MEDCENTER OF DECATUR INC	PROF SERVICES	35.00
18292	MOTOR TREND	BOOKS	39.88
18318	XEROX CORP	MACHINE RENTAL	7.99
18321	TREAS ILL MUNI RETIREMENT	RETIREMENT	12,044.41

PRINTED IN U.S.A.



## CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/84 THRU 10/31/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
18357	TREAS WATER FUNDS	DUE OTHER FUNDS	146.41
18619	ADT	ANNUAL SERVICE	1,767.00
18620	AMERICA	BOOKS	46.00
18621	AUDIO BUFF CO INC	AUDIO VISUAL	1,147.26
18622	BAKER & TAYLOR CO	BOOKS	846.65
18623	BAKER & TAYLOR CO	BOOKS	15,475.67
18624	BLACK & CO	HARDWARE	9.95
18625	BURKE AUDIO VISUAL	STERIO CONTROL	5.57
18626	CALLAGHAN & CO	BOOKS	72.45
18627	CHANGE-HELDREF PUBL	BOOKS	30.00
18628	CONSUMERS' RESEARCH	BOOKS	140.00
18629	DATAR CORP	OFFICE SUPPLIES	114.49
18630	DECATUR BLUE PRINT	OFFICE SUPPLIES	14.97
18631	DOUBLEDAY & CO INC	BOOKS	45.60
18632	DOW JONES INDEXES	BOOKS	550.00
18633	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	255.10
18634	ENVIRONMENT	BOOKS	30.00
18635	FILM IDEAS, INC.	AUDIO VISUAL	142.25
18636	FILMS INC	FILM	190.00
18637	FIRST NATL BANK DECATUR	SUPPLIES	29.75
18638	FRENCH & SPANISH BK CORP	BOOKS	71.73
18639	FURROWS BLDG MATERIALS	LUMBER	33.61
18640	G K HALL & CO	BOOKS	189.28
18641	HARVARD BUSINESS REVIEW	BOOKS	35.00
18642	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	546.50
18643	INTL GYMNAST	BOOKS	42.00
18644	LEAR SIEGLER, INC	COMPUTER MAINT	216.00
18645	MALJACK PRODUCTIONS INC	AUDIO VISUAL	914.77
18646	MANCHESTER GUARDIAN	BOOKS	52.00
18647	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	332.90
18648	MODERN HANDCRAFT	BOOKS	8.85
18649	NATL RECORD PLAN	AUDIO VISUAL	64.57



VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
18650	Q S T	BOOKS	50.00
18651	REDPATH ART SERVICE	AUDIO VISUAL	713.65
18652	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	103.66
18653	VIDEO CASSETTE GUILD	AUDIO VISUAL	77.95
18654	WEST PUBL CO	BOOKS	159.00
18659	POSTMASTER	POSTAGE	13.40

TOTAL OF ALL VOUCHER CHECKS = 24,683.99

1112 G.B.

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