

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JULY 19, 1979

- I. CALL TO ORDER
CAROL BATTERHAM, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 21, 1979
- III. LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 2. Evans Branch Rental
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 1. Policy Code Amendment
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Borchers
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 19, 1979

The regular meeting of the Board of Directors of the Decatur Public Library was held July 19, 1979 in the board room of the main Library.

Members Present:

Mrs. Batterham
Mr. Borchers
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Stewart

Members Absent:

Mr. Grieve
Mr. Holcomb

Others Present:

Mr. Dumas
Lois Moore
(Herald & Review)
Mr. Poertner
Miss Schwegman
Mr. Zaslow

The meeting was called to order at 4:35 p.m. by Mrs. Batterham, Vice President.

The minutes of the regular board meeting of June 21, 1979 were approved as mailed.

In his monthly report to the Board, Mr. Dumas stated that the Circulation Department is now inputting the 900s into the computer, which is going rather slowly because not too many books of this series have been previously entered, and the 900s are a large collection. It was further reported that there was no computer downtime at all in June.

Programs in June included a film on Lincoln, "Your Obedient Servant, A. Lincoln", drawing an attendance of 68 people. The "Books Between Bites" summer program continued with a review on Chopin given by Mr. Poertner. The Library participated in the Sesquicentennial celebration of the county and the city by showing a film twice daily on the Centennial of Decatur, drawing an average of 20 to 21 people per showing. Reporting on his trip to the annual ALA convention in Dallas the latter part of June, Mr. Dumas stated the programming seems to be improving each year at the convention, and he was able to hear some outstanding and inspiring speakers, giving one a shot in the arm.

The bill from Dr. Bavor questioned at the June meeting was for the physical examination of Susan Heidemann, a newly appointed half-time page, Mr. Dumas informed. Book circulation was down slightly for June, but the total circulation for the month was up a little, reflecting no great change, but we seem to be holding our own, Mr. Dumas stated.

As Chairman of the Properties and Finance Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through June 30, 1979 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mr. Borchers and was unanimously approved by a roll-call vote.

A second item has to do with the Evans Branch rental, Mr. Marshall stated. The lease to the Decatur-Macon County Opportunities Corporation had expired and we were particularly concerned about the insurance coverage of the building. A new lease was prepared and forwarded to them in April, 1979. To date, they have not seen fit to sign the lease. In order to encourage DMCOC to sign the lease and provide the necessary certificate of insurance, Mr. Marshall moved that in the event the Decatur-Macon County Opportunities Corporation does not sign the lease submitted to them in April, 1979 for the building at 1429 North Jasper Street by August 25, 1979, the City Librarian is authorized to increase the rental of that property to \$500 per month for a lease to expire November 30, 1979, with automatic month to month extensions at an initial rental of \$500 per month, but subject to subsequent change. Mr. Borchers seconded the motion and it was approved.

Mr. Marshall noted that on the Library's monthly financial statement a column for "Outstanding Purchase Orders" now shows the total amount encumbered to date. The intent of this column is to give us a little more control so that we know where we stand with respect to the budget. Up to this point we have never known what our encumbrances have been. At this time Mr. Marshall distributed to members a chart outlining the Library's financial event time line in an attempt to clarify what some of our problems are from a planning and operating standpoint. Between the Board's estimated request for budgetary funds and the actual receipt of these funds, the time lag is substantial, and is the reason for our concern to have a fund balance at the end of the year. For this reason the Board's problem of coming up with an estimate a full year before the fiscal year even begins must be done carefully, prudently and realistically, Mr. Marshall advised. Since taxes this year will probably not be received until October, we will use all of the Library's cash resources to pay bills. If our resources are not adequate, the City will find money to lend to the Library according to Mr. DeMichiel, Finance Director. During this time we may defer payment in September and October on bills which can be deferred without penalty, Mr. Marshall stated. The Library is currently taxing at its constitutional limit of 23¢/\$1,000 and the City Council has added the maintenance tax of 2¢/\$1,000. However, with the Supreme Court ruling in the Rockford Library case, home rule cities are no longer restrained to the 23¢/\$1,000 limit. Therefore, it would seem inappropriate to seek resolution to the question of the Retirement Fund at this time. We hope the full amount requested will be levied by the Council in August or September. This does not remove the cash problem from the end of one fiscal year until we receive the taxes for the next year. Therefore, Mr. Marshall cautioned, we must assure the Council that we will continue to be good stewards.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Moore moved that the following revisions be made to the Code of Library Policy, Article III, "Personnel," paragraph C:

1. That sections 2 through 11 be renumbered as sections 3 through 12.
2. That a new section 2 as set forth below be added, to wit:

- Section 2. The recruitment, appointment, promotion, demotion, tenure, discipline, and removal of professional department heads and service supervisors appointed subsequent to February 19, 1979 are exempt from the provisions of the Civil Service Commission of the City of Decatur and are administered in accordance with provisions listed hereinunder or elsewhere in this Section.
- (a). Recruitment efforts are national in scope.
 - (b). The Decatur Public Library is an equal opportunity employer.
 - (c). Appointment is by the City Librarian and is based upon job descriptions and requirements established by the Library Board of Directors for each professional department head or service supervisor.
3. Section 8. Each employee shall have his work performance evaluated from time to time as required by Civil Service Commission of the City of Decatur or the City Librarian.
- (a). (No change.)
 - (b). Such evaluations for employees in the classified service will be forwarded to the Civil Service Commission as required by the Rules of the Commission.
 - (c). (No change.)
4. That Section 11, as renumbered, be amended as provided below:
- Section 11. The City Librarian is authorized to remove, discharge, and suspend employees as hereinafter set out.
- (a). Removal, discharge, and suspension of employees in the classified Civil Service shall be in accordance with the Civil Service laws of the State of Illinois and the rules and procedures established by the Civil Service Commission of the City of Decatur.
 - (b). In the event of removal, discharge, or suspension for more than thirty (30) days of a department head or supervisor who is not in the classified Civil Service, such department head or supervisor may request a hearing by the Board of Library Directors. The procedure for such request and hearing shall be as hereinafter set out.

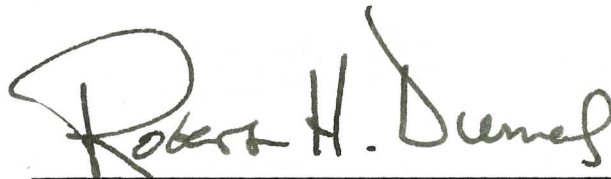
- (i) The request for hearing must be submitted in writing to the City Librarian and the Chairman of the Policies, Public Relations and Personnel Committee within three (3) working days from the time the department head or supervisor is notified of the removal, discharge or suspension.
- (ii) Within a reasonable time of receipt of the request for hearing, the Board of Library Directors, or a committee designated by the Board (such committee to consist of not less than three board members), shall convene, and inquire into the facts and circumstances of the removal, discharge or suspension. The hearing shall be informal and the Board or Committee may establish the procedures to be followed for each hearing as in its judgment it deems appropriate. The department head or supervisor may have the assistance of counsel.
- (iii) Within two (2) weeks from the time the hearing is completed the Board, or the Committee, as the case may be, shall uphold, reverse or modify the removal, discharge or suspension.
- (iv) If an order of suspension is reversed or modified, the department head or supervisor shall return to work on his next scheduled day of work or at the completion of his modified period of suspension, as the case may be, and shall be compensated for any loss in pay resulting from loss of work time over and beyond any period of suspension authorized by the Board or Committee.
- (v) If an order for removal or discharge is reversed, the department head or supervisor shall be reinstated into his former position and shall receive compensation equivalent to pay lost as a result of the removal or discharge which has been reversed.

Mrs. Moore stated that these amendments have been prepared with the guidance and approval of the Library attorney, Mr. Booth. In discussion, Mr. Borchers questioned if the three working day limit for the employee to respond to disciplinary action were sufficient, but stated this could be amended at a later date if necessary. Mr. Marshall asked if the Library could also have counsel present at such a hearing, and Mr. Dumas assured him it could. Mr. Marshall seconded the motion and it was unanimously approved.

Under New Business, Mr. Marshall stated that in looking down the road in kind of a planning frame of mind, it does not look as if the Library finances are going to get any easier. Therefore, he suggested that the Board

consider having the Policies, Public Relations and Personnel Committee with the professional staff, concurrently or independently, look at staffing and service alternatives so that if it does become appropriate for us to consider such reductions in the future, we will have thought them out ahead of time. Mrs. Moore stated her Committee would take the matter under advisement.

There being no further business to come before the Board, the meeting was adjourned at 5:20 p.m.

A handwritten signature in cursive script that reads "Robert H. Dumas". The signature is written in dark ink and is positioned above a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board.

STATISTICAL REPORT

June, 1979

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1979 -	23,812	2,225	23,108	49,145	91,831
1978 -	23,982	2,924	22,958	49,864	92,184
A-V Materials, 1979 -	1,198	--	82	1,280	2,648
1978 -	873	--	30	903	1,761
Total Circulation, 1979 -	25,010	2,225	23,190	50,425	94,479
1978	24,855	2,924	22,988	50,767	93,945

TECHNICAL PROCESSING

Cataloging

New books added	1,199
New titles added	437
Books withdrawn	1,092
Books mended	1,438

Acquisitions

Books checked in	1,319
Telephone Directories	75
Pamphlets	539
Gifts	6

Materials in the State of Processing

Materials (physical items) -	1362
Titles -	1084

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1978/79</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	780,436	102,241	106,677	--	673,759
Operating	183,036	18,097	22,863	37,520	122,653
Capital and Books	131,500	20,923	15,705	45,192	70,603

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	7	1	--	6
Library Assistants	8 + 1 (80 hours)	--	--	8 + 1 (80 hrs)
Clerical	22 + 10 (856 hrs)	1	--	21 + 13 (1152 hrs)
CETA	3	--	--	3
Maintenance	3	1	--	2

Current Vacancies:

4 Technical Services Clerks I
Audio-Visual/Young Adult Librarian
Reference Librarian, Maintenance Man

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU JUN 30, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	117,205.00	0.00	186,623.67	69,418.67	-
CURRENT YEAR TAXES	511,250.00	0.00	0.00	511,250.00	0.00
PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	0.00
INTEREST ON INVESTMENTS	10,000.00	806.00	1,469.18	8,530.82	85.30
LIBRARY FINES & FEES	16,000.00	2,198.40	4,178.40	11,821.60	26.19
NONRESIDENT FEES	100.00	0.00	0.00	100.00	0.00
LIBRARY PRESIDENT FEES	2,300.00	142.85	311.82	1,988.18	83.39
LOST & DAMAGED BOOKS MACHINE	2,700.00	184.30	1,447.47	1,252.53	53.60
PRINTS MADE ON COPY MACHINE	0.00	0.00	24,422.34	24,422.34	-
ILL ST PER CAPITA GRANT	5,780.00	464.66	1,169.60	4,610.40	20.08
MISCELLANEOUS INCOME	1,143,835.00	3,696.31	218,385.68	925,449.32	19.09
TOTAL REVENUE					

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	643,804.00	0.00	47,566.22	94,239.62	549,564.38	71.48
101 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	0.00
103	RETIREMENT FUND	93,426.00	0.00	0.00	7,638.53	85,787.47	8.17
106	EMPLOYMENT COMPENSATION	3,167.00	0.00	0.00	0.00	3,167.00	0.00
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,316.39	2,572.78	13,784.22	15.72
109	TEMPORARY SALARIES	19,119.00	0.00	2,154.74	2,833.88	16,285.12	14.77
201	ADVERTISING	250.00	0.00	0.00	132.30	117.70	53.08
202	PRINTING & BINDING	5,000.00	3,813.00	311.94	750.62	4,246.38	84.93
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	2,384.80	203.48	633.96	7,616.04	76.16
212	SERVICE TO MAINTAIN IMPROV OTHER THAN BLDGS	650.00	250.00	218.57	339.13	310.87	49.25
215	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	5,295.50	2,239.87	2,432.37	8,282.63	69.84
219	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	3,600.00	989.42	311.30	401.30	1,608.70	44.68
221	AUDITING SERVICES	1,000.00	600.00	0.00	28.50	371.50	37.15
222	OTHER PROFESSIONAL SERVICES	3,000.00	5,800.00	0.00	1,875.65	1,875.65	62.52
223	ELECTRICITY	7,000.00	5,800.00	0.00	1,875.65	1,875.65	26.79
224	TELEPHONE	400.00	293.97	84.11	84.11	315.89	78.95
233	WATER	3,151.00	0.00	40.72	106.71	3,044.29	33.72
241	CONFERENCE ATTENDANCE EXPENSE	4,000.00	4,230.00	11.76	333.52	3,666.48	91.66
245	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	0.00	1,185.00	0.00
284	POSTAGE	5,175.00	0.00	600.00	908.00	4,277.00	82.47
288	RENTALS	1,500.00	3,121.50	49.36	49.36	1,450.64	30.71
310	GAS OIL & ANTIFREEZE	4,500.00	0.00	727.33	898.80	3,601.20	80.25
316	JANITORIAL SUPPLIES	2,000.00	1,100.00	38.33	42.59	1,957.41	97.87
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	2,000.00	1,263.39	250.93	250.93	749.07	37.45
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	5.00	1,922.63	798.92	1,42.42	463.68	28.17
330	MEDICAL SUPPLIES	15,600.00	0.00	0.00	5,932.88	9,667.12	61.90
343	OFFICE SUPPLIES	50,000.00	0.00	0.00	2,058.16	47,941.84	9.58
402	CONSULTING AGENCIES	12,140.00	0.00	1,034.50	2,058.16	10,081.84	83.04
403	TRANS TO G F (ADMIN SERV)	10,000.00	0.00	0.00	0.00	10,000.00	0.00
415	SERVICE RECOGNITION PAYROLL	10,000.00	0.00	0.00	2,499.00	7,501.00	75.01
423	INSURANCE	963,472.00	37,520.61	60,636.69	129,946.38	733,525.61	76.44
515	TOTAL OPERATING EXPENDITURES						
520	OFFICE MACHINERY & EQUIPMENT	24,500.00	9,450.00	875.00	1,750.00	13,750.00	56.12
525	OTHER MACHINERY & EQUIPMENT	100,000.00	24,250.00	0.00	0.00	24,250.00	24.25
	LIBRARY BOOKS RECORDS & EXHIBITS			5,554.10	12,241.43	85,376.36	85.38

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU JUN 30, 1979

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	ORDERS PURCHASE OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 A	AUDIO VISUAL MATERIALS	7,000.00	9,106.08	840.11	1,713.39	3,819.47-	
	TOTAL CAPITAL OUTLAY	131,500.00	45,192.29	7,259.21	15,704.82	70,602.89	11.94
	TOTAL EXPENDITURES	1,094,972.00	82,712.50	67,905.90	145,245.20	867,013.90	13.26

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1979 THRU JUN 30, 1979.

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979		0.00	40,419.94	3,556.94-	
CURRENT YEAR TAXES	16,863.00	0.00	0.00	113,470.00	
PRIOR YEARS TAXES	113,470.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	2,000.00	1,567.94	1,567.94	432.06	
TOTAL REVENUE	152,333.00	1,567.94	41,987.88	110,345.12	27.56

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION OUTSTANDING	PURCHASE ORDERS CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
53	UNALLOCATED EXPENSES	100.00	0.00	0.00	100.00	0.00
410	PRINCIPAL & INTEREST	113,470.00	0.00	6,735.00	106,735.00	5.94
	TOTAL EXPENDITURES	113,570.00	0.00	6,735.00	106,835.00	5.93

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A
MAY 1, 1979 THRU JUN 30, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
	24,963.00	4,186.32	4,186.32	20,776.68	
TOTAL REVENUE	24,963.00	4,186.32	4,186.32	20,776.68	16.77

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	21,086.00	0.00	2,139.62	5,671.84	15,414.19	
103	RETIREMENT FUND	3,170.00	0.00	321.16	851.34	2,318.66	
105	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	66.63	177.68	522.32	
107 A	GROUP LIFE INSURANCE	7.00	0.00	7.74	20.64	13.64-	
	TOTAL OPERATING EXPENDITURES	24,963.00	0.00	2,535.15	6,721.47	18,241.53	26.93
	TOTAL EXPENDITURES	24,963.00	0.00	2,535.15	6,721.47	18,241.53	26.93

ACTIVITY 944 DECATOR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1979 THRU JUN 30, 1979

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
56 REVENUE	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	60.00	0.00	0.00	60.00	
799 MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	2,215.00	0.00	2,001.36	213.64	90.35

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	OUTSTANDING	PURCHASE ORDERS	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	0.00	800.00	0.00

CITY OF DECATUR, ILLINOIS

Decatur Public Library

Month of June, 1979

<u>VO</u> NO.	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
53419	Treas-% Petty Cash Fund	Reimbursement	61.41
53485	Ill Power Co.	Power for month	2,216.73
53493	Treas-% Employee's Ins Fund	Life & hosp ins	1,390.76
53521	Treas-% Payroll Fund	Pd ending 6-6-79	23,966.89
53896	"	Pd ending 6-13-79	1,128.29
53918	American Library Assn.	Books	4.50
53938	Baker & Taylor- New York	"	292.61
53939	" Chicago	"	4,128.57
53940	Bob's Repair Service	Repair to brakes	122.64
53941	R R Bowker	Books	148.75
53942	CL Systems, Inc.	Maint July-Sept	1,089.00
53943	Cobb Industrial Grinding	Paper cutter sharpened	15.37
53944	Dash Disposal	Service for month	15.00
53945	Decatur Paper House	Paper supplies	291.59
53946	Demco Educational Corp.	Office supplies	53.69
53947	A B Dick Products	Office supplies	140.90
53948	Doubleday & Co.	Books	424.02
53949	Downtown Decatur Council	Parking for June	300.00
53950	E C Publications, Inc.	Books	18.00
53951	Peter Eaton	"	47.09
53952	Gaylord Bros., Inc.	Office supplies	32.00
53953	Haines & Essick	"	44.21
53954	Highland Research	Books	6.95
53955	Ill Bell Telephone Co.	Telephone service	579.38
53956	Jan San Supply Co.	Janitorial supplies	108.90
53957	K & G Trailer Mart	Repair service	428.00
53958	Library Cards Ltd.	Catalogue cards	240.80

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
53959	Merchandise Dynamics, Inc.	Books	12.34
53960	Mishek's	"	6.03
53961	Modern Business Systems	Office supplies	136.05
53962	Natl Geographic Society	Books	36.70
53963	Natl Record Plan	Audio visual supplies	840.11
53964	New York Public Library	Books	3.00
53965	Norman's Cleaners	Laundry for month	6.54
53966	Otis Elevator Co.	Monthly charges	238.48
53967	P S G Publ Co., Inc.	Books	229.75
53968	Pergamon Press, Inc.	Books	20.58
53969	Readers Digest	"	10.95
53970	Regent Book Co.	"	113.12
53971	Rolling Prairie Libraries	Circulation control system	1,980.50
53972	Rossiter's Office Machines	Typewriter repair	30.00
53973	Scholastic Book Services	Books	10.95
53974	Seventeen	"	10.50
53975	Spin Shop	Office supplies	28.75
53976	Sterio Review	Books	4.99
53977	Treas-% Water Revenue Fund	Water bill	84.11
53978	Smith Scharff Paper Co.	Paper supplies	513.70
53979	Wilton Enterprises, Inc.	Books	2.50
53980	Young Adult Reviewers	"	3.50
53981	Treas-% Central Service Fund	Reimb for gasoline	49.36
54712	Performing Arts Journal	Books	16.00
54713	Herman Miller, Inc.	Chair backs repaired	45.00
54729	Treas-% Payroll Fund	Pd ending 6-20-79	25,444.87
54745	Treas-% General Operating Fund	June administrative charges	1,034.58
54754	Treas- % Petty Cash Fund	Reimbursement	24.28
54769	Tim Baker	Toner for copy machine	20.00
54776	Pitney Bowes	Postage machine reimbursement	300.00

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
54777	Boland Electric Supply	Electrical supplies	6.53
54778	Robert H Dumas	Travel reimbursement	32.20
54779	Gaylord Brothers, Inc.	Office supplies	19.59
54780	Haines & Essick	Office supplies	21.40
54781	Library Cards Ltd.	Catalogue cards	63.42
54782	Perfect Window Cleaners	Services rendered	78.50
54783	Smith Scharff Paper Co.	Paper supplies	26.23
55040	Treas-% Payroll Fund	Pd ending 6-27-79	1,320.53
55044	Treas-% I M R Fund	June retirement	321.16
TOTAL LIBRARY FUND VOUCHERS			<u>\$70,442.85</u>