



BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 19, 1981

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 15, 1981
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 2. Approval of Agreement with City re sale of Evans Branch Moneys and Authorization to Advertise for Bids
 3. Acceptance and Approval of 3M Company Bid for two Reader Printers
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendment to Policy Code Changing New Sick Policy to become Effective on the Calendar Year Rather than the Fiscal Year
 2. Amendment to Policy Code re "Free Floating Holiday" in Place of "Birthday" Holiday
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mrs. Rossiter
Mr. Seidman
Mr. Susler
Ms. Taylor
Mr. Mueller

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - November 19, 1981

The regular meeting of the Board of Directors of Decatur Public Library was held November 19, 1981 in the board room of the main library.

Members Present:

Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler
Ms. Taylor

Members Absent:

Mr. Grieve

Others Present:

Mr. Dumas
Lori Miller
(Herald & Review)
Miss Schwegman
6 DPL Staff

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

The minutes of the regular meeting of October 15, 1981 were approved as printed.

In his monthly report to the Board Mr. Dumas stated that due to the publicity received from City Council action on the Evans Branch building, we have already received several inquiries about the building. I am asking the Board at this time, Mr. Dumas continued, if they will direct me to advertise for bids for the sale of the building, and I thought I would give about 60 days for people to respond so that the Board can act upon the bids at the January meeting.

Continuing, Mr. Dumas reported that Shirley Moore and he had attended the Illinois Open Meetings Act discussion last evening where a member of the Attorney General's Office explained the Act. Mr. Dumas proceeded to outline to the Board the highlights of the meeting as they pertained to regular board meetings, committee meetings, and executive sessions. A summary and explanation of the Act prepared by the Attorney General's Office was also distributed by Mr. Dumas to all members present for their information and study.

At the last meeting of the Board I was desired to investigate transient non-resident requests, that is requests from people outside the region who might have requested borrowing privileges of the Library, Mr. Dumas stated. Miss Anderson, head of the Circulation Department for the last five years, says to the best of her knowledge there has only been one such request she can recall within the last three years. I was also desired to investigate the postal rate matter and to write a letter

to the Legislators objecting to these increased postal rates, but I find that the increased rates for magazines and newspapers went into effect as of November 1, Mr. Dumas reported.

Shortly after the Board took action with respect to the cancellation of courtesy cards for school-age patrons outside the city limits, a telephone call was received from the Warrensburg principal objecting to the change in policy, and he was told to write a letter voicing his complaints which would be brought to the attention of the Board. At this time Mr. Dumas read the principal's letter to the Board and explained that many small neighboring communities who have previously been served by the Rolling Prairie bookmobile are going to be without library service when the bookmobile service is discontinued. Mr. Susler noted that Rolling Prairie's concern is that many of the library districts in the system do not levy sufficient funds for library service and they have been getting a free ride, so to speak, through membership in the RPL system. Mr. Marshall asked if a town has a library that is part of the RPL system, are they entitled to reciprocal arrangements here, and Mr. Dumas replied under the present policy of the Board that is true. For these people to go from levying nothing to a 10 or 15 cent levy would be a sobering experience, Mr. Dumas observed, and Mr. Susler agreed stating that the problem is primarily a matter of dollars and cents.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved that bills be approved through October 31, 1981 and Mr. Mueller seconded the motion. Mr. Marshall noted Voucher No. 88467 for \$4,115 to Decatur Refrigeration was payment for the replacement of a compressor unit up on the roof which had been damaged by lightning. Of that amount we recovered approximately \$2400 from our insurance Mr. Marshall explained. Mr. Marshall noted some significant CD investments of tax moneys we have received that we will not need for a while, so they have been put in investments for the Library. We are running considerably ahead on interest on investments for the year-to-date and seem to be in good shape generally as we reach the half-way mark of the fiscal year, Mr. Marshall observed. The motion for approval of the bills, as seconded, was approved by a roll-call vote.

Mr. Marshall stated he and Mr. Dumas had met with the City Council in a study session regarding the Evans Branch. They have agreed and subsequently passed a Resolution that the title to the land be transferred to the Library and that the funds we would receive from the sale of the branch would go into a general purpose fund for future use rather than be credited to the operating fund. Mr. Marshall moved that President Moore be authorized to sign on behalf of the Library an Agreement with the City of Decatur providing for transfer of title to the Evans Branch property to the Library and for disposition of funds received for sale of the property. Mr. Seidman seconded the motion and it was approved. A copy of this Agreement becomes a part of these Minutes.

Mr. Marshall further moved that the City Librarian be directed to advertise the Evans Branch Property for sale and accept bids for it. Mr. Mueller seconded the motion and it was approved. Mr. Dumas explained we would be in a position to accept or reject any bids made. Mr. Susler wondered if we would be in a position to be able to evaluate any bids we received without having some basis on which to evaluate. Mr. Dumas stated it was felt it would be too expensive to get an appraisal of the property for approximately \$600 considering the worth of the property. If the bids are lower than we anticipate, Mr. Marshall stated, we may have to get a formal appraisal. Mr. Dumas commented even if the bids are lower than we had hoped for, does the Board want to continue ownership of the building in any event, since the building would be unoccupied, subject to vandalism, and we would have to provide heat for it during the winter; it might just be a drain on our resources. Mr. Marshall agreed that this question is a good one that we will have to deal with if the case arises.

Mr. Marshall moved that the bid of 3M Company in the amount of \$7,358 to provide two microfilm reader-printers in accordance with advertised specifications be accepted. Mrs. Rossiter seconded the motion. Mr. Dumas explained this is in line with our plan to gradually replace the ten-year-old machines. The motion was approved.

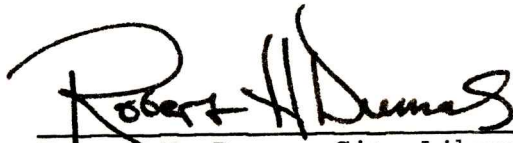
Reporting for the Personnel and Public Relations Committee, Mr. Susler stated that representatives of the staff appeared before the Personnel and Public Relations Committee to make three requests concerning the sick leave policy. The staff has been very unhappy with the policy, Mr. Susler commented. One of the proposals made was that the policy become effective January 1, 1982 rather than retroactive to the beginning of the fiscal year. The Committee recommended this be done. The second proposal by staff was that excused absences not be counted toward the three instances that are now allowed before there has to be justification for the absence. Mr. Dumas is going to find out what the City policy is on that and we will make our recommendation at a later time. The third request was that the number of personal leave days be increased from one to three. The Committee had discussed before, Mr. Susler continued, the creation of a "free floating holiday" in place of the present birthday holiday, which would give an additional personal leave day. Mr. Susler moved that the implementation of the new sick leave policy be delayed to January 1, 1982, and the Policy Code be amended to so provide. Ms. Taylor seconded the motion and it was approved. Mr. Susler further moved that a free floating holiday be created to take the place of the birthday holiday and that the Policy Code be so amended. Mrs. Rossiter seconded the motion and it was approved.

Mr. Susler continued that there are two other matters concerning the sick leave policy which should be reported to the Board. One concerns

the applicability of the sick leave policy to include all library employees and finally there was concern about the form the City uses for recording absences. The Committee agreed that the form was not good and that a new form for the Library should be written to take the place of the objectionable one. Mr. Dumas stated he had discussed the matter of the form with the Director of City Personnel who stated the reasons for it and that he felt there was a good basis for the form.

Under Old Business, Ms. Taylor asked about the 29 hours of computer downtime and Mr. Dumas confirmed that the machines had been down, but were now repaired and working smoothly.

The meeting was adjourned at 5:35 p.m.

A handwritten signature in black ink that reads "Robert H. Dumas". The signature is written in a cursive style with a large initial "R" and "D".

Robert H. Dumas, City Librarian

For Secretary of the Board

A G R E E M E N T

THE CITY OF DECATUR, a municipal corporation, (City) and THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS, (Library) agree as follows:

1. The following described real estate is owned by Library but record title is held by City:

Lots Nineteen (19) and Twenty (20) in Block Six (6) of Carver's Addition to the City of Decatur as per Plat recorded in Book T at Page 238 of the Records in the Recorder's Office of Macon County, Illinois, except for the south 75 feet of said lots.

2. The Library wants to sell the real estate and to facilitate that sale City is transferring title by quit claim deed to the Library.

3. The net funds received by the Library for the sale of the real estate shall be deposited with the City and this amount, with any earnings thereon, shall be distributed by the City to the Library from time to time for Library capital expenditures.

4. When the real estate has been sold the parties shall attach to this Agreement a statement of the net funds received to be held and distributed as provided herein.

DATED this 9th day of November, 1981.

THE CITY OF DECATUR, a municipal corporation,

BY Carl A. Brandt
Mayor PRO-TEM

ATTEST:

Arnell E. Sands
City Clerk

THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS,

BY Shirley M. Moore
President of the Board

ATTEST:

Leba J. Jackson
Secretary

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DATED this 9th day of November, 1981.

THE CITY OF DECATUR, a municipal corporation,

BY Carl A. Grant
Mayor Pro-tem

ATTEST:

Abel E. Sands
City Clerk

THE BOARD OF LIBRARY DIRECTORS OF
THE CITY OF DECATUR, ILLINOIS,

BY Shirley M. Moore
President of the Board

ATTEST:

Leba J. Jackson
Secretary

STATISTICAL REPORT

October, 1981

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1981 -	28,151	2,460	20,457	51,068	302,516
1980 -	26,034	1,905	19,783	47,722	284,282
A-V Materials, 1981 -	2,445	--	262	2,747	15,168
1980 -	1,470	--	155	1,625	9,180
Total Circulation, 1981	30,596	2,460	20,719	53,815	317,684
1980	27,504	1,905	19,938	49,347	293,462

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,437	Books checked in	1,590
New titles added	447	Telephone Directories	50
Books withdrawn	1,021	Pamphlets	888
Books mended	1,118	Gifts	463

Materials in the State of Processing

Materials (physical items) - 653
Titles - 479

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1980/81</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	890,099	409,645	448,893	00	441,206
Operating	245,940	83,514	77,989	00	167,951
Capital and Books	191,428	83,472	94,503	00	96,925

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	8 + 4 (320 hrs)	--	--	8 + 4 (320 hrs)
Clerical	21 + 15 (940 hrs)	--	--	21 + 15 (964 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services

Computer Down-time for Month - 29 hours

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1981 THRU OCT 31, 1981

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17-	
101A CURRENT YEAR TAXES	1,211,500.00	572,102.35	1,052,303.00	159,197.00	
524 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	24,000.00	8,842.29	21,126.41	2,873.59	
728A LIBRARY FINES & FEES	22,500.00	2,186.44	12,970.61	9,529.39	
730 NON-RESIDENT FEES	1,200.00	408.00	1,733.20	533.20-	
733 LOST & DAMAGED BOOKS	2,400.00	190.93	1,172.35	1,227.65	
799 PRINTS MADE ON COPY MACHINE	800.00	0.00	129.06	670.94	
ILL ST PER CAPITA GRANT	20,000.00	0.00	0.00	20,000.00	
MISCELLANEOUS INCOME	7,500.00	235.73	3,381.74	4,118.26	
TOTAL REVENUE	1,602,562.00	583,965.74	1,415,655.54	186,906.46	88.34

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	750,120.00	0.00	59,740.34	377,976.52	372,143.48	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	102,923.00	0.00	7,721.44	51,215.59	51,707.41	
106	UNEMPLOYMENT COMPENSATION	3,435.00	0.00	0.00	986.17	1,448.83	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,977.00	0.00	1,572.33	9,176.38	7,800.62	
109	TEMPORARY SALARIES	16,494.00	0.00	924.72	9,538.52	6,955.48	
201	ADVERTISING	650.00	0.00	0.00	182.10	467.90	
202	PRINTING & BINDING	5,000.00	0.00	582.32	2,888.35	2,111.65	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	3,788.90	4,939.84	5,060.16	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	21.50	257.57	742.43	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,000.00	0.00	49.00	3,288.09	8,711.91	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	105.45	354.40	845.60	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	380.00	620.00	
231	ELECTRICITY	43,000.00	0.00	4,677.09	23,194.06	19,805.94	
233	TELEPHONE	13,000.00	0.00	484.51	5,446.62	7,553.38	
234	WATER	500.00	0.00	0.00	191.14	308.86	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	105.53	1,966.79	2,509.21	
245	POSTAGE	4,000.00	0.00	334.24	2,578.54	1,421.46	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	1,165.00	20.00	
288	RENTALS	5,138.00	0.00	483.50	2,592.50	2,545.50	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	193.72	1,028.49	771.51	
312	JANITORIAL SUPPLIES	2,500.00	0.00	263.66	1,241.89	1,258.11	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	9,000.00	0.00	2,493.68	3,689.02	5,310.98	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	125.24	627.53	872.47	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	634.75	7,022.76	8,977.24	
402	CONTINGENCIES	83,272.00	0.00	0.00	0.00	83,272.00	
403	TRANS TO G F (ADMIN SERV)	16,104.00	0.00	1,342.00	8,052.00	8,052.00	
415	SERVICE RECOGNITION PAYROLL	1,460.00	0.00	170.00	692.50	767.50	
423	INSURANCE	11,500.00	0.00	451.49	6,704.39	4,795.61	
TOTAL OPERATING EXPENDITURES		1,136,039.00	0.00	86,265.41	526,881.76	609,157.24	46.38

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	40,928.00	0.00	1,314.00	20,973.50	19,954.50	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	939.29	2,225.99	1,725.99-	
525	LIBRARY BOOKS RECORDS & EXHIBITS	140,000.00	0.00	13,795.62	65,023.49	74,976.51	
525 A	AUDIO VISUAL MATERIALS	10,000.00	0.00	641.50	6,279.57	3,720.43	
TOTAL CAPITAL OUTLAY		191,428.00	0.00	16,690.41	94,502.55	96,925.45	49.37
TOTAL EXPENDITURES		1,327,467.00	0.00	102,955.82	621,384.31	706,082.69	46.81

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1981 THRU OCT 31, 1981

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	59,481.00	0.00	59,151.71	329.29	
101	CURRENT YEAR TAXES	88,363.00	41,824.94	77,363.00	11,002.00	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	11,698.00	568.00	7,866.00	3,832.00	
524	INTEREST ON INVESTMENTS	5,000.00	1,712.46	2,988.17	2,011.83	
	TOTAL REVENUE	164,544.00	44,105.40	147,368.88	17,175.12	89.56

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	196.44	96.44-196.44	
410	PRINCIPAL & INTEREST	99,370.00	0.00	0.00	2,185.00	97,185.00	2.20
	TOTAL EXPENDITURES	99,470.00	0.00	0.00	2,381.44	97,088.56	2.39

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1981 THRU OCT 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
2	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-	
3	56 INCOME	0.00	0.00	200.00	200.00-	
4	524 INTEREST ON INVESTMENTS	8,000.00	131.05	5,316.60	2,683.60	
5	799 MISC INCOME	0.00	0.00	0.00	0.00	
6	TOTAL REVENUE	76,689.00	131.05	74,325.75	2,363.25	96.92

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
11	58 EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00
12	TOTAL EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00

MAY 1, 1981 TO OCT 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1981	3,461.00	0.00	3,777.82	316.82-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	400.00	75.22	268.92	131.08	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,761.00	75.22	4,046.74	714.26	85.00

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	2,000.00	0.00	0.00	501.27	1,498.73	25.06
	TOTAL EXPENDITURES	2,000.00	0.00	0.00	501.27	1,498.73	25.06

CITY OF DECATUR, ILLINOIS

Decatur Public Library

October, 1981

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
88223	Treas-% Payroll Fund	Pd ending 9-30-81	1,765.02
88234	U S News & World Report	Books	104.00
88241	Treas-% Employee's Insurance Fund	Life & hosp ins	1,572.33
88247	Postmaster	Postage	6.70
88296	Ill Power Co.	Electricity	4,677.09
88426	Treas- % Payroll Fund	Pd ending 10-7-81	27,454.92
88457	Acme Lane Co., Inc.	Office supplies	20.08
88458	American Opinions	Books	18.00
88459	Radorek's Garage	Station wagon repair	181.86
88460	Bilyeu's Paint & Glass	Plexiglass	143.36
88461	Black & Co.	Hardware supplies	4.89
88462	Boland Electric	Electrical parts	8.44
88463	Brohez Lettering	Book bags	83.34
88464	C C Fire Equipment Co.	Serviced fire extinguisher	24.90
88465	Conran's	Books	3.00
88466	Dash Disposal	Monthly service	16.50
88467	Decatur Refrigeration Co.	Air conditioner	4,115.01
88469	Downtown Decatur Council	October parking	400.00
88470	EBONY	Books	72.00
88471	Gaylord Bros., Inc.	Office supplies	50.99
88472	Girl Scouts of America	Books	24.92
88473	Govt Printing Office	"	3.25
88474	Haines & Essick	Office supplies	296.00
88475	Humanist	Books	27.00
88476	Ill Bell Telephone Co.	Telephone service	324.72
88477	Jan San Supply Co.	Janitorial supplies	212.11

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
88478	Midstate Office Machine Service	Office supplies & repairs	59.25
88479	Md York Library Systems	Books	17.00
88480	Morgan Gramoian Publ Co.	"	30.00
88481	Netman Marcus	"	4.00
88482	Pattern Plus	"	1.50
88483	Readers Digest Fund	"	10.95
88484	Technical Book Review	"	30.00
88485	Trustees of Amherst College	"	2.00
88486	Van Natta's	Janitorial supplies	39.00
88487	Wood Printing Co.	Printed forms	85.00
88491	Treas-% General Operating Fund	Due other funds	86.30
88659	Treas-% Payroll Fund	Pd ending 10-14-81	1,927.02
88665	American Historical Assn	Books	43.00
88666	" Library Assn	"	5.40
88667	Art in America	"	55.00
88668	Dick Blick	Picture hanging device	46.80
88669	T A Brinkoetter & Sons, Inc.	Incinerator repair	1,665.00
88670	Decatur Refrigeration	Air cond repair	130.60
88671	Hobbies	Books	24.00
88672	Ill Issues	"	45.00
88673	Legislative Reference Bureau	"	55.00
88674	Natl Education Assn	"	2.00
88675	Natl Magazine Co.	"	105.60
88676	New Catholic World	"	22.00
88677	Owl	"	15.00
88724	Postmaster	Postage	13.80
88741	Treas-% Petty Cash Fund	Reimbursement	68.57

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
88478	Midstate Office Machine Service	Office supplies & repairs	59.25
88479	Md York Library Systems	Books	17.00
88480	Morgan Gramoian Publ Co.	"	30.00
88481	Netman Marcus	"	4.00
88482	Pattern Plus	"	1.50
88483	Readers Digest Fund	"	10.95
88484	Technical Book Review	"	30.00
88485	Trustees of Amherst College	"	2.00
88486	Van Natta's	Janitorial supplies	39.00
88487	Wood Printing Co.	Printed forms	85.00
88491	Treas-% General Operating Fund	Due other funds	86.30
88659	Treas-% Payroll Fund	Pd ending 10-14-81	1,927. ⁰²
88665	American Historical Assn	Books	43.00
88666	" Library Assn	"	5.40
88667	Art in America	"	55.00
88668	Dick Blick	Picture hanging device	46.80
88669	T A Brinkoetter & Sons, Inc.	Incinerator repair	1,665.00
88670	Decatur Refrigeration	Air cond repair	130.60
88671	Hobbies	Books	24.00
88672	Ill Issues	"	45.00
88673	Legislative Reference Bureau	"	55.00
88674	Natl Education Assn	"	2.00
88675	Natl Magazine Co.	"	105.60
88676	New Catholic World	"	22.00
88677	Owl	"	15. ⁰⁰
88724	Postmaster	Postage	13.80
88741	Treas-% Petty Cash Fund	Reimbursement	68.57