



BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 17, 1981

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 20, 1981
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 2. Approval of Per Capita Grant Application
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendment to Policy Code re Sick Leave
 2. Amendment to Policy Code re Non-Resident Cards
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Grieve
Mrs. Jackson
Mr. Marshall (late)
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Susler
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 17, 1981

The regular meeting of the Board of Directors of the Decatur Public Library was held September 17, 1981 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Seidman

Others Present:

Mr. Balding
Mr. Dumas
Miss Schwegman
6 DPL Staff

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

On behalf of the Board, Mrs. Moore expressed to Mr. Susler their sympathy for the loss of his wife and stated the Board is placing a book on some aspect of Jewish life in the Library's collection as a memorial.

Mrs. Moore introduced Mr. Owen Balding to the Board, who registered several complaints. He had been denied the use of the Library's auditorium in 1978 for a meeting to form his third political party. Mrs. Moore requested Mr. Balding to discuss this matter with Mr. Dumas, who would explain the Library's policy on meeting rooms. Mr. Balding further stated he thought the library book sales at which books are sold for 25¢ are an insult to books. Mrs. Moore explained that the book sales are sponsored by the "Friends of the Library" and Mr. Martin Seidman usually chairs these events.

The minutes of the regular board meeting of August 20, 1981, were approved as printed.

In his monthly report to the Board, Mr. Dumas stated he has been continuing to talk to CLSI representatives to see what could be negotiated with respect to the improvement in maintenance service with little or no success. Since there are questions he no longer could answer, Mr. Dumas stated, he invited Mr. Richard Stroum, Vice President of Customer Service, CLSI, to attend today's board meeting to answer any questions members might have and to outline plans for the future. Mr. Stroum was unable to come today, but will be in Decatur next Thursday, Sept. 24, at 4:30 to meet with the Board as a Committee of the Whole. Mr. Dumas urged all members to attend.

Further reporting, Mr. Dumas stated the new security system has now been installed on the first floor and has generally been well received by patrons. Mr. Dumas noted that copies of the Per Capita Grant application have been distributed; the Finance Committee did not meet, but all members were polled. Mr. Dumas explained. Mr. Marshall was not too comfortable with Item III of the Statement on Utilization of Per Capita Grant, which contemplates buying back-up equipment for the computerized circulation system. Mrs. Rossiter wondered if we could bargain a little bit with Mr. Stroum of CLSI next week and say we would like to have a better price on the purchase of future equipment because of the poor service we have been receiving. Mr. Dumas stated this was a possibility. Continuing, Mr. Dumas stated the Finance Committee has decided not to spend the grant money in the year in which it is received but rather defer it until the following fiscal year. The actual purchase of these items will all be discussed by the Finance Committee when we prepare the budget for fiscal 1982/83. Mrs. Moore requested this item be further discussed in the report of the Committee later in the meeting.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through August 31, 1981 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mr. Mueller and was approved by a roll-call vote. Mr. Marshall noted a book, The Planning Processes for Public Libraries, has been added to the collection and might be interesting reading for Trustees.

Returning to the question of the Per Capita Grant Application, Mr. Marshall raised the inquiry as to whether or not the expenditure of \$5,000 for computer back-up equipment for the relatively infrequent times of use is worth it given other priorities we have. Mr. Marshall suggested that perhaps the wording of the Item III paragraph should be modified. Mr. Susler asked if we would be obligated for all four items and Mr. Dumas replied we are not bound to spend it for all that we ask for, but we can't spend it for anything we do not ask for. Mr. Susler stated there is no positive statement in that whole paragraph and that he did not see anything wrong with the wording. Mr. Susler moved that the Per Capita Grant Application be approved. Mr. Grieve seconded the motion and it was approved. For the record, Mr. Marshall asked that we remind ourselves to look at this expenditure closely when the budget for the next fiscal year is prepared.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve moved that the Code of Library Policy, Article II, "Circulation of Library Materials" be amended in Paragraph A, Section 3(b) and (c) (page 10) by deletion of present language and substituting therefor of the following:

Section 3(b) Upon payment of the non-resident fee, all members of the immediate family of the non-resident fee payer, residing together at his place of residence, shall be eligible for a borrowers card.

(c) Registration is valid for twelve months from date of payment of fee.

Ms. Taylor seconded the motion and it was approved.

Mr. Grieve further moved that the Code of Library Policy, Article III, Personnel, be amended in Paragraph F, Section 2(c)iv (page 29A) by deletion of the present language and substitution therefor the following:

Section 2(c)iv. On the fourth and subsequent use of sick leave credits during a fiscal year the employee will be entitled to only 1/2 day's pay, charged to sick leave, for the first day of such absence, or to 1/2 of the time absent if the total time is less than one full day, unless a physician's statement is provided. Sick leave used for a doctor's or dentist's appointment does not count as a use of sick leave for the purposes stated above, unless it lasts more than four hours. The foregoing notwithstanding, the City Librarian may, at his discretion, require proof of illness or disabling injury in all cases of sick leave use. In all cases, however, where four or more consecutive days are missed by an employee due to illness, injury or disability, a physician's statement setting forth reasons for the employee's inability to perform his duties will be required and shall become part of the employee's personnel record. Physician's statements will be used from time to time in determining whether or not an employee is able to continue the performance of his duties.

and that Article III be amended in Paragraph F, Section 2(c)viii (page 30) by deletion of the sum of \$2.00 and substituting therefor the sum of \$5.00.

Mr. Susler seconded the motion. In discussion, Mr. Grieve stated the plan recommended by his Committee is identical to the City's plan. We considered this plan plus the Staff's plan, and it was the consensus of the Committee that the City plan was preferable as it was felt there were flaws in the Staff plan. Mr. Dumas explained that in the past it

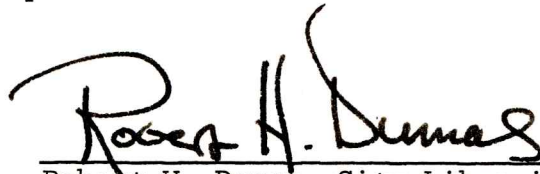
has been the Board's policy to more or less keep in step with the City's salary schedule and fringe benefits. This motion puts us in line. Mr. Grieve stated there has been strong staff opposition to the plan and asked Mr. Dumas to explain some of their objections. Mr. Dumas stated the staff felt it was too expensive to get a physician's documentation and it was too difficult to gain access to a doctor. The staff also felt mental health days were good reason for taking sick leave due to on-the-job stress, especially in the public service areas. Mr. Dumas stated his chief concern is that service be maintained at an adequate level. After further brief discussion, the motion was approved.

Under New Business, Mrs. Moore announced that two meetings are to be held at the Rolling Prairie Library on the proposed amendment to the Illinois Library System Act and the restructuring of the library system. The meetings are to be held Tuesday evening, Sept. 22, from 7:00 to 9:00 and on Wednesday morning, Sept. 23, from 9:30 to 11:30. Mrs. Moore stated the proposed reorganization will affect us and we do have an interest in it. All members were urged to attend one of the meetings.

At this time (5:55 p.m.) Mr. Marshall requested an Executive Session of the Board to discuss the possible sale of the Evans Branch Library.

The regular meeting reconvened at 6:25 p.m. and Mr. Marshall made the following motion: That the City Librarian be directed to communicate with the City Manager with respect to setting up a mechanism to have the proceeds from the sale of the Evans Branch transferred to a trust fund. Mr. Mueller seconded the motion and it was approved.

There being no further business to come before the Board, the meeting was adjourned at 6:30 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

August, 1981

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1981 -	26,725	2,794	18,486	48,005	201,853
1980 -	26,030	1,933	19,388	47,351	190,736
A-V Materials, 1981 -	2,266	--	322	2,588	9,886
1980 -	1,365	--	108	1,473	6,130
Total Circulation, 1981 -	28,991	2,794	18,808	50,593	211,739
1980 -	27,395	1,933	19,496	48,824	196,866

TECHNICAL PROCESSING

Cataloging

New books added	815
New titles added	285
Books withdrawn	1,245
Books mended	962

Acquisitions

Books checked in	1,197
Telephone Directories	0
Pamphlets	1,007
Gifts	15

Materials in the State of Processing

Materials (physical items) - 1004
Titles - 690

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	280,523	310,656	00	579,443
Operating	245,940	50,951	49,953	00	195,987
Capital and Books	191,428	52,421	63,738	00	127,690

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 + 3 (240 hrs)	--	1/2	8 + 4 (320 hrs)
Clerical	21 + 15 (1024 hrs)	--	--	21 + 15 (928 hrs)
Maintenance	3	--	--	3

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

Computer Down-time for Month - Received both a CRT and a light pen from CLSI in August which had been in for repairs since June; a CRT and an ADM terminal were returned to CLSI for repairs on August 20.



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



September 22, 1981

Illinois State Library
Library Development Group
Centennial Building
Springfield, Illinois 62756

Gentlemen:

Enclosed herewith is the Application for Grants Available to Illinois Public Libraries in which we are making application for the Per Capita Grant. In addition to the application, please find the following submissions:

- (1) A letter from the Library requesting federal revenue sharing funds from the City of Decatur;
- (2) A copy of the reply to this request from the City Manager of Decatur;
- (3) Certification of the Library's current tax rate from the Macon County Clerk;
- (4) Statement by the Librarian, approved by the Board, indicating how the Library is either meeting or showing progress toward meeting standards set forth in "Measures of Quality".

Yours truly,

Robert H. Dumas
City Librarian

RHD/hs



CITY OF DECATUR · ILLINOIS

#1 CIVIC CENTER PLAZA

DECATUR, ILLINOIS 62523

August 7, 1981

Mr. Robert H. Dumas
City Librarian
Decatur Public Library
247 East North Street
Decatur, IL 62523

Dear Mr. Dumas:

The City of Decatur's allocation of federal funds authorized by the State and Local Fiscal Assistance Act have been budgeted and appropriated for FY1981-82.

All federal revenue sharing monies have been appropriated to support departmental activities financed from the General Fund.

The Decatur Library Board's request cannot be considered since all monies have been allocated for other purposes.

Very truly yours,
CITY OF DECATUR

Leslie T. Allen,
City Manager

LTA: cmf

I, William Tangney, Clerk of the County of Macon, State of Illinois, hereby certify that the tax rate levied January 1, 1980 for the operation of the Public Library of the City of Decatur, Illinois is .2375.

William M. Tangney 8/30/81
Macon County Clerk 720 date

Jane Lewis 8/30/81
NOTARY PUBLIC date

My commission expires 10-26-82.

JIM EDGAR
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

Application for Grants Available to Illinois Public Libraries

Pursuant to the provisions of the Illinois Revised Statutes, Chapter 81:118 and 118.1, as amended, the undersigned Public Library hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

1. Name of applying library Decatur Public Library

Address 247 East North Street Decatur Macon 62522
Street City or Village County Zip Code

2. Name of corporate authority that levies the tax supporting the applying library:
City of Decatur

3. Type of library applying (check one):

City County _____ Town _____ District _____ Village _____ Township _____

Park _____ Other _____ If other, specify type _____

Date established 1876 Population served 94,081

(If population served is other than that established by the Official United States Census: 1980 attached copies of certification of current population by the Index Division of the Secretary of State or by the U. S. Bureau of the Census).

Member of Rolling Prairie Library System.

4. Calculation of Equalization Aid Grant. (If your library is not applying for equalization aid, leave this section blank).

a. Value of all taxable property within the library's service area as of January 1, 1980, (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Local Government Affairs

\$.00

b. Said valuation multiplied by 0.0013 yields. . . . \$.

c. Levy at 0.13% divided by population served yields per capita of \$.

d. Population served multiplied by \$4.25 equals. . . . \$.

e. Enter valuation multiplied by 0.0013 obtained in step (b). . . . \$.

f. Subtract (e) from (d) equals amount of equalization aid \$.

Attach a notarized statement from your county clerk certifying the equalized assessed valuation for your library service area as of January 1, 1980, (the assessed valuation against which tax revenue was most recently levied) and the library tax levied on this valuation.

(NOTE: Section 1, 2, and 3 must be completed in order to apply for a per capita grant even if you are not applying for an equalization aid grant).

5. Calculation of Per Capita Grant.

Population served 94,081 Multiplied by \$1.00 yields \$ 94,081

If you are not applying for equalization aid under Section 4 above, attach a notarized statement from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1980 (the assessed valuation against which tax revenue was most recently levied).

Attach copy of letter signed by the library board president requesting federal revenue sharing funds from an appropriate unit of local government which received such funds.

Attach copy of official reply to your library's request for revenue sharing funds.

Attach the completed questionnaire prepared by your librarian and officially approved by the library board indicating how your library is either meeting or showing progress toward meeting the Illinois library standards, "Measures of Quality", established by the Illinois Library Association.

6. In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide from a source other than federal revenue sharing an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation and check this box .
7. Statement of applicant: "In making application for a grant or grants, the Library Board agrees to expend the funds received for the purpose of providing public library service to our community by supplementing our library's regular budget and not to reduce the library's levy in the current year or in the next year. The board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the amount of each grant so that each qualified applicant shall receive a proportionate share. The Board further affirms that in making application for a grant or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency."
- Date September 17, 1981 Signature Shirley M. Moore
President, Board of Directors/Trustees
- Attest Leha J. Jackson
Secretary, Board of Directors/Trustees
8. Prepare three (3) copies of application and all supporting documents. Retain one (1) copy for your files, send one (1) copy for information purposes to the library system of which you are a member, and submit one (1) copy postmarked no later than October 15, 1981, to:

Illinois State Library
Library Development Group
Centennial Building
Springfield, Illinois 62756

PER CAPITA GRANT QUESTIONNAIRE

Please complete the following information to show how your library is either meeting or showing progress toward meeting the Illinois public library standards, "Measure of Quality" established by the Illinois Library Association.* Use the formula provided in the "Standards" and the population served by your library to complete each category listed below. The designation "recommended" refers to recommendations made in the ILA standards; "actual" refers to the current actual status of your public library; and "added FY 81" refers to the amount by which the "actual" figure is greater than the same figure for the immediate previous year. The number in brackets refers to the items as listed in "Measures of Quality."

1. Hours Open (II-9)

a. Recommended 68

b. Actual 68¹/₂

c. Added FY 81

2. Books (III-24)

a. Recommended 329,284

b. Actual 192,892

c. Added FY 81 13,112

3. Periodicals (III-24)

a. Recommended 250

b. Actual 516

c. Added FY 81

Recordings and Tapes (III-24)

a. Recommended 3,000+

b. Actual 6,708

c. Added FY 81 1,549

5. Films (III-24)

a. Recommended access to 3,000

b. Actual access ro 3,500

c. Added FY 81 72

6. Staff FTE (Personnel) (IV-33)

a. Recommended 62

b. Actual 42

c. Added FY 81 +¹/₂

7. Seating (V-39)

a. Recommended 188

b. Actual 345

c. Added FY 81

8. Other (specify)

a. Recommended

b. Actual

c. Added FY 81

Include a statement, in the space below or on a separate sheet, on how the grant being applied for will be used to advance your library in meeting the Illinois public library standards, "Measures of Quality." If the grant being applied for will be applied toward meeting some standard other than the above, please indicate the standard and explain how the standard will be achieved.

Date September 17, 1981

Signature Shirley M. Moore
President, Board of Directors/Trustees

Signature Robert H. Nunn
Librarian

Attest Leola J. Jackson
Secretary, Board of Directors/Trustees

Please refer to Illinois Library Association, Measure of Quality: Standards for Public Library Service in Illinois, 1971. Also located in Illinois Libraries, Vol. 54, No. 2, pgs. 131-146. (February, 1972).

REPORT ON THE USE OF LAST YEAR'S
EQUALIZATION AID AND/OR PER CAPITA GRANT

Page One of Two

NAME OF LIBRARY Decatur Public Library

Amount of Last Year's Grant: Equalization Aid \$ _____

Per Capita Grant \$ 19,081.06

Use of Grant Funds by Category:

Please place a letter "E" on the line following each category for which any of last year's Equalization Aid money was used and place a letter "P" on the line following each category for which any of last year's Per Capita money was used. If money from both grants was used for a category, place both letters there.

- | | |
|--|---|
| 1. Extension of Hours Open _____ | 5. Additional Films _____ |
| 2. Additional Books _____ | 6. Additional Staff _____ |
| 3. Additional Periodicals _____ | 7. Additional Seating _____ |
| 4. Additional Recordings & Tapes _____ | 8. Other (specify on line below) <u>P</u> |
| | <u>Materials Security System</u> |

Expenditure Report: (Attach additional sheets following format below, if necessary).

EQUALIZATION AID

<u>Item(s) Purchased</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<u>Other Expenditures</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

PER CAPITA GRANT

<u>Item(s) Purchased</u>	<u>Amount</u>
<u>Security System</u>	\$ <u>15,125</u>
<u>Phonograph Records</u>	\$ <u>3,956+</u>
_____	\$ _____
_____	\$ _____
<u>Other Expenditures</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
TOTAL	\$ <u>19,081</u>

(Sum of listed items and other expenditures must equal the total amount of the grant.)

(Sum of listed items and other expenditures must equal the total amount of the grant.)

REPORT ON THE USE OF LAST YEAR'S
EQUALIZATION AID AND/OR PER CAPITA GRANT

Page Two of Two

NARRATIVE REPORT: (Attach additional sheets, if necessary)

If an Equalization Aid Grant was received, describe briefly the use that was made of the grant and its impact on public library services in your community.

If a Per Capita Grant was received, describe briefly the way in which the grant was used to meet or make progress toward meeting the Illinois Public Library Standards "Measures of Quality" established by the Illinois Library Association.

A preponderance of the Per Capita Grant was used to acquire a Tattle Tape Security System. An inventory had disclosed an unacceptable level of material lost in stock, especially in phonodiscs (more than 1400 albums over a 3-year period). The Security System, just installed in August, will prevent such massive losses and consequent loss of service ability. The remainder of the grant was added to an expanded audio-visual acquisition program to repair the losses due to theft. The impact: AV circulation gain in 1980/81 was 10%; for the first quarter 1981/82 the gain is 63%.

Signatures

In making this report on the use of last year's Equalization Aid and/or Per Capita Grant, the library board affirms that all funds received were used for the purpose of providing public library service to our community by supplementing our library's regular budget and not to reduce the library's levy in the year in which the funds were received or in the following year.

Date September 17, 1981

Signature Shirley M. Moore
President, Board of Directors/Trustees

Signature

Robert H. Dumas
Librarian

Attest

Reba J. Jackson
Secretary, Board of Directors/Trustees

Decatur Public Library

Statement on Utilization of Per Capita Grant

1981/1982

The following uses of the Per Capita Grant, 1982, are contemplated:

- I. Measures of Quality, Section III, "Materials", Standard 24, mandates back files of magazines, including microform, of up to 25 years for libraries serving populations of 50,000 - 150,000. Decatur Public Library currently has 247 periodical titles on microfilm, many of which include the 126 currently received titles for which the Library has runs in excess of 15 years. These resources plus complete files of local newspapers and the New York Times result in heavy and increasing use of microfilm. Access to these files and adequate reproduction, as needed for out-of-the-building use, require up-to-date and reliable reader-printers. Two new reader-printers are contemplated.
- II. Although specific standards for holding are not set forth in Measures of Quality, Standard 24 dictates the inclusion of a variety of forms of library material. The definition of "library materials" in Section III includes art reproductions. The Library's modest collection of framed art reproductions is heavily used with a turnover rate of 375% and requires expansion. Two additional wall panels are contemplated to permit collection growth.
- III. For the efficient circulation of material during periods of computer or terminal downtime, the computerized circulation system should be provided with back-up equipment which allows the uninterrupted circulation of library materials. While no specific standard addresses this issue, it is implicit in the general statement that introduces Section 2, "Service". It is contemplated that part of the per capita grant be expended for a back-up micro-computer and an additional circulation terminal to cover such emergencies.
- IV. The Library also contemplates improvement of its audio-visual resources (Standard 24). It now meets minimum standards for phonodiscs and tapes, but the vast preponderance of these materials (6000 out of 6,600 items) is disc material: improvement in cassette holdings is desired. It is also expected that the Library will use per capita grant funds to initiate a collection of video disc materials.

CITY OF DECATUR ILLINOIS

Decatur Public Library

August, 1981

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
86257	Postmaster	Postage	300.00
86266	Doubleday & Co.	Books	50.00
86273	Treas-% Employee's Ins Fund	Life & hosp ins	1,696.60
86283	Ill Power Co.	Electricity	3,632.70
86305	Treas-% Payroll Fund	Pd ending 8-5-81	1,871.94
86373	Irish Behnke & Co., Inc.	Insurance	1,714.75
86554	Postmaster	Postage	9.10
86558	American Bindery	Printing	27.83
86559	" Library Assn.	Books	35.00
86560	Mary Anderson	Canvas art bags	50.00
86561	Black & Co.	Hardware supplies	47.61
86562	Bluegrass Unlimited	Books	19.00
86563	Commonweal	"	39.00
86564	Decatur Refrigeration	Air cond parts	74.32
86565	Downtown Decatur Council	Parking for August	400.00
86566	Englewood Electric Co.	Wiring	5.90
86567	Govt Printing Office	Books	8.00
86568	Haines & Essick	Office supplies	830.49
86569	Housing	Books	33.00
86570	Ill Bell Telephone Co.	Telephone service	812.93
86571	Ill Library Assn.	Books	3.50
86572	Ill Power Co.	Gas bill	50.15
86573	In Britain	Books	37.90
86574	Industrial Printing, Inc.	Printed supplies	693.04

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
86575	Library of Congress	Books	30.00
86576	3 M Co.	Detection system	14,686.00
86577	Midstate Office Machines	Repair service	58.55
86578	Mo Library Assn	Books	2.50
86579	Model Railroader	"	116.00
86580	Museum of Science & Industry	"	3.00
86581	Natl Review	"	85.90
86582	Public Documents Dist Ctr.	"	90.05
86583	Rolling Prairie Libraries	July payment	875.00
86584	Secretary of State of Ill.	Licenses	40.00
86585	Sky Publ Co.	Books	26.00
86586	Smithsonian Inst.	"	28.00
86587	Standard Farms, Inc.	Insect spray	11.
86588	World Tennis	Books	24.94
86660	Intl Medicine Associates of Decatur	Professional services	35.00
86673	Medcenter of Decatur	"	35.00
86731	Treas-% Payroll Fund	Pd ending 8-12-81	27,494.32
86815	Treas-% DPL Fund	Investment	51,124.66
86728	Treas-% Petty Cash Fund	Reimbursement	63.84
86851	American Library Assn.	Books	10.80
86852	Astor Honor	"	41.75
86853	Black & Co.	Hardware supplies	12.76
86854	C C Fire Equipment Co.	Serviced extinguishers	120.00
86855	Fordham Equipment Co.	Book covers	889.84
86856	Gaylord Bros., Inc.	Office supplies	103.16
86858	Haines & Essick	Office supplies	37.
86859	Official Airline Guides, Inc.	Books	95.80

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
86860	Prairie Paper & Packaging Co.	Paper supplies	661.02
86951	Postmaster	Postage	300.00
86953	Craighton Hippenhammer	Reimb for expense	14.99
86962	Postmaster	Postage	3.10
86967	Treas-% Payroll Fund	Pd ending 8-19-81	1,878.56
86976	Treas-% Water Revenue Fund	Water bill	67.79
86979	Sanitary Dist of Decatur	Sewer bill	20.88
86980	Ill Bell Telephone Co.	Telephone charges	55.95
86981	Audio Buff Co., Inc.	Audio visual supplies	514.92
86982	R R Bowker	Books	151.47
86984	Marshall Cavendish Corp.	"	39.90
86985	Fideler	"	73.21
86986	Gaylord Brothers, Inc.	Office supplies	1,552.55
86987	Harvard Medical School	Books	12.00
86988	Macon County Historical Society	"	5.00
86989	Rodale Press, Inc.	"	2.57
86990	Science 81	"	15.00
86991	Strawberry Hill Press	"	9.32
86992	U S Govt Printing Office	"	1.50
86993	Women's Labor Project	"	5.00
86994	Kolbeck Electric Co.	Motor repair	94.46
86995	Gaylord Bros., Inc.	Office supplies	92.19
87016	Decatur Paper House	"	500.27
87035	Jan San Supply Co.	Janitorial supplies	18.02
87080	Treas-% Petty Cash Fund	Reimbursement	70.38

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
87115	Treas-% Payroll Fund	Aug service recog pay	105.00
87126	American Chamber of Commerce	Books	50.00
87127	Blair & Ketchum	"	30.00
87128	Butterick Sewing World	"	9.97
87129	Cat Fancy	"	26.00
87130	Harvard Business Review	"	27.00
87131	Rolling Prairie Libraries	Control system payment	875.00
87132	Nancy Rupp	Books	3.50
87208	Treas-% Central Service Fund	Fuel used in July	148.99
87217	Treas-% General Operating Fund	Due other funds	243.95
87225	Alva Museum Replicas, Inc.	Audio visual supplies	493.13
87226	Atlantic Monthly	Books	15.00
87227	Audio Buff Co.	Audio visual supplies	551.50
87228	Baker & Taylor Companies - New York	Books	413.56
87229	" Chicago	"	5,960.21
87230	Black & Co.	Hardware supplies	16.94
87231	Doubleday & Co.	Books	262.85
87232	Eastin Phelan	Audio visual materials	292.66
87233	Field & Stream	Books	15.90
87234	Gaylord Bros., Inc.	Office supplies	209.40
87235	Haines & Essick Co.	"	21.21
87236	Ill Bell Telephone Co.	Telephone charges	122.49
87237	Impact Publ.	Books	3.80
87238	K s Merchandise Mart	Office supplies	24.82
87239	Library Cards Ltd.	Catalogue cards	233.20
87240	New York Public Library	Books	7.50
87241	New World Records	Audio visual materials	19.35

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
4	Pilot Books	Books	4.50
87243	R L Polk & Co.	"	262.00
87244	Provision House Publ	"	25.56
87245	Redbook Publ Co.	"	9.97
87246	Thomdike Press	"	49.75
87247	Wash State School for Deaf	"	35.15
87248	West Publ Co.	"	204.00
87252	Treas-% Payroll Fund	Pd ending 8-26-81	27,563.04
87259	Antiques Magazine	Books	132.00
87260	American History Illustrated	"	30.00
87261	Family Handyman	"	17.90
87262	University of Chicago Press	"	55.00
87301	Treas-% Water Fund	Due other funds	1,002.00
87304	Treas-% IMF Fund	Aug retirement	7,862.68
TOTAL			<u>\$155,856.35</u>

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1981 THRU AUG 31, 1981

OF EST.

REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	# OF EST.
FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17	
CURRENT YEAR TAXES	1,211,500.00	0.00	480,200.00	731,299.35	
INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	
LIBRARY FINES	27,000.00	3,589.45	9,461.71	14,538.29	
NONRESIDENCED FEES	2,200.00	1,064.20	8,714.02	13,785.98	
BOOKS	2,200.00	3,371.24	1,019.29	1,180.80	
PRINTS & DANCE COPY MACHINE	2,800.00	0.00	0.00	2,800.00	
ILL ST PER CAPITA GRANT	29,000.00	160.45	127.00	28,872.94	
MISCELLANEOUS INCOME	7,500.00	0.00	2,874.99	4,625.01	
TOTAL REVENUE	1,602,562.00	6,304.94	826,126.07	776,435.93	51.55

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101 A	REGULAR SALARIES	750,120.00	0.00	57,692.87	260,088.22	490,031.78	
102	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	102,923.00	0.00	7,862.68	35,596.21	67,326.79	
104	EMPLOYMENT COMPENSATION	3,435.00	0.00	0.00	966.17	2,468.83	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,977.00	0.00	1,696.60	9,092.92	10,884.08	
109	TEMPORARY SALARIES	18,494.00	0.00	1,114.99	9,092.92	8,601.60	
201	ADVERTISING	9,000.00	0.00	954.07	1,020.38	7,979.62	
202	PRINTING & BINDING	9,000.00	0.00	191.00	1,060.94	8,939.06	
211	SERVICES TO MAINTAIN BUILDINGS	10,000.00	0.00	106.00	1,892.57	8,107.43	
212	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,000.00	0.00	106.00	1,618.84	10,381.16	
215	SERVICES TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	251.55	2,248.95	10,961.05	
229	ADVERTISING	650.00	0.00	250.00	650.00	0.00	
231	OTHER PROPERTY	1,000.00	0.00	3,682.05	380.00	620.00	
232	UTILITY	13,000.00	0.00	991.37	4,471.83	8,528.17	
234	POSTAGE	500.00	0.00	88.67	1,914.14	308.66	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	16.54	1,811.46	2,664.57	
245	CUSTOMER ASSOCIATION MEMBERSHIP FEES	3,000.00	0.00	324.28	1,901.94	1,098.06	
288	RENTALS	1,150.00	0.00	0.00	0.00	1,150.00	
310	GAS UTILITIES & AMPLIFIERS	1,500.00	0.00	400.00	1,653.30	346.70	
312	JANITORIAL TO MAINTAIN BLDGS & IMPROVMENT	2,500.00	0.00	693.99	978.23	1,521.77	
320	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,000.00	0.00	308.83	748.10	1,251.90	
324	MATERIALS & LABORES	1,500.00	0.00	10.02	444.45	1,055.55	
329	MEDICAL SUPPLIES	5.00	0.00	0.00	0.00	5.00	
330	PHONE	16,000.00	0.00	4,322.05	6,217.93	9,782.07	
332	COMPUTER	13,272.00	0.00	0.00	0.00	13,272.00	
403	TRAINING & RECEPTION PAYROLL	19,104.00	0.00	0.00	5,368.00	13,736.00	
405	INSURANCE	11,500.00	0.00	2,716.75	5,968.75	5,531.25	
423	TOTAL OPERATING EXPENDITURES	1,136,039.00	0.00	83,208.41	360,608.58	775,430.42	31.74

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	16,436.00	18,186.00	22,742.00	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	0.00	1,286.70	786.70	
525	LIBRARY BOOKS RECORDS & EXHIBITS	170,000.00	0.00	9,627.29	39,097.49	100,902.51	
525-A	AUDIO VISUAL MATERIALS	10,000.00	0.00	1,871.60	5,167.67	4,832.33	
	TOTAL CAPITAL OUTLAY	191,428.00	0.00	26,934.89	63,737.86	127,690.14	33.30
	TOTAL EXPENDITURES	1,327,467.00	0.00	110,143.30	424,346.44	903,120.56	31.97

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1981 THRU AUG 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
2	FUND BALANCE MAY 1, 1981	89,481.00	0.00	89,481.71	329.29	
3	101 CURRENT YEAR TAXES	88,365.00	0.00	88,365.00	52,826.94	
4	101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
5	106 REPLACEMENT TAX	11,698.00	429.00	7,298.00	4,400.00	
6	524 INTEREST ON INVESTMENTS	5,000.00	104.92-	1,275.71	3,724.29	
7	TOTAL REVENUE	164,544.00	324.08	103,263.48	61,280.52	62.76

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
13	58 UNALLOCATED EXPENSES	100.00	0.00	0.00	196.44	96.44-196.44	
14	410 PRINCIPAL & INTEREST	99,370.00	0.00	0.00	2,185.00	97,185.00	2.20
16	TOTAL EXPENDITURES	99,470.00	0.00	0.00	2,381.44	97,088.56	2.39

MAY 1, 1981 THRU 6 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% UP EST.
2						
3	56	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-
4	524	INCOME	0.00	0.00	200.00	200.00-
5	799	INTEREST ON INVESTMENTS	8,000.00	5,116.38	5,116.38	2,883.62
6		MISC INCOME	0.00	0.00	0.00	0.00
7		TOTAL REVENUE	76,689.00	5,116.38	74,125.73	2,563.27
8						96.66

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
10							
11	58	EXPENDITURES	76,689.00	0.00	0.00	76,689.00	0.00
12		TOTAL EXPENDITURES	76,689.00	0.00	0.00	76,689.00	0.00
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PRINTED IN U.S.A.

MAY 1, 1981 THRU MAY 31, 1981

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
2	FUND BALANCE MAY 1, 1981	0.00	0.00	0.00	0.00	
3	731 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
4	TOTAL REVENUE	0.00	0.00	0.00	0.00	
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ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1981 THRU AUG 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	
924 REVENUE	0.00	0.00	0.00	0.00	
799 INTEREST ON INVESTMENTS	400.00	193.70	1,937.70	206.30	
MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,761.00	193.70	3,971.52	789.48	83.42
OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION OUTSTANDING	PURCHASE ORDERS CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE
58	EXPENDITURES	2,000.00	0.00	11.94	1,498.73
	TOTAL EXPENDITURES	2,000.00	0.00	11.94	1,498.73
				501.27	25.06
				501.27	25.06