

## BOARD OF DIRECTORS MEETING

### AGENDA

MARCH 17, 1983

- I. CALL TO ORDER  
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES
  - A. REGULAR BOARD MEETING FEBRUARY 17, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
  - A. FINANCE AND PROPERTIES
    1. Approval of Bills
  - B. PERSONNEL AND PUBLIC RELATIONS
  - C. AD HOC RPL COORDINATION
    1. Discussion
    2. Proposals
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 17, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held March 17, 1983 in the board room of the main library.

Members Present:

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

Members Absent:

None

Others Present:

Mrs. Brooks  
Mr. Dumas  
Miss Schwegman  
Ron Taylor (Herald  
and Review)

The meeting was called to order at 4:35 p.m. by the President, Shirley Moore, with all members of the Board present.

The minutes of the regular meeting of February 17, 1983 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas announced he would like to report the happy news first. A member of our staff went to the hospital this morning and delivered a set of twins - two girls. Continuing, Mr. Dumas stated circulation showed a modest increase this month over last February. The increase would have been much larger had the day and a half of February circulation not been added to the January total as was mentioned at the last meeting.

There wasn't a great deal of activity in the Library this month, Mr. Dumas stated. The programs we talked about last time are continuing. Our Maintenance Man, Owen Richardson, completed what we hope will be a major comfort project in the Technical Services room. He took a heater from elsewhere in the Library and by buying a couple of hundred dollars worth of pipe, he brought the unit into the Order Department with satisfactory results. We had an estimate of \$5,000 to do the duct work, but Mr. Richardson did it for about \$300. He earned his pay this month.

Mr. Dumas noted he had prepared and distributed at today's meeting a comparison of statistics for Illinois libraries taken from the November issue of Illinois Libraries. The statistics show the relative standing of the Decatur library on a population basis and in terms of operating expenditures. By and large, based upon per capita expenditures and our transactions per staff member, the Decatur library compares considerably better than most, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall on behalf of his Committee moved that bills through February 28, 1983 be approved, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote.

The Personnel and Public Relations had nothing to report this month, Mrs. Jackson informed.

Mr. Susler, Chairman of the Ad Hoc RPL Coordination Committee, reported his Committee had met twice. The first meeting was with Bob Plotzke, Executive Director of RPL, two representatives of the RPL Board, and Mr. Halci, who represented the Illinois State Library. The purpose of the meeting was to discuss RPL's financing and recompense to the Decatur Public Library for excessive reciprocal borrowing, which Mr. Plotzke in an earlier letter had stated RPL was reducing considerably. Mr. Dumas noted that DPL in addition to providing for reciprocal borrowing by outlying library patrons also provides the largest share of inter-library loans in the system - and this share will grow owing to a recent action by RPL in disbursing or selling their book stock of 70,000. Also whereas in the past RPL bought several thousand books annually for their own collection - providing much current material for ILL - its decision not to develop book collections puts a further burden on DPL.

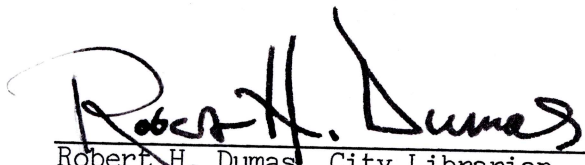
At a second meeting of the Ad Hoc Committee, members discussed the meeting with the RPL representatives. Mr. Susler stated he felt Mr. Plotzke showed no indication of a desire to compromise on the issues that separate RPL and DPL, although Mr. Plotzke had said the issues were negotiable. We talked about RPL passing the cost of circulations through to borrowing libraries and what priorities DPL should have with respect to remuneration from Rolling Prairie, Mr. Susler stated. Apparently the problem of reciprocal borrowing is a problem throughout the State and the State Library has appointed a task force to study the problem and have recommendations by July 1, Mr. Susler explained. Mr. Marshall noted we should have something firm on this from the State Library before our levy time in September, because we could be losing the major part of our Cataloger's salary. Mr. Susler stated his Committee recommended to the Board for its discussion and consideration these things: (1) That we notify RPL we simply cannot accept their decree of paying only \$10,000 toward the salary of a Cataloger; (2) We do want to receive some offset for the cost of reciprocal borrowing in the form of paying for the Cataloger or to pay us in funds equivalent of the salary of the Cataloger, so we can hire one; (3) That DPL wants to receive funds to defray the costs of ILL service and office space. We were getting money from RPL for the purchase of books, but we will not be receiving that now; and (4) We want RPL to enforce the return of books that are borrowed and not returned and reimburse us for those fines that occur from reciprocal borrowers.

A lengthy discussion followed on the above issues. Mr. Marshall stated perhaps our differences with RPL could be negotiated - we say \$30,000, they say \$10,000 - maybe we could get \$20,000. Mr. Dumas expressed the view that

the lower the base we settle with in the short run, the lower the base will be in the long run, and that he also felt RPL should have every expectation of paying as he did not think the people of Decatur should be bearing the burden for servicing people in other communities who are not taxing themselves anywhere near the level the people of Decatur are taxing themselves. Continuing, Mr. Dumas noted RPL has a budget of \$700,000 from the State and they can choose to spend this in any number of ways. They are spending \$29,000 to expand the bibliographic base - something we have asked them not to do until they can ascertain the basis and the quality of that data base, and yet they are going ahead with it. Mr. Marshall agreed, stating he did not think we should absorb any of the cost if it means the citizens of Decatur subsidizing citizens of other library districts, as we have an obligation to try to equate the costs. Continuing, Mr. Marshall stated he hoped the State Task Force regulations adopted would permit that equity to happen. Mr. Susler remarked this inequity was brought out in the meeting with RPL - that this Library is supporting reciprocal borrowing for the whole system and that in effect they are asking us to carry the burden for the entire system, and this is not fair. Mr. Marshall felt we should tell RPL we need \$30,000 in 84/85 in order to maintain the status quo. For the purpose of our levy planning in September, we need \$30,000 and that is where it ends.

After further discussion, Mr. Susler moved that we reject the Rolling Prairie Libraries System's proposal for fiscal 84/85 of paying \$10,000 for the offsetting of reciprocal borrowing costs and that we advise them that the status quo which exists this year exists next year, and that they should continue to provide the Cataloger to offset reciprocal borrowing costs until such time as the State Library advises us what is to be done to resolve the problem. Mr. Marshall seconded the motion and it was unanimously approved. Mr. Susler further moved that action on recommendations (3) and (4) listed above be tabled until we have some response to our more pressing needs. Mr. Grieve seconded the motion and it was approved. Mrs. Moore asked the Ad Hoc Committee continue to function until the problems are resolved.

There being no Old or New Business to come before the Board, the meeting was adjourned at 5:30 p.m. by the President.

  
Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

February, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	28,410	2,300	19,060	49,770	495,688
1981 -	28,387	2,257	16,807	47,451	475,261
A-V Materials, 1982 -	2,630	--	243	2,873	25,796
1981 -	2,225	--	298	2,523	25,079
Total Circulation, 1982 -	31,040	2,300	19,303	52,643	521,484
1981 -	30,612	2,257	17,105	49,974	500,340

TECHNICAL PROCESSING

Cataloging

New books added	837
New titles added	398
Books withdrawn	1,018
Books mended	1,047

Acquisitions

Books checked in	907
Telephone Directories	8
Pamphlets	216
Gifts	184

Materials in the State of Processing

Materials (physical items) -	726
Titles -	610

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> 1981/82	<u>YTD Expended</u> 1982/83	<u>P.O.s</u> Out	<u>Unencumbered</u>
Personal Services	1,037,535	753,609	819,407	--	218,128
Operating	196,737	128,846	151,208	--	45,530
Capital and Books	225,965	160,100	160,089	--	65,876

STAFF STRENGTH

	<u>Strength</u> Previous Month	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> Strength
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 16 (940 hrs)	--	$\frac{1}{2}$	21 $\frac{1}{2}$ + 17 (1,020 hrs)
Maintenance	3 $\frac{1}{2}$	--	--	3 $\frac{1}{2}$

Current Vacancies: 1 $\frac{1}{2}$  Technical Services Clerks I, 1 Supervisor, Technical Services

Computer Downtime for Month: 23 $\frac{1}{2}$  hours

LIBRARY STATISTICS <sup>1</sup>

FY 1981/82

Illinois Cities, Population 70,000 - 125,000

Library	Population Served	Staff FTE	Transactions*		% Change	Total Expenditures	Material Expenditures	Resources (classed items)
			1981/82	1980/81				
Urbana	81,293	38.8	713,146	654,668	+ 8.9	897,255	144,296	226,285
Decatur	94,081	42.2	616,327	591,679	+ 4.2	1,242,091 <sup>2</sup>	151,286	203,400
Vanston	73,706	51.4	769,665	734,669	+ 4.8	1,573,251	196,750	325,253
Mail Borden PLD	74,730	32.9	427,712	439,047	- 2.6	1,140,589	135,381	203,634
Poliet	77,956	25.4	245,685	237,106	+ 3.6	941,142	115,168	131,290
Peoria	124,160	84.3	817,476	823,335	- 0.7	1,671,187	208,095	484,079
Champaign	103,920	52.2	789,250	751,517	+ 5.0	1,403,372	310,859	230,059
Springfield	99,637	69.7	791,715	810,498	- 2.3	1,470,412	140,907	334,605

These data were taken from Illinois Libraries, Vol. 64, No. 9 (November, 1982).

\$103,141 for IMRF has been deducted from Decatur Public Library expenditures, the better to compare with figures from other libraries who do not pay contributions to the Retirement Fund.

The number of transactions or circulations reported by various libraries may include bulk loan to other institutions for recirculation and also renewal of materials already in circulation as well as other anomalies. The number of renewals will also depend upon the length of the loan period: libraries with a two-week loan period are of course more likely to have a higher renewal rate than libraries with a three or four-week loan period.

Ranked by Circulation  
Per Capita

Evanston	10.4
Aurora	8.8
Springfield	7.9
Schaumburg	7.6
(Peoria	6.6
(Decatur	6.6
Gail Borden	5.7
Joliet	3.2
Avg.	7.1

Ranked by Total  
Expend. Per Capita

Evanston	\$21.34
Gail Borden	15.26
Springfield	14.76
Schaumburg	13.50
Peoria	13.46
Decatur	13.20
Joliet	12.07
Aurora	11.04
Avg.	\$14.33

Ranked by Materials  
Expend. Per Capita

Schaumburg	\$2.99
Evanston	2.67
Gail Borden	1.81
Aurora	1.77
Peoria	1.68
Decatur	1.60
Joliet	1.47
Springfield	1.41
Avg.	\$1.92

Ranked by  
Unit Service Cost\*

Joliet	\$3.83
Gail Borden	2.67
(Evanston	2.04
(Peoria	2.04
Decatur	2.02
Springfield	1.86
Schaumburg	1.78
Aurora	1.26
Avg.	\$2.19

Ranked by Materials  
Cost per Circulation

Joliet	\$ .47
Schaumburg	.39
Gail Borden	.32
Evanston	.26
(Peoria	.25
(Decatur	.25
Aurora	.20
Springfield	.18
Avg.	\$ .29

Ranked by  
Collection Turnover

Schaumburg	3.43
Aurora	3.15
Decatur	3.03
(Evanston	2.37
(Springfield	2.37
Gail Borden	2.1
Joliet	1.87
Peoria	1.69
Avg.	2.5

Ranked by Transactions  
Per Staff Member

Aurora	18,380
Schaumburg	15,120
Evanston	14,974
Decatur	14,605
Gail Borden	13,000
Springfield	11,359
Peoria	9,697
Joliet	9,673

\* Operating expenditures divided by circulation transactions.

Illinois Libraries, 1981/82

Operating Expenditures of \$1,000,000 - \$1,600,000

<u>Library</u>	<u>Population Served</u>	<u>Staff (FTE)</u>	<u>Transactions</u>		<u>% Change</u>	<u>Total Expenditures</u>	<u>Materials Expenditures</u>	<u>Resources (classified items)</u>
			<u>1981/82</u>	<u>1980/81</u>				
Arlington Hgts	66,116	60.	1,024,898	997,760	+ 2.7	2,310,242	363,101	348,492
Champaign	58,133	60.8	930,872	758,821	+22.8	1,077,096	201,431	191,445
Decatur	94,081	42.2	616,327	591,678	+ 4.2	1,242,091	151,286	203,400
Des Plaines	53,568	31.1	528,297	481,461	+ 9.7	1,026,731	147,701	143,429
Elk Grove	28,907	26.7	281,705	283,911	- 0.8	1,059,326	143,037	104,512
Evanston	73,706	51.4	769,665	734,669	+ 4.8	1,573,251	196,488	325,253
Fountaindale	48,242	35.5	421,965	385,080	+ 9.6	1,540,403	169,531	125,865
Gail Borden	74,730	32.9	427,712	439,047	- 2.6	1,140,589	135,381	203,634
Northbrook	30,778	35.5	408,602	390,779	+ 4.6	1,137,117	161,080	150,486
Oak Lawn	60,590	40.6	495,695	557,084	-11.0	1,089,381	87,834	116,995
Oak Park	54,887	49.8	610,357	613,554	- 0.5	1,040,270	158,348	212,092
Palatine	61,014	34.3	539,126	502,610	+ 7.3	1,329,408	153,214	143,940
Peoria	124,160	84.3	817,476	823,335	- 0.7	1,671,187	208,095	484,079
Rockford	139,712	69.7	842,912	739,508	+14.	1,633,614	187,217	312,830
Schaumburg	103,920	52.2	789,250	751,517	+ 5.0	1,403,372	310,859	230,059
Skokie	60,278	48.7	559,567	539,432	+ 3.7	1,635,533	238,144	340,121
Springfield	100,054	69.7	791,715	810,498	- 2.3	1,470,412	140,907	334,605



Ranked by Circulation  
Per Capita

Ranked by Expenditure  
Per Capita

Ranked by Materials  
Expenditure Per Capita

Champaign	16.0	Northbrook	\$36.94	Arlington Heights	\$5.49
Arlington Hgts	15.5	Elk Grove	36.65	Northbrook	5.23
Northbrook	13.3	Arlington Hgts	34.94	Elk Grove	4.95
Oak Park	11.1	Fountaindale	31.93	Skokie	3.95
Evanston	10.4	Skokie	27.13	Fountaindale	3.51
Des Plaines	9.9	Palatine	21.79	Champaign	3.46
Elk Grove	9.7	Evanston	21.34	Schaumburg	2.99
Skokie	9.3	Des Plaines	19.17	Oak Park	2.88
Palatine	8.8	Oak Lawn	18.95	Des Plaines	2.76
Fountaindale	8.7	Champaign	18.53	Evanston	2.67
Oak Lawn	8.2	Oak Lawn	17.98	Palatine	2.51
Springfield	7.9	Gail Borden	15.26	Gail Borden	1.81
Schaumburg	7.6	Springfield	14.69	Peoria	1.68
<u>Decatur</u>	<u>6.6</u>	Schaumburg	13.50	<u>Decatur</u>	<u>1.61</u>
Peoria	6.6	Peoria	13.46	Oak Lawn	1.45
Rockford	6.0	<u>Decatur</u>	<u>13.20</u>	Springfield	1.41
Gail Borden	5.3	Rockford	11.69	Rockford	1.34

<u>Ranked by Unit Service Cost*</u>		<u>Ranked by Materials Cost Per Circulation</u>		<u>Ranked by Collection Turnover**</u>	
Elk Grove	\$3.76	Elk Grove	\$ .51	Champaign	4.86
Fountaindale	3.65	Skokie	.43	Oak Lawn	4.23
Skokie	2.92	Fountaindale	.40	Palatine	3.74
Northbrook	2.78	Northbrook	.39	Des Plaines	3.68
Gail Borden	2.67	Schaumburg	.39	Schaumburg	3.43
Palatine	2.47	Arlington Hgts.	.35	Fountaindale	3.35
Arlington Hgts.	2.25	Gail Borden	.32	<u>Decatur</u>	<u>3.03</u>
Oak Lawn	2.20	Des Plaines	.28	Arlington Hgts.	2.94
Evanston	2.04	Palatine	.28	Oak Park	2.88
Peoria	2.04	Evanston	.26	Northbrook	2.72
<u>Decatur</u>	<u>2.02</u>	Oak Park	.26	Elk Grove	2.69
Des Plaines	1.94	<u>Decatur</u>	<u>.25</u>	Rockford	2.69
Rockford	1.93	Peoria	.25	Evanston	2.37
Springfield	1.86	Champaign	.22	Springfield	2.37
Schaumburg	1.78	Rockford	.22	Gail Borden	2.1
Oak Park	1.70	Oak Lawn	.18	Peoria	1.69
Champaign	1.16	Springfield	.18	Skokie	1.64

\* Total Expenditures divided by the number of circulation transactions.

\*\* Circulation transactions divided by size of collections.

Ranked by Transactions  
Per Staff Member

Arlington Heights	17,081
Des Plaines	16,987
Palatine	15,718
Champaign	15,310
Schaumburg	15,120
Evanston	14,974
<u>Decatur</u>	<u>14,605</u>
Gail Borden	13,000
Oak Park	12,256
Oak Lawn	12,209
Rockford	12,093
Fountaindale	11,886
Northbrooke	11,510
Skokie	11,490
Springfield	11,359
Elk Grove	10,551
Peoria	9,697

Average, All Illinois Libraries

Decatur Public Library

Expenditures Per Capita	\$13.09	\$13.20	+ .8%
Materials Expend. Per Capita	\$ 2.06	\$ 1.61	-21.8%
Circulations Per Capita	5.8	6.6	+13.8%
Unit Service Cost	\$ 2.49	\$ 2.02	-18.9%
Materials Cost Per Circulation	\$ .36	\$ .25	-30.6%
Collection Turnover	2.05	3.03	+47.8%
Transactions Per Staff Member	12,293	14,605	+18.8%

## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

02/01/83 THRU 02/28/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
2296	TREAS PAYROLL FUND	PD ENDING 2-9-83	32,113.51
2308	DICK BLICK	OFFICE SUPPLIES	105.07
2309	DOWNTOWN DECATUR COUNCIL	PARKING	400.00
2310	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	78.72
2311	FIELD & SHORB CO	REPAIR KITS	64.44
2312	LUGARI'S	WRECKER SERVICE	40.00
2313	3 M CO	READER PRINTER	2,226.26
2314	NATIONAL ELECTRIC SUPPLY	BULBS	518.40
2315	OTIS ELEVATOR CO	MAINTENANCE	286.02
2316	LEO G WINDISH	BOOKS	13.95
2384	ILL POWER CO	POWER FOR MONTH	5,339.82
2399	COUNTRY JOURNAL	BOOKS	30.00
2400	BRIDE'S MAGAZINE	BOOKS	20.00
2401	CHICAGO TRIBUNE	BOOKS	80.00
2402	CONGRESSIONAL DIGEST	BOOKS	20.00
2403	JAN SAN SUPPLY CO	JANITORIAL	102.61
2404	READER'S DIGEST	BOOKS	64.65
2405	SESAME STREET MAGAZINE	BOOKS	51.80
2406	SOUTHERN LIVING	BOOKS	44.00
2407	WEIGHT WATCHERS ASSN	BOOKS	50.00
TOTAL OF ALL VOUCHER CHECKS			= 41,649.25

## C I T Y O F D E C A T U R , I L L I N O I S

## DECATUR PUBLIC LIBRARY

02/01/83 THRU 02/28/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
2421	AATEC PUBLICATIONS	BOOKS	14.95
2422	BELL & HOWELL	BOOKS	323.79
2423	DICK BLICK	OFFICE SUPPLIES	132.90
2424	CLEARY INTL	LOCK	21.42
2425	DECATUR BLUE PRINT	OFFICE SUPPLIES	7.25
2426	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	23.45
2427	ROBERT H DUMAS	TRAVEL REIMB	350.81
2428	FIRESTONE STORE	OIL FOR VAN	15.55
2429	GAYLORD BROS	OFFICE SUPPLIES	390.44
2430	GREANIAS AND BOOTH	LEGAL SERVICES	60.00
2431	H & R ELECTRONICS	COIN BOXES	142.56
2432	HERALD & REVIEW	BOOKS	57.41
2433	K'S MERCHANDISE MART	OFFICE SUPPLIES	17.99
2434	MCGRAW HILL BOOK CO	BOOKS	52.95
2435	MAC MILLAN PUBLISHING	BOOKS	14.42
2436	MODERN BUSINESS SYSTEMS	SERVICES RENDERED	11.54
2437	NATL GEOGRAPHIC SOCIETY	BOOKS	44.95
2438	RODALE PRESS INC	BOOKS	44.00
2439	ROLLING STONE	BOOKS	144.00
2440	SCIENCE DIGEST	BOOKS	55.88
2441	SENTINEL PEST CONTROL	1 YR SERVICE	216.00
2442	SOUND/VIDEO UNLTD	AUDIO VISUAL	2,020.84
2443	STEIN AND DAY	BOOKS	6.50
2444	VISION PRODUCTS	AUDIO VISUAL	76.45
2445	WASHINGTON POST	BOOKS	272.00
2446	YOUNG PEOPLE'S PRESS	BOOKS	30.85
2474	POSTMASTER	POSTAGE	20.80
2478	TREAS %NON MED INS ES	INSURANCE COSTS	3,842.75

## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

02/01/83 THRU 02/28/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
2518	ATLANTA JOURNAL	BOOKS	87.84
2519	CHICAGO SUN-TIMES	BOOKS	144.00
2520	CHRISTIAN SCIENCE	BOOKS	90.00
2521	WALL STREET JOURNAL	BOOKS	188.00
2531	TREAS PAYROLL FUND	PD ENDING 2-23-83	32,809.42
2543	POSTMASTER	POSTAGE	300.00
2544	AMERICAN BINDERY	BOOK BINDING	229.65
2545	BLACK & CO	HARDWARE	115.59
2546	BOLAND ELECT SUPPLY CO	ELECT SUPPLIES	6.42
2547	BRITISH HERITAGE	BOOKS	47.00
2548	FAMILY CIRCLE	BOOKS	233.80
2549	HAINES & ESSICK CO	OFFICE SUPPLIES	82.27
2550	JOHNSON SURVEY	BOOKS	78.00
2551	KOLBECK ELECTRIC CO	HEATER PARTS	15.12
2552	NEW YORK PUBLIC LIBRARY	BOOKS	7.25
2553	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	26.05
2554	SECRETARY OF STATE OF ILL	BOOKS	30.00
2555	TAUTON PRESS	BOOKS	52.00
2708	TREAS PETTY CASH FUND	REIMBURSEMENT	148.48
2786	TREAS GNL OPERATING FUND	ADM EXP	1,361.00
2794	BASIC BOOKS INC	BOOKS	8.13
2795	DER SPIEGEL	BOOKS	102.40
2796	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	26.00
2797	FARRAR STRAUS & GIRDUX	BOOKS	11.57
2798	MCGRAW HILL BOOK CO	BOOKS	41.09
2799	ROLLING PRAIRIE LIBRARIES	AUDIO VISUAL	44.60
2800	SOUND/VIDEO UNLTD	AUDIO VISUAL	146.52
2801	WEST PUBL CO	BOOKS	113.50

## CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

02/01/83 THRU 02/28/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
			440.15
2848	AUDIO BUFF CO INC	AUDIO-VISUAL	1,158.13
2849	BAKER & TAYLOR CO	BOOKS	6,083.75
2850	BAKER & TAYLOR CO	BOOKS	34.67
2851	BARCLAY ROBERT INC	HEATER PARTS	9.30
2852	BLACK & CO	HARDWARE	425.68
2853	DOUBLEDAY & CO INC	BOOKS	6.03
2854	GAMBIT	BOOKS	27.75
2855	GAYLORD BROS INC	OFFICE SUPPLIES	434.35
2856	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	98.45
2857	LIBRARY CARDS LTD	CATALOG CARDS	85.80
2858	MIAMI HERALD	BOOKS	54.00
2859	POETRY	BOOKS	22.00
2860	ROAD & TRACK	BOOKS	84.00
2861	ST LOUIS POST DISPATCH	BOOKS	96.00
2862	SUNSET	BOOKS	44.00
2937	HORIZON	BOOKS	130.00
2938	RHM ASSOC OF DELAWARE	BOOKS	9.95
2939	READER'S DIGEST FND BLIND	BOOKS	28.00
2940	TAUTON PRESS	BOOKS	33.90
2941	VOGUE PATTERNS	BOOKS	

TOTAL OF ALL VOUCHER CHECKS = 9,305.91



MAY 1, 1982 thru FEB 28, 1983

## REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94-	
CURRENT YEAR TAXES	1,310,300.00	75,199.72	1,299,764.06	10,535.94	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	40,000.00	3,817.70	74,595.20	34,595.20-	
728 LIBRARY FINES & FEES	25,500.00	2,064.79	20,556.99	4,943.01	
728A NON-RESIDENT FEES	2,500.00	532.00	4,712.00	2,212.00-	
729 LOST & DAMAGED BOOKS	2,400.00	58.50	2,335.51	64.49	
730 PRINTS MADE ON COPY MACHINE	800.00	154.92	534.40	265.60	
733 ILL ST PER CAPITA GRANT	45,000.00	47,485.38	47,485.38	2,485.38-	
799 MISCELLANEOUS INCOME	4,000.00	345.24	2,610.01	1,389.99	
TOTAL REVENUE	1,813,618.00	129,658.25	1,972,768.49	159,150.49-	108.78

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	887,938.00	0.00	63,284.61	690,593.91	197,344.09	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	8,926.48	96,637.11	27,282.89	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	246.00	1,535.00	1,666.00	
105	UNEMPLOYMENT COMPENSATION	3,806.00	0.00	0.00	2,111.34	1,694.66	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	0.00	18,520.00	0.00	
109	TEMPORARY SALARIES	16,421.00	0.00	1,358.32	10,009.76	6,411.24	
201	ADVERTISING	500.00	0.00	0.00	331.57	168.43	
202	PRINTING & BINDING	5,500.00	0.00	229.65	5,000.74	499.26	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	502.02	6,375.36	3,624.64	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	750.00	0.00	5.00	9,214.55	535.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	0.00	9,282.13	7,062.87	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	58.05	1,013.25	1,486.75	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	60.00	367.56	632.44	
231	ELECTRICITY	53,000.00	0.00	9,339.82	46,631.49	6,368.51	
233	TELEPHONE	10,000.00	0.00	434.35	6,317.08	3,682.92	
234	WATER	500.00	0.00	0.00	276.56	223.44	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	354.01	3,364.98	1,531.02	
245	POSTAGE	5,400.00	0.00	360.51	4,154.80	1,245.20	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	990.00	390.00	
288	RENTALS	5,705.00	0.00	411.54	4,466.50	1,238.50	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	15.55	1,574.56	925.44	
312	JANITORIAL SUPPLIES	3,000.00	0.00	102.61	1,778.00	1,222.00	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	11,000.00	0.00	863.56	8,501.00	2,499.00	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	24.41	983.79	516.21	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	2.65	2.65	2.35	
345	OFFICE SUPPLIES	16,000.00	0.00	1,190.86	16,028.91	28.91-	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	13,610.00	2,725.00	
415	SERVICE RECOGNITION PAYROLL	1,350.00	0.00	280.00	1,245.00	105.00	
423	INSURANCE	10,300.00	0.00	3,596.75	15,898.97	5,598.97-	

MAY 1, 1982 J FEB 28, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
499	SMALL CAPITAL ITEMS	0.00	0.00	0.00	2,147.87	2,147.87-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	89,007.75	970,614.44	263,657.56	78.64
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	7,976.00	1,374.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	2,171.56	8,641.46	16,073.54	
520	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
525	LIBRARY BOOKS RECORDS & EXHIBITS	180,000.00	0.00	10,929.92	123,616.07	36,383.93	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	2,728.56	19,043.65	11,356.35	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	15,830.04	160,088.58	65,876.42	70.85
	TOTAL EXPENDITURES	1,460,237.00	0.00	104,837.79	1,130,703.02	329,533.98	77.43

MAY 1, 1982 IRU FEB 28, 1983

## REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1982	76,553.00	0.00	78,154.61	1,601.61-	
524 INCOME	0.00	0.00	0.00	0.00	
799 INTEREST ON INVESTMENTS	7,653.00	0.00	9,566.83	1,911.83-	
MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	84,206.00	0.00	87,721.44	3,513.44-	104.17

MAY 1, 1982 TO FEB 28, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
518 FUND BALANCE MAY 1, 1982	20,000.00	0.00	20,080.87	80.87-	
524 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
731 INTEREST SAVINGS	1,000.00	0.00	1,961.20	961.20-	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
<b>TOTAL REVENUE</b>	<b>21,000.00</b>	<b>0.00</b>	<b>22,042.07</b>	<b>1,042.07-</b>	<b>104.96</b>

OBJECT	UNCLASSIFIED EXPENDITURE	EXPENDITURE	CURRENT MONTH	YEAR TO DATE	UNCLASSIFIED BALANCE	% OF EST.
59 EXPENDITURES	2,000.00	0.00	0.00	263.97	1,736.03	13.18
<b>TOTAL EXPENDITURES</b>	<b>2,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>263.97</b>	<b>1,736.03</b>	<b>13.18</b>

MAY 1, 1982 U FEB 28, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	300.00	0.00	366.37	66.37-	
	MISC INCOME	900.00	0.00	922.87	22.87-	
	TOTAL REVENUE	4,150.00	0.00	4,761.79	611.79-	114.74

OBJECT CODE

OBJECT OF EXPENDITURE

		BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
50	EXPENDITURES	2,000.00	0.00	0.00	263.59	1,736.41	13.18
	TOTAL EXPENDITURES	2,000.00	0.00	0.00	263.59	1,736.41	13.18