

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 18, 1980

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING NOVEMBER 20, 1980
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendments to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mr. Seidman
Mr. Susler (Tentative)

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 18, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held December 18, 1980 in the board room of the main library.

Members Present:

Mrs. Batterham
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mr. Seidman
Mr. Susler

Members Absent:

Ms. Taylor

Others Present:

Mr. Dumas
Mrs. Grove
Mr. Poertner
Miss Schwegman

The meeting was called to order at 4:30 p.m. by President, Shirley Moore. Mrs. Moore extended the Board's thanks to the staff for the delicious meal served at the Christmas luncheon. Flowers have been sent to Sharon Taylor at the University of Minnesota Hospital where Ms. Taylor was a donor of a kidney to her brother, Mrs. Moore stated. A card was also signed by all board members present.

The minutes of the regular board meeting of November 20, 1980 were approved as mailed.

In his monthly report to the Board, Mr. Dumas announced that the new bookmobile trailer is nearing completion and it is hoped delivery will be made within the week. If so, the changeover between the trailers will be made during the Christmas and New Years week, which is a slow time of the year anyway. An advertisement will be placed in the newspaper requesting bids for the sale of the old trailer so that final action can be taken by the Board at the January meeting, Mr. Dumas stated.

Dr. Stephen Cox, Head of the Law Enforcement Institute at Western Illinois University, visited the Library today to discuss plans for the staff workshop he plans to conduct January 15 on security measures and the handling of problem patrons. The second workshop will be held approximately two weeks later for the benefit of the remainder of the staff.

From time to time members of the staff engage in certain library related activities outside the Library on their own time, Mr. Dumas stated. A memorandum congratulating Carol Voorhees of the Home Reading Department for such service will be extended for her file. Ms. Voorhees has given numerous book reviews to local organizations.

Mr. Dumas informed he had received a petition from members of the staff to close the Library Christmas Eve and New Years Eve at noon time. Members of the staff who had signed the petition were called in and I

explained to them the limitations under which I operate, Mr. Dumas stated. While I have the authority to close the Library the day before or the day after a holiday, using that as the staff's free day, I do not have the authority to abridge the work week or add a holiday, Mr. Dumas continued. The matter was discussed briefly at a meeting of the Personnel and Public Relations Committee and it was agreed a policy should be formulated after the first of the year which would be acceptable to the Board and to the consensus of the staff. In the meantime, Mr. Dumas stated, it would perhaps be desirable to do something in the nature of a gesture to the staff who have to work that day. I could support and hope the Board would agree to close the Library at 4:00 p.m. on Christmas Eve day, providing it be understood that this is not a holiday and it is to be regarded as a bonus to staff who have to work on that day, and providing the Board will approve a similar policy for future years, Mr. Dumas concluded. Mrs. Moore requested this matter be deferred to the Personnel and Public Relations Committee report later in the meeting.

At this time Mr. Poertner, Supervisor of Adult Services, was presented to discuss his goals and plans for the future. Mr. Poertner stated his job is to develop and maintain the collections and to continue and develop staff training. We must be doing something right regarding collection development, Mr. Poertner commented, as the rate of availability is rising. It was also felt by Mr. Poertner that the new book security system proposed by Mr. Dumas would be a step in the right direction. Staff training can best be handled by department heads, Mr. Poertner stated, and he would favor a type of cross training for staff. Cooperation with such groups as the Decatur Area Arts Council and Richland College in training and programming is also to be desired, Mr. Poertner concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through November 30, 1980 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mr. Grieve and was unanimously approved by a roll-call vote.

Mr. Grieve, Chairman of the Personnel and Public Relations Committee, moved the adoption of the following amendment to the Code of Library Policy, Article II.A., Section 2(d) (p. 9):

- (iii) Registration forms for children shall provide for consent by a parent or guardian, if he so desires, for his child to borrow materials from the adult collections of the Library, such consent to be signed by the parent or guardian.

Mrs. Batterham seconded the motion. Mr. Dumas explained that staff felt this would bring policy into better alignment with the ALA Bill of Rights. After a short discussion, the motion was approved.

It was further moved by Mr. Grieve the amendment to the Code of Library Policy, Article II.E., by the deletion of Sections 1 and 2 and the substitution thereof the following sections:

Section 1. Patrons who have accumulated outstanding fines or other charges in excess of \$1.00 may not borrow more materials until the outstanding charges have been cleared.


Section 2. Patrons who have overdue more than one (1) item may not borrow more material from the Library until the overdue items have been returned or paid for.

Mr. Marshall seconded the motion, and Mr. Dumas commented that this has been the policy since computerization of the system. The motion was approved.

Returning to the recommendation of Mr. Dumas regarding holiday closing hours, Mr. Grieve moved that the City Librarian be directed to close the Library at 4:00 p.m. on December 24, 1980, with no reduction in compensation to people who work that day; however, there will be no compensatory adjustment for those who do not work. Mrs. Batterham seconded the motion, and it was adopted. Mr. Grieve stated his Committee will work out a similar policy to be set for future years.

Under Old Business, Mr. Dumas reported Citizens Bank refused permission for library patrons to use their parking lot at night; however, the Civic Center parking lot may be used in the evenings when no events are scheduled at the Center.

The meeting was adjourned at 5:45 p.m.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

November, 1980

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1980 -	24,575	1,673	16,663	42,911	327,643
1979 -	25,466	1,793	17,549	44,808	322,473
A-V Materials, 1980 -	1,516	--	143	1,659	10,839
1979 -	1,678	--	125	1,803	10,730
Total Circulation, 1980 -	26,091	1,673	16,806	44,570	338,482
1979 -	27,144	1,793	17,674	46,611	333,203

TECHNICAL PROCESSING

Cataloging

New books added	1,050
New titles added	231
Books withdrawn	951
Books mended	947

Acquisitions

Books checked in	1,737
Telephone Directories	4
Pamphlets	150
Gifts	0

Materials in the State of Processing

Materials (physical items) - 592
Titles - 367

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>YTD Expended</u> <u>1980/81</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	885,083	404,092	473,934	--	411,149
Operating	183,036	74,024	93,353	19,305	33,044
Capital and Books	131,500	93,056	98,461	5,185	87,050

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	7	--	--	7
Library Assistants	8 + 3 (240 hrs)	--	--	8 + 3 (240 hrs)
Clerical	21 + 12 (820 hrs)	--	--	21 + 12 (878 hrs)
CETA	4	--	--	4
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I

Computer Down-time for Month - None

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

NOV 1, 1980 THRU NOV 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1980	240,825.00	0.00	266,372.05	25,547.05	
101 CURRENT YEAR TAXES	1,115,000.00	473,316.15	864,140.44	250,859.56	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	20,000.00	1,890.56	15,106.44	4,893.56	
728 LIBRARY FINES & FEES	23,000.00	1,434.16	12,792.10	10,297.90	
728A NON-RESIDENT FEES	850.00	54.00	675.00	175.00	
729 LOST & DAMAGED BOOKS	2,100.00	176.75	1,313.33	786.67	
730 PRINTS MADE ON COPY MACHINE	800.00	6.00	333.13	466.87	
733 ILL ST PER CAPITA GRANT	25,000.00	0.00	0.00	25,000.00	
799 MISCELLANEOUS INCOME	8,000.00	823.40	8,002.09	2.09	
TOTAL REVENUE	1,435,575.00	477,701.02	1,168,644.58	266,930.42	81.41

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	741,367.00	0.00	53,557.92	398,179.87	343,187.13	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	109,040.00	0.00	8,176.49	58,517.21	50,522.79	
106	EMPLOYMENT COMPENSATION	3,528.00	0.00	0.00	1,470.69	2,057.31	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,913.00	0.00	1,323.60	8,958.48	7,954.52	
109	TEMPORARY SALARIES	14,085.00	0.00	1,229.50	6,807.96	7,277.04	
201	ADVERTISING	650.00	0.00	126.18	320.78	329.22	
202	PRINTING & BINDING	5,000.00	807.75	63.76	1,935.62	2,256.63	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	1,335.49	416.61	6,273.68	2,390.83	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	1,000.00	185.77	21.50	750.73	2,63.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	13,000.00	6,446.70	72.00	3,600.59	2,952.71	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	3,300.00	0.00	22.95	540.51	2,759.49	
221	AUDITING SERVICES	850.00	0.00	650.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	825.00	60.00	616.00	441.00	
231	ELECTRICITY	35,000.00	4,082.96	3,327.48	23,950.23	6,966.81	
233	TELEPHONE	9,900.00	1,470.63	839.70	7,626.25	803.12	
234	WATER	400.00	378.50	0.00	221.50	200.00	
241	CONFERENCE ATTENDANCE EXPENSE	3,016.00	0.00	155.99	2,178.81	837.19	
245	POSTAGE	4,000.00	2,115.00	360.16	2,663.42	778.42	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	50.00	1,135.00	
288	RENTALS	3,170.00	1,306.00	440.00	2,941.57	1,077.57	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	187.90	1,029.18	770.82	
312	JANITORIAL SUPPLIES	1,500.00	0.00	59.47	1,029.31	470.69	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	6,000.00	1.00	229.88	5,565.45	433.55	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	0.00	147.06	1,089.53	1,410.47	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	350.00	1,242.14	10,448.77	5,201.23	
402	CONTINGENCIES	1,500.00	0.00	0.00	0.00	1,500.00	
403	TRANS TO G F (ADMIN SERV)	13,738.00	0.00	1,144.84	8,013.82	5,724.16	
415	SERVICE RECOGNITION PAYROLL	1,288.00	0.00	110.00	690.00	598.00	
423	INSURANCE	10,100.00	0.00	192.12	11,166.75	1,066.75	
	TOTAL OPERATING EXPENDITURES	1,030,785.00	19,304.80	74,127.27	567,286.71	444,193.49	55.03
510	AUTOMOTIVE EQUIPMENT	35,000.00	0.00	0.00	6,637.32	28,362.68	
515	OFFICE MACHINERY & EQUIPMENT	24,890.00	4,375.00	0.00	19,226.15	1,288.85	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

NOV 1, 1980 THRU NOV 30, 1980

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
520	OTHER MACHINERY & EQUIPMENT	2,808.00	810.00	0.00	2,302.66	506.66	
525	LIBRARY BOOKS RECORDS & EXHIBITS	120,000.00	0.00	14,771.18	69,024.85	50,975.15	
525 A	AUDIO VISUAL MATERIALS	8,000.00	0.00	215.84	1,269.99	6,730.01	
	TOTAL CAPITAL OUTLAY	190,696.00	9,185.00	14,987.02	98,460.97	87,050.03	51.63
	TOTAL EXPENDITURES	1,221,481.00	24,489.80	89,114.29	685,747.68	531,243.52	54.50

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

NOV 1, 1980 THRU NOV 30, 1980

REVENUE ITEMS ESTIMATED REVENUE CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

7	FUND BALANCE MAY 31, 1980	31,079.00	0.00	50,537.50	541.40
8	CURRENT YEAR TAXES	96,901.00	41,636.11	76,072.88	20,883.52
9	PRIOR YEAR TAXES	0.00	0.00	0.00	0.00
10	REPLACEMENT TAX	10,144.00	0.00	8,444.19	1,699.81
11	INTEREST ON INVESTMENTS	3,500.00	88.22	3,234.31	265.69
12	TOTAL REVENUE	161,624.00	41,724.33	138,131.78	23,492.72

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION OUTSTANDING	PURCHASE ORDERS CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	100.00	0.00
410	PRINCIPAL & INTEREST	106,970.00	0.00	4,485.00	104,485.00	4.12
	TOTAL EXPENDITURES	109,070.00	0.00	4,485.00	104,585.00	4.11

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

NOV 1, 1980 THRU NOV 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1980	60,272.00	0.00	62,669.27	2,417.37	
INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	4,500.00	0.00	3,869.44	630.56	
TOTAL REVENUE	64,772.00	0.00	66,538.81	1,786.81	102.76

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ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

NOV 1, 1980 THRU NOV 30, 1980

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
731	0.00	0.00	0.00	0.00	
FUND BALANCE MAY 1, 1980	16,650.00	550.92	12,451.91	4,198.09	
TRANS FROM CITY OF DECATUR					
TOTAL REVENUE	16,650.00	550.92	12,451.91	4,198.09	74.79

OBJECT CODE

OBJECT OF EXPENDITURE

	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	5,000.00	0.00	0.00	1,188.52	3,811.48	
103	700.00	0.00	0.00	648.83	51.17	
107	700.00	0.00	0.00	377.57	322.43	
107 A	250.00	0.00	0.00	44.71	205.29	
109	10,000.00	0.00	0.00	10,192.28	192.28-	
TOTAL OPERATING EXPENDITURES	16,650.00	0.00	0.00	12,451.91	4,198.09	74.79
TOTAL EXPENDITURES	16,650.00	0.00	0.00	12,451.91	4,198.09	74.79

NOV 1, 1980 THRU NOV 30, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	YEAR TO DATE UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 17, 1980	27,900.00	0.00	3,186.87	886.07-	
REVENUE	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	200.00	7.53	202.46	2.46-	
MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	3,400.00	7.55	3,388.53	11.47	99.66

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

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CITY OF DECATUR, ILLINOIS

Decatur Public Library

November, 1980

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
73264	Postmaster	Postage	31.80
73282	Treas-% Employee's Ins Fund	Life & hosp ins	1,323.60
73343	Treas-% Petty Cash Fund	Reimbursement	36.71
73349	Doubleday & Co.	Books	30.00
73354	Ill Power Co.	Power for month	3,327.48
73364	Treas-% Payroll Fund	Pd ending 11-5-80	25,759.08
73407	Treas-% Central Service Fund	Diesel fuel	157.90
73480	Internal Medicine Associates	Professional services	60.00
73635	Treas-% Payroll Fund	Pd ending 11-12-80	1,539.22
73733	Postmaster	Postage	315.00
73734	American Forestry Assn.	Books	27.50
73735	American Inst Real Estate Apr.	"	15.00
73736	" Library Assn	"	7.15
73737	Analog Science Fiction	"	25.00
73738	Better Homes & Gardens	"	26.00
73739	Black & Co.	Hardware supplies	40.10
73740	BoyScouts of America	Books	11.00
73741	Brodart, Inc.	Office supplies	18.19
73742	Butterick Sewing World	Books	15.00
73743	Consumers Research, Inc.	"	75.00
73744	Contemporary Review	"	40.00
73745	Cupola Products	"	10.85
73746	DashDisposal	Service for month	16.50
73747	Daedalus	Books	32.00
73748	Data Composition	Labels	668.69
73749	George Day Paint Stores	Paint	102.65

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
73750	DowntownDecaturCouncil	Nov parking	440
73751	Peter Eaton	Books	69.24
73752	Ebony	"	40.00
73753	Editor & Publisher	"	68.00
73754	Eisenhower High School	"	9.00
73755	Envelope Sales Co.	Office supplies	375.96
73756	Gifts & Decorative Accessories	Books	40.00
73758	Govt Printing Offices	"	49.25
73759	Haines & Essick	Office supplies	110.90
73760	Hennepin County Library	Books	12.00
73761	Human Events	"	25.00
73762	Ill Bell Telephone Co.	Telephone service	749.46
73763	Jan San Supply Co.	Janitorial supplies	56.58
73764	Kliatt Paperbacks Book Guide	Books	46
73765	Library Cards Ltd.	Catalog cards	63.76
73766	Library of Congress	Books	1,640.00
73767	Douglas MacArthur H S	"	10.00
73768	Mavis Pogue Lumber Co.	Material for truck bed	48.44
73769	Microfilming Corp of America	Books	1,167.00
73770	Midstate Office Machine Service	Typewriter repair	52.60
73771	Herman Miller, Inc.	Hardware	20.00
73773	Millikin University	Books	14.00
73774	Motor Trend	Books	21.90
73775	Natl Trust for Historic Preservation	"	10.00
73776	New Republic	"	28.00
73777	Otis Elevator Co.	Service for month	268.11
73778	Parents Magazine Enterprises	Books	19
73779	Phi Delta Kappan, Inc.	"	12.00
73780	Quick Fox	"	10.95

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
7 81	Rossiter's Office Machines	Typewriter parts	16.00
73782	St Theresa H S	Books	12.00
73783	Shawnee Library System	"	14.00
73784	Simplicity Pattern Co., Inc.	"	20.00
73785	Supt of Documents	"	16.00
73786	U of Chicago Press	"	44.00
73787	University Microfilms Intl.	"	332.62
73788	Wayne State University Press	"	41.00
73789	World Future Society	"	38.00
73790	Graves & Graves	Auditing service	650.00
73795	Millikin National Bank	Investment	450,000.00
73803	First National Bank of Decatur	"	41,724.33
73818	Treas-% Payroll Fund	Service recog pay	110.00
7 830	Mother Earth News	Books	15.00
73823	Shirley Campbell	Reimb for expenses	46.19
73825	Audio Buff Co.	Audio visual supplies	215.84
73826	Robert H Dumas	Travel reimbursement	111.30
73827	Goodyear Service Stores	Tires	61.56
73828	Illinois	Books	37.50
73829	Ill Bell Telephone Co.	Telephone service	90.24
73831	Natl Air & Space Museum	Books	9.45
73832	Readers Digest	"	43.72
73833	James C Seidl	Travel reimbursement	44.69
73834	Sundby Sports, Inc.	Books	12.00
73835	West Publ Co.	"	111.00
73876	Nicholson, Clark & Co.	Boiler & machinery ins	192.12
735	Postmaster	Postage	8.90
73944	Treas-% Gen Operating Fund	Adm services	1,144.84
73945	Academy of Political Science	Books	24.00

<u>DU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
3946	R H Anderson, Editor	Books	25 00
3947	R R Bowker	"	50.63
3948	Boy's Life	"	63.00
3949	Dog World	"	30.00
3950	Heldref Publ	"	18.00
3951	Linn'sStamp News	"	17.00
3952	Live Steam, Inc.	"	20.00
3953	Mayhill Publ	"	12.00
3954	Natl Education Assn.	"	14.00
3955	Oakfield House	"	105.60
3956	OMNI	"	18.00
3957	Paris Review	"	20.00
3958	Stone Soup	"	28.00
3959	U S Pencil	Office supplies	5 25
3990	Treas-% Payroll Fund	Pd ending 11-19-80	25,826.00
4115	Decatur Herald & Review	Advertising expense	84.60
4053	Baker & Taylor- New York	Books	1,150.74
4054	Baker & Taylor- Chicago	"	7,940.03
4055	Decatur Herald & Review	Advertising expense	41.58
4056	" Refrigeration	Parts & repairs	197.66
4057	Doubleday & Co.	Books	885.86
4058	Midstate Office Machines	Typewriter repair	24.00
4164	Treas-% Payroll Fund	Pd ending 11-26-80	1,663.12
4167	Treas-% Gen Operating Fund	Due other funds	2.70
4172	Treas-% IMR Fund	Nov retirement	8,176.49
TOTAL DPL VOUCHERS			<u>\$580,845.03</u>