DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET • DECATUR, ILLINOIS 62523-1128 • (217) 428-6617
JAMES C. SEIDL, City Librarian

BOARD OF TRUSTEES MEETING

AGENDA

November 20, 1986

I. Call to Order
John Mueller, Acting President

II. Approval of Minutes

A. Regular Board Meeting of October 16, 1986

III. City Librarian's Report

IV. Reports of Committees

A. Finance and Properties

B. Personnel and Public Relations

V. Appointment of New Committees

VI. Old Business

VII. New Business

VIII. Adjournment

MINUTES

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES

November 20, 1986

I. Roll Call

Members present:
Mr. Akin
Mrs. Alpi
Mrs. Lutovsky
Mrs. Martin
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Sorensen

Members absent:
Mr. Seidman

Staff present:
Ms. Humphreys
Mr. Seidl

The meeting was called to order at 4:35 p.m. by Acting President Mueller.

II. Minutes (October 16, 1986)

Mrs. Murphy requested that the following be added in the discussion of the non-resident fee: "Several Board members felt that some public relations measures could be taken to appease the public on this matter." Mrs. Lutovsky moved that the minutes be approved as corrected. Motion was seconded by Mrs. Alpi and carried.

III. City Librarian's Report

The staff Christmas party will be December 18 from 11 a.m. until 2 p.m.

The teacher's strike again contributed to an overall increase in circulation, with increases of 13% in Children's and 18% in Young Adult. Service statistics were down 14% in professional assists and down 5% in directional assists. The number of patrons in the building is up 2% over last year.

Ms. Sharon Bakula, the newly hired Cataloger, was introduced. Ms. Bakula was previously employed as a Cataloger at East Carolina University in Greenville, NC. Her MLS is from Northern Illinois University, and she is happy to be working in Illinois.

The Catalog Department has gone on-line with a new bibliographic search system, OCLC. It contains 13 million items from 4,000 libraries. When the revised profile is returned, all books cataloged will be put into the system. This will let other libraries know DPL has the book for interlibrary loan purposes. Rolling Prairie currently performs this function for this library. OCLC will send DPL catalog cards for books put into OCLC. They will come once a week, sorted and alphabetized.

Mr. Serber and Ms. Williams attended a six-session supervisory class which was organized by the City.

Mr. Seidl read a letter from a former patron now living in metro-Atlanta, Georgia. She complimented the staff and the Decatur Public Library.

Parts are on order for the boiler room air vent and the air conditioner controls. Work has not started.

The half-time clerk position in reference was filled. Interviews were conducted and a roster established for the half-time Library Assistant in reference. Five applications have been received for the Head Cataloger position. Ms. Apley will work half-time in cataloging until a T.S. clerk returns from vacation the first of December.

Three thousand dollars was received from the estate of Mrs. Horace B. Garman. The only restriction is that it be something for the Library. She also donated 1,500 volumes (to be added to the collection or put in the book sale).

The National Endowment for the Humanities is offering a $500 matching grant for books on the U.S. Constitution. There is a $500 patron donation from last year which may be used, and ADM has been approached for a possible donation. (Mr. Andreas is the President of the U.S. Constitution Committee.)

The Soviet bloc films in November were attended by 119 people. The films are sponsored by Friends of the Library.

A bookmobile stop was started in November for Coppenbarger School, which has no school library.

Rolling Prairie Library System was set up in 1967 as a way of coordinating the libraries. The system originally served only public libraries, but now serves school libraries and special libraries. The system has a Board. Decatur Public Library has historically had one dedicated seat on that Board. Rolling Prairie's by-laws were written to include one dedicated seat on the Board (each) for Decatur and Springfield Public Libraries. The state did not approve the dedicated seats. RPLS then requested three seats for libraries serving populations over 16,000 (Springfield, Decatur and Clinton). This was not approved. A compromise was reached to allow three seats for populations over 12,000 (Effingham, Taylorville, Springfield, Decatur and Clinton). Springfield Library has decided to accept the compromise, rather than take the issue to court. In addition to the three seats for libraries over 16,000, there are three seats-at-large. If we choose to leave RPLS, the $100,000 per capita grant will be lost. RPLS will get our population base whether we choose to be in the system or not. Decatur Public Library is being asked to accept the change from 16,000 to 12,000. Mrs. Alpi made a motion that, considering the alternatives, the Library Board accept the compromise offered. Motion was seconded by Mrs. Lutovsky and unanimously carried by roll call vote.

IV. Reports of Committees

Finance and Properties: Mrs. Rossiter made a motion that the bills for October be approved. Motion was seconded by Mr. Sorensen and unanimously carried. Mrs. Rossiter noted that check 4149 was void; checks 4234 and 4429 were for the Municipal Band (this has since been corrected).

Personnel and Public Relations: Mrs. Alpi reported that the Committee supports Mr. Seidl's recommendation to change Article III, Part F, Section 2 (a) (viii) of the Code of Library Policy as follows:

During the period January 1 to December 31, 1987, one week of vacation may be scheduled in increments of one day. Vacation time will be scheduled on a first-come, first served basis, with a minimum of two working days notice. Library staffing requirements will take precedence over vacations. Any additional vacation time must be taken in increments of not less than five days.

Mrs. Alpi moved that the change be adopted as read; motion was seconded by Mrs. Rossiter and unanimously carried.

The Committee reviewed the Citizen's Survey. Question 10 should refer to #9, not #11. Questions 5, 6 and 7 should be asked individually, since it is a telephone survey. After considerable discussion regarding the phrasing of the questions, Mrs. Seidl advised the Board the the University of Illinois would revise the survey to best suit our needs. They have done several surveys and have expertise in that area.

The Committee recommended the following changes in the meeting room policy:

Part D, Section 2, to:

Effective January 1, 1987, meeting rooms are available upon payment of a fee, to civic, cultural and educational groups, organizations, individuals and institutions for meetings or to conduct other public business.

Part D, Section 2 (a) (iii), to:

Such meetings shall be individually scheduled with a maximum of twelve meetings per group/individual per year.

Part D, Section 2 (a) (10), to:

Requests for the use of the meeting rooms must be submitted not less than one week nor more than one year prior to the proposed meeting. Requests for rooms will be filled on a first-come, first served basis.

Part D, Section 2 (b) (v), to:

There is a $10.00 fee (paid at the time of the booking) if there is a major change in the standard room set-up.

Mrs. Alpi made a motion to change the meeting room policy as stated above. The motion was seconded by Mrs. Rossiter and unanimously approved.

Evaluation Committee: The Committee met with the City Librarian shortly before the regular Board meeting to review progress toward the goals.

Mrs. Murphy left at this point (5:30).

1. Staff training - there have been approximately 15 staff training occurrences so far, with only two involving the City Librarian (computer training, management training workshops, ILA seminars, etc.)

2. Public relations - Accomplishments and ideas include a better suggestion box, exit interviews, storytelling through the Park District, possible programs through

the Year of the Reader, investigating grant funds for special projects such as the Constitution.

3. Code revision - This has been difficult because the Board member in charge of this Committee has been out of the country. This problem should be corrected with the new Committee appointments list. There are several sections of the Code which are now obsolete because of the Garcia decision, and the policy needs revision for circulation and book selection.

4. Endowments - This is in the formation stage.

5. Citizens Survey - This was previously reported. Mrs. Alpi added that before the survey is initiated, there should be publicity so that the public will know who is calling and why.

Mr. Mueller advised the Board that Committee meetings are open to anyone wishing to attend. Mr. Mueller also asked his Committees to look for expansion of their duties within their Committees.

V. Appointment of New Committees

Mr. Sorensen made a motion that Mr. Mueller be President of the Library Board of Trustees through July, 1987. Motion was seconded by Mrs. Murphy and unanimously carried.

Mr. Mueller revised the Committees as follows:

Finance and Properties Committee: Mrs. Rossiter (Ch.), Mr. Akin, Mrs. Lutovsky and Mr. Seidman.

Personnel and Public Relations Committee: Mrs. Alpi (Ch.), Mr. Sorensen, Mrs. Murphy, and Mrs. Martin.

Evaluation Committee: Mr. Sorensen (Ch.), Mrs. Rossiter, Mrs. Lutovsky

Endowments: Mr. Akin, with Daniel Moore of Friends of the Library.

RPL: Mrs. Alpi (second Tuesday at 2 p.m.)

VI. Old Business

Avenues to Excellence: The first three chapters have been reviewed. The remaining chapters are assigned as follows: Chapter 4, Mrs. Lutovsky; Chapter 5, Mr. Sorensen; Chapter 6, Mr. Akin; Chapter 7, Mrs. Martin; Chapter 8, Mrs. Murphy; Chapter 9, Mr. Seidman.

The $2,000 grant application for large print books was denied. Mrs. Lutovsky suggested an agency grant be pursued.

VII. New Business

Mr. Seidl welcomed the new Board members. They were given a manual which included the Code, Avenues to Excellence, etc. and a tour of the Library. Mrs. Alpi suggested that Mr. Plotzke be invited to a Board meeting to familiarize

new Board members with RPLS. Mrs. Lutovsky suggested that new Board members visit other area libraries. Mr. Seidl suggested that the Board attend a Springfield Public Library Board meeting.

The Board decided to change the time of the December meeting to 2:30 p.m.

Mr. Sorensen reported that the Illinois Humanities Council has a new grant for labor-related activities. Mr. Seidl said that just last year we were given $250 from the Trades & Labor Assembly, to which the Library added $200, and nearly everything available was purchased which related to blue-collar workers. Most of the materials the Library did not purchase were very professional items, for which there would probably be very little use.

VIII. Adjournment

There was no further business. The meeting was adjourned at 6:10 p.m.

Janna Lutovsky

Janna Lutovsky, Secretary
Decatur Public Library Board of Trustees

STATISTICAL REPORT

October, 1986

CIRCULATION

	Adult	Youth	Juvenile	Total	Year to Date
Total books, 1986 -	29,191	2,362	26,717	58,270	660,827
1985 -	28,398	2,033	24,393	54,824	642,652
A-V Materials, 1986 -	6,135		684	6,819	79,490
1985 -	5,474		436	5,909	65,194
Total Circulation, 1986	35,326		27,401	65,089	740,317
1985	33,872		24,829	60,733	707,846

TECHNICAL PROCESSING

Cataloging

New books added	1,269
New titles added	357
Books withdrawn	286
Books mended	1,218

Acquisitions

Books checked in	1,405
Telephone directories	43
Pamphlets	73
Gifts	723

MATERIALS IN THE STATE OF PROCESSING

Materials (physical items) - 1,180
Titles - 757

FINANCIAL REPORT

	Budgeted	YTD Expended 1985/86	YTD Expended 1986/87	Unencumbered
Personal services	1,460,970	603,204	711,254.10	749,715.90
Operating	248,764	97,838	116,604.36	132,159.64
Capital and books	286,287	114,008	125,289.26	160,997.74

STAFF STRENGTH

	Strength Previous month	Terminations	New Staff	Present Strength
Professional	7	0	0	7
Library Assistants	8 + 5	1	0	8 + 4
Clerical	24 + 21	0	1	24 + 22
Maintenance	3½	0	0	3½

Current Vacancies: Assistant City Librarian, Catalog Librarian, Cataloger, ½ time Reader's Advisor

Computer Down Time for Month: None

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT COMM
	PERSONAL SERVICES								
100	REGULAR SALARIES	1,178,517	121,510.49	583,438.93	589,258	595,078.07	.00	595,078.07	49.5
101	OVERTIME	1,090	.00	.00	544	1,090.00	.00	1,090.00	
102	TEMPORARY SALARIES	27,356	3,854.99	20,065.31	13,677	7,290.69	.00	7,290.69	73.3
104	RETIREMENT-IMRF	182,318	.00	71,849.38	91,158	110,468.62	.00	110,468.62	39.4
111	GROUP LIFE INSURANCE	1,215	101.25	607.50	607	607.50	.00	607.50	50.0
112	HOSPITAL AND MEDICAL INSURA	46,789	3,899.08	23,394.48	23,394	23,394.52	.00	23,394.52	50.0
114	WORKMEN'S COMPENSATION	21,672	1,806.00	10,836.00	10,836	10,836.00	.00	10,836.00	50.0
115	SERVICE RECOGNITION	2,013	125.00	1,062.50	1,150	950.50	.00	950.50	52.8
		1,460,970	131,296.81	711,254.10	730,624	749,715.90	.00	749,715.90	48.7
	CONTRACTUAL SERVICES								
201	ADVERTISING	800	.00	335.04	399	464.96	.00	464.96	41.9
202	PRINTING AND BINDING	7,025	.00	36.25	4,250	6,988.75	.00	6,988.75	.5
210	SERV TO MAINT BUILDINGS	15,000	587.25	10,737.27	6,800	4,262.73	.00	4,262.73	71.6
211	SERV TO MAINT IMPROVEMENTS	900	26.50	146.90	450	753.10	.00	753.10	16.3
212	SERV TO MAINT AUTO EQUIPMEN	2,000	47.50	765.08	999	1,234.92	.00	1,234.92	38.3
213	SERV TO MAINT OFFICE EQUIP	20,800	3,611.98	9,708.75	10,400	11,091.25	.00	11,091.25	46.7
231	ELECTRICITY	65,000	5,759.35	29,268.65	45,000	35,731.35	.00	35,731.35	45.0
232	GAS	5,000	115.05	2,697.36	1,900	2,302.64	.00	2,302.64	53.9
233	TELEPHONE	12,000	835.63	8,566.97	6,000	3,433.03	.00	3,433.03	71.4
234	WATER	700	.00	326.39	349	373.61	.00	373.61	46.6
238	AUDITING SERVICES	500	.00	500.00	500	.00	.00	.00	100.0
241	CONFERENCES AND OTHER TRAVE	4,962	214.00	3,276.29	3,054	1,685.71	.00	1,685.71	66.0
245	POSTAGE	7,800	542.12	3,470.48	3,900	4,329.52	.00	4,329.52	44.5
272	TUITION REIMBURSEMENT	1,200	.00	478.70	600	721.30	.00	721.30	39.9
280	OTHER PROFESSIONAL SERVICES	1,000	746.00	1,301.00	499	301.00-	.00	301.00-	130.1
284	PROFESSIONAL MEMBERSHIP FEE	1,580	1,010.00	1,010.00	0	570.00	.00	570.00	63.9
289	RENTAL-EQUIPMENT	16,170	8.86	1,216.81	8,098	14,953.19	.00	14,953.19	7.5
		162,437	13,504.24	73,841.94	93,198	88,595.06	.00	88,595.06	45.5
	COMMODITIES								
310	GASOLINE	2,100	89.50	522.66	1,050	1,577.34	.00	1,577.34	24.9
311	LUBRICANTS	200	.00	.00	100	200.00	.00	200.00	
312	JANITORIAL SUPPLIES	2,500	226.78	1,632.49	1,250	867.51	.00	867.51	65.3
313	ANTIFREEZE	100	.00	.00	0	100.00	.00	100.00	
320	MATERIALS TO MAINT BLDGS	15,100	643.84	6,034.28	6,800	9,065.72	.00	9,065.72	40.0
331	MEDICAL SUPPLIES	5	.00	.00	2	5.00	.00	5.00	
337	MATERIAL TO MAINT AUTO EQUI	2,600	317.40	642.83	1,299	1,957.17	.00	1,957.17	24.7
345	OFFICE SUPPLIES	25,000	572.69	15,297.60	10,400	9,702.40	.00	9,702.40	61.2
357	EMPLOYEE RECOGNITION SUPPLI	0	.00	185.58	0	185.58-	.00	185.58-	
		47,605	1,850.21	24,315.44	20,901	23,289.56	.00	23,289.56	51.1
	OTHER CHARGES								
400	CONTINGENCIES	3,000	.00	.00	1,500	3,000.00	.00	3,000.00	
415	TRANSFER TO GENERAL FUND	21,892	1,824.33	10,945.98	10,945	10,946.02	.00	10,946.02	50.0
418	MOTOR VEHICLE-INSURANCE	3,726	310.50	1,863.00	0	1,863.00	.00	1,863.00	50.0
420	BOILER INSURANCE	126	10.50	63.00	0	63.00	.00	63.00	50.0
421	PROPERTY INSURANCE	1,479	123.25	739.50	0	739.50	.00	739.50	50.0
423	GENERAL LIABILITY INSURANCE	7,224	602.00	3,612.00	0	3,612.00	.00	3,612.00	50.0
499	SMALL CAPITAL ITEMS	1,275	.00	1,223.50	1,275	51.50	.00	51.50	96.0
		38,722	2,870.58	18,446.98	13,720	20,275.02	.00	20,275.02	47.6
	CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	12,000	.00	7,848.00	12,000	4,152.00	.00	4,152.00	65.4
515	OFFICE MACHINERY AND EQUIPM	29,287	.00	2,860.80	29,287	26,426.20	.00	26,426.20	9.8
525	BOOKS RECORDS AND EXHIBITS	200,000	19,232.31	90,372.74	138,000	109,627.26	.00	109,627.26	45.2
526	AUDIO-VISUAL MATERIALS	45,000	1,383.19	24,207.72	32,500	20,792.28	.00	20,792.28	53.8
		286,287	20,615.50	125,289.26	211,787	160,997.74	.00	160,997.74	43.8
	** DIVISION TOTAL **	1,996,021	170,137.34	953,147.72	1,070,230	1,042,873.28	.00	1,042,873.28	47.8

FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 10/29/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/03/86	TREAS-PAYROLL CLEARING	39,105.40	264	10/02/86	REGULAR SALARIES
10/03/86	TREAS-PAYROLL CLEARING	1,574.67	264	10/02/86	TEMPORARY SALARIES
10/16/86	TREAS-PAYROLL CLEARING	40,178.89	288	10/16/86	REGULAR SALARIES
10/16/86	TREAS-PAYROLL CLEARING	1,090.64	288	10/16/86	TEMPORARY SALARIES
10/03/86	POSTMASTER	18.26	3963	10/06/86	POSTAGE
10/03/86	TREAS-GENERAL FUND	16.22	3969	10/06/86	OFFICE SUPPLIES
10/06/86	GRAD SCHOOL OF LIBR & INFORM	165.00	3975	10/06/86	CONFERENCES AND OTHER TRAVEL
10/07/86	POSTMASTER,DECATUR, ILL	500.00	3999	10/07/86	POSTAGE
10/10/86	DECATUR HERALD & REVIEW	78.43	4024	10/10/86	BOOKS RECORDS AND EXHIBITS
10/10/86	HOUSE & GARDEN	162.00	4027	10/10/86	BOOKS RECORDS AND EXHIBITS
10/07/86	MILLER, DWIGHT	23.45	4030	10/10/86	MATERIALS TO MAINT BLDGS
10/10/86	SMITHSONIAN MAGAZINE	80.00	4033	10/10/86	BOOKS RECORDS AND EXHIBITS
10/13/86	TREAS-CENTRAL GARAGE FD	89.50	4050	10/13/86	GASOLINE
10/07/86	MILLER, DWIGHT	180.00	4055	10/14/86	SERV TO MAINT BUILDINGS
10/07/86	A T&T	1.87	4057	10/15/86	TELEPHONE
10/10/86	IL BELL TELEPHONE CO	631.69	4064	10/15/86	TELEPHONE
10/17/86	ANDERSON, KAREN	49.00	4087	10/20/86	CONFERENCES AND OTHER TRAVEL
10/21/86	TREAS-PETTY CASH	10.00	4108	10/21/86	SERV TO MAINT IMPROVEMENTS
10/21/86	TREAS-PETTY CASH	14.60	4108	10/21/86	POSTAGE
10/21/86	TREAS-PETTY CASH	14.05	4108	10/21/86	MATERIALS TO MAINT BLDGS
10/21/86	TREAS-PETTY CASH	22.78	4109	10/21/86	OFFICE SUPPLIES
10/17/86	MCCORD TIRE	47.50	4149	10/24/86	SERV TO MAINT AUTO EQUIPMENT
10/17/86	MCCORD TIRE	327.60	4149	10/24/86	MATERIAL TO MAINT AUTO EQUIP
10/24/86	POSTMASTER	9.26	4152	10/24/86	POSTAGE
10/27/86	TREAS-MEDICAL INSURANCE	3,899.08	4160	10/27/86	HOSPITAL AND MEDICAL INSURANCE
10/27/86	TREAS-NON MEDICAL INS	1,806.00	4161	10/27/86	WORKMEN'S COMPENSATION
10/27/86	TREAS-NON MEDICAL INS	310.50	4161	10/27/86	MOTOR VEHICLE-INSURANCE
10/27/86	TREAS-NON MEDICAL INS	10.50	4161	10/27/86	BOILER INSURANCE
10/27/86	TREAS-NON MEDICAL INS	123.25	4161	10/27/86	PROPERTY INSURANCE
10/27/86	TREAS-NON MEDICAL INS	602.00	4161	10/27/86	GENERAL LIABILITY INSURANCE
10/27/86	TREAS-NON MEDICAL INS	101.25	4162	10/27/86	GROUP LIFE INSURANCE
10/27/86	TREAS-GENERAL FUND	1,824.33	4164	10/27/86	TRANSFER TO GENERAL FUND
10/17/86	IL BELL TELEPHONE CO	151.92	4169	10/28/86	TELEPHONE
10/10/86	R.R. BOWKER	129.62	4174	10/28/86	BOOKS RECORDS AND EXHIBITS
10/28/86	AMER LIBRARY ASSN	1,010.00	4183	10/29/86	PROFESSIONAL MEMBERSHIP FEES
10/07/86	AMER LIBRARY ASSN	49.50	4183	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	ASSOCIATED OFFICE FURNISHINGS	50.00	4189	10/29/86	SERV TO MAINT OFFICE EQUIP
10/28/86	AUDIO BUFF CO., INC	261.39	4190	10/29/86	AUDIO-VISUAL MATERIALS
10/09/86	ARATEX SERVICES, INC.	5.30	4192	10/29/86	JANITORIAL SUPPLIES
10/10/86	APPLEBY, MYERS & CLARK	120.44	4196	10/29/86	BOOKS RECORDS AND EXHIBITS
10/10/86	A T&T	19.00	4197	10/29/86	BOOKS RECORDS AND EXHIBITS
10/07/86	A D T	48.82	4198	10/29/86	SERV TO MAINT BUILDINGS
10/08/86	AVIATION WEEK & SPACE TECHNOLO	150.00	4199	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	AMER RADIO RELAY LEAGUE	50.00	4200	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	AMER CRAFT COUNCIL	72.00	4201	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	ARCHITECTURAL RECORD	75.00	4202	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	APTS MAGAZINE	62.00	4204	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	ASME ORDER DEPT	33.25	4205	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	AMERICA	50.00	4206	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	BAKER & TAYLOR CO	883.08	4210	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	BAKER & TAYLOR CO	11,403.18	4211	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	BILYEU'S PAINT & GLASS	35.00	4213	10/29/86	MATERIALS TO MAINT BLDGS
10/24/86	BLACK & CO	35.37	4214	10/29/86	MATERIALS TO MAINT BLDGS
10/15/86	BOLD MACHINERY,INC	260.00	4218	10/29/86	MATERIALS TO MAINT BLDGS
10/24/86	BUSINESS EFFICIENCY AIDS	9.54	4226	10/29/86	OFFICE SUPPLIES
10/15/86	BRADLEY,LIKINS,DILLOW,DRAYTON	681.00	4228	10/29/86	OTHER PROFESSIONAL SERVICES
10/28/86	BRIDE'S	60.00	4229	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	BUSINESS HORIZONS	60.00	4230	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	BABKA PUBL CO	59.00	4232	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	BENSHISH, KEN	20.00	4234	10/29/86	OTHER PROFESSIONAL SERVICES
10/17/86	CLSI	3,495.00	4242	10/29/86	SERV TO MAINT OFFICE EQUIP
10/28/86	CHILDREN'S VIDEO LIB VIDEO SER	26.87	4258	10/29/86	AUDIO-VISUAL MATERIALS
10/08/86	CHANGING TIMES	39.00	4259	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	CHRISTIAN CENTURY	63.00	4260	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	CHILDREN'S BETTER HEALTH INST	10.95	4261	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	CLEVELAND COTTON PRODUCTS	176.48	4266	10/29/86	JANITORIAL SUPPLIES
10/07/86	DAY'S PAINT STORE	45.12	4270	10/29/86	MATERIALS TO MAINT BLDGS
10/28/86	DOUBLEDAY & CO., INC.	1,124.01	4297	10/29/86	BOOKS RECORDS AND EXHIBITS

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FOR PERIOD ENDING 10/29/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/24/86	DOG WORLD	55.00	4299	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	LTC ASSOCIATES	10.20	4305	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	ENCOUNTER LTD	39.00	4306	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	EDITOR & PUBLISHER	96.00	4308	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	FOREIGN AFFAIRS	23.00	4319	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	GAYLORD BROS	208.69	4323	10/29/86	OFFICE SUPPLIES
10/07/86	GATES & JOHNSON LUMBER CO	95.66	4324	10/29/86	MATERIALS TO MAINT BLDGS
10/10/86	GRENIAS & BOOTH	25.00	4326	10/29/86	OTHER PROFESSIONAL SERVICES
10/28/86	GUIDES CHOICE	43.46	4331	10/29/86	AUDIO-VISUAL MATERIALS
10/28/86	GOLF DIGEST	79.76	4333	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	GOOD HOUSEKEEPING MAGAZINE	167.82	4334	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	GIFTS & DECURATIVE ACCESSORIES	52.00	4335	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	H W WILSON CO	788.00	4343	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	HARVARD BUSINESS REVIEW	49.00	4345	10/29/86	BOOKS RECORDS AND EXHIBITS
10/03/86	IL POWER CO	5,759.35	4351	10/29/86	ELECTRICITY
10/28/86	IL POWER CO	115.05	4351	10/29/86	GAS
10/28/86	INGRAM BOOK CO	165.05	4353	10/29/86	AUDIO-VISUAL MATERIALS
10/17/86	IL STATE HISTORICAL SOCIETY	2.00	4361	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	ILLUSTRATED LONDON NEWS	78.00	4362	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	J & L DRYWALL SUPPLY CO	94.19	4368	10/29/86	MATERIALS TO MAINT BLDGS
10/08/86	JOURNAL OF ACCOUNTANCY	48.00	4369	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	J D HEADE CO., INC.	30.00	4372	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	LIBRARIAN'S VIDEO SERVICE	35.86	4390	10/29/86	AUDIO-VISUAL MATERIALS
10/09/86	LANDSCAPE ARCHITECTURE	46.00	4391	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	LIBRARY OF CONGRESS	7.95	4392	10/29/86	AUDIO-VISUAL MATERIALS
10/24/86	LEGISLATIVE REF BUREAU	55.00	4393	10/29/86	BOOKS RECORDS AND EXHIBITS
10/27/86	MCCORD TIRE	47.50	4422	10/29/86	SERV TO MAINT AUTO EQUIPMENT
10/27/86	MCCORD TIRE	273.00	4422	10/29/86	MATERIAL TO MAINT AUTO EQUIP
10/28/86	MIDWEST MICROFILM CO	17.23	4423	10/29/86	OFFICE SUPPLIES
10/08/86	MCCALLS	19.95	4425	10/29/86	BOOKS RECORDS AND EXHIBITS
10/10/86	MAGAZINE OF THE MODERN SOUTH	144.00	4427	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	MANCHESTER GUARDIAN	52.00	4428	10/29/86	BOOKS RECORDS AND EXHIBITS
10/27/86	MCDONALD, DAVID	20.00	4429	10/29/86	OTHER PROFESSIONAL SERVICES
10/28/86	MULTIVIDEO, INC	26.90	4430	10/29/86	OFFICE SUPPLIES
10/08/86	NADA	32.00	4431	10/29/86	BOOKS RECORDS AND EXHIBITS
10/10/86	NATL GEOGRAPHIC SOCIETY	40.00	4445	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	NATL GEOGRAPHIC SOCIETY	85.70	4445	10/29/86	AUDIO-VISUAL MATERIALS
10/17/86	NEWMAN-ULLMAN	45.00	4446	10/29/86	JANITORIAL SUPPLIES
10/07/86	NATL RESEARCH BUREAU, INC	135.00	4447	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	NATL MAGAZINE CO LTD	55.00	4448	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	NATL COUN TEACHERS OF ENGLISH	40.00	4449	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	OTIS ELEVATOR COMPANY	278.43	4452	10/29/86	SERV TO MAINT BUILDINGS
10/09/86	OPERA NEWS	49.95	4456	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	PERRY'S A-1 SEWER SERVICE	80.00	4460	10/29/86	SERV TO MAINT BUILDINGS
10/09/86	PRAIRIE INTERNATIONAL	44.40	4467	10/29/86	MATERIAL TO MAINT AUTO EQUIP
10/28/86	PUBLISHERS CENTRAL BUREAU	30.64	4470	10/29/86	AUDIO-VISUAL MATERIALS
10/28/86	REGENT BOOK CO	59.97	4490	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	R.R. BOWKER	978.28	4491	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	RAINTREE PUBLISHERS	252.64	4492	10/29/86	AUDIO-VISUAL MATERIALS
10/28/86	R.R. BOWKER	149.57	4493	10/29/86	BOOKS RECORDS AND EXHIBITS
10/15/86	SAITLEY'S, INC.	271.33	4502	10/29/86	OFFICE SUPPLIES
10/09/86	SUPT. OF DOCUMENTS	32.00	4509	10/29/86	BOOKS RECORDS AND EXHIBITS
10/07/86	SANGAMON STATE UNIV	14.50	4527	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	SPORTING NEWS	8.90	4528	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	SCHWANN COMPACT DISC CATALOG	35.00	4529	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	SKY PUBL CORP	54.00	4530	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	SCOTT PUBL CO	32.00	4532	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	STONE SOUP	42.00	4533	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	T.S. COMMUNICATIONS	50.15	4536	10/29/86	TELEPHONE
10/09/86	TRAVER READY MIX	41.00	4545	10/29/86	MATERIALS TO MAINT BLDGS
10/29/86	TREAS-PAYROLL CLEARING	42,351.20	4550	10/29/86	REGULAR SALARIES
10/29/86	TREAS-PAYROLL CLEARING	1,189.68	4550	10/29/86	TEMPORARY SALARIES
10/28/86	TELEVISUAL	66.98	4555	10/29/86	SERV TO MAINT OFFICE EQUIP
10/07/86	U S DEPT OF COMMERCE	22.00	4559	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	UNIPUB	17.00	4560	10/29/86	BOOKS RECORDS AND EXHIBITS
10/08/86	UNIV OF CHICAGO PRESS	39.00	4561	10/29/86	BOOKS RECORDS AND EXHIBITS
10/10/86	UMI DE PUERTO RICO,INC	510.00	4562	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	WASTE HAULING	16.50	4568	10/29/86	SERV TO MAINT IMPROVEMENTS

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FOR PERIOD ENDING 10/29/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/28/86	WEST PUBLISHING COMPANY	166.00	4569	10/29/86	BOOKS RECORDS AND EXHIBITS
10/28/86	WOMBAT FILMS	44.95	4578	10/29/86	BOOKS RECORDS AND EXHIBITS
10/10/86	WALT DISNEY MEDIA CO	473.63	4580	10/29/86	AUDIO-VISUAL MATERIALS
10/08/86	WORLD HEALTH ORGANIZATION	14.00	4581	10/29/86	BOOKS RECORDS AND EXHIBITS
10/09/86	WORKING WOMAN	35.00	4582	10/29/86	BOOKS RECORDS AND EXHIBITS
10/24/86	WOODSMITH	18.00	4583	10/29/86	BOOKS RECORDS AND EXHIBITS
10/10/86	XEROX	8.86	4586	10/29/86	RENTAL-EQUIPMENT
	TOTAL	170,572.44			

FUND PUBLIC LIBRARY-TRUSTS

FOR PERIOD ENDING 10/29/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
10/28/86	BAKER & TAYLOR CO	92.76	4211	10/29/86	EXPENDITURES
10/28/86	PARKWEST	69.10	4473	10/29/86	EXPENDITURES
	TOTAL	161.86			