DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 21, 1980

I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JANUARY 17, 1980

III. LIBRARIAN'S REPORT

INTRODUCTION OF CLSI REPRESENTATIVES

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE

1. Approval of Bills through December 31, 1979 (tabled)
2. Approval of Bills through January 31, 1980
3. Approval of Proposed Budget 1980/1981
4. Evans Branch Lease
5. Security Guard

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

1. Amendments to Policy Code

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

<u>MEMBERS EXPECTED TO BE PRESENT:</u>

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mrs. Rueter
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 21, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held February 21, 1980 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Batterham	Mrs. Jackson	Mr. Dumas
Mr. Borchers		Mr. Keating, CLSI
Mr. Grieve		Mr. Poertner
Mr. Holcomb		Miss Schwegman
Mr. Marshall		Mr. Swedberg, CLSI
Mrs. Moore		Members of the Media
Mr. Stewart		
Mrs. Taylor		

The meeting was called to order at 4:35 p.m. by Mr. Holcomb.

The minutes of the regular meeting of January 17, 1980 were approved.

As a matter of record, Mr. Dumas reported that the schedule of board meetings for the year has been posted in the main library and distributed to the media. Board members were reminded that an economic interest statement must be filed by each member by April 30. These statements may be brought to the next meeting of the Board to be forwarded to the City Clerk for notarization.

Circulation in January was record breaking right across the board, Mr. Dumas reported. Even though the first two days of this month were included in the December statistics, we had a 25% gain which is the largest gain remembered in the history of the Library. The wonderful weather this year and the very terrible weather last year, of course, were contributing factors, but the year-to-date circulation is now showing almost an 8% increase.

At this time Mr. Dumas introduced CLSI representatives, Gary Swedberg, Regional Manager, and George Keating, Vice President of Customer Service. Mr. Keating, who has been with CLSI only a month, asked for comments from the floor. Mr. Dumas stated there are two primary areas of distress: the critical downtime which has been associated with the central processing unit over the past year, and the time it takes to bring equipment up or to replace it, while on numerous occasions the replacement equipment does not work when it is received. This general pattern of delay and frustration has been going on now for two years, Mr. Dumas continued, and we feel we are paying maintenance service charges with no value received. It is almost impossible for us to maintain an adequate level of service to our patrons given the level of service we have been getting from CLSI, not to mention the frustration and resultant poor morale of our circulation staff.

Mr. Dumas stated he had written three letters to the chief executive of the company and had received no response whatsoever.

Mr. Keating stated that his presence here today is the response to these letters, and that he was brought into the company to provide a logistics concept program and to provide a much better level of service. Mr. Keating continued that effective March 1 we are effecting an initial response to try to correct this problem whereby we will turn around at a maximum time frame of 14 days. This is only an interim program starting in the eastern region; if the program works, it will be extended to this region on March 15. Our storage of equipment has been depleted due to many erroneous orders and that is our mistake, Mr. Keating remarked. Perhaps in two meetings from now I can return and give you more definitive answers; I need time to straighten things around, Mr. Keating stated.

When we attended meetings prior to our purchase of the CLSI equipment, it was represented to us that there would be 95 to 98% up-time, Mr. Dumas stated. Mr. Keating responded that after his program is fully implemented it will be a rare occasion for a system to be down more than 24 hours. It will just take time. Mr. Holcomb reminded Mr. Keating that CLSI is continuing to install new systems, and wondered if this is being done at the expense of the established user. Mr. Keating remarked that perhaps CLSI has grown too fast and that this growth will have to be curtailed, but he feels all present users should have the highest priority. I do not consider you a captive to our system, nor does our company. We will come to you; you won't have to make phone calls. Our company is making a definite commitment to increase the level of service to every one of its users, Mr. Keating continued. We will devise a plan that maintenance contract costs paid by the Library when no service was received will be credited to your account, Mr. Keating assured the Board.

Mr. Marshall stated that the Board appreciates Mr. Keating's presence here today and we are for the most part encouraged by what we sense as his commitment. Mr. Keating advised he would be back with the Board in two months at which time he hoped to have better and more definite answers. Mr. Grieve asked that Mr. Dumas give the Board an update on computer problems prior to that meeting.

As Chairman of the Properties and Finance Committee, Mr. Marshall moved that bills through December 31, 1979 be approved, Mr. Borchers seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Marshall further moved the approval of bills through January 31, 1980 with the understanding that Voucher No. 64169 from Mavis Pogue Lumber Company for $41.25 is a duplicate payment for which we have already received a credit. Mr. Borchers seconded the motion and it was unanimously approved by a roll-call vote. Mr. Marshall noted the payment of $1,826 to Bob's Repair Service for modification of the tractor to haul our new bookmobile around and suggested that this modification cost be included in the total estimate when we develop plans to purchase a second bookmobile.

It was moved by Mr. Marshall that the 1980/81 proposed budget, as mailed, be approved. Mrs. Taylor seconded the motion and it was approved. Mr. Marshall stated that a letter to the Council has been prepared to present by area the percentage of change between the old and new budget, with the new budget showing only an 8% increase, including a 9% increase in employee compensation. This year money was saved through the use of CETA workers and staff turnover, Mr. Marshall explained. The new budget looks quite reasonable and should provide ample carry-over funds at the end of the fiscal year, Mr. Marshall stated.

It was further moved by Mr. Marshall that the Board authorizes and directs the City Librarian to execute a new lease with the Decatur-Macon County Opportunities Corporation for the library property at 1429 North Jasper Street, Decatur, Illinois, for a rental fee of $500 per month, said lease to be in effect from March 1, 1980 to February 28, 1981, and to continue thereafter under the same conditions except that the rental fee is subject to renegotiation as of March 1 of each year, and either party may cancel after February 28, 1981 upon giving ninety (90) days written notice. Mr. Grieve seconded the motion and it was approved.

The matter of hiring a security guard for the Library which had previously been discussed by both committees was placed on the table by Mr. Marshall. Mr. Marshall stated that funds are available if it is the judgement of the Board that the hiring of such a guard is feasible. A lengthy discussion followed with all members of the Board expressing various ideas regarding security in the Library. Mr. Stewart presented a three-part motion as follows: (1) Commendation of the staff for their professionalism in their meeting of the problems; (2) periodic review of security measures and a concerted effort to be certain that communications are open and free between the members of the staff and their respective leaders and (3) that no security guard be hired at present. The first two measures of this motion were adopted by the Board; however, the third part of the motion was defeated.

Mr. Marshall moved that the City Librarian proceed to hire on a part-time basis an off-duty Decatur policeman to be a presence in the Library on a random schedule for an indefinite period of time, the question of length of time to be reviewed at each board meeting so long as we continue the practice of hiring an off-duty policeman, and that our action and intent be communicated clearly to the staff. Mrs. Taylor seconded the motion. Mr. Grieve suggested that this motion be amended to replace "off-duty policeman" with "security guard" and that the word "hire" be changed to "investigate". The amendment to the motion did not carry; therefore, the motion as originally stated was approved by all members present except Mr. Stewart who abstained, and Mr. Holcomb who voted no.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Moore moved that Article III, Personnel, of the Code of Library Policy be amended in Paragraph F, Section 2 (page 30) by the addition of the following subsection:

(c) ix. An employee who has accumulated 100 sick leave days as of May 1 shall be granted one day's leave with pay to be used at any time during the year prior to April 30th, provided the Department Head or Divisional Supervisor is given notice five working days prior to the day taken. Such day may not be accumulated or carried from one year to the next.

Mrs. Batterham seconded the motion and it was approved.

It was further moved by Mrs. Moore that Article III, Personnel, of the Code of Library Policy be amended in Paragraph F, Section 2 (page 33) by deleting subsection (i) and substituting therefor the following subsection:

(i) Service recognition pay will be paid annually to each permanent employee as of such employee's anniversary date of employment. For full-time employees service recognition pay shall be in the amount of five dollars ($5.00) for each year of service commencing with the completion of five years. For permanent part-time employees such pay shall be on the same basis but with the amount pro-rated in accordance with the number of hours normally worked in proportion to a full-time work week.

Mr. Grieve seconded the motion and it was approved.

Under New Business, Mr. Holcomb appointed Mrs. Taylor to act as the DPL representative to the Rolling Prairie Libraries system and to the Friends of the Library.

Mr. Dumas distributed letters from DPLSA to all members present, with discussion and/or action to be taken at a later meeting.

The meeting was adjourned at 7:10 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1980

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1980 -	25,879	2,095	17,982	45,956	406,796
1979 -	22,598	1,840	12,553	36,991	379,614
A-V Materials, 1980 -	1,604	--	146	1,750	13,934
1979 -	1,192	--	85	1,277	11,052
Total Circulation, 1980 -	27,483	2,095	18,128	47,706	420,730
1979 -	23,790	1,840	12,638	38,268	390,666

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,110	Books checked in	1,236
New titles added	344	Telephone Directories	0
Books withdrawn	3,012	Pamphlets	682
Books mended	1,066	Gifts	1

Materials in the State of Processing

Materials (physical items) - 743
Titles - 410

FINANCIAL REPORT

	Budgeted	YTD Expended 1978/79	YTD Expended 1979/80	P.O.s Out	Unencumbered
Personal Services	780,436	523,224	567,398		213,038
Operating	175,886	95,750	101,964	11,826	62,096
Capital and Books	155,756	73,358	112,758	2,894	40,104

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	8 + 2 (160 hours)	--	--	8 + 2 (160 hrs)
Clerical	21 + 12 (868 hrs)	--	--	21 + 12 (756 hrs)
CETA	2	--	--	2
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I
1 Half-time Library Assistant
1 Supervisor, Adult Services

L E A S E

AGREEMENT made and entered into this 21st day of February, 1980 by and between THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS, hereinafter referred to as "Landlord", and DECATUR-MACON COUNTY OPPORTUNITIES CORPORATION, hereinafter referred to as "Tenant".

WITNESSETH, in consideration of the agreement contained herein the parties hereto agree as follows;

1. Premises demised: The Landlord hereby leases to the Tenant premises known as Evans Branch of Decatur Public Library, 1429 North Jasper, Decatur, Illinois, hereinafter called the "leased premises".

2. Terms: The term of this lease is for the period from March 1, 1980 to February 28, 1981. After February 28, 1981, the lease shall continue under the same conditions except that the rental fee is subject to renegotiation as of March 1 of each year and that either party may terminate upon giving ninety (90) days' written notice.

3. Rental: Tenant shall pay a total rental of Six Thousand Dollars ($6,000) payable Five Hundred Dollars ($500.00) on the first day of each month commencing on the first day of March, 1980.

4. Quiet enjoyment: The Tenant, upon paying the basic rent and all additional rent and other charges herein provided for, and performing all of the other terms of this lease, shall quietly have and enjoy the leased premises during the term of this lease without hindrance or molestation by anyone claiming by or through the Landlord, subject, however, to the reservations and conditions of this lease.

5. Surrender of leased premises: At the expiration of the lease term the Tenant shall surrender the leased property

in as good condition as it was in at the beginning of the term, reasonable use and wear excepted.

6. Improvements by Tenant: No alterations, additions or improvements to the leased property shall be made by the Tenant without the written consent of the Landlord. Any alteration, addition, or improvement made by the Tenant after such consent shall have been given, and any fixtures installed as part thereof, shall at the Landlord's option become the property of the Landlord upon the expiration or other sooner termination of this lease, provided, however, that the Landlord shall have the right to require the Tenant to remove such fixtures at the Tenant's cost upon such termination of this lease.

7, Any contract or agreement for labor, services, materials, or supplies in connection with any alteration, rebuilding, replacement, change, addition, or improvement, which shall contemplate or call for an aggregate expenditure therefor of more than $1,000 shall provide that no lien or claim shall thereby be created, or arise, or be filed by anyone thereunder upon or against the leased property, or the buildings or improvements thereon, or to be erected on the leased property or any of the equipment thereof. Before the commencement of any such work, the Tenant shall deliver to the Landlord either a duplicate original of such contract or a written waiver by the architect, engineer, contractor, material-men, mechanic, person or corporation named in such contract of all right of lien which he or it might otherwise have upon or against the leased property, or the buildings or improvements to be altered, repaired, improved, or constructed, or the interest of the Landlord therein.

8. Insurance: The Tenant shall keep the leased premises insured throughout the term of this lease against claims for personal injury under a policy of general public liability insurance with limits as may be reasonably requested by the Landlord from time to time, but not less than $50,000/$100,000 in respect of bodily injury in a company acceptable to the Landlord. The Tenant shall deliver a certificate of insurance showing compliance with this provision to the Landlord.

9. Assignment of Lease: Tenant shall have no right to assign this lease or sub-let the premises without the prior written consent of the Landlord.

10. Indemnification: The Tenant shall indemnify the Landlord against all liabilities, expenses, attorney's fees, and losses incurred by the Landlord as a result of (a) failure by the Tenant to perform any covenant required to be performed by the Tenant hereunder; (b) any accident, injury, death or damage to any person or property which shall happen in or about the leased premises.

11. Binding effect of lease: This agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the respective parties hereto.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

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

By Robert H Dunn

DECATUR-MACON COUNTY OPPORTUNITIES
CORPORATION, Tenant,

By Tommie Bond Jr

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

February 21, 1980

The Honorable Mayor and Council
City of Decatur
707 East Wood Street
Decatur, Illinois 62523

Lady and Gentlemen:

I am forwarding herewith the proposed budget for the Public Library in 1980/1981, which was approved by the Board of Library Directors on February 21, 1980.

A comparative table by major expenditure categories of the budget appears below.

	Budget 79/80	Budget 80/81	% Change	Est. Expend. 1979/1980	% Change 1980/81 Budget Over Estimated Expend. 1979/80
Personal Services	821,636 (1)	880,711	+ 7.2%	734,850	+19.8%
Contract Services	87,376	91,271	+ 4.4	89,210	+ 2.3
Commodities	23,755	27,805	+17.0	28,255	- 1.6
Other Charges	23,555	25,303	+ 7.4	23,130	+ 9.4
Capital Outlay					
Bks & AV Materials	107,000	128,000	+19.6	108,500	+18.0
Bookmobile Trailer	24,256	35,000	+44.3	23,683	+47.8
Computer & Other	24,500	14,081	-42.5	24,500	-42.5
	1,112,078	1,202,171	+ 8.1	1,032,128	+16.5

(1) Includes $41,200 originally budgeted as "Contingencies" because of unknown pay-rate change.

The Personal Services budget increase reflects the 9% city employee negotiated pay increase and longevity increases, less a reduction due to one fewer positions. Estimated expenditures for 1979/80 are less than this year's budget because CETA workers have been used for three positions and staff turnover has resulted in several positions being vacant for part of the year.

Contract Services, Commodities and Other Charges reflect essentially the inflated costs of the same scope of activities carried out in 1979/80.

Within the Capital Outlay category, the increase in Books and Audio-Visual Materials is due to cost increases and our need to augment the collection. Funds for the second bookmobile trailer are in hand from the State Library Per Capita Grant. The use of grant funds (which are not available for general operating expenses) is specified when the funds are requested. The decrease in "Computer and Other" is due to the fact that 1979/80 included funds for the purchase of computer terminals for the bookmobiles. Part of this item for 1980/81 includes items to be purchased with Per Capita Grant funds.

In summary, if $37,156 of non-recurring capital outlay items to be paid for from Per Capita Grant Funds already received are excluded from the 1980/81 Budget, the Budget would be $1,165,015, or only 4.8% above this year's budget and 12.9% more than is expected to be spent this year.

At this point a fund balance of approximately $240,000 is forecast for the end of both the current fiscal year and the next fiscal year. This represents funds for 2½ to 3 month's operations. If CETA funds continue to be available, 1980/81 actual Personal Service expenditures from the General Fund should be less than budgeted, resulting in an even larger than forecast fund balance at April 30, 1981.

If there are questions relating to any part of the proposed budget, the Finance Committee will be glad to meet with Council to discuss these matters.

Sincerely yours,

David M. Marshall

David M. Marshall, Chairman
Finance and Properties Committee

DMM/hs

cc: City Manager
Finance Director

EXPLANATION OF MAJOR INCREASES OR DECREASES IN REQUESTS

Department: Library
Activity No. 940
Date: 2/21/80

Object Code	1979/80 Expenditures (Est.)	1980/81 Budget Request	Explanation of Major Increases and Decreases
101	618,000	741,367	Reflects the 9% City employee negotiated pay increase and in-grade increments, less a reduction due to one fewer position. Estimated expenditures for 1979/80 are less than this year's budget because CETA workers have been used for 3 positions and staff turnover has resulted in several positions being vacant part of the year.
103	88,700	108,105	Increase in Retirement Fund correlates with increase in salaries
109	15,500	14,085	Contemplates lower staff turnover requiring use of temporary employees.
211	12,500	10,000	Replacement of elevator ropes and hot water heater raised building service costs above anticipated expenditures in 1979/80.
231	32,000	35,000	Increase in energy costs in latter half of 1979/80 to be borne through full year in 1980/81. 1979/80 has been an unusually mild winter.
233	8,100	9,900	Contemplates additional telephone costs for computerizing circulation procedures on bookmobiles.
288	5,275	3,170	No longer leasing office copier.
510	0	35,000	Contemplates purchase of bookmobile trailer with State Per Capita Grant funds.
515	24,500	11,275	1979/80 included purchase of computer terminals for bookmobiles.
520	23,683	2,806	1979/80 included carry-over for payment of bookmobile ordered in previous year. Audio-visual equipment listed for this year to be paid from Per Capita State grant.
925	100,000	120,000	Book budget has declined in relation to cost of materials over past years, resulting in reduction of collections from a high of 222,000 volumes in 1974/75 to 190,000 volumes.

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1977-1978 ACTUAL	1978-1979 ACTUAL	1979-1980 BUDGET	1979-1980 RECEIPT-TO-DATE	1979-1980 ESTIMATED	1980-1981 ESTIMATED
	FUND BALANCE MAY 1	235,454.67	218,650.02	117,205.00	186,623.67	186,623	240,825
1	TAX LEVY RECEIPTS-CURRENT	516,781.[illegible]	.00	.00	.00		
2	TAX LEVY RECEIPTS-PRIOR	3,155.97	.00	.00	.00		
3	FINES & FEES	23,873.42	.00	.00	.00		
4	NON-RESIDENT FEES	1,026.00	.00	.00	.00		
5	INTEREST ON INVESTMENTS	17,822.25	.00	.00	.00		
7	LOST & DAMAGED BOOKS	2,357.88	.00	.00	.00		
8	PRINTS MADE ON COPY MACHINE	512.97	.00	.00	.00		
10	MISCELLANEOUS	8,019.54	.00	.00	.00		
101	CURRENT YEAR TAXES	.00	883,876.10	991,230.00	851,876.46	991,230	1,115,000
101A	PRIOR YEARS TAXES	.00	12,412.49	.00	.00	0	0
524	INTEREST ON INVESTMENTS	.00	25,309.31	10,000.00	5,043.06	20,000	20,000
728	LIBRARY FINES & FEES	.00	24,113.65	16,000.00	14,502.30	22,000	23,000
728A	NON-RESIDENT FEES	.00	753.00	700.00	540.00	800	850
729	LOST & DAMAGED BOOKS	.00	2,151.35	2,300.00	1,377.20	2,100	2,100
730	PRINTS MADE ON COPY MACHINE	.00	560.48	700.00	539.91	800	800
733	ILL ST PER CAPITA GRANT	.00	.00	.00	24,422.34	43,400	25,000
799	MISCELLANEOUS INCOME	.00	7,843.71	5,700.00	7,521.88	11,000	8,000
***	ACTIVITY TOTALS ***	1,111,014.45	1,176,290.11	1,143,835.00	1,092,446.82	* 1,277,953	1,435,575

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1977-1978 ACTUAL	1978-1979 ACTUAL	1979-1980 BUDGET	1979-1980 RECEIPT-TO-DATE	1979-1980 ESTIMATED	1980-1981 ESTIMATED
	FUND BALANCE MAY 1	46,804.14	51,943.45	55,743.00	56,271.99	56,272	60,272
56	INCOME	.00	.00	.00	.00	0	0
56A	INVESTMENT INTEREST	5,139.31	.00	.00	.00	0	0
524	INTEREST ON INVESTMENTS	.00	4,028.54	3,500.00	2,660.44	4,000	4,500
799	MISC INCOME	.00	300.00	.00	.00	0	0
***	ACTIVITY TOTALS ***	51,943.45	56,271.99	59,243.00	58,932.43 *	60,272	64,772

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1977-1978 ACTUAL	1978-1979 ACTUAL	1979-1980 BUDGET	1979-1980 RECEIPT-TO-DATE	1979-1980 ESTIMATED	1980-1981 ESTIMATED
	FUND BALANCE MAY 1	477.57	1,082.00	1,255.00	2,001.36	2,001	2,300
1	INCOME	936.98	.00	.00	.00	0	0
56	REVENUE	.00	.00	.00	.00	0	0
56A	INTEREST ON INVESTMENTS	34.05	.00	.00	.00	0	0
524	INTEREST ON INVESTMENTS	.00	74.20	60.00	137.91	200	200
799	MISC INCOME	.00	918.34	900.00	.00	900	900
***	ACTIVITY TOTALS ***	1,448.65	2,074.54	2,215.00	2,139.27 *	3,101	3,400

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1977-1978 ACTUAL	1978-1979 ACTUAL	1979-1980 APPROPRIATED	1979-1980 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR.	REQUEST 1980-1981	STAFF NOTES
	PERSONAL SERVICES							
101	REGULAR SALARIES	546,210.27	586,045.94	643,804.00	405,419.85	618,000	741,367	
102A	STRAIGHT OVERTIME	.00	.00	150.00	.00	0	150	
103	RETIREMENT FUND	80,538.51	87,439.72	97,826.00	61,454.34	88,700	108,165	
106	ENEMPLOYMENT COMPENSATION	.00	3,175.00	3,180.00	1,323.36	2,700	3,528	
107	HOSPITALIZATION MEDICAL & LIFE I	12,858.87	14,945.25	16,357.00	9,966.38	14,950	13,416	
109	TEMPORARY SALARIES	25,772.68	17,957.11	19,119.00	9,644.16	15,500	14,085	
	TOTAL PERSONAL SERVICES *	665,380.53	709,573.02	780,436.00	487,808.09 *	739,850	880,711	
	CONTRACT SERVICES							
201	ADVERTISING	317.76	577.48	250.00	446.56	600	650	
202	PRINTING & BINDING	5,240.49	5,236.19	5,000.00	2,787.70	4,500	5,000	
211	SERVICE TO MAINTAIN BUILDINGS	4,446.45	8,595.24	10,000.00	8,271.30	12,500	10,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	376.88	375.47	650.00	163.73	1,150	1,000	
214	SERVICE TO MAINTAIN OFFICE EQUIP	5,683.46	9,193.46	11,715.00	8,298.30	12,400	13,000	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	2,240.21	1,483.20	4,150.00	1,434.13	3,300	3,300	
221	AUDITING SERVICES	600.00	600.00	600.00	650.00	650	650	
229	OTHER PROFESSIONAL SERVICES	1,782.32	1,019.50	1,000.00	541.05	900	1,000	
230	DATA SERVICES	24,325.00	.00	.00	.00	0	0	
231	ELECTRICITY	24,543.57	31,074.23	33,000.00	19,402.12	32,000	35,000	
233	TELEPHONE	6,697.13	6,936.00	7,000.00	4,405.85	8,100	9,900	
234	WATER	345.28	307.88	400.00	227.17	350	400	
241	CONFERENCE ATTENDANCE EXPENSE	1,654.53	1,909.90	3,151.00	1,790.04	2,300	3,016	
245	POSTAGE	4,512.94	3,309.62	4,000.00	2,669.56	4,000	4,000	
284	PROFESSIONAL ASSOCIATION MEMBERS	1,034.00	1,092.00	1,185.00	900.00	1,185	1,185	
288	RENTALS	6,222.57	6,098.44	5,275.00	2,834.00	5,275	3,170	
	TOTAL CONTRACT SERVICES *	90,022.59	78,308.61	87,376.00	54,821.51 *	89,210	91,271	

COMMODITIES

	COMMODITIES							
310	GAS OIL & ANTIFREEZE	39.20	567.05	150.00	738.78		1,100	1,800
312	JANITORIAL SUPPLIES	1,029.65	1,315.61	1,500.00	1,282.79		1,900	1,500
320	MATERIALS TO MAINTAIN BLDNGS & I	9,589.65	5,037.80	4,000.00	3,562.63		6,650	6,000
324	MATERIALS TO MAINTAIN AUTOMOTIVE	1,292.24	1,820.49	2,500.00	1,483.94		3,000	2,500
330	MEDICAL & LABORATORY SUPPLIES	3.65	5.00	5.00	1.42		5	5
345	OFFICE SUPPLIES	13,246.84	11,014.69	15,600.00	11,832.50		15,600	16,000
	TOTAL COMMODITIES *	25,201.23	19,760.64	23,755.00	18,902.06	*	28,255	27,805
	OTHER CHARGES							
40?	CONTINGENCIES	.00	.00	41,200.00	25.00		0	1,500
403	TRANS TO G F (ADMIN SERV)	.00	12,250.00	12,415.00	8,276.66		12,415	12,415
ODE								
415	SERVICE RECOGNITION PAYROLL	840.00	987.50	1,140.00	715.00		715	1,288
423	INSURANCE	9,152.29	8,623.56	10,000.00	8,609.37		10,000	10,100
	TOTAL OTHER CHARGES *	9,992.29	21,861.06	64,755.00	17,626.03	*	23,130	25,303
	CAPITAL OUTLAY							35,000
510	Automotive Equipment	11,480.41	62,401.96	24,500.00	8,455.38		24,500	11,275
515	OFFICE MACHINERY & EQUIPMENT	1,154.00	18.60	24,256.00	23,682.65		23,683	2,806
520	OTHER MACHINERY & EQUIPMENT	89,123.38	92,009.13	100,000.00	63,495.50		100,000	120,000
525	LIBRARY BOOKS RECORDS & EXHIBITS	.00	5,733.32	7,000.00	5,201.54		8,500	8,000
525A	AUDIO VISUAL MATERIALS							
	TOTAL CAPITAL OUTLAY *	101,757.79	160,163.01	155,756.00	100,835.07	*	156,683	177,081
**	ACTIVITY TOTALS ***	892,354.43	989,656.34	1,112,078.00	679,992.76	*	1,037,128	1,202,171
	LESS RETIREMENT FUND	80,538.51	87,439.72	97,826.00	61,454.34			
**	NET ACTIVITY TOTALS ***	811,815.92	902,226.62	1,014,252.00	618,538.42	*		

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1977-1978 ACTUAL	1978-1979 ACTUAL	1979-1980 APPROPRIATED	1979-1980 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1980-1981	STAFF NOTES
***	ACTIVITY TOTALS ***	.00	.00	.00	.00 *	0	0	

Accounts 101, 102 and 109

Activity: Library

Activity No. 940

Submitted by: Library Board of Directors

Date January 14, 1980

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1 SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
City Librarian	Robert H. Dumas		36,316	36,316	
Clerk Steno II	Helen Schwegman	13-F	14,919	14,919	
Library Clerk II	Margie Wheeler	11-F	13,533	13,533	
Staff Artist	Leta Burch	12-A	11,690	12,082	Step increases 5/26/80 & 11/26/80
Maintenance Man	Owen Richardson	16-D	15,665	16,266	Step increase 7/19/80
Senior Bldg. Custodian	Terry Bledsoe	12-C	12,273	12,462	Step increase 1/4/81
Building Dustodian	Curtis Matthews	11-C	11,690	12,004	Step increase 11/9/80
Library Asst. I	Harriet Berbaum	18-F	19,040	19,040	
Library Asst. I	Carol Voorhees	18-F	19,040	19,040	
Library Asst. I	Dayle Merideth	18-F	19,040	19,040	
				174,702	

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

Accounts 101, 102 and 109

Activity: Library
Activity No. 940

Submitted by:

Date January 14, 1980

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1
SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
Library Clerk II	Georgia Irvin	11-E	12,887	12,912	Step increase 4/12/81
Library Clerk I	Sharon Tempel	9-F	12,273	12,273	
Library Clerk I	Ann Kirby	9-B	10,347	10,591	Step increases 5/15/80 & 11/15/80
Bookmobile Clerk Driver I	Mary Fetrow	11-F	13,533	13,533	
Bookmobile Clerk Driver I	Clarence Wheatley	11-C	11,690	11,920	Step increase 12/7/80
Library Asst. I	Dixie McGregor	18-F	19,040	19,040	
Library Asst. I	George Roberts	18-F	19,040	19,040	
Extension Librarian	James Seidl	22-F	23,145	23,145	
Library Clerk II	Elizabeth Crawford	11-F	13,533	13,533	
				135,987	

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

Accounts 101, 102 and 109

Activity: Library
Activity No. 940

Date January 14, 1980

Submitted by:

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1
SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
Library Asst. I	Mary Harper	18-F	19,040	19,040	
Library Asst. I	Phyllis Johnson	18-F	19,040	19,040	
Supervisor, Adult Services	Vacant	27-A	24,302	24,606	Step increase 11/1/80
Head, Home Reading	Dale Poertner	22-F	23,145	23,145	
Head, Reference Dept.	Barbara Paine	22-B	19,516	19,792	Step increase 9/27/80
Head Page	Barbara Bumgardner	5-F	10,097	10,097	
Page	Donna Collins	3-F	9,158	9,158	
Page	Margaret Rora	3-D	8,306	8,577	Step increase 8/30/80
Tech. Serv. Clerk I	Vacant	9-A	10,097	10,223	Step increase 11/1/80
Library Clerk III	Karen Anderson	13-E	14,210	14,401	Step increase 1/25/81
				158,079	

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

Accounts 101, 102 and 109

Activity: Library
Activity No. 940

Submitted by:

Date January 14, 1980

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case o departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1
SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
Children's Librarian	Craighton Hippenhammer	22-F	23,145	23,145	
Library Asst. I	Marsha Grove	18-E	18,135	18,448	Step increase 12/27/80
Tech Service Clerk I	Vacant	9-A	10,097	10,223	Step increase 11/1/80
Tech Service Clerk I	Joann Stanbery	9-B	10,347	10,523	Step increase 8/9/80
Tech Service Clerk I	Florence Lewis	9-E	11,690	12,206	Step increase 6/10/80
Tech Service Clerk I	Roberta Brooks	9-D	11,132	11,454	Step increase 9/22/80
Tech Services Clerk II	Kathy Colebar	11-F	13,533	13,533	
Tech Services Clerk II	Albina Sebern	11-D	12,273	12,698	Step increase 8/18/80
Tech Services Clerk III	Vacant	13-A	12,273	12,427	Step increase 11/1/80
Tech Services Clerk III	Nancy Williams	13-F	14,919	14,919	
				139,576	

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

Accounts 101, 102 and 109

Submitted by:

Activity: Library
Activity No. 940
Date January 14, 1980

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case o departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1 SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
Page	Ellen Cox	3-F	9,158	9,158	
Page	Susan Gentry	3-F	9,158	9,158	
Librarian I Head Cataloger	Cornelia Hadley	22-F	23,145	23,145	
Supervisor Tech Services	Joseph Babicki	27-F	29,538	29,538	
				70,999	

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

Accounts 101, 102 and 109

Submitted by:

Activity: Library
Activity No. 940

Date January 14, 1980

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case o departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1 SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
Tech Serv Clerk I (pt-time)	Mary Lou Penne	9-F	6,137	6,137	
Library Clerk I (pt-time)	Betty Trebacz	9-E	5,845	5,923	Step increase 1/17/81
Library Clerk I (pt-time)	Leta Irons	9-C	5,301	5,301	
Library Clerk I (pt-time)	Maria Werr	9-A	5,049	5,101	Step increase 11/20/80
Library Clerk I (pt-time)	Alma Pierce	9-C	5,301	5,301	
Bkmobile Clk Driver (pt-time)	Vacant	11-A	5,566	5,566	
Library Asst. I (pt-time)	Linda Mills	18-C	8,224	8,477	Step increase 9/10/80
Library Asst. I (pt-time)	Ann Adkesson	18-C	8,224	8,224	
Library Asst. I (pt-time)	Vacant	18-A	7,833	7,833	
Page (pt-time)	Susan Heidemann	3-D	4,153	4,161	Step increase 4/16/81
				62,024	

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

741,367 Total 101

Accounts 101, 102 and 109

Submitted by:

Activity: Library
Activity No. 940

Date January 14, 1980

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Gourp and total regular employees separately). Only the totals for this form should be shown on Budget Form 1
SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1980	Total Salary 1980-1981	If total salary is different from salary May 1, explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
Page (pt-time)	Annette Topps	3-A	2,259	2,259	
Page (pt-time)	Georgia Mills	3-A	2,259	2,259	
Page (pt-time)	Janet Zerfowski	3-A	2,259	2,259	
Page (pt-time)	Jane Campbell	3-A	2,259	2,259	
Library Clerk I (pt-time)	Pauline O'Dell	9-A	5,049	5,049	
				14,085	Total 109

NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR TRAVEL EXPENSES

Department:

Accounts 240 and 241
List all travel, confernece attendance and training

Activity: Library
Activity No. 940

Submitted by: Public Library

Date: Draft 1/5/80

Conference name, location and dates Name of person attending conference	Travel	Hotel & Meals	Registration	Other	Total
American Library Association, Annual Conference June 28 - July 5, 1980, New York, N.W.					
President, Board of Directors	264	250	40	15	569
Staff Member	264	250	30	15	559
City Librarian	264	250	30	15	559
American Library Association, Midwinter Conference, Jan 18-25, Washington, D.C.					
City Librarian	234	150	25	15	305
Illinois Library Association, Chicago, IL. October 26-31, 1980					
President, Board of Directors	120	150	20	15	305
City Librarian	120	150	15	15	300
[illegible] Member	120	150	15	15	300
[illegible]COUNTS 240 and 241 INDIVIDUALLY.	1,306	1,350	175	105	3,016

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR
PROFESSIONAL ASSOCIATION MEMBERSHIP FEES

Department: Library
Activity:
Activity No. 940
Date: Draft 1/5/80

Account 284

Organization	Name of Member or Members	Cost of Membership 1980 - 1981	Explalation
American Library Association	Institutional	850	Current information; publications
American Library Association	City Librarian	100	Current information; publications
Illinois Library Association	Institutional	50	Current information; publications
Illinois Library Association	City Librarian	50	Current information, publications
Illinois Library Association	Directors (9)	135	Current information; publications
		1,185	NOTE: TOTAL MUST AGREE WITH CODE 284 on FORM 1

CAPITAL OUTLAY REQUEST

Activity: Library

Activity No. 940

Cate: Draft 1/5/80

Use this form only to request capital outlay appropriations for automotive equipment, office equipment, other construction and maintenance equipment and any necessary remodeling work (this DOES NOT INCLUDE REPAIR WORK). See the Object of Expenditures Code for the definition of "Capital Outlay." Complete a separate form for each item or group of identical items. Use actual cost figures where possible. If the item has a trade-in, show which item is to be traded-in (for example: car #96). If this item is included in the five year Capital Improvement Porgram, so state and indicate when scheduled. If not, explain why.

Item Requested	Object Code Number	Gross Cost	Less Trade-In	Net Request
Bookmobile Trailer	510	35,000	--	35,000
Book return	520	650	--	650
Typewriter	515	825	50	775
4 paperback book racks	520	1,276		1,276
4 cassette storage racks	520	880		880
LIBS 100, mini computer lease purchase	515			9,000
Light pen terminal lease purchase	515			1,500

JUSTIFICATION OF REQUEST:

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

January 28, 1980

Mr. Bela R. Hatvany, President
CLSI, Inc.
81 Norwood Avenue
Newtonville, MA 02160

Dear Mr. Hatvany:

I am writing again of the service problem the Decatur Public Library has been having with the CLSI maintenance. At the time of my last letter we had suffered another terminal failure in addition to the recent frequent and extended failures in the LIBS 100. We were informed shortly after that a replacement light pen terminal would not be supplied for 90 days. Meanwhile the circulation desk suffers, our maintenance charges have continued, and the portable terminal which was returned to CLSI for service nearly eight months ago has still not been repaired - and its maintenance charges continue.

I will be most appreciative of an indication of what CLSI is doing, of the time frame for improvement of service and establishment of regional inventories as indicated in August. I should also like assurance of a credit memorandum when our equipment is returned to cover the period when this equipment was not available for our use.

It would be my earnest hope that you would also be able to indicate that your trouble desk was in error in reporting a 90 day delay in repairing or replacing our light pen terminal.

Sincerely yours,

Robert H. Dumas

Robert H. Dumas
City Librarian

RHD/hs

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU JAN 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	117,205.00	0.00	186,623.67	69,418.67-	
101	CURRENT YEAR TAXES	991,230.00	0.00	851,876.46	139,353.54	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	10,000.00	1,871.49	6,914.55	3,085.45	
728	LIBRARY FINES & FEES	16,000.00	2,142.25	16,644.55	644.55-	
728A	NON-RESIDENT FEES	700.00	30.50	570.50	129.50	
729	LOST & DAMAGED BOOKS	2,300.00	160.86	1,538.06	761.94	
730	PRINTS MADE ON COPY MACHINE	700.00	72.58	612.49	87.51	
733	ILL ST PER CAPITA GRANT	0.00	0.00	24,422.34	24,422.34-	
799	MISCELLANEOUS INCOME	5,700.00	543.30	8,065.18	2,365.18-	
	TOTAL REVENUE	1,143,835.00	4,820.98	1,097,267.80	46,567.20	95.93

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	643,804.00	0.00	68,682.47	474,102.32	169,701.68	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
105	RETIREMENT FUND	97,826.00	0.00	7,357.36	68,811.70	29,014.30	
106	ENEMPLOYMENT COMPENSATION	3,180.00	0.00	241.40	1,564.76	1,615.24	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,274.76	11,241.14	5,115.86	
109	TEMPORARY SALARIES	19,119.00	0.00	2,035.33	11,679.49	7,439.51	
201	ADVERTISING	250.00	0.00	20.00	466.56	216.56-	
202	PRINTING & BINDING	5,000.00	2,146.63	241.12	3,028.82	175.45-	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	670.24	258.89	8,530.19	799.57	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	650.00	112.01	15.00	178.73	359.26	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	688.05	125.85	8,424.15	2,602.80	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	4,150.00	0.00	1,387.70	2,821.83	1,328.17	
221	AUDITING SERVICES	600.00	0.00	0.00	650.00	50.00-	
229	OTHER PROFESSIONAL SERVICES	1,000.00	300.00	0.00	541.05	158.95	
231	ELECTRICITY	33,000.00	3,464.41	2,425.18	21,827.30	7,708.29	
233	TELEPHONE	7,000.00	2,151.72	572.35	4,978.20	129.92-	
234	WATER	400.00	169.54	21.29	248.46	18.00-	
241	CONFERENCE ATTENDANCE EXPENSE	3,151.00	0.00	3.00	1,793.04	1,357.96	
245	POSTAGE	4,000.00	1,230.00	320.17	2,989.73	219.73-	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	900.00	285.00	
288	RENTALS	5,275.00	894.00	346.50	3,180.50	1,200.50	
310	GAS OIL & ANTIFREEZE	150.00	0.00	0.00	738.78	588.78-	
312	JANITORIAL SUPPLIES	1,500.00	0.00	14.00	1,296.79	203.21	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	4,000.00	0.00	894.60	4,490.36	490.36-	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	0.00	959.14	2,410.15	89.85	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	1.42	3.58	
345	OFFICE SUPPLIES	15,600.00	0.00	1,651.83	13,484.33	2,115.67	
402	CONTINGENCIES	41,200.00	0.00	0.00	25.00	41,175.00	
403	TRANS TO G F (ADMIN SERV)	12,415.00	0.00	0.00	8,276.66	4,138.34	
415	SERVICE RECOGNITION PAYROLL	1,140.00	0.00	72.50	787.50	352.50	
423	INSURANCE	10,000.00	0.00	1,283.46	9,892.83	107.17	
	TOTAL OPERATING EXPENDITURES	956,322.00	11,826.60	90,204.10	669,361.79	275,133.61	69.99
515	OFFICE MACHINERY & EQUIPMENT	24,500.00	2,625.00	875.00	9,330.38	12,544.62	
520	OTHER MACHINERY & EQUIPMENT	24,256.00	0.00	0.00	23,682.65	573.35	
525	LIBRARY BOOKS RECORDS & EXHIBITS	100,000.00	269.23	9,789.27	73,284.77	26,446.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU JAN 31, 1980

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 A	AUDIO VISUAL MATERIALS	7,000.00	0.00	1,258.50	6,460.04	539.96	
	TOTAL CAPITAL OUTLAY	155,756.00	2,894.23	11,922.77	112,757.84	40,103.93	72.39
	TOTAL EXPENDITURES	1,112,078.00	14,720.83	102,126.87	782,119.63	315,237.54	70.33

MAY 1, 1979 THRU JAN 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	36,863.00	0.00	40,419.94	3,556.94-	
101	CURRENT YEAR TAXES	113,470.00	0.00	98,456.31	15,013.69	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	0.00	3,624.81	3,624.81	3,624.81-	
524	INTEREST ON INVESTMENTS	2,000.00	0.00	3,890.36	1,890.36-	
	TOTAL REVENUE	152,333.00	3,624.81	146,391.42	5,941.58	96.10

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	41.70	58.30	41.70
410	PRINCIPAL & INTEREST	113,470.00	0.00	0.00	113,470.00	0.00	100.00
	TOTAL EXPENDITURES	113,570.00	0.00	0.00	113,511.70	58.30	99.95

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1979 THRU JAN 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	55,743.00	0.00	56,271.99	528.99-	
56	INCOME	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	3,500.00	0.00	2,660.44	839.56	
	TOTAL REVENUE	59,243.00	0.00	58,932.43	310.57	99.48

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

MAY 1, 1979 THRU JAN 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	0.00	0.00	0.00	0.00	
731	TRANS FROM CITY OF DECATUR	24,963.00	2,388.38	14,611.47	10,351.53	
	TOTAL REVENUE	24,963.00	2,388.38	14,611.47	10,351.53	58.53

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	21,086.00	0.00	0.00	10,871.05	10,214.95	
103	RETIREMENT FUND	3,170.00	0.00	50.43	1,653.31	1,516.69	
105	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	0.00	310.94	389.06	
107 A	GROUP LIFE INSURANCE	7.00	0.00	0.00	36.12	29.12-	
109	TEMP SALARIES	0.00	0.00	1,469.92	3,260.40	3,260.40-	
	TOTAL OPERATING EXPENDITURES	24,963.00	0.00	1,520.35	16,131.82	8,831.18	64.62
	TOTAL EXPENDITURES	24,963.00	0.00	1,520.35	16,131.82	8,831.18	64.62

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1979 THRU JAN 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	60.00	0.00	137.91	77.91-	
799	MISC INCOME	900.00	910.42	910.42	10.42-	
	TOTAL REVENUE	2,215.00	910.42	3,049.69	834.69-	137.68

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00

CITY OF DECATUR, ILLINOIS

Decatur Public Library

January, 1980

[illegible].NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
63248	Treas-% Payroll Fund	Pd ending 1-2-80	23,242.00
63272	Ill Power Co.	Power for month	1,673.47
63312	Treas-% Employee's Ins Fund	Life & hosp ins	1,274.76
63415	Treas-% Payroll Fund	Pd ending 1-9-80	1,461.69
63420	Director of Labor	Unemployment comp ins	241.40
63431	Treas-% Petty Cash Fund	Reimbursement	50.61
63570	Capitol Plumbing	Compressor	51.18
63579	James R Hockaday	Fleet insurance	1,283.46
63694	Ill State Journal Register	Books	59.80
63702	Treas-% Payroll Fund	Pd ending 1-16-80	22,992.90
63718	American Library Assn.	Books	7.00
63719	Atlanta Journal & Constitution	"	131.82
[illegible]720	Audio Buff Co.	Audio visual supplies	898.66
63721	Bilyeu's Paint & Glass	Swipe edges	6.01
63722	Black & Co.	Hardware supplies	18.94
63723	Bob's Repair Service	Tractor repair	1,836.81
63724	Capitol Plumbing	Compressor	51.18
63725	DashDisposal	Service for month	15.00
63726	C Davis Electric	Receptacle	16.00
63727	Downtown Decatur Council	January parking	300.00
67328	East Woods Press	Books	5.55
63729	Peter Eaton	"	37.09
63730	Gaylord Brothers, Inc.	Office supplies	56.55
63731	Haines & Essick	"	172.93
63732	Highsmith Co., Inc.	"	19.06
[illegible]33	Human Events	Books	19.75
63734	Ill Bell Telephone Co.	Telephone service	493.91
63735	Ill Power Co.	Gas bill	751.71

VOU. NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
63736	K & G Trailer Mart	Adapter	3.00
63737	Longbons	Roof repair supplies	93.39
63738	Mavis Pogue Lumber Co.	Lumber	263.32
63739	Merry Randolph Motor Supply	Automotive parts	8.66
63740	Otis Elevator Co.	Service for month	246.02
63741	Our Sunday Visitor	Books	24.68
63742	Peoria Journal Star	"	78.00
63743	Pitney Bowes	Postage meter expense	46.50
63744	Rossiters Office Machines	Typewriter repair	25.00
63745	Sanitary District of Decatur	Charge for service	21.29
63746	Teledyne Big Beam	Repair of light	12.87
63747	Visualtek	Repair service	100.85
63748	Washington Post	Books	183.40
63749	West Publ Co.	"	79.50
63750	Wickes Lumber Co.	Insulation for trailer	32.43
63751	Wilder Camper Center	Chemicals	14.00
63752	York Radio & Tv	Needles	37.89
63786	Bob's Repair Service	Repair of bookmobile	340.41
63787	Bro Dart, Inc.	Books	27.14
63788	Capitol Blueprint	"	2.55
63789	Commerce Clearing House	"	40.00
63790	John Curley & Associates	"	264.60
63791	Demco Educational Corp.	Office supplies	67.10
63792	Documents Index	Books	150.00
63793	Peter Eaton	"	13.95
63794	G K Hall & Co.	"	384.96
63795	K's Merchandise Mart, Inc.	Office supplies	14.44
63796	Musical Heritage Society	Audio visual supplies	5.20
63797	Pied Piper Products	Books	25.20
63798	Regent Book Co.	"	38.49
63799	Television Info Office	"	1.50

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
63800	West Publ Co.	Books	59.50
63860	Postmaster	Postage	300.00
[illegible]386	"	"	14.70
63980	Treas-% Payroll Fund	Pd ending 1-23-80	1,382.62
64152	American Book Prices	Books	59.60
64153	R H Anderson	"	18.00
64154	Audio Buff Co.	Audio visual supplies	354.64
64155	Baker & Taylor - New York	Books	563.72
64156	" Chicago	"	6,698.40
64157	Dick Blick	Panel holders	30.87
64158	R R Bowker	Advertising expense	20.00
64159	George Day Sons	Paint	74.73
64160	Doubleday & Co.	Books	704.00
64161	Field & Shorb	Heater parts	81.19
64162	Fordham Equipment Co.	Book covers	1,034.26
[illegible]163	Gaylord Brothers, Inc.	Office supplies	184.42
63164	Gestetner Corp.	"	63.58
64166	Dallas Times Herald	Books	48.00
64167	Ill Bell Telephone Co.	Telephone service	78.44
64168	Library Cards Ltd.	Catalog cards	241.12
64169	Mavis Pogue Lumber Co.	Walnut panel	41.25
64170	Rolling Prairie Libraries	Monthly installment	875.00
64171	Rules & Regulations	Books	52.00
64172	Peter Smith Publishers	"	7.67
64173	Nick J Calamello	Boiler graphite	48.00
64174	Viking Chemical	Boiler treatment	209.13
64229	Treas-% Payroll Fund	Service recog pay	72.50
64254	"	Pd ending 1-30-80	23,108.51
6[illegible]9	Treas-% I M R Fund	Jan retirement	7,407.79
		TOTAL	$103,649.22

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS

MARCH, 1980

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
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MRS. DANIEL MOORE	1979-1982	422-2565 (H)	418 WOODHILL DRIVE	62521
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Mr. Grieve
Mr. Stewart

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Mrs. Taylor

LIBRARY COUNSEL - Edward Booth - 423-6076

LIBRARY - 428-6617 CITY LIBRARIAN - 428-0529 (H)