

Personnel and Public Relations Committee

Minutes

January 13, 1983

The meeting was called to order at 7:15 p.m. in the office of the City Librarian by Chairperson Reba Jackson. Present were members Martin Seidman and Marshall Susler; and President Shirley Moore, ex officio, and Robert Dumas, City Librarian.

The first item of business concerned a letter from Robert Plotzke, Executive Director of Rolling Prairie Libraries in which he expressed the intention of that library to cancel payments to Decatur Public Library in FY 1983/84 for purchase of materials to be held on Permanent Loan. These payments have varied between \$7,500 and \$15,000 over the years and have been paid to Lincoln Library in Springfield and the DPL to buy materials in greater depth in allocated subjects for improvement of service in the region, and to provide greater resources for regional interlibrary loan. The Permanent Loan Funds were instituted as an alternate to RPLS selecting, processing, and storing these materials.

The letter also expressed RPLS intention to discontinue the full payment of a cataloger on the staff of DPL and to substitute a payment of \$10,000 toward the employment of the cataloger. It was pointed out that this payment replaced an earlier payment for excessive reciprocal borrowing but was also intended as payment for reciprocal borrowing. Mr. Dumas also noted that it would be very difficult to get City Council to agree to funding another position on the staff and therefore could result in the loss of Mr. Inman who is a very good and productive cataloger. The consequences would be backlogging of materials, the slowing or cessation of conversion to the new cataloging standards with attendant problems, etc.

There was further discussion of the amount of reciprocal borrowing, the question of lost books and unpaid fines resulting from reciprocal borrowing and interlibrary loans, the financial straits of RPLS, the services provided by RPL to DPL and DPL's services to the region, whether some part of the costs currently paid by RPLS could be passed through to the libraries whose patrons benefitted from reciprocal borrowing, etc.

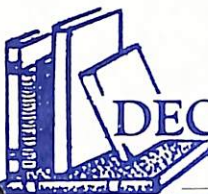
It was the consensus of the Committee that these matters be brought to the attention of the Board and that perhaps a meeting could be set up with RPLS to arrange for solutions to the problems raised by Mr. Plotzke's letter.

The second item of business related to the pay schedule for maintenance and custodial workers. Currently salaries for these employees are based on Steps D - F of their assigned pay grades. The City has changed its policy to make the salary scale of these employees consistent with other city staff and will henceforth hire at Step A. A question was raised whether the Library

might lose a good prospective employee by lowering the entry level. Mr. Dumas replied that under current policy he could, if desirable, still hire at a higher step. It was then agreed that the City Librarian would draw up a motion for Board action to change entry level of maintenance and custodial workers to Step A of their respective pay grades.

The meeting adjourned at 8:35 p.m.

Roger Dumas



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 20, 1983

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING DECEMBER 16, 1982
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Amendment to Policy Code - Maintenance Personnel
 - 2. Discussion of RPL Budget Cuts
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Board of Library Directors Meeting - January 20, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held January 20, 1983 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Seidman
Mr. Susler

Others Present:

Ms. Burch
Mr. Dumas
Ms. Jacobs
Mrs. Nichols
Miss Schwegman

After calling the meeting to order at 4:35 p.m., President Shirley Moore belatedly presented a book on child care from the Board to new mother, Sharon Taylor. Ms. Taylor thanked the Board and commented she hoped "the book would give instructions on what to do next."

The Minutes of the regular board meeting of December 16, 1982, were approved as printed and mailed.

At this time Mr. Dumas introduced two new staff members to the Board - Arlene Jacobs, Head of Home Reading, and Judith Nichols, Children's Librarian - stating he felt the Library was indeed fortunate to have these two young women aboard.

For the record, Mr. Dumas announced that schedules of all regular board meetings and monthly meetings of the Personnel and Public Relations Committee have been posted in the Library and sent to the media.

In his monthly report to the Board, Mr. Dumas informed circulation for the month, partially estimated because of computer problems, showed a very good increase of 16% over last December, which was a miserable month you will remember. However, we are still below the circulation attained in December of 1980 and 1979. Continuing, Mr. Dumas stated since the computer was down from December 4 until December 8 at 4:30 p.m., library staff was still engaged in entering manually recorded data from that period and at the time of the second failure had nearly completed entering the backlogged transactions. Consequently, when the head crashes destroyed the transactions for the 10th and 11th, it also lost data from the backlogged transactions from December 4, 6, 7 and 7½ hours of December 8, excepting the backlogged transactions that were entered on the evening of the 8th. Conservatively estimated, the loss on December 10 and 11 was not for two days but for four which together with the loss for December 3 means that non-recorded circulation for December amounted to five days' transactions. Mr.

Dumas commended the staff for being very hardworking, well organized, and for coping beautifully. Mr. Grieve stated he is still concerned about the efficiency of RPL computer personnel and the whole computer program over there. "Maybe I just come to the Library on bad days, but it doesn't seem fair to me for our staff to have to put up with this sort of thing month after month", Mr. Grieve concluded.

Mr. Dumas announced the Library began circulation of its video materials on December 22. During the first six days, the Library circulated the 73 tapes which had been received 81 times, which is phenomenal and indicates a great deal of acceptance of the materials. Mr. Seidl was interviewed on Channel 3 news last Saturday regarding the new program and the Herald and Review carried a sizeable article and picture.

Adult Services has contacted the League of Women Voters, Mr. Dumas stated, who will co-sponsor with the Library a "Meet the Mayoral Candidates Night" at 7:00 p.m., February 11.

Concluding his report, Mr. Dumas advised he expects to have a draft budget for 1983/84 ready next Tuesday or Wednesday, which will be mailed to members of the Finance Committee.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of bills through December 31, 1982, and Mrs. Rossiter seconded the motion. Mr. Marshall noted Voucher Number 1161 payable to the Treasurer of the General Operating Fund in the amount of \$7,107.82. This is the Public Liability Property Damage premium for the period May 11, 1981 to May 11, 1982 that was discussed at the last board meeting. There had been no allocation of the estimated premium to us. This is a result of the audit. The audit assessed that premium based upon the actual expenditures of the various entities being insured, Mr. Marshall explained. In our case the premium was based upon the expenditures during that twelve-month period of \$1,126,000. The amount did not exclude our expenditures for the retirement plan nor our expenditure that is paid to the City for its administrative services fee. Those were backed out. In effect what this means is that we received probably as beneficial an allocation as one could expect and it would not have been unreasonable for us to have paid against that retirement charge and administrative service fee, but these were picked up by the City. Continuing, Mr. Marshall stated a bill has now been received by the City for the premium from May 12 of 1982 through December 1, 1982 when the self-insurance program started. This is probably going to be about \$3,600 when that comes through and will be the last of the charges for the carriers of public liability property damage coverage. The original motion for bill approval, as seconded, was unanimously approved by a roll-call vote.

Looking at the financial statement as we are two-thirds of the way through the year, Mr. Marshall noted for personal services expenditures we are running about 2/3 of the amount budgeted, which would indicate we are cruising along pretty much on target; for operating expenses we are running a little under the proposed expenditures and also running behind on capital and books expenditures. We will, of course, be under budgeted for insurance and electricity, but overall should end the year out all right, Mr. Marshall concluded.

As Chairman of the Personnel and Public Relations Committee, Mrs. Jackson reported the first item of concern to her Committee was a letter received from Rolling Prairie Libraries regarding proposed cutbacks. They no longer intend to supply money to DPL for buying materials and they also intend to cut back on the money they have given in the past for the full salary of our cataloger, paying only \$10,000 of this salary a year from now. Mrs. Jackson requested this matter be discussed after the following motion approved by her Committee was made. Mrs. Jackson moved that Article III, Personnel, of the Code of Library Policy shall be and is amended in Paragraph F, Section 1(e) by striking the words "and maintenance staff". Mr. Mueller seconded the motion. The effect of this amendment, Mrs. Jackson explained, is to hire maintenance and custodial staff in the future at Step A of respective pay grades. The current practice is to hire at Step D. The City informs that it has recently made this change also. The motion as seconded was duly approved.

Returning to the discussion of the RPL letter from Mr. Plotzke, Executive Director, Mr. Grieve asked how Rolling Prairie had subsidized us and for what reason. Mr. Dumas answered there are two reasons. With respect to the Cataloger, they started that initially when RPL wanted our Library to extend the benefits of its collection and the circulation of its books to everyone in the system by reciprocal borrowing. Ray Ewick, Director of RPL at that time, proposed because of this excessive reciprocal borrowing that they would pay for the salary of a DPL Cataloger. In the meantime RPL because of its space problem and because of my suggestion, Mr. Dumas continued, decided to buy fewer books because they lacked the staff and the space to process and house them. Mr. Ewick, acting on the suggestion of Mr. Dumas, decided the two headquarters libraries - the Springfield Library and DPL - should be given an allocation to develop resources for the benefit of the region to be used primarily for inter-library loan. The amount given us for books has varied from \$7,500 to \$15,000 per year depending on the budget situation at RPL. Mr. Grieve stated that as he understands it RPL now expects DPL to maintain the expense of a Cataloger and also the expense of the excessive reciprocal borrowing. I would think Rolling Prairie should be advised that budget cutting is a two-way street, as it seems to me RPL is expecting us to assume more and more of all of the expenses, Mr. Grieve commented. Mr. Dumas explained that the change in directors of the Rolling Prairie system has changed their priorities and he now feels that whatever goes on between RPL and DPL should not be on an informal basis again, but there should be some kind of a written or contractual agreement between the two libraries to bring about some kind of continuity between successive directors. Ms. Taylor stated she felt more dialoging between the libraries was in order. Mr. Dumas proposed that one or the other of the Board's two committees or a special committee of the Board be appointed to meet with RPL personnel to try to work out solutions or compromises. Mr. Marshall moved we establish an Ad Hoc RPL Coordination Committee, Mr. Grieve seconded the motion and it was approved. The following Committee was appointed by Mrs. Moore. Mr. Susler, Chairman, Mrs. Jackson, Mr. Marshall and Ms. Taylor. Mr. Marshall requested Mr. Dumas to prepare an agenda listing all of these open items to be circulated to us with whatever background you think might be helpful.

There being no further business to come before the Board, the meeting was adjourned at 5:45 by the President.

A handwritten signature in dark ink, appearing to read "Robert H. Dumas". The signature is fluid and cursive, with the first name "Robert" and last name "Dumas" being clearly legible. It is positioned above a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

December, 1982

CIRCULATION*

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	22,041	1,759	12,060	35,860	386,141
1981 -	18,576	1,435	11,550	31,561	380,252
A-V Materials, 1982 -	2,153	--	121	2,274	19,061
1981 -	1,754	--	162	1,956	19,760
Total Circulation, 1982 -	24,194	1,759	12,181	38,134	405,202
1981 -	20,330	1,435	11,712	33,517	400,012

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	888	Books checked in	1,122
New titles added	394	Telephone Directories	50
Books withdrawn	231	Pamphlets	236
Books mended	1,307	Gifts	423

Materials in the State of Processing

Materials (physical items) - 651
Titles - 554

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>YTD Expended</u> <u>1982/83</u>	<u>P.O.s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	1,037,535	617,079	671,523	--	366,012
Operating	196,737	103,517	125,171	--	71,566
Capital and Books	225,965	135,453	123,103	--	102,862

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	4	--	--	4
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (916 hrs)	--	--	21 + 15 (902 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services,
1 Head, Home Reading, 1 Head, Children's Department

Computer Downtime for Month: 89-3/4 hours

* Due to computer failure the Library lost five days' circulation. This circulation has been estimated and added to the known circulation.

MAY 1, 1982 THRU DEC 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94-	
101A CURRENT YEAR TAXES	1,310,300.00	0.00	1,190,856.52	119,443.48	
524 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	40,000.00	1,365.70	31,870.30	8,129.70	
728A LIBRARY FINES & FEES	25,500.00	2,204.81	16,598.19	8,901.81	
729 NON-RESIDENT FEES	2,500.00	456.00	3,914.00	1,414.00-	
730 LOST & DAMAGED BOOKS	2,400.00	175.90	2,100.66	299.34	
733 PRINTS MADE ON COPY MACHINE	800.00	72.91	379.48	420.52	
733 ILL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
799 MISCELLANEOUS INCOME	4,000.00	256.90	2,127.60	1,872.40	
TOTAL REVENUE	1,813,618.00	4,532.22	1,768,021.69	45,596.31	97.49

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	887,938.00	0.00	122,769.33	564,394.45	323,543.55	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	21,528.72	78,897.19	45,022.81	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	0.00	3,201.00	
106	UNEMPLOYMENT COMPENSATION	3,806.00	0.00	0.00	1,882.42	1,923.58	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	8,584.56	18,520.00	0.00	
109	TEMPORARY SALARIES	16,421.00	0.00	1,394.67	7,829.33	8,591.67	
201	ADVERTISING	500.00	0.00	93.03	231.13	268.87	
202	PRINTING & BINDING	5,500.00	0.00	1,478.76	4,232.38	1,267.62	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	1,112.23	5,873.34	4,126.66	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	750.00	0.00	26.50	166.55	583.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	3,211.92	9,190.13	7,154.87	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	384.10	916.20	1,583.80	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	60.00	247.56	752.44	
231	ELECTRICITY	53,000.00	0.00	5,478.56	38,553.80	14,446.20	
233	TELEPHONE	10,000.00	0.00	801.85	5,294.83	4,705.17	
234	WATER	500.00	0.00	103.39	276.56	223.44	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	524.06	2,820.69	2,075.31	
245	POSTAGE	5,400.00	0.00	754.16	3,428.47	1,971.53	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	120.00	990.00	390.00	
288	RENTALS	5,705.00	0.00	1,021.06	3,654.96	2,050.04	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	384.19	1,446.64	1,053.36	
312	JANITORIAL SUPPLIES	3,000.00	0.00	247.32	797.31	2,202.69	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	11,000.00	0.00	555.89	6,549.56	4,050.44	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	204.13	921.01	578.99	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	2,557.84	11,701.48	4,298.52	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	2,722.00	10,888.00	5,447.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	45.00	870.00	680.00	
423	INSURANCE	10,300.00	0.00	7,226.22	13,591.22	3,291.22-	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1982 THRU DEC 31, 1982

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
499	SMALL CAPITAL ITEMS	0.00	0.00	390.93	1,478.40	1,478.40-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	183,780.42	796,693.61	437,578.39	64.55
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	7,976.00	1,374.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	0.00	4,989.37	19,725.63	
520	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	24,500.30	97,107.58	62,892.42	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	6,279.44	12,218.66	18,181.34	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	30,779.74	123,103.01	102,861.99	54.48
	TOTAL EXPENDITURES	1,460,237.00	0.00	214,560.16	919,796.62	540,440.38	62.99

MAY 1, 1982 THRU DEC 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	76,553.00	0.00	78,154.61	1,601.61-	
INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	7,655.00	14.67	7,851.87	196.87-	
MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	84,208.00	14.67	86,006.48	1,798.48-	102.14

56
524
799

FUND BALANCE MAY 1, 1982

INCOME

INTEREST ON INVESTMENTS

MISC INCOME

TOTAL REVENUE

MAY 1, 1982 THRU DEC 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
518 FUND BALANCE MAY 1, 1982	20,000.00	0.00	20,080.87	80.87-	
524 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
731 INTEREST SAVINGS	1,000.00	0.00	784.03	215.97	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	21,000.00	0.00	20,864.90	135.10	99.36

ACTIVITY 944 DECATUR PUBLIC TR FUND (BRIDGES)

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MAY 1, 1982 THRU DEC 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
524 REVENUE	0.00	0.00	0.00	0.00	
799 INTEREST ON INVESTMENTS	300.00	2.07	260.54	39.46	
MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,150.00	2.07	3,733.09	416.91	89.95

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

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

11/13/82 THRU 12/10/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
338	TREAS PAYROLL FUND	PD ENDING 11-17-82	28,805.20
380	TREAS PAYROLL FUND	PD ENDING 11-24-82	2,498.20
397	TREAS DPL FUNDS	INVESTMENT	50,722.25
402	POSTMASTER	POSTAGE	34.60
405	POSTMASTER	POSTAGE	300.00
413	AMERICAN LIBRARY ASSN	ADVERTISING	36.00
414	AMERICAN LIBRARY ASSN	DUES	110.00
415	ARTS MAGAZINE	BOOKS	62.00
416	BASIL BLACKWELL PUBL LTD	BOOKS	55.50
417	BRO-DART INC	OFFICE SUPPLIES	86.04
418	CHRIS COLE	INTERVIEW EXP	54.80
419	DECATUR PAPER HOUSE	BOOK TAPE	166.22
420	DECATUR REFRIGERATION CO	PARTS & REPAIRS	326.58
421	DOWNTOWN DECATUR COUNCIL	NOVEMBER PARKING	400.00
422	EAST PUBLICATIONS INC	BOOKS	36.00
423	GAYLORD BROS	OFFICE SUPPLIES	269.47
424	JACK GENTRY	REPAIR SERVICE	280.00
425	SUPT OF DOCUMENTS	BOOKS	98.50
426	HAINES & ESSICK CO	OFFICE SUPPLIES	33.20
427	ILL LIBRARY ASSN	BOOKS	2.70
428	JAN SAN SUPPLY CO	JANITORIAL	48.51
429	AMERICAN LIBRARY ASSN	BOOKS	30.00
430	LIVE STEAM INC	BOOKS	24.00
431	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	9.61
432	MIDSTATE OFFICE MACHINES	REPAIR SERVICE	32.00
433	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	157.10
434	NATURAL HISTORY	BOOKS	35.00
435	OFFICE PUBLICATIONS INC	BOOKS	50.00
436	PFS CONSUMER INFO CENTER	BOOKS	11.85
437	ROLLING PRAIRIE LIBRARIES	OFFICE SUPPLIES	199.49
438	JIM ROSS SIGNS	WORK ON VAN	145.00
439	DAVIS PUBLICATIONS INC	BOOKS	25.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
440	SCHUERMAN KEY SHOP	KEYS	18.67
441	SUPT OF DOCUMENTS	BOOKS	134.50
508	AMER INST OF CPA'S	BOOKS	20.00
509	AMERICAN MARKETING ASSN	BOOKS	50.00
510	ASME ORDER DEPARTMENT	BOOKS	2.80
511	APPLEBY MYER & CLARK	BOOKS	10.35
512	AUDIO BUFF CO INC	AUDIO VISUAL	370.95
513	BULLFROG FILMS INC	AUDIO VISUAL	310.00
514	COMP CARE PUBLICATIONS	BOOKS	1.50
515	CORONET FILMS & VIDEO	AUDIO VISUAL	262.50
516	ENCOUNTER	BOOKS	36.50
517	HERALD & REVIEW	BOOKS	51.78
518	INDICATOR DIGEST BLDG	BOOKS	125.00
519	INSTRUCTO VISION VIDEO CASS	AUDIO VISUAL	551.72
520	MURPHY & BROAD PUBLISHING	BOOKS	9.95
521	NATL AUDIOVISUAL CENTER	AUDIO VISUAL	905.00
522	NATL GEOGRAPHIC SOCIETY	BOOKS	27.80
523	NEW WOMAN	BOOKS	9.00
524	NEW YORK PUBLIC LIBRARY	BOOKS	7.00
525	PIERIAN PRESS	BOOKS	190.50
526	ROLLING PRAIRIE LIBRARIES	MAINT & AUDIO VISU	1,412.16
527	SIMON & SCHUSTER INC	BOOKS	10.49
528	VIKING PRESS	BOOKS	151.61
529	WEST PUBL CO	BOOKS	111.50
550	TREAS CENTRAL SERVICE FND	GASOLINE	189.52

TOTAL OF ALL VOUCHER CHECKS = 90,115.62

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

11/13/82 THRU 12/10/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
621	TREAS PAYROLL FUND	PD ENDING 12-1-82	31,220.61
790	ILL POWER CO	POWER FOR MONTH	3,830.23
909	TREAS PETTY CASH FUND	REIMBURSEMENT	231.44
912	BAKER & TAYLOR CO	BOOKS	1,654.96
913	BAKER & TAYLOR CO	BOOKS	8,522.66
914	BLACK & CO	HARDWARE	57.46
915	BOLAND ELECT SUPPLY CO	LAMP	18.50
916	CFJ	BOOKS	50.65
917	CLSI SYSTEMS	MAINTENANCE	1,722.66
918	CITY NEWS PUBL CO	BOOKS	36.00
919	COMMERCE CLEARING HOUSE	BOOKS	11.00
920	COMPUTYPE, INC.	OFFICE SUPPLIES	813.56
921	CONGRESSIONAL QUARTERLY	BOOKS	312.00
922	DASH DISPOSAL	DISPOSAL SERVICE	16.50
923	DAY'S PAINT	PAINT	154.07
924	DECATUR PAINT & VARNISH	PAINT	23.43
925	DOUBLEDAY & CO INC	BOOKS	335.45
926	ENGLEWOOD ELECTRIC CO	FITTINGS	16.79
927	GAYLORD BROS	OFFICE SUPPLIES	269.24
928	THE HORN BOOK	BOOKS	43.00
929	THE HORN BOOK	BOOKS	43.00
930	THE HORN BOOK	BOOKS	20.00
931	HUSTON PATTERSON CORP	PRINTED CARDS	190.00
932	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	211.09
933	ILLINOIS MAGAZINE	BOOKS	37.50
934	ILLUSTRATED LONDON NEWS	BOOKS	37.00
935	INVESTMENT QUALITY TRENDS	BOOKS	175.00
936	JAN SAN SUPPLY CO	JANITORIAL	97.17
937	KIPLINGER WASHINGTON LTR	BOOKS	48.00
938	LIBRARY CARDS LTD	CATALOG CARDS	119.62
939	MILLIKIN UNIVERSITY	BOOKS	18.00
940	MODERN BUSINESS SYSTEMS	SERVICE AGREEMENT	96.56

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
941	NEW YORK PUBLIC LIBRARY	BOOKS	15.00
942	NEWS-GAZETTE	BOOKS	90.00
943	DASH DISPOSAL	MONTHLY SERVICE	286.02
944	PALMER PUBLICATIONS INC	BOOKS	14.00
945	PARIS MATCH	BOOKS	80.00
946	PARIS REVIEW	BOOKS	16.00
947	PLAYS	BOOKS	42.00
948	POSTMASTER	BULK FEE	40.00
949	RAIN UMBRELLA INC	BOOKS	25.00
950	SMITHSONIAN INSTITUTION	BOOKS	28.00
951	THORNTON WELDING SERVICE	REPAIR SERVICE	91.00
952	VOGUE PATTERNS	BOOKS	48.00
953	WILDERNESS SOCIETY	BOOKS	20.00
954	CLEM WILLIAMS FILMS INC	FILM RENTAL	64.00
955	WOOD PRINTING SERVICE	PRINTED CARDS	62.00
956	YALE REVIEW	BOOKS	18.00

TOTAL OF ALL VOUCHER CHECKS = 51,372.17

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/11/82 THRU 12/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
966	OTIS ELEVATOR CO	MAINTENANCE	286.02
967	MACLEANS	BOOKS	99.00
968	PRENTICE HALL INC	BOOKS	99.75
969	VOGUE	BOOKS	48.00
972	BAKER & TAYLOR CO	BOOKS	10.00
977	TREAS PAYROLL FUND	PD ENDING 12-15-82	30,859.89
989	ILLUSTRATED LONDON NEWS	BOOKS	37.00
991	AMERICAN LIBRARY ASSN	DUES	10.00
992	DOWNTOWN DECATUR COUNCIL	PARKING	400.00
993	FORD'S TRAVEL GUIDES	BOOKS	14.90
994	GAYLORD BROS INC	OFFICE SUPPLIES	380.26
995	GREANIAS AND BOOTH	DUES	60.00
996	JAN SAN SUPPLY CO	JANITORIAL	12.47
997	LIBRARY OF CONGRESS	BOOKS	608.00
998	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	17.54
999	MONTGOMERY WARDS	2397	23.97
1000	NATL ARCHIVES	BOOKS	17.00
1001	SCHUERMAN KEY SHOP	LOCK	22.50
1002	SCHWANN ARTIST ISSUE 1982	BOOKS	7.95
1003	TIME-LIFE VIDEO	AUDIO VISUAL	1,909.00
1004	VARIETY	BOOKS	60.00
1005	VOICE OF YOUTH ADVOCATES	BOOKS	16.50
1020	TREAS GNL OPERATING FUND	INTEREST DUE	600.15
1021	TREAS CENTRAL SERVICE FND	GASOLINE	164.67
1074	POSTMASTER	POSTAGE	35.10

TOTAL OF ALL VOUCHER CHECKS = 35,799.67

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/11/82 THRU 12/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1099	A M MULTIGRAPHICS	SERVICE MACHINE	106.00
1100	AMERICAN FILM INSTITUTE	BOOKS	35.00
1101	FIELD & SHORB CO	SUPPLIES	61.06
1102	HAINES & ESSICK CO	OFFICE SUPPLIES	79.76
1103	HAMILTON PROT COATINGS IN	PAINT	37.19
1104	BETTY LOU HICKS	REIMB FOR EXPENSE	24.47
1105	HUMAN EVENTS	BOOKS	46.50
1106	PITNEY BOWES	MAINTENANCE	60.50
1107	ROLLING PRAIRIE LIBRARIES	PROJECTOR	390.93
1108	MARILYN SHROYER	REIMB FOR EXPENSES	17.86
1109	TREAS WATER FUNDS	WATER BILL	103.39
1161	TREAS GNL OPERATING FUND	DUE OTHER FUNDS	7,107.82

TOTAL OF ALL VOUCHER CHECKS = 8,070.48

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/11/82 THRU 12/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1185	POSTMASTER	POSTAGE	300.00
1189	TREAS PAYROLL FUND	PD ENDING 12-29-82	30,825.10
1315	HERALD & REVIEW	ADVERTISING	57.03
1393	TREAS %NON MED INS ES	NON MED INSURANCE	8,584.56
1403	TREAS ILL MUNI RETIREMENT	NOV & DEC RETIRE	21,528.72
1406	TREAS GNL OPERATING FUND	ADM EXPENSE	2,722.00
1427	AMERICAN BOOK PRICES CURR	BOOKS	69.95
1428	BIO SCIENCES	BOOKS	43.00
1429	AMER PUBLIC HEALTH ASSN	BOOKS	50.00
1430	AUDIO BUFF CO INC	AUDIO VISUAL	303.86
1431	BAKER & TAYLOR CO	BOOKS	697.62
1432	BAKER & TAYLOR CO	BOOKS	4,294.53
1433	BLACK & CO	HARDWARE	6.28
1434	R R BOWKER CO	BOOKS	337.40
1435	COWARD MCCANN & GEOGHEGAN	BOOKS	15.42
1436	CITIZENS BANK TRAVEL BUR	AIRFARE	401.00
1437	DOUBLEDAY & CO INC	BOOKS	377.66
1438	ENSLOW PUBLICATIONS	BOOKS	22.45
1439	EVERTON PUBLISHERS INC	BOOKS	72.90
1440	SAMUEL FRENCH INC	BOOKS	7.83
1441	HOBBIES	BOOKS	84.00
1442	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	690.76
1443	K MART	AUTO PARTS	28.64
1444	LIBRARY CARDS LTD	CATALOG CARDS	96.35
1445	MCGRAW HILL BOOK CO	BOOKS	173.48
1446	MILLIKIN UNIVERSITY	BOOKS	12.00
1447	NATIONAL RECORDING CO	AUDIO VISUAL	263.55
1448	OTIS ELEVATOR CO	MAINTENANCE	286.02
1449	OXFORD UNIVERSITY PRESS	BOOKS	14.49
1450	PBS VIDEO	AUDIO VISUAL	405.00
1451	POPULAR PHOTOGRAPHY	BOOKS	84.00
1452	PUBLISHER'S CENTRAL BUR	BOOKS	10.89

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1453	ROLLING PRAIRIE LIBRARIES	BOOKS	2.75
1454	ROLLING PRAIRIE LIBRARIES	AUDIO VISUAL	1,932.23
1455	RUNNER'S WORLD MAGAZINE	BOOKS	39.00
1456	SCHOOL OF FOREIGN SERVICE	BOOKS	10.45
1457	DOROTHY SINDFSKY	AUDIO VISUAL	53.73
1458	STANDARD & POOR CORP	BOOKS	1,115.00
1459	TIME-LIFE VIDEO	AUDIO VISUAL	452.39
1460	TOTALTAPE PUBLISHING	AUDIO VISUAL	344.89
1461	TRAILER LIFE	BOOKS	21.50
1462	USA TODAY	BOOKS	56.00
1463	VISION PRODUCTS	AUDIO VISUAL	85.95
1464	WEST PUBL CO	BOOKS	167.50
1465	WESTON WOODS	BOOKS	254.15
1466	WOOD PRINTING SERVICE	PRINTED FORMS	995.00
1467	YOUNG MISS	BOOKS	9.95
1470	ILL POWER CO	GAS BILL	1,648.33
1510	BOB'S REPAIR SERVICE	TRACTOR REPAIR	230.54
1511	FIRESTONE STORE	TIRE REPAIR	8.10
1512	JAN SAN SUPPLY CO	JANITORIAL	123.25
1513	NORTHTOWN FORD INC	AUTO PARTS	71.54
1530	NICHOLSON CLARK & CO	BOILER INS	118.40

TOTAL OF ALL VOUCHER CHECKS = 81,107.14