

Personnel and Public Relations Committee Meeting

July 8, 1982

Present were Reba Jackson, Chairperson, John Mueller, Shirley Moore, ex officio, and Robert Dumas, City Librarian.

The meeting was called to order at 7:30 p.m. in the City Librarian's office.

The first item of discussion related to a complaint of a patron who felt that due to the length of a new novel, it should have had a longer loan period. She returned it two days after expiration of the grace period. She had paid 90¢ fine and felt that 20¢ was reasonable. She asked refund of 70¢. It was the feeling of the Committee that variability of loan periods and assessment of fines should not be tailored to the length of a book or how fast a person read. It was agreed that refund would not be recommended to the Board.

Next the Committee considered the request for forgiveness of fines and costs of more than \$100 from a patron who alleged that her purse had been stolen and her card used by an unauthorized person. She had reported her stolen purse to the police in late April and had brought a notification of the fact from the police to the Library. The unreturned books were due in February. Two overdue notices and a bill had been sent to the patron prior to the police report and the patron had not responded to these notices. It was felt by the Committee that the circumstances did not justify recommending to the Board forgiveness of the fines and cost of the materials.

The Committee reviewed the draft policy to govern acquisition of video forms for the Library's collections. After discussion the draft was approved for submission to the Library Board for action.

A handwritten signature in dark ink, appearing to read "R. Dumas", is located in the lower right portion of the document. The signature is stylized and cursive.



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JULY 21, 1983

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 16, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. APPOINTMENT OF COMMITTEES
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi (Tentative)
Mr. Marshall
Mrs. Moore
Mrs. Rossiter
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 21, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held July 21, 1983 in the board room of the main library.

Members Present:

Mr. Marshall
Mrs. Moore
Mrs. Rossiter
Mr. Seidman
Mr. Susler

Members Absent:

Mrs. Alpi
Mr. Grieve
Mrs. Jackson
Mr. Mueller

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

In the absence of the President, Vice President Marshall Susler called the meeting to order at 4:35 p.m.

The minutes of the regular board meeting of June 16, 1983 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated that as directed by the Board at the last meeting, he had gone over to talk to the City Manager about the Job Stimulus grant money. The Manager was personally receptive to the idea of remodeling the Library to convert the unassigned area to Technical Services in order to provide public space on the second floor for the A-V collections. The Manager noted that the Capital Fund Account and the Breckenridge Account were available for the Library's contribution. Without presuming to speak for Council, he indicated the remaining up-front money could possibly be borrowed. Mr. Dumas stated he would defer any further comments on this matter later in the meeting under the Finance and Properties Committee report.

Also at the Board's direction, Mr. Dumas stated he had discussed the RPL computer contract with Bob Plotzke, telling him the DPL Board would prefer to separate the agreement on maintenance from the general computer contract. Mr. Plotzke informed he would prefer they not be separated and be included in the same contract. He asked what further problems DPL found with the contract. Mr. Dumas stated DPL was not receptive to the idea of assigning all our property rights of the data base to RPL, and Mr. Plotzke did not see why we would object to that. Mr. Dumas stated problems may be resolved now but for the future he felt our position should be clarified in writing. Mr. Dumas further stated since the data base was primarily the creation of DPL and since DPL was the major user of the computerized resources, it should either have complete ownership of that portion of the files reflecting its holdings or a preponderant ownership of the entire files, so that it retained control over possible changes in the data base and could prevent changes that were inimical to the interests of DPL. Mr. Plotzke made no comment on

this, but stated he would think over what had been said and try to come up with a contract agreeable to all member libraries. Mr. Dumas stated he had been informed by RPL that their monthly board meetings will be held on the second Tuesday of each month at 2:00 p.m., which Mr. Susler noted represents no change. Thus, the problem of our Board's representative attending the mid-afternoon meetings still exists.

Further reporting, Mr. Dumas noted there were 69 hours of computer downtime this month which of course adversely affected our circulation statistics for June as many of our check-outs were not entered until July. Mr. Marshall asked about the status of our Apple computer and Mr. Dumas explained the software is not available as yet, and that if we don't get it soon, we may have to find another supplier. Mrs. Rossiter asked if other computer companies have as much downtime as CLSI, and Mr. Dumas responded that they all have their problems and that nation-wide CLSI has a pretty good record. Springfield, for example, has had very little downtime.

Commenting on his attendance at the ALA national convention, Mr. Dumas noted he had been most impressed with a speaker from the New York City Public Library, who has written a great deal on library computerization. He issued a strong admonition against jumping into the public access catalog at the present time as he feels it will be five to ten years before the system can be perfected as there are many complexities involved.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of bills through June 30, 1983, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote.

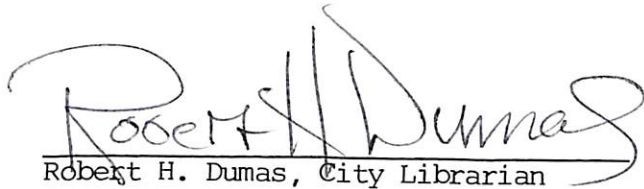
Mr. Marshall noted on the Board's Monthly Statistical Report personal services for the YTD Expenditures 1983/84 were considerably more than that for 1982/83 because there were five pay days through June of this year instead of four.

Stating that the Finance Committee had met on June 30 to discuss the Jobs Stimulus Bill grant money, Mr. Marshall asked for further discussion. Mr. Dumas informed he had met with Stanley Adams of the Illinois State Library, who is in charge of developing guidelines for the grant money, which guidelines will then be taken to the State Advisory Committee for approval. It appears the State Library wants to spread the money throughout the State as much as possible, so that it appears more local up-front money may be required than the 57% we were originally told, and whether the Council would go along with such an increase, of course, is not known at this time. The utilization of the Library's Capital Fund Account and the Breckenridge Trust Fund money to supplement the grant money was also discussed, and Mr. Dumas stated some thought has been given to the utilization of this money for a computer for the Library, thus making DPL independent of the RPL computer program. Mr. Dumas stated he wished to make it quite clear to the Board that in his opinion the computer and the control over the computer are the central factors governing the adequacy of this Library over the long term, and it is very important to us not only for circulation but

for book selection, weeding, and collection maintenance and control. Mr. Marshall commented that at present we need to have it out with RPL and get a new computer contract signed. Mrs. Moore asked if perhaps the remodeling could be done over a period of time, and Mr. Dumas stated that would be a possibility, as we will probably be removing some of the shelving in the Young Adult section in the Fall to give more space for the A-V materials, but this is a stop-gap measure that will probably forestall the final resolution of the problem by not more than three years.

Under New Business, Mr. Susler stated that pending the appointment of Committees by the new President for the coming year, the present committees will continue to function.

The meeting was adjourned at 5:25 p.m.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

June, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Month to Date</u>
Total Books 1983 -	23,711	2,390	23,500	49,601	610,333
1982 -	27,887	2,972	27,023	57,882	596,539
A-V Materials, 1983 -	2,224	--	247	2,471	34,055
1982 -	2,021	--	324	2,345	30,578
Total Circulation, 1983 -	25,935	2,390	23,747	52,072	644,388
1982 -	29,908	2,972	27,347	60,227	627,117

TECHNICAL PROCESSING

Cataloging

New books added	734
New titles added	292
Books withdrawn	952
Books mended	999

Acquisitions

Books checked in	991
Telephone Directories	3
Pamphlets	433
Gifts	162

Materials in the State of Processing

Materials (physical items) -	936
Titles -	816

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	147,362	193,276	888,244
Operating	212,741	25,119	28,656	184,085
Capital and Books	221,400	25,306	24,639	196,761

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (516 hrs)
Clerical	22 + 17 (1160)	--	--	22 + 17 (1198 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian

Computer Downtime for Month: 69 hours

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

E 69

MAY 1, 1983 THRU JUN 30, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	544,992.00	0.00	634,190.86	89,598.86~	
101 CURRENT YEAR TAXES	1,147,825.00	0.00	0.00	1,147,825.00	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	45,000.00	3,651.91	4,178.63	40,821.37	
728 LIBRARY FINES & FEES	25,000.00	2,698.16	5,518.60	19,481.40	
728A NON-RESIDENT FEES	5,000.00	494.00	760.00	4,240.00	
729 LOST & DAMAGED BOOKS	3,100.00	234.49	495.22	2,604.78	
730 PRINTS MADE ON COPY MACHINE	700.00	71.67	163.33	536.67	
733 ILL ST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
799 MISCELLANEOUS INCOME	3,200.00	133.09	367.32	2,832.68	
TOTAL REVENUE	1,821,417.00	7,283.32	645,673.96	1,175,743.04	35.45

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	904,640.00	0.00	97,203.65	161,704.35	742,935.65	
102 A	STRAIGHT OVERTIME	150.00	0.00	307.16	428.52	278.52~	
103	RETIREMENT FUND	126,855.00	0.00	13,697.31	22,846.61	104,008.39	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	0.00	0.00	4,522.00	
106	EMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	0.00	4,209.00	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,048.00	4,096.00	20,484.00	
109	TEMPORARY SALARIES	16,564.00	0.00	2,063.87	4,199.78	12,364.22	
201	ADVERTISING	500.00	0.00	0.00	7.59	492.41	
202	PRINTING & BINDING	6,500.00	0.00	217.88	445.13	6,054.87	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	832.28	1,125.56	8,874.44	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	600.00	0.00	36.50	53.00	547.00	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	2,274.66	3,795.06	15,804.94	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	22.00	135.50	1,364.50	
221	AUDITING SERVICES	650.00	0.00	0.00	0.00	650.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	35.00	35.00	965.00	
231	ELECTRICITY	74,000.00	0.00	4,836.83	9,501.23	64,498.77	
233	TELEPHONE	10,000.00	0.00	1,064.17	1,735.63	8,264.37	
234	WATER	500.00	0.00	123.32	123.32	376.68	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	509.17	777.55	4,310.45	
245	POSTAGE	5,800.00	0.00	787.19	1,103.09	4,696.91	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	15.00	15.00	1,365.00	
288	RENTALS	5,665.00	0.00	556.43	979.72	4,685.28	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	190.65	377.33	2,122.67	
312	JANITORIAL SUPPLIES	2,200.00	0.00	8.09	54.30	2,145.70	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	10,000.00	0.00	1,333.76	1,394.56	8,605.44	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	15.05	15.28	1,484.72	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	18,000.00	0.00	2,251.45	2,556.35	15,443.65	
402	CONTINGENCIES	7,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	2,722.00	13,613.00	
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	35.00	205.00	1,470.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1983 THRU JUN 30, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
423	INSURANCE	8,303.00	0.00	691.00	1,382.00	6,921.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	117.90	117.90	1,822.10	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	132,634.32	221,932.36	1,072,328.64	17.15
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	0.00	0.00	16,270.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	11,243.53	23,101.27	136,898.73	
525 A	AUDIO VISUAL MATERIALS	43,130.00	0.00	564.15	1,537.37	43,592.63	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	11,807.68	24,638.64	196,761.36	11.13
	TOTAL EXPENDITURES	1,515,661.00	0.00	144,442.00	246,571.00	1,269,090.00	16.2

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

E 71

MAY 1, 1983 THRU JUN 30, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1983	89,855.00	0.00	89,882.06	27.06-	
524 INCOME	0.00	0.00	0.00	0.00	
799 INTEREST ON INVESTMENTS	1,500.00	160.17	502.63	6,997.37	
MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	97,355.00	160.17	90,384.69	6,970.31	92.84

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

72

MAY 1, 1983 THRU JUN 30, 1983

REVENUE ITEMS

ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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518 FUND BALANCE MAY 1, 1983	21,080.00	0.00	22,169.43	1,089.43-
524 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00
731 INTEREST SAVINGS	1,000.00	0.00	10.03	989.97
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00
TOTAL REVENUE	22,080.00	0.00	22,179.46	99.46-

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ACTIVITY 944 DECATUR PUBLIC TR FUND (BRIDGES)

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MAY 1, 1983 THRU JUN 30, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	400.00	1.91	6.00	394.00	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,573.00	1.91	3,994.68	578.32	87.35

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,000.00	0.00	360.03	823.65	2,176.35	27.46
	TOTAL EXPENDITURES	3,000.00	0.00	360.03	823.65	2,176.35	27.46

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/83 THRU 06/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
5082	TREAS PAYROLL FUND	PD ENDING 6-1-83	33,468.49
5208	TREAS CENTRAL SERVICE FND	GASOLINE	183.40

15 TOTAL OF ALL VOUCHER CHECKS = 33,651.89

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/83 THRU 06/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
5232	TREAS PAYROLL FUND	PD ENDING 6-15-83	32,886.70
5246	POSTMASTER	POSTAGE	10.80
5249	ARCHAEOLOGY	BOOKS	32.00
5250	BILYEU'S PAINT	DOORS	162.00
5251	BOOKS ON TAPE	BOOKS	2.50
5252	CHRISTIANITY TODAY	BOOKS	35.00
5253	CITIZENS BANK TRAVEL BUR	AIRFARE	498.00
5254	DASH DISPOSAL	DISPOSAL SERVICE	16.50
5255	DAVID & CHARLES	BOOKS	18.95
5256	DAY'S PAINT	PAINT	225.53
5257	DECATUR REFRIGERATION CO	REPAIR SERVICE	97.50
5258	DISCOVER	BOOKS	18.00
5259	FIELD ENT EDUCATIONAL COR	BOOKS	433.00
5260	FRANKLIN FASTPRINT	COPIES	21.00
5261	GAYLORD BROS	OFFICE SUPPLIES	190.05
5262	HAINES & ESSICK CO	OFFICE SUPPLIES	81.72
5263	G K HALL & CO	BOOKS	242.41
5264	LAWYERS CO-OPERATIVE PUBL	BOOKS	21.25
5265	LUGARI'S	OIL	22.10
5266	3 M CO	MICRO FILM PAPER	402.60
5267	MIDWEST MICROFILM CO	OFFICE SUPPLIES	25.21
5268	NATIONWIDE SPEED PRINTING	FOLDERS	96.00
5269	OTIS ELEVATOR CO	MAINTENANCE	293.28
5270	PACK-O-FUN	BOOKS	23.70
5271	POSTMASTER	POSTAGE	300.00
5272	SATTLE'S OFFICE SUPPLIES	EASELS	117.90
5273	SCARECROW PRESS INC	BOOKS	45.50
5274	SCHUERMAN KEY SHOP	KNOBSETS	97.45
5275	SCIENCE 83	BOOKS	15.00
5276	SECKER & WARBURG	BOOKS	164.90
5277	SKI	BOOKS	17.91
5278	SPORTING NEWS	BOOKS	69.95

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
5279	TREAS WATER FUNDS	WATER BILL	123.32
5280	TRUMP PRINTING	VISORS	32.40
5281	WM A WAIT	OFFICE SUPPLIES	13.50
5301	ILL POWER CO	POWER FOR MONTH	4,836.83
5306	TREAS PETTY CASH FUND	REIMBURSEMENT	72.73
5392	AUDIO BUFF CO INC	AUDIO VISUAL	407.15
5393	BATTELLE PRESS	BOOKS	13.50
5394	DOWNTOWN DECATUR COUNCIL	JUNE PARKING	400.00
5395	DUKE'S OFFICE SUPPLIES	REPAIR SERVICE	285.00
5396	IBM CORP	REPAIR SERVICE	267.00
5397	MAVIS POGUE LUMBER CO	LUMBER	85.11
5398	MODERN BUSINESS SYSTEMS	SERVICE AGREEMENT	19.33
5399	NATIONAL 4-H COUNCIL	BOOKS	15.00
5400	NATL RIFLE ASSN	BOOKS	22.50
5401	SOTHEBY'S	BOOKS	60.00
5402	SOUND/VIDEO UNLTD	AUDIO VISUAL	98.69
5403	TAPLINGER PUBLISHING CO	BOOKS	14.83
5404	WEST PUBL CO	BOOKS	298.50
TOTAL OF ALL VOUCHER CHECKS =			43,749.80

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/83 THRU 06/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
5503	AMERICAN WEST	BOOKS	15.00
5504	APPLEBY MYER & CLARK	BOOKS	238.67
5505	ART IN AMERICA	BOOKS	79.95
5506	BARCLAY ROBERT INC	TEMP CONTROLLER	153.08
5507	BLACK & CO	HARDWARE	37.31
5508	ART BROWN & BRO., INC.	OFFICE SUPPLIES	3.00
5509	C L SYSTEMS, INC	MAINTENANCE	1,722.66
5510	DECATUR PAPER HOUSE	PAPER SUPPLIES	484.02
5511	DECATUR REFRIGERATION CO	REPAIR SERVICE	988.61
5512	THE ELECTRIC CO	BOOKS	27.95
5513	FACTS ON FILE, INC	BOOKS	340.00
5514	GESTETNER CORP	OFFICE SUPPLIES	109.95
5515	HEALTH	BOOKS	29.85
5516	HERALD & REVIEW	BOOKS	135.73
5517	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	1,064.17
5518	ILL ST HISTORICAL SOCIETY	BOOKS	15.00
5519	INT UNIV PRESS INC	BOOKS	25.25
5520	LIBRARY CARDS LTD	CATALOG CARDS	214.78
5521	MIDWEST CLSI USERS GROUP	DUES	15.00
5522	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	460.18
5523	NORTHEAST AUDIO VISUAL	OFFICE SUPPLIES	62.94
5524	R L POLK & CO	CITY DIRECTORY	292.00
5525	REGENT BOOK CO INC	BOOKS	124.91
5526	ROAD & TRACK	BOOKS	44.00
5527	ST LOUIS MAGAZINE	BOOKS	10.00
5528	SCRIBNER BOOK CO INC	BOOKS	221.65
5529	ULVERSCRAFT LARGE PRINT	BOOKS	156.00
5530	MARTIN YALE BUSINESS MACH	OFFICE SUPPLIES	9.07
5559	TREAS %NON MED INS ES	INSURANCE	691.00
5560	TREAS %MED INS ESCROW	MED INSURANCE	2,048.00
5563	TREAS GNL OPERATING FUND	ADM SERVICES	1,361.00
5609	BAKER & TAYLOR CO	BOOKS	502.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
5610	BAKER & TAYLOR CO	BOOKS	7,082.16
5611	BLACK & CO	HARDWARE	17.78
5612	CLSI SYSTEMS	OFFICE SUPPLIES	55.46
5613	DAY'S PAINT	PAINT	137.36
5614	DOUBLEDAY & CO INC	BOOKS	531.96
5615	FAMILY JOURNAL	BOOKS	8.95
5616	LATITUDES PRESS	BOOKS	10.00
5617	LIBRARY STORE	OFFICE SUPPLIES	87.84
5618	PITNEY BOWES	POSTAGE METER	59.25
5619	POSTMASTER	POSTAGE	300.00
5620	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	237.46
5621	SCRIBNER BOOK CO INC	BOOKS	21.43
5622	SOUND/VIDEO UNLTD	AUDIO VISUAL	58.31
5623	TRANSCON LINES	FREIGHT CHARGES	74.54
5712	INTL MED ASSOC OF DECATUR	PROF SERVICES	35.00

TOTAL OF ALL VOUCHER CHECKS = 20,400.23

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/83 THRU 06/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
5739	TREAS PAYROLL FUND	PD ENDING 6-29-83	33,254.49
5867	TREAS PETTY CASH FUND	REIMBURSEMENT	75.76
5881	TREAS ILL MUNI RETIREMENT	RETIREMENT	13,697.31

TOTAL OF ALL VOUCHER CHECKS = 47,027.56