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

BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 15, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING OCTOBER 11, 1974

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

1. AMENDMENT TO BY-LAWS, MEETING DATE
2. PRESENTATION OF POLICY SCHEDULE

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. LINDSAY
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - November 15, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held November 15, 1974 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Butler	Linda Doherty (Herald & Review)
Mr. Farrell	Mr. Holcomb	Mr. Dumas
Mrs. Hedrick		Miss Schwegman
Mr. Lindsay		
Mr. Prince		
Mr. Robinson		

The meeting was called to order at 4:35 P.M. by Mr. Farrell.

The minutes of the regular board meeting of October 11, 1974 were approved.

In his statistical report to the Board, Mr. Dumas stated that we are now six months into the current fiscal year, and this past month shows the smallest differential circulation-wise of any month since we have gone on the five-day week in the library. On the positive side, there is an increase in circulation in the Extension Division which is up nearly 13%. On a comparative basis, Home Reading and the Children's Department are also up: Home Reading by 14% and the Children's Department by 8%. Staff contacts are up by 4% for the month and by 20% for the year. So far this year the number of classes visiting the library has tripled and attendance has doubled. The use of microfilm in the Reference Department has increased by 54% so far this year compared with last. We have had ten adult film programs this year compared to 14 last year at this time, but attendance has grown from 615 to 675.

Mr. Dumas further reported that this month Mr. Cheever, our long-time bookmobile clerk driver, retired having reached the magic age. We have been having some difficulty filling the position; 15 people took application forms, 5 took the written examination, 2 passed, one showed for interview and it was necessary to reject him because of a poor history of attendance and tardiness at previous employers. The examination will be given again.

During Halloween week the Children's Department held its second annual Halloween Costume Party and Magic Show on October 29. Attendance was approximately 150. The foreign film series of Adult Services showed two films during October, Burning Court, a French production, and Merry Wives of Windsor, an Austrian movie based on Shakespeare's play. Attendance at these two films was 145.

The Public Affairs Committee of the local Chamber of Commerce periodically holds a contest in which buildings of the area in various categories are examined for architectural excellence. A visiting team of architects visited the library last week, and they liked what they saw. This morning an award giving ceremony was held at the Hotel Orlando at which time an honor award for a public building in the area of remodeling was presented to Mr. Farrell on behalf of the library. They had more good things to say about the library than any other, and were very impressed with the open spaces in the library and the non-institutional character of the building.

As Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through October 31, 1974 and bills approved through October 31, 1974. The motion for approval of the report by Mr. Lindsay was seconded by Mrs. Brandt and was unanimously approved by a roll-call vote.

Mrs. Hedrick, as Chairman of the Policies, Public Relations, and Personnel Committee, reported that her committee had been busy this last month preparing a schedule of library policy, a copy of which was mailed to each board member. Mrs. Hedrick moved that the policies contained in the schedule entitled "Schedule of Library Policy, November 1, 1974" be re-affirmed, and that all other formerly adopted policies, except the book selection policy, be revoked. Mrs. Brandt seconded the motion. After some discussion, Mr. Robinson moved that the motion on the floor be amended to the extent of deleting paragraph 2 under Personnel. Mrs. Brandt seconded the motion. The motion, as amended, was approved by the board. A copy of the "Schedule of Library Policy", as amended, becomes a part of these minutes. Mr. Robinson complimented the Policy Committee for having done an excellent job in the preparation of the policy schedule.

In accordance with Article 8 of the Library By-Laws which states that the "by-laws may be amended at any regular meeting of the board by a two-thirds vote of the entire board, provided the amendment was stated in the call to the meeting", Mrs. Hedrick moved that the By-Laws be amended as follows:

ARTICLE 2. MEETINGS

STRIKE THE FOLLOWING: "The Board shall meet regularly on the first Friday after the 10th of each month at 4:30 PM in the Main Library Building. In the event that Friday falls on a holiday, the regular meeting will be held on the next Friday." AND IN ITS PLACE SUBSTITUTE THE FOLLOWING: "The Board shall meet regularly on the third Thursday of each month at 4:30 PM in the Main Library Building. In the event that said Thursday falls on a holiday, the regular meeting will be held on the next Thursday."

ANNUAL MEETING

STRIKE THE FOLLOWING: "The Annual Meeting shall be held between the first and fifteenth day of May." AND SUBSTITUTE THE FOLLOWING: "The Annual Meeting shall be held on the same day as the regular May meeting of the Board."

Mrs. Brandt seconded the motion. A roll-call vote was taken with all six members present voting affirmatively, constituting a two-thirds vote of the entire board. Thus, the By-Laws were so amended.

The meeting was adjourned at 5:35 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

Schedule of Library Policy

November 1, 1974

Personnel

1. Wages and Salaries.

a. Wages and salaries to be paid employees of the Decatur Public Library are fixed as provided herein and in the schedule, hereunto attached and hereby made a part hereof, entitled "City of Decatur Pay Grades, May 1, 1974, and referred to hereinafter as the Schedule of Pay Grades, which said salaries and wages shall be paid in regular weekly or bi-weekly installments, as the case may be, in accordance with payrolls presented to and allowed by the Board of Library Directors.

b. Employees assigned to positions as the same are designated in the Position Classification Plan of the Civil Service Commission of the City of Decatur, Illinois, shall be paid the salary or wage set opposite the designation of such position in the attached schedules entitled "Decatur Public Library Classification and Pay Plan" and in the appropriate step of the pay grade as herein provided in the schedule of pay grades.

c. Any employee entering service or being promoted after May 1, 1968, shall commence service in grade at the lowest step provided in the schedule of pay grades for such grade, and shall advance, based upon satisfactory performance ratings and length of service in grade, as follows: from Step A to Step B upon completing six months of service; from Step B to Step C upon completing one year of service; from Step C to Step D upon completing two years of service; from Step D to Step E upon completing three years of service; and from Step E to Step F upon completing four years of service.

d. Notwithstanding the foregoing, full-time pages shall be compensated on an abbreviated range comprised of Steps D through F.

e. Notwithstanding the foregoing, supervisory employees shall be placed in grade at a step which provides an amount of pay one step higher than the current pay of the highest paid regularly assigned employee supervised.

f. When an employee, after being certified for appointment by the Civil Service Commission, is appointed to another classified position having a pay range higher than the former position of such employee, said employee shall

advance to the lowest step of the new pay grade, or to the step in the new pay grade with the rate next above the rate of pay of such employee immediately before appointment, whichever is higher.

g. Temporary, seasonal, and part-time employees as defined in the Civil Service Commission Rules shall be compensated pro rata from Step A of the pay range for the grade thereunto appertaining. Employees designated in this section shall receive only the wage or salary provided in this section and shall not be entitled to nor credited with vacation time or pay, holidays, sick leave, health or life insurance or other employee benefits.

h. Where it is found by him to be in the best interests of the public service and in the interest of better conduct of public business, the City Librarian may, upon initial employment or otherwise, assign a particular employee to a step in grade higher than herein provided.

2. ~~Salaries and wages for Library Staff will be guided by, but not limited by pay schedules in effect in the City of Decatur.~~ Deleted by Board action Nov 15, 1974

3. Service Recognition Pay amounting to $5.00 for each year of service completed from five years through twenty years will be paid annually to each full-time permanent employee as of each employee's anniversary date of employment.

4. The Library will assume the cost of a $5,000 group life insurance policy for each full-time employee.

5. The Library will participate in the City of Decatur's group health and hospitalization insurance plan and will assume the cost of coverage for each full-time staff member.

6. Professional Librarians will receive four weeks paid vacation annually. Para-professional and non-professional staff will receive two weeks paid vacation annually for the first through the ninth year of employment; from the tenth through the sixteenth year of employment they will receive three weeks paid vacation annually; after sixteen years of employment, they will receive four weeks vacation.

a. For employees who entered service in the library after January 1, 1974, initial eligibility for paid vacation is attendant upon completion of twelve months of employment. Thereafter vacation time will accrue at the rate of 1/12 of the authorized annual vacation allotment per month. Vacation must be taken during the twelve month period following accrual unless permission to defer is granted by the City Librarian.

b. For employees who entered service in the library prior to January 1, 1974, vacation time accrues at the rate of 1/12 of the authorized annual vacation per month and vacations must be taken prior to the end of the calendar year in which

the vacation time accrual coincides with the authorized allotment. Vacation may anticipate actual accrual in which case the anticipated time will be debited against the employee pending the actual accrual of vacation time credits.

7. Compensatory time may not be accrued past the end of a calendar year except with the permission of the City Librarian.

8. Full-time employees will accrue sick leave at the rate of one day per month to a maximum accumulation of 135 days.

9. Upon retirement, staff members will receive $2.00 for each day of accumulated sick leave.

10. Full-time staff compensated in a pay range below pay grade 27 in the Library Classification and Pay Plan may, at the discretion of the City Librarian, be paid for authorized overtime at straight time rate instead of receiving compensatory time off.

11. The City Librarian is authorized to employ whatever staff required provided he does not exceed the budget allocation for personnel.

12. Attendance at Library Meetings.

    a. Attendance at the Annual Conferences of the American Library Association and the Illinois Library Association is encouraged. Representation at such conferences with expenses paid should include the City Librarian, a Director, and a staff member who is a member of the Association. At the discretion of the City Librarian, more than one staff member be sent on a partial expenses basis providing the expenses do not exceed the cost of single representation.

    b. The Winter Conference of the American Library Association should be attended, with expenses paid, by the City Librarian, or a Director. In the absence of these two, another staff member may be sent at the discretion of the City Librarian.

Circulation.

1. Registration of Residents

    a. Residents of and taxpayers to the City of Decatur are registered as patrons free of charge for periods of three years at a time.

    b. All patrons normally must sign a registration form agreeing to abide by library regulations. This signature requirement may be waived in specific instances at the discretion of the City Librarian.

    c. Registration forms for children must be also signed by a parent or guardian.

d. A Young Adult may be registered for use of adult collections at age 14 or upon reaching the ninth grade in school, providing his parent or guardian signs his registration form signifying his assent to such use. Otherwise registration for adult use occurs at age 16.

2. Registration of Non-residents

a. Non residents who are not taxpayers to the City of Decatur may be registered as patrons of the Library upon payment of a fee.

b. Adult borrower's cards issued to non-resident patrons of the library may be used by the patron and members of his family.

c. Non-resident fee is established annually by the City Librarian on each June 1st, and is calculated to the nearest dollar by dividing the budget of the library, exclusive of capital land and building allocations, by the number of householders in the City.

d. Short term residents and transients in the City may be granted a temporary borrower's card upon payment of a suitable deposit.

e. Non-resident students attending school or college in Decatur may be registered for the academic year upon payment of a suitable deposit.

3. Fines for overdue materials are fixed at ten cents per day per item for each day an item is kept past the due date, except

a. Fines will not be collected if material is returned within seven days of the date due; otherwise fines will accrue from the date due; and

b. The maximum fine to be levied for any individual item is not to exceed $4.50.

c. Fines on materials declared lost and subsequently returned will not exceed the cost of materials plus fines already collected.

4. Lost and Damaged material

a. When replacement costs of materials are levied to cover the cost of damaged materials, the patron being charged shall be given the option of receiving the material as salvage.

b. Money received by the library in payment for lost books or other library material shall be refunded if said material is found and returned in good condition by the patron, provided that a receipt of payment for that specific item is presented at the time it is returned.

5. Delinquent Accounts

a. The City Librarian may at his discretion cancel fines and other delinquent charges for minors who are resident in Webster Hall, Cantrell Hall, or other similar institution, or foster homes, providing the delinquency occurred prior to establishment of residence at such institution or home.

b. The City Librarian is authorized to institute civil proceedings against patrons with delinquent accounts.

c. The City Librarian may contract with the Credit Bureau of Decatur for collection of delinquent fines and other charges.

Miscellaneous

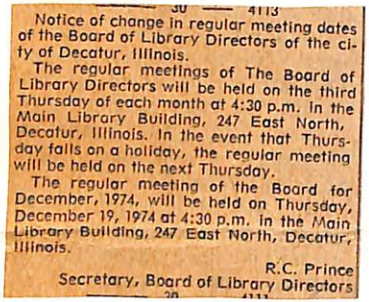
1. The Library will not accept materials on indefinite or permanent loan from individuals or community organizations and clubs. Materials on loan to the Library for exhibit purposes will not be kept longer than 90 days.

2. A payment of a reward in the amount of $100.00 is authorized for information leading to the arrest and conviction of anyone damaging or destroying library property.

4113

Certificate of Publication

COPY OF ADVERTISEMENT



30 4113

Notice of change in regular meeting dates of the Board of Library Directors of the city of Decatur, Illinois.

The regular meetings of The Board of Library Directors will be held on the third Thursday of each month at 4:30 p.m. in the Main Library Building, 247 East North, Decatur, Illinois. In the event that Thursday falls on a holiday, the regular meeting will be held on the next Thursday.

The regular meeting of the Board for December, 1974, will be held on Thursday, December 19, 1974 at 4:30 p.m. in the Main Library Building, 247 East North, Decatur, Illinois.

R.C. Prince
Secretary, Board of Library Directors

30 4113

STATE OF ILLINOIS }
Macon County } ss.

DECATUR HERALD AND REVIEW, Inc., a corporation, does hereby certify that it is the publisher of the Decatur Herald & Decatur Daily Review, daily secular newspapers of general circulation in said County, printed and published in the City of Decatur, in said County and State, and that said newspapers are newspapers as defined in "An Act to revise the law in relation to notices," approved February 13, 1874, as amended, and that the advertisement or notice hereunto annexed and made a part of this certificate has been published in said newspapers at least ~~once each week for~~ one time ~~successive weeks~~ in each and every copy and impression of the final edition thereof, and that the first publication thereof was in the final edition of said newspapers on Saturday, the 30th day of November A.D. 19 74, ~~and said publication was continued at least once each week in said final edition of said newspapers, and in each copy thereof until the~~ ~~day of~~ , ~~A.D. 19~~ , ~~which was the last day of the publication of said notice~~; and that Loretta White by resolution of the Board of Directors, has authority to make this certificate.

IN TESTIMONY WHEREOF, the said Loretta White has hereunto affixed the name of said Company, this 30th day of November, A.D. 19 74.

Fee . . $ 3.80

Received $ 3.80

12/3 19 74

By Wrquhart

DECATUR HERALD AND REVIEW, Inc.

By Loretta White

LS-630-10a

CERTIFICATE OF PUBLICATION

in

Decatur Herald

DECATUR, ILLINOIS

In the Matter of

Change in Regular Meeting

Solicitors or Attorneys

Greanias, Booth & Greanias
P O Box 1514
Decatur Ill 62525

STATISTICAL REPORT

November 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	22,202	2,256	12,021	36,479	261,188
1973 -	22,383	2,691	11,803	36,879	274,228

REGISTRATION

Resident	27,708	Non-Resident	878	
Added	823	Added	29	
	28,531		907	
Withdrawn	816	Withdrawn	25	
	27,715		882	28,597

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	750	Books checked in	659
New titles added	386	Pamphlets checked in	267
Books withdrawn	363	Telephone directories	0
Books mended	509	Gifts	18

Materials in the State of Processing

Books (physical volumes) -	506
Phonorecords -	12
Microfilm (reels) -	2

FINANCIAL REPORT

	Budgeted	YTD Expended 1973/74	YTD Expended 1974/75	Unencumbered
Personal Services	430,792	235,410	253,893	176,889
Operating	186,927	61,880	65,520	121,407
Capital and Books	85,140	40,602	29,212	55,928

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	7	--	--	7
Library Assistants	7	--	1	8
Clerical	24 + 5 (345 hrs)	1	--	23 + 5
Maintenance	1	--	--	1

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending November 30, 1974

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
03575	Nicholson, Clark & Co.	Boiler & Machinery Insurance	$ 110.56
03654	Treasurer, City of Decatur % Payroll Fund	Period Ending 10/30/74	15,559.33
03673	First National Bank of Decatur	Investment Purchase	50,000.00
03679	Millikin National Bank	Investment Purchase DPL BOND & INTEREST FUND	27,911.51
03717	Chan Glosser, Postmaster	October Postage - Meter	6.00
03856	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/6/74 and October Service Recognition	380.40
03859	American Library Association	Membership Fee	601.00
03860	Cayucos Books	Books	12.50
03861	Columbia Journalism Review	Subscription Renewal	12.00
03862	Congressional Quarterly	Books	3.00
03863	Robert Dumas	Travel Reimbursement	20.55
03864	Green Note Music Publishers	Books	4.95
03865	National Journal	Subscription Renewal	200.00
03866	Public Documents Distribution Center	Books	21.30
03867	Society of Spanish Studies	Books	7.50
03868	Superintendent of Documents	Books	37.35
03869	Two Continents Publishing Group	Books	23.85
03870	Universal Periodical Services	Periodical Subscriptions	5,023.93
03871	Illinois Bell Telephone Co.	Long Distance Calls & Service	451.43
03872	Multigrphics Division	Index Cards for Book Plates	23.46
03955	Illinois Power Co.	Gas & Electric Service	1,184.92
03989	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books 8.70)	67.34
04072	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/13/74	15,661.34
04081	Chan Glosser, Postmaster	Advance Postage for Machine	200.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
04082	Public Documents Distribution Center	Books	$ 9.15
04083	Secretary of State	Books	12.00
04084	Vintage	Subscription Renewal	12.00
04152	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	666.40
04211	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/20/74	198.03
04231	Citizens National Bank	Investment Purchase	25,000.00
04232	American District Telegraph Co.	Annual Equipment Rental	540.00
04234	The Atlanta Journal	Subscription Renewal	56.52
04235	The Baker & Taylor Co.	Books	1,808.99
04236	Bob's Repair Service	Automotive Repair	12.66
04237	R. R. Bowker Co.	Subscription Renewals	117.30
04238	Bro-Dart, Inc.	Books	37.12
04239	3M B.P.S.I.	Service to Office Equipment	30.00
04240	Chicago Tribune Service	Subscription Renewal	56.00
04241	Cliff's Notes, Inc.	Books	18.40
04242	Dash Disposal	October Service	10.00
04243	Decatur Paper House	Dixie Cups & Office Supplies	44.40
04244	Decatur Spotlight Newspaper	Subscription Renewal	12.00
04245	Decatur Window Cleaning Co.	October Janitorial Service	1,488.38
04246	Dictation Disc Co.	Books	98.18
04247	Downtown Decatur Council, Inc.	November Parking	300.00
04248	Doubleday & Company	Books	220.92
04249	Educator Publications	Subscription Renewal	8.00
04250	The Englewood Companies	Electrical Supplies	35.06
04251	Estey Corp.	Motor Service Call & Repair	153.78
04252	Gaylord Bros., Inc.	Office Equipment Rental	450.00
04253	General Tire Service	Tire Repair	12.00
04254	The Kopy Shoppe	Catalog Cards - Books	95.40
04255	Legislative Reference Bureau	Subscription Renewal	40.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
04256	Longbons Roofing & Sheet Metal Co.	Material to Repair Book Drop	$ 20.00
04257	Marquis Who's Who, Inc.	Books	71.00
04258	The National Observer	Subscription Renewal	9.00
04259	The New York Times	Subscription Renewal	114.00
04260	The News-Gazette	Subscription Renewal	32.00
04261	Otis Elevator Co.	Elevator Maintenance	144.96
04262	Paxton's Service Press	Rubber Stamps	11.75
04263	Pitney Bowes	Postage Machine Rental	34.50
04264	Regent Book Company	Books	80.01
04265	Seabury Bookstore	Books	18.62
04266	Sears, Roebuck & Company	Antifreeze & Wheel Balancing	14.99
04267	Smith Tire Co.	Tire Repairs	25.50
04268	St. Louis Post-Dispatch	Subsciption Renewal	58.00
04269	Standard & Poor's Corp.	Books	130.00
04270	Stappenbeck Bookbindery, Inc.	Book Binding	63.33
04271	VOID		
04272	Wall Street Journal	Subscription Renewal	38.00
04273	West Publishing Co.	Books	39.00
04274	Xerox University Microfilms	Books	29.40
04283	Treasurer, City of Decatur % General Operating Fund	November Data Services	2,916.66
04380	T. S. Denison & Co.	Books	3.95
04381	Drivers License Guide Co.	Books	5.45
04397	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/27/74	15,566.26
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 168,493.39

MAY 1, 1974 THRU NOV 30, 1974

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	113,704.00	0.00	142,421.31	28,717.31-	
1	TAX LEVY RECEIPTS-CURRENT	545,000.00	0.00	451,179.17	93,820.83	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	1,515.78	10,372.05	5,627.95	
4	NON-RESIDENT FEES	300.00	0.00	272.00	28.00	
5	INTEREST ON INVESTMENTS	17,500.00	4,829.29	11,103.96	6,396.04	
7	LOST & DAMAGED BOOKS	700.00	65.60	641.36	58.64	
8	PRINTS MADE ON COPY MACHINE	360.00	16.86	121.56	238.44	
10	MISCELLANEOUS	4,285.00	868.96	2,980.16	1,304.84	
	TOTAL REVENUE	702,849.00	7,296.49	619,091.57	83,757.43	88.08

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	397,264.00	0.00	46,224.64	236,511.04	160,752.96	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	56,681.00	0.00	5,852.09	30,391.33	26,289.67	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,748.00	0.00	666.40	4,459.46	4,288.54	
109	TEMPORARY SALARIES	24,630.00	0.00	1,010.72	12,922.67	11,707.33	
201	ADVERTISING	200.00	0.00	0.00	75.19	124.81	
202	PRINTING & BINDING	3,240.00	0.00	63.33	296.82	2,943.18	
211	SERVICE TO MAINTAIN BUILDINGS	26,200.00	0.00	2,327.12	13,401.13	12,798.87	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	648.00	0.00	10.00	133.10	514.90	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,703.00	0.00	30.00	622.40	1,080.60	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,080.00	0.00	72.41	282.06	797.94	
221	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	867.00	0.00	0.00	1,106.75	239.75-	
230	DATA SERVICES	35,000.00	0.00	2,916.66	20,416.62	14,583.38	
231	ELECTRICITY	17,820.00	0.00	1,184.92	7,916.63	9,903.37	
233	TELEPHONE	6,000.00	0.00	451.43	3,166.00	2,834.00	
234	WATER	300.00	0.00	0.00	114.39	185.61	
241	CONFERENCE ATTENDANCE EXPENSE	1,535.00	0.00	30.86	394.03	1,140.97	
245	POSTAGE	3,000.00	0.00	210.49	1,674.26	1,325.74	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	783.00	0.00	601.00	601.00	182.00	
288	RENTALS	3,433.00	0.00	785.50	2,535.70	897.30	
310	GAS OIL & ANTIFREEZE	378.00	0.00	0.99	16.59	361.41	
312	JANITORIAL SUPPLIES	432.00	0.00	23.48	119.72	312.28	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	3,480.00	0.00	34.76	2,498.62	981.38	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	648.00	0.00	38.79	549.67	98.33	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	3.30	1.70	
345	OFFICE SUPPLIES	10,825.00	0.00	72.23	3,997.40	6,827.60	
402	CONTINGENCIES	62,385.00	0.00	0.00	0.00	62,385.00	
415	SERVICE RECOGNITION PAYROLL	855.00	0.00	130.00	585.00	270.00	
423	INSURANCE	5,500.00	0.00	110.56	4,413.56	1,086.44	
	TOTAL OPERATING EXPENDITURES	674,390.00	0.00	62,848.38	349,804.44	324,585.56	51.87
515	OFFICE MACHINERY & EQUIPMENT	1,140.00	0.00	0.00	19.73	1,120.27	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	8,585.59	29,192.36	54,807.64	
	TOTAL CAPITAL OUTLAY	85,140.00	0.00	8,585.59	29,212.09	55,927.91	34.31
	TOTAL EXPENDITURES	759,530.00	0.00	71,433.97	379,016.53	380,513.47	49.90
	LESS RETIREMENT FUND CONTRIBUTION	56,681.00	0.00	5,852.09	30,391.33	26,289.67	53.62
	GRAND TOTAL	702,849.00	0.00	65,581.88	348,625.20	354,223.80	49.60

MAY 1, 1974 THRU NOV 30, 1974

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	3,059.00	0.00	3,058.29	0.71	
1	TAX LEVY RECEIPTS-CURRENT	106,070.00	0.00	87,005.32	19,064.68	
56A	INTEREST ON INVESTMENTS	1,000.00	1,029.79	1,195.73	195.73-	
	TOTAL REVENUE	110,129.00	1,029.79	91,259.34	18,869.66	82.87

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	90.00	0.00	0.00	24.90	65.10	27.67
410	PRINCIPAL & INTEREST	106,070.00	0.00	0.00	15,535.00	90,535.00	14.65
	TOTAL EXPENDITURES	106,160.00	0.00	0.00	15,559.90	90,600.10	14.66

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MAY 1, 1974 THRU NOV 30, 1974

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	36,732.00	0.00	36,734.27	2.27-	
56	REVENUE	0.00	1,400.00	1,550.00	1,550.00-	
56A	INVESTMENT INTEREST	2,000.00	0.00	2,817.80	817.80-	
	TOTAL REVENUE	38,732.00	1,400.00	41,102.07	2,370.07-	106.12