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

BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 15, 1981

I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING SEPTEMBER 17, 1981

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

A. RESOLUTION RE EVANS BRANCH DISPOSAL

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Grieve
Mrs. Jackson
Mr. Marshall (a little late)
Mrs. Moore
Mrs. Rossiter
Mr. Seidman
Ms. Taylor (will try)

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - October 15, 1981

The regular meeting of the Board of Directors of the Decatur Public Library was held October 15, 1981 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mr. Grieve	Mr. Mueller	Mr. Dumas
Mrs. Jackson	Mr. Susler	DPL Staff (numerous)
Mr. Marshall		Miss Schwegman
Mrs. Moore		
Mrs. Rossiter		
Mr. Seidman		
Ms. Taylor		

The meeting was called to order at 4:32 p.m. by the President, Shirley Moore.

The minutes of the regular meeting of September 17, 1981 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated that the couple of CLSI terminals which were returned for repair have now been received, but they sent us somebody else's machines. They are working, but some keys are still sticking; evidently the machines were not cleaned while at the service depot since there was a considerable accumulation of dust and dirt under the keyboards. Further reporting, Mr. Dumas stated the Post Office has now restricted the use of the "book rate" for materials to be returned to the distributor. This rate is now good only for materials being mailed by an institution or commercial supplier. Consequently, as a result of this, we have found it cheaper to use UPS. This is just a precursor I am afraid of the elimination of the rate, Mr. Dumas observed. It is being opposed, of course, by ALA. The mailing of second class matter - magazines and newspapers - is also scheduled for elimination, which means we will be hit with a "double whammy" of cost increases. Mr. Grieve suggested Mr. Dumas prepare a letter to our legislators for the Board's signature stating our concern.

Mr. Dumas reported that patron traffic in the Library can now be counted by the security system counter. September is the first full month we have had which has shown a range of 700 patrons a day on the low side and 1100 on the high side, clustering around 900 people a day. The counter will be used extensively in the future to determine peaks and valleys during the course of the week Mr. Dumas explained. There has been an explosion of interest in sign language, and the Children's Department is now conducting classes in this art with very good response.

Continuing, Mr. Dumas stated he has received a letter from Robert Plotzke encouraging DPL to reconsider its position and participate in the inter-system reciprocal borrowing program. By taking part in this program, Mr. Plotzke explained, the Decatur Public Library card would become equivalent to a statewide borrowers card. Ms. Linda Mills, present at the meeting, stated such a card would be helpful to her in her job as a researcher. Mr. Dumas stated the Board rejected the plan originally because if a DPL patron not in good standing borrows books from other libraries and does not return them, our Library would be held liable. The second reason the Board rejected the program is that it is not likely to be very heavily used by legitimate borrowers, and we do have available to out-of-town borrowers a deposit card by which they may borrow materials by leaving a deposit to cover the material. Mr. Marshall asked if we have had any experience of people coming in who wanted to borrow some on the reciprocal card, and Mr. Dumas replied he would check with the Circulation Department on this.

Mr. Marshall noted that the Technical Services Supervisor position has not as yet been filled and asked Mr. Dumas where we stand on this. Mr. Dumas stated he has not as yet advertised the position and that it is his intention to place the Circulation Department under this supervisor as the two articulate rather closely and it would also bring the computer terminals under one office.

At this time Mrs. Moore recognized Ms. Carol Voorhees, Chairperson of the Decatur Public Library Staff Association, to speak. Ms. Voorhees stated she thought it a positive thing that we are talking face to face and asked the Board to dialogue with her during the course of her remarks if it so desired. Continuing, Ms. Voorhees stated that the staff is very unhappy with the new sick leave policy; however, we understand that the Board wants to bring library policy in line with the City, and I think we also understand some of the political and financial reasons for this. There is a vital difference between library and city employees in that library employees are not a part of the bargaining process of the city. Ms. Voorhees stated she realizes the sick leave policy has been determined and the reasons why; however, there is one thing that the staff opposes and that is the fact the new sick leave policy has been made retroactive to the beginning of the fiscal year. Staff took sick leave under the old sick leave policy believing they were doing so under the old policy, yet it is being used against them under the new system. Therefore, we of the Staff Association request urgently that the Board of Directors amend the policy to take effect the first of November, the first of next year, or the first of the fiscal year, Ms. Voorhees concluded. Mr. Grieve stated he felt we have an outstanding staff at DPL, but there are people who will at times take advantage of policy, and this is what we are trying to control. However, I would submit, Mr. Grieve continued, that we definitely reconsider the retroactive aspect of the policy at least, and I would be willing to reconsider the whole package if the staff can come up with a more acceptable proposal which will alleviate abuses of the policy, Mr. Grieve stated. Mrs. Moore noted that staff salaries are approved by the Board retroactively, and Ms. Voorhees answered that the staff appreciates this, but in this case you are penalizing the staff by applying the policy retroactively. Mr. Grieve moved that the retroactive implementation of the new sick leave policy be resubmitted to the Personnel and Public Relations Committee for reconsideration. Mr. Marshall seconded the motion and it was approved.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through September 30, 1981 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mr. Seidman and was approved by a roll-call vote.

Mr. Grieve stated the Personnel and Public Relations Committee had nothing to report at this time.

Under Old Business, Mr. Marshall moved that a Resolution to the City Council be adopted requesting a quit claim deed to the Evans Branch property in favor of the Library Board, and that action be taken to place in a special fund for future use any moneys resulting from the sale of the property. Mr. Grieve seconded the motion and it was approved. A copy of the Resolution becomes a part of these minutes.

Mrs. Moore noted that members had received in their packet this month information on the proposed COMLOS legislation on the Library Systems Act. Mr. Dumas explained some of his objections to the proposed statute and to the Rules and Regulations. Mr. Grieve requested Mr. Dumas to prepare a brief outline or a letter to COMLOS setting forth his concerns regarding the legislation for the next meeting of the Board.

The meeting was adjourned at 5:45 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

R E S O L U T I O N

WHEREAS the title to the lot on which the Evans Branch Library was constructed has never been transferred from the City of Decatur to the Decatur Public Library; and

WHEREAS the Evans Branch is now closed and the Board of Library Directors is contemplating the disposal of the property;

NOW THEREFORE BE IT RESOLVED by the Board of Library Directors of the City of Decatur, Illinois that the Council of the City of Decatur be requested to issue a quit claim deed to the property in favor of the Library Board; and

BE IT FURTHER RESOLVED that the Library Board requests the City Council to take necessary action to place in a special fund for future use any moneys resulting from the sale of the Evans Branch Library.

Presented and adopted this 15th day of October, 1981.

Shirley M. Moore
President, Board of Library Directors

ATTEST: Reba J. Jackson
Secretary

STATISTICAL REPORT

September, 1981

CIRCULATION

		Adult	Youth	Juvenile	Total	Y-Date
Total Books,	1981 -	27,372	2,451	19,772	49,595	251,448
	1980 -	25,330	1,998	18,419	45,747	237,010
A-V Materials,	1981 -	2,281	--	268	2,549	12,435
	1980 -	1,281	--	144	1,425	7,592
Total Circulation,	1981 -	29,653	2,451	20,040	52,144	263,883
	1980 -	26,611	1,998	18,563	47,172	244,602

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,344	Books checked in	1,292
New titles added	519	Telephone Directories	49
Books withdrawn	679	Pamphlets	808
Books mended	1,172	Gifts	331

Materials in the State of Processing

Materials (physical items) - 924
Titles - 664

FINANCIAL REPORT

	Budgeted	YTD Expended 1980/81	YTD Expended 1981/82	P.O.'s Out	Unencumbered
Personal Services	890,099	344,199	378,934	00	511,165
Operating	245,940	64,387	61,682	00	184,258
Capital and Books	191,428	68,036	77,812	00	113,616

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	8 + 4 (320 hrs)	--	--	8 + 4 (320 hrs)
Clerical	21 + 15 (928 hrs)	--	--	21 + 15 (940 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services

Computer Down-time for Month - Down for 30 minutes Sept. 28. CRT and ADM terminal received from repair last week of Sept., but ADM terminal returned again.

CITY OF DECATUR, ILLINOIS

Decatur Public Library

September, 1981

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
87446	American Assn for Advance of Science	Books	80.00
87447	" Library Assn	"	22.02
87448	Black & Co.	Tools	6.07
87449	Dash Disposal	Service 2 months	33.00
87450	Downtown Decatur Council, Inc.	Parking for Sept.	400.00
87451	Ill Bell Telephone Co.	Telephone service	329.36
87452	Illini Supply,Inc.	Rails for security system	221.51
87453	Ill Magazine	Books	31.23
87454	Ill Power Co.	Gas bill	39.12
87[illegible]5	Instructor	Books	11.49
87456	Macon County HistoricalSociety	"	25.00
87457	Maintenance Engineering, Ltd.	Bulbs	51.29
87458	Midstate Office Machine Service	Repair service	35.00
87459	Natl Education Assn	Books	14.00
87460	The New Republic	"	32.00
87461	Newsweek	"	364.00
87462	Norman's Cleaners	Service for August	8.50
87463	Off Road	Books	7.75
87464	Rolling Prairie Libraries	Projector	598.50
87465	U S Govt Printing Office	Books	11.00
87394	Treas-% Employee's Ins Fund	Life & hosp ins	1,511.13
87401	Postmaster	Postage	1.70
8[illegible]5	Ill Power Co.	Electricity	5,534.05
87412	Treas-% Payroll Fund	Pd ending 9-2-81	1,772.99
87600	"	Pd ending 9-9-81	27,607.54

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
87635	Treas% Central Service Fund	Gasoline	17[illegible]98
87637	Architectural Digest	Books	72.00
87638	Brodart, Inc.	Office supplies	47.83
87639	Ill History	Books	1.50
87640	Inst for Business Planning	"	168.00
87641	Interiors	"	48.00
87642	Keystone Mfg. Co.	Office supplies	114.06
87643	Natl Geographic Society	Books	87.00
87644	Solar Age	"	40.00
87811	Treas-% Payroll Fund	Pd ending 9-16-81	1,806.46
87813	Bank St College of Education	Books	2.50
87814	Black & Co.	Hardware supplies	7.72
87815	Callaghan & Co.	Books	60.50
87816	Cats Magazine	"	3[illegible].50
87817	Consumer Info Center	"	7.60
87818	Decatur Refrigeration Co.	Repair service	172.93
87819	The Everton Publ Co.	Books	26.85
87820	House & Garden	"	66.00
87821	Housing	"	33.00
87822	Midstate Office Machine Service	Repair service	28.00
87823	The Nation	Books	45.00
87824	TV Guide	"	20.00
87825	Thornton Welding Service	Tractor repair	10.00
87839	Postmaster	Postage	13.00
87846	Treas-%Payroll Fund	Service recog pay	217.50
87851	Treas-% Petty Cash Fund	Reimbursement	66.54
87858	Black & Co.	Hardware supplies	5.31
87859	Rolling Prairie Libraries	Maintenance-circulation system	1,557.25

VOU. NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
87860	Sangamo Auto Supply Co.	Automotive parts	47.46
87861	Sears, Roebuck & Co.	Mower parts	26.58
87914	J D Johnson & Son, Inc.	Workmens' comp ins	375.90
87963	Postmaster	Postage	300.00
87979	Arete Publ Co.	Books	437.00
87980	Arizona Republic	"	78.00
87981	Aviation Week & Space Technology	"	47.00
87982	Black & Co.	Hardware supplies	1.89
87984	Car & Driver	Books	8.00
87985	Citadel Press	"	2.90
87986	Eastin Phelan Corp.	Audio visual supplies	24.95
87987	Family Health	Books	4.97
87988	Gale Research Co.	"	74.10
87989	Inside Sports	"	144.00
87990	Lane Publ Co.	"	15.31
87991	Wm Morrow & Co.	"	26.67
87992	Natl Geographic Society	"	14.95
87993	Pilot Books	"	4.50
87994	Public Documents Dist Center	"	3.60
87995	Road & Track	"	11.00
87996	Rodale Press, Inc.	"	11.77
87997	Schwind & Son	Audio visual supplies	63.00
87998	Southern Living	Books	44.00
87999	Standard & Poor's Corp.	"	245.00
88000	Vanco Distributors	"	46.80
88001	West Publ Co.	"	63.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
88049	Treas-% Payroll Fund	Pd ending 9-23-81	27,682.37
88071	Barbara Paine	Travel reimbursement	38.00
88073	Midwest CLSI Users Group	Dues	15.00
88138	Baker & Taylor Companies - New York	Books	476.63
88139	" Chicago	"	8,209.15
88140	Treas-% I M R Fund	Sept retirement	7,897.94
88141	Treas-% General Operating Fund	Adm expenses	1,342.00
88142	Black & Co.	Hardware supplies	4.34
88143	Boland Electric	Electrical supplies	33.29
88144	Decatur Herald & Review	Books	58.36
88145	Doubleday & Co.	"	363.33
88146	Eastin Phelan Corp.	Audio visual materials	24.95
88147	Entwhistle Books	Books	3.25
88148	Fideler	"	12.65
88149	French & Spanish Book Corp.	"	53.50
88150	Graphic Arts Unlimited	Audio visual materials	357.50
88151	Ill Bell Telephone Co.	Telephone service	160.93
88152	Library Cards Ltd.	Catalogue cards	365.68
88153	Pitney Bowes	Postage meter expense	49.50
88154	Readers Digest	Books	10.93
88155	Rolling Prairie Libraries	Control system	875.00
88161	American Library Assn.	Books	11.25
88162	McCalls	"	8.95
88163	Natl Council of Teachers of English	"	30.00
88164	Natl Register Publ Co.	"	57.00
88165	W W Norton & Co.	"	7.95
88166	J C Penney Consumer Education Service	"	4.25

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
88167	Russell's Guides, Inc.	Books	57.40
88168	Schwann Record & Tape Guides	"	25.00
88169	Supt of Documents	"	70.10
88170	Skateboarder Magazine	"	40.00
88171	Western Horseman	"	22.00
88172	Yankee	"	12.97
		TOTAL	$94,188.80

MAY 1, 1981 THRU SEP 30, 1981

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17-	
101	CURRENT YEAR TAXES	1,211,500.00	0.00	480,200.65	731,299.35	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	24,000.00	2,995.01	12,456.72	11,543.28	
728	LIBRARY FINES & FEES	22,500.00	2,070.15	10,784.17	11,715.83	
728A	NON-RESIDENT FEES	1,200.00	306.00	1,325.20	125.20-	
729	LOST & DAMAGED BOOKS	2,400.00	92.15	981.42	1,418.58	
730	PRINTS MADE ON COPY MACHINE	800.00	2.00	129.06	670.94	
733	ILL ST PER CAPITA GRANT	20,000.00	0.00	0.00	20,000.00	
799	MISCELLANEOUS INCOME	7,500.00	271.02	3,146.01	4,353.99	
	TOTAL REVENUE	1,602,562.00	5,736.33	831,862.40	770,699.60	51.91

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	750,120.00	0.00	58,147.96	318,236.18	431,883.82	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	102,923.00	0.00	7,897.94	43,494.15	59,428.85	
106	ENEMPLOYMENT COMPENSATION	3,435.00	0.00	0.00	986.17	2,448.83	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,977.00	0.00	1,511.13	7,604.05	9,372.95	
109	TEMPORARY SALARIES	16,494.00	0.00	721.40	8,613.80	7,880.20	
201	ADVERTISING	650.00	0.00	0.00	182.10	467.90	
202	PRINTING & BINDING	5,000.00	0.00	365.68	2,306.03	2,693.97	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	90.00	1,150.94	8,849.06	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	46.50	236.07	763.93	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,000.00	0.00	1,620.25	3,239.09	8,760.91	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	10.00	248.95	951.05	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	380.00	620.00	
231	ELECTRICITY	43,000.00	0.00	5,573.17	18,516.97	24,483.03	
233	TELEPHONE	13,000.00	0.00	490.29	4,962.11	8,037.89	
234	WATER	500.00	0.00	0.00	191.14	308.86	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	43.80	1,861.26	2,614.74	
245	POSTAGE	4,000.00	0.00	341.36	2,244.30	1,755.70	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	20.00	1,165.00	
288	RENTALS	5,138.00	0.00	449.50	2,109.00	3,029.00	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	179.98	834.77	965.23	
312	JANITORIAL SUPPLIES	2,500.00	0.00	0.00	978.23	1,521.77	
320	MATERIALS TO MAINTAIN BLDNGS & IMPRDVMNT	9,000.00	0.00	447.24	1,195.34	7,804.66	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	57.84	502.29	997.71	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	170.08	6,388.01	9,611.99	
402	CONTINGENCIES	83,272.00	0.00	0.00	0.00	83,272.00	
403	TRANS TO G F (ADMIN SERV)	16,104.00	0.00	1,342.00	6,710.00	9,394.00	
415	SERVICE RECOGNITION PAYROLL	1,460.00	0.00	217.50	522.50	937.50	
423	INSURANCE	11,500.00	0.00	284.15	6,252.90	5,247.10	
	TOTAL OPERATING EXPENDITURES	1,136,039.00	0.00	80,007.77	440,616.35	695,422.65	38.79

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	40,928.00	0.00	1,473.50	19,659.50	21,268.50	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	0.00	1,286.70	786.70-	
525	LIBRARY BOOKS RECORDS & EXHIBITS	140,000.00	0.00	12,130.38	51,227.87	88,772.13	
525 A	AUDIO VISUAL MATERIALS	10,000.00	0.00	470.40	5,638.07	4,361.93	
	TOTAL CAPITAL OUTLAY	191,428.00	0.00	14,074.28	77,812.14	113,615.86	40.65
	TOTAL EXPENDITURES	1,327,467.00	0.00	94,082.05	518,428.49	809,038.51	39.05

MAY 1, 1981 THRU SEP 30, 1981

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	59,481.00	0.00	59,151.71	329.29	
101	CURRENT YEAR TAXES	88,365.00	0.00	35,538.06	52,826.94	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	11,698.00	0.00	7,298.00	4,400.00	
524	INTEREST ON INVESTMENTS	5,000.00	0.00	1,275.71	3,724.29	
	TOTAL REVENUE	164,544.00	0.00	103,263.48	61,280.52	62.76

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	196.44	96.44-	196.44
410	PRINCIPAL & INTEREST	99,370.00	0.00	0.00	2,185.00	97,185.00	2.20
	TOTAL EXPENDITURES	99,470.00	0.00	0.00	2,381.44	97,088.56	2.39

MAY 1, 1981 THRU SEP 30, 1981

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-	
56	INCOME	0.00	0.00	200.00	200.00-	
524	INTEREST ON INVESTMENTS	8,000.00	68.97	5,185.35	2,814.65	
799	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	76,689.00	68.97	74,194.70	2,494.30	96.75

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00
	TOTAL EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	0.00	0.00	0.00	0.00	
731	TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	0.00	0.00	0.00	0.00	

MAY 1, 1981 THRU SEP 30, 1981

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	3,461.00	0.00	3,777.82	316.82-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	400.00	0.00	193.70	206.30	
799	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,761.00	0.00	3,971.52	789.48	83.42

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	501.27	1,498.73	25.06
	TOTAL EXPENDITURES	2,000.00	0.00	0.00	501.27	1,498.73	25.06

STATISTICAL REPORT

October, 1981

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1981 -	28,151	2,460	20,457	51,068	302,516
1980 -	26,034	1,905	19,783	47,722	284,282
A-V Materials, 1981 -	2,445	--	262	2,747	15,168
1980 -	1,470	--	155	1,625	9,180
Total Circulation, 1981	30,596	2,460	20,719	53,815	317,684
1980	27,504	1,905	19,938	49,347	293,462

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,437	Books checked in	1,590
New titles added	447	Telephone Directories	50
Books withdrawn	1,021	Pamphlets	888
Books mended	1,118	Gifts	463

Materials in the State of Processing

Materials (physical items) - 653
Titles - 479

FINANCIAL REPORT

	Budgeted	YTD Expended 1980/81	YTD Expended 1981/82	P.O.'s Out	Unencumbered
Personal Services	890,099	409,645	448,893	00	441,206
Operating	245,940	83,514	77,989	00	167,951
Capital and Books	191,428	83,472	94,503	00	96,925

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	8 + 4 (320 hrs)	--	--	8 + 4 (320 hrs)
Clerical	21 + 15 (940 hrs)	--	--	21 + 15 (964 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services

Computer Down-time for Month - 29 hours

MAY 1, 1981 THRU OCT 31, 1981

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17-	
101	CURRENT YEAR TAXES	1,211,500.00	572,102.35	1,052,303.00	159,197.00	
101A	PRIOR YEARS TAXES	0.00		0.00	0.00	
524	INTEREST ON INVESTMENTS	24,000.00	8,842.29	21,126.41	2,873.59	
728	LIBRARY FINES & FEES	22,500.00	2,186.44	12,970.61	9,529.39	
728A	NON-RESIDENT FEES	1,200.00	408.00	1,733.20	533.20-	
729	LOST & DAMAGED BOOKS	2,400.00	190.93	1,172.35	1,227.65	
730	PRINTS MADE ON COPY MACHINE	800.00	0.00	129.06	670.94	
733	ILL ST PER CAPITA GRANT	20,000.00	0.00	0.00	20,000.00	
799	MISCELLANEOUS INCOME	7,500.00	235.73	3,381.74	4,118.26	
	TOTAL REVENUE	1,602,562.00	583,965.74	1,415,655.54	186,906.46	88.34

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	750,120.00	0.00	59,740.34	377,976.52	372,143.48	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	102,923.00	0.00	7,721.44	51,215.59	51,707.41	
106	ENEMPLOYMENT COMPENSATION	3,435.00	0.00	0.00	986.17	2,448.83	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,977.00	0.00	1,572.33	9,176.38	7,800.62	
109	TEMPORARY SALARIES	16,494.00	0.00	924.72	9,538.52	6,955.48	
201	ADVERTISING	650.00	0.00	0.00	182.10	467.90	
202	PRINTING & BINDING	5,000.00	0.00	582.32	2,888.35	2,111.65	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	3,788.90	4,939.84	5,060.16	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	21.50	257.57	742.43	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,000.00	0.00	49.00	3,288.09	8,711.91	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	105.45	354.40	845.60	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	380.00	620.00	
231	ELECTRICITY	43,000.00	0.00	4,677.09	23,194.06	19,805.94	
233	TELEPHONE	13,000.00	0.00	484.51	5,446.62	7,553.38	
234	WATER	500.00	0.00	0.00	191.14	308.86	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	105.53	1,966.79	2,509.21	
245	POSTAGE	4,000.00	0.00	334.24	2,578.54	1,421.46	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	20.00	1,165.00	
288	RENTALS	5,138.00	0.00	483.50	2,592.50	2,545.50	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	193.72	1,028.49	771.51	
312	JANITORIAL SUPPLIES	2,500.00	0.00	263.66	1,241.89	1,258.11	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	9,000.00	0.00	2,493.68	3,689.02	5,310.98	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	125.24	627.53	872.47	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	634.75	7,022.76	8,977.24	
402	CONTINGENCIES	83,272.00	0.00	0.00	0.00	83,272.00	
403	TRANS TO G F (ADMIN SERV)	16,104.00	0.00	1,342.00	8,052.00	8,052.00	
415	SERVICE RECOGNITION PAYROLL	1,460.00	0.00	170.00	692.50	767.50	
423	INSURANCE	11,500.00	0.00	451.49	6,704.39	4,795.61	
	TOTAL OPERATING EXPENDITURES	1,136,039.00	0.00	86,265.41	526,881.76	609,157.24	46.38

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	40,928.00	0.00	1,314.00	20,973.50	19,954.50	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	939.29	2,225.99	1,725.99-	
525	LIBRARY BOOKS RECORDS & EXHIBITS	140,000.00	0.00	13,795.62	65,023.49	74,976.51	
525 A	AUDIO VISUAL MATERIALS	10,000.00	0.00	641.50	6,279.57	3,720.43	
	TOTAL CAPITAL OUTLAY	191,428.00	0.00	16,690.41	94,502.55	96,925.45	49.37
	TOTAL EXPENDITURES	1,327,467.00	0.00	102,955.82	621,384.31	706,082.69	46.81

MAY 1, 1981 THRU OCT 31, 1981

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	59,481.00	0.00	59,151.71	329.29	
101	CURRENT YEAR TAXES	88,365.00	41,824.94	77,363.00	11,002.00	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	11,698.00	568.00	7,866.00	3,832.00	
524	INTEREST ON INVESTMENTS	5,000.00	1,712.46	2,988.17	2,011.83	
	TOTAL REVENUE	164,544.00	44,105.40	147,368.88	17,175.12	89.56

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	196.44	96.44-	196.44
410	PRINCIPAL & INTEREST	99,370.00	0.00	0.00	2,185.00	97,185.00	2.20
	TOTAL EXPENDITURES	99,470.00	0.00	0.00	2,381.44	97,088.56	2.39

MAY 1, 1981 THRU OCT 31, 1981

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-	
56	INCOME	0.00	0.00	200.00	200.00-	
524	INTEREST ON INVESTMENTS	8,000.00	131.05	5,316.40	2,683.60	
799	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	76,689.00	131.05	74,325.75	2,363.25	96.92

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00
	TOTAL EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	0.00	0.00	0.00	0.00	
731	TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	0.00	0.00	0.00	0.00	

V.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
88766	Treas-% Central Service Fund	Gasoline	146.61
88785	Millikin National Bank	Investment	483,600.00
88788	"	"	49,085.24
88793	Treas-% Payroll Fund	Pd ending 10-21-81	27,657.92
88834	American Bindery	Book binding	203.82
88835	Architectural Record	Books	35.00
88836	Black & Co.	Hardware supplies	53.46
88837	C L Systems, Inc.	Office supplies	55.59
88838	Demco Educational Corp.	Book trucks	939.29
88839	Englewood Electric Corp.	Electrical supplies	1,133.28
88840	Gaylord Brothers, Inc.	Office supplies	77.43
88841	Haines & Essick Co.	Office supplies	49.76
88842	K Mart	Light	14.97
88843	3 M Co.	Service - tattle tape charge	439.00
88844	Mother Earth News	Books	45.00
88845	Upstart	Promotional material	6.90
88855	Treas-% General Operating Fund	Administrative expense	1,342.00
88862	Treas-% Payroll Fund	Service recog pay	170.00
88865	Postmaster	Postage	300.00
88878	Director of Labor	Unemployment comp	451.49
88881	Audio Buff Co., Inc.	Audio visual materials	255.16
88882	Better Homes & Gardens	Books	10.00
88883	Basil Blackwell Publisher	"	50.50
88884	Housing Info Center	"	10.90
88885	Ill Bell Telephone Co.	Telephone service	37.30
88886	Lawyers Co-operative Publ Co.	Books	14.70
88887	Microfilming Corp of America	"	1,321.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOU[illegible]
88888	Montgomery Ward	Flower pot	16.99
88889	Natl Register Publ Co.	Books	3.80
88890	Oxford University Press	"	50.38
88891	Publishers Central Bureau	"	46.36
88892	Regent Book Co., Inc.	"	50.57
88893	Rolling Prairie Libraries	Control system payment	875.00
88894	Standard Farms, Inc.	Potting soil	21.04
88895	Technology Review	Books	18.00
88896	Thorndike Press	"	37.85
88897	West Publ Co.	"	139.50
88921	American Assn for Advancement Science	"	64.00
88922	" District Telegraph Co.	Service charge	1,325.00
88923	Art Portfolio	Books	3[illegible]
88924	Barron's	"	90.00
88925	Black & Co.	Hardware supplies	3.62
88926	Congressional Quarterly	Books	510.00
88927	Samuel French, Inc.	"	57.58
88928	Ill Bell Telephone Co.	Telephone charges	122.49
88929	Kilobaud Microcomputing	Books	25.00
88930	Ms Magazine	"	75.00
88932	Natl Automobile Dealers Guide	"	22.00
88933	Railroad Model Craftsman	"	26.00
88934	Special Services	Audio visual materials	291.94
89074	James C Seidl	Travel reimbursement	45.14
89075	Baker & Taylor New York	Books	244.31
89076	" Chicago	"	8,527[illegible]
89077	Doubleday & Co.	"	534.99
89078	Haines & Essick Co.	Office supplies	51.68

CITY OF DECATUR, ILLINOIS

Decatur Public Library

October, 1981

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
88223	Treas-% Payroll Fund	Pd ending 9-30-81	1,765.02
88234	U S News & World Report	Books	104.00
88241	Treas-% Employee's Insurance Fund	Life & hosp ins	1,572.33
88247	Postmaster	Postage	6.70
88296	Ill Power Co.	Electricity	4,677.09
88426	Treas- % Payroll Fund	Pd ending 10-7-81	27,454.92
88457	Acme Lane Co., Inc.	Office supplies	20.08
88458	American Opinions	Books	18.00
88459	Badorek's Garage	Station wagon repair	181.86
88460	Bilyeu's Paint & Glass	Plexiglass	143.36
88461	Black & Co.	Hardware supplies	4.89
88462	Boland Electric	Electrical parts	8.44
88463	Brohez Lettering	Book bags	83.34
88464	C C Fire Equipment Co.	Serviced fire extinguisher	24.90
88465	Conran's	Books	3.00
88466	Dash Disposal	Monthly service	16.50
88467	Decatur Refrigeration Co.	Air conditioner	4,115.01
88469	Downtown Decatur Council	October parking	400.00
88470	EBONY	Books	72.00
88471	Gaylord Bros., Inc.	Office supplies	50.99
88472	Girl Scouts of America	Books	24.92
88473	Govt Printing Office	"	3.25
88474	Haines & Essick	Office supplies	296.00
88475	Humanist	Books	27.00
88476	Ill Bell Telephone Co.	Telephone service	324.72
88477	Jan San Supply Co.	Janitorial supplies	212.11

VOU.NO.	PAYMENTS MADE TO:	FOR·	AMOUNT
88478	Midstate Office Machine Service	Office supplies & repairs	59.25
88479	Md York Library Systems	Books	17.00
88480	Morgan Grampian Publ Co.	"	30.00
88481	Netman Marcus	"	4.00
88482	Pattern Plus	"	1.50
88483	Readers Digest Fund	"	10.95
88484	Technical Book Review	"	30.00
88485	Trustees of Amherst College	"	2.00
88486	Van Natta's	Janitorial supplies	39.00
88487	Wood Printing Co.	Printed forms	85.00
88491	Treas-% General Operating Fund	Due other funds	86.30
88659	Treas-% Payroll Fund	Pd ending 10-14-81	1,927.92
88665	American Historical Assn	Books	43.00
88666	" Library Assn	"	5.40
88667	Art in America	"	55.00
88668	Dick Blick	Picture hanging device	46.80
88669	T A Brinkoetter & Sons, Inc.	Incinerator repair	1,665.00
88670	Decatur Refrigeration	Air cond repair	130.60
88671	Hobbies	Books	24.00
88672	Ill Issues	"	45.00
88673	Legislative Reference Bureau	"	55.00
88674	Natl Eeucation Assn	"	2.00
88675	Natl Magazine Co.	"	105.60
88676	New Catholic World	"	22.00
88677	Owl	"	15.00
88724	Postmaster	Postage	13.80
88741	Treas-% Petty Cash Fund	Reimbursement	68.57

V[illegible].NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
89079	Jan San Supply Co.	Vacuum parts	16.73
89080	Library Cards Ltd.	Catalog cards	210.16
89081	Official Railway Guide	Books	56.00
89082	Richland Community College	Audio visual materials	94.40
89083	Supt of Documents	Books	16.00
89084	Tractor Supply Co.	Automotive parts	84.39
89085	H W Wilson Co.	Books	985.00
89157	Craighton Hippenhammer	Travel reimbursement	60.39
89163	Treas-% Payroll Fund	Pd ending 10-28-81	1,859.28
89165	Audio Brandon Films, Inc.	Film series	83.50
89166	Treas-% IMR Fund	Oct retirement	7,721.44
		TOTAL	$638,172.03

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	3,461.00	0.00	3,777.82	316.82-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	400.00	75.22	268.92	131.08	
799	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,761.00	75.22	4,046.74	714.26	85.00

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	501.27	1,498.73	25.06
	TOTAL EXPENDITURES	2,000.00	0.00	0.00	501.27	1,498.73	25.06