

Minutes

Finance and Properties Committee

Thursday, October 7, 1982

The meeting was begun at 4:10 p.m. Present were Mr. Marshall, Chairman, Mr. Grieve, Mrs. Rossiter, Mrs. Moore, ex officio, and Mr. Dumas.

The first item of business was a discussion of a letter from Paul Johnson of Rolling Prairie Library regarding a change RPL was proposing for inclusion in the approaching renewal of the computer-sharing contract, to wit, that maintenance costs be shared on the basis of comparative circulation instead of comparative ownership. This would result in Decatur Public Library being responsible for 58% of maintenance rather than the 21% that the present contract requires. The money difference is between about \$300 (for the upgraded equipment) under the present terms and about \$850 under the proposed terms (plus an increase of 10% after January 1). It was the consensus that the new proposal had little merit in it with respect to its impact on the Decatur Public Library, but that the Library did have an interest in certain changes in the contract to guarantee the security of the Library in its continued use of the computer and in increased access to the computer. It was suggested that comparative number of parts each library had might be a basis for allocation of maintenance cost and that the Committee would meet with representatives of RPL to negotiate the differences.

The second item of business related to a proposal from Decatur Refrigeration regarding an extended four-year warrantee on the new air conditioner compressor. It was the consensus that the cost of about \$1,500 was excessive, and that the Library would self insure.

RHDumas

Minutes

Finance and Properties Committee

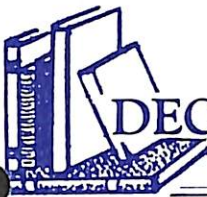
October 19, 1982

The meeting was convened at 4:00 p.m. in the Board Room of the Library. Present were Mr. Marshall, Chairman, Mrs. Rossiter, and Mrs. Moore, ex officio. Also present were Mr. Dumas, City Librarian, Mr. Plotzke, Executive Director of the Rolling Prairies Library System and his assistant, Mr. Johnson.

Mr. Marshall opened the meeting by remarking that the purpose of the meeting was to discuss shared maintenance costs for the new upgraded computer but first he would appreciate, as a matter of information, being briefed on the status of the upgrade. Mr. Johnson responded, noting that the system had been down for two weeks and that the installation of the new computer had not proceeded well because of a number of unrelated problems rather than one large problem. Some of the problems related to the company sending a controller that was mismatched with the disc drives, to parts being received in broken condition, and to an unexplained power surge that blew out several control boards.

In moving to the question of maintenance sharing the general basis of shared costs was discussed, the initial proposal of RPL that maintenance be based on circulation was noted, and then discussion centered on the proposal that maintenance costs be shared on the basis of ratio of ports each library had in use. RPL has proposed that this ratio be based on the total number of ports in use (21) rather than the total number of ports available (32). The equity of this proposal was discussed and the question raised whether DPL and other libraries assuming the primary burden for unused ports did not relieve RPL of a sense of urgency in the assignment of these ports. Mr. Plotzke felt that assignment of the ports rested with the question of a library needing them rather than with the desire of RPL to "sell" them. Mr. Marshall inquired into the long-term plans of RPL to use the ports and whether, in return for DPL assuming a larger share of the maintenance cost, a number of ports might be reserved to the use of DPL. Mr. Dumas noted that if the Library should proceed to an electronic catalog that a minimum of eleven ports would be needed to support that program. In addition there is an immediate need for two more ports to service terminals for Extension Dept. and the Children's Dept. This makes a total of thirteen ports. The computer has 32 ports activated and can be augmented to a total of 48 in racks of eight at a cost of \$10,000 per rack. There are eleven available unassigned ports at present. According to Mr. Johnson, perhaps four or five will be needed by other libraries in the system. It was suggested that of the eleven currently available ports that five be reserved to Decatur and of the sixteen port remaining potential that one rack be reserved for activation by DPL if and when it proceeds to public access terminals for catalogs. Mr. Plotzke indicated his general agreement and would draw up some proposals that would serve as a basis for future discussions with the Committee. The meeting adjourned at 5:20 p.m.





DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 21, 1982

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 16, 1982
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Progress report on computer contract with RPL
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Tabled motions re non-resident borrowing privileges
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - October 21, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held October 21, 1982 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Grieve
Mrs. Jackson
Ms. Taylor

Others Present:

Ms. Burch
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 p.m. by the President, Shirley Moore.

Mrs. Moore opened the meeting by announcing the birth of a baby girl approximately three weeks ago to board member Sharon Taylor, and since this is the first time she remembers this happening, Mrs. Moore wondered what would be appropriate. It was suggested from the floor that a card and a recent book on child care might be appreciated.

The minutes of the regular meeting of September 16, 1982 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated the computer has been down for almost two weeks as a result of the upgrading of the hardware to a more sophisticated system which can handle far more programs than previously. They have had a number of difficulties in bringing in the upgrade and bringing the system back on line - a number of small problems to frustrate the engineers - but as a matter of fact the system came up last night. We are hopeful it will all be worthwhile now that we have added growth capabilities, Mr. Dumas commented.

Mr. Dumas announced with regret the resignation of Craighton Hippenhammer as Children's Librarian. He will be taking a position as assistant supervisor of Children's Services in the Cuyahoga County Library outside Cleveland where his wife will be taking her residency as a physician. Mr. Hippenhammer has served the Library well and has greatly developed the children's program and circulation, and we are pleased that the move entailed by family circumstances is congruent with his career development.

Continuing, Mr. Dumas reported the City has begun a program of self insurance. They are doing away with all their insurance contracts -

hospitalization, Workmans Compensation, liability, automotive, etc. - and since we have our insurance in most cases packaged in with the City's policies, we will be partaking of the self-insurance program of the City. The City hopes to save a great deal of money, and they have hired the Gallagher Bassett Insurance Service of Peoria to be the City's professional claims handler and backup force, Mr. Dumas stated. What the Library's financial obligation for this program will be and how the costs will be parcelled out, Mr. Dumas stated, he has been unable to ascertain as Mr. DeMichiel has been busy when an attempt was made to get in touch with him. I am sure it will result in a net savings to the Library - probably a very considerable savings, Mr. Dumas concluded. Mr. Marshall suggested we should have some sort of a contractual agreement with the City, so that if our building burns down we won't have problems, because we do have separate legal entities. Mr. Susler asked if this self insurance is going to be on all claims or just certain kinds. Mr. Dumas answered that Dan Sommerfeldt, the City's new "risk manager", had informed the self insurance program would cover everything. Mr. Susler further asked how claims would be allocated as far as our budget is concerned. These are matters that must be explained, Mr. Marshall stated, and he plans to call Joe DeMichiel on the matter. Mr. Susler proposed Mr. Landholt or the Library's attorney Ed Booth be contacted to study legal and financial aspects of the program and advise the Board. Mr. Dumas stated he would call Mr. Booth.

Further reporting, Mr. Dumas noted that the Friends of the Library book sale, chaired by Martin Seidman, netted approximately \$900, which is a good day's work.

Mr. Marshall asked about our staffing of professional librarian vacancies, and Mr. Dumas replied we have had responses for the Supervisor of Technical Services and the Head of the Home Reading Department. There are a couple of good potentials for both positions. I will be interviewing tomorrow a candidate for the Head of Home Reading and have an interview scheduled on Wednesday of next week with a candidate for Supervisor of Technical Services. Both of these candidates come highly recommended, Mr. Dumas informed. The advertisement for a Children's Librarian will appear in November, but we will probably be without a Children's Librarian for a while as Mr. Hippenhammer will be leaving the end of November, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved that bills through September 30, 1982 be approved, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote. Mr. Marshall noted the jacks for the headphones for the TVs of our video collection have come in and asked if the collection is up and running. Mr. Dumas answered we had hoped to have the collection downstairs by November 1, but we will be a little late in doing this, as we have a cataloging backlog at present.

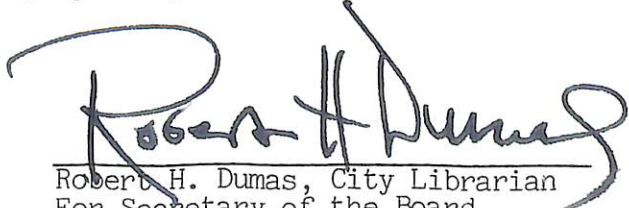
Mr. Marshall reported his Committee had a meeting last Tuesday with Bob Plotzke and Paul Johnson of RPL. Our contract with them on the computer which has been in existence for the last five years has now expired. The principal question is how from this point forward we share maintenance costs. RPL originally proposed sharing maintenance costs on a circulation basis, but we went back to them with the idea it would be more equitable on the basis of ports being used. Our current estimate is that we will need 11 ports for going on-line with the public catalog and one more port each for the Children's room and for Extension. What we would like is a guarantee these ports will be made available to us when we need them. Continuing, Mr. Marshall stated that allocating maintenance costs on the port basis will increase our costs approximately \$3,000 a year before a January 1 increase of 10%. We have been paying a total of \$303 which will be increased about \$250 a month now and with a 10% increase come January 1, our total maintenance costs will be approximately \$600 per month, with the understanding they will reserve some of the currently available ports for us. On the other side of this coin, that is all we are paying for the computer capacity we are using. We are not paying any overhead costs over there for forms, supplies, electricity, operators, or anything else; compared to having our own system, Mr. Marshall stated, it is a bargain. We won't take any action on this until we have an agreement with RPL as to how the additional capacity is going to be reserved, Mr. Marshall concluded.

As a member of the Personnel and Public Relations Committee, Mr. Susler moved as a substitute motion for the tabled motion of last meeting that Article II, Circulation, of the Code of Library Policy shall be amended in Paragraph A, Section 3, by the addition of the following: "(3)iv. Other requirements to the contrary notwithstanding, employees of the Decatur Public Library shall be eligible for registration as patrons regardless of place of residence." Mr. Mueller seconded the motion and it was approved.

Mr. Susler stated the second question considered by the Committee was the request of RPL that their employees who were non-resident of the City be given reciprocal borrowing privileges by this Library. This was a tabled motion referred back to Committee, Mr. Susler informed, and it is the recommendation of the Committee that no such policy change be made, and that the RPL request be denied. It was felt by the Committee that this privilege should be an RPL fringe benefit. This recommendation was accepted by those present.

Under New Business, Mr. Marshall moved that a Resolution commending the Staff for its commitment, resourcefulness and resilience during the recent distressing computer downtime be approved. Mrs. Rossiter seconded the motion, and it was approved. A copy of this Resolution becomes a part of these Minutes.

The meeting was adjourned at 5:35 p.m. by Mrs. Moore.


Robert H. Dumas, City Librarian
For Secretary of the Board

STATISTICAL REPORT

September, 1982

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	25,459	2,197	18,958	46,614	253,394
1981 -	27,372	2,451	19,772	49,595	251,448
A-V Materials, 1982 -	2,004	--	277	2,281	11,656
1981 -	2,281	--	268	2,549	12,435
Total Circulation, 1982 -	27,463	2,197	19,235	48,895	265,050
1981 -	29,653	2,451	20,040	52,144	263,883

TECHNICAL PROCESSING

Cataloging

New books added	848
New titles added	426
Books withdrawn	1,552
Books mended	769

Acquisitions

Books checked in	892
Telephone Directories	0
Pamphlets	365
Gifts	169

Materials in the State of Processing

Materials (physical items) -	839
Titles -	728

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	378,934	410,715	--	626,820
Operating	196,737	61,682	71,003	--	125,734
Capital and Books	225,965	77,812	67,487	--	158,478

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	5	--	--	5
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (992 hrs)	--	--	21 + 15 (924 hrs)
Maintenance	3 $\frac{1}{2}$	--	--	3 $\frac{1}{2}$

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services,
1 Head, Home Reading

Computer Downtime for Month: 23 hours

R E S O L U T I O N

WHEREAS the computer was inoperative for an extended period in October for the purpose of upgrading the equipment, and

WHEREAS the lack of availability of the computer has occasioned great inconvenience to the Circulation, Extension and Catalog Departments, creating backlogs to be contended with after completion of the equipment upgrade; and inasmuch as throughout this disruptive period the reaction of the Staff has been thoroughly professional in maintaining best levels of service consistent with the problem and has throughout this period maintained high morale

NOW THEREFORE, the Board of Library Directors of the City of Decatur, Illinois, hereby commends the Staff for its commitment, resourcefulness and resilience.

DATED this 21st day of October, 1982.

Shirley M. Moore
President, Library Board of Directors

ATTEST:

David H. Marshall
Vice President, Library Board
of Directors

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

09/01/82 THRU 09/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98063	TREAS PAYROLL FUND	PD ENDING 9-1-82	2,699.18
98081	TREAS EMPLOYEE'S INS FUND	LIFE & HOSP INS	1,693.42
98085	POSTMASTER	POSTAGE	300.00
98087	TREAS CENTRAL SERVICE FND	GASOLINE	650.61
98094	MILLIKIN NATIONAL BANK	FISCAL FEES	92.56

TOTAL OF ALL VOUCHER CHECKS = 5,435.77

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

09/01/82 THRU 09/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98162	TREAS PAYROLL FUND	PD ENDING 9-8-82	28,917.42
98319	ILL POWER CO	POWER FOR MONTH	6,449.63

TOTAL OF ALL VOUCHER CHECKS = 35,367.05

DECATUR PUBLIC LIBRARY

09/01/82 THRU 09/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98181	AMER STAMP & MARKING PROD	OFFICE SUPPLIES	53.43
98182	BLACK & CO	HARDWARE	35.66
98183	BOB'S REPAIR SERVICE	REPAIR SERVICE	400.86
98184	BOLAND ELECT SUPPLY CO	LIGHT FIXTURES	467.36
98185	CLARK CASTER CO	SUPPLIES	23.02
98186	CLEARY INTL	AUTO PARTS	27.70
98187	DASH DISPOSAL	SERVICE FOR MONTH	16.50
98188	DAY'S PAINT	PAINT	43.13
98189	DECATUR REFRIGERATION CO	REPAIR SERVICE	137.16
98190	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	261.60
98191	HAINES & ESSICK CO	OFFICE SUPPLIES	49.56
98192	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	566.84
98193	JAN SAN SUPPLY CO	JANITORIAL SUPPLIE	51.68
98194	OTIS ELEVATOR CO	MAINT SERVICE	286.02
98195	SANGAMO AUTO SUPPLY CO	AUTO PARTS	3.02
98196	SCHUERMAN KEY SHOP	LOCKS & KEYS	28.35
98197	SOY CITY ELECTRIC SUPPLY	AUTO PARTS	20.89
98447	TREAS WATER FUNDS	WATER BILLS	90.02
98448	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	12.10
98449	GAYLORD BROS	OFFICE SUPPLIES	1,710.88
98454	TREAS CENTRAL SERVICE FND	GASOLINE	194.65
98487	ADMINISTRATIVE MANAGEMENT	BOOKS	35.00
98488	AMERICAN LIBRARY ASSN	BOOKS	18.00
98489	ANTIQUES	BOOKS	175.00
98490	ART NEWS	BOOKS	56.00
98491	CREATIVE CRAFTS	BOOKS	20.00
98492	NATL GEOGRAPHIC SOCIETY	BOOKS	15.00
98493	SOLAR AGE	BOOKS	102.00
98494	SUPT OF DOCUMENTS	BOOKS	2.50
98495	TRACK & FIELD NEWS	BOOKS	52.50
98496	UNIVERSITY MICROFILMS INT	BOOKS	392.28
98503	DOWNTOWN DECATUR COUNCIL	PARKING	400.00

VOUCHER #

PAYMENTS MADE TO:

FOR:

AMOUNT

98522

POSTMASTER

POSTAGE

4.20

TOTAL OF ALL VOUCHER CHECKS. = 5,752.91

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

09/16/82 THRU 09/30/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98540	TREAS PAYROLL FUND	PD ENDING 9-15-82	2,667.60
98571	TREAS PAYROLL FUND	PD ENDING 9-22-82	28,979.00
98583	ALVA MUSEUM REPLICAS INC	BOOKS	460.66
98584	AMERICAN BINDERY	BOOK BINDING	243.75
98585	AMERICAN SCHOLAR	BOOKS	27.00
98586	AUDIO BUFF CO INC	BOOKS	435.13
98587	AMERICAN LIBRARY ASSN	BOOKS	24.00
98588	CLSI SYSTEMS	MAINTENANCE	1,566.06
98589	CAROLRHODA BOOKS INC	BOOKS	18.70
98590	FIDELER	BOOKS	11.84
98591	GAYLORD BROS	SUPPLIES	44.74
98592	HAINES & ESSICK CO	OFFICE SUPPLIES	37.48
98593	HIGHSMITH CO INC	OFFICE SUPPLIES	7.97
98594	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	48.49
98595	ILLINOIS HISTORY	BOOKS	1.50
98596	NATL GEOGRAPHIC SOCIETY	BOOKS	137.40
98597	PITNEY BOWES	METER RENTAL	55.50
98598	SOVIET LIFE	BOOKS	19.50
98599	SPORTS ILLUSTRATED	BOOKS	195.00
98600	STANDARD & POOR'S CORP	BOOKS	270.00
98601	TV GUIDE	BOOKS	23.40
98602	H W WILSON CO	BOOKS	45.00
98603	WINCHESTER PRESS	BOOKS	28.21
98841	TREAS PETTY CASH FUND	REIMBURSEMENT	102.39

TOTAL OF ALL VOUCHER CHECKS = 35,450.32

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

09/16/82 THRU 09/30/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98851	TREAS PAYROLL FUND	PD ENDING 9-29-82	2,647.62
98860	ARCHITECTURAL DIGEST	BOOKS	60.00
98861	AUDIO BUFF CO INC	AUDIO VISUAL	1,002.76
98862	ARNOLD BERNHARD & CO	BOOKS	220.00
98863	BYTE	BOOKS	19.00
98864	CONVERSATIONS	BOOKS	1.45
98865	DOVER PUBLICATIONS	BOOKS	3.70
98866	EDISON RECORD CLEARANCE	AUDIO VISUAL	250.24
98867	HERALD & REVIEW	BOOKS	47.41
98868	THE HORN BOOK	BOOKS	2.00
98869	INSIDE SPORTS	BOOKS	144.00
98870	LANDSCAPE ARCHITECTURE	BOOKS	46.00
98871	MICROFILMING CORP OF AMER	BOOKS	1,421.00
98872	MOREHOUSE-BARLOW CO	BOOKS	3.50
98873	NATION'S BUSINESS	BOOKS	35.00
98874	NEW REPUBLIC	BOOKS	89.00
98875	PENDLE HILL	BOOKS	1.55
98876	POPULAR MECHANICS	BOOKS	31.97
98877	REPUBLIC & GAZETTE	BOOKS	78.00
98878	SCHWANN RECORDS	BOOKS	25.00
98879	SPORTS & ATHLETES	BOOKS	40.50
98880	UP FRONT	BOOKS	2.70
98881	UNIV OF CHICAGO PRESS	BOOKS	91.80
98882	WEST PUBL CO	BOOKS	289.50
98883	ZIFF-DAVIS	BOOKS	16.00
98886	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
98975	B&C TV SERVICE	OFFICE SUPPLIES	43.80
98976	BADOREK'S GARAGE	AUTO PARTS	112.27
98977	BAKER & TAYLOR CO	BOOKS	647.08
98978	BAKER & TAYLOR CO	BOOKS	6,319.62
98979	BLACK & CO	HARDWARE	80.17
98980	DOUBLEDAY & CO INC	BOOKS	196.49

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98981	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	140.87
98982	INSURANCE LICENSE BUREAU	BOOKS	48.00
98983	K'S MERCHANDISE MART	EXTINGUISHERS	67.01
98984	LIBRARY CARDS LTD	CATALOG CARDS	155.89
98985	R D MCMILLEN	JANITORIAL	22.50
98986	OTIS ELEVATOR CO	MAINTENANCE	286.02
98987	ROLLING PRAIRIE LIBRARIES	TURNTABLES	669.47
98988	YANKEE	BOOKS	14.00
98989	TREAS GNL OPERATING FUND	SIGNS	62.80
98990	SUPT OF DOCUMENTS	BOOKS	1.00
99028	VOGUE	BOOKS	46.00
99029	TREAS ILL MUNI RETIREMENT	RETIREMENT	8,746.80
99074	POSTMASTER	POSTAGE	7.20

TOTAL OF ALL VOUCHER CHECKS = 25,597.69

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

E 66

SEP 1, 1982 THRU SEP 30, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94-	
101 CURRENT YEAR TAXES	1,310,300.00	0.00	547,237.71	763,062.29	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	40,000.00	924.39	27,061.82	12,938.18	
728 LIBRARY FINES & FEES	25,500.00	2,448.86	11,154.69	14,345.31	
728A NON-RESIDENT FEES	2,500.00	646.00	2,508.00	8.00-	
729 LOST & DAMAGED BOOKS	2,400.00	317.74	1,423.37	976.63	
730 PRINTS MADE ON COPY MACHINE	800.00	82.61	133.01	666.99	
733 ILL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
799 MISCELLANEOUS INCOME	4,000.00	142.43	1,502.02	2,497.98	
TOTAL REVENUE	1,813,618.00	4,562.03	1,111,195.56	702,422.44	61.27

OBJECT
CODE

OBJECT OF EXPENDITURE

BUDGET AND
APPROPRIATIONPURCHASE ORDERS
OUTSTANDINGCURRENT MONTH
EXPENDITURESYEAR TO DATE
EXPENDITURESUNENCUMBERED
BALANCE% OF
EST.

101	REGULAR SALARIES	887,938.00	0.00	64,600.96	347,927.60	540,010.40	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	8,746.80	48,507.93	75,412.07	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	0.00	3,201.00	
106	EMPLOYMENT COMPENSATION	3,806.00	0.00	0.00	1,292.41	2,513.59	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	1,693.42	8,188.02	10,331.98	
109	TEMPORARY SALARIES	16,421.00	0.00	1,094.86	4,899.46	11,521.54	
201	ADVERTISING	500.00	0.00	0.00	49.10	450.90	
202	PRINTING & BINDING	5,500.00	0.00	399.64	1,766.95	3,733.05	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	696.04	2,040.59	7,959.41	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	750.00	0.00	21.50	92.50	657.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	1,606.06	5,790.71	10,554.29	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	262.50	506.05	1,993.95	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	92.56	187.56	812.44	
231	ELECTRICITY	53,000.00	0.00	6,449.63	24,526.12	28,473.88	
233	TELEPHONE	10,000.00	0.00	756.20	3,369.37	6,630.63	
234	WATER	500.00	0.00	0.00	83.15	416.85	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	56.67	2,117.88	2,778.12	
245	POSTAGE	5,400.00	0.00	401.94	2,051.60	3,348.40	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	20.00	1,360.00	
288	RENTALS	5,705.00	0.00	410.00	2,178.40	3,526.60	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	883.76	916.76	1,583.24	
312	JANITORIAL SUPPLIES	3,000.00	0.00	94.16	487.59	2,512.41	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	11,000.00	0.00	712.31	3,019.82	7,980.18	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	340.78	709.16	790.84	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	2,185.07	6,811.26	9,188.74	
403	TRANS TO G P (ADMIN SERV)	16,335.00	0.00	1,361.00	6,805.00	9,530.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	215.00	560.00	990.00	
423	INSURANCE	10,300.00	0.00	0.00	5,076.00	5,224.00	

SEP 1, 1982 THRU SEP 30, 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	0.00	1,087.47	1,087.47-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	93,080.86	481,718.46	752,553.54	39.03
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	0.00	9,350.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	669.47	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	11,965.01	56,883.66	103,116.34	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	1,688.13	4,803.55	25,596.45	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	14,322.61	67,487.98	158,477.02	29.87
	TOTAL EXPENDITURES	1,460,237.00	0.00	107,403.47	549,206.44	911,030.56	37.61

SEP 1, 1982 THRU SEP 30, 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-	
56 INCOME	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	7,655.00	0.03	3,912.11	3,742.89	
799 MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	84,208.00	0.03	82,066.72	2,141.28	97.46

SEP 1, 1982 THRU SEP 30, 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	4.56	784.03	215.97	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	21,000.00	4.56	20,864.90	135.10	99.36

SEP 1, 1982 THRU SEP 30, 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	1.35	170.26	129.74	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,150.00	1.35	3,642.81	507.19	87.78

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	18.70	263.59	1,736.41	13.18
	TOTAL EXPENDITURES	2,000.00	0.00	18.70	263.59	1,736.41	13.18