



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 18, 1982

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 21, 1982
- 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
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - November 18, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held November 18, 1982 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Susler
Ms. Taylor

Others Present:

Ms. Burch
Mr. Dumas
Mrs. Hicks
Miss Schwegman

The meeting was called to order at 4:45 p.m. by the President, Shirley Moore.

The minutes of the regular board meeting of October 21, 1982 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated circulation is down this month and has been down consistently during the summer months. It is down about 7% this month and the year-to-date figure is down almost one whole percent. The decrease is across the board - in all agencies and all departments, fiction and non fiction - and it does not seem to be anything that is under the control of the library staff at all. Continuing, Mr. Dumas stated he does not expect the circulation picture is going to have the trend reversed in the near term, if he is correct in his perceptions of the cause - that this is a reflection of the hard times in Decatur at the present time. I rather imagine the economic depression is tending to cause a psychological depression of people throughout the community. It zaps their vitality and they don't get involved in the business of living, Mr. Dumas concluded.

Mr. Dumas reported there were a couple of serious mishaps with the computer in October. One resulted in the need for estimating the circulation for October 5. We went down on the 6th for the overhaul so the RPL people did not run the daily report for the 5th until the machines came back up and when the report was run it turned out to be a duplicate report for October 4th, so that meant that the circulation, all the check-ins, all the check-outs, all the books entered into the data base on October 5th were lost. The Catalog Department was able to identify almost everything that passed through that department and re-entered them in the

data base. People who returned books on the 5th didn't have the return noted and of course there will be some books which will slip through the net which were not returned by that date. However, we will take the patron's word if they say their books have been returned to preserve good public relations. The other error was in the preparation of the purge list. It is the practice of the Library when a patron has not used his library card for three years, his name will be purged from the registration roles of the Library. In running the purge list for this month, RPL entered in the machine October 1982 instead of October of 1979. Before the error was called to their attention, one thousand patrons in good standing had already been purged from our registration and all charges on their records were lost. Mr. Marshall asked if RPL makes back-up tapes so they could restore the file to its pre-purged state. Mr. Dumas answered RPL indicated they could not do it, and we have had to do it all by hand. Mr. Marshall felt it should be strongly recommended to RPL that a back-up file be maintained.

Mr. Dumas stated he had received a memo from Dan Sommerfeldt, the City's risk manager, asking whether we wanted to continue certain insurance programs which we have separate - free floaters on the personal property in the library, fine arts floater, and an exhibition floater, as these items could be covered under the City's policy at no extra cost, which would be a saving of about \$1,500 a year to the Library. Mr. Dumas suggested such a motion might be made later in the meeting when the insurance program comes under discussion.

Mr. Seidman asked how the interviews with the two promising candidates for professional positions turned out. Mr. Dumas stated he had interviewed Mr. Cole for the Technical Services Supervisor position and while the interview did not indicate that he was quite what we had expected from the credentials he had submitted, he did seem to be a very satisfactory person for the position. The job was offered to the candidate, but he later withdrew his application. The other person, for the Home Reading Department, sent a letter of acceptance, but she closed her letter with the assumption the Library would pay her moving expenses. In reply we stated we were very much interested in her coming here, but it had not been the practice of the Library to underwrite moving expenses, and that we hoped this would not be a condition of her acceptance. This matter was discussed with Mrs. Moore and we felt that setting such a precedent was undesirable at this time. Mr. Seidman interposed that if you are going to hire a person you will expect to stay for some period of time in a responsible position, the moving expenses should be relatively unimportant in the long scheme. Mr. Marshall felt the question could be negotiated with each individual at the time of interview or acceptance. Mr. Dumas stated he could make a position more attractive by hiring a candidate at a higher salary step as he had this authority, but felt he did not have the authority to negotiate moving expenses under present policy and that a policy change need not involve total assumption of moving costs but could provide for partial defrayment of these costs. After discussion, Mr. Grieve moved the Personnel and Public Relations Committee be called upon to meet and discuss this matter and make a decision for this time and a recommendation for Board consideration in future cases. Mr. Seidman seconded the motion and it was approved.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of library bills for the period 10/1/82 through 10/15/82, explaining that under the new system being used by the City, the bills for 10/16 through 11/12 would be approved at the December meeting. Mrs. Rossiter seconded the motion and it was unanimously approved by a roll-call vote.

Mr. Marshall reported he and Ed Booth, Library attorney, had met with Joe DeMichiel and Dan Sommerfeldt of the City yesterday to discuss the City's new self-insurance program. At the outset, Mr. DeMichiel apologized that he had not contacted us beforehand to keep us apprised of what was going on and what the changes would be. They kind of just brought us along with them. Continuing, Mr. Marshall stated the City is not self-insured in toto, but rather has in effect purchased insurance protection at a deductible of \$325,000 on it and the total coverage of the City and all risks goes up to 6½ million dollars on property, 5½ million dollars on all of the liability coverages which is an increase in the amount of coverage that the City has had. As an example, Mr. Marshall cited, our Workman's Compensation; once a claim gets above \$100,000, the Lloyd's policy comes in for another \$50,000, and another company comes in for \$350,000, and then Midland comes in for another five million. In effect the coverage has been spread around which is an appropriate insurance strategy. As a result of having the large deductible, the City expects over a period of time to build up a reserve and to save a considerable amount of money, and also add coverages. The same kind of thing is true of the employees' medical and hospitalization insurance. The Gallagher Bassett Insurance Service is the firm that has been hired by the City to manage the insurance program and they are paid a fee every year to provide professional claims management. The amount of premiums we pay is not likely to go down over the next several years, but it is not going to go up either we were told, Mr. Marshall stated. How the allocation of costs for the Library will be pro-rated has not been worked out, Mr. DeMichiel advised. Mr. Dumas asked if the Library has a separate fund and Mr. Marshall replied we are in the plan with the City. Mr. Seidman asked if there is any guarantee our claims will be paid and what happens if our building burns down. Mr. Marshall answered the guarantee is the same as we have had in the existing policies because the Library is identified as an insured with the carriers; but if the building were to burn, Mr. Marshall stated he did not have a legally confirmed answer. Mr. Dumas asked whether, in the event of a fire in which a portion of the book collection were lost, the insurance would provide only for replacement of materials or whether the indemnification would include in addition to the cost of books the expenses of identifying, acquiring, re-cataloging and processing of the books, in the one case, and the cost of restoring the integrity of the card catalog in the latter instance. The cost of the books may indeed be the smallest part of the cost. Mr. Marshall suggested Mr. Dumas write a letter to Dan Sommerfeldt specifically raising that question so that we get it in the contract with Gallagher Bassett. After further discussion, Mr. Mueller moved that the Library's Commercial Property Policy covering Miscellaneous Property, Fine Arts, and Exhibition Property, issued by St. Paul's Insurance Company, be cancelled, as these items are now covered in the City's insurance package. Mr. Marshall seconded the motion and it was approved.

There being no Old Business or New Business to come before the Board, Mrs. Moore adjourned the meeting at 6:00 p.m.

A handwritten signature in cursive script, reading "Robert H. Dumas". The signature is written in dark ink and is positioned above a horizontal line.

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

October, 1982

CIRCULATION *

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	26,552	2,139	18,820	47,511	300,903
1981 -	28,151	2,460	20,457	51,068	302,516
A-V Materials, 1982 -	2,130	--	222	2,352	14,008
1981 -	2,445	--	262	2,747	15,168
Total Circulation, 1982 -	28,682	2,139	19,042	49,863	314,911
1981 -	30,596	2,460	20,719	53,815	317,684

TECHNICAL PROCESSING

Cataloging

New books added	965
New titles added	427
Books withdrawn	1,324
Books mended	1,069

Acquisitions

Books checked in	1,281
Telephone Directories	104
Pamphlets	339
Gifts	143

Materials in the State of Processing

Materials (physical items) -	895
Titles -	703

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	448,893	485,543	--	551,992
Operating	196,737	77,989	85,739	--	110,998
Capital and Books	225,965	94,503	76,708	--	149,257

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 (924 hrs)	--	--	21 + 16 (990 hrs)
Maintenance	3½	--	--	3½

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

Computer Downtime for Month: 140½ hours

*Statistics include estimated circulation for 10/5/82 which were not recorded on the computer printout. Individual figures for AV do not include estimations, but total does.

November 24, 1982

MEMORANDUM

TO: Dan Sommerfeldt, Risk Manager, City of Decatur

FROM: Robert Dumas, City Librarian

SUBJECT: Equipment and Furnishings - Insurance

At October board meeting I raised a question which Mr. Marshall indicated had not been discussed when he met with city officials to discuss the Library's participation in the City's Self-Insurance Program. Perhaps you can address the question or seek an answer from Gallagher-Bassett Co.

The question relates to insurance coverage for the books and other classified collections of the Library. I cite two examples:

- (1) In the event that all or a portion of the Library's collection were damaged or destroyed by fire, would the insurance indemnity only the cost of replacing the books and other materials or would the insurance cover as well the associated expenses of identifying, ordering and receiving, cataloging and classification of the replacement items and preparation of the materials for the shelf and circulation? In either case would the insurance coverage provide replacement cost including replacement from the out-of-print market place, or would coverage be limited to original cost of materials less depreciation.
- (2) In the event of a wholly or partially destroyed card catalog, would insurance coverage provide for the expense of reconstituting the destroyed parts of the catalog? While this is an extremely unlikely occurrence (I do not know of an actual event of this kind) the costs associated with such a loss would be very considerable inasmuch as any given segment of an alphabetic author/title/subject file may include references from materials filed by a main entry across the entire alphabet and each main entry card for the entire collection would need to be examined for leads to reconstruction of the lost portion, not to mention the problem of re-establishment of cross-references for the lost section.

It is my understanding that the previous insurer guaranteed replacement costs plus attendant expenses including making whole a destroyed or partially destroyed catalog. The losses contemplated are of course remote, but it does seem prudent that coverage provided in such contingencies be clearly defined at the outset.

Thank you for your help in this matter.

Bob

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REIGN OF

CHARLES THE FIRST

BY

JOHN BURNET

IN TWO VOLUMES

LONDON

Printed by J. Sturges, at the Sign of the Sun in St. Dunstons Church-yard

1724

Price 1s. 6d.

For the Right of the Copy, See the Title

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November 23, 1982

MEMORANDUM

TO: Daniel R. Sommerfeldt, Risk Manager

FROM: Robert H. Dumas, City Librarian

SUBJECT: Equipment and Furnishings - Insurance

Please refer to your Memo No. 82-238 in re Library Commercial Policy.

The Board of Library Directors were advised at their October meeting that according to this memorandum the Library's policies insuring miscellaneous properties, fine arts materials, and property on loan from others for exhibition in the Library were duplicate coverages for insurance now covered under the City's self-insurance program.

The Board has therefore directed me to notify you to cancel those policies issued by St. Paul's Insurance Company and to inform Arthur J. Gallagher & Co., the City's self-insurance administrator, to include these coverages in the City's program.

Thank you for bringing this matter to my attention.



RHD/hs

DEPARTMENT OF PERSONNEL & TRAINING

MEMORANDUM NO. 82 - 238

November 18, 1982

MEMO TO: Robert H. Dumas, City Librarian
FROM: Daniel R. Sommerfeldt, Risk Manager
SUBJECT: LIBRARY COMMERCIAL POLICY

Attached is a copy of the Library's Commercial Property Policy. In general, this policy has coverages for Miscellaneous Property, Fine Arts, and Exhibition Property.

I sent a copy of this policy to Jim Gault, Manager for Arthur J. Gallagher & Co., our self-insurance administrator. His response (attached) is that these coverages can be included in our present self-insurance program at no extra cost in premium. Specific losses under \$50,000 would be paid from the City's loss fund. Any loss greater than \$50,000 would be picked up by the excess property insurance with Lloyd's of London. The premium savings would be \$1,565/yr.

Although Frank Lambrick has handled the policy in the past, it was not cancelled when the City changed to a self-insurance program because the City is not a named insured. The policy is written for the Board of Library Directors of the City of Decatur. Consequently, any change in this coverage should probably be approved by the Library Board.

I might suggest that you discuss this matter with the Library Board to get authorization for making any changes you feel appropriate.

If you have any questions regarding this matter, I am available at your convenience.

cc: J. DeMichiel

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ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1982 THRU OCT 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94-	
101A CURRENT YEAR TAXES	1,310,300.00	616,791.20	1,164,028.91	146,271.09	
524 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	40,000.00	2,434.51	29,496.33	10,503.67	
728A LIBRARY FINES & FEES	23,500.00	1,422.09	12,576.78	12,923.22	
729 NON-RESIDENT FEES	2,500.00	304.00	2,812.00	312.00-	
730 LOST & DAMAGED BOOKS	2,400.00	252.23	1,675.60	724.40	
733 PRINTS MADE ON COPY MACHINE	800.00	98.09	231.10	568.90	
733 ILL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
799 MISCELLANEOUS INCOME	4,000.00	304.05	1,806.07	2,193.93	
TOTAL REVENUE	1,813,618.00	621,606.17	1,732,801.73	80,816.27	95.54

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	887,938.00	0.00	62,577.79	410,505.39	477,432.61	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	8,860.54	57,368.47	66,551.53	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	0.00	3,201.00	
106	UNEMPLOYMENT COMPENSATION	3,806.00	0.00	590.01	1,882.42	1,923.58	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	1,747.42	9,535.44	8,984.56	
109	TEMPORARY SALARIES	16,421.00	0.00	952.23	5,851.69	10,569.31	
201	ADVERTISING	500.00	0.00	89.00	138.10	361.90	
202	PRINTING & BINDING	5,500.00	0.00	568.59	2,335.54	3,164.46	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	877.50	2,918.09	7,081.91	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	750.00	0.00	26.05	118.55	631.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	187.50	5,978.21	10,366.79	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	26.05	532.10	1,967.90	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	187.56	812.44	
231	ELECTRICITY	53,000.00	0.00	5,108.55	29,634.67	23,365.33	
233	TELEPHONE	10,000.00	0.00	549.33	3,918.70	6,081.30	
234	WATER	500.00	0.00	90.02	173.17	326.83	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	78.70	2,196.58	2,699.42	
245	POSTAGE	5,400.00	0.00	341.88	2,337.98	3,062.02	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	20.00	1,360.00	
288	RENTALS	5,705.00	0.00	400.00	2,633.90	3,071.10	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	145.69	1,062.45	1,437.55	
312	JANITORIAL SUPPLIES	3,000.00	0.00	62.40	549.99	2,450.01	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	11,000.00	0.00	3,243.08	6,222.90	4,777.10	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	28.26	706.60	793.40	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	1,467.39	8,309.47	7,690.53	
403	TRANS TO G F (ADMIN SERV)	18,335.00	0.00	1,361.00	8,166.00	8,169.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	185.00	745.00	805.00	
423	INSURANCE	10,300.00	0.00	0.00	5,076.00	5,224.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

E 69

MAY 1, 1982 THRU OCT 31, 1982

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
499	SMALL CAPITAL ITEMS	0.00	0.00	0.00	1,087.47	1,087.47-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	89,563.98	571,282.44	662,989.56	46.28
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	0.00	9,350.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	0.00	4,989.37	19,725.63	
520	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	8,446.04	65,329.70	94,670.30	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	774.82	5,578.37	24,821.63	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	9,220.86	76,708.84	149,256.16	33.95
	TOTAL EXPENDITURES	1,460,237.00	0.00	98,784.84	647,991.28	812,245.72	44.38

MAY 1, 1982 THRU OCT 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	76,553.00	0.00	78,154.61	1,601.61-	
INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	7,655.00	271.67	4,183.78	3,471.22	
MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	84,208.00	271.67	82,338.39	1,869.61	97.78

56
524
799

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

71

MAY 1, 1982 THRU OCT 31, 1982

REVENUE ITEMS

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

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

72

MAY 1, 1982 THRU OCT 31, 1982

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	300.00	20.80	191.06	108.94	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,150.00	20.80	3,663.61	486.39	88.28

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

DECATUR PUBLIC LIBRARY

10/01/82 THRU 10/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
98180	TREAS WATER FUNDS	WATER BILLS	90.02
99258	TREAS PAYROLL FUND	PD ENDING 10-13-82	2,604.02
99297	DIRECTOR OF LABOR	UNEMPLOYMENT	590.01
99355	ASME ORDER DEPARTMENT	BOOKS	25.20
99356	ALVA MUSEUM REPLICAS INC	BOOKS	62.67
99357	AMER ENTERPRISE INST	BOOKS	11.25
99358	AMERICAN FORESTRY ASSN	BOOKS	2.50
99359	AMERICAN OPINION	BOOKS	15.00
99360	BAKER BOOK HOUSE CO	BOOKS	2.50
99361	BAKER & TAYLOR CO	BOOKS	240.51
99362	BAKER & TAYLOR CO	BOOKS	5,164.64
99363	BLACK & CO	HARDWARE	2.38
99364	CALLAGHAN & CO	BOOKS	62.75
99365	CAROLINA BIOLOGY SUPPLY C	BOOKS	5.95
99366	CTR PUBLIC REPRESENTATION	BOOKS	3.75
99367	DASH DISPOSAL	MONTHLY SERVICE	16.50
99368	DAY'S PAINT	PAINT	88.67
99369	DECATUR REFRIGERATION CO	COMPRESSOR	4,007.86
99370	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	36.44
99371	DOUBLEDAY & CO INC	BOOKS	225.74
99372	DOWNTOWN DECATUR COUNCIL	OCTOBER RENTAL	400.00
99373	FINANCIAL ANALYSTS JRNL	BOOKS	81.00
99374	GARDEN WAY PUBLISHING	BOOKS	4.50
99375	GATES & JOHNSON LUMBER CO	CAULKING	25.25
99376	HAINES & ESSICK CO	OFFICE SUPPLIES	11.25
99377	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	504.54
99378	K MART	TELEPHONE	25.88
99379	LIBRARY CARDS LTD	CATALOG CARDS	77.70
99380	R D MCMILLEN	JANITORIAL	62.40
99381	MIDSTATE OFFICE MACHINES	REPAIR SERVICE	32.00
99382	NAT'L ASSN SEC SCH PRINCI	BOOKS	2.50
99383	NADA	BOOKS	22.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
99384	NORMAN'S CLEANERS	LAUNDRY	4.55
99385	READER'S DIGEST FND BLIND	BOOKS	10.95
99386	ROLLING PRAIRIE LIBRARIES	BOOKS & AUDIO	600.87
99387	RUSSELL'S GUIDES INC	BOOKS	60.60
99388	ST TERESA HIGH SCHOOL	BOOKS	15.00
99389	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	34.11
99390	SMITH TIRE CO	TIRE REPAIR	13.00
99391	STACK PUBLISHERS	BOOKS	1.50
99392	B H WARD PUBLISHERS	BOOKS	145.00
99393	WICKES LUMBER CO	ROOFING MATERIAL	34.47

TOTAL OF ALL VOUCHER CHECKS = 15,427.43

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/82 THRU 10/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
99109	POSTMASTER	POSTAGE	300.00
99115	MILLIKIN NATIONAL BANK	INVESTMENT	488,760.00
99119	TREAS PAYROLL FUND	PD ENDING 10-6-82	28,801.84
99168	ILL POWER CO	POWER FOR MONTH	5,108.55
99201	TREAS CENTRAL SERVICE FND	GASOLINE	145.69
99227	TREAS EMPLOYEE'S INS FUND	LIFE & HOSP INS	1,747.42
99241	TREAS PETTY CASH FUND	REIMBURSEMENT	80.58

TOTAL OF ALL VOUCHER CHECKS = 524,944.08

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/16/82 THRU 11/12/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
99505	TREAS PAYROLL FUND	PD ENDING 10-20-82	29,306.44
99517	AMERICAN BAR ASSN	BOOKS	1.90
99518	AMERICAN LIBRARY ASSN	BOOKS & ADVERT.	119.85
99519	ARCHWAY PRESS INC	BOOKS	3.25
99520	ARIZ HIGHWAYS	BOOKS	15.00
99521	R R BOWKER CO	BOOKS	540.00
99522	COMP CARE PUBLICATIONS	BOOKS	2.25
99523	CROWSON INT'L PUBL	BOOKS	1.25
99524	MRS MARGARET DUNN	BOOKS	1.50
99525	GAYLORD BROS INC	OFFICE SUPPLIES	1,384.19
99526	HUSTON PATTERSON CORP	OFFICE SUPPLIES	490.89
99527	NORMAN LATHROP	BOOKS	15.93
99528	LEAR SIEGLER INC	REPAIR SERVICE	72.00
99529	LEGACY BOOKS	BOOKS	8.45
99530	LIFE SKILLS EDUCATION	BOOKS	7.50
99531	MCCALLS	BOOKS	16.95
99532	MAGSUB LTD	BOOKS	134.40
99533	MICROCOMPUTING	BOOKS	53.00
99534	MODERN LANGUAGE ASSOC	BOOKS	3.50
99535	MORGAN-GRAMPIAN PUBL CO	BOOKS	36.00
99536	NATIONAL AUDUBON SOCIETY	BOOKS	16.00
99537	NAT'L COUNCIL OF TEACHERS	BOOKS	35.00
99538	NEW WAYS TO WORK PUBL	BOOKS	2.10
99539	OCTAMERON ASSOCIATES	BOOKS	5.00
99540	SAMHAR PRESS	BOOKS	3.00
99541	STILL NEWS	BOOKS	4.00
99542	STRYKER POST PUBLICATIONS	BOOKS	9.75
99543	SUN FEATURES INC	BOOKS	3.50
99544	TECHNICAL BOOK REVIEW IND	BOOKS	32.50
99545	UNIV OF MARYLAND	BOOKS	2.00
99546	VISION PRODUCTS	AUDIO VISUAL	197.85
99601	TREAS PAYROLL FUND	SERVICE RECOG PAY	185.00

VOUCHER #
99677

PAYMENTS MADE TO:
POSTMASTER

FOR:
POSTAGE

PAGE 2
AMOUNT
23.10

TOTAL OF ALL VOUCHER CHECKS = 32,733.05

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/16/82 THRU 11/12/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
99689	TREAS PAYROLL FUND	PD ENDING 10-27-82	3,002.72
99702	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
99736	J D JOHNSON & SON INC	WORKMENS' COMP	12.89
99753	AMERICAN CRAFT COUNCIL	BOOKS	55.00
99754	AMER RADIO RELAY LEAGUE	BOOKS	50.00
99755	JOHN BAIRD	TUNED PIANO	83.50
99756	CONSUMER'S RESEARCH INC	BOOKS	140.00
99757	DECATUR PAINT & VARNISH	PAINT	53.00
99758	HENNEPIN COUNTY LIBRARY	BOOKS	12.00
99759	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	44.79
99760	ILL DEPT CONSERVATION	BOOKS	10.00
99761	HARVEY INMAN	CONVENTION EXPENSE	44.50
99762	LEGISLATIVE REFERENCE BUR	BOOKS	55.00
99763	AMERICAN FORESTRY ASSN	BOOKS	15.00
99764	SUPT OF DOCUMENTS	BOOKS	18.00
99765	ARCHITECTURAL RECORD	BOOKS	41.00
99766	WORLD FUTURE SOCIETY	BOOKS	57.00
99767	IN BRITAIN	BOOKS	45.90
99768	KLIATT PAPERBACK BK GUIDE	BOOKS	46.00
99769	LOS ANGELES TIMES	BOOKS	104.00
99770	OFFICIAL RAILROAD GUIDE	BOOKS	60.00
99771	SUCCESSFUL FARMING	BOOKS	19.00
99772	THE WRITER	BOOKS	42.00
99773	DOW JONES INDEXES	BOOKS	455.00
99774	EISENHOWER HIGH SCHOOL	BOOKS	13.00
99775	STEPHEN DEC HIGH SCHOOL	BOOKS	14.00
99776	MACARTHUR HIGH SCHOOL	BOOKS	12.00
99787	TREAS ILL MUNI RETIREMENT	RETIREMENT	8,860.54

TOTAL OF ALL VOUCHER CHECKS = 14,726.84