

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 17, 1983

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING OCTOBER 20, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 - C. AD HOC
 - 1. Report on Meeting with RPL
- V. OLD BUSINESS
 - A. RESOLUTION CONCERNING JOB STIMULUS BILL GRANT
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
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 - November 17, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held November 17, 1983 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Grieve

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

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

The minutes of the regular meeting of October 20, 1983, were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas noted that circulation is up again this month about 9%. The ad for the vacant professional positions in Y-AV and Technical Services has now appeared and applications have begun coming in; they are not very encouraging so far, but we hope we will get more that will be more promising, Mr. Dumas commented. A Resolution has been drafted regarding an application for a Job Stimulus Bill Grant requesting permission from the City Council to allow the Library to borrow the necessary money if the grant were approved, for which the Library would be responsible for 60% of the construction cost. The State Library for some reason has decided to take a second round of applications for the Library Services grant. Apparently the funds which were available (approximately 3½ million) were not picked up on the first round. This Resolution will be discussed later in today's meeting, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee that library bills through October 31, 1983, be approved, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote.

Not having met during the past month, the Personnel and Public Relations Committee had nothing to report.

At this time Mrs. Alpi asked Mr. Susler, Chairman of the Ad Hoc Committee, to report on his Committee's meeting with RPL representatives.

Mr. Susler stated the Ad Hoc Committee with all members present met Monday evening at the Rolling Prairie headquarters building with representatives of that System and Mr. Plotzke and Mr. Johnson. They asked our concerns and we told them, and we went over some of the problems we have, one of them being this thing about the compensation Decatur Public Library is to receive from Rolling Prairie for the salary of a cataloger. We asked them point-blank to pay for the cataloger, and we asked them to tell us what assistance Rolling Prairie can give us in recovering overdue books, overdue books borrowed through the reciprocal borrowing or through interlibrary loan, and the collection of fines. We told them that one of our concerns after next year was what method of compensation would be adopted to offset excessive borrowing from DPL. There was some discussion about the problems, and we didn't get answers to any, Mr. Susler stated. They said they would consider paying the cataloger's salary, and I came away with the impression they would, but that is not definite. With respect to compensation to offset excessive borrowing, a task force was appointed by the State Library to study this problem, since it is a problem in most other systems, and that task force was supposed to have made a report to the State Library in July, but as far as we know they haven't received it yet. This report is supposed to be due this month, and Rolling Prairie will await a recommendation from the State Library on this problem.

Continuing, Mr. Susler stated we talked about the computer and advised them our concern over having control of our own catalog and our own collection in the on-line system. Rolling Prairie has decided to take this problem to outsiders by hiring two consultants. Our Committee thought this a good idea and asked who the consultants were to be. We were told one was Hugh Atkinson of the University of Illinois Library, and Chuck Hale of the Millikin Library. Those two people are actually within the system and whether they are outside consultants for RPL is some question, but we didn't raise too much question about it. Mr. Dumas did point out that each of the consultants had his own area of expertise but neither one had the knowledge to be an expert in both cataloging and computers that would be necessary to study on-line cataloging. The consensus was that after we get the report back from the State Library on reciprocal borrowing and after we get the report back from the consultants, that the committees should meet again to discuss the matters further. Mr. Marshall brought up matters pertaining to the computer contract and got some explanation about the charges with regard to the use of the number of ports being assigned as it was felt this was the fairest way for compensation to be figured. That took us about two hours, but I felt at least the RPL board members who were there now have a better understanding of our concerns, Mr. Susler concluded.

Mrs. Alpi noted a new CLSI Maintenance Contract Agreement forwarded from RPL, separate from our computer contract, has been received. Mrs. Alpi asked the Finance Committee to study this contract and bring recommendations to the Board. Mr. Marshall stated this would be done, and noted Mrs. Moore had pointed out there is no provision in this agreement for termination of it.

Mrs. Alpi asked Shirley Moore for a report on her attendance as the DPL representative to the Multitype System Conversion Committee. Mrs. Moore stated she has attended two meetings thus far and they have been a very stressful experience. I am being introduced to library politics as I have never been before. I did bring out a lot of our concerns at the first meeting and at the last meeting Monday night there was a statement from Millikin Librarian Chuck Hale which I took as a chastisement of my position, and I was very upset about it, Mrs. Moore stated. Mr. Hale says this is not true, but he responded to every concern I had expressed. Continuing, Mrs. Moore reported, we got to the point of deciding how to handle the board membership. At present there are 12 voting directors on the RPL board and 3 additional directors that do not have a vote, the special, school, and academic libraries. Mr. Hale suggested 5 members for the special libraries, and that would reduce the public library representation to 10 members. I said I did not think this was fair, as the public libraries are the backbone of the system, and I will never change my mind on that. Mr. Hale stated he now has about 6,000 circulations to the City of Decatur per year, and I take from the August statistics that we had approximately 60,000 circulations per month. Mrs. Moore stated she made a motion that we would expand the Board to 15 members, giving 12 positions to public library directors and give the special libraries each one position, or 3 members. That motion did pass.

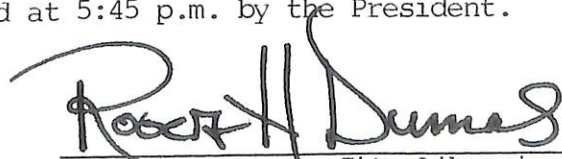
Continuing, Mrs. Moore stated we talked about lay control of boards and that this is traditional in public library systems and that we must maintain that control. I expressed a feeling that board members can be intimidated by professional librarians. That is what happened to me at Rolling Prairie when I was the new kid on the block when I sat over there as DPL's representative to the Board, and I did feel intimidated by the professionals. I am concerned about the power base public libraries now have on the board as I feel the public libraries are the primary service. I stand on that even though I do understand the need for cooperation between the public libraries and the special libraries. I am concerned about special interest groups - hospitals, ADM, Staleys, etc., - libraries that the public does not have open access to. Why should they have equal representation with the public libraries, Mrs. Moore questioned. Mrs. Alpi asked Mrs. Moore if she felt the other public library representatives on the Board are beginning to feel some of the concerns we have, and Mrs. Moore answered affirmatively. Mr. Susler agreed with this but stated most of the public library representatives, even though they have strong feelings about some matters do not voice them. It is a very strange representation, Mr. Susler continued, and when I served on the RPL Board I did not get their support when I needed it, even though they would come up to me later and say - I am glad you did what you did. Mr. Susler stated he wanted to know whether or not it is constitutional to have these non-recipients of public moneys sit on a Board to expend public money. Mrs. Moore agreed to ask this question at the next meeting of the Committee.

Under Old Business, Mrs. Alpi read the proposed Resolution concerning a grant application for construction funds under the Library Services and Construction Act with money received from the Federal Jobs Stimulus Bill, alluded to earlier in the meeting by Mr. Dumas. The Resolution proposed the remodeling of the main library building to accommodate the Library's ever-growing audio-visual collection, for which an estimate of \$365,000 for the construction had been obtained. The Library must come up with approximately \$219,000 of this amount (60%), and permission from the Council to borrow such funds was requested in the Resolution. Mr. Seidman asked how the Library would pay the money back and Mr. Dumas answered the money would have to be appropriated to the Library by the Council over a period of 5 or 6 years. In discussion, Mrs. Rossiter wondered if the empty building back of the Library had been considered and how much it would cost.

After further discussion of the proposed Resolution, Mr. Marshall made the following remarks: We have in our trust funds a current balance of \$92,000, and in our capital fund from the sale of the Evans Branch \$23,000. I suspect that if we pass this Resolution, as it is, it is not going anywhere unless we say what we are going to do with the funds we already have. So it would seem to me appropriate that if in fact we want to borrow "x" amount of dollars, our Resolution should also indicate what we would recommend with respect to repaying that amount borrowed. For example, if we want to borrow \$219,000 and amortize it over a 5 or 6 years of time, I think the Resolution should include a statement that we would expect our levy to be increased approximately \$50,000 a year for five years to generate the money to pay back the loan. If we take that approach I think we should have some very good reasons why we do not want to invade the trust funds and the capital fund. I think we should be able to say them very clearly: We are not using those funds because we feel that we need them for whatever that is. It is still not clear to me that the remodeling of the second floor is the thing to do. We have talked about the computer system; there has been talk about a branch, and I am not sure that the Board has come to grips with the priorities for capital expenditures that the Library has, and I think that has to be done. Mr. Susler agreed with Mr. Marshall's thinking, and Mrs. Alpi stated his point was well made and asked the Finance Committee to consider the Resolution and the Library's priorities at its next meeting, and report to the Board.

Also under Old Business, Mr. Marshall stated a Millikin student who had recently interviewed Mr. Dumas had approached him regarding the Library's policy on issuing a card to non-resident students. Mr. Marshall explained he was rather vague about our present policy, but did tell her about the Library's non-resident fee approach. Mrs. Moore stated the Library's present policy is to charge a \$30.00 fee to non-resident students, which fee is refundable.

The meeting was adjourned at 5:45 p.m. by the President.


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

STATISTICAL REPORT

October, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Month to Date</u>
Total Books, 1983 -	28,055	2,178	21,110	51,343	635,493
1982 -	26,552	2,139	18,820	47,511	583,887
A-V Materials, 1983 -	3,014	--	414	3,428	38,314
1982 -	2,130	--	222	2,352	29,660
Total Circulation, 1983 -	31,069	2,178	21,524	54,771	673,807
1982 -	28,682	2,139	19,042	49,863	613,547

TECHNICAL PROCESSING

Cataloging

New books added	1,322
New titles added	345
Books withdrawn	804
Books mended	743

Acquisitions

Books checked in	1,672
Telephone Directories	64
Pamphlets	46
Gifts	280

Materials in the State of Processing

Materials (physical items) -	1062
Titles -	856

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	485,543	507,648	573,872
Operating	212,741	85,739	94,133	118,608
Capital and Books	221,400	76,708	87,597	133,803

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	1½	½*	7 + 4 (320 hrs)
Clerical	21 + 17 (1292 hrs)	1	½**	21 + 16 (1210 hrs)
Maintenance	3½	--	--	3½

* Half-time person became full-time, leaving half-time vacancy, plus other half-time vacancy
** Half time person became full-time, leaving half-time vacancy

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian, 2 half-time Library Assistants, 1 half-time
Library Clerk I

Computer Downtime for Month: 6 hours, 15 Minutes

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1983 THRU OCT 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101	FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-	
101A	CURRENT YEAR TAXES	1,147,825.00	469,587.64	1,054,988.35	92,836.65	
524	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728	INTEREST ON INVESTMENTS	45,000.00	888.22	25,984.72	19,015.28	
728A	LIBRARY FINES & FEES	25,000.00	2,243.22	14,003.24	10,996.76	
729	NON-RESIDENT FEES	5,000.00	418.00	2,774.00	2,226.00	
730	LOST & DAMAGED BOOKS	3,100.00	227.05	1,466.69	1,633.31	
733	PRINTS MADE ON COPY MACHINE	700.00	77.52	470.26	229.74	
733	ILL ST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
799	MISCELLANEOUS INCOME	3,200.00	346.76	1,315.38	1,884.62	
	TOTAL REVENUE	1,821,417.00	473,788.41	1,735,193.50	86,223.50	95.27

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	904,640.00	0.00	64,806.09	419,526.16	485,113.84	
102 A	STRAIGHT OVERTIME	150.00	0.00	75.44	1,191.32	1,041.32-	
103	RETIREMENT FUND	126,855.00	0.00	9,184.77	59,372.01	67,482.99	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	0.00	1,128.00	3,394.00	
106	UNEMPLOYMENT COMPENSATION	4,209.00	0.00	761.88	2,287.59	1,921.41	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	6,144.00	12,288.00	12,292.00	
109	TEMPORARY SALARIES	16,564.00	0.00	2,137.87	11,855.29	4,708.71	
201	ADVERTISING	500.00	0.00	0.00	68.73	431.27	
202	PRINTING & BINDING	6,500.00	0.00	364.76	2,460.21	4,039.79	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	1,659.00	4,511.46	5,488.54	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	600.00	0.00	36.50	159.00	441.00	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	480.00	7,198.69	12,401.31	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	0.50	387.73	1,112.27	
221	AUDITING SERVICES	650.00	0.00	0.00	500.00	150.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	995.00	2,490.75	1,490.75-	
231	ELECTRICITY	74,000.00	0.00	7,918.27	35,433.35	38,566.65	
233	TELEPHONE	10,000.00	0.00	672.97	4,160.30	5,839.70	
234	WATER	500.00	0.00	0.00	252.60	247.40	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	133.11	2,654.56	2,433.44	
245	POSTAGE	5,800.00	0.00	765.60	2,554.37	3,245.63	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	15.00	1,365.00	
288	RENTALS	5,665.00	0.00	714.44	2,959.76	2,705.24	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	245.99	938.07	1,561.93	
312	JANITORIAL SUPPLIES	2,200.00	0.00	467.94	687.05	1,512.95	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	10,000.00	0.00	669.51	4,505.97	5,494.03	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	9.98	384.70	1,115.30	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	18,000.00	0.00	692.77	7,386.60	10,613.40	
402	CONTINGENCIES	7,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	8,166.00	8,169.00	
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	165.00	780.00	895.00	

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FORM 1411-20-0

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1983 THRU OCT 31, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
423	INSURANCE	8,303.00	0.00	2,078.00	4,151.00	4,152.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,326.86	613.14	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	102,540.39	601,781.13	692,479.87	46.50
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	4,077.56	5,195.76	11,074.24	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	19,170.45	76,093.09	83,906.91	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	1,271.65	6,308.50	38,821.50	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	24,519.66	87,597.35	133,802.65	39.57
	TOTAL EXPENDITURES	1,515,661.00	0.00	127,060.05	689,378.48	826,282.52	45.48

ACTIVITY 941 DECATUR PUBLIC LIAB. TRUST FUND(CANTON)

71

MAY 1, 1983 THRU OCT 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	REVENUE	0.00	0.00	82,969.25	82,969.25-	
524	INTEREST INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	0.00	0.00	82,969.25	82,969.25-	

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

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FORM 1411-20-0

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

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MAY 1, 1983 THRU OCT 31, 1983

REVENUE ITEMS

ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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FUND BALANCE MAY 1, 1983

89,855.00	0.00	89,882.06	27.06-	
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INCOME

0.00	0.00	0.00	0.00	
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INTEREST ON INVESTMENTS

7,500.00	516.02	2,226.99	5,273.01	
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MISC INCOME

0.00	0.00	0.00	0.00	
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TOTAL REVENUE

97,355.00	516.02	92,109.05	5,245.95	94.61
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ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

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MAY 1, 1983 THRU OCT 31, 1983

REVENUE ITEMS

ESTIMATED
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518	FUND BALANCE MAY 1, 1983	21,080.00	0.00	22,169.43	1,089.43-
524	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00
731	INTEREST SAVINGS	1,000.00	54.54	921.64	78.36
	TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00
	TOTAL REVENUE	22,080.00	54.54	23,091.07	1,011.07-
					104.58

ACTIVITY 944 DECATUR PUBLIC TR FUND (BRIDGES)

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MAY 1, 1983 THRU OCT 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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2						
3	56	FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68-
4	524	REVENUE	0.00	0.00	0.00	0.00
5	799	INTEREST ON INVESTMENTS	400.00	96.49	176.62	223.38
6		MISC INCOME	900.00	0.00	0.00	900.00
7		TOTAL REVENUE	4,573.00	96.49	4,165.30	407.70
8						91.08

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
11							
12	58	EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62
13		TOTAL EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62
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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/83 THRU 10/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8160	TREAS PAYROLL FUND	PD ENDING 10-5-83	32,250.28
8196	AMER RADIO RELAY LEAGUE	BOOKS	50.00
8197	BOLAND ELECT SUPPLY CO	ELECT SUPPLIES	566.17
8198	CHANGING TIMES	BOOKS	39.00
8199	CHANGING TIMES	BOOKS	30.00
8200	COMMUNITY FOR CREATIVE	BOOKS	5.00
8201	DASH DISPOSAL	DISPOSAL SERVICE	16.50
8202	DESIGN FOR ARTS	BOOKS	30.00
8203	DUKE'S OFFICE SUPPLY	OFFICE SUPPLIES	26.00
8204	EDITOR & PUBLISHER	BOOKS	85.00
8205	FILM COMMENT	BOOKS	12.00
8206	GOLF DIGEST	BOOKS	39.95
8207	HERALD & REVIEW	BOOKS	32.11
8208	HARVEY INMAN	TRAVEL REIMBURSE	63.47
8209	INTL OCEANOGRAPHIC	BOOKS	15.00
8210	K'S MERCHANDISE MART	OFFICE SUPPLIES	55.80
8211	NADA	BOOKS	26.00
8212	NAT'L COUNCIL OF TEACHERS	BOOKS	35.00
8213	OFFICIAL RAILROAD GUIDE	BOOKS	64.00
8214	POSTMASTER	POSTAGE	300.00
8215	PRENTICE HALL INC	BOOKS	4.24
8216	ROLLING PRAIRIE LIBRARIES	BOOKS	17.50
8217	SAGE PUBLICATIONS	BOOKS	133.00
8218	SCHUERMAN KEY SHOP	LOCKS	17.70
8219	SCRIBNER BOOK CO INC	BOOKS	192.33
8220	SKY PUBL CORP	BOOKS	48.00
8221	SUPERIOR JANITORIAL SERV	JANITORIAL	43.95
8222	TREAS GNL OPERATING FUND	SEPT SUPPLIES	2.12
8223	TREAS CENTRAL SERVICE FND	GASOLINE	217.43
8224	UNITED NATIONS PUBL	BOOKS	14.00
8225	UNIVERSITY MICROFILMS INT	BOOKS	1,506.00
8226	VAN NATTA'S CAMPING TR	JANITORIAL	40.80

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8262	ILL POWER CO	POWER FOR MONTH	7,918.27
8333	KAREN ANDERSON	TRAVEL REIMB	48.60
8334	FILMS, INC.	FILM	131.00
8356	DIRECTOR OF LABOR	UNEMPLOYMENT	761.88

TOTAL OF ALL VOUCHER CHECKS = 44,838.10

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/83 THRU 10/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8371	TREAS PAYROLL FUND	PD ENDING 10-19-83	34,934.12
8405	ADVERTISING AGE	BOOKS	92.00
8406	AMER JOURNAL OF NURSING	BOOKS	29.00
8407	ARCHITECTURAL RECORD	BOOKS	66.00
8408	BETTER HOMES & GARDENS	BOOKS	34.97
8409	R R BOWKER CO	BOOKS	165.00
8410	CONGRESSIONAL QUARTERLY	BOOKS	327.00
8411	DECATUR CIVIC CENTER AUTH	ROOM RENTAL	10.00
8412	DOG WORLD	BOOKS	44.00
8413	DOWNTOWN DECATUR COUNCIL	PARKING	400.00
8414	DUKE'S OFFICE SUPPLIES	TYPEWRITERS	3,207.44
8415	GIFTS & DECORATIVE ACCESS	BOOKS	48.00
8416	GREANIAS AND BOOTH	PROF SERVICES	950.00
8417	HARVARD BUSINESS REVIEW	BOOKS	30.00
8418	HIGHSMITH CO INC	BOOKS	57.06
8419	JOURNAL OF ACCOUNTANCY	BOOKS	48.00
8420	LINN'S STAMP NEWS	BOOKS	38.00
8421	R D MCMILLEN	JANITORIAL	37.50
8422	MODERN BUSINESS SYSTEMS	MAINT CONTRACT	480.00
8423	RAILROAD MODEL CRAFTSMAN	BOOKS	44.00
8424	RAIN UMBRELLA INC	BOOKS	25.00
8425	RUSSELL'S GUIDES INC	BOOKS	63.35
8426	SATURDAY REVIEW	BOOKS	8.00
8427	UNIV OF CHICAGO PRESS	BOOKS	30.00
8428	UNIV OF CHICAGO PRESS	BOOKS	69.50
TOTAL OF ALL VOUCHER CHECKS			= 41,237.94

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/83 THRU 10/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8559	POSTMASTER	POSTAGE	60.50
8721	TREAS PETTY CASH FUND	REIMBURSEMENT	146.40
8768	AMERICANA	BOOKS	11.90
8769	AMERICAN GEOLOGICAL INST	BOOKS	8.00
8770	AMERICAN LIBRARY ASSN	BOOKS	480.00
8771	ANTIQUE TRADER PRICE	BOOKS	53.10
8772	ARCHERY WORLD	BOOKS	15.00
8773	AUDIO BUFF CO INC	AUDIO VISUAL	838.69
8774	BLACK ENTERPRISES	BOOKS	15.00
8775	BLACK & CO	HARDWARE	36.56
8776	R R BOWKER CO	BOOKS	400.00
8777	CALLAGHAN & CO	BOOKS	65.35
8778	CHANGE	BOOKS	30.00
8779	CHILDRENS' BETTER HEALTH	BOOKS	32.85
8780	CURRENT	BOOKS	30.00
8781	CURRICULUM INNOVATIONS	BOOKS	9.50
8782	DISSENT	BOOKS	35.00
8783	DOW JONES INDEXES	BOOKS	500.00
8784	EXPEDITORS PRINTED WORD	BOOKS	39.00
8785	FILMS INC	FILM RENTAL	158.00
8786	GAYLORD BROS	OFFICE SUPPLIES	350.69
8787	HEARNE BROTHERS	BOOKS	177.00
8788	HIGHSMITH CO INC	DISPLAY CASE	1,077.56
8789	HUSTON PATTERSON CORP	ENVELOPES	364.76
8790	K MART	OIL	70.76
8791	MAGAZINE OF MODERN SOUTH	BOOKS	88.00
8792	MANCHESTER GUARDIAN	BOOKS	52.00
8793	MEANS SERVICE CENTER	LAUNDRY	5.40
8794	MEDCENTER OF DECATUR INC	PROF SERVICES	35.00
8795	NATL GEOGRAPHIC SOCIETY	BOOKS	8.70
8796	OCEANIC SOCIETY	BOOKS	18.00
8797	OPERA NEWS	BOOKS	19.95

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8798	RADIO SHACK	SMALL PARTS	14.26
8799	ROLLING PRAIRIE LIBRARIES	BOOKS	4.00
8800	SCRIBNER BOOK CO INC	BOOKS	19.63
8801	SCRIBNER BOOK CO INC	BOOKS	123.58
8802	SOUND/VIDEO UNLTD	AUDIO VISUAL	20.56
8803	SUPT OF DOCUMENTS	BOOKS	34.00
8804	TREAS ILL MUNI RETIREMENT	RETIREMENT	9,184.77
8805	TREAS %MED INS ESCROW	INSURANCE	6,144.00
8806	TREAS %NON MED INS ES	INSURANCE	2,078.00
8807	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
8808	UNIV OF CHICAGO PRESS	BOOKS	30.00
8809	UNIVERSITY MICROFILMS INT	BOOKS	385.56
8810	WEST PUBL CO	BOOKS	169.00
8811	WESTERN HORSEMAN	BOOKS	22.00
8832	XEROX CORP	MACHINE RENTAL	20.04

TOTAL OF ALL VOUCHER CHECKS = 24,843.07

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/01/83 THRU 10/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8919	ADT	ANNUAL CHARGES	1,659.00
8920	AUDIO BUFF CO INC	AUDIO VISUAL	352.40
8921	BAKER & TAYLOR CO	BOOKS	495.18
8922	BAKER & TAYLOR CO	BOOKS	12,114.31
8923	DOUBLEDAY & CO INC	BOOKS	194.29
8924	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	672.97
8925	POSTMASTER	POSTAGE	300.00
8927	SMITHSONIAN INSTITUTION	BOOKS	34.00
8928	TV CASSETTE CORP	AUDIO VISUAL	60.00

TOTAL OF ALL VOUCHER CHECKS = 15,882.15

8926

Prairie Paper

345.69

ACTIVITY 944 DECATUR PUBLIC T FUND (BRIDGES)

E 74

MAY 1, 1983 THRU NOV 30, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	400.00	0.00	176.62	223.38	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,573.00	0.00	4,165.30	407.70	91.08

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62	31.55
	TOTAL EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62	31.55

PRINTED IN U.S.A.

FORM 411-10-0

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

73

MAY 1, 1983 THRU NOV 30, 1983

REVENUE ITEMS

ESTIMATED REVENUE CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

518	FUND BALANCE MAY 1, 1983	21,080.00	0.00	22,169.43	1,089.43-	
524	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
731	INTEREST SAVINGS	1,000.00	0.00	921.64	78.36	
	TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	22,080.00	0.00	23,091.07	1,011.07-	104.58

PRINTED IN U.S.A.

FORM 1411-20-0

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

72

MAY 1, 1983 THRU NOV 30, 1983

REVENUE ITEMS

ESTIMATED REVENUE CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

FUND BALANCE MAY 1, 1983

89,855.00

0.00

89,882.06

27.06-

INCOME

0.00

0.00

0.00

0.00

INTEREST ON INVESTMENTS

7,500.00

0.00

2,228.99

5,273.01

MISC INCOME

0.00

0.00

0.00

0.00

TOTAL REVENUE

97,355.00

0.00

92,109.05

5,245.95

94.61

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND (CANTONI)

71

MAY 1, 1983 THRU NOV 30, 1983

REVENUE ITEMS

ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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56	REVENUE	0.00	0.00	82,969.25	82,969.25-
524	INTEREST INCOME	0.00	0.00	0.00	0.00

TOTAL REVENUE		0.00	0.00	82,969.25	82,969.25-
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OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	

PRINTED IN U.S.A.

FORM 1411-2G-0

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

E 70

MAY 1, 1983 THRU NOV 30, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	110.00	890.00	785.00	
423	INSURANCE	8,303.00	0.00	692.00	4,843.00	3,460.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,328.86	613.14	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	89,740.21	691,521.34	602,739.66	53.43
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	3,375.00	8,570.76	7,699.24	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	14,787.51	90,880.60	69,119.40	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	4,310.92	10,619.42	34,510.58	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	22,473.43	110,070.78	111,329.22	49.72
	TOTAL EXPENDITURES	1,515,661.00	0.00	112,213.64	801,592.12	714,068.88	52.89

PRINTED IN U.S.A.

FORM 1411-2G-0

MAY 1, 1983 - NOV 30, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
2	FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-	
3	101 CURRENT YEAR TAXES	1,147,825.00	0.00	1,054,988.35	92,836.65	
4	101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
5	106 REPLACEMENT TAX	0.00	404.16	16,276.38	16,276.38-	
6	524 INTEREST ON INVESTMENTS	45,000.00	1,872.05	27,856.77	17,143.23	
7	728 LIBRARY FINES & FEES	25,000.00	2,471.91	16,475.15	8,524.85	
8	728A NON-RESIDENT FEES	5,000.00	722.00	3,496.00	1,504.00	
9	729 LOST & DAMAGED BOOKS	3,100.00	251.06	1,717.75	1,382.25	
10	730 PRINTS MADE ON COPY MACHINE	700.00	98.02	568.28	131.72	
11	733 ILL ST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
12	799 MISCELLANEOUS INCOME	3,200.00	70.75	1,386.13	1,813.87	
13	TOTAL REVENUE	1,821,417.00	5,889.95	1,756,955.67	64,461.33	96.46

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	904,640.00	0.00	62,196.66	481,722.82	422,917.18	
102 A	STRAIGHT OVERTIME	150.00	0.00	55.76	1,247.08	1,097.08-	
103	RETIREMENT FUND	126,855.00	0.00	8,678.30	68,050.31	58,804.69	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	1,504.00	2,632.00	1,890.00	
106	EMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	2,287.59	1,921.41	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,431.00	14,719.00	9,861.00	
109	TEMPORARY SALARIES	16,564.00	0.00	2,043.12	13,899.41	2,664.59	
201	ADVERTISING	500.00	0.00	219.60	288.33	211.67	
202	PRINTING & BINDING	6,500.00	0.00	39.19	2,499.40	4,000.60	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	714.11	5,225.57	4,774.43	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	600.00	0.00	50.45	209.45	390.55	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	11.62	7,210.31	12,389.69	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	22.00	409.73	1,090.27	
221	AUDITING SERVICES	650.00	0.00	0.00	500.00	150.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	145.00	2,635.75	1,635.75-	
231	ELECTRICITY	74,000.00	0.00	4,161.17	39,594.52	34,405.48	
233	TELEPHONE	10,000.00	0.00	583.76	4,744.06	5,255.94	
234	WATER	500.00	0.00	0.00	252.60	247.40	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	597.90	3,252.46	1,835.54	
245	POSTAGE	5,800.00	0.00	705.29	3,259.86	2,540.34	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	990.00	1,005.00	375.00	
288	RENTALS	5,665.00	0.00	408.15	3,367.91	2,297.09	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	110.95	1,049.02	1,450.98	
312	JANITORIAL SUPPLIES	2,200.00	0.00	284.77	971.82	1,228.18	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	10,000.00	0.00	140.54	4,646.51	5,353.49	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	19.67	404.37	1,095.63	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	18,000.00	0.00	1,463.20	8,849.80	9,150.20	
402	CONTINGENCIES	7,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	9,527.00	6,808.00	

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

11/01/83 THRU 11/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9476	HAINES & ESSICK CO	CALENDAR REFILLS	45.27
9513	AMERICAN LIBRARY ASSN	DUES	990.00
9514	AMER PUBLIC HEALTH ASSN	BOOKS	50.00
9515	ANALOG SCIENCE FICTION	BOOKS	59.94
9516	APPLEBY MYER & CLARK	BOOKS	96.90
9517	AUDIO BUFF CO INC	AUDIO VISUAL	247.38
9518	BAKER & TAYLOR CO	BOOKS	1,830.35
9519	BAKER & TAYLOR CO	BOOKS	8,109.24
9520	BARRON'S	BOOKS	113.00
9521	BLACK & CO	HARDWARE	17.30
9522	BROHEZ LETTERING	RECORD BAGS	39.19
9523	CALLAGHAN & CO	BOOKS	75.45
9524	CHRISTIAN CENTURY	BOOKS	54.00
9525	DECATUR BLUE PRINT	OFFICE SUPPLIES	4.98
9526	DECATUR REFRIGERATION CO	REPAIR SERVICE	319.55
9527	DECORATING & CRAFT	BOOKS	135.80
9528	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	192.07
9529	DIRT WHEELS MAGAZINE	BOOKS	10.98
9530	DOWNBEAT	BOOKS	26.50
9531	DOUBLEDAY & CO INC	BOOKS	786.48
9532	DOWNTOWN DECATUR COUNCIL	PARKING FEES	400.00
9533	EVERTON PUBLISHERS INC	BOOKS	30.00
9534	FORDHAM EQUIPMENT	OFFICE SUPPLIES	608.06
9535	FORTUNE	BOOKS	64.00
9536	GLAMOUR	BOOKS	60.00
9537	HAINES & ESSICK CO	OFFICE SUPPLIES	22.58
9538	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	583.76
9539	INDICATOR DIGEST BLDG	BOOKS	125.00
9540	ILL STATE ARCHIVES	BOOKS	12.50
9541	INVESTMENT QUALITY TRENDS	BOOKS	175.00
9542	JAN SAN SUPPLY CO	JANITORIAL	192.61
9543	R R BOWKER CO	CLASSIFIED AD	219.60

VOUCHER #

PAYMENTS MADE TO:

FOR:

PAGE 2

AMOUNT

9544	LIVE STEAM INC	BOOKS	24.00
9545	LUGARI'S	REPAIR SERVICE	29.88
9546	MCCALLS	BOOKS	139.30
9547	MIDWEST MICROFILM CO	LAMPS	29.04
9548	MILLER PRODUCTS CO	JANITORIAL	84.00
9549	NEW WOMAN	BOOKS	15.00
9550	NEW YORK PUBLIC LIBRARY	BOOKS	15.00
9551	NEWS-GAZETTE	BOOKS	90.00
9552	OTIS ELEVATOR CO	MAINTENANCE	264.41
9553	PBS VIDEO	AUDIO VISUAL	2,607.50
9554	PALMER PUBLICATIONS INC	BOOKS	42.00
9555	PARIS REVIEW	BOOKS	10.00
9556	PIERIAN PRESS	BOOKS	79.50
9557	ROWAN & LITTLEFIELD	BOOKS	9.35
9558	REGENT BOOK CO INC	BOOKS	8.39
9559	SCHUERMAN KEY SHOP	BATTERIES	10.66
9560	SCRIBNER BOOK CO INC	BOOKS	7.94
9561	SEARS ROEBUCK & CO	BATTERY	1.99
9562	SUPT OF DOCUMENTS	BOOKS	7.50
9563	TECHNICAL BOOK REVIEW IND	BOOKS	35.00
9564	TREAS GNL OPERATING FUND	XEROX PAPER	1.80
9565	TREAS CENTRAL SERVICE FND	GASOLINE	102.25
9566	TREAS GNL OPERATING FUND	SUPPLIES	157.80
9567	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
9568	TREAS %NON MED INS ES	INSURANCE	2,196.00
9569	TREAS %MED INS ESCROW	INSURANCE	2,431.00
9570	U S NEWS & WORLD REPORT	BOOKS	144.00
9571	VIDEO CASSETTE GUILD	AUDIO VISUAL	79.95
9572	WEST PUBL CO	BOOKS	116.00
9573	ZIFF-DAVIS	BOOKS	53.98
9574	TREAS ILL MUNI RETIREMENT	RETIREMENT	8,678.30
9596	BLACK & CO	HARDWARE	4.28
9597	COMMENTARY	BOOKS	81.00
9598	DASH DISPOSAL	DISPOSAL SERVICE	16.50
9599	HAINES & ESSICK CO	OFFICE SUPPLIES	59.94
9600	KIPLINGER WASHINGTON LTR	BOOKS	48.00

VOUCHER #

PAYMENTS MADE TO:

FOR:

AMOUNT

9601

POSTMASTER

POSTAGE

300.00

9692

TREAS PETTY CASH FUND

REIMBURSEMENT

78.36

TOTAL OF ALL VOUCHER CHECKS = 35,140.11

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

11/01/83 THRU 11/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9094	BETTY LOU HICKS	TRAVEL REIMB	296.65
9110	TREAS PAYROLL FUND	PAYROLL	31,902.26
9137	AMATEUR SOFTBALL ASSN	BOOKS	3.25
9138	AMERICAN FORESTRY ASSN	BOOKS	15.00
9139	AMERICAN LIBRARY ASSN	BOOKS	30.00
9140	AMERICAN LIBRARY ASSN	BOOKS	10.80
9141	AMER SOC MECHANICAL ENG	BOOKS	90.00
9142	ANTIQUE TRADER	BOOKS	26.55
9143	BASIL BLACKWELL PUBL LTD	BOOKS	55.50
9144	BUC RESEARCH	BOOKS	57.45
9145	DANCE MAGAZINE	BOOKS	22.00
9146	DASH DISPOSAL	DISPOSAL SERVICE	16.50
9147	STEPHEN DEC HIGH SCHOOL	BOOKS	14.75
9148	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	52.00
9149	EASTIN PHELAN CORP	AUDIO VISUAL	103.29
9150	EISENHOWER HIGH SCHOOL	BOOKS	13.00
9151	ESSENCE	BOOKS	26.00
9152	GAYLORD BROS	OFFICE SUPPLIES	50.09
9153	GREANIAS AND BOOTH	PROF SERVICES	145.00
9154	HERALD & REVIEW	BOOKS	69.72
9155	ILLUSTRATED LONDON NEWS	BOOKS	74.00
9156	INVESTMENT QUALITY TRENDS	BOOKS	195.00
9157	ANN KIRBY	RECORD CARRY BAGS	250.00
9158	LEGISLATIVE REFERENCE BUR	BOOKS	55.00
9159	LIBRARIANS VIDEO SERVICE	AUDIO VISUAL	62.00
9160	MACARTHUR HIGH SCHOOL	BOOKS	15.00
9161	MALJACK PRODUCTIONS INC	AUDIO VISUAL	1,153.48
9162	MEANS SERVICE CENTER	LAUNDRY SERVICE	6.35
9163	NEW YORK MAGAZINE	BOOKS	29.00
9164	JUDITH NICHOLS	TRAVEL REIMB	301.25
9165	NORMAN'S CLEANERS	LAUNDRY SERVICE	4.95
9166	OTIS ELEVATOR CO	MAINTENANCE	196.20

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9167	PRAIRIE FARMER	BOOKS	30.00
9168	REGENT BOOK CO INC	BOOKS	55.19
9169	ST TERESA HIGH SCHOOL	BOOKS	15.00
9170	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	19.66
9171	SECRETARY OF STATE OF ILL	BOOKS	30.00
9172	SOUND/VIDEO UNLTD	AUDIO VISUAL	68.94
9173	STATE MUTUAL BOOK SERVICE	BOOKS	29.00
9174	NATL LEAGUE OF CITIES	BOOKS	177.25
9175	H W WILSON CO	BOOKS	1,008.00
9176	WORKING WOMEN	BOOKS	35.00
9389	POSTMASTER	POSTAGE	72.00
9413	POSTMASTER	POSTAGE	300.00

TOTAL OF ALL VOUCHER CHECKS = 37,222.08

STATISTICAL REPORT

November, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1983 -	29,826	2,210	21,259	53,295	675,142
1982 -	29,637	2,407	17,342	49,386	587,098
A-V Materials, 1983 -	3,394	--	345	3,739	39,274
1982 -	2,505	--	274	2,779	29,819
Total Circulation, 1983 -	33,220	2,210	21,604	57,034	714,416
1982	32,142	2,407	17,616	52,165	616,917

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,219	Books checked in	1,073
New titles added	427	Telephone Directories	58
Books withdrawn	569	Pamphlets	308
Books mended	1,543	Gifts	284

Materials in the State of Processing

Materials (physical items) - 733
Titles - 616

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1982/83</u>	<u>YTD Expended</u> <u>1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	517,246	584,559	496,961
Operating	212,741	95,667	106,962	105,779
Capital and Books	221,400	92,323	110,071	111,329

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 4 (320 hrs)	--	1/2	7 + 5 (400 hrs)
Clerical	21 + 16 (1210 hrs)	--	1/2	21 + 17 (1230 hrs)
Maintenance	3 1/2	--	--	3 1/2

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian, 1 half-time Library Assistant, 1 half-time
Catalog Clerk I

Computer Downtime for Month: 10 Minutes

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

11/01/83 THRU 11/30/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
8952	BAKER & TAYLOR CO	BOOKS	10.00
8953	DUKE'S OFFICE SUPPLY	TYPEWRITERS	3,375.00
8958	TREAS PAYROLL FUND	PAYROLL	32,504.28
9051	ILL POWER CO	POWER FOR MONTH	4,161.17
TOTAL OF ALL VOUCHER CHECKS =			40,050.45