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

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 18, 1980

I. CALL TO ORDER
SHIRLEY MOORE, VICE PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING AUGUST 21, 1980

III. LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES:

A. FINANCE AND PROPERTIES
1. Approval of August Bills
2. Approval of Per Capita Grant Request

B. PERSONNEL AND PUBLIC RELATIONS
1. Amendment to Policy Code

V. OLD BUSINESS

VI. NEW BUSINESS

A. RESIGNATION OF PRESIDENT AND RESOLUTION TO MR. STEWART
B. INSTALLATION OF NEW PRESIDENT
C. COMMITTEE APPOINTMENTS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Seidman
Mr. Susler
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 18, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held September 18, 1980 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Batterham	None	Mr. Dumas
Mr. Grieve		Mrs. Hicks
Mrs. Jackson		Mr. Poertner
Mr. Marshall		Miss Schwegman
Mrs. Moore		
Mr. Seidman		
Mr. Susler		
Ms. Taylor		

The meeting was called to order at 4:30 p.m. by the Vice President, Mrs. Moore.

The minutes of the regular meeting of August 21, 1980 were approved as mailed.

At this time the new Extension Librarian, Mrs. Betty Lou Hicks, was presented to the Board by Mr. Dumas. Outlining an impressive background of education and experience, Mrs. Hicks went on to say that all of her training and experience had not prepared her to be a bookmobile mechanic, but she is learning fast, and will soon become a full-fledged bookmobile driver. These new aspects of her position are widening her horizons, Mrs. Hicks stated, and she is enjoying the challenge. She noted that since the bookmobile service is well established in Decatur and growing, she plans to put a great deal of emphasis on the home service and outreach programs in an effort to increase circulation in these areas. Already St. Mary's Hospital Auxiliary has offered to restore service there by January 1, Mrs. Hicks informed. Mr. Marshall asked how construction on the new bookmobile trailer is going, and Mrs. Hicks replied there will be some delay on the delivery of shelving, but otherwise the construction is on schedule.

In his monthly report to the Board, Mr. Dumas noted that the retirement of the Head Page plus the resignation of a full-time page who is returning to college, had caused a considerable buildup of books waiting to be shelved, which may have contributed to the loss in circulation in the main Library during August. Fall programs in all departments are shaping up, Mr. Dumas explained, including a new series of story hours and movies in the Children's Department, a film series co-sponsored by the Friends and Decatur Area Arts Council, an investment series with the cooperation of the A. G. Edwards Company, special programs planned in connection with the October Pumpkinfest sponsored by the Downtown Council, and the Great Books and Significant Books discussion groups have recommenced.

Further reporting, Mr. Dumas stated that a panel to adapt the Bell system auto-answer device for the bookmobile trailers has been completed and is enroute. Tractor #547 has now been modified for use with the trailer on order. Continuing, Mr. Dumas stated that the air conditioning at the Evans Branch failed, requiring a new compressor at a cost of $1,500, and there is still no final decision on improving air circulation in the central Library.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through August 31, 1980 and bills approved through that date. Mr. Marshall noted that the cost of trash removal is up 10%, parking costs for staff have risen from $300 to $440, and the telephone bills have increased due to the installation of lines to the bookmobiles. The motion for approval of the report by Mr. Marshall was seconded by Mrs. Batterham and was unanimously approved by a roll-call vote.

Mr. Marshall further moved that the Per Capita Grant application request, as submitted by the City Librarian, be approved. Mr. Grieve seconded the motion. Mr. Marshall suggested that a part IV to the Statement of Utilization be added stating that any additional funds be used to augment the book collection. Mr. Grieve moved that the motion be amended thusly, Mr. Susler seconded the motion, and it was adopted. The original motion as amended was then approved.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve moved that Article III, "Personnel" of the Code of Library Policy be and is amended in Paragraph F, Section 2, by the addition of the following subsection:

> (k) Employees may be given leave by the City Librarian to donate blood or to engage in a comparable public health, civic, or charitable work during duty hours, but the time allotted any employee for such activity shall not exceed one (1) hour per month.

Mrs. Batterham seconded the motion. Mr. Susler moved that section (k) be amended to read "Employees may be given leave by the City Librarian to donate blood or to engage in a comparable public health, civic, or charitable work during duty hours, but no more than one request per month from the same employee will be honored." Mr. Seidman seconded the motion and it was approved. The original motion as amended carried.

Under New Business, Mrs. Jackson read Mr. Norman Stewart's resignation as member and President of the Board. A Resolution expressing the appreciation of the Board for Mr. Stewart's good services to the Library was read by Mrs. Jackson, and she moved that the Resolution be adopted, Mr. Grieve seconded the motion, and it was approved. A copy of this Resolution becomes a part of these minutes.

Mrs. Jackson further moved that the resignation of Mr. Stewart as President of the Board be accepted, and that Vice President Shirley Moore be installed as President to complete Mr. Stewart's term of office, Mr. Marshall seconded the motion and it was unanimously approved by acclamation. Mrs. Moore appointed Mr. Seidman as a member of the Finance and Properties Committee, and Mr. Susler accepted as the Board's representative to the Rolling Prairie Libraries System.

The meeting was adjourned at 5:40 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

August, 1980

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1980 -	26,030	1,933	19,388	47,351	191,263
1979 -	25,816	2,620	19,474	47,910	191,340
A-V Materials, 1980 -	1,365	--	108	1,473	6,167
1979 -	1,434	--	111	1,545	5,832
Total Circulation, 1980 -	27,395	1,933	19,496	48,824	197,430
1979 -	27,250	2,620	19,585	49,455	197,172

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	960	Books checked in	1,192
New titles added	376	Telephone Directories	36
Books withdrawn	153	Pamphlets	349
Books mended	763	Gifts	7

Materials in the State of Processing

Materials (physical items) - 389
Titles - 275

FINANCIAL REPORT

	Budgeted	YTD Expended 1978/79	YTD Expended 1979/80	P.O.'s Out	Unencumbered
Personal Services	885,083	219,524	280,523	--	604,560
Operating	145,702	37,681	50,951	30,039	64,712
Capital and Books	190,696	35,215	52,421	7,880	130,395

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	7	--	--	7
Library Assistants	8 + 3 (240 hrs)	--	--	8 + 3 (240 hrs)
Clerical	21 + 12 (802 hrs)	2	--	19 + 12 (720 hrs)
CETA	3	--	--	3
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I, Head Page, Page

Computer Down-time for Month - None

R E S O L U T I O N

WHEREAS the Board of Library Directors of Decatur Public Library, Decatur, Illinois, has received the resignation from the Board tendered by Norman L. Stewart; and

WHEREAS Mr. Stewart has faithfully and well discharged his duties as a Director, having served on both the Personnel and Public Relations Committee and on the Finance and Properties Committee; and

WHEREAS his leadership has been recognized first by his appointment as Chairman of the Finance and Properties Committee and more recently by his election as President of the Board of Library Directors,

NOW, THEREFORE, BE IT RESOLVED that the Board of Library Directors express their regret at the untimely resignation of President Stewart and wish him improved health and good luck in his future enterprises; and

BE IT FURTHER RESOLVED that this Resolution be spread upon the minutes of this meeting and a copy hereof be sent to Mr. Stewart.

APPROVED this 18th day of September, 1980.

Shirley M. Moore
President

ATTEST: Reba J. Jackson
Secretary

CITY OF DECATUR, ILLINOIS

Decatur Public Library

August, 1980

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
70285	Jeffrey Larner	Security duty	50.00
70316	Treas-% Employee's Ins Fund	Life & hosp ins	1,373.28
70338	American Craft Council	Books	50.50
70339	American Preservation	"	15.00
70340	Black & Co.	Hardware supplies	11.03
70341	Bluegrass Unlimited, Inc.	Books	10.00
70342	Cat Fancy	"	11.97
70343	Conservationist	"	9.00
70344	Dash Disposal	July service	16.50
70345	Day's Paint Store	Paint	77.92
70346	Downtown DecaturCouncil, Inc.	Parking for August	440.00
70347	Englewood Electric Corp.	Breakers	64.41
70348	Gaylord Brothers, Inc.	Office supplies	90.34
70349	IBM Corp.	Office supplies	8.82
70350	Ill Bell Telephone Co.	Telephone service	1,054.36
70351	Jan San Supply Co.	Janitorial supplies	144.85
70352	F W Means	Laundry service	18.00
70353	Merry Randolph Motor Supply	Automotive parts	17.65
70354	Modern Business Systems, Inc.	Service agreement	276.07
70355	Otis Elevator Co.	Service for month	268.11
70356	Republic & Gazette	Books	117.00
70357	Supt of Documents	Books	2.00
70358	Veterans Radiator Shop	Repair service	15.00
70382	Ill Power Co.	Power for month	2,883.50
70390	Treas-% Payroll Fund	Pd ending 8-6-80	1,890.22
70411	Postmaster	Postage & cards	900.00

VOU. NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
70679	Postmaster	Postage	14.70
70720	Treas-% Payroll Fund	Pd ending 8-13-80	26,202.32
70744	American Poetry Review	Books	7.50
70745	Joseph T Babicki	Travel reimbursement	279.50
70746	Bicycling Magazine	Books	2.50
70747	Cobb Industrial Grinding	Sharpened paper cutter	21.85
70748	Connoisseur	Books	85.00
70749	C Davis Electric	Instal electrical service	600.00
70750	Decatur Refrigeration Co.	Air cond repair	282.05
70751	Peter Eaton	Books	38.74
70752	Forest Press	"	90.73
70753	Ill Bell Telephone Co.	Telephone service	91.92
70754	New York Library	Books	3.00
70755	OWL	"	10.00
70756	On Computing	"	8.50
70757	Perfect Window Cleaners, Inc.	Janitorial supplies	28.00
70758	R L Polk & Co.	Books	247.00
70759	Regent Book Co.	"	37.36
70760	World Tennis	"	9.95
70775	Telecommunications	Books	2.00
70776	YWCA	Registration fee	3.50
70802	Black & Co.	Automotive part	7.86
70803	DemcoEducational Corp.	Office supplies	71.69
70804	Gaylord Brothers, Inc.	Office supplies	250.54
70805	Gestetner Corp.	"	33.25
70806	Mail Room, Inc.	Set type	9.70
70811	Treas-% Payroll Fund	Pd ending 8-20-80	1,711.08
70818	Decatur Herald & Review	Books	18.70
70819	Peter Eaton	Books	30.35
70820	Theodore Front	Audio visual supplies	10.48

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
70821	Pilot Books	Books	4.25
70822	West Publ Co.	"	37.75
7[illegible]3	Weston Woods	"	91.35
70945	Treas-% Payroll Fund	Service recog pay	95.00
71061	Treas-% General Operating Fund	Aug adm expenses	1,144.83
71069	Audio Buff Co., Inc.	Audio visual materials	183.26
71070	Baker & Taylor - New York	Books	727.94
71071	" Chicago	"	5,102.12
71072	R R Bowker	"	30.00
71073	Chicago Rights Project	"	1.50
71074	Columbia Journalism Review	"	32.00
71075	Doubleday & Co.	"	343.45
71076	Ebony, Jr.	"	17.00
71077	Epoch Books	"	8.28
71078	Forbes	"	54.00
7[illegible]9	Gestetner Corp.	Maintenance contract	160.00
71080	Horizon	Books	32.00
71081	Kenyon Review	"	10.00
71082	Library Cards Ltd.	Catalog cards	267.68
71083	9 to 5 Organization	Books	2.95
71084	Official Ariline Guides,Inc.	"	85.80
71085	Portfolion	"	15.00
71086	Tucson Women's Commission	"	2.00
71087	Wider Opportunities for Women, Inc.	"	6.25
71088	Women's Legal Defense Fund	"	9.00
71089	Women's Rights Project	"	1.50
70733	Treas-% Petty Cash Fund	Reimbursement	41.17
71131	Treas-% Payroll Fund	Pd ending 8-27-80	25,605.00
7[illegible]67	Treas-% IMR Fund	Aug retirement	7,889.45
		TOTAL	$82,025.83

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1980 THRU AUG 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	$ OF EST.
	FUND BALANCE MAY 1, 1980	240,825.00	0.00	266,372.05	25,547.05-	
101	CURRENT YEAR TAXES	1,115,000.00	0.00	390,824.29	724,175.71	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	20,000.00	0.00	5,097.85	14,902.15	
728	LIBRARY FINES & FEES	23,000.00	1,747.65	7,350.58	15,649.42	
728A	NON-RESIDENT FEES	850.00	108.00	378.00	472.00	
729	LOST & DAMAGED BOOKS	2,100.00	182.61	736.51	1,363.49	
730	PRINTS MADE ON COPY MACHINE	800.00	81.56	250.24	549.76	
733	ILL ST PER CAPITA GRANT	25,000.00	0.00	0.00	25,000.00	
799	MISCELLANEOUS INCOME	8,000.00	91.08	4,754.42	3,245.58	
	TOTAL REVENUE	1,435,575.00	2,210.90	675,763.94	759,811.06	47.07

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	741,367.00	0.00	52,801.96	236,495.40	504,871.60	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	109,040.00	0.00	7,775.49	34,374.71	74,665.29	
106	ENEMPLOYMENT COMPENSATION	3,528.00	0.00	0.00	959.53	2,568.47	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,913.00	0.00	1,298.76	5,096.52	11,816.48	
109	TEMPORARY SALARIES	14,085.00	0.00	771.62	3,597.31	10,487.69	
201	ADVERTISING	650.00	0.00	0.00	150.05	499.95	
202	PRINTING & BINDING	5,000.00	871.51	277.38	1,351.66	2,776.83	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	1,335.49	400.11	2,789.35	5,875.16	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	249.00	621.50	677.50	73.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	13,000.00	7,571.50	436.85	2,225.79	3,202.71	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	3,300.00	2,350.00	15.00	325.36	624.64	
221	AUDITING SERVICES	650.00	0.00	0.00	0.00	650.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	1,000.00	50.00	304.00	304.00-	
231	ELECTRICITY	35,000.00	4,166.66	2,883.50	12,410.83	18,422.51	
233	TELEPHONE	9,900.00	4,096.67	1,150.90	4,807.89	995.44	
234	WATER	400.00	476.37	0.00	123.63	200.00-	
241	CONFERENCE ATTENDANCE EXPENSE	3,016.00	0.00	283.00	1,898.73	1,117.27	
245	POSTAGE	4,000.00	3,030.00	916.42	1,605.11	635.11-	
264	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	50.00	1,135.00	
288	RENTALS	3,170.00	2,671.00	461.07	1,536.57	1,037.57-	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	11.97	191.72	1,608.28	
312	JANITORIAL SUPPLIES	1,500.00	130.69	193.56	670.75	698.56	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	6,000.00	986.00	302.83	3,406.56	1,607.44	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	698.32	36.99	647.09	1,154.59	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	406.19	458.89	3,281.62	12,312.19	
402	CONTINGENCIES	1,500.00	0.00	0.00	0.00	1,500.00	
403	TRANS TO G F (ADMIN SERV)	13,738.00	0.00	1,144.83	4,579.32	9,158.68	
415	SERVICE RECOGNITION PAYROLL	1,288.00	0.00	95.00	275.00	1,013.00	
423	INSURANCE	10,100.00	0.00	0.00	7,642.00	2,458.00	
	TOTAL OPERATING EXPENDITURES	1,030,785.00	30,039.40	72,387.63	331,474.00	669,271.60	32.16
510	AUTOMOTIVE EQUIPMENT	35,000.00	0.00	0.00	4,314.00	30,686.00	
515	OFFICE MACHINERY & EQUIPMENT	24,890.00	7,880.00	0.00	16,601.15	408.85	

MAY 1, 1980 THRU AUG 31, 1980

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
520	OTHER MACHINERY & EQUIPMENT	2,806.00	0.00	0.00	0.00	2,806.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	120,000.00	0.00	7,420.94	30,564.98	89,435.02	
525 A	AUDIO VISUAL MATERIALS	8,000.00	0.00	193.74	941.04	7,058.96	
	TOTAL CAPITAL OUTLAY	190,696.00	7,880.00	7,614.68	52,421.17	130,394.83	27.49
	TOTAL EXPENDITURES	1,221,481.00	37,919.40	80,002.31	383,895.17	799,666.43	31.43

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1980 THRU AUG 31, 1980

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	51,079.00	0.00	50,437.60	641.40	
101	CURRENT YEAR TAXES	96,901.00	0.00	34,379.57	62,521.43	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	10,144.00	0.00	8,444.19	1,699.81	
524	INTEREST ON INVESTMENTS	3,500.00	306.34	1,552.34	1,947.66	
	TOTAL REVENUE	161,624.00	306.34	94,813.70	66,810.30	58.66

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	0.00	100.00	0.00
410	PRINCIPAL & INTEREST	108,970.00	0.00	0.00	4,485.00	104,485.00	4.12
	TOTAL EXPENDITURES	109,070.00	0.00	0.00	4,485.00	104,585.00	4.11

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1980 THRU AUG 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	60,272.00	0.00	62,689.37	2,417.37-	
56	INCOME	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	4,500.00	112.50	112.50	4,387.50	
	TOTAL REVENUE	64,772.00	112.50	62,801.87	1,970.13	96.96

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

MAY 1, 1980 THRU AUG 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	0.00	0.00	0.00	0.00	
731	TRANS FROM CITY OF DECATUR	16,650.00	2,101.35	7,828.00	8,822.00	
	TOTAL REVENUE	16,650.00	2,101.35	7,828.00	8,822.00	47.02

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	5,000.00	0.00	0.00	691.56	4,308.44	
103	RETIREMENT FUND	700.00	0.00	113.96	560.04	139.96	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	66.63	244.31	455.69	
107 A	GROUP LIFE INSURANCE	250.00	0.00	7.89	28.93	221.07	
109	TEMP SALARIES	10,000.00	0.00	1,835.04	8,326.68	1,673.32	
	TOTAL OPERATING EXPENDITURES	16,650.00	0.00	2,023.52	9,851.52	6,798.48	59.17
	TOTAL EXPENDITURES	16,650.00	0.00	2,023.52	9,851.52	6,798.48	59.17

MAY 1, 1980 THRU AUG 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	2,300.00	0.00	3,186.07	886.07-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	200.00	58.53	58.53	141.47	
799	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	3,400.00	58.53	3,244.60	155.40	95.43

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