



# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

JUNE 18, 1981

- I. CALL TO ORDER  
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
  - A. REGULAR AND ANNUAL BOARD MEETING MAY 28, 1981
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
  - A. FINANCE AND PROPERTIES
    1. Approval of Bills
  - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT  
(Tour of new bookmobile trailer interspersed)

### MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham  
Mr. Grieve  
Mrs. Jackson  
Mr. Marshall  
Mrs. Moore  
Mr. Mueller (Tentative)  
Mr. Seidman  
Mr. Susler (a little late)  
Ms. Taylor (Tentative)

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - June 18, 1981

The regular meeting of the Board of Directors of the Decatur Public Library was held June 18, 1981 in the board room of the main library.

Members Present:

Mrs. Batterham  
Mr. Grieve  
Mrs. Jackson  
Mr. Marshall  
Mrs. Moore  
Mr. Mueller  
Mr. Seidman  
Mr. Susler

Members Absent:

Ms. Taylor

Others Present:

Mark Bright  
(Herald & Review)  
Mr. Dumas  
Miss Schwegman  
Ms. Voorhees

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

The minutes of the regular and annual meeting of May 28, 1981, were approved as mailed.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through May 31, 1981 and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mr. Mueller and was approved unanimously by a roll-call vote.

Since the Chairman of the Personnel and Public Relations Committee, Mr. Grieve, was far afield during the month (mainland China), his Committee did not meet.

In his monthly report to the Board, Mr. Dumas stated the old #547 bookmobile trailer has been sold to the City for \$1,050. They will use it on a random basis as an emergency command post in times of crisis. Further reporting, Mr. Dumas informed he had talked with Gail Evans, Director of DMCOC, and they are pretty well packed up, but as yet have no firm moving date. Mr. Marshall requested Mr. Dumas to move ahead in procuring a broker to find either a tenant or a buyer for the building, preferably a buyer if the price is right. Mr. Dumas explained he had also contacted Ed Booth, library attorney, regarding the transfer of title on the building and was told Mr. Booth and Mr. Landholt have decided mutually that the title will not be transferred at this time, but rather when we decide to sell, they will convey the title directly to the buyer and give the proceeds of the sale to the library. Mr. Seidman suggested this agreement be put in writing by the attorneys; Mr. Marshall concurred and requested a copy of such agreement be furnished the Board.

Further reporting, Mr. Dumas stated from time to time he has suggested to the Board that they give serious consideration in the near future to the question of a branch building program, as there are at least two areas in the city which clearly can support such a branch - the South Shores and northern areas of the city. Census findings indicate there is very definitely a sizeable growth of population in the outlying perimeters of Decatur, and also a growth of businesses and shopping centers in these areas. A study of cities in Illinois with populations of 50,000 to 92,000 shows there are 18 cities in that population range; ten of these 18 cities have one to four branches, Mr. Dumas stated. We are in the book merchandising business and the same concerns that lead any business to develop other outlets apply to the Library. We must go where the people are and thereby increase our penetration of the community. Continuing, Mr. Dumas stated, we are fast approaching the limits of service exploitation in this building and the bookmobiles and should look to the future. Consequently, this is the time to give serious consideration to the establishment of branch development in the Library. There are two ways in which financing of branch development might proceed - a bond issue paying for use of money, but the present high interest rates militate against such a method at the present time. The most prudent approach, Mr. Dumas continued, would be to start a savings program which would yield interest to the Library against eventual commencement of the project. The bonds on the present library building will be retired in January, 1982; therefore, it is my recommendation to the Board that it adopt a resolution to request the City Council to continue to levy in that same amount to be sequestered in a building fund, Mr. Dumas concluded.

At this time the Board adjourned for a brief period to tour the newly constructed bookmobile trailer.

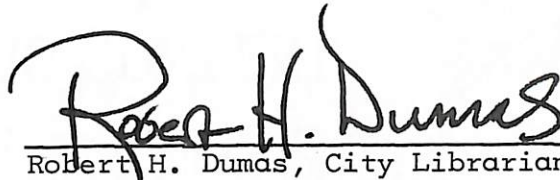
Returning to the discussion of the recommendation of Mr. Dumas, Mr. Marshall stated he agreed better services should be provided to citizens in the city's fringe areas, but that other methods of doing it should perhaps be considered, and that we should look at more cost-effective ways rather than investing in bricks and mortar. On the other hand, Mr. Susler and Mr. Seidman voiced strong approval of the need for branch library service in Decatur in the near future, with Mr. Susler suggesting the possible rental of a facility for a branch during the interim period while the money is being saved for a building project. Mrs. Batterham noted better parking facilities at the central library would increase its potential. After further discussion, Mr. Mueller moved that a committee be established to examine the possibility of branch libraries in the future; Mr. Marshall seconded the motion and it was approved. Mrs. Moore appointed the following committee for this purpose: Mr. Seidman, Chairman, Mr. Marshall and Mr. Susler. Mrs. Moore also appointed a committee to study the parking problem consisting of Mr. Mueller, Chairman, Mr. Grieve and Mrs. Jackson.

Mrs. Moore reported she had attended a library trustees' workshop in Springfield where it was brought out that the fight of censorship in libraries is far from over; \*as the Eagle Forum is grouping for a new assault and might try to slip an amendment on a bill. The Forum has a list of books which they are checking in every library in Illinois.

Committees for the coming year were appointed by Mrs. Moore as follows: Finance and Properties: Mr. Marshall, Chairman, Mr. Mueller, Mr. Seidman, and Personnel and Public Relations: Mr. Grieve, Chairman, Mr. Susler, Ms. Taylor and Mrs. Jackson. The RPL representative of the Board will continue to be Mr. Susler and Mr. Seidman is to be the Friends of the Library representative.

This being Mrs. Batterham's last meeting, the Board honored her with a Resolution commending and thanking her for her loyal service during the past six years, both as a member and as Vice President.

The meeting was adjourned at 6:10 p.m.

  
Robert H. Dumas, City Librarian

For Secretary of the Board

- \* According to Ms. Deborah Miller, Director of Governmental Services for ILA, groups, including Eagle Forum, supporting censorship efforts are preparing for a new assault and might try to slip an amendment on a bill. Ms. Miller further stated that the Forum has a list of books which they are checking in every library in Illinois.

# STATISTICAL REPORT

May, 1981

## CIRCULATION \*

|                           | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>Y-Date</u> |
|---------------------------|--------------|--------------|-----------------|--------------|---------------|
| Total Books, 1981 -       | 22,358       | 1,967        | 15,242          | 39,567       | 39,567        |
| 1980 -                    | 25,236       | 2,137        | 16,249          | 43,622       | 43,622        |
| A-V Materials, 1981 -     | 1,945        | --           | 202             | 2,147        | 2,147         |
| 1980 -                    | 1,565        | --           | 95              | 1,660        | 1,660         |
| Total Circulation, 1981 - | 24,303       | 1,967        | 15,444          | 41,714       | 41,714        |
| 1980 -                    | 26,801       | 2,137        | 16,344          | 45,282       | 45,282        |

## TECHNICAL PROCESSING

### Cataloging

|                  |     |
|------------------|-----|
| New books added  | 795 |
| New titles added | 277 |
| Books withdrawn  | 225 |
| Books mended     | 989 |

### Acquisitions

|                       |       |
|-----------------------|-------|
| Books checked in      | 1,270 |
| Telephone Directories | 56    |
| Pamphlets             | 351   |
| Gifts                 | 1     |

### Materials in the State of Processing

|                              |     |
|------------------------------|-----|
| Materials (physical items) - | 509 |
| Titles -                     | 384 |

## FINANCIAL REPORT

|                   | <u>Budgeted</u> | <u>YTD Expended</u><br><u>1980/81</u> | <u>YTD Expended</u><br><u>1981/82</u> | <u>P.O.'s</u><br><u>Out</u> | <u>Unencumbered</u> |
|-------------------|-----------------|---------------------------------------|---------------------------------------|-----------------------------|---------------------|
| Personal Services | 890,099         | 62,168                                | 63,588                                | 00                          | 826,514             |
| Operating         | 245,940         | 13,966                                | 9,446                                 | 00                          | 236,491             |
| Capital and Books | 191,428         | 9,979                                 | 10,901                                | 00                          | 180,527             |

## STAFF STRENGTH

|                    | <u>Strength</u><br><u>Previous Month</u> | <u>Terminations</u> | <u>New Staff</u> | <u>Present</u><br><u>Strength</u> |
|--------------------|------------------------------------------|---------------------|------------------|-----------------------------------|
| Professional       | 7                                        | --                  | --               | 7                                 |
| Library Assistants | 8 + 2 (160 hrs)                          | --                  | --               | 8 + 2 (160 hrs)                   |
| Clerical           | 21 + 12 (972 hrs)                        | 1                   | --               | 20 + 13 (998 Hrs)                 |
| CETA               | 1                                        | 1                   | --               | 0                                 |
| Maintenance        | 3                                        | --                  | --               | 3                                 |

Current Vacancies: 3 Technical Services Clerks I, 1 Head Page, 1 Library Asst. I

\* Computer Down-time for Month - 7 days (reformatting of data base)  
Library closed May 23 in addition to Memorial Day.

R E S O L U T I O N

WHEREAS Carol Batterham has served faithfully and well the people of Decatur as a Director of the Decatur Public Library since 1975; and

WHEREAS she has, during her two terms as a Director participated fully and productively in the work of the Board of Directors and its committees and has served as Vice-President of the Board; and

INASMUCH as she is now retiring from the Board of Library Directors,

NOW THEREFORE BE IT RESOLVED that the Board of Library Directors of the City of Decatur, Illinois, extends its thanks to Carol Batterham for her many and diverse contributions to its work and wish her god-speed and joy in her future endeavors; and

BE IT FURTHER RESOLVED that this Resolution be spread on the minutes of this meeting and that a copy hereof be presented to Carol Batterham.

DATED this 16<sup>th</sup> day of June, 1981.

Shirley M. Moore  
President, Library Board of Directors

Reba J. Jackson  
Secretary

## CITY OF DECATUR, ILLINOIS

## Decatur Public Library

May, 1981

| <u>VOU. NO.</u> | <u>PAYMENTS MADE TO:</u>       | <u>FOR:</u>                | <u>AMOUNT</u> |
|-----------------|--------------------------------|----------------------------|---------------|
| 83487           | Postmaster                     | Postage                    | 8.30          |
| 83496           | "                              | "                          | 300.00        |
| 83501           | Treas-% Payroll Fund           | Pd ending 4-29-81          | 1,652.38      |
| 83538           | "                              | Pd ending 5-6-81           | 25,377.10     |
| 83547           | Treas-% Employee's Ins Fund    | Hospitalization & life ins | 1,318.86      |
| 83553           | Dick Blick                     | Office supplies            | 76.25         |
| 83554           | Consumer Info Center           | Books                      | 17.00         |
| 83555           | Demco Educational Corp.        | Office supplies            | 28.89         |
| 83556           | Eastin Phelan Corp.            | Audio visual materials     | 204.84        |
| 83557           | First National Bank of Decatur | Rent on safe deposit box   | 10.00         |
| 83558           | Haines & Essick                | Office supplies            | 30.72         |
| 83559           | Kenyon Review                  | Books                      | 15.00         |
| 83641           | Ill Power Co.                  | Gas & electricity          | 3,235.72      |
| 83730           | Black & Co.                    | Hardware supplies          | 43.99         |
| 83731           | Gaylord Brothers, Inc.         | Office supplies            | 26.62         |
| 83732           | Hertzberg-New Method, Inc.     | Bookbinding                | 197.38        |
| 83733           | Ill Bell Telephone Co.         | Telephone charges          | 1,074.24      |
| 83734           | 3 M Business Products          | Repair to reader printer   | 91.88         |
| 83735           | Uostart Library Promotionals   | Office supplies            | 30.91         |
| 83857           | Bride's                        | Books                      | 9.97          |
| 83858           | Charlton Publications          | "                          | 25.00         |
| 83859           | Christianity Today             | "                          | 21.00         |
| 83860           | Dash Disposal                  | Service for April          | 16.50         |
| 83861           | Downtown Decatur Council, Inc. | Parking for May            | 400.00        |
| 83862           | Haines & Essick                | Office supplies            | 2.52          |

| <u>VOU.NO.</u> | <u>PAYMENTS MADE TO:</u>           | <u>FOR:</u>                | <u>AMOUNT</u> |
|----------------|------------------------------------|----------------------------|---------------|
| 83863          | Inst for Food & Development Policy | Books                      | 3.95          |
| 83864          | MacLean's                          | "                          | 66.00         |
| 83865          | Science Digest                     | "                          | 11.97         |
| 83866          | Scientific American                | "                          | 52.00         |
| 83867          | Otis Elevator Co.                  | Service for month          | 280.48        |
| 83887          | Internal Medicine Associates       | Professional services      | 60.00         |
| 83897          | Treas-% Payroll Fund               | Pd ending 5-13-81          | 1,548.51      |
| 83902          | J D Johnson & Son, Inc.            | Workmens' Comp ins         | 246.00        |
| 83907          | Treas-% Utility License Fund       | Investment                 | 1,641.40      |
| 83920          | Cornelia Hadley                    | Travel reimbursement       | 20.85         |
| 83921          | Robert Dumas                       | "                          | 15.60         |
| 83935          | Postmaster                         | Postage                    | 13.30         |
| 83962          | "                                  | "                          | 300.00        |
| 83976          | Treas-% Payroll Fund               | Pd ending 5-20-81          | 25,019.28     |
| 83992          | Audio Buff Co.                     | Audio visual materials     | 204.59        |
| 83993          | Black & Co.                        | Hardware supplies          | 38.36         |
| 83994          | Eastin Phelin Dist Corp.           | Audio visual materials     | 25.95         |
| 83995          | Englewood Electrical Supply        | Wiring for security system | 41.56         |
| 83996          | French & Spanish Book Corp.        | Books                      | 46.76         |
| 83997          | General Services Adm.              | Audio visual materials     | 314.75        |
| 83998          | Government Printing Office         | Books                      | 7.50          |
| 83999          | Haines & Essick                    | Office supplies            | 114.21        |
| 84000          | Haworth Press                      | Books                      | 30.00         |
| 84007          | Ill Bell Telephone Co.             | Telephone service          | 111.90        |
| 84008          | Ideals Publ Corp.                  | Books                      | 27.95         |
| 84009          | Inst of High Fidelity              | "                          | 11.00         |
| 84010          | Jan San Supply Co.                 | Janitorial supplies        | 145.48        |

| <u>VOL. NO.</u> | <u>PAYMENTS MADE TO:</u>        | <u>FOR:</u>                 | <u>AMOUNT</u> |
|-----------------|---------------------------------|-----------------------------|---------------|
| 84011           | Library of Congress             | Books                       | 4.00          |
| 84012           | Machulsa Business Interiors     | Pencil drawers              | 119.40        |
| 84013           | Midstate Office Machine Service | Repair service              | 151.05        |
| 84014           | Midwest CLSI Users Group        | Dues                        | 15.00         |
| 84015           | Natl Geographic Society         | Books                       | 29.90         |
| 84016           | Perfect Window Cleaners         | Janitorial supplies         | 30.00         |
| 84017           | Scholastic Paperbacks           | Books                       | 2.82          |
| 84018           | Schuerman Radio Co.             | Repair service              | 19.90         |
| 84019           | Standard Farms, Inc.            | Lawn supplies               | 23.97         |
| 84020           | Suptof Documents                | Books                       | 1.80          |
| 84021           | Van Natta's RV Center           | Automotive parts            | 23.69         |
| 84022           | Volunteer Action Force          | Dues                        | 5.00          |
| 84023           | H W Wilson & Co.                | Books                       | 415.00        |
| 84087           | Treas-% General Operating Fund  | Admin costs                 | 1,342.00      |
| 83990           | Treas-% Payroll Fund            | Service recog pay           | 130.00        |
| 84098           | Millikin National Bank          | Service charge on bonds     | 196.44        |
| 84206           | Audio Buff Co., Inc.            | Audio visual materials      | 70.28         |
| 84208           | Baker & Taylor - New York       | Books                       | 434.95        |
| 84209           | " Chicago                       | "                           | 7,746.24      |
| 84210           | Black & Co.                     | Hardware supplies           | 4.50          |
| 84211           | Doubleday & Co.                 | Books                       | 143.67        |
| 84215           | Gestetner Corp.                 | Maintenance contract        | 180.00        |
| 84216           | K's Merchandise Mart            | Cassette tape               | 14.85         |
| 84217           | Library Cards Ltd.              | Catalog cards               | 282.08        |
| 84218           | Missouri LA Office              | Books                       | 2.50          |
| 84219           | Office of Branch Libraries      | "                           | 1.50          |
| 84220           | Regent Book Co., Inc.           | "                           | 66.30         |
| 1221            | Rolling Prairie Libraries       | Computerized control system | 875.00        |

| <u>VOU,NO.</u> | <u>PAYMENTS MADE TO:</u>     | <u>FOR:</u>        | <u>AMOUNT</u>      |
|----------------|------------------------------|--------------------|--------------------|
| 84222          | U S Govt Printing Office     | Books              | 15.00              |
| 84223          | West Publ Co.                | Books              | 220.00             |
| 84224          | Worcester County Library     | "                  | 2.00               |
| 84317          | Treas-% Central Service Fund | Gasoline           | 140.07             |
| 84323          | Treas-% Payroll Fund         | Pd ending 5-27-81  | 1,450.67           |
| 84327          | Treas-% IMR Fund             | Reitrement for May | 7,218.36           |
|                |                              | TOTAL              | <u>\$85,992.36</u> |

## ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1981 THRU MAY 31, 1981

| REVENUE ITEMS |                             | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|---------------|-----------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
|               | FUND BALANCE MAY 1, 1981    | 312,662.00           | 0.00                      | 322,839.17               | 10,177.17-             |              |
| 101           | CURRENT YEAR TAXES          | 1,211,500.00         | 0.00                      | 0.00                     | 1,211,500.00           |              |
| 101A          | PRIOR YEARS TAXES           | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| 224           | INTEREST ON INVESTMENTS     | 24,000.00            | 509.72                    | 509.72                   | 23,490.28              |              |
| 728           | LIBRARY FINES & FEES        | 22,500.00            | 2,537.35                  | 2,537.35                 | 19,962.65              |              |
| 728A          | NON-RESIDENT FEES           | 1,200.00             | 54.00                     | 54.00                    | 1,146.00               |              |
| 729           | LOST & DAMAGED BOOKS        | 2,400.00             | 84.25                     | 84.25                    | 2,315.75               |              |
| 730           | PRINTS MADE ON COPY MACHINE | 800.00               | 12.80                     | 12.80                    | 787.20                 |              |
| 733           | ILL ST PER CAPITA GRANT     | 20,000.00            | 0.00                      | 0.00                     | 20,000.00              |              |
| 799           | MISCELLANEOUS INCOME        | 7,500.00             | 666.53                    | 666.53                   | 6,833.47               |              |
|               | TOTAL REVENUE               | 1,602,562.00         | 3,864.65                  | 326,703.82               | 1,275,858.18           | 20.39        |

| OBJECT<br>CODE | OBJECT OF EXPENDITURE                    | BUDGET AND<br>APPROPRIATION | PURCHASE ORDERS<br>OUTSTANDING | CURRENT MONTH<br>EXPENDITURES | YEAR TO DATE<br>EXPENDITURES | UNENCUMBERED<br>BALANCE | % OF<br>EST. |
|----------------|------------------------------------------|-----------------------------|--------------------------------|-------------------------------|------------------------------|-------------------------|--------------|
| 101            | REGULAR SALARIES                         | 750,120.00                  | 0.00                           | 52,528.10                     | 52,528.10                    | 697,591.90              |              |
| 102            | STRAIGHT OVERTIME                        | 150.00                      | 0.00                           | 0.00                          | 0.00                         | 150.00                  |              |
| 103            | RETIREMENT FUND                          | 102,923.00                  | 0.00                           | 7,218.36                      | 7,218.36                     | 95,704.64               |              |
| 106            | EMPLOYMENT COMPENSATION                  | 3,435.00                    | 0.00                           | 0.00                          | 0.00                         | 3,435.00                |              |
| 107            | HOSPITALIZATION MEDICAL & LIFE INSURANCE | 18,977.00                   | 0.00                           | 1,318.86                      | 1,318.86                     | 17,658.14               |              |
| 109            | TEMPORARY SALARIES                       | 16,494.00                   | 0.00                           | 2,519.84                      | 2,519.84                     | 13,974.16               |              |
| 201            | ADVERTISING                              | 650.00                      | 0.00                           | 0.00                          | 0.00                         | 650.00                  |              |
| 202            | PRINTING & BINDING                       | 5,000.00                    | 0.00                           | 479.46                        | 479.46                       | 4,520.54                |              |
| 211            | SERVICE TO MAINTAIN BUILDINGS            | 10,000.00                   | 0.00                           | 0.00                          | 0.00                         | 10,000.00               |              |
| 212            | SERVICE MAINTAIN IMPROV OTHR THAN BLDGS  | 1,000.00                    | 0.00                           | 16.50                         | 16.50                        | 983.50                  |              |
| 214            | SERVICE TO MAINTAIN OFFICE EQUIPMENT     | 12,000.00                   | 0.00                           | 394.90                        | 394.90                       | 11,605.10               |              |
| 215            | SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT | 1,200.00                    | 0.00                           | 0.00                          | 0.00                         | 1,200.00                |              |
| 321            | AUDITING SERVICES                        | 650.00                      | 0.00                           | 0.00                          | 0.00                         | 650.00                  |              |
| 329            | OTHER PROFESSIONAL SERVICES              | 1,000.00                    | 0.00                           | 60.00                         | 60.00                        | 940.00                  |              |
| 331            | ELECTRICITY                              | 43,000.00                   | 0.00                           | 3,235.72                      | 3,235.72                     | 39,764.28               |              |
| 333            | TELEPHONE                                | 13,000.00                   | 0.00                           | 1,186.14                      | 1,186.14                     | 11,813.86               |              |
| 334            | WATER                                    | 500.00                      | 0.00                           | 0.00                          | 0.00                         | 500.00                  |              |
| 241            | CONFERENCE AND OTHER TRAVEL EXPENSE      | 4,476.00                    | 0.00                           | 36.45                         | 36.45                        | 4,439.55                |              |
| 245            | POSTAGE                                  | 4,000.00                    | 0.00                           | 627.30                        | 627.30                       | 3,372.70                |              |
| 284            | PROFESSIONAL ASSOCIATION MEMBERSHIP FEES | 1,185.00                    | 0.00                           | 20.00                         | 20.00                        | 1,165.00                |              |
| 308            | RENTALS                                  | 5,138.00                    | 0.00                           | 680.48                        | 680.48                       | 4,457.52                |              |
| 310            | GAS OIL & ANTIFREEZE                     | 1,800.00                    | 0.00                           | 140.07                        | 140.07                       | 1,659.93                |              |
| 312            | JANITORIAL SUPPLIES                      | 2,500.00                    | 0.00                           | 175.48                        | 175.48                       | 2,324.52                |              |
| 320            | MATERIALS TO MAINTAIN BLDNGS & IMPROVMT  | 9,000.00                    | 0.00                           | 205.25                        | 205.25                       | 8,794.75                |              |
| 324            | MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP   | 1,500.00                    | 0.00                           | 90.22                         | 90.22                        | 1,409.78                |              |
| 330            | MEDICAL & LABORATORY SUPPLIES            | 5.00                        | 0.00                           | 0.00                          | 0.00                         | 5.00                    |              |
| 345            | OFFICE SUPPLIES                          | 16,000.00                   | 0.00                           | 382.90                        | 382.90                       | 15,617.10               |              |
| 402            | CONTINGENCIES                            | 83,272.00                   | 0.00                           | 0.00                          | 0.00                         | 83,272.00               |              |
| 403            | TRANS TO G F (ADMIN SERV)                | 16,104.00                   | 0.00                           | 1,342.00                      | 1,342.00                     | 14,762.00               |              |
| 413            | SERVICE RECOGNITION PAYROLL              | 1,460.00                    | 0.00                           | 130.00                        | 130.00                       | 1,330.00                |              |
| 423            | INSURANCE                                | 11,500.00                   | 0.00                           | 246.00                        | 246.00                       | 11,254.00               |              |
|                | TOTAL OPERATING EXPENDITURES             | 1,136,039.00                | 0.00                           | 73,034.03                     | 73,034.03                    | 1,063,004.97            | 6.43         |

| OBJECT<br>CODE | OBJECT OF EXPENDITURE            | BUDGET AND<br>APPROPRIATION | PURCHASE ORDERS<br>OUTSTANDING | CURRENT MONTH<br>EXPENDITURES | YEAR TO DATE<br>EXPENDITURES | UNENCUMBERED<br>BALANCE | % OF<br>EST. |
|----------------|----------------------------------|-----------------------------|--------------------------------|-------------------------------|------------------------------|-------------------------|--------------|
| 510            | AUTOMOTIVE EQUIPMENT             | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
| 515            | OFFICE MACHINERY & EQUIPMENT     | 40,928.00                   | 0.00                           | 875.00                        | 875.00                       | 40,053.00               |              |
| 520            | OTHER MACHINERY & EQUIPMENT      | 500.00                      | 0.00                           | 0.00                          | 0.00                         | 500.00                  |              |
| 525            | LIBRARY BOOKS RECORDS & EXHIBITS | 140,000.00                  | 0.00                           | 9,205.80                      | 9,205.80                     | 130,794.20              |              |
| 525 A          | AUDIO VISUAL MATERIALS           | 10,000.00                   | 0.00                           | 820.41                        | 820.41                       | 9,179.59                |              |
|                | TOTAL CAPITAL OUTLAY             | 191,428.00                  | 0.00                           | 10,901.21                     | 10,901.21                    | 180,526.79              | 9.69         |
|                | TOTAL EXPENDITURES               | 1,327,467.00                | 0.00                           | 83,935.24                     | 83,935.24                    | 1,243,531.76            | 6.32         |

## ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND &amp; INTEREST FUND

PAGE 79

MAY 1, 1981 THRU MAY 31, 1981

## REVENUE ITEMS

|                              | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|------------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
| 101 FUND BALANCE MAY 1, 1981 | 59,481.00            | 0.00                      | 59,151.71                | 329.29                 |              |
| 101A CURRENT YEAR TAXES      | 88,365.00            | 0.00                      | 0.00                     | 88,365.00              |              |
| 106 PRIOR YEARS TAXES        | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| 524 REPLACEMENT TAX          | 11,698.00            | 1,663.00                  | 1,663.00                 | 10,035.00              |              |
| INTEREST ON INVESTMENTS      | 5,000.00             | 0.47                      | 0.47                     | 4,999.53               |              |
| TOTAL REVENUE                | 164,944.00           | 1,663.47                  | 60,815.18                | 103,728.82             | 36.96        |

| OBJECT<br>CODE | OBJECT OF EXPENDITURE | BUDGET AND<br>APPROPRIATION | PURCHASE ORDERS<br>OUTSTANDING | CURRENT MONTH<br>EXPENDITURES | YEAR TO DATE<br>EXPENDITURES | UNENCUMBERED<br>BALANCE | % OF<br>EST. |
|----------------|-----------------------|-----------------------------|--------------------------------|-------------------------------|------------------------------|-------------------------|--------------|
| 58             | UNALLOCATED EXPENSES  | 100.00                      | 0.00                           | 196.44                        | 196.44                       | 96.44-196.44            |              |
| 410            | PRINCIPAL & INTEREST  | 99,370.00                   | 0.00                           | 0.00                          | 0.00                         | 99,370.00               | 0.00         |
|                | TOTAL EXPENDITURES    | 99,470.00                   | 0.00                           | 196.44                        | 196.44                       | 99,273.56               | 0.20         |

## ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

PAGE 80

MAY 1, 1981 THRU MAY 31, 1981

## REVENUE ITEMS

|                             | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|-----------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
| FUND BALANCE MAY 1, 1981    | 68,689.00            | 0.00                      | 68,809.35                | 120.35-                |              |
| 56 INCOME                   | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| 524 INTEREST ON INVESTMENTS | 8,000.00             | 0.00                      | 0.00                     | 8,000.00               |              |
| 799 MISC INCOME             | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| TOTAL REVENUE               | 76,689.00            | 0.00                      | 68,809.35                | 7,879.65               | 89.73        |

**PAGE 82**

### REVENUE ITEMS

| OBJECT CODE | OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|-----------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 50          | EXPENDITURES          | 2,000.00                 | 0.00                        | 224.98                     | 224.98                    | 1,775.02             | 11.25     |
|             | TOTAL EXPENDITURES    | 2,000.00                 | 0.00                        | 224.98                     | 224.98                    | 1,775.02             | 11.25     |

| OBJECT OF EXPENDITURE  | BUDGET 1960 | ACTUAL 1959 | PERCENT AMOUNT |
|------------------------|-------------|-------------|----------------|
| GENERAL ADMINISTRATION | 100,000.00  | 100,000.00  | 100.00         |
| PERSONNEL              | 100,000.00  | 100,000.00  | 100.00         |
| TRAVEL                 | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
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| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
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| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
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| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
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| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
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| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
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| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
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| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
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| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
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| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
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| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
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| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,000.00  | 100.00         |
| TELEPHONE              | 100,000.00  | 100,000.00  | 100.00         |
| RENT                   | 100,000.00  | 100,000.00  | 100.00         |
| UTILITIES              | 100,000.00  | 100,000.00  | 100.00         |
| MAINTENANCE            | 100,000.00  | 100,000.00  | 100.00         |
| DEPRECIATION           | 100,000.00  | 100,000.00  | 100.00         |
| ADVERTISING            | 100,000.00  | 100,000.00  | 100.00         |
| COMPUTER               | 100,000.00  | 100,000.00  | 100.00         |
| LIBRARY                | 100,000.00  | 100,000.00  | 100.00         |
| STATIONERY             | 100,000.00  | 100,000.00  | 100.00         |
| POSTAGE                | 100,000.00  | 100,00      |                |

# STATISTICAL REPORT

June, 1981

## CIRCULATION

|                           | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>Y-Date</u> |
|---------------------------|--------------|--------------|-----------------|--------------|---------------|
| Total Books, 1981* -      | 30,252       | 3,006        | 25,532          | 58,790       | 97,857        |
| 1980** -                  | --           | --           | --              | --           | --            |
| A-V Materials, 1981 -     | 2,523        | --           | 265             | 2,788        | 4,835         |
| 1980 -                    | --           | --           | --              | --           | --            |
| Total Circulation, 1981 - | 32,775       | 3,006        | 25,797          | 61,578       | 102,692       |
| 1980 -                    | --           | --           | --              | --           | --            |

## TECHNICAL PROCESSING

### Cataloging

|                  |       |
|------------------|-------|
| New books added  | 1,142 |
| New titles added | 314   |
| Books withdrawn  | 771   |
| Books mended     | 1,113 |

### Acquisitions

|                       |       |
|-----------------------|-------|
| Books checked in      | 1,527 |
| Telephone Directories | 0     |
| Pamphlets             | 514   |
| Gifts                 | 15    |

### Materials in the State of Processing

|                              |     |
|------------------------------|-----|
| Materials (physical items) - | 952 |
| Titles -                     | 611 |

## FINANCIAL REPORT

|                   | <u>Budgeted</u> | <u>YTD Expended</u><br><u>1980/81</u> | <u>YTD Expended</u><br><u>1981/82</u> | <u>P.O.'s</u><br><u>Out</u> | <u>Unencumbered</u> |
|-------------------|-----------------|---------------------------------------|---------------------------------------|-----------------------------|---------------------|
| Personal Services | 890,099         | 126,793                               | 136,236                               | 00                          | 753,863             |
| Operating         | 245,940         | 25,465                                | 19,944                                | 00                          | 225,996             |
| Capital and Books | 191,428         | 23,132                                | 23,131                                | 00                          | 168,297             |

## STAFF STRENGTH

|                    | <u>Strength</u><br><u>Previous Month</u> | <u>Terminations</u> | <u>New Staff</u> | <u>Present</u><br><u>Strength</u> |
|--------------------|------------------------------------------|---------------------|------------------|-----------------------------------|
| Professional       | 7                                        | --                  | --               | 7                                 |
| Library Assistants | 8 + 2 (160 hrs)                          | --                  | --               | 8 + 2 (160 hrs)                   |
| Clerical           | 20 + 13 (998 hrs)                        | --                  | 1                | 21 + 15 (1076 hrs)                |
| CETA               | 0                                        | --                  | --               | 0                                 |
| Maintenance        | 3                                        | --                  | --               | 3                                 |

Current Vacancies: 2 Technical Services Clerks I, 1 Library Asst. 1

Computer Down-time for Month - 6½ hrs; 1 light pen down since June 14;  
1 CRT down since June 19

\* June, 1981 circulation includes last six days in May circulation.

\*\* Because of computer downtime in June, 1980, the circulation for that month was combined with July circulation.

## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

June, 1981

| <u>VOU.NO.</u> | <u>PAYMENTS MADE TO:</u>     | <u>FOR:</u>            | <u>AMOUNT</u> |
|----------------|------------------------------|------------------------|---------------|
| 84388          | Treas-% Petty Cash Fund      | Reimbursement          | 69.12         |
| 84395          | Treas-% Employee's Ins Fund  | Life & hosp ins        | 1,482.66      |
| 84401          | Ill Power Co.                | Electricity            | 2,382.10      |
| 84419          | Treas-% Payroll Fund         | Pd ending 6-3-81       | 30,801.24     |
| 84425          | Treas-% Water Revenue Fund   | Water bill             | 77.99         |
| 84427          | Sanitary District of Decatur | Sewer bill             | 24.48         |
| 84429          | Postmaster                   | Postage                | 300.00        |
| 84438          | Treas-% Central Service Fund | Gasoline               | 160.24        |
| 84440          | Addressograph Multigraph     | Office supplies        | 27.30         |
| 84441          | Alva Musuem Replicas         | Books                  | 5.00          |
| 84442          | American Alliance for Health | "                      | 7.20          |
| 84443          | " Enterprise Inst            | "                      | 7.50          |
| 84444          | Audio Buff Co.               | Audio visual materials | 678.33        |
| 84445          | Black & Co.                  | Hardware supplies      | 11.49         |
| 84446          | R R Bowker                   | Books                  | 175.00        |
| 84447          | Brodart, Inc.                | Office supplies        | 28.62         |
| 84448          | Dash Disposal                | Service for May        | 16.50         |
| 84449          | Decatur Herald & Review      | Books                  | 239.33        |
| 84450          | "                            | "                      | 133.20        |
| 84451          | "                            | Advertising expense    | 53.55         |
| 84452          | Ellis Press                  | Books                  | 5.95          |
| 84453          | F & S F Book Co., Inc.       | "                      | 12.29         |
| 84454          | Haines & Essick Co.          | Office supplies        | 38.00         |
| 84455          | G K Hall                     | Books                  | 261.35        |
| 84456          | INC.                         | "                      | 12.00         |
| 84331          | Postmaster                   | Postage                | 5.70          |

| <u>VOU.NO.</u> | <u>PAYMENTS MADE TO:</u>            | <u>FOR:</u>          | <u>AMOUNT</u> |
|----------------|-------------------------------------|----------------------|---------------|
| 84457          | Ill Bell Telephone Co.              | Telephone charges    | 885.48        |
| 84458          | Log Cabin Publ.                     | Books                | 2.00          |
| 84459          | 3 M Business Products               | Repair service       | 55.00         |
| 84460          | Mavis Pogue Lumber Co.              | Shelving material    | 16.80         |
| 84461          | Modern Business Systems             | Office supplies      | 446.03        |
| 84462          | Natl Assn of Furniture Mfg.         | Books                | 1.50          |
| 84463          | Natl Council of Teachers of English | "                    | 2.00          |
| 84464          | Norman's Cleaners                   | Laundry service      | 9.75          |
| 84465          | Otis Elevator Co.                   | Maintenance          | 280.48        |
| 84466          | Ozarks Craft Guide                  | Books                | 3.00          |
| 84467          | Pendragon House, Inc.               | "                    | 37.42         |
| 84468          | Physicians' Art Service             | "                    | 2.00          |
| 84469          | Pilot Books                         | "                    | 2.00          |
| 84470          | Road & Track                        | "                    | 44.00         |
| 84471          | Royal Office Equipment Co.          | Typewriter           | 810.00        |
| 84472          | Schuerman Radio Co.                 | Repair service       | 19.50         |
| 84473          | Tractor Supply Co.                  | Oil                  | 27.60         |
| 84474          | Worldwatch Institute                | Books                | 2.00          |
| 84623          | Ill Power Co.                       | Gas bill             | 364.94        |
| 84625          | Harvey Inman                        | Travel reimbursement | 62.30         |
| 84736          | Treas-% Payroll Fund                | Pd ending 6-10-81    | 2,194.80      |
| 84730          | James C Seidl                       | Travel advance       | 526.00        |
| 84748          | Postmaster                          | Postage              | 8.70          |
| 84752          | Adler's Foreign Books               | Books                | 20.48         |
| 84753          | Cornell U Dist Center               | "                    | 3.75          |
| 84754          | Crafts Report Publ Co.              | "                    | 27.00         |
| 84755          | Downtown Decatur Council, Inc.      | June parking         | 400.00        |
| 84756          | Hogg Foundation for Mental Health   | Books                | 2.50          |

| <u>VOU. NO.</u> | <u>PAYMENTS MADE TO:</u>         | <u>FOR:</u>                | <u>AMOUNT</u> |
|-----------------|----------------------------------|----------------------------|---------------|
| 84757           | Sotheby's                        | Books                      | 40.00         |
| 84758           | Sporting News                    | "                          | 31.00         |
| 84895           | Adler's Foreign Books            | "                          | 47.90         |
| 84896           | Berkley Publ Co.                 | "                          | 3.00          |
| 84897           | Black & Co.                      | Hardware supplies          | 9.84          |
| 84898           | Firestone Stores                 | Snow blower                | 476.70        |
| 84899           | Horn Book, Inc.                  | Books                      | 20.00         |
| 84900           | Ill Dept of Conservation         | "                          | 9.00          |
| 84901           | Midstate Office Machines         | Repair service             | 63.00         |
| 84902           | Money                            | Books                      | 19.95         |
| 84903           | Shirley M Moore                  | Travel reimbursement       | 38.00         |
| 84904           | Schuerman Key Shop               | Lock                       | 5.40          |
| 84905           | Smithsonian Customer Service     | Audio visual materials     | 9.58          |
| 84945           | Treas-% Payroll Fund             | Pd ending 6-17-81          | 28,137.17     |
| 84971           | Jacques Cattell Press            | Books                      | 64.95         |
| 84972           | Intl Reading Assn.               | "                          | 2.00          |
| 84973           | LoganCounty Farm Bureau          | "                          | 4.50          |
| 85035           | Postmaster                       | Postage                    | 9.60          |
| 85044           | Treas-% Payroll Fund             | Service recog pay for June | 25.00         |
| 85046           | Treas-% Petty Cash Fund          | Reimbursement              | 88.80         |
| 85052           | Flint Public Library             | Books                      | 5.00          |
| 85033           | Bob's Repair Service             | Serviced bookmobiles       | 231.26        |
| 85054           | Joe Cleary Intl.                 | Automotive parts           | 27.83         |
| 85055           | Council for Exceptional Children | Books                      | 25.00         |
| 85056           | Demco Educational Corp.          | Office supplies            | 141.81        |
| 85068           | Facts on File, Inc.              | Books                      | 299.00        |
| 85069           | Family Handyman                  | Books                      | 19.90         |
| 85070           | IBM Corp.                        | Service contracts          | 334.00        |

| <u>VOU.NO.</u> | <u>PAYMENTS MADE TO:</u>       | <u>FOR:</u>             | <u>AMOUNT</u> |
|----------------|--------------------------------|-------------------------|---------------|
| 85071          | Ill State Historical Society   | Books                   | 15.00         |
| 85072          | Jan San Supply                 | Janitorial supplies     | 108.65        |
| 85073          | Pitney Bowes                   | Postage meter charges   | 49.50         |
| 85074          | Sales & Marketing              | Books                   | 35.00         |
| 85075          | Sport                          | "                       | 59.85         |
| 85076          | Young Miss                     | "                       | 7.95          |
| 85096          | Decatur Herald & Review        | Advertising expense     | 50.40         |
| 85143          | "                              | "                       | 30.60         |
| 85145          | Millikin National Bank         | Investment              | 472,000.00    |
| 85183          | Haines & Essick                | Office supplies         | 46.12         |
| 85184          | K's Merchandise Mart           | Radio with batteries    | 21.76         |
| 85185          | Fox Photo                      | Leader tape             | 5.14          |
| 85186          | Gaylord Brothers, Inc.         | Office supplies         | 26.70         |
| 85187          | Meadowbrook Press              | Books                   | 2.95          |
| 85188          | Standard Farms, Inc.           | Lawn & plant care items | 12.84         |
| 85212          | Treas-% Payroll Fund           | Pd ending 6-24-81       | 1,720.40      |
| 85220          | Zimmerman's Fine Fabrics       | Material                | 21.00         |
| 85235          | Treas-% I M R Fund             | June retirement         | 8,315.52      |
| 85238          | Treas-% General Operating Fund | Adm charges             | 1,342.00      |
| 85248          | Horse & Rider                  | Books                   | 22.00         |
| 85249          | Alternative Sources of Energy  | "                       | 21.50         |
| 85250          | Audio Buff Co.                 | Audio visual materials  | 536.94        |
| 85251          | Baker & Taylor - New York      | Books                   | 652.61        |
| 85252          | " Chicago                      | "                       | 6,662.60      |
| 85253          | Betty & Bob's Flower Shop      | Funeral flowers         | 15.00         |
| 85254          | Black & Co.                    | Hardware supplies       | 1.00          |
| 85255          | Dick Blick                     | Office supplies         | 157.31        |
| 85256          | Joe Cleary Intl.               | Automotive parts        | 85.04         |

| <u>.NO.</u> | <u>PAYMENTS MADE TO:</u>      | <u>FOR:</u>       | <u>AMOUNT</u>       |
|-------------|-------------------------------|-------------------|---------------------|
| 85257       | Columbia U Press              | Books             | 20.54               |
| 85258       | Doubleday & Co., Inc.         | "                 | 634.08              |
| 85259       | Grolier Educational Corp.     | "                 | 225.00              |
| 85260       | Ill Bell Telephone Co.        | Telephone service | 366.88              |
| 85261       | Library Cards Ltd.            | Catalogue cards   | 154.16              |
| 85262       | Pack O Fun                    | Books             | 23.70               |
| 85263       | Sangamo Auto Supply           | Automotive parts  | 8.70                |
| 85333       | Peat, Marwick, Mitchell & Co. | Auditing charges  | 900.00              |
| 85369       | Foreign Policy Assn., Inc.    | Books             | 8.00                |
| 85370       | Millikin National Bank        | Interest on bonds | 2,185.00            |
|             |                               |                   | <hr/>               |
|             |                               | TOTAL             | <u>\$567,008.64</u> |

## ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1981 THRU JUN 30, 1981

| REVENUE ITEMS                   | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|---------------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| 101 FUND BALANCE MAY 1, 1981    | 312,662.00        | 0.00                   | 322,839.17            | 10,177.17-          |           |
| 101A CURRENT YEAR TAXES         | 1,211,500.00      | 480,200.65             | 480,200.65            | 731,299.35          |           |
| 524 PRIOR YEARS TAXES           | 0.00              | 0.00                   | 0.00                  | 0.00                |           |
| 728 INTEREST ON INVESTMENTS     | 24,000.00         | 2,760.37               | 3,270.09              | 20,729.91           |           |
| 728A LIBRARY FINES & FEES       | 22,500.00         | 2,094.75               | 4,632.10              | 17,867.90           |           |
| 729 NON-RESIDENT FEES           | 1,200.00          | 129.00                 | 183.00                | 1,017.00            |           |
| 730 LOST & DAMAGED BOOKS        | 2,400.00          | 189.59                 | 273.84                | 2,126.16            |           |
| 733 PRINTS MADE ON COPY MACHINE | 800.00            | 113.96                 | 126.76                | 673.24              |           |
| 799 ILL ST PER CAPITA GRANT     | 20,000.00         | 0.00                   | 0.00                  | 20,000.00           |           |
|                                 | 7,500.00          | 707.60                 | 1,374.13              | 6,125.87            |           |
| TOTAL REVENUE                   | 1,602,562.00      | 486,195.92             | 812,899.74            | 789,662.26          | 50.73     |

| OBJECT CODE | OBJECT OF EXPENDITURE                    | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|------------------------------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 101         | REGULAR SALARIES                         | 750,120.00               | 0.00                        | 60,376.05                  | 112,904.15                | 637,215.85           |           |
| 102 A       | STRAIGHT OVERTIME                        | 150.00                   | 0.00                        | 0.00                       | 0.00                      | 150.00               |           |
| 103         | RETIREMENT FUND                          | 102,923.00               | 0.00                        | 8,315.52                   | 15,533.88                 | 87,389.12            |           |
| 106         | EMPLOYMENT COMPENSATION                  | 3,435.00                 | 0.00                        | 0.00                       | 0.00                      | 3,435.00             |           |
| 107         | HOSPITALIZATION MEDICAL & LIFE INSURANCE | 16,977.00                | 0.00                        | 1,482.66                   | 2,801.52                  | 14,175.48            |           |
| 109         | TEMPORARY SALARIES                       | 16,494.00                | 0.00                        | 2,477.56                   | 4,997.40                  | 11,496.60            |           |
| 201         | ADVERTISING                              | 650.00                   | 0.00                        | 134.55                     | 134.55                    | 515.45               |           |
| 202         | PRINTING & BINDING                       | 5,000.00                 | 0.00                        | 154.16                     | 633.62                    | 4,366.38             |           |
| 211         | SERVICE TO MAINTAIN BUILDINGS            | 10,000.00                | 0.00                        | 280.48                     | 560.96                    | 9,439.04             |           |
| 212         | SERVICE MAINTAIN IMPROV OTHR THAN BLDGS  | 1,000.00                 | 0.00                        | 31.25                      | 47.75                     | 952.25               |           |
| 214         | SERVICE TO MAINTAIN OFFICE EQUIPMENT     | 12,000.00                | 0.00                        | 291.50                     | 686.40                    | 11,313.60            |           |
| 215         | SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT | 1,200.00                 | 0.00                        | 99.00                      | 99.00                     | 1,101.00             |           |
| 221         | AUDITING SERVICES                        | 650.00                   | 0.00                        | 900.00                     | 900.00                    | 250.00-              |           |
| 229         | OTHER PROFESSIONAL SERVICES              | 1,000.00                 | 0.00                        | 0.00                       | 60.00                     | 940.00               |           |
| 231         | ELECTRICITY                              | 43,000.00                | 0.00                        | 2,747.04                   | 5,982.76                  | 37,017.24            |           |
| 233         | TELEPHONE                                | 13,000.00                | 0.00                        | 1,252.36                   | 2,438.50                  | 10,561.50            |           |
| 234         | WATER                                    | 500.00                   | 0.00                        | 102.47                     | 102.47                    | 397.53               |           |
| 241         | CONFERENCE AND OTHER TRAVEL EXPENSE      | 4,476.00                 | 0.00                        | 680.42                     | 716.87                    | 3,759.13             |           |
| 245         | POSTAGE                                  | 4,000.00                 | 0.00                        | 337.46                     | 964.76                    | 3,035.24             |           |
| 284         | PROFESSIONAL ASSOCIATION MEMBERSHIP FEES | 1,185.00                 | 0.00                        | 0.00                       | 20.00                     | 1,165.00             |           |
| 288         | RENTALS                                  | 5,138.00                 | 0.00                        | 449.50                     | 859.50                    | 4,278.50             |           |
| 310         | GAS OIL & ANTIFREEZE                     | 1,800.00                 | 0.00                        | 217.84                     | 357.91                    | 1,442.09             |           |
| 312         | JANITORIAL SUPPLIES                      | 2,500.00                 | 0.00                        | 109.65                     | 285.13                    | 2,214.87             |           |
| 320         | MATERIALS TO MAINTAIN BLDNGS & IMPROVMT  | 9,000.00                 | 0.00                        | 111.72                     | 316.97                    | 8,683.03             |           |
| 324         | MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP   | 1,500.00                 | 0.00                        | 251.49                     | 341.71                    | 1,158.29             |           |
| 330         | MEDICAL & LABORATORY SUPPLIES            | 5.00                     | 0.00                        | 0.00                       | 0.00                      | 5.00                 |           |
| 345         | OFFICE SUPPLIES                          | 16,000.00                | 0.00                        | 976.01                     | 1,348.91                  | 14,651.09            |           |
| 402         | CONTINGENCIES                            | 83,272.00                | 0.00                        | 0.00                       | 0.00                      | 83,272.00            |           |
| 403         | TRANS TO G F (ADMIN SERV)                | 16,104.00                | 0.00                        | 1,342.00                   | 2,684.00                  | 13,420.00            |           |
| 415         | SERVICE RECOGNITION PAYROLL              | 1,460.00                 | 0.00                        | 25.00                      | 155.00                    | 1,305.00             |           |
| 423         | INSURANCE                                | 11,500.00                | 0.00                        | 0.00                       | 246.00                    | 11,254.00            |           |
|             | TOTAL OPERATING EXPENDITURES             | 1,136,039.00             | 0.00                        | 83,145.69                  | 156,179.72                | 979,859.28           | 13.75     |

| OBJECT CODE | OBJECT OF EXPENDITURE            | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|----------------------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 510         | AUTOMOTIVE EQUIPMENT             | 0.00                     | 0.00                        | 0.00                       | 0.00                      | 0.00                 |           |
| 515         | OFFICE MACHINERY & EQUIPMENT     | 40,928.00                | 0.00                        | 0.00                       | 875.00                    | 40,053.00            |           |
| 520         | OTHER MACHINERY & EQUIPMENT      | 500.00                   | 0.00                        | 1,286.70                   | 1,286.70                  | 786.70-              |           |
| 525         | LIBRARY BOOKS RECORDS & EXHIBITS | 140,000.00               | 0.00                        | 9,718.10                   | 18,923.90                 | 121,076.10           |           |
| 525 A       | AUDIO VISUAL MATERIALS           | 10,000.00                | 0.00                        | 1,224.85                   | 2,045.26                  | 7,954.74             |           |
|             | TOTAL CAPITAL OUTLAY             | 191,428.00               | 0.00                        | 12,229.65                  | 23,130.86                 | 168,297.14           | 12.08     |
|             | TOTAL EXPENDITURES               | 1,327,467.00             | 0.00                        | 95,375.34                  | 179,310.58                | 1,148,156.42         | 13.51     |

## ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND &amp; INTEREST FUND

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MAY 1, 1981 THRU JUN 30, 1981

## REVENUE ITEMS

|                              | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|------------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
| 101 FUND BALANCE MAY 1, 1981 | 59,481.00            | 0.00                      | 59,151.71                | 329.29                 |              |
| 101A CURRENT YEAR TAXES      | 88,365.00            | 35,538.06                 | 35,538.06                | 52,826.94              |              |
| 106 PRIOR YEARS TAXES        | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| 524 REPLACEMENT TAX          | 11,898.00            | 0.00                      | 1,663.00                 | 10,035.00              |              |
| INTEREST ON INVESTMENTS      | 5,000.00             | 1,377.27                  | 1,377.74                 | 3,622.26               |              |
| TOTAL REVENUE                | 164,544.00           | 36,915.33                 | 97,730.51                | 66,813.49              | 59.39        |

| OBJECT<br>CODE | OBJECT OF EXPENDITURE | BUDGET AND<br>APPROPRIATION | PURCHASE ORDERS<br>OUTSTANDING | CURRENT MONTH<br>EXPENDITURES | YEAR TO DATE<br>EXPENDITURES | UNENCUMBERED<br>BALANCE | % OF<br>EST. |
|----------------|-----------------------|-----------------------------|--------------------------------|-------------------------------|------------------------------|-------------------------|--------------|
| 58             | UNALLOCATED EXPENSES  | 100.00                      | 0.00                           | 0.00                          | 196.44                       | 96.44-196.44            |              |
| 410            | PRINCIPAL & INTEREST  | 99,370.00                   | 0.00                           | 2,185.00                      | 2,185.00                     | 97,185.00               | 2.20         |
|                | TOTAL EXPENDITURES    | 99,470.00                   | 0.00                           | 2,185.00                      | 2,381.44                     | 97,088.56               | 2.39         |

## ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

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MAY 1, 1981 THRU JUN 30, 1981

## REVENUE ITEMS

|                          | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|--------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
| FUND BALANCE MAY 1, 1981 | 68,689.00            | 0.00                      | 68,809.35                | 120.35-                |              |
| INCOME                   | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| INTEREST ON INVESTMENTS  | 8,000.00             | 0.00                      | 0.00                     | 8,000.00               |              |
| MISC INCOME              | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| TOTAL REVENUE            | 76,689.00            | 0.00                      | 68,809.35                | 7,879.65               | 89.73        |

MAY 1, 1981 THRU JUN 30, 1981

## REVENUE ITEMS

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

| OBJECT<br>CODE | OBJECT OF EXPENDITURE               | BUDGET AND<br>APPROPRIATION | PURCHASE ORDERS<br>OUTSTANDING | CURRENT MONTH<br>EXPENDITURES | YEAR TO DATE<br>EXPENDITURES | UNENCUMBERED<br>BALANCE | % OF<br>EST. |
|----------------|-------------------------------------|-----------------------------|--------------------------------|-------------------------------|------------------------------|-------------------------|--------------|
| 101            | REGULAR SALARIES                    | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
| 103            | RETIREMENT FUND                     | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
| 107            | HOSPITALIZATION & MEDICAL INSURANCE | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
| 107 A          | GROUP LIFE INSURANCE                | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
| 109            | TEMP SALARIES                       | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
|                | TOTAL OPERATING EXPENDITURES        | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |
|                | TOTAL EXPENDITURES                  | 0.00                        | 0.00                           | 0.00                          | 0.00                         | 0.00                    |              |

## ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

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MAY 1, 1981 THRU JUN 30, 1981

## REVENUE ITEMS

|                          | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|--------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
| FUND BALANCE MAY 1, 1981 | 3,461.00             | 0.00                      | 3,777.82                 | 316.82-                |              |
| REVENUE                  | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| INTEREST ON INVESTMENTS  | 400.00               | 0.00                      | 0.00                     | 400.00                 |              |
| MISC INCOME              | 900.00               | 0.00                      | 0.00                     | 900.00                 |              |
| TOTAL REVENUE            | 4,761.00             | 0.00                      | 3,777.82                 | 983.18                 | 79.35        |

OBJECT  
CODE

## OBJECT OF EXPENDITURE

|    | BUDGET AND<br>APPROPRIATION | PURCHASE ORDERS<br>OUTSTANDING | CURRENT MONTH<br>EXPENDITURES | YEAR TO DATE<br>EXPENDITURES | UNENCUMBERED<br>BALANCE | % OF<br>EST.   |
|----|-----------------------------|--------------------------------|-------------------------------|------------------------------|-------------------------|----------------|
| 58 | EXPENDITURES                | 2,000.00                       | 0.00                          | 210.35                       | 435.33                  | 1,564.67 21.77 |
|    | TOTAL EXPENDITURES          | 2,000.00                       | 0.00                          | 210.35                       | 435.33                  | 1,564.67 21.77 |