

Personnel and Public Relations Committee Meeting

Minutes

March 6, 1984

Present were Mr. Mueller, Dr. Seidman, and Dr. Grieve, Chairman. Also present was Robert Dumas.

Meeting was called to order at 7:00 p.m. in the Administrative Office.

On the agenda was consideration of a recommendation from City Personnel Director Charles Phillips that new job titles and pay grades be assigned two positions, Library Clerk III in the Circulation Department and Administrative Secretary.

The Library Clerk III job title and job description did not sufficiently emphasize the responsible nature of the position. He recommended a change in the job title to "Library Clerk Supervisor" and a change in the job description that would reflect and emphasize the department headship with responsibilities for supervision and coordination of eight to ten employees and evaluation and discipline of these employees. He also recommended an upgrading in the required training and experience and a change of pay grade from Grade 13 to 16 to make the salary consistent with that of supervisors on that level at the City.

With respect to the Library Administrative Secretary, it was noted that over the past 20 years the job title has changed from "Clerk-Steno II" to "Secretary" to "Library Administrative Secretary" to reflect progressive increases in responsibilities and duties while the pay grade has remained in Grade 13. Mr. Phillips recommended salary grade 15 as being consistent with the salary of "Administrative Secretary" at the City.

After discussion, both of these changes were approved and the City Librarian was directed to prepare a revised classification and pay plan reflecting these changes to be presented for approval at the next Board meeting.

Robert Dumas



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

MARCH 15, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 16, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 2. Amendments to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 15, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held March 15, 1984.

Members Present:

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

Members Absent:

None

Others Present:

Ms. Burch
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting on February 16, 1984, were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated the weather was a little bit against us during the past month, but total circulation did increase 3.6%, showing a recovery from January, and the year-to-date circulation is still up by 6%.

Further reporting, Mr. Dumas stated the computer was down a couple of days last week for the purpose of upgrading the machine to Release 26, but they ran into problems and were unable to determine what was wrong. The technicians tried to trace the difficulty, but could not find the cause; therefore, the upgrade was not accomplished. We were down Thursday and Friday, but came back up on Friday evening to be ready for Saturday's busy day. We are going to try the upgrade again on March 20, Mr. Dumas informed, when we will again be down for two days.

Mrs. Alpi stated she had received a letter from Robert Plotzke regarding the newspaper article on the RPL-DPL computer problems. The letter addressed that a concern of DPL was that the data base is "up" at 9:00 a.m. and DPL would like to have it "up" sooner. Operations have now been changed at RPL to 7:00 a.m. for beginning internal operations and an 8:30 a.m. "up" time for DPL. Mr. Plotzke further advised Mrs. Alpi that their personnel operating the computer, with whom DPL had found fault, have now been straightened around through disciplinary personnel actions, and it is hoped their performance will improve. Mrs. Alpi further stated that Mr. Plotzke is concerned about our relationship with RPL, and about the future

of our shared data base. He also stated he would like the two consultants employed by RPLS to meet and talk with the Decatur Public Library Board. Mr. Plotzke would like to run a sample of 500 cards from our catalog and find out how many conflicts there would be when matched up with OCLC. They would be willing to pay for this, Mrs. Alpi concluded. With respect to the consultants' report, Mr. Dumas stated he had discussed this with Mr. Plotzke and told him as far as he could determine the report said there should be retrospective conversion, but there are real problems, and we don't know how to solve them. The consultants seemed to be saying "Yes, Mr. Plotzke, you are right." and "Yes, Mr. Dumas, you are right." "We don't know how to solve the problems, but they need to be solved." One suggestion made by the consultant team was that DPL take on the responsibility of the retrospective conversion. This suggestion had been made by DPL earlier and refused by RPL, Mr. Dumas commented. If DPL were to take on this responsibility, it would be a very expensive thing, which is to maintain authority control of the entire nine libraries, as in effect we would be charged with doing their cataloging and processing, Mr. Dumas explained.

Continuing, Mr. Dumas stated he suggested that RPL might be agreeable over the long haul of having us do it manually on a current basis while we were maintaining authority control and at the end make a determined effort to collect it all on a retrospective basis toward the end of eight or ten years. With respect to the cost of this, Mr. Plotzke thought he might be able to come up with \$100,000 for such a project. It might work, but I am skeptical, Mr. Dumas stated. At this point the problem is the time frame, as we are now in the middle of our budgeting and we should be making a commitment on the buying of our computer before June 30 in order to get a better deal on the system we would be buying, Mr. Dumas concluded.

In response to Mr. Plotzke's suggestion about the 500 card sampling project, Mr. Susler stated: "If he wants to do it, why not, but we don't have to accept the results." Mr. Dumas commented his staff is too busy to undertake such a project. Mrs. Alpi noted it may be a little late, but she did feel RPL is very concerned about our mutual problems, as they feel DPL would be a great loss to the system, and RPL has noticeably been making concessions. Mr. Susler stated he had not changed his mind and felt we should go ahead with our plans.

Altering the agenda at this point, Mrs. Alpi asked for the report of the Personnel and Public Relations Committee. As Chairman of this Committee, Mr. Grieve moved that the "Classification and Pay Plan" in Article III, Appendix I, of the Code of Library Policy be replaced with "Classification and Pay Plan" dated March 15, 1984. Mr. Grieve asked Mr. Dumas to give specifics of these changes. Mr. Dumas explained that a few months back City Personnel finished a re-classification of job titles and job descriptions by and large for the Library staff. I thought that was the end of it, Mr. Dumas noted, but

Mr. Phillips has now come up with a recommendation of a job title change from Library Clerk III to Library Clerk Supervisor, and a change in grade for that position and that of Library Administrative Secretary. Mr. Seidman seconded the motion and it was approved by a voice vote.

Reporting on the final meeting of the Multitype System Conversion Committee, Mrs. Moore stated we finally addressed the issue which was the problem all along, the make-up of the Multitype Library Board. There was still no meeting of minds. Several proposals were made but were not acceptable. The President of the RPL Board had done some research and had contacted the Director of the North Suburban System who expressed very strong concern about lay control of library boards, which has been my issue all along, Mrs. Moore remarked. We talked and talked and talked and finally Carl Volkmann, Director of the Springfield Library, moved we go to an 11 member board with an 8 - 1 academic, 1 school, 1 special, split. I was willing to go along with this compromise, Mrs. Moore stated, and the motion did pass. This will go to the RPL Board next month for their action. Mrs. Moore stated Mr. Susler and she had been appointed to a committee to come up with reasons to oppose the multitype library program, but unless we have some very strong reasons other than governance, it would probably be an exercise in futility. Springfield will support the plan and if they support it, I don't think we can defeat it, Mrs. Moore concluded. Mr. Susler stated he felt that in the first place the principal problem has been that the RPL system has never addressed the advisability of going into the multitype library system at all. They have assumed approval and talked about the details. This should have been discussed throughout the state as to whether it should be accepted or not. I would like to make a proposal, Mr. Susler stated, that our representative recommend a change in the committee report and that is that no member of the eight trustees on the 11 member board be a librarian - that being a librarian is a disqualification. I would further ask that any vote on the recommendation of the committee be tabled until the proposition of whether or not to become a multitype library system has been decided, Mr. Susler concluded. When I made this point, Mrs. Moore answered, the response was in order to vote intelligently on whether you want to go this route, you have to look at the governance that is going to be proposed. Mrs. Alpi commented that Mrs. Moore has been a "lone voice" on this committee, and has had her sympathy.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of library bills through February 29, 1984, Mrs. Jackson seconded the motion, and it was unanimously approved by a roll-call vote. For the Board's information, Mr. Marshall noted vouchers on the bill list which had been voided as not pertaining to the Library. Mr. Marshall again raised the issue of the amount being spent for VHF cassettes. "Summer Solstice" was mentioned last month, a picture about an hour long starring Gregory Peck. "The Golden Pond", with Katharine Hepburn and Henry Fonda, is very well done but I still would question the cost of it - over \$500.00, and "Curious George Goes to the Hospital" at a cost of \$347. I do not want to usurp the responsibility of the selection committee, Mr. Marshall stated, but

I would toss out the idea of the committee at least being aware of cost and making some sort of evaluation of the policy we have if a video is going to cost more than a couple hundred dollars. Mr. Dumas suggested that perhaps the Personnel and Public Relations Committee might want to talk about this to see if they could draw some guidelines. Mr. Grieve responded he agreed with Mr. Marshall that this issue needed watching, but felt at this point in time his committee should not intervene or levy amounts. Mr. Dumas stated it is not a question of discussing the amounts, but it is the question of establishing a few guidelines for the development of the collection. Mr. Grieve felt his committee should not jump in at this time as it is a vital area which he felt the selection committee could handle without any censorship from his committee. Mr. Susler asked if the Library "shops around" for the best prices and Mr. Dumas answered affirmatively. Mr. Mueller stated: "Let's talk circulation divided by dollars. There is no way you can pre-judge what the use will be; it is a guess."

Mr. Marshall noted the Library has received a Per Capita Grant check in the amount of \$49,477 and we forecast \$47,000, which is good news.

Continuing, Mr. Marshall informed there are a couple of changes in the budget from the way it was submitted to the Council. The administrative fee has been increased from \$16,300 to \$20,200, and we did receive a breakdown on these costs from the City. It is essentially a non-negotiable item. The other item pertaining to the budget, Mr. Marshall stated, has to do with the revenue situation and will be a change in the way we submitted our budget. We had asked for \$1,655,000 and this amount has been increased by \$43,000 to \$1,698,000 to cover what the Finance Director and City Manager feel will be higher telephone expenses than we had forecast, the administrative charge, and a contingency for salary increases. The remainder of the budget was essentially accepted as is although the Council has not dealt with it in study session as yet.

Further commenting on the budget, Mr. Marshall stated the budget as we submitted it anticipated \$36,000 revenue from the replacement tax. Mr. Lappi, Finance Director, thought that the revenue that would come from this tax would be closer to \$160,000 and plugged this in, and he was not then aware we had anticipated \$36,000. Since he thought we would be getting \$160,000, the City Council abated the \$160,000 from our levy. That could mean we would come down to the end of the fiscal year April 30, 1985, with \$36,000 less than we had planned. If this happens, it just means we have less cash to carry us through the months of May and June, and is not a major problem, Mr. Marshall informed. We would still have enough cash to make our pay-roll. What it does mean, however, is that the levy for 1985/86 should restore that \$36,000 when that time comes next September.

There being no New or Old Business to come before the Board, the meeting was adjourned at 6:15 p.m. by the President.



Robert H. Dumas, City Librarian

For the Secretary of the Board

STATISTICAL REPORT

February, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	27,989	2,246	20,192	50,427	633,465
1983 -	28,410	2,300	19,060	49,770	605,935
A-V Materials, 1984 -	3,767	--	352	4,119	42,909
1983 -	2,630	--	243	2,873	31,253
Total Circulation, 1984 -	31,756	2,246	20,544	54,546	676,374
1983 -	31,040	2,300	19,303	52,643	637,188

TECHNICAL PROCESSING

Cataloging

New books added	1,001
New titles added	295
Books withdrawn	1,340
Books mended	996

Acquisitions

Books checked in	1,108
Telephone Directories	3
Pamphlets	94
Gifts	144

Materials in the State of Processing

Materials (physical items -	1043
Titles	- 930

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	819,407	850,763	230,757
Operating	212,741	151,208	158,220	54,521
Capital and Books	221,400	160,089	177,446	43,954

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 19 (1398 hrs)	--	--	21 + 19 (1402 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: ½ Technical Services Clerk I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian

Computer Downtime for Month: 42 Minutes

Decatur and Communities Closest

in Per Capita Assessed Valuation*

<u>Library</u>	<u>Trans per FTE</u>	<u>Assessed Valuation per Cap</u>	<u>Trans per Cap</u>	<u>Trans per Vol held</u>	<u>FTE Empl. per 1000 Pop.</u>	<u>Vol Held per Cap</u>	<u>Oper Exp per Cap</u>	<u>Matl Exp per Cap</u>	<u>% Adult Circ</u>
La Grange Park	18,971	6207	8.4	4.0	.44	2.3	7.78	1.27	?
Riverdale PLD	10,526	6183	7.6	3.9	.75	1.9	23.84	2.27	80
Peru	12,689	6177	6.6	1.3	.52	4.8	8.86	2.33	66
Woodridge	10,819	6171	6.8	3.5	.63	1.9	15.20	1.65	52
Westchester	13,027	6062	4.8	1.1	.37	4.2	10.69	2.61	72
Peoria	9,862	6009	6.8	1.5	.69	4.5	14.87	2.24	75
Decatur	16,146	5991	7.0	3.2	.43	2.1	14.25	1.92	63
Western Springs	21,530	5989	14.0	3.5	.65	3.8	15.16	2.93	60
Waukegan	15,156	5954	6.4	6.6	.39	3.9	14.44	2.60	58
Rock Island	15,261	5796	9.0	2.6	.59	3.3	13.92	2.18	59

* Analyses of the 1982/83 Illinois Public Library Statistics, Library Research Center, University of Illinois

<u>Trans per Cap</u>		<u>Trans per Vol Held</u>		<u>FTE per 1000 Pop.</u>		<u>Vols held per Cap</u>	
Western Springs	14	La Grange Park	4	Riverdale	.73	Peru	4.8
Rock Island	9	Riverdale	3.9	Peoria	.69	Peoria	4.5
La Grange Park	8.4	Western Springs	3.5	Western Springs	.65	Westchester	4.2
Riverdale	7.6	Woodridge	3.5	Woodridge	.63	Waukegan	3.9
Decatur	7.	Decatur	3.2	Rock Island	.59	Western Springs	3.8
Woodridge	6.8	Rock Island	2.6	Peru	.52	Rock Island	3.3
Peru	6.8	Waukegan	1.6	La Grange Park	.49	La Grange Park	2.3
Peoria	6.6	Peoria	1.5	Decatur	.43	Decatur	2.1
Waukegan	6.4	Peru	1.3	Waukegan	.39	Riverdale	1.9
Westchester	4.8	Westchester	1.1	Westchester	.37	Woodbridge	1.9
Average	7.7		2.6		.55		3.3

<u>Oper Exp per Cap</u>		<u>Matl Exp per Cap</u>		<u>Trans per FTE</u>	
Riverdale	23.84	Western Springs	2.93	Western Springs	21,530
Woodridge	15.20	Westchester	2.61	La Grange Park	18,971
Western Springs	15.16	Waukegan	2.60	Decatur	16,146
Peoria	14.87	Peru	2.33	Rock Island	15,261
Waukegan	14.44	Riverdale	2.27	Waukegan	15,156
Decatur	14.25	Peoria	2.24	Westchester	13,027
Rock Island	13.92	Rock Island	2.18	Peru	12,689
Westchester	10.69	Decatur	1.92	Riverdale	10,526
Peru	8.86	Woodridge	1.65	Woodridge	10,027
La Grange Park	7.78	La Grange Park	1.27	Peoria	9,862
Average	13.90		2.20		14,289

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

PAGE 78

MAY 1, 1983 THRU MAR 31, 1984

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68-	
56 REVENUE	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	400.00	66.82	1,248.36	848.36-	
799 MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,573.00	66.82	5,237.04	664.04-	114.52

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,000.00	0.00	193.60	1,585.93	1,414.07	52.86
	TOTAL EXPENDITURES	3,000.00	0.00	193.60	1,585.93	1,414.07	52.86

PRINTED IN U.S.A.

FORM 141-70-0

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

PAGE 77

MAY 1, 1983 THRU MAR 31, 1984

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	21,080.00	0.00	22,169.43	1,089.43-	
518 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
524 INTEREST SAVINGS	1,000.00	59.56	2,162.63	1,162.63-	
731 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	22,080.00	59.56	24,332.06	2,252.06-	110.20

PRINTED IN U.S.A.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

PAGE 73

MAY 1, 1983 THRU MAR 31, 1984

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-	
101 CURRENT YEAR TAXES	1,147,825.00	58,388.55	1,154,403.33	6,578.33-	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106 REPLACEMENT TAX	0.00	15,475.86	41,336.52	41,336.52-	
524 INTEREST ON INVESTMENTS	45,000.00	9,933.37	69,990.26	24,990.26-	
728 LIBRARY FINES & FEES	25,000.00	3,272.82	28,715.59	3,715.99-	
728A NON-RESIDENT FEES	5,000.00	456.00	5,396.00	396.00-	
729 LOST & DAMAGED BOOKS	3,100.00	137.85	2,647.66	452.34-	
730 PRINTS MADE ON COPY MACHINE	700.00	94.96	926.79	226.79-	
733 ILL ST PER CAPITA GRANT	47,000.00	0.00	49,477.20	2,477.20-	
799 MISCELLANEOUS INCOME	3,200.00	163.95	2,734.37	465.63	
TOTAL REVENUE	1,821,417.00	87,923.36	1,989,818.98	168,401.98-	109.25

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	904,640.00	0.00	64,101.43	764,930.73	139,709.27	
102 A	STRAIGHT OVERTIME	150.00	0.00	44.72	1,450.20	1,340.20-	
103	RETIREMENT FUND	126,855.00	0.00	2,227.06	108,441.57	18,413.43	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	709.00	3,813.00	709.00	
106	UNEMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	2,672.19	1,536.81	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,475.00	24,531.00	49.00	
109	TEMPORARY SALARIES	16,564.00	0.00	2,420.53	23,862.28	7,298.28-	
201	ADVERTISING	500.00	0.00	5.28	394.23	105.77	
202	PRINTING & BINDING	6,500.00	0.00	184.63	4,126.89	2,373.11	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	60.19	6,368.99	3,631.01	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	600.00	0.00	43.00	323.95	276.05	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	2,102.55	17,208.57	2,391.43	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	27.35	1,460.73	39.27	
221	AUDITING SERVICES	650.00	0.00	0.00	500.00	150.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	667.40	4,225.15	3,225.15-	
231	ELECTRICITY	74,000.00	0.00	9,001.65	61,695.35	12,304.61	
233	TELEPHONE	10,000.00	0.00	1,374.58	9,500.84	499.16	
234	WATER	500.00	0.00	116.36	499.72	0.28	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	219.11	3,530.63	1,557.37	
245	POSTAGE	5,800.00	0.00	638.81	5,590.78	209.22	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	1,285.00	95.00	
288	RENTALS	5,665.00	0.00	385.60	4,779.11	885.89	
310	GAS OIL & ANTIREEZE	2,500.00	0.00	183.71	2,038.64	461.36	
312	JANITORIAL SUPPLIES	2,200.00	0.00	320.86	1,882.82	317.18	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	10,000.00	0.00	119.99-	5,753.12	4,246.88	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	6.33	1,581.89	81.89-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	4.79	4.79	0.21	
345	OFFICE SUPPLIES	18,000.00	0.00	217.86	17,318.80	681.20	
402	CONTINGENCIES	7,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,362.00	14,973.00	1,362.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

PAGE 74

MAY 1, 1983 THRU MAR 31, 1984

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	110.00	1,272.50	402.50	
423	INSURANCE	8,303.00	0.00	692.00	7,611.00	692.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,910.10	29.90	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	96,581.82	1,105,577.61	188,683.39	85.42
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	3,760.96	14,529.96	1,740.04	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	11,756.32	140,551.23	19,448.77	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	3,236.75	41,106.56	4,023.44	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	18,754.03	196,187.75	25,212.25	88.61
	TOTAL EXPENDITURES	1,515,661.00	0.00	115,335.85	1,301,765.36	213,895.64	85.89

PRINTED IN U.S.A.

FORM 141-20-0

MAY 1, 1983 THRU MAR 31, 1984

REVENUE ITEMS

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

56	REVENUE	0.00	0.00	82,969.25	82,969.25-
524	INTEREST INCOME	0.00	0.00	4,298.93	4,298.93-
	TOTAL REVENUE	0.00	0.00	87,268.18	87,268.18-

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

PRINTED IN U.S.A.

FORM 141-20-0

PAGE 76

REVENUE ITEMS

[illegible]