

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 19, 1981

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 15, 1981
- III. LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of bills
 - 2. Approval of proposed 1981/82 budget
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 19, 1981

The regular meeting of the Board of Directors of the Decatur Public Library was held February 19, 1981 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Batterham

Others Present:

Mr. Dumas
Mrs. Grove
Mr. Harpster (Herald
and Review)
Miss Schwegman
Ms. Voorhees

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

The minutes of the regular meeting of January 15, 1981 were approved as mailed.

From the monthly statistical report, Mr. Dumas stated, you will see we had an excellent month in January, the highest circulation we have had in any January on record - a very busy time. For the combined months of December and January, there was a 13% increase in circulation.

The new bookmobile trailer has now been received and is in service, Mr. Dumas reported. There were a few things that had to be done to make it serviceable; however the cost of these repairs was deducted from the total price paid the vendor Mr. Dumas informed.

At the last board meeting I was instructed to take steps toward the anticipated vacancy of the Evans Branch Library, Mr. Dumas stated. The offices of the Volunteer Action Force and the United Way were called. Both have good contacts with service organizations in town, and they will keep their eyes and ears open for possible tenants. Mr. Dumas stated he had also called the City Manager about the problem of the title to the Evans Branch and Mr. Allen said he would have the corporation counsel look into the matter and prepare papers for Council action to give title to the Library.

Further reporting, Mr. Dumas stated the second security workshop was completed that afternoon for the other half of the staff, and it seemed to be successful. Brief evaluation questionnaires have been distributed to all staff to accomplish to give us feedback on how the workshop might be improved.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve made the following motion:

That Article III, Personnel, of the Code of Library Policy be amended in Paragraph F, Section 2(b) by the addition of the following:

- (xv) That permanent full-time staff who are required to work on December 24 shall work only six-and-one-half hours, but shall be paid for an eight-hour tour of duty.

Mr. Seidman seconded the motion and it was approved unanimously.

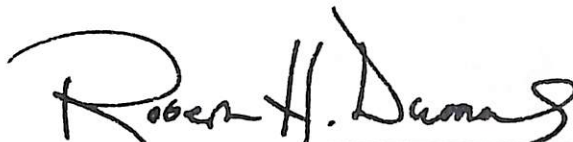
Mr. Marshall, Chairman of the Finance and Properties Committee, gave an informational report on the summary of income and expenditures through January 31, 1981 and bills approved through that date. Mr. Marshall noted that the bill to Glenn Jewelers was for identification plates to be placed on three strollers to be used by patrons with small children, a gift to the Library from the "Friends". The motion for approval of the report by Mr. Marshall was seconded by Mr. Grieve and was unanimously approved by a roll-call vote.

At this time Mr. Marshall moved the approval of the proposed 1981/1982 library budget, as previously distributed to all members. Mr. Mueller seconded the motion. Mr. Marshall stated that the budget provides for expenditures of \$1,321,951 for the fiscal year beginning May 1, 1981 and ending April 30, 1982. Mr. Marshall commented that since the Library's chief revenue comes from the collection of real estate taxes, it has been our practice to carry forward a fund balance which is in effect resources that are available to make disbursements the first few months of the fiscal year until we begin to receive the tax money. The fund balance estimated to be carried forward this fiscal year is \$312,662 and the fund balance at the end of 1981/82 is projected to be approximately \$280,611, but may be higher, Mr. Marshall explained. Therefore, we are living within the resources that we have available to us and are very close to having revenues equal expenditures which means we essentially have a balanced budget. Salaries for library staff have been based upon the current rates, recognizing increases as a result of the longevity schedule. Any increase in salaries is currently being negotiated with the City, and our Contingency estimate takes this into consideration, Mr. Marshall stated. We have an opportunity of underspending the salary budget because some of the positions budgeted are now filled by CETA personnel. How much CETA help we will get this next year, however, remains to be seen, Mr. Marshall concluded. If most of the contingency fund is to be used for salary increases, this does not seem to leave much room for flexibility, Mr. Susler commented, and Mr. Marshall tended to agree. The General Fund of the budget was unanimously approved by a roll-call vote, and the Trust Fund Accounts, Bridges and Breckenridge, with minor corrections in addition, were also unanimously approved by a roll-call vote. Mr. Marshall expressed his appreciation for the work done by Mr. Dumas in the preparation of the proposed budget.

Under New Business, Mrs. Moore announced a "Ban the Books" workshop is to be held at the Rolling Prairie Library from 1:00 to 3:00 on February 26, and urged members to attend. Mr. Dumas commented that by and large we have had no censorship problems here as yet.

Sharon Taylor thanked the Board for the card and flowers received during her recent hospitalization.

The meeting was adjourned at 6:00 p.m.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping initial "R".

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1981

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1981 -	29,685	2,125	18,468	50,278	415,762
1980 -	25,917	2,095	17,982	45,994	406,796
A-V Materials, 1981 -	1,706	--	164	1,870	14,100
1980 -	1,604	--	146	1,750	13,934
Total Circulation, 1981 -	31,391	2,125	18,632	52,148	429,862
1980 -	27,521	2,095	18,128	47,744	420,730

TECHNICAL PROCESSING

Cataloging

New books added	1,162
New titles added	379
Books withdrawn	486
Books mended	1,109

Acquisitions

Books checked in	1,592
Telephone Directories	30
Pamphlets	251
Gifts	6

Materials in the State of Processing

Materials (physical items) -	339
Titles -	254

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>YTD Expended</u> <u>1980/81</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	885,083	567,398	629,460	--	255,623
Operating	145,702	101,964	117,382	11,455	16,865
Capital and Books	190,696	112,758	123,580	2,560	64,556

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	7	--	--	7
Library Assistants	8 + 3 (240 hrs)	1/2	1/2	8 + 3 (240 hrs)
Clerical	21 + 12 (908 hrs)	--	--	21 + 12 (936 hrs)
CETA	4	--	1	5
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I

Computer Down-time for Month - 30 Minutes; 1 light pen forwarded for repair.



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



February 24, 1981

Honorable Mayor and City Council
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

Gentlemen and Lady:

Enclosed is the proposed budget for the Public Library for the 1981/82 fiscal year, which was approved by the Library's Board of Directors on February 19, 1981.

The following table compares the proposed 1981/82 budget with the 1980/81 budget and with presently estimated results for 1980/81.

	<u>Budget 1980/81</u>	<u>Budget 1981/82</u>	<u>% Change</u>	<u>Present Est. for 1980/81</u>	<u>% Change of 1981/82 Bud. vs. Estimates for 1980/81</u>
Beginning Fund Bal.	\$ 240,825	\$ 312,662	29.8	\$ 266,372	17.4%
Receipts	1,194,750	1,289,900	7.9	1,195,400	7.9
Expenditures	(1,221,481)	(1,321,951)	8.2	(1,149,110)	15.0
Ending Fund Bal.	\$ 214,094	\$ 280,611	31.1	\$ 312,662	10.3

Explanations of major changes are included with the enclosed materials.

An item warranting special attention is the difference of approximately \$72,000 between the approved 1980/81 expenditures budget and the amount presently estimated for actual 1980/81 expenditures. All of this difference is in the personal services category, and results from two factors:

- (1) The use of CETA employees to fill permanently authorized positions.
- (2) Savings resulting from temporary vacancies caused by employee turnover.

It is these factors that also cause the apparent large percentage increase between the presently estimated 1980/81 expenditures and the 1981/82 budget.

February 24, 1981

Although we will continue to use CETA employees as much as possible, we believe that it is appropriate to provide for these positions in our operating fund budget, so that if CETA funds are curtailed we will be able to preserve our staffing and service levels. We have not built a "temporary vacancy savings" into the budget because we do not know what that amount may be. To the extent that CETA funding continues and temporary vacancy savings occur, the unexpended operating fund amount increases the ending Fund Balance. At this time we expect that actual expenditures for 1981/82 will be less than budgeted, and that the ending Fund Balance will be higher than forecast - a result that has occurred for several years.

As has been our practice since the State Per Capita Grant Program, the proposed budget reflects expenditure of funds next year that were received this year. This "lagging" process protects us in case there is a curtailment of that program. The use of these funds is specified when the funds are requested.

In summary, we believe that when the results are in for 1981/82, actual expenditures will be slightly less than receipts, and both will have increased at a rate significantly less than the inflation rate.

If there are questions about any part of the proposed budget, the Finance Committee of the Library Board will be pleased to try to answer them.

Thank you for your support and consideration.

Sincerely,



David H. Marshall, Chairman
Finance and Properties Committee

DHM/hs

Enclosure: Proposed Budget

cc: City Manager
Finance Director

OBJECT CODE	DESCRIPTION	1978-1979 ACTUAL	1979-1980 ACTUAL	BUDGET	1980-1981 RECEIPT-TO-DATE	1980-1981 ESTIMATED	1981-1982 ESTIMATED
	FUND BALANCE MAY 1	218,660.02	186,623.67	240,825.00	266,372.05	266,372	312,662
	CURRENT YEAR TAXES	883,876.10	991,212.40	1,115,000.00	1,038,992.31	1,115,000	1,211,500
101	PRIOR YEARS TAXES	12,412.49	.00	.00	.00	0	0
101A	INTEREST ON INVESTMENTS	25,809.31	20,857.93	20,000.00	15,106.44	22,500	24,000
524	LIBRARY FINES & FEES	24,113.65	22,336.15	23,000.00	14,888.35	22,500	22,500
728	NON-RESIDENT FEES	753.00	705.50	850.00	783.10	1,200	1,200
728A	LOST & DAMAGED BOOKS	2,161.35	2,101.28	2,100.00	1,604.40	2,400	2,400
729	PRINTS MADE ON COPY MACHINE	660.48	900.08	800.00	465.00	700	800
730	ILL ST PER CAPITA GRANT	.00	43,728.38	25,000.00	.00	19,100	20,000
733	MISCELLANEOUS INCOME	7,843.71	10,470.79	8,000.00	8,085.90	12,000	7,500
799							
***	ACTIVITY TOTALS ***	1,176,290.11	1,278,936.18	1,435,575.00	1,346,297.55	* 1,461,772	1,602,562

OBJECT CODE	DESCRIPTION	1978-1979 ACTUAL	1979-1980 ACTUAL	1980-1981 BUDGET	1980-1981 RECEIPT-TO-DATE	1980-1981 ESTIMATED	1981-1982 ESTIMATED
	FUND BALANCE MAY 1	51,943.45	56,271.99	60,272.00	62,689.37	62,689	68,689
56	INCOME	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	4,028.54	6,417.38	4,500.00	3,996.10	6,000	8,000
799	MISC INCOME	300.00	.00	.00	.00		
***	ACTIVITY TOTALS ***	56,271.99	62,689.37	64,772.00	66,685.47	68,689	76,689

OBJECT CODE	DESCRIPTION	1978-1979 ACTUAL	1979-1980 ACTUAL	1980-1981 BUDGET	1980-1981 RECEIPT-TO-DATE	1980-1981 ESTIMATED	1981-1982 ESTIMATED
	FUND BALANCE MAY 1	1,082.00	2,001.36	2,300.00	3,186.07		
56	REVENUE	.00	.00	.00	.00	3,186	3,461
524	INTEREST ON INVESTMENTS	74.20	274.29	200.00	204.38		
799	MISC INCOME	918.34	910.42	900.00	.00	400	400
***	ACTIVITY TOTALS ***	2,074.54	3,186.07	3,400.00	3,390.45	875	900
						4,461	4,761

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

12/31/80

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OBJECT CODE	DESCRIPTION	1978-1979 ACTUAL	1979-1980 ACTUAL	1980-1981 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1981-1982	STAFF NOTES
PERSONAL SERVICES								
101	REGULAR SALARIES	586,045.94	617,037.69	741,367.00	450,653.19	679,800	750,120	
102A	STRAIGHT OVERTIME	.00	.00	150.00	.00		150	
103	RETIREMENT FUND	87,439.72	89,963.86	109,040.00	66,283.49	99,425	102,923	
106	EMPLOYMENT COMPENSATION	3,175.00	3,208.29	3,528.00	1,470.69	3,600	3,435	
107	HOSPITALIZATION MEDICAL & LIFE I	14,945.25	15,161.42	16,913.00	10,191.24	15,286	13,827	
109	TEMPORARY SALARIES	17,967.11	13,983.00	14,085.00	8,586.02	12,770	16,494	
* TOTAL PERSONAL SERVICES *		709,573.02	739,354.26	885,083.00	537,184.63 *	810,881	886,949	
CONTRACT SERVICES								
201	ADVERTISING	577.43	551.91	650.00	320.78	500	650	
202	PRINTING & BINDING	5,236.19	4,880.01	5,000.00	2,382.91	3,600	5,000	
211	SERVICE TO MAINTAIN BUILDINGS	8,595.24	10,247.21	10,000.00	6,541.79	11,200	10,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	375.47	223.73	1,000.00	778.23	1,150	1,000	
214	SERVICE TO MAINTAIN OFFICE EQUIP	9,193.46	10,211.99	13,000.00	4,725.56	11,200	12,000	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	1,483.20	2,987.48	3,300.00	616.01	1,000	1,200	
221	AUDITING SERVICES	600.00	650.00	650.00	650.00	650	650	
229	OTHER PROFESSIONAL SERVICES	1,019.50	1,556.05	1,000.00	616.00	950	1,000	
231	ELECTRICITY	31,074.23	32,921.02	35,000.00	26,513.39	40,000	43,000	
233	TELEPHONE	6,936.00	6,455.94	9,900.00	8,615.08	12,900	13,000	
234	WATER	307.88	347.25	400.00	329.49	500	500	
241	CONFERENCE ATTENDANCE EXPENSE	1,909.90	1,820.27	3,016.00	2,246.01	3,000	4,476	
245	POSTAGE	3,809.62	3,698.54	4,000.00	1,070.00	1,185	4,000	
284	PROFESSIONAL ASSOCIATION MEMBERS	1,092.00	1,155.00	1,185.00	3,391.07	4,990	5,138	
288	RENTALS	6,098.44	4,199.00	3,170.00	61,561.35 *	9,010	102,799	
* TOTAL CONTRACT SERVICES *		78,308.61	81,905.40	91,271.00				
COMMODITIES								
310	GAS OIL & ANTIFREEZE	567.05	1,271.48	1,800.00	1,996.88	700	1,800	
312	JANITORIAL SUPPLIES	1,115.61	1,843.18	1,500.00	1,706.47	500	2,500	
320	MATERIALS TO MAINTAIN BLDNGS & I	5,037.80	9,325.68	6,000.00	6,289.36	500	9,000	

324	MATERIALS TO MAINTAIN AUTOMOTIVE	1,820.49	2,552.58	2,500.00	1,134.05	1,700	1,500
330	MEDICAL & LABORATORY SUPPLIES	5.00	4.61	5.00	.00	5	5
345	OFFICE SUPPLIES	11,144.69	15,344.57	16,000.00	10,944.74	16,000	16,000
* TOTAL COMMODITIES	*	19,760.64	30,342.10	27,805.00	21,121.50 *	31,405	30,805

OTHER CHARGES							
402	CONTINGENCIES	.00	25.00	1,500.00	.00		83,272
403	TRANS TO G F (ADMIN SERV)	12,250.00	12,415.00	13,738.00	10,303.50	13,738	13,738
415	SERVICE RECOGNITION PAYROLL	987.50	1,171.25	1,288.00	725.00	1,288	1,460

CITY OF DECATUR

1981 - 1982 EXPENDITURE WORKSHEET 12/31/80 PAGE 77

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1978-1979 ACTUAL	1979-1980 ACTUAL	1980-1981 APPROPRIATED	1980-1981 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1981-1982	STAFF NOTES
423	INSURANCE	8,623.56	9,892.83	10,100.00	11,166.75	11,167	11,500	
* TOTAL OTHER CHARGES	*	21,861.06	23,504.08	26,626.00	22,195.25 *	26,193	109,970	

CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	.00	.00	35,000.00	6,637.32	30,671		
515	OFFICE MACHINERY & EQUIPMENT	62,401.96	11,080.38	24,890.00	20,976.15	26,000	40,928	
520	OTHER MACHINERY & EQUIPMENT	18.60	23,682.65	2,806.00	2,302.66		500	
525	LIBRARY BOOKS RECORDS & EXHIBITS	92,009.13	94,625.54	120,000.00	76,899.61	2,950	140,000	
525A	AUDIO VISUAL MATERIALS	5,733.32	8,069.72	8,000.00	1,738.82	120,000	10,000	
* TOTAL CAPITAL OUTLAY	*	160,163.01	137,458.29	190,696.00	108,554.56 *	8,000	191,428	

***	ACTIVITY TOTALS	***	***	***	***	***	***	***
		989,666.34	1,012,564.13	1,221,481.00	750,617.29 *	1,149,110	1,321,951	
		87,439.72	89,963.86	109,040.00	66,283.49			

LESS RETIREMENT FUND								
		902,226.62	922,600.27	1,112,441.00	684,333.80 *			
NET ACTIVITY TOTALS		***	***	***	***			

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT DESCRIPTION
CODE

1978-1979
ACTUAL

1979-1980
ACTUAL

1980-1981
APPROPRIATED ACTUAL-TO-DATE

ESTIMATED
ENTIRE YR

REQUEST
1981-1982

STAFF
NOTES

*** ACTIVITY TOTALS ***

=====	=====	=====	=====
.00	.00	.00	.00
=====	=====	=====	=====

* 00

500

1981 - 1982 EXPENDITURE WORKSHEET
ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

12/31/80

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OBJECT CODE	DESCRIPTION	1978-1979 ACTUAL	1979-1980 ACTUAL	1980-1981 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1981-1982	STAFF NOTES
58	PERSONAL SERVICES EXPENDITURES	73.18	.00	1,000.00	.00	1,000	2,000	
*	TOTAL PERSONAL SERVICES *	73.18	.00	1,000.00	.00	1,000	2,000	
***	ACTIVITY TOTALS ***	73.18	.00	1,000.00	.00	1,000	2,000	

EXPLANATION OF MAJOR INCREASES OR DECREASES
IN REQUESTS

Department: Library

Activity:

Activity No. 940

Submitted by: Library Board of Directors

Date: Feb 19, 1981

Cbject	1980-1981 Expenditures (estimated)	1981-1982 Budget Requests	Explanation of Increases or decreases \$1,000 or 10% for accounts over \$100
101	679,800	750,120	1980/81 allocation underspent because of positions held vacant; 1981/82 includes increments for 50% of staff.
			Additional funds provided in 402, Contingencies, to provide for across the board increases. Included in 101 is
			1/2 new position, a 1/2 Library Asst. I, because of greatly expanded service and workload in Children's Dept. over past several years.
202	3,600	5,000	Anticipates restoring collection maintenance levels to previous years
211	11,200	10,000	Emergency repairs to air conditioning caused overspend in 1980/81.
241	3,000	4,476	Conference located at more distant cities
402	--	84,363	Includes a sum for cross-the-board salary increases plus \$5,000 for unforeseen contingencies
515	26,000	40,928	In addition to lease purchase payments for computer, anticipates acquisition of library materials security system, to be paid for with per capita grant.
525	128,000	150,000	Anticipates continued inflation in cost of materials and a need to expand modestly the size of collections and the amount of current materials.

Use this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1981	Total Salary 1981-82	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
City Librarian	Dumas		36,316	36,316	312	.20	75.00	
Secretary	Schwegman	13-F	14,919	14,919		.20	75.00	
Library Clerk II	Wheeler	11-F	13,533	13,533		.20	65.00	
Staff Artist	Burch	12-C	12,273	12,533	312	.20		Step increase 11/26/81
Maint Man	Richardson	16-E	16,447	17,081	312	3.43		Step increase 7/19/81
Sr. Bldg. Custodian	Kay	12-D	12,887	13,409		3.43		Step increase 7/3/81
Bldg. Custodian	Matthews	11D	12,273	12,556		3.43		Step increase 11/9/81
Library Asst. I	Berbaum	18-F	19,040	19,040		.20	75.00	
Library Asst. I	Voorhees	18-F	19,040	19,040		.20	40.00	
Library Asst. I	Merideth	18-F	19,040	19,040	312	.20	30.00	
Library Asst. I	Harper	18-F	19,040	19,040		.20	65.00	
Library Asst. I.	Johnson	18-F	19,040	19,040		.20	55.00	
Supervisor Adult Serv	Poertner	27-C	25,518	25,567	312	.20	30.00	Step increase 4/10/82
Head Home Read.	Seidl	22-F	23,145	23,145	312	.20	30.00	
Head Ref. Dept.	Paine	22-C	19,994	20,570		.20		Step increase 9/27/81
AGE (Accts. 101, 102 & 109 should be totaled individually.)				284,829	1,872		540.00	
ACTIVITY GRAND TOTALS								

SERVICE DETAIL
101, 102, and 109

DEPARTMENT Library

ACTIVITY 940.101

Use this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1981	Total Salary 1981-82	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
Head Page	Jones	5-E	9,615	9,911		.20		Step increase 9/15/81
Page	Collins	3-F	9,158	9,158		.20	75.00	
Page	Zer-fowski	3-D	8,306	8,561		.20		Step increase 9/8/81
Tech Serv Clk I	Vacant	9-A	10,097	10,222		.20		Step increase 11/1/81
Library Clk III	Anderson	13-F	14,919	14,919		.20	45.00	
Library Clk II	Irvin	11-F	13,533	13,533		.20	30.00	
Library Clk I	Tempel	9-F	12,273	12,273		.20	95.00	
Library Clk I	Edwards	9-B	10,347	10,504		.20		Step increases 10/6/81 & 4/6/82
Bookmobile Clk Drv I	Fetrow	11-F	13,533	13,533		3.43	40.00	
Bookmobile Clk Drv I	Wheatley	11-C	11,690	11,914		3.43		Step increase 12/7/81
Library Asst. I	Mc-Gregor	18-F	19,040	19,040		.20	45.00	
Library Asst. I	Roberts	18-F	19,040	19,040		.20	45.00	
Extension Librarian	Hicks	22-B	19,516	19,865	312	.20		Step increase 7/29/81
Library Clk II	Crawford	11-F	13,533	13,533		.20	70.00	
Children's Librarian	Hippenhammer	22-F	23,145	19,584		.20	30.00	Leave of absence May and June
PAGE TOTALS (Accts. 101, 102 & 109 should be totaled individually.)				205,590	312		475.00	
ACTIVITY GRAND TOTALS								

Budget Form 3

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1981	Total Salary 1981-82	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
Library Asst. I	Grove	18-F	19,040	19,113	312	.20	25.00	Temp. out of classification May & June: \$73.00
Tech Serv Clk I	Vacant	9-A	10,097	10,222		.20		Step increase 11/1/81
Tech Serv Clk I	Stanbery	9-C	10,601	10,969	312	.20	25.00	Step increase 8/9/81
Tech Serv Clk I	Lewis	9-F	12,273	12,273		.20	25.00	
Tech Serv Clk I	Brooks	9-E	11,690	12,026	312	.20		Step increase 9/22/81
Tech Serv Clk II	Colebar	11-F	13,533	13,533		.20	60.00	
Tech Serv Clerk II	Sebern	11-E	12,887	13,334		.20	25.00	Step increase 8/18/81
Tech Serv Clerk III	Vacant	13-A	12,273	12,426		.20		Step increase 11/1/81
Tech Serv Clk III	Williams	13-F	14,919	14,919		.20	120.00	
Page	Gentry	3-F	9,158	9,158		.20	25.00	
Page	Fouke	3-D	8,306	8,613		.20		Step increase 6/9/81
Head Cataloger Supervisor	Hadley	22-F	23,145	23,145		.20	35.00	
Tech Serv	Babicki	27-F	29,538	29,538	312	.20	45.00	
PAGE TOTALS	(Accts. 101, 102 & 109 should be totaled individually.)			189,329	1,248		385.00	
ACTIVITY GRAND TOTALS								

[illegible]

Use this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Budget Form 3

SERVICES DETAIL
S 103, 105, 106, 107 and 107A

DEPARTMENT Public Library

ACTIVITY 940

Prepared 2/12/81

RETIREMENT - ACCOUNT 103 (Excluding Police & Fire)

TOTAL Acct. 101 & 102 Salaries (Form 3) @ IMRF Rate

\$ 750,120 x .135 = \$ 101,266

TOTAL Acct. 109 (Form 3)

@ Social Security Rate

\$ 16,494 x .0665 = \$ 1,097

TOTAL RETIREMENT (line 103 Form 1)

\$

WORKMEN'S COMPENSATION - ACCOUNT 105

TOTAL Salaries Work Comp. Group

Group Rate

Total Charges

\$685,848

.002

1,371

80,766

.0343

2,770

GRAND TOTAL

UNEMPLOYMENT COMPENSATION - ACCOUNT 106

Number of Employees Earning in Excess of \$6,500 Annually @ \$65

47

x \$65 = \$ 3,055

Salaries of Employees Earning Less Than \$6,500 Annually @ 1%

\$ 38,002

x 1% = \$ 380

GRAND TOTAL (line 106 Form 1)

\$ 3,435

HOSPITALIZATION & MEDICAL INSURANCE - ACCOUNT 107

No. of Employees Without Dependent Coverage

33

No. of Mgmt. Employees carrying Dependent Coverage

No. of General Serv. Empl. Carrying Dep. Coverage

No. of Police Union Empl. Carrying Dep. Coverage

No. of Fire Union Empl. Carrying Dep. Coverage

x \$ 315 = 10,395

x \$

x \$ 312 = 3,432

x \$

x \$

Per Year

Per Year

Per Year

Per Year

Per Year

TOTAL HOSPITAL & MEDICAL INS. (Line 107 Form 1)

GROUP LIFE INSURANCE - ACCOUNT 107A

TOTAL No. of Employees 44

TOTAL Management Salaries \$

x \$ 31.56

x \$

Per Year

\$1,000/Mo x 12

= \$ 1,389

TOTAL GROUP LIFE INS. (line 107A Form 1)

\$ 1,389

Budget Form 22

Expense Detail
 Accounts 240 and 241
 List all travel, conference attendance and training

Department Library Activity: 940

Conference name, location and dates Name of person attending conference	Travel	Hotel & Meals	Registration	Other	TOTAL
American Library Association, Annual Conference San Francisco, CA., June 28 - July 4, 1981					
President, Board of Directors	662	350	40		1,052
Staff Member	662	350	40		1,052
City Librarian	662	350	40		1,052
American Library Association, Midwinter Conference Denver, Colorado, January 22 - 29, 1982					
City Librarian	366	164	25		555
Illinois Library Association Chicago, IL, October 26 - 31, 1981					
President, Board of Directors	75	150	30		255
Staff Member	75	150	30		255
City Librarian	75	150	30		255
NOTE: TOTAL ACCOUNTS 240 and 241 INDIVIDUALLY TOTALS MUST AGREE WITH CODES 240 and 241 on Form 1	2,577	1,664	235		4,476

DEPARTMENT Library

ACTIVITY 940

ENT 284

ORGANIZATION NAME	EMPLOYEE(S) NAME	COST
American Library Association	Decatur Public Library (Institutional)	850
American Library Association	Robert H. Dumas	100
Illinois Library Association	Decatur Public Library (Institutional)	50
Illinois Library Association	Robert H. Dumas	50
Illinois Library Association	Library Directors (9)	135
	TOTAL COST	1,185

PUBLICATIONS DETAIL

ACCOUNT 302

PUBLICATION NAME

DEPARTMENT_

ACTIVITY

COST

TOTAL PUBLICATIONS

Accounts 501, 502, 503, 510, 515, 520, 525, 525A

DEPARTMENT Library ACTIVITY 940

Equipment Request	Object Code	Estimated Cost	Trade or Replacement	Request Justification
Book Trucks (7)	515	928		Increased circulation of books
Microfilm Reader Printers (2)	515	7,000		Replacement for 10-year-old machines
Portable Circulation Terminal and Processor	515	4,500		Back-up system to maintain circulation function when system is down
LIBS 100 Computer	515	9,000		Payment in Lease-Purchase Agreement
Light Pen Terminal	515	1,500		Payment on Lease-Purchase Agreement
6 mm film projector	515	700		Per capita grant item
Record Player	515	300		Per Capita Grant item
Electronic Book Security System	515	17,000		Per Capita Grant item
Vacuum Sweeper	520	500		To replace 8-year-old machine

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

PAGE 69

MAY 1, 1980 THRU JAN 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101	FUND BALANCE MAY 1, 1980	240,825.00	0.00	266,372.05	25,547.05-	
101A	CURRENT YEAR TAXES	1,115,000.00	0.00	1,038,992.31	76,007.69	
524	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728	INTEREST ON INVESTMENTS	20,000.00	0.00	15,106.44	4,893.56	
728A	LIBRARY FINES & FEES	23,000.00	3,214.47	18,102.82	4,897.18	
729	NON-RESIDENT FEES	850.00	162.00	945.10	95.10-	
730	LOST & DAMAGED BOOKS	2,100.00	204.50	1,812.90	287.10	
733	PRINTS MADE ON COPY MACHINE	800.00	87.63	552.63	247.37	
733	ILL ST PER CAPITA GRANT	25,000.00	0.00	0.00	25,000.00	
799	MISCELLANEOUS INCOME	8,000.00	1,358.01	9,443.91	1,443.91-	
	TOTAL REVENUE	1,435,575.00	5,030.61	1,351,328.16	84,246.84	94.13

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	741,367.00	0.00	77,800.58	328,453.77	212,913.23	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	109,040.00	0.00	10,623.24	76,906.73	32,133.27	
106	EMPLOYMENT COMPENSATION	3,528.00	0.00	319.20	1,789.89	1,738.11	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,913.00	0.00	1,294.86	11,486.10	5,426.90	
109	TEMPORARY SALARIES	14,085.00	0.00	2,238.54	10,824.56	3,260.44	
201	ADVERTISING	650.00	0.00	0.00	320.78	329.22	
202	PRINTING & BINDING	5,000.00	805.41	196.94	2,579.85	1,614.74	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	163.66-	1,645.11	8,186.90	1,976.76	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	1,000.00	141.02	33.25	811.48	47.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	13,000.00	3,690.31	1,965.92	6,691.48	2,618.21	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	3,300.00	39.60	0.00	616.01	2,644.39	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	825.00	0.00	616.00	441.00-	
231	ELECTRICITY	25,000.00	2,868.49	2,849.06	29,362.45	2,769.06	
233	TELEPHONE	9,900.00	0.00	1,142.16	9,757.24	142.76	
234	WATER	400.00	270.31	0.00	329.49	200.00-	
241	CONFERENCE ATTENDANCE EXPENSE	3,016.00	0.00	532.40	2,778.41	237.59	
243	POSTAGE	4,000.00	1,815.00	332.00	3,097.03	912.03-	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	115.00	1,185.00	0.00	
288	RENTALS	3,170.00	456.50	400.00	3,791.07	1,077.57-	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	301.20	1,398.08	401.92	
312	JANITORIAL SUPPLIES	1,500.00	35.75	120.35	1,826.82	362.57-	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	6,000.00	1.00	105.31	6,394.67	395.67-	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	133.02	90.22	1,224.27	1,142.71	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	536.83	1,499.29	12,394.03	3,069.14	
402	CONTINGENCIES	1,500.00	0.00	0.00	0.00	1,500.00	
403	TRANS TO G F (ADMIN SERV)	13,738.00	0.00	0.00	10,303.50	3,434.50	
415	SERVICE RECOGNITION PAYROLL	1,288.00	0.00	80.00	805.00	483.00	
423	INSURANCE	10,100.00	0.00	1,095.00	12,261.75	2,161.75-	
	TOTAL OPERATING EXPENDITURES	1,030,785.00	11,454.78	104,779.63	746,842.36	272,487.86	72.45
510	AUTOMOTIVE EQUIPMENT	35,000.00	0.00	0.00	6,637.32	28,362.68	
515	OFFICE MACHINERY & EQUIPMENT	24,890.00	1,750.00	875.00	21,851.15	1,288.85	
520	OTHER MACHINERY & EQUIPMENT	2,806.00	810.00	0.00	2,302.66	306.66-	
525	LIBRARY BOOKS RECORDS & EXHIBITS	120,000.00	0.00	11,323.48	88,223.09	31,776.91	
525 A	AUDIO VISUAL MATERIALS	8,000.00	0.00	2,826.48	4,565.30	3,434.70	
	TOTAL CAPITAL OUTLAY	190,696.00	2,560.00	15,024.96	123,579.52	64,556.48	64.80
	TOTAL EXPENDITURES	1,221,481.00	14,014.78	119,804.59	870,421.88	337,044.34	71.26

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

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MAY 1, 1980 THRU JAN 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101	FUND BALANCE MAY 1, 1980	51,079.00	0.00	50,437.40	641.40	
101A	CURRENT YEAR TAXES	96,901.00	0.00	91,396.34	5,504.66	
106	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	REPLACEMENT TAX	10,144.00	0.00	8,444.19	1,699.81	
	INTEREST ON INVESTMENTS	3,500.00	0.00	5,698.26	2,198.26-	
	TOTAL REVENUE	161,624.00	0.00	155,976.89	5,647.11	96.51

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	0.00	100.00	0.00
410	PRINCIPAL & INTEREST	108,970.00	0.00	0.00	108,970.00	0.00	100.00
	TOTAL EXPENDITURES	109,070.00	0.00	0.00	108,970.00	100.00	99.91

MAY 1, 1980 THRU JAN 31, 1981

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1980	60,272.00	0.00	62,689.37	2,417.37-	
524 INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	4,500.00	2,038.78	6,034.88	1,534.88-	
TOTAL REVENUE	64,772.00	2,038.78	68,724.25	3,952.25-	106.10

MAY 1, 1980 THRU JAN 31, 1981

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
731	FUND BALANCE MAY 1, 1980	0.00	0.00	0.00	0.00	
	TRANS FROM CITY OF DECATUR	16,650.00	0.00	12,451.91	4,198.09	
	TOTAL REVENUE	16,650.00	0.00	12,451.91	4,198.09	74.79

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	5,000.00	0.00	0.00	1,188.52	3,811.48	
103	RETIREMENT FUND	700.00	0.00	0.00	648.83	51.17	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	0.00	377.57	322.43	
107 A	GROUP LIFE INSURANCE	250.00	0.00	0.00	44.71	205.29	
109	TEMP SALARIES	10,000.00	0.00	0.00	10,192.28	192.28	
	TOTAL OPERATING EXPENDITURES	16,650.00	0.00	0.00	12,451.91	4,198.09	74.79
	TOTAL EXPENDITURES	16,650.00	0.00	0.00	12,451.91	4,198.09	74.79

MAY 1, 1980 THRU JAN 31, 1981

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1980	2,300.00	0.00	3,186.07	886.07-	
REVENUE	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	200.00	949.56	1,193.94	993.94-	
799 MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	3,400.00	949.56	4,340.01	940.01-	127.65

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

CITY OF DECATUR, ILLINOIS

Decatur Public Library

January, 1981

<u>VOU NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
75159	Treas-% Payroll Fund	Pd ending 12-31-80	25,492.72
75179	Illustrated London News	Books	37.00
75180	Publ Central Bureau	"	1.85
75181	Special Services	Audio visual materials	560.45
80003	Treas-% Employee's Ins Fund	Life & hosp ins	1,294.86
80016	Treas-% Payroll Fund	Pd ending 1-7-81	2,120.16
80024	Ill Power Co.	Power for month	2,849.06
80029	Betty Lou Hicks	Reimb for travel	66.80
80030	Postmaster	Postage	300.00
80031	APS Publications	Books	20.00
80032	American Library Assn	"	3.15
80033	Athletic Press	"	22.45
80034	Black & Co.	Hardware supplies	45.39
80035	Citizens Travel Bureau	Airfare	448.00
80036	Dash Disposal	Service for month	16.50
80037	Peter Eaton	Books	45.24
80038	Field & Shorb	Humidifier part	22.48
80039	Ill Bell Telephone Co.	Telephone service	928.18
80040	Kalmbach Books	Books	30.92
80041	Keystone Mfg Co.	Library supply bags	107.73
80042	Merry Randolph Motor Supply	Automotive parts	26.82
80043	Mideastern Mich Library Coop	Books	.80
80044	Microfilming Corp of America	"	88.00
80045	Midstate Office Machine Service	Repair service	30.00
80046	Natl Geographic Society	Books	59.80

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
80047	Norman's Cleaners	Laundry service	11.75
80048	Otis Elevator	Service for month	268.11
80049	Peoria Journal Star	Books	88.39
80050	Ulverscroft Large Print Books	"	99.50
80051	U of Chicago Press	"	51.00
80052	World Book Encyclopedia, Inc.	"	10.95
80053	World Publ	"	26.00
80054	Ziff Davis Publ	"	6.98
80154	Postmaster	Postage	10.60
80158	Haines & Essick	Office supplies	114.41
80159	Library of Congress	Audio visual supplies	32.50
80160	Money	Books	19.95
80161	Portfolio	"	39.00
80186	Treas-% Central Service Fund	Gasoline	301.20
80340	Wells Agency	Fleet insurance	1,095.00
80356	Treas-% Payroll Fund	Pd ending 1-14-81	25,318.16
80402	Treas-% Petty Cash Fund	Reimbursement	55.01
80403	American Library Assn	Books	4.05
80404	Betty & Bob's Flower Shop	Flowers	17.60
80405	Dick Blick	Office supplies	24.66
80406	Connoisseur	Books	85.00
80407	Cricket	"	36.00
80408	Gourmet	"	72.00
80409	U S Govt Printing Office	"	18.00
80410	Horn Book Co.	"	43.20
80411	Jan San Supply Co.	Janitorial supplies	41.00
80412	New York Variety	Books	45.00
80413	Phi Delta Kappan, Inc.	"	20.00

<u>NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
80414	Punch Publ Ltd.	Books	94.78
80415	Rodale Press, Inc.	"	26.00
80416	Rolling Prairie Libraries	Maintenance charges	1,814.92
80417	Washington Post	Books	214.70
80418	Ziff Davis Publ Co.	"	18.00
80374	Treas-% Petty Cash Fund	Reimbursement	12.77
80426	Downtown Decatur Council	Jan parking	400.00
80427	Esquire	Books	30.00
80428	Learning House Publ Co.	"	7.90
80429	MacMillan Publ Co.	"	2.19
80430	The New Yorker Magazine	"	84.00
80482	Wallender Dedman Printing Co.	Letterhead	41.66
80416	Treas-% DPL Fund	Bank transfer	27,011.83
80558	Treas-% Payroll Fund	Pd ending 1-21-81	1,588.68
80564	Director of Labor	Unemployment comp ins	319.20
80680	American Library Assn.	Dues	115.00
80681	Assn of Children's Librarians	Books	2.00
80682	Commerce Clearing House, Inc.	"	50.00
80683	Flower & Garden	"	10.00
80684	Gaylord Bros., Inc.	Office supplies & record cases	1,171.49
80685	Gerontological Society	Books	29.00
80686	R A Glenn Jewelers	Engraved plates	26.25
80687	Gold Digest	Books	32.95
80688	Haines & Essick Co.	Office supplies	61.59
86089	Heldref Publ.	Books	30.00
80690	Ill Bell Telephone Co.	Telephone bill	111.90
80691	Jan San Supply Co.	Janitorial supplies	38.71
80692	NADA Appraisal Guides	Books	49.00

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
80693	Otis Elevator Co.	Elevator repair	1,377.00
80694	Rolling Prairie Libraries	Monthly maintenence	875.00
80695	Howard W Sams & Co.	Books	13.00
80696	Scholastic, Inc.	"	9.50
80697	Secretary of State of Ill.	"	30.00
80698	Der Spiegel	"	117.39
80699	The Taunton Press, Inc.	"	26.00
80700	Warren, Gorham & Lamont, Inc.	"	145.00
80701	West Publ Co.	"	115.50
80705	Treas-% Payroll Fund	Jan service recog pay	80.00
80787	Audio Buff Co., Inc.	Audio visual materials	2,225.55
80788	Baker & Taylor Companies New York	Books	698.69
80789	" Chicago	"	8,065.70
80790	Citizens Info Service	Books	4.35
80791	Diversified Music	Autio visual materials	7.98
80792	Doubleday & Co., Inc.	Books	439.92
80793	Goodyear Service Stores	Battery	61.65
80794	Kolbeck Electric	Boiler parts	7.15
80795	Ill Bell Telephone Co.	Telephone service	102.08
80796	Library Cards Ltd.	Catalogue cards	155.28
80797	Midstate Office Machine Service	Typewriter repairs	36.00
80798	Pitney Bowes	Maintenance contract	85.00
80799	Prairie Paper & Packaging	Paper supplies	27.88
86509	Treas-% IMR Fund	Jan retirement	10,623.24
86516	Treas-% Payroll Fund	Pd ending 1-39-81	25,519.40
TOTAL			<u>\$146,816.42</u>