



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

MARCH 20, 1980

- I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 21, 1980
- III. LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 1. Approval of Bills
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 2. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Borchers
Mr. Grieve
Mr. Holcomb (may be late)
Mrs. Jackson
Mr. Marshall
Mr. Stewart
Mrs. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 20, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held March 20, 1980 in the board room of the main library.

Members Present:

Mr. Borchers
Mr. Grieve
Mr. Holcomb
Mrs. Jackson
Mr. Marshall
Ms. Taylor

Members Absent:

Mrs. Batterham
Mrs. Moore
Mr. Stewart

Others Present:

Mr. Dumas
Mr. Booth
Steve Cahalan
(Herald & Review)
Mr. Poertner
Miss Schwegman

The meeting was called to order at 4:40 p.m. by Mr. Holcomb, at which time an Executive Session was requested by the President. The regular meeting reconvened at 5:00 p.m.

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

In his monthly report to the Board, Mr. Dumas stated that circulation is up gratifyingly again this month, with an approximate 10% increase overall. The only decline we suffered was in the Outreach Program in the Extension Division, which serves hospitals, nursing homes and at-home service. Home Service primarily is in trouble for lack of volunteers, and gasoline expenditures are a major problem. Mr. Dumas stated he intended to request the Friends of the Library at their next board meeting to take this on as a project to provide mileage for volunteers.

The computerized project involving the circulation on the bookmobiles and the upgrading of our central processing unit with Rolling Prairie is coming along nicely, Mr. Dumas reported. The State has now approved the Rolling Prairie proposal and the money will be coming very shortly. As soon as the money becomes available, we will put the order in for the equipment. Our contribution will be those items which we were scheduled to buy anyway, that is, the terminals for the bookmobiles. One way we might get around coordinating our money availability with that of the State would be to have RPL bill us for the equipment, we pay Rolling Prairie, and then they could settle with the State. As soon as the money comes in and the new equipment is received, we will at that time begin inputting expanded bibliographical records of all of our materials. This will mean we will start inputting our subject headings for the books on a current basis against that day when we will be abandoning the card catalog in the Library

and substitute for it terminals to be used by the public. In the meantime the availability of additional subjects to our books will be a substantial help to Rolling Prairie and our Library in meeting inter-library loan requests, Mr. Dumas continued. As soon as money becomes available, we will also add a terminal in the Reference Department so that we can get instant replies in reserving materials. The price of terminals has gone down considerably; CRT terminals can now be purchased for \$3,500, Mr. Dumas concluded.

Continuing, Mr. Dumas stated that Mr. Seidl and Mr. Klingaman have been working on the updating of specifications for the new bookmobile trailer, and there are a few minor changes under consideration, one of which being improved insulation of the machine. In preparing the specifications for bids we are going to have two options, one for the total bookmobile trailer and another option for the trailer without shelving, walls, wiring, or carpeting, for which bids can be taken locally. Mr. Dumas stated we want to get the specifications drawn up and the bids sent out this fiscal year so that in the first meeting of fiscal 1980/81 we can let the bids. It is hoped that the \$35,000 budgeted for the machine will be sufficient. Mr. Holcomb stated he was pleased with this time frame, warning that future cost factor increases could be a problem.

As Chairman of the Properties and Finance Committee, Mr. Marshall moved that the approval of bills for February be tabled until the next meeting. He explained that the City had been unable to get their work completed. Mr. Borchers seconded the motion and it was approved by a roll-call vote.

Mr. Marshall reported that correspondence had been received from the City Manager stating he is going to recommend to the City Council that the library budget be approved as we proposed it, which is heartwarming news.

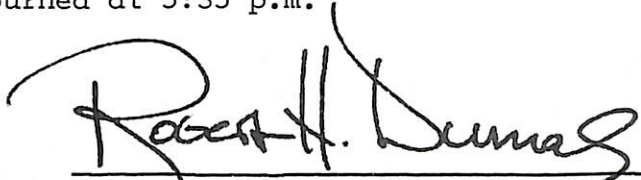
As a member of the Policies, Public Relations, and Personnel Committee, Mr. Grieve moved that Article III, Personnel, of the Code of Library Policy be and is amended in Paragraph F, Section 2, by the addition of the following subsection:

- (j) Staff members who are called for jury duty shall be given time off from work to attend to this function. During such absences for jury duty employees will continue to be paid as if present and working, provided they return to work as scheduled when excused for the day by the Court, less any money received from the Court in compensation for such jury service.

Mr. Marshall seconded the motion and it was approved.

Under New Business, Mr. Marshall moved that the President of the Board be authorized to sign the terms of settlement and agreement between Joseph Babicki and the Board. Mr. Grieve seconded the motion and the motion carried unanimously.

The meeting was adjourned at 5:35 p.m.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

February, 1980

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1980 -	25,475	2,127	16,324	43,926	450,722
1979 -	23,867	2,053	14,218	40,138	419,752
A-V Materials, 1980 -	1,645	--	123	1,768	15,702
1979 -	1,347	--	111	1,458	12,511
Total Circulation, 1980 -	27,120	2,127	16,447	45,694	466,424
1979 -	25,214	2,053	14,329	41,596	432,263

TECHNICAL PROCESSING

Cataloging

New books added	953
New titles added	329
Books withdrawn	1,158
Books mended	843

Acquisitions

Books checked in	1,193
Telephone Directories	75
Pamphlets	342
Gifts	31

Materials in the State of Processing

Materials (physical items) -	961
Titles -	670

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1978/79</u>	<u>YTD Expended</u> <u>1979/80</u>	<u>P.O.s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	780,436	575,566	623,843		156,593
Operating	175,886	95,352	113,489	8,695	53,702
Capital and Books	155,756	105,725	122,328	2,894	30,534

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	--	--	6
Library Assistants	8 + 2 (160 hours)	--	1/2	8 + 3 (240 hrs)
Clerical	21 + 12 (756 hrs)	--	--	21 + 12 (796 hrs)
CETA	2	--	1	3
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I
1 Supervisor, Adult Services

Computer Down Time for February - 4 days

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1979 IHRU FEB 29, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	117,295.00	0.00	186,623.67	69,418.67-	
101 CURRENT YEAR TAXES	991,230.00	139,335.94	991,212.40	17.60	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	10,000.00	1,392.53	8,307.08	1,692.92	
728 LIBRARY FINES & FEES	16,000.00	1,701.65	18,346.20	2,346.20-	
728A NON-RESIDENT FEES	700.00	0.00	570.50	129.50	
729 LOST & DAMAGED BOOKS	2,300.00	145.45	1,603.51	616.49	
730 PRINTS MADE ON COPY MACHINE	700.00	116.52	729.01	29.01-	
733 ILL ST PER CAPITA GRANT	0.00	19,306.04	43,728.38	43,728.38-	
799 MISCELLANEOUS INCOME	5,700.00	478.05	8,543.23	2,843.23-	
TOTAL REVENUE	1,143,835.00	162,476.18	1,259,743.98	115,908.98-	110.13

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	643,804.00	0.00	47,134.55	521,236.87	122,567.13	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	97,825.00	0.00	6,948.21	75,759.91	22,066.09	
106	EMPLOYMENT COMPENSATION	3,180.00	0.00	0.00	1,584.76	1,615.24	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,358.76	12,599.90	3,757.10	
109	TEMPORARY SALARIES	19,119.00	0.00	1,003.91	12,683.40	6,435.60	
201	ADVERTISING	250.00	0.00	38.50	505.06	255.06-	
202	PRINTING & BINDING	5,000.00	1,836.19	422.73	3,451.55	287.65-	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	424.22	708.52	9,298.71	277.07	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	650.00	97.01	15.00	193.73	359.26	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	688.05	206.50	8,630.65	2,396.30	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	4,150.00	0.00	4.50	2,826.33	1,323.67	
221	AUDITING SERVICES	600.00	0.00	0.00	650.00	50.00-	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	355.00	896.05	103.95	
231	ELECTRICITY	33,000.00	1,995.71	3,296.66	25,123.96	5,880.33	
233	TELEPHONE	7,000.00	1,736.03	415.69	5,393.89	1,259.92-	
234	WATER	400.00	94.27	98.79	347.25	41.52-	
241	CONFERENCE ATTENDANCE EXPENSE	3,151.00	0.00	0.00	1,793.04	1,357.96	
245	POSTAGE	4,000.00	1,230.00	29.44	3,019.17	248.17-	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	120.00	1,020.00	165.00	
288	RENTALS	5,275.00	594.00	300.00	3,480.50	1,200.50	
310	GAS OIL & ANTIFREEZE	150.00	0.00	343.10	1,081.88	931.88-	
312	JANITORIAL SUPPLIES	1,300.00	0.00	358.46	1,655.25	155.25-	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	4,000.00	0.00	1,108.46	3,598.82	1,598.82-	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	0.00	65.99	2,476.14	23.86	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	3.19	4.61	0.39	
345	OFFICE SUPPLIES	15,600.00	0.00	1,244.00	14,728.33	871.67	
402	CONTINGENCIES	41,200.00	0.00	0.00	25.00	41,175.00	
403	TRANS TO G F (ADMIN SERV)	12,415.00	0.00	2,069.16	10,345.82	2,069.18	
415	SERVICE RECOGNITION PAYROLL	1,140.00	0.00	260.00	1,047.50	92.50	
423	INSURANCE	10,000.00	0.00	0.00	9,892.83	107.17	
TOTAL OPERATING EXPENDITURES	956,322.00	8,695.39	67,969.12	737,330.91	210,295.70	77.10	
515	OFFICE MACHINERY & EQUIPMENT	24,500.00	2,625.00	0.00	9,330.38	12,544.62	
520	OTHER MACHINERY & EQUIPMENT	24,250.00	0.00	0.00	23,662.65	573.35	
525	LIBRARY BOOKS RECORDS & EXHIBITS	100,000.00	269.23	8,188.27	81,473.04	19,257.73	

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OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 A	AUDIO VISUAL MATERIALS	7,000.00	0.00	1,381.47	7,841.51	841.51-	
	TOTAL CAPITAL OUTLAY	155,756.00	2,894.23	9,569.74	122,327.58	30,534.19	78.54
	TOTAL EXPENDITURES	1,112,078.00	11,589.62	77,538.86	859,658.49	240,829.89	77.30

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

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MAY 1, 1979 THRU FEB 29, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	36,863.00	0.00	40,419.94	3,556.94-	
101 CURRENT YEAR TAXES	113,470.00	16,103.86	114,560.17	1,090.17-	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106 REPLACEMENT TAX	0.00	0.00	3,624.81	3,624.81-	
524 INTEREST ON INVESTMENTS	2,000.00	0.00	3,890.36	1,890.36-	
TOTAL REVENUE	152,333.00	16,103.86	162,495.28	10,162.29-	106.67

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	41.70	58.30	41.70
410	PRINCIPAL & INTEREST	113,470.00	0.00	0.00	113,470.00	0.00	100.00
	TOTAL EXPENDITURES	113,570.00	0.00	0.00	113,511.70	58.30	99.95

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~~MAY 1, 1979 THRU FEB 29, 1980~~

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	55,743.00	0.00	56,271.99	528.99-	
56	INCOME	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	3,500.00	0.00	2,660.44	839.56	
	TOTAL REVENUE	59,243.00	0.00	58,932.43	310.57	99.48

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

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MAY 1, 1979 THRU FEB 29, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	0.00	0.00	0.00	0.00	
731 TRANS FROM CITY OF DECATUR	24,963.00	1,520.35	16,131.82	8,831.18	
TOTAL REVENUE	24,963.00	1,520.35	16,131.82	8,831.18	64.62

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	21,086.00	0.00	0.00	16,871.05	10,214.95	
103	RETIREMENT FUND	3,170.00	0.00	183.93	1,837.24	1,332.76	
105	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	0.00	310.94	389.06	
107 A	GROUP LIFE INSURANCE	7.00	0.00	0.00	36.12	29.12	
109	TEMP SALARIES	0.00	0.00	1,804.48	5,064.88	5,064.88	
	TOTAL OPERATING EXPENDITURES	24,963.00	0.00	1,988.41	18,120.23	6,842.77	72.59
	TOTAL EXPENDITURES	24,963.00	0.00	1,988.41	18,120.23	6,842.77	72.59

MAY 1, 1979 THRU FEB 29, 1980

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
56 REVENUE	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	60.00	0.00	137.91	77.91-	
799 MISC INCOME	900.00	0.00	910.42	10.42-	
TOTAL REVENUE	2,215.00	0.00	3,049.69	834.69-	137.68

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00

CITY OF DECATUR, ILLINOIS

Decatur Public Library

Feb., 1980

<u>V</u> <u>NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
64269	Treas-% Petty Cash Fund	Reimbursement	45.98
64296	Treas-% Employee's Ins Fund	Life & hosp ins	1,358.76
64317	First National Bank	Investment	3,739.99
64325	"	"	910.42
64344	Treas-% General Operating Fund	Jan & Feb adm expense	2,069.16
64345	Treas-% Central Service Fund	Gas from city pump	343.10
64346	Biluey's Paint & Glass	Plexiglass	256.00
64347	Dash Disposal	Service for month	15.00
64348	Downtown Decatur Council	Parking for Feb	300.00
64349	Gaylord Brothers, Inc.	Office supplies	70.59
64350	Haines & Essick Co.	"	7.12
64351	Ill Power Co.	Gas bill	1,468.70
64352	Industrial Printing, Inc.	Printed forms	112.20
64353	K's Merchandise Mart	Office supplies	8.00
64354	3 M Business Sales	Activator for reader printer	469.23
64355	Otis Elevator Co.	Service for month	246.02
64360	Treas-% Payroll Fund	Pd ending 2-6-80	1,527.60
64492	Intl Medicine Associates, Inc.	Professional services	30.00
64604	Treas-% Payroll Fund	Pd ending 2-13-80	23,412.33
64618	American Library Assn.	Membership dues & books	118.60
64619	Audio Buff Co.	Audio visual materials	714.43
64620	Robert Bentley, Inc.	Books	14.03
64621	British Heritage	"	15.00
64622	Chicago Sun Times	"	120.00
64623	Christian Science Monitor	"	49.00
64624	A B Dick Products Co.	Paper	277.94
64625	Esquire Magazine	Books	30.00
64626	Gnomon Press	"	8.95

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
64627	Haines & Essick Co.	Office supplies	150.18
64628	G K Hall	Books	49.53
64629	F W Means	Rags	18.00
64630	Merry Randolph Motor Supply	Automotive parts	3.68
64631	Martindale-Hubbell, Inc.	Books	124.80
64632	Miami Herald	"	96.20
64633	Natl Automobile Dealer's Assn.	"	45.00
64634	Phoenix Republic & Gazette	"	65.00
64635	Pitney Bowes	Maintenance contract	77.00
64636	Reader's Digest	Books	7.97
64637	Redbook	"	7.95
64638	Rolling Prairie Libraries	Books	240.00
64639	Simon & Schuster	"	2.59
64640	Smithsonian Recordings	Audio visual materials	17.67
64641	Sanitary District of Decatur	Service for month	23.52
64642	Source Books	Books	10.90
64642	Taunton Press, Inc.	"	12.00
64644	Treas-% Water Revenue Fund	Water bill	75.27
64645	Van Natta's R V Center	Automotive parts	15.70
64646	Wall Street Journal	Books	63.00
64647	T T "Ted" Warren Plumbing	Water heater	1,045.00
64648	Warren, Gorham & Lamont, Inc.	Books	145.00
64649	Working Woman	"	12.00
64650	World Book Encyclopedia, Inc.	"	9.95

<u>VOU.NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
64674	Treas-% Petty Cash Fund	Reimbursement	52.42
64685	Ill Power Co.	Electricity	1,827.96
64690	Black & Co.	Hardware supplies	34.56
64691	Gentry's Rug & Carpet Service	Carpet repair	48.00
64692	Modern Business Systems	Office supplies	50.21
64693	New York Times	Books	150.00
64694	Orkin Exterminating	Pest control 1 year	228.00
64695	Secretary of State of Ill.	Books	30.00
64696	Volunteer Action Force	Membership dues	5.00
64837	Treas-% Payroll Fund:	Pd ending 2-20-80	1,772.89
64844	Postmaster	Postage	20.00
64884	Treas-% Payroll Fund	Service recog pay	260.00
65102	American Library Assn.	Advertising expense	38.50
65103	Astro Media Corp.	Books	22.50
65104	Audio Buff Co., Inc.	Audio visual materials	504.37
65105	Baker & Taylor - New York	Books	393.90
65106	" Chicago	"	5,374.29
65107	Collector's Media, Inc.	"	8.00
65108	Doubleday & Co., Inc.	"	685.80
65109	Peter Eaton	"	17.56
65110	Decatur Paper House	Office supplies	114.02
65111	Dun's Marketing Services	Books	195.00
65112	Field & Shorb Co.	Valve	11.47
65113	Greanias, Booth, Greanias & Burton	Legal services	325.00
65114	Ill Bell Telephone Co.	Telephone service	415.69
65115	Jan San Supply	Janitorial supplies	97.27
65116	Library Cards Ltd.	Catalog cards	310.53
65119	3 M Business Products Sales, Inc.	Service to reader-printers	205.18
65120	Merry Randolph Motor Supply, Inc.	Automotive parts	13.35
65121	Radio Tape Library	Audio visual materials	145.00

<u>VOU. NO.</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
65122	Smith Scharff Paper Co.	Janitorial supplies	238.49
65123	Southern Living	Books	18.00
65124	Stechert MacMillan, Inc.	"	7.85
65125	Travel Holiday	"	7.95
65126	T T "Ted" Warren	Repair to humidifier	50.70
65127	West Publ Co.	Books	112.50
65128	Wehman Brothers, Inc.	"	8.65
65135	Treas-% Payroll Fund	Pd ending 2-27-80	23,230.12
65141	Treas-% I M R Fund	Feb retirement	7,132.14
65147	Citizens National Bank	Investment	100,000.00
65153	"	"	16,103.86

TOTAL DPL VOUCHERS

\$200,322.79