

Minutes

Finance and Properties Committee Meeting

August 19, 1982

Present were Mrs. Rossiter, Ms. Taylor, Mr. Marshall, Chairman, Mrs. Moore, Ex Officio, and R. Dumas.

Mr. Marshall called the meeting to order at 4:10 p.m. and advised that the Library had received more information about the Ellen Cantoni bequest and that a sizeable part of the assets are in money market fund, certificates of deposit, and common stock. The bank has written that normally it would dispose of the securities and distribute cash to a beneficiary, but that it would honor the Board's request to hold the securities and distribute in kind. After discussion of the matter, the Committee voted to recommend to the Board that the Bank be directed to sell the securities and distribute the estate in cash.

RHD



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 19, 1982

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 15, 1982
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Recommendations Regarding Cantoni Bequest
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - August 19, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held August 19, 1982 in the board room of the main library.

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Others Present:</u>
Mr. Grieve	None	Ms. Burch
Mrs. Jackson		Mr. Dumas
Mr. Marshall		Miss Schwegman
Mrs. Moore		
Mr. Mueller		
Mrs. Rossiter		
Mr. Seidman		
Mr. Susler		
Ms. Taylor.		

The meeting was called to order at 4:40 p.m. by the President, Shirley Moore.

The minutes of the regular meeting of July 15, 1982 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas noted on Monday, July 19, we had the biggest single day circulation in the history of the central library. Adult Services circulation is down about 4%, but the central library over-all gained about .6% due to a sizeable circulation increase in the Children's Department of 6%. The Extension Department had a good gain also. Adult Services during the month received \$500 in gifts with which to buy large print books. Mr. Poertner resigned as Supervisor of Adult Services effective the end of July and Mr. Seidl has been appointed to fill the vacancy.

Further reporting, Mr. Dumas stated the Children's Department concluded its special program "Ride and Read" which was co-sponsored by the public schools, Title I. There were 115 children signed up for the program. (It was for those children who have problems in reading primarily.) Of the 115 children registered, 73 participated, and they checked out about 1300 books during the five-week program.

Continuing, Mr. Dumas stated he had told the Board last month that the Pines bookmobile stop is being phased out. We are going to replace it with a new stop in a previously unserved part of

Decatur. The new stop is going to be in the parking lot of the Church of God on West Grove in the vicinity of Enterprise School and South Side Country Club. Hand bills announcing the new stop are being distributed in the area and to the children of Enterprise School, Mr. Dumas concluded.

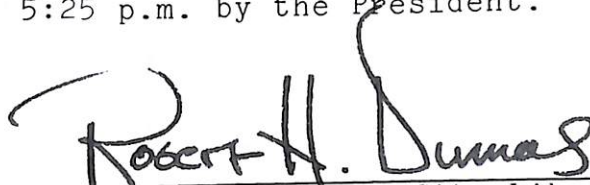
As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee that bills through July 31, 1982 be approved. Mr. Grieve seconded the motion. Mr. Marshall noted the purchase of 48 carrying bags for \$228 and asked if those are for patrons checking out records. Mr. Dumas replied affirmatively stating the bags are numbered and are checked out just as we do the records. After further brief discussion, the motion as seconded was unanimously approved by a roll-call vote.

Continuing, Mr. Marshall stated the Will of Mrs. Ellen Cantoni provides that after certain amounts go to her sister-in-law, the balance of the estate is to come to the Library as an Ellen and Peter Cantoni Trust Fund to supplement our book budget. The Citizens National Bank sent the Library a letter saying they would normally take the securities in the account and convert them to cash and by the time the estate was distributed, they would distribute cash to the beneficiaries; however, in our case they would honor any request of the Board to have any securities distributed in kind. The Finance Committee met to discuss this possibility and felt it not feasible. Therefore, on behalf of his Committee, Mr. Marshall moved that the response to the Citizens National Bank state we do not wish to have any of the securities of the Cantoni estate in kind. Mrs. Rossiter seconded the motion and it was approved. Mr. Marshall stated the Cantoni fund would be set up much like the Bridges and Breckenridge funds and we can probably work with the City as to how the money can best be invested. Mr. Dumas noted that the City has taken the stand, even if the money is left to the Library, before it can be spent it must be appropriated by the City Council.

At this time Mrs. Moore requested Mr. Marshall to report on the July 26 meeting of his Committee with the City Council to discuss the Library tax levy for FY 1983/84. Mr. Marshall stated that in the Board's annual report to the Mayor and City Council in May, 1982, the Library had requested a levy in the amount of \$1,350,000 as the amount needed to provide for operation of the Library next year based on anticipated expenses of \$1,565,000. In a letter to the Board the City Manager indicated that he would be recommending to Council that the levy be reduced by \$200,000 from the requested amount and offered to meet with members of the Board to discuss his rationale. The Committee did meet with Mr. Allen.

He indicated that it was his intention merely to reduce the carryover fund balance at the end of the year from more than \$500,000 to about \$253,000 in 1984, not to reduce anticipated expenditures. In meeting with the Council, the Committee agreed as a result of tax collection methods that the cash balance could be substantially reduced, but argued that it might be more politic if the reduction were carried out over a period of two or three years, rather than in one large reduction. The Committee also pointed out that the Proposition 13-type legislation to freeze property tax levels is making progress in the Legislature, and if it were passed in a year when the levy was way down it could freeze the Library in a low levy that would be difficult to overcome and would create long-term difficulty for the Library. It was the Council's decision that since certain unavoidable expenses would require a sizeable increase in the property tax rate this year, it was desirable to reduce the library levy as much as possible. However, Mr. Marshall emphasized, the Manager made quite clear in his letter to the Board and in his comments to the Council that "if the levy that I recommend is adopted, then the Council should expect a sizeable increase in the 1983 Library levy. This could amount to at least \$400,000 or more."

There being no New or Old Business to come before the Board, the meeting was adjourned at 5:25 p.m. by the President.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

July, 1982

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	28,477	2,930	24,597	56,002	155,392
1981 -	29,280	3,194	23,017	55,491	153,848
A-V Materials, 1982 -	2,093	--	251	2,344	6,927
1981 -	2,246	--	217	2,463	7,298
Total Circulation	30,570	2,930	24,848	58,348	162,319
	31,526	3,194	23,234	57,954	161,146

TECHNICAL PROCESSING

Cataloging

New books added	1,235
New titles added	528
Books withdrawn	491
Books mended	1,028

Acquisitions

Books checked in	1,563
Telephone Directories	0
Pamphlets	410
Gifts	501

Materials in the State of Processing

Materials (physical items)	- 1,005
Titles	- 750

FINANCIAL REPORT

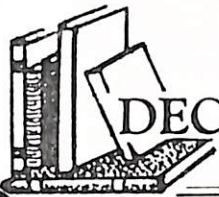
	<u>Budgeted</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>YTD Expended</u> <u>1982/82</u>	<u>P.O.'s</u> <u>out</u>	<u>Unencumbered</u>
Personal Services	1,037,535	242,289	257,555	--	779,980
Operating	196,737	35,111	41,272	--	155,465
Capital and Books	225,965	36,803	39,652	--	186,313

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	1	--	5
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (872 hrs)	--	--	21 + 15 (884 hrs)
Maintenance	3 $\frac{1}{2}$	--	--	3 $\frac{1}{2}$

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services,
1 Supervisor, Adult Services

Computer Downtime for Month: 11 hours, 15 minutes



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



August 20, 1982

Mr. Coleman S. Hutchins, Vice President
Citizen's National Bank
Landmark Mall
Decatur, Illinois 62525

Dear Mr. Hutchins:

This is in response to your letter of July 29 to Mr. Ed Booth, the Library's attorney, regarding distribution of the residuum of the Ellen C. Cantoni estate.

The Library Board thanks you for your consideration in this matter. It is the desire of the Board that you sell the securities rather than hold them for distribution. However, there are 248 shares of Tobin Packing Co., Inc. included among the securities which are currently without market value since the company has filed for bankruptcy under Chapter 11. These shares in Tobin Packing Co. should be held pending an establishment of their value and, if their worth has not been established at the time the estate is distributed, should be distributed in kind.

Yours truly,

Robert H. Dumas
City Librarian

RHD/hs

cc: Mr. Ed Booth, Attorney
Mrs. Shirley Moore, President, Board of Library Directors
Mr. David Marshall, Chairman, Finance and Properties Committee

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1982 THRU JUL 31, 1982

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94	
101A CURRENT YEAR TAXES	1,310,300.00	547,237.71	547,237.71	763,062.29	
524 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	40,000.00	17,356.38	25,108.74	14,891.26	
728A LIBRARY FINES & FEES	25,500.00	2,053.79	6,470.52	19,029.48	
729 NON-RESIDENT FEES	2,500.00	418.00	1,520.00	980.00	
730 LOST & DAMAGED BOOKS	2,400.00	276.94	749.73	1,650.27	
733 PRINTS MADE ON COPY MACHINE	800.00	2.50	47.35	752.65	
799 ALL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
MISCELLANEOUS INCOME	4,000.00	48.30	714.94	3,285.06	
TOTAL REVENUE	1,813,618.00	567,393.62	1,102,023.93	711,594.07	60.76

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	887,938.00	0.00	94,037.22	218,025.59	669,912.41	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	14,099.06	30,622.51	93,297.49	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	0.00	3,201.00	
106	EMPLOYMENT COMPENSATION	3,806.00	0.00	1,292.41	1,292.41	2,513.59	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	264.00	4,136.83	13,783.17	
109	TEMPORARY SALARIES	16,421.00	0.00	1,027.89	2,878.23	13,542.77	
201	ADVERTISING	500.00	0.00	0.00	49.10	450.90	
202	PRINTING & BINDING	5,500.00	0.00	540.90	1,141.15	4,358.85	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	325.92	1,031.28	8,968.72	
212	SERVICE MAINTAIN IMPROV UTHR THAN BLDGS	750.00	0.00	21.50	54.50	695.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	0.00	4,184.65	12,160.35	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	157.50	230.50	2,269.50	
221	AUDITING SERVICES	650.00	0.00	0.00	0.00	650.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	15.00	75.00	925.00	
231	ELECTRICITY	53,000.00	0.00	4,425.73	13,220.36	39,779.64	
233	TELEPHONE	10,000.00	0.00	772.02	2,160.21	7,839.79	
234	WATER	500.00	0.00	0.00	83.15	416.85	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	1,390.92	2,009.45	2,886.55	
245	POSTAGE	5,400.00	0.00	361.71	1,318.03	4,081.97	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	15.00	20.00	1,360.00	
288	RENTALS	5,705.00	0.00	400.00	1,265.50	4,439.50	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	33.00	33.00	2,467.00	
312	JANITORIAL SUPPLIES	3,000.00	0.00	62.97	181.22	2,818.78	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	11,000.00	0.00	1,633.20	2,147.50	8,852.50	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	124.66	337.56	1,162.44	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	971.50	3,704.35	12,295.65	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	4,083.00	12,252.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	50.00	230.00	1,320.00	
423	INSURANCE	10,300.00	0.00	3,491.00	3,911.00	6,789.00	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	126,346.11	298,827.08	935,444.92	24.21

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
310	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	0.00	9,350.00	
315	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	2,170.00	3,905.90	20,809.10	
320	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
325	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	11,695.36	33,614.15	126,385.85	
325 A	ADD TO VISUAL MATERIALS	30,400.00	0.00	480.28	1,320.96	29,079.04	
TOTAL CAPITAL OUTLAY		225,965.00	0.00	14,345.64	39,652.41	186,312.59	17.55
TOTAL EXPENDITURES		1,460,237.00	0.00	140,691.75	338,479.49	1,121,757.51	23.18

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

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MAY 1, 1982 THRU JUL 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	76,553.00	0.00	78,154.61	1,601.61-	
56 INCOME	0.00	0.00	0.00	0.00	
524 INTEREST ON INVESTMENTS	7,655.00	794.64	3,912.08	3,742.92	
799 MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	84,208.00	794.64	82,066.69	2,141.31	97.46

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

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MAY 1, 1982 THRU JUL 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	20,000.00	0.00	20,080.87	80.87-	
518 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
524 INTEREST SAVINGS	1,000.00	630.29	630.29	369.71	
731 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	21,000.00	630.29	20,711.16	288.84	98.62

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

GE 69

MAY 1, 1982 THRU JUL 31, 1982

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	300.00	65.56	124.49	175.51	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,150.00	65.56	3,597.04	552.96	86.68

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	2,000.00	0.00	0.00	234.08	1,765.92	11.70
	TOTAL EXPENDITURES	2,000.00	0.00	0.00	234.08	1,765.92	11.70

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/82 THRU 07/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
96231	DIRECTOR OF LABOR	UNEMPLOYMENT COMP	1,292.41
96238	TREAS PAYROLL FUND	PD ENDING 6-30-82	29,704.90

TOTAL OF ALL VOUCHER CHECKS = 30,997.31

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/82 THRU 07/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
96266	TREAS EMPLOYEE'S INS FUND	LIFE & HOSP INS	1,517.77
96338	ILL POWER CO	POWER FOR MONTH	4,425.73
96401	G W BERKHEIMER	AUTOMOTIVE PARTS	68.98
96402	DASH DISPOSAL	DISPOSAL SERVICE	16.50
96403	DECATUR PAINT & VARNISH	PAINT	25.49
96404	GESTETNER CORP	OFFICE SUPPLIES	281.13
96405	ANN KIRBY	CARRYING BAGS	228.00
96406	3 M CO	MICRO FILM SUP	273.40
96407	MAVIS POGUE LUMBER CO	LUMBER	123.68
96408	MIDDEN SUPPLY CO	FITTINGS	28.49
96409	ROLLING PRAIRIE LIBRARIES	OFFICE SUPPLIES	51.50
96410	SEABURY PRESS CO	BOOKS	9.86
96414	TREAS PAYROLL FUND	PD ENDING 7-7-82	2,682.14

TOTAL OF ALL VOUCHER CHECKS = 9,732.67

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/01/82 THRU 07/15/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
96431	MILLIKIN NATIONAL BANK	INVESTMENT	503,000.00
96435	A M BEST CO	BOOKS	180.00
96437	POSTMASTER	POSTAGE	28.10
96440	R R BOWKER CO	BOOKS	40.54
96441	CHILTON BOOK CO	BOOKS	145.78
96442	CONSUMER UNION NEWS DIG	BOOKS	36.00
96443	DOWNTOWN DECATUR COUNCIL	PARKING FOR JULY	400.00
96444	GINN & CO	BOOKS	12.64
96445	NATL GEOGRAPHIC SOCIETY	BOOKS	19.95
96446	NATL LEAGUE FOR NURSING	BOOKS	3.15
96447	OTIS ELEVATOR CO	ELEVATOR MAINT	253.92
96448	GEORGE W PARK SEED CO	BOOKS	12.95
96449	SIERRA CLUB	BOOKS	8.00
96450	TAUTON PRESS	BOOKS	14.00
96451	THREE RIVERS MUSIC	BOOKS	14.47
96452	WOOD PRINTING SERVICE	PRINTED FORMS	147.00
96538	TREAS PETTY CASH FUND	REIMBURSEMENT	144.73
96539	CAM CO PUBLISHERS	BOOKS	2.95
96540	CUSTOMER SERVICES	BOOKS	95.00
96541	FACTS ON LIFE	BOOKS	325.00
96542	ILL ST HISTORICAL SOCIETY	BOOKS	15.00
96543	K C PUBLICATIONS	BOOKS	3.75
96544	MIDWEST CLSI USERS GROUP	DUES	15.00
96545	NATL WOMEN HEALTH NETWORK	BOOKS	15.00
96546	PROFESSIONAL PUBLISHING	BOOKS	20.50
96547	J S ROUCEK	BOOKD	4.40
96548	SUPT OF DOCUMENTS	BOOKS	130.00
96653	TREAS PAYROLL FUND	PD ENDING 7-14-82	30,081.84

TOTAL OF ALL VOUCHER CHECKS = 535,169.67

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/16/82 THRU 07/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
96669	FIRST NATL BANK DECATUR	INVESTMENT	300,000.00
96693	POSTMASTER	POSTAGE	300.00
96694	DUKE'S OFFICE SUPPLIES	TYPEWRITERS	2,170.00
96695	ROBERT H DUMAS	TRAVEL REIMB	468.37
96696	GREANIAS AND BOOTH	PROF SERVICES	15.00
96697	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	631.02
96698	NATIONAL ELECTRIC SUPPLY	LIGHTS	622.54
96699	CORNELIA HADLEY	TRAVEL EXPENSE	447.50
96700	CRAIGHTON HIPPENHAMMER	TRAVEL EXPENSE	447.50
96769	BANK ST COLLEGE OF EDUCAT	BOOKS	3.00
96770	BILLBOARD	BOOKS	205.00
96771	C C FIRE EQUIPMENT CO	REPAIR SERVICE	72.00
96772	CAR CRAFT	BOOKS	79.76
96773	CONGRESSIONAL DIGEST	BOOKS	6.75
96774	HARVARD MEDICAL SCHOOL	BOOKS	30.00
96775	HEALTH	BOOKS	9.95
96776	ILL LIBRARY ASSN	BOOKS	3.00
96777	IN BUSINESS	BOOKS	25.00
96788	IRISH BEHNKE & CO	FIRE INSURANCE	3,491.00
96807	TREAS PAYROLL FUND	PD ENDING 7-21-82	2,546.11

TOTAL OF ALL VOUCHER CHECKS = 311,573.50

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

07/16/82 THRU 07/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
96822	POSTMASTER	POSTAGE	17.00
96825	BILYEU'S PAINT	MATERIALS	132.27
96826	JAN SAN SUPPLY CO	JANITORIAL	43.46
96827	YORK RADIO & TV	NEEDLES	42.66
96832	TREAS PAYROLL FUND	SERVICE RECOG PAY	50.00
96889	TREAS GNL OPERATING FUND	ADM EXPENSE	1,361.00
96926	ADVENTURES IN CASSETTES	AUDIO VISUAL	102.37
96927	ANIMAL WELFARE INSTITUTE	BOOKS	2.00
96928	AUDIO BUFF CO INC	AUDIO VISUAL	377.91
96929	CLEIS PRESS	BOOKS	15.04
96930	COMP CARE PUBLICATIONS	BOOKS	1.50
96931	CORNELL UNIV DIST CENTER	BOOKS	2.75
96932	FIELD & STREAM	BOOKS	31.80
96933	FIGHT BACK PUBLICATIONS	BOOKS	2.95
96934	HERALD & REVIEW	BOOKS	71.59
96935	LAKELAND BOATING	BOOKS	15.94
96936	MONEY	BOOKS	48.00
96937	MOTOR TREND	BOOKS	23.88
96938	NATL GEOGRAPHIC SOCIETY	BOOKS	26.85
96939	SUNNY O'NEILL	BOOKS	5.25
96940	PIERIAN PRESS	BOOKS	39.50
96941	REGENT BOOK CO INC	BOOKS	95.54
96942	SPORTING NEWS	BOOKS	36.00
96943	SUN LIFE	BOOKS	1.48
96944	WEST PUBL CO	BOOKS	203.00
96945	YACHTING	BOOKS	43.00
96946	AMERICAN CAMPING	BOOKS	5.95
96947	BAKER & TAYLOR CO	BOOKS	726.67
96948	BAKER & TAYLOR CO	BOOKS	8,365.40
96949	BLACK & CO	HARDWARE	107.11
96950	BOB'S REPAIR SERVICE	REPAIR SERVICE	235.06
96951	DOUBLEDAY & CO INC	BOOKS	374.39

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
96952	DUKE'S OFFICE SUPPLIES	REPAIR SERVICE	51.86
96953	GARDEN WAY PUBLISHING	BOOKS	28.39
96954	HOUGHTON MIFFLIN CO	BOOKS	9.62
96955	HOWELL BOOK HOUSE	BOOKS	8.12
96956	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	141.00
96957	LIBRARY CARDS LTD	CATALOGUE CARDS	393.90
96958	MADEMOISELLE	BOOKS	60.00
96959	C V MOSBY CO	BOOKS	37.50
96960	SCRIBNER BOOK CO., INC.	BOOKS	57.00
97078	BILYEU'S PAINT	WINDOW GLASS	279.73
97079	C C FIRE EQUIPMENT CO	EXTINGUISHERS	228.00
97080	DAY'S PAINT	PAINT	58.00
97081	MAVIS POGUE LUMBER CO	LUMBER	15.90
97106	TREAS PAYROLL FUND	PD ENDING 7-28-82	30,050.12
97110	TREAS ILL MUNI RETIREMENT	JULY RETIREMENT	14,099.06

TOTAL OF ALL VOUCHER CHECKS = 58,125.52

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/82 THRU 08/13/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
97543	TREAS PAYROLL FUND	PD ENDING 8/11/82	31,657.77

TOTAL OF ALL VOUCHER CHECKS = 31,657.77

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/82 THRU 08/13/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
97262	POSTMASTER	POSTAGE	9.00
97265	POSTMASTER	POSTAGE	300.00
97266	ADT	WIRE INCREASE	27.25
97267	BROHEZ LETTERING	CANVAS BAGS	34.56
97268	3-2-1 CONTACT	BOOKS	24.95
97269	CRAFTMASTERS INC	CAULKING	21.84
97270	FORDHAM EQUIPMENT	OFFICE SUPPLIES	107.86
97271	ILL POWER CO	GAS BILL	42.53
97272	MILLER INDUSTRIAL SUPPLY	WINDOW REPAIR	38.00
97273	OTIS ELEVATOR CO	ELEVATOR MAINT	286.02
97274	THE PROGRESSIVE	BOOKS	35.00
97277	TREAS EMPLOYEE'S INS FUND	LIFE & HOSP INS	1,757.77
97333	IRISH BEHNKE & CO	PROPERTY FLOATER	1,565.00
97403	ILL POWER CO	ELECTRICITY	4,813.60
97427	TREAS PAYROLL FUND	PD ENDING 8-4-82	2,754.09

TOTAL OF ALL VOUCHER CHECKS = 11,817.47

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/14/82 THRU 08/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
97550	POSTMASTER	POSTAGE	1.70
97557	CHICAGO TRIBUNE	BOOKS	104.00
97587	TREAS PAYROLL FUND	PD ENDING 8-18-82	2,797.25
97594	TREAS PETTY CASH FUND	REIMBURSEMENT	52.89
97604	TREAS PETTY CASH FUND	REIMBURSEMENT	73.81
97610	TREAS WATER FUNDS	INTEREST DUE	104.87

TOTAL OF ALL VOUCHER CHECKS = 3,134.52

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/14/82 THRU 08/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
97621	AGGREGATE EQUIP & SUPPLY	EQUIP RENTAL	64.90
97622	BICYCLING	BOOKS	48.00
97623	BLACK & CO	HARDWARE	15.20
97624	DICK BLICK	OFFICE SUPPLIES	97.52
97625	CHEMICAL PUBLISHING CO	BOOKS	31.70
97626	CHILTON BOOK CO	BOOKS	34.45
97627	DASH DISPOSAL	SERVICE FOR MONTH	16.50
97628	DOWNTOWN DECATUR COUNCIL	PARKING	400.00
97629	DUKE'S OFFICE SUPPLIES	TYPEWRITER	1,093.72
97630	ESQUIRE	BOOKS	90.00
97631	FINANCIAL WORLD	BOOKS	78.00
97632	GATES & JOHNSON LUMBER CO	CAULKING	109.08
97633	GALE RESEARCH	BOOKS	83.60
97634	GREANIAS AND BOOTH	PROF SERVICES	20.00
97635	GREENBERG PUBLISHING	BOOKS	31.92
97636	ISFSI	OFFICE SUPPLIES	11.40
97637	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	452.96
97638	LAWYERS CO-OPERATIVE PUBL	BOOKS	113.00
97639	MULTIPLEX DISPLAY FIXTURE	STEEL TABLES	511.47
97640	NATL ARCHIVES TR FND BD	BOOKS	195.00
97641	OFFICIAL AIRLINE GUIDES	BOOKS	107.80
97642	PAMPHLET PUBLICATIONS	BOOKS	59.55
97643	PENTON/IPC	BOOKS	40.00
97644	PETERSEN PHOTOGRAPHIC	BOOKS	11.94
97645	PETERSEN PUBLISHING CO	BOOKS	11.95
97646	PRESIDENTIAL PRESENTATION	BOOKS	4.00
97647	REGENT BOOK CO INC	BOOKS	7.91
97648	ROSS ERIKSON	BOOKS	10.28
97649	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	300.01
97650	STOCK MARKET MAGAZINE	BOOKS	35.00
97651	VAN NOSTRAND REINHOLD CO	BOOKS	99.50
97652	THE WORKBASKET	BOOKS	7.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
97653	WEST PUBL CO	BOOKS	5.70
97656	TREAS PAYROLL FUND	SERVICE RECOG PAY	115.00
97793	PEAT MARWICK MITCHELL CO	AUDITING SERVICE	650.00
97880	ALLYN & BACON INC	BOOKS	20.41
97881	AUDIO BUFF CO INC	AUDIO VISUAL	1,794.46
97882	BAKER & TAYLOR CO	BOOKS	373.60
97883	BAKER & TAYLOR CO	BOOKS	7,748.52
97884	BLACK & CO	HARDWARE	11.02
97885	CNCL FOR EXCEPTIONAL CHLD	BOOKS	25.00
97886	DOUBLEDAY & CO INC	BOOKS	682.69
97887	PETER EATON	BOOKS	13.31
97888	EBSCO SUBSCRIPTION SERV	BOOKS	8.80
97889	FANFARE	BOOKS	18.00
97890	FRENCH&SPANISH BOOK CORP	BOOKS	17.45
97891	HAINES & ESSICK CO	OFFICE SUPPLIES	259.50
97892	D C HEATH & CO	BOOKS	16.65
97893	HERALD & REVIEW	BOOKS	55.64
97894	INTERTEX PUBLISHING	BOOKS	6.70
97895	LIBRARY CARDS LTD	CATALOG CARDS	191.60
97896	R L POLK & CO	BOOKS	287.00
97897	PRENTICE HALL INC	BOOKS	10.81
97898	ROAD & TRACK	BOOKS	44.00
97899	ROLLING PRAIRIE LIBRARIES	OFFICE SUPPLIES	39.73
97900	WEST PUBL CO	BOOKS	163.00
97929	TREAS PAYROLL FUND	PD ENDING 8-25-82	29,018.31

TOTAL OF ALL VOUCHER CHECKS = 45,770.32

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/14/82 THRU 08/31/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
97941	TREAS ILL MUNI RETIREMENT	RETIREMENT FOR AUG	9,138.62
97942	BILYEU'S PAINT	WINDOW REPAIR	5.64
97943	IBM CORP	OFFICE SUPPLIES	11.40
97952	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
98004	POSTMASTER	POSTAGE	1.40
98014	AMER ASSOC ADV OF SCIENCE	BOOKS	85.00
98015	CHICAGO TRIBUNE	BOOKS	3.70
98016	CONSUMER REPORTS	BOOKS	168.00
98017	HARVARD BUSINESS REVIEW	BOOKS	27.00
98018	HOUSING	BOOKS	33.00
98019	FIFTY PLUS	BOOKS	28.00
98020	LOUISVILLE AREA CH OF COM	BOOKS	50.00
98021	OUTDOOR LIFE	BOOKS	34.97
98022	SATURDAY EVENING POST	BOOKS	149.75
98023	VOGUE PATTERNS	BOOKS	46.00
98024	YOUNG NATURALIST FOUNDATN	BOOKS	22.00

TOTAL OF ALL VOUCHER CHECKS = 11,165.48

MAY 1, 1982 THRU AUG 31, 1982

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1	FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94	
2	101 CURRENT YEAR TAXES	1,310,300.00	0.00	547,237.71	763,062.29	
3	101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
4	524 INTEREST ON INVESTMENTS	40,000.00	1,028.69	26,137.43	13,862.57	
5	728 LIBRARY FINLS & FEES	25,500.00	2,235.31	8,705.83	16,794.17	
6	728A NON-RESIDENT FEES	2,500.00	342.00	1,862.00	638.00	
7	729 LOST & DAMAGED BOOKS	2,400.00	355.90	1,105.63	1,294.37	
8	730 PRINTS MADE ON COPY MACHINE	800.00	3.05	50.40	749.60	
9	733 ILL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
10	799 MISCELLANEOUS INCOME	4,000.00	644.65	1,359.59	2,640.41	
11	TOTAL REVENUE	1,813,618.00	4,609.60	1,106,633.53	706,984.47	61.02

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	887,938.00	0.00	65,301.05	283,326.64	604,611.36	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	9,138.62	39,761.13	84,158.87	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	0.00	3,201.00	
106	EMPLOYMENT COMPENSATION	3,806.00	0.00	0.00	1,292.41	2,513.59	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	1,757.77	6,494.60	12,025.40	
109	TEMPORARY SALARIES	16,421.00	0.00	926.37	3,804.60	12,616.40	
201	ADVERTISING	500.00	0.00	0.00	49.10	450.90	
202	PRINTING & BINDING	5,500.00	0.00	226.16	1,367.31	4,132.69	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	313.27	1,344.55	8,655.45	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	750.00	0.00	16.50	71.00	679.00	
215	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	0.00	4,184.65	12,160.35	
216	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	13.05	243.55	2,256.45	
221	AUDITING SERVICES	650.00	0.00	650.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	20.00	95.00	905.00	
231	ELECTRICITY	53,000.00	0.00	4,856.13	18,076.49	34,923.51	
233	TELEPHONE	10,000.00	0.00	452.96	2,613.17	7,386.83	
234	WATER	500.00	0.00	0.00	83.15	416.85	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	51.76	2,061.21	2,834.79	
245	POSTAGE	5,400.00	0.00	330.63	1,649.66	3,750.34	
264	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	20.00	1,360.00	
288	RENTALS	5,705.00	0.00	502.90	1,768.40	3,936.60	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	0.00	33.00	2,467.00	
312	JANITORIAL SUPPLIES	3,000.00	0.00	12.21	393.43	2,606.57	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	11,000.00	0.00	160.01	2,307.51	8,692.49	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	30.82	368.38	1,131.62	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	921.84	4,626.19	11,373.81	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	5,444.00	10,891.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	115.00	345.00	1,205.00	
423	INSURANCE	10,300.00	0.00	1,565.00	5,076.00	5,224.00	

MAY 1, 1982 THRU AUG 31, 1982

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
499	SMALL CAPITAL ITEMS	0.00	0.00	0.00	576.00	576.00-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	88,723.05	388,126.13	846,145.87	31.45
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	0.00	9,350.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	511.47	3,841.37	20,873.63	
520	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	12,294.50	45,908.65	114,091.35	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	1,794.46	3,115.42	27,284.58	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	14,600.43	53,676.84	172,288.16	23.75
	TOTAL EXPENDITURES	1,460,237.00	0.00	103,323.48	441,802.97	1,018,434.03	30.26

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

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MAY 1, 1982 THRU AUG 31, 1982

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1						
2						
3	56	FUND BALANCE MAY 1, 1982	76,553.00	0.00	78,154.61	1,601.61-
4	524	INCOME	0.00	0.00	0.00	0.00
5	799	INTEREST ON INVESTMENTS	7,455.00	0.00	3,912.08	3,742.92
6		MISC INCOME	0.00	0.00	0.00	0.00
7		TOTAL REVENUE	84,208.00	0.00	82,066.69	2,141.31
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MAY 1, 1982 THRU AUG 31, 1982

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	20,000.00	0.00	20,080.87	80.87-	
518 SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
524 INTEREST SAVINGS	1,000.00	149.18	779.47	220.53	
731 TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	21,000.00	149.18	20,860.34	139.66	99.33

MAY 1, 1982 THRU AUG 31, 1982

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1	FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
2	56 REVENUE	0.00	0.00	0.00	0.00	
3	524 INTEREST ON INVESTMENTS	300.00	44.42	168.91	131.09	
4	799 MISC INCOME	900.00	0.00	0.00	900.00	
5	TOTAL REVENUE	4,150.00	44.42	3,641.46	508.54	87.75

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
11	58 EXPENDITURES	2,000.00	0.00	10.81	244.89	1,755.11	12.24
12	TOTAL EXPENDITURES	2,000.00	0.00	10.81	244.89	1,755.11	12.24