Finance and Properties Committee Meeting

March 9, 1982

Minutes

Present: David Marshall, Chairman, John Mueller, Edith Rossiter, Shirley Moore, ex officio, and Robert Dumas. Also present were Roger Peterson and three members of the South Wheatland Township Library Board.

The meeting was called to order at 4:05 p.m. by David Marshall and the matter of service to South Wheatland Township residents was placed on the table for discussion. Roger Peterson reported that his Board had met to discuss the questions raised in the previous meeting with the Decatur Library Board and to discuss what approach they could take within the limits of their available funding. Mr. Peterson reported that a $ .15 levy was opposed by the township board and that they had agreed to a $ .022 levy for 1983/84. In the meantime the township had made available to that Library federal revenue sharing funds of $2,725. Given that level of funding for the immediate future, the Board had decided on a program of subsidizing non-resident cards in the Decatur Public Library for the next two years, at least. There was general discussion about the term of non-resident privileges and it was agreed that the period would be 12 months from July to July and that registrations within this period would end with each June 30 and the fee would be pro rated. This will keep terms of service clearcut so that an eventual contractual arrangement can be initiated on July 1. Decatur Library Board action is required to confirm this arrangement since present policy makes no provision for prorating of non-resident fees. The method agreed upon provides that each South Wheatland resident will register at the Decatur Public Library and pay the full fee due and that the South Wheatland Board will reimburse the subsidized portion upon application by the patron. Validation of the fee paid will be by a receipt for the fee issued by Decatur Public Library. Mr. Peterson reported that survey of interested residents at Pleasant Grove indicated that the subsidized approach was desired and would be used. Another survey will be conducted and he will keep Mr. Dumas informed.

Robert H. Dumas

Robert H. Dumas, City Librarian

DECATUR PUBLIC LIBRARY

Minutes of Finance and Properties Committee

March 31, 1982

Present were David Marshall, Edith Rossiter, John Mueller, Martin Seidman and Shirley Moore, Directors, and Robert Dumas, City Librarian

Mr. Marshall called the meeting to order at 3:00 p.m.. The proposed budget 1982/83 was placed on the table for further discussion in preparation for a meeting to discuss the budget with City Council. Mr. Marshall had previously instructed that a letter from the City Manager be distributed to the Committee. In the letter Mr. Allen indicated that in his budget proposal to Council he had recommended specific cuts in the Library's budget which totaled $37,400, the largest cut being $20,400 for video materials. Other cuts were for $11,000 in maintenance and $6,000 in contingencies. The Committee agreed that deferred maintenance was undesirable and that this view should be communicated to Council. The $20,400 cut for video materials was discussed at length. It was pointed out that this sum was provided from the Illinois Per Capita Grant, rather than from taxation, that conditions of the grant specified that such grants were to be used to supplement the budget rather than replace regular expenditures, and that the Library in applying for the grant had made a commitment to acquire the video material and that this use would have to be certified in making application for the succeeding grant.

The matter of the agreement to provide non-resident library services was raised. A draft letter outlining the terms of the understanding was read and a number of changes were made in the language of the letter. The City Librarian was instructed to prepare the amended letter for Mr. Marshall's signature.

The Committee being scheduled to meet with City Council at 4:00 o'clock, the meeting was adjourned at 3:45 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 18, 1982

I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING FEBRUARY 18, 1982

III. CITY LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES:

A. FINANCE AND PROPERTIES

1. Approval of Bills
2. Report on Meeting with South Wheatland Board

B. PERSONNEL AND PUBLIC RELATIONS

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Seidman
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 18, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held March 18, 1982 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Jackson	Mr. Grieve	Ms. Burch
Mr. Marshall	Mr. Mueller	Mr. Dumas
Mrs. Moore	Mrs. Rossiter	Mrs. Hicks
Mr. Seidman		Lori Miller (Herald & Review)
Mr. Susler		Miss Schwegman
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 February 18, 1982 were approved as printed.

In his monthly report, Mr. Dumas stated there was a modest increase in circulation this month with a year-to-date gain of 4½%, which showed an 8½% increase before the harsh winter set in. The computers will be down Tuesday and Wednesday of next week and up again on Thursday if the RPL move goes well.

Continuing, Mr. Dumas reported the Rolling Prairie System would like to eliminate the super card which it currently issues to people to allow them to do reciprocal borrowing from various libraries. They want to eliminate the card because they will be going out of the bookmobile business this summer. They are trying to find some other method by which the reciprocal borrowing process can be implemented and they have asked me to serve on a committee to meet with other librarians to study the matter, Mr. Dumas stated. It looks as if we will be registering people from other communities into the library and granting them courtesy reciprocal borrowers' cards, which will be added pressure and work on our circulation staff, but on the other hand will give us valuable information on the borrowers we have never had before.

Mr. Dumas informed we have not been able to find a place to park our bookmobiles since RPL has decided they can no longer provide parking space for them. Mrs. Hicks and Mr. Richardson have patrolled the downtown and looked at a number of places, but have found nothing suitable. A letter was written to Russell Grimes, Director of the Civic Center, requesting space on their lot, and a very gracious answer was received that they could accommodate us for a modest price. After investigation, however, it was found their electrical service is underground and their electrical poles are 260 volt which makes it incompatible for our hook-ups; also there was no close access to telephone lines. Moreover, there are times during the year when the Civic Center rents the whole parking lot to tenants and we would have no place to park. Mr. Dumas stated he had called Frank Lambrick to see if the City has any other property that would be available for parking, and thus far he could not come up with any. We may be forced to float the bookmobiles around at the shopping center stops - Brettwood Village and Fairview Plaza primarily. Mrs. Jackson asked if vandalism has been a problem and Mr. Dumas responded we had some vandalism on the RPL lot several years ago and perhaps could expect more if more remote areas are used for parking.

Continuing, Mr. Dumas stated we have now had the traffic counter in the Library for six months and we know what our traffic is. On an annual basis it amounts to 274,000 people a year, or approximately 900 patrons a day. Several years ago the Library Research Center at the University of Illinois did a survey to check circulation and reference work. Our in-building circulation, almost equal to out-of-building circulation, was so much higher than other libraries who participated in the survey that it was a little suspect. However, when you take our circulation and divide by 274,000 it comes out about 2.2 books per patron which is very close to one-half of the number (4.5) of books that we know from another sample to be typical circulation to a patron; therefore, it looks as if the in-building circulation figure of the previous survey is corroborated.

A memorandum from the City Clerk has been received, Mr. Dumas informed, reminding us that the Economic Interest Statements by Board members must be filed by April 30. You will be getting them in the mail from the Secretary of State. If the statements are not received, we will have copies here at the next board meeting, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved that bills through February 28, 1982 be approved, Mr. Seidman seconded the motion, and it was unanimously approved by a roll-call vote. Looking at this month's Financial Statement, you will note $111,854 appearing in the miscellaneous column, which is made up of two items, the Illinois Per Capita Grant money which is mis-classified and will be corrected the next time around, and the $66,000 from the bonded interest fund.

Continuing, Mr. Marshall noted we are now ten months through the year, 83% of the year, and our operating expenses are about 78% - well within the budget.

Mr. Marshall reported a second meeting of his Committee with the South Wheatland Library Board. The conclusion the South Wheatland people tentatively arrived at was that rather than go on a contractual basis with us, they would reimburse their residents some portion of the cost of a non-resident card. How they do that is going to be up to them. They are still in the process of getting data as to how many people they think will want cards. Mr. Marshall stated we suggested the cards be issued for a twelve month period from July 1 to June 30, with the cost of the card being pro-rated during this period, which might necessitate a slight change in our non-resident mechanics. All we do is issue the card, give them a receipt for it, and take the money, Mr. Marshall explained. Mr. Susler stated he did not understand why we have to do anything different if all we are doing is issuing non-resident cards. What we are doing differently, Mr. Marshall stated is issuing non-resident cards on a July 1 through June 30 basis so that rebates to South Wheatland patrons can be done on an equitable basis from their point of view. Mr. Dumas explained that eventually South Wheatland would like to change this relationship to a contractual relationship and at that time they would probably operate on some kind of a calendar year basis - July through June. Mrs. Jackson asked if another township or community approaches us for service, would we go along with the same policy for them, and Mr. Marshall answered we probably would; it would depend on circumstances. Mr. Dumas suggested that letters be exchanged between South Wheatland and the Library spelling out the conditions of the agreement for one year, the substance of which to be reported at the next meeting of the Board. This seemed to be agreeable to members present.

Under Old Business, Mr. Susler asked: do we have a problem if there is a delay in receiving tax revenues? Mr. Marshall answered that is why we have the fund balance carryover each year, but a couple of years ago when the money didn't come in until September we came close to having a problem. We delayed whatever bills we could because we didn't have the cash to pay for them. In the final analysis, however, the City did not have to issue tax anticipation warrants, but it got very close.

The meeting was adjourned at 5:40 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian
For Secretary of the Board

STATISTICAL REPORT

February, 1982

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1982 -	28,387	2,257	16,807	47,451	475,261
1981 -	26,868	2,215	17,507	46,590	462,352
A-V Materials, 1982 -	2,225	--	298	2,223	25,079
1981 -	1,999	--	177	2,212	16,456
Total Circulation, 1982	30,612	2,257	17,105	49,674	500,340
1981	28,867	2,215	17,684	48,802	478,808

TECHNICAL PROCESSING

Cataloging	
New books added	869
New titles added	259
Books withdrawn	590
Books mended	1,334

Acquisitions	
Books checked in	1,231
Telephone Directories	56
Pamphlets	608
Gifts	0

Materials in the State of Processing

Materials (physical items) - 1128
Titles - 761

FINANCIAL REPORT

	Budgeted	YTD Expended 1980/81	YTD Expended 1981/82	P.O.'s Out	Unencumbered
Personal Services	890,099	692,913	753,609	00	136,490
Operating	245,940	128,891	128,846	00	117,094
Capital and Books	191,428	161,583	160,100	00	31,328

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	5	--	--	5
Library Assistants	7 + 5 (400 hrs)	--	½	7 + 6 (480 hrs)
Clerical	21 + 15 (998 hrs)	--	--	21 + 15 (970 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services, Reference Librarian

Computer Down-time for Month - 6 hours

MAY 1, 1981 THRU FEB 28, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17-	
101	CURRENT YEAR TAXES	1,211,500.00	0.00	1,194,963.58	16,536.42	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	24,000.00	2,966.90	44,104.15	20,104.15-	
728	LIBRARY FINES & FEES	22,500.00	2,505.08	22,442.85	57.15	
728A	NON-RESIDENT FEES	1,200.00	136.00	2,481.20	1,281.20-	
729	LOST & DAMAGED BOOKS	2,400.00	376.59	2,135.45	264.55	
730	PRINTS MADE ON COPY MACHINE	800.00	1.30	721.40	78.60	
733	ILL ST PER CAPITA GRANT	20,000.00	0.00	0.00	20,000.00	
799	MISCELLANEOUS INCOME	7,500.00	111,854.85	115,726.82	108,226.82-	
	TOTAL REVENUE	1,602,562.00	117,840.72	1,705,414.62	102,852.62-	106.42

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	750,120.00	0.00	56,900.22	637,471.82	112,648.18	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	102,923.00	0.00	7,954.45	86,902.82	16,020.18	
106	ENEMPLOYMENT COMPENSATION	3,435.00	0.00	0.00	1,659.16	1,775.84	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,977.00	0.00	1,449.89	15,159.72	1,817.28	
109	TEMPORARY SALARIES	16,494.00	0.00	676.43	12,415.95	4,078.05	
201	ADVERTISING	650.00	0.00	109.44	366.74	283.26	
202	PRINTING & BINDING	5,000.00	0.00	200.40	4,158.68	841.32	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	480.24	7,005.52	2,994.48	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	25.75	379.82	620.18	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,000.00	0.00	95.00	6,372.37	5,627.63	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	174.00	746.14	453.86	
221	AUDITING SERVICES	650.00	0.00	250.00	900.00	250.00-	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	214.40	879.40	120.60	
231	ELECTRICITY	43,000.00	0.00	5,544.53	38,901.57	4,098.43	
233	TELEPHONE	13,000.00	0.00	476.66	7,255.46	5,744.54	
234	WATER	500.00	0.00	0.00	300.05	199.95	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	451.21	2,945.13	1,530.87	
245	POSTAGE	4,000.00	0.00	341.36	4,000.64	0.64-	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	1,400.00	215.00-	
288	RENTALS	5,138.00	0.00	400.00	4,343.50	794.50	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	67.04	1,678.89	121.11	
312	JANITORIAL SUPPLIES	2,500.00	0.00	45.72	1,488.83	1,011.17	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	9,000.00	0.00	849.49	7,277.77	1,722.23	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	302.91	1,162.06	337.94	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	1,591.69	11,429.11	4,570.89	
402	CONTINGENCIES	83,272.00	0.00	0.00	0.00	83,272.00	
403	TRANS TO G F (ADMIN SERV)	16,104.00	0.00	1,342.00	13,420.00	2,684.00	
415	SERVICE RECOGNITION PAYROLL	1,460.00	0.00	260.00	1,155.00	305.00	
423	INSURANCE	11,500.00	0.00	470.82	11,278.44	221.56	
	TOTAL OPERATING EXPENDITURES	1,136,039.00	0.00	80,673.65	882,454.59	253,584.41	77.68

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	40,928.00	0.00	882.97	33,709.72	7,218.28	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	0.00	476.70	23.30	
525	LIBRARY BOOKS RECORDS & EXHIBITS	140,000.00	0.00	11,228.78	116,740.56	23,259.44	
525 A	AUDIO VISUAL MATERIALS	10,000.00	0.00	473.71	9,173.54	826.46	
	TOTAL CAPITAL OUTLAY	191,428.00	0.00	12,585.46	160,100.52	31,327.48	83.63
	TOTAL EXPENDITURES	1,327,467.00	0.00	93,259.11	1,042,555.11	284,911.89	78.54

MAY 1, 1981 THRU FEB 28, 1982

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	59,481.00	0.00	59,151.71	329.29	
101	CURRENT YEAR TAXES	88,365.00	0.00	87,851.09	513.91	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	11,698.00	0.00	5,909.00	5,789.00	
524	INTEREST ON INVESTMENTS	5,000.00	1,542.28	11,162.78	6,162.78-	
	TOTAL REVENUE	164,544.00	1,542.28	164,074.58	469.42	99.71

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	66,465.14	66,661.58	66,561.58-	661.58
410	PRINCIPAL & INTEREST	99,370.00	0.00	0.00	99,370.00	0.00	100.00
	TOTAL EXPENDITURES	99,470.00	0.00	66,465.14	166,031.58	66,561.58-	166.92

MAY 1, 1981 THRU FEB 28, 1982

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-	
56	INCOME	0.00	0.00	200.00	200.00-	
524	INTEREST ON INVESTMENTS	8,000.00	0.00	7,543.99	456.01	
799	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	76,689.00	0.00	76,553.34	135.66	99.82

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00
	TOTAL EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00

MAY 1, 1981 THRU FEB 28, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	0.00	0.00	0.00	0.00	
799	DPL CAPITAL	0.00	18,000.00	20,000.00	20,000.00-	
	TOTAL REVENUE	0.00	18,000.00	20,000.00	20,000.00-	

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

MAY 1, 1981 THRU FEB 28, 1982

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	3,461.00	0.00	3,777.82	316.82-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	400.00	0.00	272.44	127.56	
799	MISC INCOME	900.00	0.00	930.22	30.22-	
	TOTAL REVENUE	4,761.00	0.00	4,980.48	219.48-	104.61

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	476.51	1,312.47	687.53	65.62
	TOTAL EXPENDITURES	2,000.00	0.00	476.51	1,312.47	687.53	65.62

CITY OF DECATUR, ILLINOIS

Decatur Public Library

February, 1982

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
91803	Postmaster	Postage	13.20
91815	Treas-% Employee's Insurance Fund	Life & hosp ins	1,449.89
91821	Punch Publ Ltd.	Books	95.00
91826	Treas-% Payroll Fund	Pd ending 2-3-82	2,266.57
91836	ABC Leisure Magazines, Inc.	Books	78.00
91837	American Library Assn.	Advertising expense	63.00
91838	Animal Welfare Inst.	Books	3.00
91839	Bacon Pamphlet Service	"	2.00
91840	R R Bowker	Advertising expense	46.44
91841	Black & Co.	Hardware supplies	12.40
[illegible]842	Chamber of Commerce	Books	3.00
91843	Citizens Energy Project	"	2.10
91844	Community Council of Greater N Y	"	2.00
91845	Congressional Digest Corp.	"	2.25
91846	Dash Disposal	Service for month	16.50
91847	Data Composition	Office supplies	284.48
91848	Decatur Blue Print	Office supplies	63.50
91849	Feminists for Life of American Inc.	Books	2.00
91850	Greanias & Booth	Professional services	179.40
91851	Houston Chronicle	Books	140.88
91852	K's Merchandise Mart	Calculator	7.97
91853	Ladies Home Journal	Books	14.97
91854	Log Cabin Publ	"	1.25
91855	Mavis Pogue Lumber Co.	Lumber for record bins	702.52
91856	Norman's Cleaners	Laundry service	4.25

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
91857	Otis Elevator Co.	Service for month	264.24
91858	Penfield Press	Books	4.75
91859	Population Reference Bureau	"	2.00
91860	John Lodwell Satterless	"	6.00
91861	Scholastic Magazines, Inc.	"	48.00
91862	Sentinel Pest Control	Service for month	216.00
91863	Supt of Documents	Books	5.00
91864	Swanson Publ Co.	"	2.00
91865	Travel Holiday	"	29.90
91866	Trespasser William's Childrens Books	"	1.50
91867	U S Journal of Drug & Alcohol Dependence	"	2.25
91868	Wag on the Wall	"	2.21
91869	Washington Post	"	259.[illegible]
91870	Wisconsin Clearinghouse	"	2.50
91871	York Radio & Tv	Office supplies	45.11
91872	Ziff Davis	Books	10.00
91920	Ill Power Co.	Power for month	5,355.62
92071	Postmaster	Postage	300.00
92072	Robert Dumas	Travel reimbursement	439.61
92074	American Library Assn	Office supplies	21.15
92075	Anvil Press	Books	6.00
92076	Audio Buff Co.	Audio visual materials	283.72
92077	Robert Barclay, Inc.	Seal	6.56
92078	Brooklyn Botanic Gardens	Books	33.40
92079	Contact Magazine	"	9.95
92080	Decatur Herald & Review	Books	76.[illegible]0
92081	Downtown Decatur Council	Feb parking	400.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
92082	Dun's Business Month	Books	22.00
92083	Hayworth Press,Inc.	"	41.75
92084	Hennepin County Library	"	12.00
92085	House Beautiful	"	245.82
92086	Ill Bell Telephone Co.	Telephone service	508.72
92087	Midstate Office Machines	Repair service	33.00
92088	Natl Rifle Assn of America	Books	38.00
92089	Prairie Paper & Packaging Co.	Janitorial supplies	45.72
92090	Millikin National Bank	Investment	2,595.53
92094	Regent Book Co., Inc.	Books	14.85
92095	Remington Arms Co., Inc.	"	3.95
92096	Sangamo Auto Supply Co.	Automotive parts	219.26
92097	Charles Scribner's Sons	Books	11.95
92098	Sears, Roebuck & Co.	Tools	40.72
92099	Sound Environment	Audio visual materials	11.98
92100	U S Govt Printing Office	Books	3.00
92101	Wall Street Journal	"	89.00
92102	Warren Gorham & Lamont,Inc.	"	165.00
92103	Joe Williams	"	32.29
92106	Treas-% Payroll Fund	Pd ending 2-10-82	26,272.54
92110	Treas-% Central Service Fund	Gasoline	67.04
92147	J D Johnson Insurance Co.	Workmens' Comp ins	470.82
92178	Ill Power Co.	Power for month	188.91
92189	Postmaster	Postage	16.60
92200	Treas-% Mass Transit Fund	Due other funds	250.00
92297	Treas-% Payroll Fund	Pd ending 2-17-82	2,450.01
92303	Treas-% Petty Cash Fund	Reimbursement	64.67

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
92306	Atlanta Journal	Books	79.00
92307	Assn Independent Colleges	"	2.00
92308	Audio Buff Co., Inc.	Audio visual materials	178.01
92309	Black & Co.	Hardware supplies	32.08
92310	Chicago Sun Times	Books	144.00
92311	Christian Science Publ Society	"	72.00
92312	Stephen Decatur High School	"	12.50
92313	Demco Educational Corp.	Office supplies	132.25
92314	Peter Eaton	Books	56.32
92315	Firestone Stores	Installed chains	26.00
92316	Haines & Essick Co.	Office supplies	24.98
92317	Sam Har Press	Books	1.50
92318	Legacy Books	"	2.50
92319	Life Skills Education	"	5.00
92320	Miller O'Neill,Inc.	Record bin bases	60.00
92321	Millikin University	Books	14.00
92322	Natl Inst Neurological Disorders	"	2.00
92323	Octameron Associates	"	1.50
92324	Rolling Prairie Libraries	"	23.11
92325	St Theresa High School	Books	12.00
92326	Science 82	"	15.00
92327	Stiles Ace Hardware	Automotive parts	7.10
92328	U S Govt Printing Office	Books	52.00
92405	Bob's Repair Service	Tow bookmobile	40.00
92406	Decatur Auto Body	Repair service	132.00
92407	Eisenhower High School	Books	11.00
92408	Haines & Essick	Office supplies	284.41
92409	Insurance License Bureau	Books	32.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
92410	Lakeview High School	Books	14.00
92411	McCalls	"	135.60
92412	Sec of State of Ill.	"	52.00
92413	Rolling Prairie Library System	Control system payment	875.00
92414	West Publ Co.	Books	185.00
92415	Wilderness Society	"	15.00
92433	Treas-% Payroll Fund	Service recog pay for Feb	260.00
92385	Treas-% General Fund	Adm charges	1,342.00
92485	Baker & Taylor Company	Books	367.08
92486	"	"	7,883.30
92487	Black & Co.	Hardware supplies	8.85
92488	Doubleday & Co.	Books	569.05
92489	IBM Corp.	Office supplies	32.50
92490	Ill Bell Telephone Co.	Telephone charges	37.30
92491	Library Cards Ltd.	Catalog cards	200.40
92492	3 M Co.	Service to sensitizer machine	207.02
92493	Public Documents Dist Ctr	Books	110.25
92494	Sattley's Offics Supplies	Office supplies	565.79
92545	Medcenter of Decatur	Professional services	35.00
92583	Astro Media Corp.	Books	32.00
92584	Atlantic	"	45.00
92585	MacArthur High School	"	10.00
92586	Miami Herald	"	75.40
92587	New Leader	"	55.00
92588	Technology Review	"	18.00
92594	Treas-% Payroll Fund	Pd ending 2-24-82	26,587.53
92599	Treas-% I M R Fund	Feb retirement	7,954.45
		TOTAL	$96,331.15

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 15, 1982

I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING MARCH 18, 1982

III. CITY LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES:

A. FINANCE AND PROPERTIES
   1. Approval of Bills
   2. Report on Meeting with City Council on Budget

B. PERSONNEL AND PUBLIC RELATIONS
   1. Amendment to Policy Code - Salary Increase
   2. Mr. Susler's Report on RPL Committee Action

V. OLD BUSINESS

VI. NEW BUSINESS - Motion to Convene to Executive Session

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

STATISTICAL REPORT

March, 1982

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1982 -	32,135	2,641	21,779	56,555	531,816
1981 -	30,627	2,686	20,900	54,213	516,565
A-V Materials, 1982 -	2,537	--	354	2,891	27,970
1981 -	2,561	--	215	2,776	19,232
Total Circulation 1982	34,672	2,641	22,133	59,446	559,786
1981	33,188	2,686	21,115	56,989	535,797

TECHNICAL PROCESSING

Cataloging

New books added	1,334
New titles added	533
Books withdrawn	1,204
Books mended	1,522

Acquisitions

Books checked in	1,218
Telephone Directories	39
Pamphlets	502
Gifts	72

Materials in the State of Processing

Materials (physical items) - 739
Titles - 564

FINANCIAL REPORT

	Budgeted	YTD Expended 1980/81	YTD Expended 1981/82	P.O.'s Out	Unencumbered
Personal Services	890,099	755,995	820,790	00	69,309
Operating	245,940	140,849	148,178	00	97,762
Capital and Books	191,428	180,146	176,905	00	14,523

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	5	--	--	5
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (970 hrs)	--	--	21 + 15 (982 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services
1 Reference Librarian

Computer Downtime for Month: 19 Hours, 35 Minutes

CITY OF DECATUR, ILLINOIS

Decatur Public Library

March, 1982

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
92628	Postmaster	Postage	18.10
92645	Treas-% Petty Cash Fund	Reimbursement	69.20
92651	Treas-% Payroll Fund	Pd ending 3-3-82	2,261.53
92653	Postmaster	Postage	300.00
92657	Treas-% Central Service Fund	Gasoline	143.96
92661	Audio Buff Co.	Audio visual materials	17.26
92662	Robert Barclay, Ind.	Filters	163.20
92663	C L Systems, Inc.	Maintenance fee	1,437.95
92664	Dash Disposal	Service for month	16.50
92665	Downtown Decatur Council, Inc.	March parking fees	400.00
92666	Firestone Stores	Automotive parts	44.70
92667	Gaylord Brothers, Inc.	Office supplies (record cases)	1,660.95
92668	Greanias & Booth	Professional services	370.00
92669	Grolier Year Book, Inc.	Books	16.48
92670	Haines & Essick Co.	Office supplies	236.49
92671	Highsmith Co., Inc.	"	177.07
92672	Huston Patterson Corp.	Printed forms	86.64
92673	Ill Power Co.	Gas bill	2,613.42
92674	K's Merchandise Mart	Calculator	59.90
92675	Martindale Hubbell, Inc.	Books	150.40
92676	Modern Business Systems, Inc.	Office supplies	257.50
92677	Otis Elevator Co.	Service for month	264.24
92678	Population Reference Bureau, Inc.	Books	2.00
92679	Regent Book Co., Inc.	"	22.33

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
92680	Rocking Horse Press	Books	2.50
92681	Rolling Prairie Library	Maintenance fee	3,425.98
92682	Stiles Ace Hardware	Hardware supplies	6.94
92683	Tica, Inc.	Bookmobile repair	137.76
92684	Time	Books	254.80
92685	Wood Printing Co.	Printed cards	280.00
92725	Ill Power Co.	Electricity	2,011.28
92752	Sam Benedict	Books	4.00
92753	Home Bldg. Plan Service, Inc.	"	4.00
92754	Secretary of State of Ill.	"	30.00
92755	Travel Insider	"	4.00
92890	Treas-% Payroll Fund	Pd ending 3-10-82	26,602.77
93069	J D Johnson & Son, Inc.	Workmens' comp ins	941.64
92811	Postmaster	Postage	300.00
93156	Treas-% Water Revenue Fund	Water bill	84.11
93161	Sanitary Dist of Decatur	Sewer bill	26.64
93163	New York Times	Books	316.50
93164	St Louis Post Dispatch	"	84.00
93165	Audio Buff Co.	Audio visual materials	331.18
93166	Aviation Week	Books	120.00
93167	Business Week	"	79.95
93168	Crafts 'N Things	"	19.00
93169	Eastin Pehlan Corp.	Office supplies	10.44
93170	Peter Eaton	Books	21.42
93171	Gaylord Brothers, Inc.	Office supplies	888.37
93172	Gentlemen's Quarterly	Books	25.00
93173	Govt Printing Office	"	34.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
93174	Haines & Essick	Office supplies	9.76
93175	Highlights for Children	Books	39.95
93176	Jan San Supply Co.	Janitorial supplies	75.54
93177	Jaques Cattell Press	Books	89.95
93178	Midwest Microfilm Co.	Books	15.71
93179	Mother Jones	"	18.00
93180	Pitney Bowes	Postage meter rental	55.50
93181	Publishers Central Bureau	Books	53.90
93182	Readers Digest Fund	"	10.95
93183	Ray Riling Arms Books Co.	"	60.60
93184	Rossiters Office Machine Service	Scanner	1,800.00
93185	Sattley's Office Machines	Office supplies	9.45
9[illegible]6	Spector Red Ball, Inc.	Freight charges	11.23
93187	Tape Switch Corp	Safety bars	113.56
93188	Voice of the Black Community	Books	40.00
93189	Ziff Davis Publ Co.	"	25.00
93197	Treas-% Payroll Fund	Pd ending 3-17-82	2,340.63
93209	Postmaster	Postage	10.40
93234	Better Homes & Gardens	Books	22.00
93235	Dick Blick	Office supplies	112.40
93236	H R Electronics	Coin operated control device	308.68
93237	Govt Printing Office	Books	22.00
93238	McLean Trucking Co.	Freight charges	47.01
93239	Haines & Essick Co.	Office supplies	6.60
93240	Packaging Center, Inc.	Office supplies	437.08
9[illegible]41	Rossiter's Office Machines	"	74.61
93242	Sangamo Auto Supply	Automotive parts	8.66
93243	Up Front, Inc.	Books	2.10

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
93244	Wood Printing Co.	Printed forms	850.00
93345	Treas-% Payroll Fund	Service recog pay	85.00
93372	"	Pd ending 3-24-82	26,566.06
93448	Treas-% I M R Fund	Retirement charges	7,972.48
93466	Alternative Sources of Energy Magazine	Books	21.50
93467	Baker & Taylor	"	829.89
93468	"	"	9,356.80
93469	Black & Co.	Hardware supplies	71.24
93470	Columbia University Press	Books	124.00
93471	Decatur Herald & Review	"	128.84
93472	Doubleday & Co.	"	1,071.80
93473	Dun's Marketing Services	"	245.00
93474	George Day Sons	Paint	105.8[illegible]
93475	Harper's Bazaar	Books	103.94
93476	Ill Bell Telephone Co.	Telephone charges	607.89
93477	Library Cards Ltd.	Catalog cards	252.72
93478	Natl Geographic Society	Books	67.80
93479	Otis Elevator Co.	Maintenance charges	264.24
93480	Publishers Central Bureau	Books	17.01
93481	Rolling Prairie Library Systems	Monthly payment	875.00
93482	United States Govt Printing Office	Books	10.95
93483	West Publ Co.	"	69.50
93522	Herald & Review	Advertising expense	52.90
		TOTAL	$102,407.[illegible]

MAY 1, 1981 THRU MAR 31, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	312,662.00	0.00	322,839.17	10,177.17-	
101	CURRENT YEAR TAXES	1,211,500.00	17,700.28	1,212,663.86	1,163.86-	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	24,000.00	238.30	44,342.45	20,342.45-	
728	LIBRARY FINES & FEES	22,500.00	2,352.88	24,795.73	2,295.73-	
728A	NON-RESIDENT FEES	1,200.00	136.00	2,617.20	1,417.20-	
729	LOST & DAMAGED BOOKS	2,400.00	349.79	2,485.24	85.24-	
730	PRINTS MADE ON COPY MACHINE	800.00	84.35	805.75	5.75-	
733	ILL ST PER CAPITA GRANT	20,000.00	0.00	45,260.76	25,260.76-	
799	MISCELLANEOUS INCOME	7,500.00	69.83	70,535.89	63,035.89-	
	TOTAL REVENUE	1,602,562.00	20,931.43	1,726,346.05	123,784.05-	107.72

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	750,120.00	0.00	56,975.30	694,447.12	55,672.88	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	102,923.00	0.00	7,972.48	94,875.30	8,047.70	
106	ENEMPLOYMENT COMPENSATION	3,435.00	0.00	0.00	1,659.16	1,775.84	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,977.00	0.00	1,437.29	16,597.01	379.99	
109	TEMPORARY SALARIES	16,494.00	0.00	795.69	13,211.64	3,282.36	
201	ADVERTISING	650.00	0.00	52.90	419.64	230.36	
202	PRINTING & BINDING	5,000.00	0.00	1,469.36	5,628.04	628.04-	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	528.48	7,534.00	2,466.00	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	0.00	21.50	401.32	598.68	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	12,000.00	0.00	4,863.93	11,236.30	763.70	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,200.00	0.00	113.05	859.19	340.81	
221	AUDITING SERVICES	650.00	0.00	0.00	900.00	250.00-	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	370.00	1,249.40	249.40-	
231	ELECTRICITY	43,000.00	0.00	4,624.70	43,526.27	526.27-	
233	TELEPHONE	13,000.00	0.00	607.89	7,863.35	5,136.65	
234	WATER	500.00	0.00	110.75	410.80	89.20	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,476.00	0.00	9.20	2,954.33	1,521.67	
245	POSTAGE	4,000.00	0.00	400.76	4,401.40	401.40-	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	1,400.00	215.00-	
288	RENTALS	5,138.00	0.00	455.50	4,799.00	339.00	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	150.96	1,829.85	29.85-	
312	JANITORIAL SUPPLIES	2,500.00	0.00	82.53	1,571.36	928.64	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	9,000.00	0.00	451.95	7,729.72	1,270.28	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	127.32	1,289.38	210.62	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	3,864.77	15,293.88	705.12	
402	CONTINGENCIES	83,272.00	0.00	0.00	0.00	83,272.00	
403	TRANS TO G F (ADMIN SERV)	16,104.00	0.00	0.00	13,420.00	2,684.00	
415	SERVICE RECOGNITION PAYROLL	1,460.00	0.00	85.00	1,240.00	220.00	
423	INSURANCE	11,500.00	0.00	941.64	12,220.08	720.08-	
	TOTAL OPERATING EXPENDITURES	1,136,039.00	0.00	86,512.95	968,967.54	167,071.46	85.29

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	40,928.00	0.00	3,043.58	36,753.30	4,174.70	
520	OTHER MACHINERY & EQUIPMENT	500.00	0.00	0.00	476.70	23.30	
525	LIBRARY BOOKS RECORDS & EXHIBITS	140,000.00	0.00	13,411.97	130,152.53	9,847.47	
525 A	AUDIO VISUAL MATERIALS	10,000.00	0.00	348.44	9,521.98	478.02	
	TOTAL CAPITAL OUTLAY	191,428.00	0.00	16,803.99	176,904.51	14,523.49	92.41
	TOTAL EXPENDITURES	1,327,467.00	0.00	103,316.94	1,145,872.05	181,594.95	86.32

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1981 THRU MAR 31, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	59,481.00	0.00	59,151.71	329.29	
101	CURRENT YEAR TAXES	88,365.00	1,301.28	89,152.37	787.37-	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	11,698.00	0.00	5,909.00	5,789.00	
524	INTEREST ON INVESTMENTS	5,000.00	0.00	11,162.78	6,162.78-	
	TOTAL REVENUE	164,544.00	1,301.28	165,375.86	831.86-	100.51

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	66,661.58	66,561.58-	661.58
410	PRINCIPAL & INTEREST	99,370.00	0.00	0.00	99,370.00	0.00	100.00
	TOTAL EXPENDITURES	99,470.00	0.00	0.00	166,031.58	66,561.58-	166.92

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1981 THRU MAR 31, 1982

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	68,689.00	0.00	68,809.35	120.35-	
56	INCOME	0.00	0.00	200.00	200.00-	
524	INTEREST ON INVESTMENTS	8,000.00	0.00	7,543.99	456.01	
799	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	76,689.00	0.00	76,553.34	135.66	99.82

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00
	TOTAL EXPENDITURES	76,689.00	0.00	0.00	0.00	76,689.00	0.00

MAY 1, 1981 THRU MAR 31, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	0.00	0.00	0.00	0.00	
524	INTEREST INCOME	0.00	75.94	75.94	75.94-	
799	DPL CAPITAL	0.00	0.00	20,000.00	20,000.00-	
	TOTAL REVENUE	0.00	75.94	20,075.94	20,075.94-	

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

MAY 1, 1981 THRU MAR 31, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1981	3,461.00	0.00	3,777.82	316.82-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	400.00	0.00	272.44	127.56	
799	MISC INCOME	900.00	0.00	930.22	30.22-	
	TOTAL REVENUE	4,761.00	0.00	4,980.48	219.48-	104.61

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	217.80	1,530.27	469.73	76.51
	TOTAL EXPENDITURES	2,000.00	0.00	217.80	1,530.27	469.73	76.51