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

BOARD OF DIRECTORS MEETING

AGENDA

NOVEMBER 20, 1980

I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING OCTOBER 16, 1980

III. LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES:

A. FINANCE AND PROPERTIES

1. Approval of Bills
2. Acceptance of Yearly Audit Report

B. PERSONNEL AND PUBLIC RELATIONS

V. OLD BUSINESS

A. ELECTION OF VICE PRESIDENT

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - November 20, 1980

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

Members Present:	Members Absent:	Others Present:
Mrs. Batterham	Mrs. Jackson	Mr. Dumas
Mr. Grieve		Miss Schwegman
Mr. Marshall		
Mrs. Moore		
Mr. Mueller		
Mr. Seidman		
Mr. Susler		
Ms. Taylor		

The meeting was called to order at 4:30 p.m. by the President, Mrs. Moore.

The minutes of the regular board meeting of October 16, 1980, were approved as mailed.

In his monthly report to the Board, Mr. Dumas stated that, as you will recall, a few months ago we hired an acting Children's Librarian to fill in for Mr. Hippenhammer while he is on leave. She has resigned, giving as her reasons the 100 miles a day commuting from Bloomington, which was more than she bargained for, and the fact she felt her department was under staffed. To take her place in the interim period, I have appointed the Library Assistant, Mrs. Grove, to be acting Children's Librarian, Mr. Dumas stated. She will work out of classification, and I have advanced her salary to that of a department head, Mr. Dumas explained. This left a vacancy in her spot; therefore, we have hired two part-time temporary Library Assistants which Mrs. Grove feels will give her more flexibility in scheduling. Mrs. Grove will do a good job, Mr. Dumas stated, as she has performed in a superior manner in the department for some time.

Mr. Dumas reported he has received another letter from Dr. Stephen Cox, Head of the Law Inforcement Department at Western Illinois University, relative to conducting a program for the staff on security and dealing with problem patrons. The cost of the program will be approximately $240, but there is a slight problem with regard to the scheduling. I would suggest we schedule as many people as we can in one afternoon session, and conduct another session eleven or twelve months later to catch the remaining staff and any new employees at that time, and then perhaps a session annually thereafter, Mr. Dumas stated. Mr. Marshall suggested the second session should be held within three or four weeks after the first, if possible, which seemed to be the consensus of other members present.

Backing up a little, Mrs. Moore welcomed new board member, John Mueller, and expressed the hope he would enjoy his experiences with the group.

Further reporting, Mr. Dumas informed he had attended the Illinois Library Association convention in Chicago last week where he spent most of his time investigating material security devices, and there were four such devices available. Mr. Dumas stated he had also inspected security systems at Richland Community College and at the Champaign library. One of the systems is the Sentronic, but while it is still for sale, it is not being actively marketed at this time. It is a magnetic system which involves very little electronics. There is also the Check-Point system which utilizes a target device which looks like a miniature complicated antenna. A radial disc about 2" in diameter is placed inside the pocket. This is sensitized with radio frequency which activates an alarm, much like systems currently in use at airports. Mr. Dumas stated he felt these systems could be too easily defied, and were also extremely expensive. The Tattle-Tape, a 3M system, and Knogo are essentially the same thing, and Mr. Dumas felt them to be superior to the other systems. They utilize a strip which is placed on a rod and shoved down the spine of the book. The strip has a plastic cover and an adhesive side, and has chips of some kind of alloy on them which is activated in the machine. Samples of these strips were distributed for members of the Board to inspect. In the Tattle-Tape system, they are activated by a pressure plate on the floor or an infra-red electric eye, which locks the gate, and then the gate is automatically released so that the next person may pass through. The Knogo system is activated only by a pressure plate. The Library Technology Report indicates that all systems do what they are supposed to with a high frequency of performance, and that unauthorized removal from libraries is normally reduced between 80 and 90%. With all things considered, Mr. Dumas stated he tended to incline toward the Tattle-Tape system as the most desirable for our use here. Mr. Grieve asked how much of the collection would be converted to such a system, and Mr. Dumas answered it would not be practical or necessary to convert the entire collection, but that only high loss areas of the collection would be converted retroactively, such as the 600's, 700's and 350's, reference books and all phonograph records. Mr. Dumas stated he has not talked price as yet for the systems, but 3-M and Knogo will submit proposals and he will keep the Board informed.

Mr. Dumas reported that the automatic answering device for the bookmobile terminals has been installed and has completely eliminated the garbage we were getting on the video screen. The bookmobile terminals have been up all month with the exception of five bookmobile stops having trouble with the telephone lines. I think with that one exception, Mr. Dumas remarked, October is the first month since last April when all computers and terminals have been up and on line. I hope it stays that way for a while, Mr. Dumas stated.

As Chairman of the Finance and Properties Committee, Mr. Marshall gave an informational report on the summary of income and expenditures through October 31, 1980, and bills approved through that date. The motion for approval of the report by Mr. Marshall was seconded by Mr. Grieve and was unanimously approved by a roll-call vote.

Mr. Marshall further moved that the library audit report for the year ending April 30, 1980, prepared by Graves and Graves, Certified Public Accountants, be accepted and placed on file. Mr. Grieve seconded the motion. Mr. Susler moved that the motion be amended as follows: "That receipt of the library audit report for the year ending April 30, 1980, prepared by Graves and Graves, Certified Public Accountants, be acknowledged and the report placed on file." Mrs. Batterham seconded the motion to amend, which carried. The motion as amended was then approved.

With the completion of the new City Civic Center, Mr. Marshall asked if the City has been approached regarding library parking for staff and patrons. Mr. Dumas stated he has not been able to talk to them as yet, but it does not seem to look too promising. The Citizens Bank parking lot across from the Library was suggested as a possibility for night parking by library patrons, and Mr. Dumas stated he would look into the matter.

Mr. Dumas reported that the construction of the new bookmobile has been held up by the shelving, but a new shelving contractor has been found who promises delivery within three or four weeks. Mr. Brooks is anxious to get the work completed so that he can collect for his services.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve reported his Committee had not met and had nothing to bring before the meeting at this time.

Under Old Business, Mrs. Batterham, as Chairman of the Nominating Committee for a Vice President, named her Committee's selection to be Mr. David Marshall. Mrs. Moore asked for further nominations from the floor. Since there were none, Ms. Taylor moved that Mr. Marshall be so designated, and the motion was unanimously approved by acclamation.

Mrs. Moore appointed new member John Mueller to serve as a member of the Finance and Properties Committee.

Reporting on his attendance at the Rolling Prairie Libraries board meeting, Mr. Susler stated they are having some problems with their by-laws and are going to revise them to better conform to the statutes. As a member of the system, DPL will probably have to approve any substantial changes they make, Mr. Susler remarked. There was also some talk about the computers, Mr. Susler stated, but it didn't amount to much and no further action is contemplated at this time on the project.

There being no further business to come before the Board, the meeting was adjourned at 5:35 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

October, 1980

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1980 -	26,034	1,905	19,783	47,722	284,732
1979 -	25,301	2,338	17,835	45,374	277,665
A-V Materials, 1980 -	1,470	--	155	1,625	9,180
1979 -	1,641	--	97	1,738	8,927
Total Circulation, 1980 -	27,504	1,905	19,938	49,347	293,912
1979 -	26,942	2,338	17,932	47,112	286,592

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,012	Books checked in	985
New titles added	290	Telephone Directories	39
Books withdrawn	345	Pamphlets	305
Books mended	1,442	Gifts	239

Materials in the State of Processing

Materials (physical items) - 497
Titles - 325

FINANCIAL REPORT

	Budgeted	YTD Expended 1979/80	YTD Expended 1980/81	P.O.'s Out	Unencumbered
Personal Services	885,083	349,439	409,645	--	475,438
Operating	145,702	66,526	83,514	22,348	39,840
Capital and Books	190,696	82,107	83,472	4,375	102,849

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	7	--	--	7
Library Assistants	8 + 3 (240 hrs)	--	--	8 + 3 (240 hrs)
Clerical	20 + 12 (840 hrs)	--	1	21 + 12 (820 hrs)
CETA	3	--	1	4
Maintenance	3	--	--	3

Current Vacancies: 3 Technical Services Clerks I

Computer Down-time for Month - None

DECATUR PUBLIC LIBRARY

REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS

FOR THE YEAR ENDED APRIL 30, 1980

G&G

GRAVES & GRAVES
CERTIFIED PUBLIC ACCOUNTANTS
DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

REPORT ON EXAMINATION OF
FINANCIAL STATEMENTS

FOR THE YEAR ENDED APRIL 30, 1980

DECATUR PUBLIC LIBRARY

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APRIL 30, 1980

GRAVES & GRAVES
Certified Public Accountants

118 NORTH MERCHANT STREET
DECATUR, ILLINOIS 62523
217/423-4536

The Board of Library Directors
Decatur Public Library

We have examined the balance sheet of the Decatur Public Library and Library Trust Fund as of April 30, 1980, and the related statements of revenue and expenditures and changes in fund balance for the year then ended. Our examination was made in accordance with generally accepted auditing standards, and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

In our opinion, the accompanying balance sheet and statements of revenue and expenditures and changes in fund balance present fairly the financial position of the Decatur Public Library and Library Trust Fund as of April 30, 1980, and the results of its operations for the year then ended in conformity with generally accepted accounting principles applied on a consistent basis.

Graves & Graves

September 26, 1980

DECATUR PUBLIC LIBRARY

BALANCE SHEET
APRIL 30, 1980

ASSETS

Cash on hand	$ 125
Cash on deposit	14,372
Investments, certificates of deposit	252,000
Accrued interest receivable	3,775
Taxes receivable, current levy - Estimated collection, 98½% of levy	1,109,258
Taxes receivable, prior levies - Estimated collection, 54% of delinquent taxes	3,413
TOTAL ASSETS	$1,382,943

LIABILITIES AND FUND BALANCE

Accrued payroll	$ 10,700
Accounts payable	6,918
Fund balance	1,365,325
TOTAL LIABILITIES AND FUND BALANCE	$1,382,943

The Note to the Financial Statements is an integral part of this statement.

DECATUR PUBLIC LIBRARY

STATEMENT OF REVENUE AND EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED APRIL 30, 1980

Sources of Financial Resources	Budget	Actual	Actual Over (Under)
Property taxes	$ 991,230	$1,100,707	$ 109,477
Illinois State Per Capita Grant	--	43,718	43,718
Fines and fees	19,700	26,054	6,354
Interest on investments	10,000	23,000	13,000
Miscellaneous	5,700	10,471	4,771
Total Sources of Financial Resources	$1,026,630	$1,203,950	$ 177,320
Uses of Financial Resources			
Personal services	$ 780,465	$ 742,946	$ (37,519)
Contractual services	100,948	98,253	(2,695)
Commodities	30,600	29,571	(1,029)
Other charges	43,239	11,064	(32,175)
Capital outlay	156,826	133,209	(23,617)
Total Uses of Financial Resources	$1,112,078	$1,015,043	$ (97,035)
Net Increase (Decrease) in Fund Balance During the Year	$ (85,448)	$ 188,907	$ 274,355
Fund Balance, May 1, 1979		1,176,418	
Fund Balance, April 30, 1980		$1,365,325	

The Note to the Financial Statements is an integral part of this statement.

DECATUR PUBLIC LIBRARY

DECATUR PUBLIC LIBRARY TRUST FUND
BALANCE SHEET
APRIL 30, 1980

ASSETS

Investments	$ 65,875
Accrued interest receivable	176
TOTAL ASSETS	$ 66,051
FUND BALANCE	$ 66,051

DECATUR PUBLIC LIBRARY TRUST FUND
STATEMENT OF REVENUE AND EXPENDITURES
AND CHANGES IN FUND BALANCE
FOR THE YEAR ENDED APRIL 30, 1980

Sources of Financial Resources	Budget	Actual	Actual Over (Under)
Interest on investment	$ 3,560	$ 5,594	$ 2,034
Miscellaneous income	900	910	10
Total Sources of Financial Resources	$ 4,460	$ 6,504	$ 2,044
Uses of Financial Resources			
Purchase of books	$ 800	$ --	$ (800)
Net Increase (Decrease) in Fund Balance During the Year	$ 3,660	$ 6,504	$ 2,844
Fund Balance, May 1, 1979		59,547	
Fund Balance, April 30, 1980		$ 66,051	

The Note to the Financial Statements is an integral part of this statement.

DECATUR PUBLIC LIBRARY

NOTE TO FINANCIAL STATEMENTS
APRIL 30, 1980

SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of Accounting -

The financial statements of the Decatur Public Library are presented on the accrual basis of accounting. This means that the changes in receivables and payables are reported as current items within the statements of revenues and expenditures. Estimated revenue and expenditure authorizations are based on the budget which is prepared on a receipts and disbursements basis.

Taxes Receivable -

Taxes are computed at 98½% of the current levy.

Bonds Outstanding -

1971 Decatur Public Library bonds in the amount of $195,000 were outstanding at April 30, 1980. The bonds were issued for acquisition of the present Library building and are general obligations of the City.

Taxes levied and received for payment of the principal and interest of these bonds are reflected in the Debt Service Funds of the City of Decatur.

Fixed Assets -

Library building and other fixed assets are considered a part of the City's General Fixed Assets and are not reflected in these statements.

Expenditures -

The current year's financial statements do not reflect expenditures for personal services amounting to $22,229. These expenditures were paid with CETA funds and are accounted for in a separate fund maintained by the City of Decatur, Illinois.

Decatur Public Library Trust Fund -

Bequests to the Decatur Public Library from the Breckenridge Estate in the amount of $37,300 were received in prior years. None was received during the current year. There are no restrictions on expenditures of this money.

Money received from the Maude Ellen Bridges Estate is to be expended only for children's books and supplies. None was received during the current year.

SUPPLEMENTARY INFORMATION

In connection with the examination of the financial statements of the Decatur Public Library for the year ended April 30, 1980, we have reviewed the additional information presented on the following pages taken from the accounting and other records of the Decatur Public Library and presented for supplementary analysis purposes, but which is not, in our opinion, necessary for a fair presentation of financial position or results of operations. This information has been subjected to the audit procedures applied in the examinations of the basic financial statements and is, in our opinion, fairly stated in all material respects in relation to the basic financial statements taken as a whole.

DECATUR PUBLIC LIBRARY

SCHEDULE OF EXPENDITURES
FOR THE YEAR ENDED APRIL 30, 1980

	Budget	Actual	Actual Over (Under)
PERSONAL SERVICES			
Regular salaries	$ 643,954	$ 620,552	$ (23,402)
Retirement	97,826	89,964	(7,862)
Hospitalization, medical and life insurance	16,357	15,239	(1,118)
Unemployment compensation	3,209	3,208	(1)
Temporary salaries	19,119	13,983	(5,136)
Total Personal Services	$ 780,465	$ 742,946	$ (37,519)
CONTRACTUAL SERVICES			
Advertising	$ 552	$ 420	$ (132)
Printing and binding	5,000	4,784	(216)
Service to maintain buildings	10,248	10,503	255
Service to maintain improvements other than buildings	650	227	(423)
Service to maintain office equipment	11,715	10,212	(1,503)
Service to maintain automotive equipment	4,150	2,998	(1,152)
Auditing	650	650	--
Other professional services	1,557	1,578	21
Payment to City for data processing	12,415	12,415	--
Electricity	33,000	36,606	3,606
Water	400	347	(53)
Telephone	7,000	6,496	(504)
Travel, training and conference	3,151	1,820	(1,331)
Postage	4,000	3,721	(279)
Professional association membership fees	1,185	1,155	(30)
Rentals	5,275	4,321	(954)
Total Contractual Services	$ 100,948	$ 98,253	$ (2,695)
COMMODITIES			
Gas, oil and antifreeze	$ 1,272	$ 2,138	$ 866
Janitorial supplies	1,844	1,865	21
Materials to maintain buildings and improvements	9,326	9,461	135
Materials to maintain automotive equipment	2,553	2,552	(1)
Medical and laboratory supplies	5	5	--
Office supplies	15,600	13,127	(2,473)
Minor equipment, tools and hardware	--	423	423
Total Commodities	$ 30,600	$ 29,571	$ (1,029)

DECATUR PUBLIC LIBRARY

SCHEDULE OF EXPENDITURES
FOR THE YEAR ENDED APRIL 30, 1980
(CONTINUED)

	Budget	Actual	Actual Over (Under)
OTHER CHARGES			
Contingencies	$ 32,067	$ --	$ (32,067)
Service recognition payroll	1,172	1,171	(1)
Insurance	10,000	9,893	(107)
Total Other Charges	$ 43,239	$ 11,064	$ (32,175)
CAPITAL OUTLAY			
Machinery and equipment	$ 56,826	$ 41,600	$ (15,226)
Books	100,000	91,609	(8,391)
Total Capital Outlay	$ 156,826	$ 133,209	$ (23,617)
Total Expenditures	$1,112,078	$1,015,043	$ (97,035)

DECATUR PUBLIC LIBRARY

STATEMENT OF CASH RECEIPTS - ESTIMATED AND ACTUAL
FOR THE YEAR ENDED APRIL 30, 1980

Source	Estimated Revenue	Cash Receipts	Actual Over (Under) Estimated
Property taxes	$ 991,230	$ 991,212	$ (18)
Illinois State Per Capita Grant	--	43,728	43,728
Fines and fees	19,700	26,043	6,343
Interest on investments	10,000	20,858	10,858
Miscellaneous	5,700	10,471	4,771
Total	$1,026,630	$1,092,312	$ 65,682

DECATUR PUBLIC LIBRARY

STATEMENT OF CASH DISBURSEMENTS COMPARED WITH AUTHORIZATIONS
FOR THE FISCAL YEAR ENDED APRIL 30, 1980

Classified By Object	Authorizations	Cash Disbursements	Unencumbered Balances
Personal services	$ 780,465	$ 739,354	$ (41,111)
Contractual services	100,948	94,321	(6,627)
Commodities	30,600	30,770	170
Other charges	43,239	11,089	(32,150)
Capital outlay	156,826	137,030	(19,796)
Total	$1,112,078	$1,012,564	$ (99,514)

SCHEDULE OF TAXES LEVIED AND COLLECTED AND SETTLEMENTS
TAX LEVY YEARS 1974 THROUGH 1978

	1978	1977	1976	1975	1974
Property taxes, current year extensions (includes payment by Decatur Housing Authority)					
Library	$ 944,760	$881,973	$823,108	$789,231	$692,454
Repair and maintenance	57,218	--	--	--	--
Back taxes collected, prior years (See note)	--	12,413	5,166	4,284	17,820
TOTAL TO BE ACCOUNTED FOR	$1,001,978	$894,386	$828,274	$793,515	$710,274
Deductions (additions) for:					
Errors and abatements, collection and extension fees and property taxes unpaid (received)	10,766	(1,903)	6,326	3,326	1,872
NET TAX COLLECTIONS	$ 991,212	$896,289	$821,948	$790,189	$708,402

NOTE: Beginning in Fiscal Year 1978, Macon County did not separate prior year collections from current year collections. Therefore, back taxes collected in prior years for 1978 is included in current year collections.

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1980 THRU OCT 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	240,825.00	0.00	266,372.05	25,547.05-	
101	CURRENT YEAR TAXES	1,115,000.00	0.00	390,824.29	724,175.71	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	20,000.00	2,566.69	13,215.88	6,784.12	
728	LIBRARY FINES & FEES	23,000.00	2,182.60	11,267.94	11,732.06	
728A	NON-RESIDENT FEES	850.00	135.00	621.00	229.00	
729	LOST & DAMAGED BOOKS	2,100.00	226.52	1,136.58	963.42	
730	PRINTS MADE ON COPY MACHINE	800.00	3.10	327.13	472.87	
733	ILL ST PER CAPITA GRANT	25,000.00	0.00	0.00	25,000.00	
799	MISCELLANEOUS INCOME	8,000.00	618.43	7,178.69	821.31	
	TOTAL REVENUE	1,435,575.00	5,732.34	690,943.56	744,631.44	48.13

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	54,383.40	344,621.95	396,745.05	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	109,040.00	0.00	8,051.52	50,340.72	58,699.28	
106	ENEMPLOYMENT COMPENSATION	3,528.00	0.00	511.16	1,470.69	2,057.31	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,913.00	0.00	1,281.60	7,634.88	9,278.12	
109	TEMPORARY SALARIES	14,085.00	0.00	1,227.91	5,578.46	8,506.54	
201	ADVERTISING	650.00	0.00	44.55	194.60	455.40	
202	PRINTING & BINDING	5,000.00	871.51	301.22	1,871.86	2,256.63	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	1,335.49	2,226.61	5,857.07	2,807.44	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	1,000.00	202.27	25.24	729.23	68.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	13,000.00	6,446.70	118.00	3,528.59	3,024.71	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	3,300.00	0.00	130.75	517.56	2,782.44	
221	AUDITING SERVICES	650.00	0.00	0.00	0.00	650.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	825.00	252.00	556.00	381.00-	
231	ELECTRICITY	35,000.00	4,082.96	3,878.56	20,622.75	10,294.29	
233	TELEPHONE	9,900.00	2,220.09	1,043.44	6,786.55	893.36	
234	WATER	400.00	378.50	0.00	221.50	200.00-	
241	CONFERENCE ATTENDANCE EXPENSE	3,016.00	0.00	9.60	2,022.82	993.18	
245	POSTAGE	4,000.00	2,430.00	322.91	2,303.24	733.24-	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	0.00	50.00	1,135.00	
288	RENTALS	3,170.00	1,746.00	440.00	2,501.57	1,077.57-	
310	GAS OIL & ANTIFREEZE	1,800.00	0.00	671.16	871.28	928.72	
312	JANITORIAL SUPPLIES	1,500.00	0.00	118.26	969.84	530.16	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	6,000.00	121.00	694.48	5,335.57	543.43	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	132.00	239.27	942.47	1,425.53	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	1,556.55	5,410.10	9,206.63	5,236.82	
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	2,289.66	6,868.98	6,869.02	
415	SERVICE RECOGNITION PAYROLL	1,288.00	0.00	135.00	580.00	708.00	
423	INSURANCE	10,100.00	0.00	775.00	10,974.63	874.63-	
	TOTAL OPERATING EXPENDITURES	1,030,785.00	22,348.07	84,581.40	493,159.44	515,277.49	47.84
510	AUTOMOTIVE EQUIPMENT	35,000.00	0.00	0.00	6,637.32	28,362.68	
515	OFFICE MACHINERY & EQUIPMENT	24,890.00	4,375.00	1,750.00	19,226.15	1,288.85	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1980 THRU OCT 31, 1980

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
520	OTHER MACHINERY & EQUIPMENT	2,806.00	0.00	2,302.66	2,302.66	503.34	
525	LIBRARY BOOKS RECORDS & EXHIBITS	120,000.00	0.00	11,384.62	54,252.32	65,747.68	
525 A	AUDIO VISUAL MATERIALS	8,000.00	0.00	0.00	1,054.15	6,945.85	
	TOTAL CAPITAL OUTLAY	190,696.00	4,375.00	15,437.28	83,472.60	102,848.40	43.77
	TOTAL EXPENDITURES	1,221,481.00	26,723.07	100,018.68	576,632.04	618,125.89	47.21

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1980 THRU OCT 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	51,079.00	0.00	50,437.60	641.40	
101	CURRENT YEAR TAXES	96,901.00	0.00	34,379.57	62,521.43	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106	REPLACEMENT TAX	10,144.00	0.00	8,444.19	1,699.81	
524	INTEREST ON INVESTMENTS	3,500.00	1,593.75	3,146.09	353.91	
	TOTAL REVENUE	161,624.00	1,593.75	96,407.45	65,216.55	59.65

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	4,485.00	104,485.00	4.12
	TOTAL EXPENDITURES	109,070.00	0.00	0.00	4,485.00	104,585.00	4.11

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1980 THRU OCT 31, 1980

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	60,272.00	0.00	62,689.37	2,417.37-	
56	INCOME	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	4,500.00	3,756.94	3,869.44	630.56	
	TOTAL REVENUE	64,772.00	3,756.94	66,558.81	1,786.81-	102.76

MAY 1, 1980 THRU OCT 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	0.00	0.00	0.00	0.00	
731	TRANS FROM CITY OF DECATUR	16,650.00	2,059.47	11,900.99	4,749.01	
	TOTAL REVENUE	16,650.00	2,059.47	11,900.99	4,749.01	71.48

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	66.63	377.57	322.43	
107 A	GROUP LIFE INSURANCE	250.00	0.00	7.89	44.71	205.29	
109	TEMP SALARIES	10,000.00	0.00	466.40	10,192.28	192.28-	
	TOTAL OPERATING EXPENDITURES	16,650.00	0.00	540.92	12,451.91	4,198.09	74.79
	TOTAL EXPENDITURES	16,650.00	0.00	540.92	12,451.91	4,198.09	74.79

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1980 THRU OCT 31, 1980

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1980	2,300.00	0.00	3,186.07	886.07-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	200.00	136.38	194.91	5.09	
799	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	3,400.00	136.38	3,380.98	19.02	99.44

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

October, 1980

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
72275	American Opinion	Books	18.00
72276	American West	"	35.00
72277	Babka Publ Co.	"	93.00
72278	John Baird	Tuned piano	37.00
72279	Black & Co.	Hardware supplies	44.86
72280	Bulletin of the Atomic Scientists	Books	67.00
72281	Chicana Rights Project	"	1.50
72282	Caroline Heilman	"	2.00
72284	Commentary	"	64.00
73385	Craftmasters, Inc.	Repair service	20.46
72286	Dash Disposal	Service for month	16.50
72287	Days Paint Store	Paint	167.36
72291	Decatur Refrigeration Co.	Air conditioner repair	14.00
72292	Demco Educational Corp.	Office supplies	29.55
72293	Downtown Decatur Council	Parking for October	440.00
72294	A B Dick Products Co.	Office supplies	141.00
72295	Family Handyman	Books	15.90
72296	Gaylord Brothers, Inc.	Island units	1,385.41
72297	General Binding Corp.	Film	360.40
72298	Greanias & Booth	Professional services	175.00
72299	Haines & Essick Co.	Office supplies	255.54
72300	Ill Power Co.	Gas bill	41.74
72301	3 M Business Products Sales	Microfilm supplies	962.86
72302	Otis Elevator Co.	Service for month	268.11
72303	Rolling Prairie Libraries	Control system payment	875.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
72310	Demco Educational Corp.	Office supplies	122.58
72311	American Collector	Books	24.00
72312	Bullocks	"	2.25
72313	Education Digest	"	60.00
72314	I. Magnim	"	2.00
72315	Natl Auto Dealers Used Car Guide	"	19.00
72316	Travel Holiday	"	7.95
72196	Treas-% Payroll Fund	Pd ending 10-1-80	1,900.28
72208	Ill Power Co.	Electricity	3,836.82
72226	Treas-% Employee's Ins Fund	Life & hosp ins	1,356.12
72251	Postmaster	Postage	17.60
72356	Decatur Clinic	Professional services	40.00
72362	Decatur Herald & Review	Advertising expense	44.55
72385	H O Hoffman, M.D.	Professional services	37.00
72439	Treas- %Payroll Fund	Pd ending 10-8-80	25,581.21
72496	J D Johnson & Son, Inc.	Workmen's Comp ins	775.00
72622	American Inst of Biological Sciences	Books	35.00
72623	" Library Assn.	"	384.00
72624	" Radio Relay League	"	36.00
72625	Changing Times	"	90.00
72626	Elsevier North Holland, Inc.	"	28.00
72627	Horse & Rider	"	9.90
72628	Readers Digest Fund	"	10.95
72629	Sojourners Magazine	"	12.00
72630	Working Woman	"	26.00
72702	G W Berkheimer	Motor parts	76.04
72707	Treas-% Payroll Fund	Pd ending 10-15-80	1,319.54
72719	Treas-% Central Service Fund	Gasoline	671.16
72728	Postmaster	Postage	300.00

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
72729	Peter Eaton	Books	94.25
72730	Fordham Equipment Co.	Book covers	1,180.99
72731	Girl Scouts of the USA	Books	8.25
72732	Haines & Essick	Office supplies	327.87
72733	Ill Bell Telephone Co.	Telephone charges	849.44
72734	Jan San Supply Co.	Janitorial supplies	118.26
72735	Los Angeles County Museum of Art	Books	13.95
72736	Neiman Marcus	"	4.00
72737	Mansell Publ Co.	"	3,772.80
72738	Marrimack Book Service	"	7.61
72739	Modern Business Systems, Inc.	Office supplies	233.90
72740	Norman's Cleaners	Laundry service	8.74
72741	Regent Book Co., Inc.	Books	79.09
72742	Tucson Women's Commission	"	3.00
72743	U of Hawaii	"	3.34
72744	Wood Printing Co.	Printed book order cards	105.00
72769	C L Systems, Inc.	Office supplies	28.78
72770	Decatur Refrigeration	Air cond repair	1,161.85
72771	Haines & Essick Co.	Office supplies	84.17
72772	Ill Bell Telephone Co.	Telephone charges	91.92
72773	Martin Yale Business Machines	Office supplies	7.50
72821	Director of Labor	Unemployment comp ins	511.16
72824	Treas-% General Operating Fund	Administration charges	2,289.66
72825	American Historical Assn.	Books	39.00
72826	Architectural Record	"	33.00
72827	Arts Magazine	"	60.00
72829	BoyScouts of America	"	10.40
72830	Business Equipment Co.	Repair service	25.00
72831	Capital Development Board	Books	3.00
72832	The Crafts Report	"	13.50

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
72833	Elden Dean Austin	Books	3.50
728[illegible]	Gaylord Bros., Inc.	Displayer unit	917.25
72835	U S Govt Printing Office	Books	4.00
72836	West Publ Co.	"	10.00
72868	Bob's Repair Service	Repair to lights	123.73
72869	Decatur Paper House	Paper supplies	645.70
72870	Jan San Supply Co.	Janitorial supplies	53.20
72871	Merry Randolph Motor Supply	Automotive parts	19.56
72872	Rolling Prairie Libraries	Control system charges for Oct	875.00
72873	"	Copies	4.30
72880	Treas-% Payroll Fund	Oct service recog pay	135.00
72889	"	Pd ending 10-24-80	25,888.83
72998	Atlantic	Books	35.00
72999	Aurora Publishers	"	7.76
73[illegible]0	Babka Publ Co.	"	40.00
73001	Beckley Cardy	Office supplies	53.93
73002	Biblio Dist Center	Books	14.98
73003	Children's Book Council	"	26.07
73004	Decorating Craft Ideas	"	96.00
73005	Heldref Publ.	"	15.00
73006	Housing	"	33.00
73007	Ill Bell Telephone Co.	Telephone service	102.08
73008	Indianapolis News	Books	71.50
73009	K Mart	Light for bookmobile	18.63
73010	Official Guide (Railway)	Books	52.00
73011	Railroad Model Craftsman	"	14.00
73012	Russell's Guides, Inc.	"	52.90
[illegible]13	Washington Monthly	"	49.00
73014	West Publ Co.	"	56.25

VOU. NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
73015	H W Wilson Co.	Books	908.00
73055	First National Bank of Decatur	Investment	26,593.75
73059	Treasurer-% Petty Cash Fund	Reimbursement	48.94
73107	Millikin National Bank	Investment	64,965.02
73144	Chicago Tribune	Books	51.00
73147	American Dist Telegraph Co.	Annual service charge	1,183.00
73148	Baker & Taylor - New York	Books	443.50
73149	" Chicago	"	3,416.98
73150	Bilyeu's Paint & Glass	Plexiglass for trailer	18.56
73151	Doubleday & Co.	Books	760.64
73152	Gaylord Brothers, Inc.	Office supplies	962.80
73153	Library Cards Ltd.	Catalog cards	191.92
73154	Rossiters Office Machine Service	Typewriter repair	56.00
73155	Selecciones Del Reader's Digest	Books	15.00
73156	Thornton Welding Service	Repair to tractor	103.25
73157	University of Chicago Press	Books	18.40
73250	Treas-% IMR Fund	Oct retirement	8,051.52
73244	Treas-% Payroll Fund	Pd ending 10-29-80	1,387.85
		TOTAL DPL FUND VOUCHERS	$192,119.87