

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Department: Library

Accounts 101, 102 and 109

Activity:

Submitted by: Library Board of Directors

Activity No.: 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

| Position Title Official job Classification | Name- Write vacant if applicable | Pay Range & Step | Annual Salary Rate as of May 1, 1976 | Total Salary 1976 - 1977 | If total salary is different than salary on May 1, 1976 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES. |
|--|--|------------------------|--|--------------------------------|---|
| 1. City Librarian | Robert H. Dumas | | 25,456 | 25,456 | |
| 2. Maint. Man | Gilbert Kratzner | 16-F | 12,107 | 12,107 | |
| 3. Clerk Steno II | Helen Schwegman | 13-F | 10,458 | 10,458 | |
| 4. Lib Clk II | Margie Wheeler | 11-F | 9,486 | 9,486 | |
| 5. Staff Artist | William Larrick | 12-F | 9,960 | 9,960 | |
| 6. Lib Asst I | Harriet Berbaum | 18-F | 13,346 | 13,346 | |
| 7. Lib Asst I | Carol Owrey | 18-D | 12,107 | 12,316 | Step Increase 12/27/76 |
| 8. Lib Asst I | Mary Harper | 18-F | 13,346 | 13,346 | |
| 9. Lib Asst I | Phyllis Johnson | 18-F | 13,346 | 13,346 | |
| 10. Lib Asst I | Dayle Merideth | 18-B | 11,256 | 11,508 | Step Increase 5/29/76 |
| | | | | 131,329 | |

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

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Activity:

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|--|--|------------------------|--|--------------------------------|---|
| 1. Audio-Visual Librarian | | 22-A | 13,346 | 13,590 | Step Increases 9/15/76 & 3/15/77 |
| 2. Supervisor Adult Services | Margaret Meyer | 27-F | 20,705 | 20,705 | |
| 3. Head, Home Reading | Wayne Puricelli | 22-F | 16,223 | 16,223 | |
| 4. Head, Reference Dept. | Sharon Loe | 22-B | 13,680 | 13,988 | Step Increase 5/27/76 |
| 5. Page | Barbara Bumgardner | 3-F | 6,419 | 6,419 | |
| 6. Page | Donna Collins | 3-F | 6,419 | 6,419 | |
| 7. Tech Serv Clerk I | Vacant | 9-A | 7,077 | 7,165 | Step Increase 11/1/76 |
| 8. Lib Clk III | Ruth Rusk | 13-F | 10,458 | 10,458 | |
| 9. Lib Clk II | Karen Anderson | 11-C | 8,193 | 8,414 | Step Increase 10/23/76 |
| 10. Lib Clk I | Roberta Brooks | 9-C | 7,431 | 7,674 | Step Increase 8/29/76 |
| | | | | 111,055 | |

PLANNED BUDGETARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by:

Department: Library

Activity:

Activity No.: 940

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| Position Title Official job Classification | Name- Write vacant if applicable | Pay Range & Step | Annual Salary Rate as of May 1, 1976 | Total Salary 1976 - 1977 | If total salary is different than salary on May 1, 1976 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES. |
|--|--|------------------------|--|--------------------------------|---|
| 1. Lib Clk I | Sharon Tempel | 9-F | 8,603 | 8,603 | |
| 2. Lib Clk I | Georgia Irvin | 9-B | 7,253 | 7,417 | Step Increase 5/27/76 |
| 3. Lib Clk I | Charlotte Abendroth | 9-B | 7,253 | 7,369 | Step Increase 9/5/76 |
| 4. Lib Clk I | Karen Beckwith | 9-A | 7,077 | 7,147 | Step Increases 8/9/76 & 2/9/77 |
| 5. Bookmobile Clk Driver I | Mary Fetrow | 11-D | 8,603 | 8,636 | Step Increase 4/4/77 |
| 6. Bookmobile Clk Driver I | Charles Ryan | 11-A | 7,803 | 8,035 | Step Increases 6/26/76 & 12/26/76 |
| 7. Lib Asst I | Dixie McGregor | 18-E | 12,712 | 13,321 | Step Increase 5/9/76 |
| 8. Lib Asst I | George Roberts | 18-D | 12,107 | 12,549 | Step Increase 8/14/76 |
| 9. Lib Clk II | Elizabeth Crawford | 11-F | 9,486 | 9,486 | |
| 10. Extension Librarian | James Seidl | 22-B | 13,680 | 13,744 | Step Increase 2/28/77 |
| | | | | 96,307 | |

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by:

Department: Library

Activity:

Activity No.: 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

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|-----|--|--|------------------------|--|--------------------------------|---|
| 1. | Children's Librarian | Craighton Hippenhammer | 22-C | 14,014 | 14,472 | Step Increase 9/3/76 |
| 2. | Lib Asst I | Barbara Franklin | 18-C | 11,529 | 11,818 | Step Increase 11/2/76 |
| 3. | Page | Pamela Heyer | 3-D | 5,822 | 5,990 | Step Increase 10/2/76 |
| 4. | Tech Serv Clk I | Vacant | 9-A | 7,077 | 7,165 | Step Increase 11/1/76 |
| 5. | Tech Serv Clk I | Kathy Colebar | 9-F | 8,603 | 8,603 | |
| 6. | Page | Ellen Cox | 3-F | 6,419 | 6,419 | |
| 7. | Tech Serv Clk I | Linda Humphreys | 9-D | 7,803 | 8,073 | Step Increase 8/31/76 |
| 8. | Tech Serv Clk III | Dorthia Turnbo | 13-F | 10,458 | 10,458 | |
| 9. | Tech Serv Clk III | Ozella Vogler | 13-F | 10,458 | 10,458 | |
| 10. | Tech Serv Clk II | Eunice Ensign | 11-F | 9,486 | 9,486 | |
| | | | | | 92,942 | |

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by:

Department: Library

Activity:

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|--|--|------------------------|--|--------------------------------|---|
| 1. Page | Barbara Fryman | 3-D | 5,822 | 6,090 | Step Increase 5/29/76 |
| 2. Tech Serv Clk II | Nancy Williams | 11-F | 9,486 | 9,486 | |
| 3. Tech Serv Clk I | Connie Carter | 9-B | 7,253 | 7,424 | Step Increase 5/19/76 |
| 4. Librarian I Head Cataloger | Joan Zydek | 22-C | 14,014 | 14,688 | Step Increase 5/20/76 |
| 5. Supervisor Tech Serv | Joseph Babicki | 27-F | 20,705 | 20,705 | |
| 6. Lib Asst I | Ann Adkesson | 18-A | 10,980 | 8,953 | Step increase 1/8/77 |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| | | | | 67,346 | |

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Department: Library

Accounts 101, 102 and 109

Activity:

Submitted by:

Activity No.: 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

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|-------------|--|--|------------------------|--|--------------------------------|---|
| 1. | Tech Serv Clk I (pt-time) | Mary Lou Penne | 9-A | 3.40 hr | 3,538 | |
| 2. | Lib Clk I (pt-time) | Betty Trebacz | 9-A | 3.40 hr | 3,538 | |
| 3. | Bookmobile Clk Driver (pt-time) | Patrick Kearney | 11-A | 3.75 hr | 3,901 | |
| 4. | Lib Clk I (pt-time) | | 9-A | 3.40 hr | 3,538 | |
| 5. | Lib Asst I (pt-time) | Vacant | 18-A | 5.28 hr | 5,490 | |
| 6. | Page (pt-time) | Vacant | 3-A | 2.54 hr | 2,641 | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |
| 10. | | | | | | |
| Grand Total | | | | | 22,646 | |
| | | | | | 521,625 | |

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Department: Library

Accounts 101, 102 and (109)

Activity:

Submitted by:

Activity No.: 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

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|--|--|------------------------|--|--------------------------------|---|
| 1. Page (pt-time) | Frank Lambrick, Jr. | 3-A | 2.54 hr | 2,641 | |
| 2. Page (pt-time) | Kathryn Urquhart | 3-A | 2.54 hr | 2,641 | |
| 3. Lib Clk I (pt-time) | Leta Irons | 9-A | 3.40 hr | 3,538 | |
| 4. Page (pt-time) | Brenda York | 3-A | 2.54 hr | 2,641 | |
| 5. Page (pt-time) | Vacant | 3-A | 2.54 hr | 2,641 | |
| 6. | | | | | |
| 7. | | | | | |
| 8. | | | | | |
| 9. | | | | | |
| 10. | | | | | |
| | | | | 14,102 | |

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR TRAVEL EXPENSES

Accounts 240 and 241

List all travel, conference attendance and training

Department:

Activity:

Activity No.:

Submitted by:

Date:

| Conference Name, Location and Dates - Name of Person Attending Conference | Travel | Hotel & Meals | Registration | Other | Total |
|--|--------|------------------|--------------|-------|-------|
| American Library Association, Annual Conference Chicago, 1976 | | | | | |
| City Librarian | 64 | 200 | 35 | 5 | 304 |
| President, Board of Directors | 64 | 200 | 50 | 5 | 319 |
| Staff member | 64 | 200 | 35 | 5 | 304 |
| American Librarian Association, Midwinter Conference Chicago, 1977 | | | | | |
| City Librarian | 64 | 92 | 15 | 5 | 176 |
| Illinois Library Association Annual Conference Chicago? 1976 | | | | | |
| City Librarian | 64 | 92 | 10 | 2 | 168 |
| President, Board of Directors | 64 | 92 | 10 | 2 | 168 |
| Staff member | 64 | 92 | 10 | 2 | 168 |
| | | | | | 1,607 |

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR
PROFESSIONAL ASSOCIATION MEMBERSHIP FEES

Date:

Department:

Activity:

Account 284

Submitted by:

Activity No.:

| Organization | Name of Member or Members | Cost of Membership 1976 - 1977 | Explanation |
|---------------------------------|------------------------------|--------------------------------------|-------------|
| American Library Association | Institutional | 653 | |
| | City Librarian | 100 | |
| Illinois Library Association | Institutional | 100 | |
| | City Librarian | 43 | |
| | Directors (9) | 90 | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | 986 | |