



BOARD OF DIRECTORS MEETING

AGENDA

February 21, 1985

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 17, 1985
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Approval of Proposed Budget 1985/86
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

BILL OF SALE

FROM: Board of Library Directors of the City of
Decatur, Illinois

TO: Rolling Prairie Library System

The Board of Library Directors of the City of Decatur, Illinois for and in consideration of the sum of Twenty-Three Thousand Two Hundred Fifty-Seven Dollars Fifty Cents (\$23,257.50) in hand paid by Rolling Prairie Library System, does sell and deliver to Rolling Prairie Library System a CLSI LIBS 100 Computer System and associated software.

Rolling Prairie Library System to have and to hold the described property forever.

The Board of Library Directors of the City of Decatur, Illinois warrants that it is the true and lawful owner of the described property with full power and authority to dispose of said personal property and warrants that it will defend the described property against the claims and demands of all and every person and persons whomsoever.

Dated this 4th day of February, 1985.

THE BOARD OF LIBRARY DIRECTORS
OF THE CITY OF DECATUR, ILLINOIS

By *Spencer Depi*
President

ATTEST:

Edith C. Lovitt
Secretary

ROLLING PRAIRIE LIBRARY SYSTEM

345 W. ELDORADO
DECATUR, IL 62522

439


2/12/85 19

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711

PAY TO THE ORDER OF Decatur Public Library

\$ 23,257.50

Twenty three thousand two hundred fifty seven and -----50/100 DOLLARS
PRESIDENT OR TREASURER

 THE CITIZENS NATIONAL BANK
OF DECATUR
DECATUR, ILLINOIS 62525

C. A. Shaffer
EXECUTIVE DIRECTOR OR BUSINESS MANAGER

FOR

⑈000439⑈ ⑆071100706⑆ 000079⑈ 2543⑈

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 21, 1985

The regular meeting of the Board of Directors of the Decatur Public Library was held February 21, 1985 in the board room of the main library.

Members Present:

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

Members Absent:

Mr. Mueller

Others Present:

Mr. Dumas
Higar family
Miss Schwegman

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

The minutes of the regular meeting of January 17, 1985 were approved as printed and mailed.

At this time Mrs. Alpi introduced Mrs. Leo Higar, her son, and her daughter, who had an unresolved complaint to register with the Board. The Higars claimed they had been charged fines by the Library for three books which they had never checked out. After questions and discussion, Mrs. Alpi turned the matter over to the Personnel and Public Relations Committee for their recommendation to the Board, and advised Mrs. Higar she would be notified of the outcome.

In his monthly report to the Board, Mr. Dumas stated it looks as if we are on the right track as circulation is up overall by 1.7% this month, with Extension up 7%, and the Children's Department up slightly.

Further reporting, Mr. Dumas stated that from time to time the Board has expressed an interest in the book budget - the way in which we are expending it, and whether we will spend it all or not. At the end of January we had \$23,780 in the unencumbered balance and \$41,368 in the encumbered balance. If the February expenditures come anywhere what we did in January, it is likely we will overspend our book budget between two to five thousand dollars this fiscal, Mr. Dumas concluded.

Mrs. Moore stated she was very surprised to find that Ms. Jacobs, Head of Home Reading, was no longer with us, as we had not been told about it. Our vacancies in Home Reading and Extension I find rather alarming, Mrs. Moore continued, as Ms. Jacobs had only been here two years and Mrs. Hicks four years. Mr. Dumas responded he thought he had informed the Board of Ms. Jacobs' termination at the same time he reported Mrs. Hicks' resignation, but the reasons for Ms. Jacobs' leaving had best not be discussed in an open meeting, but could be discussed in Executive Session if the Board so desired. Mrs. Moore stated she was concerned about so many department heads leaving, the turnover in staff, and wondered what progress has been made in filling the positions. Mr. Dumas informed we have three letters out at present offering the three positions to candidates, but do not know what kind of response we will be getting. Mr. Dumas stated he shared Mrs. Moore's concern, but in the meantime we are doing fairly well circulation-wise even with the vacancies, as Extension circulation is up from 3% to 7% and Home Reading is showing less of a decline. Mr. Marshall commented he did not think the circulation number is an all indicative number of the quality of the Library, and he felt there was a tendency to do that. Mr. Dumas stated he did not know how else you can measure the adequacy of the Library except in terms of whether people are using it or not, as the whole idea is to provide services to people. These services are quantitative and allow to the judgement of imponderables. Continuing, Mr. Dumas stated if we do not have quantitative measures to apply to assess these imponderables, we have nothing. Mr. Marshall answered he felt you can imaginatively create some judgements on the imponderables, and Mr. Dumas responded you can create them, but it is very difficult to defend them. Mr. Marshall stated he would rather have these introduced into the evaluation, if possible. Mrs. Alpi suggested that perhaps these issues need to be discussed further in the future.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of Library bills through January 31, 1985, Mrs. Rossiter seconded the motion, and it was unanimously approved by a roll-call vote.

At this time Mr. Marshall opened for discussion the Library's proposed budget for fiscal 1985/1986, copies of which had been mailed previously. At Mr. Marshall's request, Mr. Dumas explained that there was an error on the typed pages in the balance of the 101 regular salaries account of \$29,576, which amount should be deducted from that account and ensuing balances.

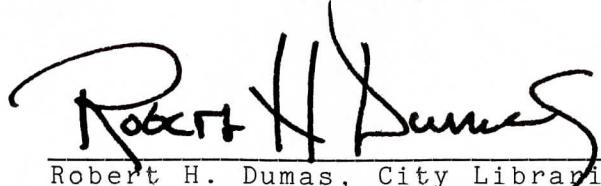
Mr. Marshall noted that after estimated expenditures are deducted, we should conclude this year with a fund balance of approximately \$440,300, but with the proposed budget request which is up \$108,000 (a little less than a 7% over-all increase) we would conclude the next fiscal year with a fund balance of only \$242,943. You will recall when we asked for our levy last year, they did not give us what we wanted. Mr. Marshall informed he had set up a meeting with Ron Lappi, City Finance Director, at 10:30 on Wednesday so that he, Mr. Dumas and Mrs. Alpi could discuss the Library's proposed budget before Mr. Lappi makes his recommendation to the Council. After discussion, Mr. Marshall moved the approval of the proposed 1985/1986 budget proposal. Mr. Grieve seconded the motion and it was approved.

At this time Mrs. Alpi excused herself from the meeting and Mr. Susler, Vice President, chaired the remainder of the meeting.

As Chairman of the Personnel and Public Relations Committee, Mrs. Jackson stated her Committee had met and the minutes covering the meeting had been mailed to all members. Mrs. Jackson noted the question had been raised at the meeting regarding patrons who complain they have never had an item out for which they have been charged, a similar instance of which the Higers had complained today. We thought many complaints should be handled on an individual basis rather than trying to deal with any type of policy; therefore, the Committee wanted to think about the question before taking any action. Mr. Seidman stated he thought what we are getting to is that such cases could be treated like the "claim returned" policy, and that delegation could also be extended so that the City Librarian could make the decision. Regarding the Higar complaint, Mr. Susler suggested we advise this family that their problems are under consideration and in the meantime they can continue to use the Library. Mr. Grieve so moved, Mr. Seidman seconded the motion, and it was approved.

Mrs. Moore reminded that the meeting with Rolling Prairie on proposed policies is to be next Thursday, February 28, at which time we are to give our responses. A meeting to get our thoughts together would be helpful, Mrs. Moore suggested. At the last RPL board meeting the question of a seat on the Multi-type Library Board for Springfield and Decatur was discussed. The President of the Springfield Board talked to me after the meeting, Mrs. Moore stated, and he was emphatic they are ready to take down to the wire a guaranteed seat for Springfield and Decatur, so we may have another fight on our hands.

There being no further business to come before the Board, the meeting was adjourned at 5:40 p.m. by Mr. Susler.

A handwritten signature in black ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large initial "R" and a long horizontal stroke at the end.

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1985

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1985 -	30,538	2,122	21,271	53,951	624,159
1984 -	30,836	2,472	20,375	53,683	632,808
A-V Materials, 1985 -	5,278	--	222	5,500	49,454
1984 -	4,456	--	343	4,799	41,663
Total Circulation, 1985 -	35,816	2,122	21,493	59,451	673,613
1984 -	35,292	2,472	20,718	58,482	674,471

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,255	Books checked in	1,364
New titles added	428	Telephone Directories	72
Books withdrawn	1,766	Pamphlets	257
Books mended	931	Gifts	143

Materials in the State of Processing

Materials (physical items) - 627
Titles - 414

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1983/84</u>	<u>YTD Expended 1984/85</u>	<u>Unencumbered</u>
Personal Services	1,217,726	774,019	871,334	346,392
Operating	230,152	135,054	149,109	81,043
Capital and Books	279,816	151,017	226,172	53,644

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	1	--	6
Library Assistants	8 + 5 (400 hrs)	--	--	8 + 5 (400 hrs)
Clerical	22 + 20 (1292 hrs)	--	--	22 + 20 (1288 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services; Head, Extension Department; Head, Home Reading

Computer Down-time: On-line January 5, 1985; 3 hours, 20 minutes, downtime afterwards.

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
20443	POSTMASTER	POSTAGE	25.60
20462	DECATUR PAPER HOUSE	PAPER SUPPLIES	30.00
20475	TREAS PAYROLL FUND	PAYROLL	38,176.76
20510	TREAS-%UNEMPLOYMENT FD	INSURANCE	865.16
20511	TREAS %MED INS ESCROW	INSURANCE	2,869.84
20512	TREAS GNL OPERATING FUND	ADM EXPENSE	1,684.66
20513	TREAS %NON MED INS ES	INSURANCE	1,271.58
20514	TREAS CENTRAL SERVICE FND	GASOLINE	162.60
20515	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	442.37
20516	PEORIA JOURNAL STAR INC	BOOKS	119.08
20517	STATE JOURNAL REGISTER	BOOKS	91.00
20518	WALL STREET JOURNAL	BOOKS	101.00
20550	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	194.33
20551	AT&T	TELEPHONE SERVICE	542.12
TOTAL OF ALL VOUCHER CHECKS =			46,576.10

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
20555	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	442.37
20587	TREAS PETTY CASH FUND	REIMBURSEMENT	57.29
20596	TREAS PAYROLL FUND	PAYROLL	39,366.54
20607	AT&T	TELEPHONE CHARGES	54.28
20608	AJMS	AUDIO VISUAL	509.75
20609	ALCAZAR INC	AUDIO VISUAL	19.96
20610	AMERICAN CAMPING	BOOKS	6.95
20611	AMERICAN LIBRARY ASSN	ADVERTISING	41.00
20612	AMERICAN LIBRARY ASSN	ADVERTISING	44.00
20613	AMER SOC OF APPRAISERS	BOOKS	5.00
20614	ANDERSON VIDEO	AUDIO VISUAL	62.35
20615	APPLEBY MYERS & CLARK	BOOKS	47.24
20616	BACKPACKER	BOOKS	36.97
20617	BELL & HOWELL	BOOKS	457.98
20618	AMER INST BIOL SCIENCE	BOOKS	52.00
20619	BOLAND ELECTRIC SUPPLY	ELECT SUPPLIES	36.22
20620	R R BOWKER	ADVERTISING	32.94
20621	R R BOWKER	ADVERTISING	40.26
20622	CLSI	DATA EQUIP	41,160.00
20623	CHICAGO BOARD OF TRADE	BOOKS	21.00
20624	CITIZENS TRAVEL BUREAU	AIRFARE	239.00
20625	COLUMBUS COUNCIL AYH	AUDIO VISUAL	100.00
20626	COMMERCE CLEARING HOUSE	BOOKS	14.86
20627	COMPUTERS & ELECTRONICS	BOOKS	61.94
20628	CONSUMER REPORTS	BOOKS	168.00
20629	CREATIVE CRAFTS	BOOKS	15.00
20630	CREDIT BUREAU OF DECATUR	BOOKS	100.00
20631	DASH DISPOSAL	DISPOSAL SERVICE	16.50
20632	DATA MGT MAGAZINE	BOOKS	28.00
20633	DAVID & CHARLES	BOOKS	32.90
20634	DECATUR PAPER HOUSE	PAPER SUPPLIES	129.73
20635	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	117.62

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
20636	DOWNTOWN DECATUR COUNCIL	PARKING GARAGE B	1,600.00
20637	DUKE'S OFFICE SUPPLY	OFFICE SUPPLIES	177.10
20638	EASTIN PHELAN CORP	AUDIO VISUAL	59.98
20639	EASTIN PHELAN CORP	AUDIO VISUAL	143.25
20640	FLOWER FILMS	AUDIO VISUAL	250.00
20641	FRENCH & SPANISH BK CORP	BOOKS	45.38
20642	G J BUILDERS HARDWARE	LUMBER	20.62
20643	GAYLORD BROS	OFFICE SUPPLIES	1,560.73
20644	GENICOM CORP	OFFICE SUPPLIES	204.97
20645	GENTLE WIND	AUDIO VISUAL	12.90
20646	G K HALL & CO	BOOKS	5.70
20647	HERALD & REVIEW	BOOKS	83.34
20648	HUMAN EVENTS	BOOKS	46.50
20649	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	284.80
20650	ILL POWER CO	GAS BILL	1,552.43
20651	ILL ST HISTORICAL SOCIETY	BOOKS	11.90
20652	INDIANAPOLIS STAR & NEWS	BOOKS	62.00
20653	JAN SAN SUPPLY CO	JANITORIAL	86.92
20654	LIBRARY OF CONGRESS	BOOKS	650.00
20655	LIBRARY OF CONGRESS	BOOKS	18.00
20656	MALJACK PRODUCTIONS INC	AUDIO VISUAL	822.28
20657	MEANS SERVICE CENTER	LAUNDRY SERVICE	6.75
20658	NADA	BOOKS	40.00
20659	NATIONAL ARCHIVIS	AUDIO VISUAL	95.00
20660	NATL GEOGRAPHIC SOCIETY	BOOKS	70.10
20661	NEW YORK REVIEW OF BOOKS	BOOKS	78.00
20662	NEW WORLD RECORDS	AUDIO VISUAL	26.30
20663	NORMAN'S CLEANERS	LANDRY SERVICE	18.80
20664	OTIS ELEVATOR CO	ELEVATOR MAINT	270.52
20665	PBS VIDEO	AUDI VISUAL	323.00
20666	PANTAGRAPH PRINTING	BOOKS	80.00
20667	MRS PAUL PEARSON	BOOKS	11.50
20668	PETERSEN'S PHOTOGRAPHIC	BOOKS	24.94
20669	PITNEY BOWES	MACHINE RENTAL	98.00
20670	POSTMASTER	BULK FEE	40.00
20671	RHM ASSOC OF DELAWARE	BOOKS	130.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
20672	R MI MEDIA PRODUCTIONS	AUDIO VISUAL	603.23
20673	R S RECORDS	AUDIO VISUAL	54.00
20674	RADIO SHACK 01-6485	SMALL PARTS	15.90
20675	REGENT BOOK CO INC	BOOKS	41.78
20676	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	74.76
20677	SCHWANN	AUDIO VISUAL	6.95
20678	SENTINEL	PEST CONTROL	240.00
20679	SIGN PAK	AUDIO VISUAL	4.80
20680	SWEET PUBL CO	BOOKS	12.22
20681	TARGOT COMMUNICATIONS	BOOKS	9.00
20682	TIME-LIFE VIDEO	AUDIO VISUAL	1,504.66
20683	AL TRAIBER & ASSOC	BOOK SHELVES	152.22
20684	TRAILER LIFE	BOOKS	21.98
20685	SHORELINE RECORDS LTD	AUDIO VISUAL	48.00
20686	TWYMAN FILMS, INC	FILMS	200.00
20687	UNIVERSITY OF ILL	AUDIO VISUAL	226.37
20688	WAIT'S	SUPPLIES	2.20
20689	WARREN GORHAM & LAMONT	BOOKS	245.00
20690	WEST PUBL CO	BOOKS	66.00
20691	WOOD PRINTING SERVICE	PRINTED CARDS	71.00
20692	WORLD BOOK ENCYCLOPEDIA	BOOKS	15.95
20693	WORLDWIDE TAPE DISTRIBUTR	AUDIO VISUAL	103.40
20694	ZALSTAR RECORDS	AUDIO VISUAL	38.00
20695	ZIFF-DAVIS	BOOKS	19.96
20815	ILL POWER CO	ELECTRICITY	2,672.44
20937	AMER GEOGRAPHICAL	BOOKS	12.00
20938	AMERICAN LIBRARY ASSN	BOOKS	5.36
20939	APPLEBY MYERS & CLARK	BOOKS	117.23
20940	CHILDRENS MAGAZINE GUIDE	BOOKS	22.50
20941	DENVER POST	BOOKS	96.00
20942	EDWARDS FILMS	AUDIO VISUAL	64.00
20943	GAYLORD BROS	OFFICE SUPPLIES	1,375.93
20944	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	170.88
20945	MADEMOISELLE	BOOKS	60.00
20946	MALJACK PRODUCTIONS INC	AUDIO VISUAL	99.40
20947	NFL FILMS VIDEO	AUDIO VISUAL	39.95

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
20948	NATIONAL ARCHIVES	AUDIO VISUAL	210.00
20949	NATL GEOGRAPHIC SOCIETY	BOOKS	39.60
20950	NEW YORK PUBLIC LIBRARY	BOOKS	15.00
20951	NOAZART PRODUCTIONS	AUDIO VISUAL	25.94
20952	OFFICIAL RAILROAD GUIDE	BOOKS	42.00
20953	PROF MEDIA SERVICE CORP	AUDIO VISUAL	237.49
20954	TICA INC	REPAIR SERVICE	160.40
20955	VOGUE	BOOKS	48.00
21013	SATTLEY'S OFFICE SUPPLIES	INDEX CARDS	132.00
21030	GAYLORD BROS	OFFICE SUPPLIES	73.95
21031	JOHN HEROLD INC	BOOKS	94.00
21032	HOUSTON CHRONICLE	BOOKS	158.40
21033	KENNEL REVIEW	BOOKS	45.00
21034	MIDWEST CLSI USERS	DUES	15.00
21035	REDBOOK	BOOKS	17.97
21036	TAUTON PRESS	BOOKS	30.00
21039	TREAS ILL MUNI RETIREMENT	RETIREMENT	11,388.13
21051	TREAS PETTY CASH FUND	REIMBURSEMENT	20.50
21085	A M BEST CO	BOOKS	470.00
21086	BOATING	BOOKS	43.00
21087	CORONET FILMS	AUDIO VISUAL	185.90
21088	ENGLEWOOD ELECTRIC CO	ELECT PARTS	14.88
21089	FORDHAM EQUIPMENT	OFFICE SUPPLIES	115.34
21090	GREAT PLAINS NATL	AUDIO VISUAL	180.47
21091	LUGARI'S	REPAIR SERVICE	220.13
21092	PBS VIDEO	AUDIO VISUAL	580.00
21093	PARIS REVIEW INC	BOOKS	16.00
21094	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	388.59
21095	WEIGHT WATCHERS	BOOKS	15.97
21096	WEST PUBL CO	BOOKS	127.50
21098	HERALD & REVIEW	BOOKS	84.34

TOTAL OF ALL VOUCHER CHECKS = 116,237.93

CITY OF DECATUR, ILLINOIS
 DECATUR PUBLIC LIBRARY
 01/01/85 THRU 01/31/85

14112 G.B.

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
21149	ADLERS FOREIGN BOOKS	BOOKS	19.13
21150	JOURNAL VIDEO	AUDIO VISUAL	111.00
21151	K & G TRAILER MART	JANITORIAL	41.20
21152	PUBLICATION ARTS, INC	BOOKS	12.09
21256	POSTMASTER	POSTAGE	18.90
21270	XEROX CORP	MACHINE RENTAL	6.54
21271	AJMS	AUDIO VISUAL	345.00
21272	BAKER & TAYLOR CO	BOOKS	1,368.34
21273	BAKER & TAYLOR CO	BOOKS	9,844.19
21274	BLACK & CO	HARDWARE	52.51
21275	CLSI	DATA EQUIP	11,653.83
21276	DMR PUBLICATIONS INC	BOOKS	29.00
21277	DAY'S PAINT	PAINT SUPPLIES	58.20
21278	DECATUR PAPER HOUSE	COMPUTER FORMS	467.77
21279	IRA FREIDMAN INC	BOOKS	10.00
21280	FRENCH & SPANISH BK CORP	BOOKS	27.68
21281	MAYO CLINIC HEALTH LETTER	BOOKS	44.00
21282	OTIS ELEVATOR CO	ELEVATOR MAINT	270.52
21283	PIERIAN PRESS	BOOKS	79.50
21284	PRINTING EQUIP & PROCT	OFFICE SUPPLIES	5.66
21285	PUBLISHER'S CENTRAL BUR	BOOKS	8.05
21286	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	27.81
21287	BARRY SINGER	TRAVEL EXPENSE	126.28
21288	SMARTCO	BOOKS	12.95
21289	S I PRESS	BOOKS	13.57
21290	U S A TODAY	BOOKS	39.95
21291	WAIT'S	SUPPLIES	3.95
21292	WORLDWIDE TAPE DISTRIBUTR	AUDIO VISUAL	103.90
21293	CHICAGO SUN TIMES	BOOKS	144.00
TOTAL OF ALL VOUCHER CHECKS			= 24,945.52

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ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
 JAN 1, 1985 THRU JAN 31, 1985

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	513,409.00	0.00	602,101.87	88,692.87-	
CURRENT YEAR TAXES	1,197,500.00	0.00	1,122,102.70	75,397.30	
PRIOR YEAR TAXES	0.00	0.00	0.00	0.00	
REPLACEMENT TAX	90,000.00	17,427.61	78,583.20	11,416.80	
INVESTMENT ON INVESTMENTS	35,000.00	7,268.80	35,471.98	1,609.35	
LIBRARY FINES & FEES	25,000.00	2,310.22	23,390.65	624.00	
NON-RESIDENT FEES	5,000.00	792.00	4,376.00	215.14	
LOST & DAMAGED BOOKS	2,500.00	201.63	2,284.86	177.79	
PRINTS MADE ON COPY MACHINE	900.00	95.42	722.21	49,400.00	
ILLUST PER CAPITA GRANT	49,400.00	0.00	0.00	4,228.76	
MISCELLANEOUS INCOME	22,000.00	7,914.09	17,771.24	53,904.29	
TOTAL REVENUE	1,940,709.00	36,009.77	1,886,804.71		97.22

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	1,000,099.00	0.00	75,258.53	716,558.79	283,540.22	
102	STRAIGHT OVERTIME	2,000.00	0.00	20.23	848.23	1,151.77	
103	RETIREMENT FUND	143,710.00	0.00	11,388.13	102,544.33	41,165.67	
106	WORKMEN'S COMPENSATION	5,112.00	0.00	426.00	3,834.00	1,278.00	
107	EMPLOYMENT COMPENSATION	10,382.00	0.00	865.16	7,786.44	2,595.56	
109	HOSPITALIZATION MEDICAL & LIFE INSURANCE	31,963.00	0.00	2,869.84	24,591.00	7,372.00	
201	TEMPORARY SALARIES	24,500.00	0.00	2,158.52	15,170.53	9,329.47	
202	PRINTING & BINDING	6,500.00	0.00	271.00	2,310.93	4,189.07	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	781.04	8,898.73	1,101.27	
212	SERVICE TO MAINTAIN IMPROV OTHER THAN BLDGS	20,400.00	0.00	40.30	253.23	2,466.75	
215	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,500.00	0.00	1,136.86	10,599.95	9,800.05	
229	AUDITING PROFESSIONAL SERVICES	1,000.00	0.00	0.00	1,444.49	55.51	
231	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	0.00	500.00	
233	TELEPHONE	17,600.00	0.00	4,224.87	1,488.00	488.00	
234	WATER	17,600.00	0.00	1,676.20	43,312.35	32,287.65	
244	CONFERENCE AND OTHER TRAVEL EXPENSE	500.00	0.00	0.00	13,433.83	3,482.31	
245	POSTAGE	4,781.00	0.00	362.28	2,281.22	2,499.02	
288	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,415.00	0.00	110.70	4,518.44	1,081.56	
310	PROFESSORIAL	5,700.00	0.00	15.00	1,410.07	2,020.10	
312	GAS OIL & ANTI-FREEZE	2,500.00	0.00	1,606.54	3,679.90	1,023.30	
324	JANITORIAL SUPPLIES	2,200.00	0.00	162.60	1,476.70	1,384.00	
330	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	10,000.00	0.00	134.87	1,816.00	1,382.00	
335	MEDICAL & LABORATORY SUPPLIES	1,500.00	0.00	182.31	8,318.80	287.20	
345	OFFICE SUPPLIES	18,000.00	0.00	386.75	1,212.43	931.33	
402	CONTINGENCIES	10,000.00	0.00	0.00	17,062.64	10,000.00	
403	TRANS TO GF (ADMIN SERV)	20,216.00	0.00	1,684.66	15,161.94	5,054.06	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

JAN 1, 1985 THRU JAN 31, 1985

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,713.00	0.00	110.00	1,180.00	533.00	
423	INSURANCE	10,147.00	0.00	845.98	7,610.22	2,536.78	
499	SMALL CAPITAL ITEMS	2,375.00	0.00	57.19	1,674.95	700.05	
	TOTAL OPERATING EXPENDITURES	1,447,878.00	0.00	108,291.76	1,020,443.21	427,434.79	70.48
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	54,816.00	0.00	13,993.83	63,116.83	8,300.83	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	180,000.00	0.00	16,124.45	131,450.48	48,549.52	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	7,197.23	31,605.13	13,394.87	
	TOTAL CAPITAL OUTLAY	279,816.00	0.00	37,315.51	226,172.44	53,643.56	80.83
	TOTAL EXPENDITURES	1,727,694.00	0.00	145,607.27	1,246,615.65	481,078.35	72.15

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

JAN 1, 1985 THRU JAN 31, 1985

% OF EST.

REVENUE ITEMS

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	YEAR TO DATE EXPENDITURES	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	0.00	0.00	0.00		0.00	
REVENUE	88,969.00	0.00	0.00		88,969.00	
INTEREST INCOME	7,500.00	962.43	6,181.80		1,318.20	
TOTAL REVENUE	96,469.00	962.43	6,181.80		90,287.20	6.41

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	6,000.00	0.00	162.70	827.26	5,172.74	13.79
	TOTAL EXPENDITURES	6,000.00	0.00	162.70	827.26	5,172.74	13.79

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

JAN 1, 1985 THRU JAN 31, 1985

REVENUE ITEMS ESTIMATED REVENUE CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

56	FUND BALANCE MAY 1, 1984	97,382.00	0.00	97,620.11	238.11-	
524	INCOME	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	8,700.00	1,009.25	6,462.67	2,237.33	
	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	106,082.00	1,009.25	104,082.78	1,999.22	98.12

	BUDGET AND APPROPRIATION		PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	OBJECT OF EXPENDITURE	40,000.00	0.00	19,706.00	19,706.00	20,294.00	49.27
	EXPENDITURES	40,000.00	0.00	19,706.00	19,706.00	20,294.00	49.27
	TOTAL EXPENDITURES						

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

JAN 1, 1985 THRU JAN 31, 1985

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	YEAR TO DATE UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1984	24,169.00	0.00	24,372.80	203.80-	
SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
INTEREST SAVINGS	500.00	149.00	1,729.93	1,229.93-	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	24,669.00	149.00	26,102.73	1,433.73-	105.81

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	24,000.00	0.00	18,454.00	24,000.00	0.00	100.00
	TOTAL EXPENDITURES	24,000.00	0.00	18,454.00	24,000.00	0.00	100.00

JAN 1, 1985 THRU JAN 31, 1985

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
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FUND BALANCE MAY 1, 1984	3,289.00	0.00	3,667.31	376.31-	
REVENUE	0.00	954.79	954.79	954.79-	
INTEREST ON INVESTMENTS	300.00	35.88	213.77	86.23	
MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,489.00	990.67	4,835.87	346.87-	107.73

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
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58	EXPENDITURES	3,000.00	0.00	0.00	1,052.23	1,947.77	35.07
	TOTAL EXPENDITURES	3,000.00	0.00	0.00	1,052.23	1,947.77	35.07



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



February 21, 1985

Honorable Mayor and Council
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

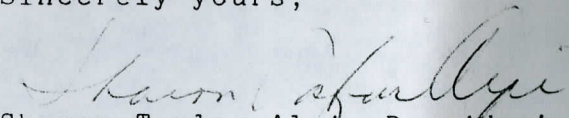
Ladies and Gentlemen:

Herewith is the proposed Public Library budget for FY 1985/1986 as approved by the Board of Library Directors.

The proposed budget provides for the acquisition of a new library telephone system and the purchase of a multilith machine. Apart from this, the budget is essentially a line-by-line estimate of required moneys based on anticipated expenditures in the current year. It is well within the guidelines established by the 1984 levy and provides for a fund balance on May 1, 1986 of \$242,943.

If there are questions regarding this budget, members of the Finance and Properties Committee will be glad to meet with Council to discuss the particulars of this request.

Sincerely yours,


Sharon Taylor Alpi, President
Library Board of Directors

STA/hs

cc: City Manager
Finance Director

CITY OF DECATUR

1985-1986
ACTIVITY 940

EST REVENUE
DECATUR PUBLIC LIBRARY FUND

WORKSHEET

01/09/85

PAGE 19

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 BUDGET	1984-1985 RECEIPT-TO-DATE	1984-1985 ESTIMATED	1985-1986 ESTIMATED
	FUND BALANCE MAY 1	520,174.94	634,190.86	513,409.00	602,101.87	602,102	440,300
101	CURRENT YEAR TAXES	1,299,764.06	1,154,403.33	1,197,500.00	1,122,102.70	1,197,500	1,400,000
101A	PRIOR YEARS TAXES	.00	.00	.00	.00	97,155	90,000
106	REPLACEMENT TAX	.00	60,202.44	90,000.00	61,155.59		
524	INTEREST ON INVESTMENTS	86,241.21	78,306.13	35,000.00	28,203.18	61,000	55,000
728	LIBRARY FINES & FEES	25,653.50	31,294.49	25,000.00	21,080.43	31,500	31,000
728A	NON-RESIDENT FEES	5,371.50	5,434.00	5,000.00	3,584.00	5,200	5,500
729	LOST & DAMAGED BOOKS	2,748.93	2,876.02	2,500.00	2,083.23	3,000	3,000
730	PRINTS MADE ON COPY MACHINE	837.16	999.70	900.00	626.79	900	900
733	ILL ST PER CAPITA GRANT	47,485.38	49,477.20	49,400.00	.00	50,194	50,000
799	MISCELLANEOUS INCOME	3,602.78	3,138.15	22,000.00	9,857.15	26,300	3,000
***	ACTIVITY TOTALS ***	<u>1,991,879.46</u>	<u>2,020,322.32</u>	<u>1,940,709.00</u>	<u>1,850,794.94</u> *	<u>2,074,851</u>	<u>2,078,700</u>

CITY OF DECATUR

1985-1986 EST REVENUE WORKSHEET
ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

01/09/85

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	BUDGET	1984-1985 RECEIPT-TO-DATE	1984-1985 ESTIMATED	1985-1986 ESTIMATED
	FUND BALANCE MAY 1	520,174.94	634,190.86	513,409.00	602,101.87	602,102	440,300
101	CURRENT YEAR TAXES	1,299,764.06	1,154,403.33	1,197,500.00	1,122,102.70	1,197,500	1,400,000
101A	PRIOR YEARS TAXES	.00	.00	.00	.00	97,155	90,000
106	REPLACEMENT TAX	.00	60,202.44	90,000.00	61,155.59		
524	INTEREST ON INVESTMENTS	86,241.21	78,306.13	35,000.00	28,203.18	61,000	55,000
728	LIBRARY FINES & FEES	25,653.50	31,294.49	25,000.00	21,080.43	31,500	31,000
728A	NON-RESIDENT FEES	5,371.50	5,434.00	5,000.00	3,584.00	5,200	5,500
729	LOST & DAMAGED BOOKS	2,748.93	2,876.02	2,500.00	2,083.23	3,000	3,000
730	PRINTS MADE ON COPY MACHINE	837.16	999.70	900.00	626.79	900	900
733	ILL ST PER CAPITA GRANT	47,485.38	49,477.20	49,400.00	.00	50,194	50,000
799	MISCELLANEOUS INCOME	3,602.78	3,138.15	22,000.00	9,857.15	26,300	3,000
***	ACTIVITY TOTALS ***	<u>1,991,879.46</u>	<u>2,020,322.32</u>	<u>1,940,709.00</u>	<u>1,850,794.94</u> *	<u>2,074,851</u>	<u>2,078,700</u>

ACTIVITY 941

DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 BUDGET	1984-1985 RECEIPT-TO-DATE	1984-1985 ESTIMATED	1985-1986 ESTIMATED
	FUND BALANCE MAY 1	.00	.00	.00	.00	00	98,969
56	REVENUE	.00	.00	88,969.00	.00	88,969	00
524	INTEREST INCOME	.00	.00	7,500.00	5,219.37	11,000	10,000
***	ACTIVITY TOTALS ***	.00	.00	96,469.00	5,219.37 *	99,969	108,969

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 BUDGET	1984-1985 RECEIPT-TO-DATE	1984-1985 ESTIMATED	1985-1986 ESTIMATED
	FUND BALANCE MAY 1	78,154.61	89,882.06	97,382.00	97,620.11	97,620	89,714
56	INCOME	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	11,727.45	7,738.05	8,700.00	5,453.42	11,800	10,500
799	MISC INCOME	.00	.00	.00	.00		
***	ACTIVITY TOTALS ***	89,882.06	97,620.11	106,082.00	103,073.53 *	109,420	100,214

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 BUDGET	1984-1985 RECEIPT-TO-DATE	1984-1985 ESTIMATED	1985-1986 ESTIMATED
	FUND BALANCE MAY 1	20,080.87	22,169.43	24,169.00	24,372.80	24,373	3,773
518	SALE OF CITY PROPERTY	.00	.00	.00	.00		
524	INTEREST SAVINGS	2,088.56	2,203.37	500.00	1,580.93	3,400	
731	TRANS FROM CITY OF DECATUR	.00	.00	.00	.00		
***	ACTIVITY TOTALS ***	22,169.43	24,372.80	24,669.00	25,953.73 *	27,773	3,773

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 BUDGET	1984-1985 RECEIPT-TO-DATE	1984-1985 ESTIMATED	1985-1986 ESTIMATED
	FUND BALANCE MAY 1	3,472.55	3,988.68	3,289.00	3,667.31	3,667	2,472
56	REVENUE	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	411.32	1,264.56	300.00	177.89	350	300
799	MISC INCOME	922.87	.00	900.00	.00	955	900
***	ACTIVITY TOTALS ***	4,806.74	5,253.24	4,489.00	3,845.20 *	4,972	3,672

EXPLANATION OF MAJOR INCREASES OR DECREASES
IN REQUESTS

Department: Library

Activity: 940

Activity No.

Submitted by: Library Board of Directors

Date: February, 1985

Object	1984 - 1985 Expenditures (estimated)	1985-1986 Budget Requests	Explanation of Increases or Decreases 10% for accounts over \$500
101	932,600	1,058,377	Resignations and vacancies reduced expenditures in fiscal 1984. Request for fiscal 1985 includes additional sum for in-grade salary increments plus one part-time clerk and one change in status from half-time page to full-time page. Increase reflects 1984/85 experience.
105	5,112	18,360	
214	15,660	18,000	Maintenance formerly shared for larger computer now paid solely by Library for smaller system.
231	64,100	70,000	Contemplates increased rates now pending before ICC.
233	17,750	12,950	Contemplates purchase of telephone equipment rather than continued leasing.
515	65,106	25,800	One-time expense for computer system incurred during fiscal 1984. New budget contemplates purchase of telephone system and multilith.
			Contemplates increased acquisition

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 APPROPRIATED	1984-1985 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1985-1986	STAFF NOTES
PERSONAL SERVICES								
101	REGULAR SALARIES	817,460.71	829,304.69	1,000,099.00	641,300.25	932,600	1,028,801	
102A	STRAIGHT OVERTIME	.00	1,609.89	2,000.00	827.98	1,075	2,000	
103	RETIREMENT FUND	114,652.68	117,677.45	143,710.00	91,156.20	132,500	160,306	
105	WORKMEN'S COMPENSATION	1,535.00	4,522.00	5,112.00	3,408.00	5,112	18,360	
106	UNEMPLOYMENT COMPENSATION	4,087.62	2,672.19	10,382.00	6,921.28	10,382	11,140	
107	HOSPITALIZATION MEDICAL & LIFE I	18,520.00	27,005.97	31,963.00	21,721.16	31,963	34,220	
109	TEMPORARY SALARIES	14,806.78	25,655.23	24,460.00	13,016.01	21,500	26,488	
* TOTAL PERSONAL SERVICES *		<u>971,062.79</u>	<u>1,008,447.42</u>	<u>1,217,726.00</u>	<u>778,350.88</u>	* <u>1,135,132</u>	<u>1,281,315</u>	
CONTRACT SERVICES								
201	ADVERTISING	540.30	394.23	500.00	282.59	425	500	
202	PRINTING & BINDING	6,527.80	4,514.45	6,500.00	2,039.93	3,100	4,500	
211	SERVICE TO MAINTAIN BUILDINGS	7,238.40	7,899.40	10,000.00	8,117.69	12,175	12,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	257.55	343.95	500.00	212.95	400	500	
214	SERVICE TO MAINTAIN OFFICE EQUIP	13,308.19	13,475.57	20,400.00	11,738.81	15,660	18,000	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	1,322.05	1,486.61	1,500.00	1,298.74	2,000	2,000	
221	AUDITING SERVICES	650.00	500.00	500.00	.00	500	500	
229	OTHER PROFESSIONAL SERVICES	557.58	4,260.15	1,000.00	1,483.00	2,000	2,000	
231	ELECTRICITY	58,031.16	67,326.64	75,600.00	39,087.48	64,100	70,000	
233	TELEPHONE	8,355.34	10,735.77	17,000.00	11,841.49	17,750	12,950	
234	WATER	381.24	499.72	500.00	433.68	650	650	
241	CONFERENCE AND OTHER TRAVEL EXPE	3,364.98	3,614.83	4,781.00	1,916.67	2,800	3,780	
245	POSTAGE	5,271.21	5,703.61	5,600.00	4,407.74	6,500	7,300	
284	PROFESSIONAL ASSOCIATION MEMBERS	1,270.00	1,285.00	1,415.00	1,395.07	1,395	1,465	
288	RENTALS	5,653.59	5,109.46	5,700.00	2,073.36	5,550	6,000	
* TOTAL CONTRACT SERVICES *		<u>112,729.37</u>	<u>132,649.39</u>	<u>151,496.00</u>	<u>86,332.20</u>	* <u>135,005</u>	<u>142,145</u>	
COMMODITIES								
310	GAS OIL & ANTIFREEZE	1,965.65	2,516.14	2,500.00	1,141.45	1,800	2,500	
312	JANITORIAL SUPPLIES	2,418.12	2,212.95	2,200.00	853.78	2,175	2,300	
320	MATERIALS TO MAINTAIN BLDNGS & I	13,475.32	12,093.78	10,000.00	8,135.69	12,200	11,000	
324	MATERIALS TO MAINTAIN AUTOMOTIVE	1,488.36	1,657.42	1,500.00	823.05	1,250	1,500	
330	MEDICAL & LABORATORY SUPPLIES	5.00	4.79	5.00	6.43	7	5	
345	OFFICE SUPPLIES	16,663.20	18,419.48	18,000.00	13,578.29	19,400	20,000	
* TOTAL COMMODITIES *		<u>36,015.65</u>	<u>36,904.56</u>	<u>34,205.00</u>	<u>24,538.69</u>	* <u>36,832</u>	<u>37,305</u>	
OTHER CHARGES								
402	CONTINGENCIES	.00	.00	10,000.00	.00			
403	TRANS TO G F (ADMIN SERV)	16,335.00	16,335.00	20,216.00	13,477.28	20,216	20,176	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 APPROPRIATED	1984-1985 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1985-1986	STAFF NOTES
415	SERVICE RECOGNITION PAYROLL	1,480.00	1,465.00	1,713.00	1,070.00	1,713	1,848	
423	INSURANCE	15,898.97	8,323.00	10,147.00	6,764.64	10,147	9,637	
499	SMALL CAPITAL ITEMS	3,004.75	1,910.10	2,375.00	1,617.76	2,400	2,031	
* TOTAL	OTHER CHARGES *	36,718.72	28,033.10	44,451.00	22,929.68	34,476	104,192	
CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	7,976.00	.00	.00	.00			
515	OFFICE MACHINERY & EQUIPMENT	12,620.40	16,662.16	54,816.00	49,123.00	65,106	25,800	
520	OTHER MACHINERY & EQUIPMENT	811.40	.00	.00	.00			
525	LIBRARY BOOKS RECORDS & EXHIBITS	154,683.68	151,893.60	180,000.00	115,326.03	183,000	200,000	
525A	AUDIO VISUAL MATERIALS	25,070.59	43,630.22	45,000.00	24,407.90	45,000	45,000	
* TOTAL	CAPITAL OUTLAY *	201,162.07	212,185.98	279,816.00	188,856.93	293,106	270,800	
***	ACTIVITY TOTALS ***	1,357,688.60	1,418,220.45	1,727,694.00	1,101,008.38	1,634,551	1,835,757	
	LESS RETIREMENT FUND	114,652.68	117,677.45	143,710.00	91,156.20			
***	NET ACTIVITY TOTALS ***	1,243,035.92	1,300,543.00	1,583,984.00	1,009,852.18			

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1985	Total Salary 1985-86	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
City Librarian	Dumas		45,748	45,748	461.50	255	95.00	
Admin Secretary	Schwegman	15-F	20,749	20,749		255	95.00	
Admin Clerk	Wheeler	11-F	17,073	17,073		255	85.00	
Staff Artist	Burch	12-F	17,928	17,928	461.50	255	30.00	
Maint. Man	Richardson	20-F	26,484	26,484	461.50	255	30.00	
Bldg. Custodian	Matthews	11-F	17,073	17,073		255	35.00	
Sr. Bldg. Custodian	Kay	12-F	17,928	17,928		255	25.00	
Library Asst. I	Berbaum	18-F	24,020	24,020		255	95.00	
Library Asst. I	Voorhees	18-F	24,020	24,020		255	60.00	
Library Asst. I	Meredith	18-F	24,020	24,020	461.50	255	50.00	
Library Asst. I	Johnson	18-F	24,020	24,020		255	75.00	
Library Asst. I	Roelleke	18-D	21,789	21,956	461.50	255		Step increase 2/22/86
Supervisor Adult Serv	Seidl	27-C	32,193	33,304	461.50	255	50.00	Step increase 8/2/85
Home Reading Librarian	Jacobs	22-B	24,621	24,621		255		
Reference Librarian	Merrick	22-D	26,484	27,733		255		Step increase 5/17/85
PAGE TOTALS	(Accts. 101, 102 & 109 should be totaled individually.)			366,677	2,769	3,825	725.00	
ACTIVITY GRAND TOTALS								

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1985	Total Salary 1985-86	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
YA-AV Librarian	Scholtz	20-C	22,879	22,968	461.50	255		Step increase 4/9/86
Head Page	Durbin	5-F	12,738	12,738		255		
Page	Zerfowski	3-F	11,553	11,553		255	25.99	
Library Clk Supervisor	Anderson	16-E	20,749	20,908		255	65.00	Step increase 3/15/86
Library Clk II	Edwards	11-F	17,073	17,073	461.50	255	25.00	
Library Clk I	Willis	9-D	14,044	14,665		255		Step increase 6/4/85
Library Clk I	Kirby	9-B	13,054	13,172		255		Step increase 12/4/85
Bkmobile Clk Driver	Fetrow	11-F	17,073	17,073		255	60.00	
Bkmobile Clk Driver	Brown	11-C	14,747	14,771		255		Step increase 4/12/86
Library Asst I	McGregor	18-F	24,020	24,020		255	65.00	
Library Asst I	Roberts	18-F	24,020	24,020		255	65.00	
Extension Librarian	Vacant	22-B	24,621	24,621		255		
Extension Clerk	Crawford	11-F	17,073	17,073		255	90.00	
Children's Librarian	Nichols	22-D	26,484	26,851		255		Step increase 1/17/86
Tech Serv Clk I	Stanbery	9-F	15,484	15,484	261.50	255	45.00	
PAGE (Accts. 101, 102 & 109 should be totaled individually.)				276,990	1,384.50	3,825	440.00	
ACTIVITY GRAND TOTALS								

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1985	Total Salary 1985-86	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
Catalog Clk I	Flannell	9-B	13,054	13,392		255		Step increase 7/12/85
Catalog Clk I	Turner	9-C	13,374	13,650		255		Step increase 11/21/85
Tech Serv Clk II	Colebar	11-F	17,073	17,073		255	80.00	
Catalog Clk II	Brooks	11-F	17,073	17,073		255	40.00	
Tech Serv Clk III	Williams	13-F	18,822	18,822		255	140.00	
Page	Gentry	3-F	11,558	11,558		255	45.00	
Page	Fouke	3-F	11,558	11,558		255	25.00	
Catalog Librarian	Hadley	22-F	29,200	29,200		255	55.00	
Cataloger	Inman	20-F	26,484	26,484		255	40.00	
Supervisor Tech Serv	Vacant	27-A	30,659	31,044		255		Step increase 11/1/85
Lib. Asst. Children	Dwyer	18-D	21,789	22,166	461.50	255		Step increase 3/24/86
Page	Fuqua	3-E	11,003	11,042		255		Step increase 3/24/86
PAGE TOTALS	(Accts. 101, 102 & 109 should be totaled individually.)			223,062	461.50	3,060	425.00	
ACTIVITY GRAND TOTALS								

PERSONAL SERVICE DETAIL
ACCOUNTS 101, 102, and 109

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on Form 1.

Official Job Classification	Name or Grade	Pay	Annual Salary	Total Salary 1985-86	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
half-time Tech Serv Clk	Penne	9-F	7,742	7,742		255	35.00	
half-time Tech Serv Clk	Cook	9-C	6,687	6,970		255		Step increase 6/8/85
half-time Tech Serv Clk	Kik-olla	9-A	6,369	6,557		255		Step increase 6/11/85
half-time Tech Serv Clk	White	9-A	6,369	6,466		255		Step increase 9/4/85
half-time Lib Clk I	Irvin	9-F	7,742	7,742		255	47.50	
half-time Lib Clk I	Tre-bacz	9-F	7,742	7,742		255	32.50	Step increase 4/20/86
half-time Lib Clk I	Irons	9-E	7,374	7,386		255	20.00	Step increase 4/20/86
half-time Lib Clk I	Trus-ner	9-D	7,022	7,022		255	12.50	Step increase 11/22/85
half-time Lib Clk I	Ken-edy	9-B	6,527	6,604		255		Step increase 11/22/85
half-time Lib Asst I	Law	18-B	10,129	10,318		255		Step increase 11/5/85
half-time Lib Asst I	Mills	18-B	10,129	10,217		255		Step increase 12/16/85
half-time Lib Asst I	Shro-yer	18-C	10,375	10,754		255		Step increase 7/21/85
half-time Lib Asst I	Robin-son	18-C	10,375	10,734		255	12.50	Step increase 8/6/85
half-time Lib Asst I	Arnold	18-C	10,375	10,554		255		Step increase 12/17/85
half-time Page Greg-ory		3-D	5,240	5,240		255		
PAGE (Accts. 101, 102 & 109 should be totaled individually.)			122,048			3,825	160.00	

ACTIVITY GRAND TOTALS

Budget Form 3

RETIREMENT - ACCOUNT 103 (Excluding Police & Fire)

TOTAL Acct. 101 & 102 Salaries (Form 3) @ IMRF Rate
 \$ 1,058,377 x 14.97 % = \$ 158,439

TOTAL Acct. 109 (Form 3) @ Social Security Rate
 \$ 26,488 x 7.05 % = \$ 1,867

TOTAL RETIREMENT (line 103 Form 1) \$ 160,306

WORKMEN'S COMPENSATION - ACCOUNT 105

TOTAL NO. OF FULL/PART TIME EMPLS.	DEPT. RATE	Total Charges
<u>72</u>	<u>255</u>	<u>\$18,360</u>

UNEMPLOYMENT COMPENSATION - ACCOUNT 106

Number of Employees Earning in Excess of \$9,000 Annually @ \$180
47 x \$180 = \$ 8,460

Salaries of Employees Earning Less Than \$9,000 Annually @ 2%
 \$ 133,983 x 2% = \$ 2,680

GRAND TOTAL (line 106 Form 1) \$ 11,140

HOSPITALIZATION & MEDICAL INSURANCE - ACCOUNT 107 (include each employee on only one line)

No. of Employees Without Dependent Coverage	<u>32</u>	x	\$ <u>704.88</u>	=	<u>22,556</u>	Per Year
No. of Mgmt. Employees carrying Dependent Coverage		x	\$ <u>2,435.76</u>	=		Per Year
No. of General Serv. Empl. Carrying Dep. Coverage	<u>10</u>	x	\$ <u>1,166.38</u>	=	<u>11,664</u>	Per Year
No. of Police Union Empl. Carrying Dep. Coverage		x	\$ <u>1,967.06</u>	=		Per Year
No. of Fire Union Empl. Carrying Dep. Coverage		x	\$ <u>1,967.06</u>	=		Per Year
TOTAL HOSPITAL & MEDICAL INS. (Line 107 Form 1)		TOTAL	\$ <u>34,220</u>			

GROUP LIFE INSURANCE - ACCOUNT 107A

TOTAL No. of Employees 42 x \$ 27.00 Per Year = \$ 1,134

TOTAL Management Salaries \$ x \$.63 \$1,000/Mo x 12 = \$

TOTAL GROUP LIFE INS. (line 107A Form 1) \$ 1,134

Travel Expense Detail

Department Library Activity: 940

Accounts 240 and 241

List all travel, conference attendance and training

Conference name, location and dates Name of person attending conference	Travel	Hotel & Meals	Registra- tion	Other	TOTAL
American Library Association Annual Conference Chicago, Illinois - July 6-11, 1985					
President, Board of Directors	124	430	60	20	634
City Librarian	124	430	50	20	624
Professional Staff Member	124	430	50	20	624
American Library Assoc. Midwinter Conference Chicago, Illinois - January 18-23, 1986					
Director	124	430	50	20	624
City Librarian	124	430	40	20	614
Illinois Library Association Conference Springfield, Illinois - May 2-4, 1985					
City Librarian	15	170	30	5	220
Professional Staff Member	15	170	30	5	220
Director	15	170	30	5	220
NOTE: TOTAL ACCOUNTS 240 and 241 INDIVIDUALLY TOTALS MUST AGREE WITH CODES 240 and 241 on Form 1	665	2,660	340	115	3,780

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 APPROPRIATED	1984-1985 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1985-1986	STAFF NOTES
58	EXPENDITURES	.00	.00	6,000.00	664.56	1,000	10,000	
* TOTAL	*	.00	.00	6,000.00	664.56	* 1,000	10,000	
***	ACTIVITY TOTALS	*** .00	*** .00	*** 6,000.00	*** 664.56	* 1,000	10,000	

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ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 APPROPRIATED	1984-1985 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1985-1986	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	.00	.00	40,000.00	.00	19,706	10,000	
*	TOTAL PERSONAL SERVICES *	.00	.00	40,000.00	.00	19,706	10,000	
***	ACTIVITY TOTALS ***	.00	.00	40,000.00	.00	19,706	10,000	

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ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 APPROPRIATED	1984-1985 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1985-1986	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	.00	.00	24,000.00	5,546.00	24,000	3,773	
*	TOTAL PERSONAL SERVICES *	.00	.00	24,000.00	5,546.00	* 24,000	3,773	
***	ACTIVITY TOTALS ***	.00	.00	24,000.00	5,546.00	* 24,000	3,773	

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ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1982-1983 ACTUAL	1983-1984 ACTUAL	1984-1985 APPROPRIATED	1984-1985 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1985-1986	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	818.06	1,585.93	3,000.00	1,052.23	2,500	3,500	
*	TOTAL PERSONAL SERVICES *	818.06	1,585.93	3,000.00	1,052.23	2,500 *	3,500	
***	ACTIVITY TOTALS ***	818.06	1,585.93	3,000.00	1,052.23	2,500 *	3,500	

Burroughs