

# DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



## BOARD OF DIRECTORS MEETING

### AGENDA

FEBRUARY 17, 1983

- I. CALL TO ORDER  
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES
  - A. REGULAR BOARD MEETING JANUARY 20, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
  - A. FINANCE AND PROPERTIES
    1. Approval of Bills
    2. Discussion and Approval of FY 1983/84 Budget
  - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

#### MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 17, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held February 17, 1983 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Jackson  
Mrs. Rossiter  
Ms. Taylor

Others Present:

Mrs. Brooks  
Mr. Dumas  
Miss Schwegman

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

The minutes of the regular meeting of January 20, 1983 were approved as printed and mailed.

Reporting for the month, Mr. Dumas advised circulation for January 20, 1983 was lost because of a computer malfunction and therefore that day was estimated. Also RPL inadvertently ran the December statistics again instead of the January statistics, resulting in  $1\frac{1}{2}$  days of February circulation in the January totals. However, January showed a 20% increase in circulation without the inclusion of the February day and a half, and broke all circulation records for one month's circulation. This accounts for the considerable mess you see downstairs in the Circulation Department. Full-time pages have also been ill and on vacation causing the backlogging of book shelving. Mr. Dumas further reported the video cassettes are continuing their high circulation. Every title we have in that collection circulated an average of  $3\text{-}1\frac{1}{3}$  times for the four weeks in January, which is a tremendous turnover, and in addition, the player we have is almost in continuous use.

Continuing, Mr. Dumas stated a mayoral candidates night was held in the Library just before the primary election and attracted 50 or 60 people. The League of Women Voters is going to cooperate with the Library again in having another candidates night before the general election. Also, Larry Foster is scheduled to give a series of lectures on financial planning in the '80's in the Library, and we hope for good attendance. Mr. Merrick spoke to the Golden Kiwanis in January, a group of retired men 65 years or older. Mrs. Hicks had spoken to this group previously about Extension services and the home-bound program. We also had a program starring Ruth Beebe Hill, a noted author of the best selling book, Hanta Yo, who spoke to a standing room only audience. The Decatur Area Arts Council has approved the Library's request for supplementary funds for a film series in April.



Mr. Dumas noted Mrs. Nichols, our new Children's Librarian, is settling in well and has already begun making plans for the summer reading program. She has also met with public school personnel to discuss participation in an expanded "Ride and Read" program this summer for students who are a little backward in their reading abilities. This program was quite successful last year and will run concurrently with the summer reading program, which will be enough to keep the staff hopping.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of bills through January 31, 1983, Mr. Mueller seconded the motion, and it was unanimously approved by a roll-call vote.

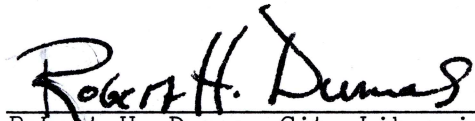
Discussion of the Library's proposed budget for FY 1983/1984 was opened by Mr. Marshall. He noted we are going into the next year with a fund balance of \$544,592, but the fund balance at the beginning of the next fiscal year will be only \$305,756. You will recall the Council reduced our levy significantly saying that we should go into our fund balance, and you can see that is happening to the tune of \$240,000, Mr. Marshall commented. You will note that in Line 101, Regular Salaries, there is no provision made for any salary increases. There is a provision for the restoration of the Audio-Visual Young Adult Librarian position which had been filled up until several years ago. If this proposed budget is approved and the City negotiators come through with a 2 or 2½% salary increase, we feel we can find the money from the Contingency fund, staff turnover and vacancies, and a possible slight reduction in the book budget. However, if this negotiated increase is greater, we will have to look a lot harder to find the money. Continuing, Mr. Marshall noted that Line 423, Insurance, in the amount of \$8,300 is based on a figure Joe DeMichiel sent to us, which is less than we might have expected. Mr. Marshall moved on behalf of his Committee approval of the proposed budget to be submitted to the City Council, Mr. Grieve seconded the motion, and it was approved.

Mr. Marshall asked Mr. Dumas to comment on the proposal by the City's internal auditors on the issuing of purchase orders. Mr. Dumas explained the proposal has not as yet been implemented, but contains a number of recommendations; however, there are comparatively few which affect the Library. It is proposed that the Library will issue its own purchase orders, instead of typing requisitions and sending them to the City for processing. Mr. Seidman commented this change will save the City money, but what about us. Mr. Dumas answered we would just be typing purchase orders instead of requisitions and this shouldn't increase our costs. There are certain items the City buys cheaper because of state contracts being available, and this practice will continue, Mr. Dumas explained.

Noting that the Personnel and Public Relations Committee did not meet, Mrs. Moore stated there would be no report from that Committee at this time.

Under Old Business, Mr. Marshall read a letter from Arthur J. Gallagher & Co. forwarded to the Library by Dan Sommerfeldt, the City's Risk Manager, in response to questions about the contents coverage of the Library and spelling out the Extra Expense Loss and Valuable Papers limit coverage, each in the amount of \$100,000. Mr. Susler again voiced his concern of the Library's total insurance coverage now that we have no insurance policies as such under the self-insurance program. Mr. Marshall responded the total insurance we have on replacement costs of property, this building and its contents, is 6½ million dollars and in addition there is a valuable papers coverage of \$100,000, and the extra expense coverage of \$100,000.

There being no further business to come before the Board, the meeting was adjourned by the President at 5:05 p.m.

A handwritten signature in black ink that reads "Robert H. Dumas". The signature is written in a cursive style with a large, prominent initial "R".

---

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1983

CIRCULATION

|                           | <u>Adult</u> | <u>Youth</u> | <u>Juvenile</u> | <u>Total</u> | <u>Y-Date</u> |
|---------------------------|--------------|--------------|-----------------|--------------|---------------|
| Total Books, 1982 -       | 34,298       | 2,965        | 22,514          | 59,777       | 445,918       |
| 1981 -                    | 27,978       | 2,301        | 17,279          | 47,558       | 427,810       |
| A-V Materials, 1982 -     | 3,326        | --           | 236             | 3,562        | 22,623        |
| 1981 -                    | 2,521        | --           | 270             | 2,791        | 22,551        |
| Total Circulation, 1982 - | 37,624       | 2,965        | 22,750          | 63,339       | 468,541       |
| 1981 -                    | 30,499       | 2,301        | 17,549          | 50,349       | 450,361       |

TECHNICAL PROCESSING

| <u>Cataloging</u> |       | <u>Acquisitions</u>   |       |
|-------------------|-------|-----------------------|-------|
| New books added   | 1,174 | Books checked in      | 1,332 |
| New titles added  | 519   | Telephone Directories | 115   |
| Books withdrawn   | 729   | Pamphlets             | 178   |
| Books mended      | 965   | Gifts                 | 207   |

Materials in the State of Processing

Materials (physical items) - 733  
Titles - 616

FINANCIAL REPORT

|                   | <u>Budgeted</u> | <u>YTD Expended</u><br>1981/82 | <u>YTD Expended</u><br>1982/83 | <u>P.O.s</u><br>Out | <u>Unencumbered</u> |
|-------------------|-----------------|--------------------------------|--------------------------------|---------------------|---------------------|
| Personal Services | 1,037,535       | 686,628                        | 736,940                        | --                  | 300,595             |
| Operating         | 196,737         | 115,153                        | 143,997                        | --                  | 52,740              |
| Capital and Books | 225,965         | 147,515                        | 144,928                        | --                  | 81,037              |

STAFF STRENGTH

|                    | <u>Strength</u><br><u>Previous Month</u> | <u>Terminations</u> | <u>New Staff</u> | <u>Present</u><br><u>Strength</u> |
|--------------------|--|---------------------|------------------|-----------------------------------|
| Professional       | 4  | --                  | 2                | 6                                 |
| Library Assistants | 7 + 6 (480 hrs)                          | --                  | --               | 7 + 6 (480 hrs)                   |
| Clerical           | 21 + 15 (902 hrs)                        | --                  | --               | 21 + 16 (940 hrs)                 |
| Maintenance        | 3½                                       | --                  | --               | 3½                                |

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

Computer Downtime for Month: 36 hours





ARTHUR J. GALLAGHER & CO - CHICAGO  
DEPARTMENT OF PERSONNEL & TRAINING

DECATUR PUBLIC LIBRARY

FEB 2 1983

DECATUR, ILLINOIS

JAN 31 1983

MEMORANDUM NO. 83 - 27

January 26, 1983

January 31, 1983

Mr. Daniel Sommerfeldt  
Risk Manager  
City of Decatur  
1 Civic Center Plaza  
Decatur, IL 62523

MEMO TO: Robert H. Dumas, City Librarian  
Re: Your Letter December 9, 1982  
FROM: Daniel R. Sommerfeldt, Risk Manager  
Dear Dan:  
SUBJECT: LIBRARY INSURANCE

Sorry for the length of time it has taken for a response on your letter concerning property adjustment losses for the library. I referred your questions to the "higher-ups" at Gallagher Bassett for a written response.

Attached is a copy of a letter I received today further specifying the coverages provided for the books and other classified collections of the Library. Most or all of the expense associated with replacing the library's books would be part of a contents loss. Any

Please also refer to the information I sent with Personnel Memorandum 82-260 on December 30, 1982. Extra Expense Loss which, as you know, is limited to

If you have any questions regarding this matter, I am available at your convenience.

lmm

- 2) The coverage will replace those books available in the current marketplace. Books with greater values because they are out of print or rare should be separately listed and insured on a stated value basis.
- 3) The valuable papers limit of \$100,000 would pay for the reconstruction of data on the card catalogs. Cross checking or extra investigational work to reconstruct the card system would probably be part of the extra expense coverage.

Naturally, each loss is handled on a case-by-case basis and the actual peculiarities of a claim will be adjusted accordingly.

If I can be of any further assistance concerning this, please feel free to contact me.

Sincerely,  
  
James S. Gault

JSG/lm



ARTHUR J. GALLAGHER & CO. - CHICAGO

January 26, 1983

Mr. Daniel Sommerfeldt  
Risk Manager  
City of Decatur  
1 Civic Center Plaza  
Decatur, IL 62523

Received Parsons,  
JAN 31 1983  
City of Decatur, Illinois

Re: Your Letter December 9, 1982

Dear Dan:

Sorry for the length of time it has taken for a response on your letter concerning property adjustment losses for the library. I referred your questions to the "higher-ups" at Gallagher Bassett for a written response. Specifically, this is what I have been told:

- 1) Most or all of the expense associated with replacing the library's books would be part of a contents loss. Any special extensive research or expenses above and beyond a normal ordering procedure would probably be part of an Extra Expense Loss which, as you know, is limited to \$100,000.
- 2) The coverage will replace those books available in the current marketplace. Books with greater values because they are out of print or rare should be separately listed and insured on a stated value basis.
- 3) The valuable papers limit of \$100,000 would pay for the reconstruction of data on the card catalogs. Cross checking or extra investigational work to reconstruct the card system would probably be part of the extra expense coverage.

Naturally, each loss is handled on a case-by-case basis and the actual peculiarities of a claim will be adjusted accordingly.

If I can be of any further assistance concerning this, please feel free to contact me.

Sincerely,

James S. Gault

JSG/lm

R

1983-1984 EST REVENUE WORKSHEET  
 ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

ENTS  
S  
S  
MACHINE  
RANT  
E

|  | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>BUDGET | 1982-1983<br>RECEIPT-TO-DATE | 1982-1983<br>ESTIMATED | 1983-1984<br>ESTIMATED |
|--|---------------------|---------------------|---------------------|------------------------------|------------------------|------------------------|
|  | 2,936.94            | 3,446.52            | .00                 | .00                          |                        |                        |
|  | 266,372.05          | 322,839.17          | 383,118.00          | 520,174.94                   | <u>520,175</u>         | <u>544,592</u>         |
|  | 1,113,119.85        | 1,212,663.86        | 1,310,300.00        | 1,190,856.52                 | <u>1,310,300</u>       | <u>1,147,825</u>       |
|  | .00                 | .00                 | .00                 | .00                          |                        |                        |
|  | 47,155.62           | 77,334.31           | 40,000.00           | 31,870.30                    | <u>47,000</u>          | <u>45,000</u>          |
|  | 25,422.02           | 27,572.59           | 25,500.00           | 16,598.19                    | <u>25,000</u>          | <u>25,000</u>          |
|  | 1,215.10            | 2,787.20            | 2,500.00            | 3,914.00                     | <u>5,000</u>           | <u>5,000</u>           |
|  | 2,307.85            | 2,785.77            | 2,400.00            | 2,100.66                     | <u>3,100</u>           | <u>3,100</u>           |
|  | 557.93              | 805.75              | 800.00              | 379.48                       | <u>650</u>             | <u>700</u>             |
|  | 19,087.46           | 45,260.76           | 45,000.00           | .00                          | <u>45,000</u>          | <u>47,000</u>          |
|  | 11,442.96           | 73,987.50           | 4,000.00            | 2,127.60                     | <u>3,200</u>           | <u>3,200</u>           |
|  | <u>1,489,617.78</u> | <u>1,769,483.43</u> | <u>1,813,618.00</u> | <u>1,768,021.69</u>          | <u>1,959,425</u>       | <u>1,821,417</u>       |



CITY OF DECATUR

1983-1984 EST REVENUE WORKSHEET  
 ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

| OBJECT CODE | DESCRIPTION                 | 1980-1981    | 1981-1982    | 1982-1983    |                 |
|-------------|-----------------------------|--------------|--------------|--------------|-----------------|
|             |                             | ACTUAL       | ACTUAL       | BUDGET       | RECEIPT-TO-DATE |
| 799         | MISC INCOME                 | 2,936.94     | 3,446.52     | .00          | .00             |
|             | FUND BALANCE MAY 1          | 266,372.05   | 322,839.17   | 383,118.00   | 520,174.94      |
| 101         | CURRENT YEAR TAXES          | 1,113,119.85 | 1,212,663.86 | 1,310,300.00 | 1,190,856.52    |
| 101A        | PRIOR YEARS TAXES           | .00          | .00          | .00          | .00             |
| 524         | INTEREST ON INVESTMENTS     | 47,155.62    | 77,334.31    | 40,000.00    | 31,870.30       |
| 728         | LIBRARY FINES & FEES        | 25,422.02    | 27,572.59    | 25,500.00    | 16,598.19       |
| 728A        | NON-RESIDENT FEES           | 1,215.10     | 2,787.20     | 2,500.00     | 3,914.00        |
| 729         | LOST & DAMAGED BOOKS        | 2,307.85     | 2,785.77     | 2,400.00     | 2,100.66        |
| 730         | PRINTS MADE ON COPY MACHINE | 557.93       | 805.75       | 800.00       | 379.48          |
| 733         | ILL ST PER CAPITA GRANT     | 19,087.46    | 45,260.76    | 45,000.00    | .00             |
| 799         | MISCELLANEOUS INCOME        | 11,442.96    | 73,987.50    | 4,000.00     | 2,127.60        |
| ***         | ACTIVITY TOTALS             | 1,489,617.78 | 1,769,483.43 | 1,813,618.00 | 1,768,021.69    |

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

ENTS

ENTS

|  | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>BUDGET | 1982-1983<br>RECEIPT-TO-DATE | 1982-1983<br>ESTIMATED | 1983-1984<br>ESTIMATED |
|--|---------------------|---------------------|---------------------|------------------------------|------------------------|------------------------|
|  | 8,507.32            | 11,162.78           | .00                 | .00                          |                        |                        |
|  | 62,689.37           | 68,809.35           | 76,553.00           | 78,154.61                    | 78,155                 | 89,855                 |
|  | .00                 | 200.00              | .00                 | .00                          | 0                      | 0                      |
|  | 6,119.98            | 9,145.26            | 7,655.00            | 7,851.87                     | 11,700                 | 7,500                  |
|  | .00                 | .00                 | .00                 | .00                          | 0                      | 0                      |
|  | <u>77,316.67</u>    | <u>89,317.39</u>    | <u>84,208.00</u>    | <u>86,006.48</u> *           | <u>89,855</u>          | <u>97,355</u>          |

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

| OBJECT CODE | DESCRIPTION             | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>BUDGET | 1982-1983<br>RECEIPT-TO-D |
|-------------|-------------------------|---------------------|---------------------|---------------------|---------------------------|
| 524         | INTEREST ON INVESTMENTS | 8,507.32            | 11,162.78           | .00                 | .                         |
|             | FUND BALANCE MAY 1      | 62,689.37           | 68,809.35           | 76,553.00           | 78,154.                   |
| 56          | INCOME                  | .00                 | 200.00              | .00                 | .                         |
| 524         | INTEREST ON INVESTMENTS | 6,119.98            | 9,145.26            | 7,655.00            | 7,851.                    |
| 799         | MISC INCOME             | .00                 | .00                 | .00                 | .                         |
| ***         | ACTIVITY TOTALS ***     | <u>77,316.67</u>    | <u>89,317.39</u>    | <u>84,208.00</u>    | <u>86,006.</u>            |



R

1983-1984

E S T R E V E N U E W O R K S H E E T

12/31/82

PAGE 34

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

TY

DECATUR

| 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>BUDGET | 1982-1983<br>RECEIPT-TO-DATE | 1982-1983<br>ESTIMATED | 1983-1984<br>ESTIMATED |
|---------------------|---------------------|---------------------|------------------------------|------------------------|------------------------|
| .00                 | .00                 | 20,000.00           | 20,080.87                    | <u>20,080</u>          | <u>21,080</u>          |
| .00                 | .00                 | .00                 | .00                          | -----                  | -----                  |
| .00                 | 80.87               | 1,000.00            | 784.03                       | <u>1,000</u>           | <u>1,000</u>           |
| 12,451.91           | .00                 | .00                 | .00                          | -----                  | -----                  |
| .00                 | 20,000.00           | .00                 | .00                          | -----                  | -----                  |
| =====               | =====               | =====               | =====                        | -----                  | -----                  |
| 12,451.91           | 20,080.87           | 21,000.00           | 20,864.90 *                  | <u>21,080</u>          | <u>22,080</u>          |
| =====               | =====               | =====               | =====                        | -----                  | -----                  |



1983-1984  
ACTIVITY 944

E S T R E V E N U E W O R K S H E E T  
DECATUR PUBLIC TRUST FUND (BRIDGES)

12/31/82

PAGE 35

| 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>BUDGET | 1982-1983<br>RECEIPT-TO-DATE | 1982-1983<br>ESTIMATED | 1983-1984<br>ESTIMATED |
|---------------------|---------------------|---------------------|------------------------------|------------------------|------------------------|
| 3,186.07            | 3,777.82            | 2,950.00            | 3,472.55                     | 3,473                  | _____                  |
| .00                 | .00                 | .00                 | .00                          | _____                  | _____                  |
| 1,287.51            | 452.65              | 300.00              | 260.54                       | 400                    | _____                  |
| .00                 | 930.22              | 900.00              | .00                          | 900                    | _____                  |
| =====               | =====               | =====               | =====                        | 4,773                  | _____                  |
| 4,473.58            | 5,160.69            | 4,150.00            | 3,733.09                     | _____                  | _____                  |
| =====               | =====               | =====               | =====                        | _____                  | _____                  |

\*

ENTS



CITY OF DECATUR

1983-1984 EST REVENUE WORKSHEET  
 ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

| OBJECT<br>CODE | DESCRIPTION             | 1980-1981 | 1981-1982 | 1982-1983 |               |
|----------------|-------------------------|-----------|-----------|-----------|---------------|
|                |                         | ACTUAL    | ACTUAL    | BUDGET    | RECEIPT-TO-DA |
|                | FUND BALANCE MAY 1      | 3,186.07  | 3,777.82  | 2,950.00  | 3,472.5       |
| 56             | REVENUE                 | .00       | .00       | .00       | .0            |
| 524            | INTEREST ON INVESTMENTS | 1,287.51  | 452.65    | 300.00    | 260.5         |
| 799            | MISC INCOME             | .00       | 930.22    | 900.00    | .0            |
| ***            | ACTIVITY TOTALS ***     | 4,473.58  | 5,160.69  | 4,150.00  | 3,733.0       |

**EXPLANATION OF MAJOR INCREASES OR DECREASES  
IN REQUESTS**

Department: Library

Activity:  
Activity No. 940

Submitted by: Library Board of Directors

Date: 2/17/83

| Object | 1982-1983<br>Expenditures<br>(estimated) | 1983-1984<br>Budget<br>Requests | Explanation of Increases or decreases<br>\$1,000 or 10% for accounts over \$100                                    |
|--------|--|---------------------------------|--|
| 101    | 846,600                                  | 904,640                         | Budget provides for staff increments and restoration of Audio-Visual Librarian position eliminated in 1979/80.     |
| 109    | 12,100                                   | 16,564                          | Underspent in 82/83 from use of extended hours of permanent half-time staff.                                       |
| 214    | 16,000                                   | 19,600                          | Increase results primarily from increase in computer maintenance costs.  |
| 231    | 64,000                                   | 74,000                          | Budget contemplates increase in cost of utilities, especially gas.   |
| 233    | 8,000                                    | 10,000                          | Contemplates addition of two more lines for terminals plus increased rate.   |
| 241    | 4,300                                    | 5,085                           | Budget varies with location of conference and distance.  |
| 345    | 16,500                                   | 18,000                          | Provides for growth in circulation, increased cost of supplies, and new materials for electronic media collection. |
| 423    | 17,100                                   | 8,303                           | 1982/83 reflects charges deferred from 1981/82.  |
| 525A   | 30,400                                   | 45,130                          | Increase reflects larger commitment of per capita grant to development of electronic medium collection.            |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |
|        |  |                                 |  |



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

|               | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>APPROPRIATED | ACTUAL-TO-DATE    | ESTIMATED<br>ENTIRE YR | REQUEST<br>1983-1984 | STAFF<br>NOTES |
|---------------|---------------------|---------------------|---------------------------|-------------------|------------------------|----------------------|----------------|
|               | 685,817.50          | 753,438.39          | 887,938.00                | 564,394.45        | 846,600                | 904,640              |                |
|               | .00                 | .00                 | 150.00                    | .00               |                        | 150                  |                |
|               | 98,546.62           | 103,141.91          | 123,920.00                | 78,897.19         | 118,350                | 126,855              |                |
| ION           | .00                 | .00                 | 3,201.00                  | .00               | 3,201                  | 4,522                |                |
| SATION        | 3,647.18            | 3,391.95            | 3,806.00                  | 1,882.42          | 2,850                  | 4,209                |                |
| ICAL & LIFE I | 15,148.68           | 18,095.50           | 18,520.00                 | 18,520.00         | 18,520                 | 24,580               |                |
|               | 16,777.18           | 14,216.52           | 16,421.00                 | 7,829.33          | 12,100                 | 16,564               |                |
|               | <u>819,937.16</u>   | <u>892,284.27</u>   | <u>1,053,956.00</u>       | <u>671,523.39</u> | * <u>1,001,621</u>     | <u>1,081,520</u>     |                |
|               | 349.58              | 419.64              | 500.00                    | 231.13            | 350                    | 500                  |                |
|               | 4,594.32            | 6,142.03            | 5,500.00                  | 4,232.38          | 6,500                  | 6,500                |                |
| BUILDINGS     | 9,288.73            | 9,001.50            | 10,000.00                 | 5,873.34          | 9,200                  | 10,000               |                |
| PROV OTHR THA | 885.98              | 417.82              | 750.00                    | 166.55            | 300                    | 600                  |                |
| OFFICE EQUIP  | 8,701.47            | 12,372.80           | 16,345.00                 | 9,190.13          | 16,000                 | 19,600               |                |
| AUTOMOTIVE E  | 1,741.71            | 950.24              | 2,500.00                  | 916.20            | 1,500                  | 1,500                |                |
|               | 650.00              | 900.00              | 650.00                    | 650.00            | 650                    | 650                  |                |
| SERVICES      | 1,166.00            | 1,249.40            | 1,000.00                  | 247.56            | 500                    | 1,000                |                |
|               | 42,104.47           | 48,203.19           | 53,000.00                 | 38,553.80         | 64,000                 | 74,000               |                |
|               | 12,861.70           | 8,528.63            | 10,000.00                 | 5,294.83          | 8,000                  | 10,000               |                |
|               | 440.24              | 410.80              | 500.00                    | 276.56            | 450                    | 500                  |                |
| R TRAVEL EXPE | 3,881.52            | 3,220.49            | 4,896.00                  | 2,820.69          | 4,300                  | 5,088                |                |
|               | 4,022.62            | 4,960.89            | 5,400.00                  | 3,428.47          | 5,400                  | 5,800                |                |
| ATION MEMBERS | 1,135.00            | 1,400.00            | 1,380.00                  | 990.00            | 1,380                  | 1,380                |                |
|               | 5,011.83            | 5,199.00            | 5,705.00                  | 3,654.96          | 5,705                  | 5,665                |                |
|               | <u>56,835.17</u>    | <u>103,376.43</u>   | <u>118,126.00</u>         | <u>76,526.60</u>  | * <u>124,235</u>       | <u>142,783</u>       |                |
| ZE            | 1,905.54            | 2,023.89            | 2,500.00                  | 1,446.64          | 2,200                  | 2,500                |                |



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

| OBJECT CODE              | DESCRIPTION                      | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>APPROPRIATED | ACTUAL-TO-DATE    | ESTI<br>ENTI |
|--------------------------|----------------------------------|---------------------|---------------------|---------------------------|-------------------|--------------|
| <b>PERSONAL SERVICES</b> |                                  |                     |                     |                           |                   |              |
| 101                      | REGULAR SALARIES                 | 685,817.50          | 753,438.39          | 887,938.00                | 564,394.45        | 84           |
| 102A                     | STRAIGHT OVERTIME                | .00                 | .00                 | 150.00                    | .00               |              |
| 103                      | RETIREMENT FUND                  | 98,546.62           | 103,141.91          | 123,920.00                | 78,897.19         | 11           |
| 105                      | WORKMEN'S COMPENSATION           | .00                 | .00                 | 3,201.00                  | .00               |              |
| 106                      | UNEMPLOYMENT COMPENSATION        | 3,647.18            | 3,391.95            | 3,806.00                  | 1,882.42          |              |
| 107                      | HOSPITALIZATION MEDICAL & LIFE I | 15,148.68           | 18,095.50           | 18,520.00                 | 18,520.00         | 18           |
| 109                      | TEMPORARY SALARIES               | 16,777.18           | 14,216.52           | 16,421.00                 | 7,829.33          | 12           |
| * TOTAL                  | PERSONAL SERVICES *              | <u>819,937.16</u>   | <u>892,284.27</u>   | <u>1,053,956.00</u>       | <u>671,523.39</u> | * 1,00       |
| <b>CONTRACT SERVICES</b> |                                  |                     |                     |                           |                   |              |
| 201                      | ADVERTISING                      | 349.58              | 419.64              | 500.00                    | 231.13            |              |
| 202                      | PRINTING & BINDING               | 4,594.32            | 6,142.03            | 5,500.00                  | 4,232.38          | 6            |
| 211                      | SERVICE TO MAINTAIN BUILDINGS    | 9,288.73            | 9,001.50            | 10,000.00                 | 5,873.34          | 9            |
| 212                      | SERVICE MAINTAIN IMPROV OTHR THA | 885.98              | 417.82              | 750.00                    | 166.55            |              |
| 214                      | SERVICE TO MAINTAIN OFFICE EQUIP | 8,701.47            | 12,372.80           | 16,345.00                 | 9,190.13          | 16           |
| 215                      | SERVICE TO MAINTAIN AUTOMOTIVE E | 1,741.71            | 950.24              | 2,500.00                  | 916.20            | 1            |
| 221                      | AUDITING SERVICES                | 650.00              | 900.00              | 650.00                    | 650.00            |              |
| 229                      | OTHER PROFESSIONAL SERVICES      | 1,166.00            | 1,249.40            | 1,000.00                  | 247.56            |              |
| 231                      | ELECTRICITY                      | 42,104.47           | 48,203.19           | 53,000.00                 | 38,553.80         | 64           |
| 233                      | TELEPHONE                        | 12,861.70           | 8,528.63            | 10,000.00                 | 5,294.83          | 8            |
| 234                      | WATER                            | 440.24              | 410.80              | 500.00                    | 276.56            |              |
| 241                      | CONFERENCE AND OTHER TRAVEL EXPE | 3,881.52            | 3,220.49            | 4,896.00                  | 2,820.69          | 4            |
| 245                      | POSTAGE                          | 4,022.62            | 4,960.89            | 5,400.00                  | 3,428.47          | 5            |
| 284                      | PROFESSIONAL ASSOCIATION MEMBERS | 1,185.00            | 1,400.00            | 1,380.00                  | 990.00            | 1            |
| 288                      | RENTALS                          | 5,011.83            | 5,199.00            | 5,705.00                  | 3,654.96          | 5            |
| * TOTAL                  | CONTRACT SERVICES *              | <u>96,885.17</u>    | <u>103,376.43</u>   | <u>118,126.00</u>         | <u>76,526.60</u>  | * 124        |
| <b>COMMODITIES</b>       |                                  |                     |                     |                           |                   |              |
| 310                      | GAS OIL & ANTIFREEZE             | 1,905.54            | 2,023.89            | 2,500.00                  | 1,446.64          | 2            |



|                             |                    |                   |                   |                     |                     |
|-----------------------------|--------------------|-------------------|-------------------|---------------------|---------------------|
| 109                         | TEMPORARY SALARIES | 18,777.19         | 14,210.52         | 18,421.00           | 7,829.55            |
| * TOTAL PERSONAL SERVICES * |                    | <u>819,937.16</u> | <u>892,284.27</u> | <u>1,053,956.00</u> | <u>671,523.39</u> * |

CONTRACT SERVICES

|                             |                                  |                  |                   |                   |                    |
|-----------------------------|----------------------------------|------------------|-------------------|-------------------|--------------------|
| 201                         | ADVERTISING                      | 349.58           | 419.64            | 500.00            | 231.13             |
| 202                         | PRINTING & BINDING               | 4,594.32         | 6,142.03          | 5,500.00          | 4,232.38           |
| 211                         | SERVICE TO MAINTAIN BUILDINGS    | 9,288.73         | 9,001.50          | 10,000.00         | 5,873.34           |
| 212                         | SERVICE MAINTAIN IMPROV OTHR THA | 885.98           | 417.82            | 750.00            | 166.55             |
| 214                         | SERVICE TO MAINTAIN OFFICE EQUIP | 8,701.47         | 12,372.80         | 16,345.00         | 9,190.13           |
| 215                         | SERVICE TO MAINTAIN AUTOMOTIVE E | 1,741.71         | 950.24            | 2,500.00          | 916.20             |
| 221                         | AUDITING SERVICES                | 650.00           | 900.00            | 650.00            | 650.00             |
| 229                         | OTHER PROFESSIONAL SERVICES      | 1,166.00         | 1,249.40          | 1,000.00          | 247.56             |
| 231                         | ELECTRICITY                      | 42,104.47        | 48,203.19         | 53,000.00         | 38,553.80          |
| 233                         | TELEPHONE                        | 12,861.70        | 8,528.63          | 10,000.00         | 5,294.83           |
| 234                         | WATER                            | 440.24           | 410.80            | 500.00            | 276.56             |
| 241                         | CONFERENCE AND OTHER TRAVEL EXPE | 3,881.52         | 3,220.49          | 4,896.00          | 2,820.69           |
| 245                         | POSTAGE                          | 4,022.62         | 4,960.89          | 5,400.00          | 3,428.47           |
| 284                         | PROFESSIONAL ASSOCIATION MEMBERS | 1,185.00         | 1,400.00          | 1,380.00          | 990.00             |
| 288                         | RENTALS                          | 5,011.83         | 5,199.00          | 5,705.00          | 3,654.96           |
| * TOTAL CONTRACT SERVICES * |                                  | <u>96,885.17</u> | <u>103,376.43</u> | <u>118,126.00</u> | <u>76,526.60</u> * |

COMMODITIES

|                       |                                  |                  |                  |                  |                    |
|-----------------------|----------------------------------|------------------|------------------|------------------|--------------------|
| 310                   | GAS OIL & ANTIFREEZE             | 1,905.54         | 2,023.89         | 2,500.00         | 1,446.64           |
| 312                   | JANITORIAL SUPPLIES              | 2,121.64         | 2,317.06         | 3,000.00         | 7131               |
| 320                   | MATERIALS TO MAINTAIN BLDNGS & I | 8,153.44         | 9,014.68         | 11,000.00        | 6,949.56           |
| 324                   | MATERIALS TO MAINTAIN AUTOMOTIVE | 2,358.22         | 1,496.99         | 1,500.00         | 921.01             |
| 330                   | MEDICAL & LABORATORY SUPPLIES    | 1.85             | 4.70             | 5.00             | 0.00               |
| 345                   | OFFICE SUPPLIES                  | 16,390.93        | 15,601.94        | 16,000.00        | 11,701.48          |
| * TOTAL COMMODITIES * |                                  | <u>30,955.57</u> | <u>30,459.26</u> | <u>34,005.00</u> | <u>21,816.00</u> * |

OTHER CHARGES

|     |                           |           |           |           |           |
|-----|---------------------------|-----------|-----------|-----------|-----------|
| 402 | CONTINGENCIES             | 36.30     | .00       | .00       | .00       |
| 403 | TRANS TO G F (ADMIN SERV) | 13,738.00 | 16,104.00 | 16,335.00 | 10,888.00 |



|                   |            |            |              |            |             |           |
|-------------------|------------|------------|--------------|------------|-------------|-----------|
|                   | 18,777.18  | 14,218.52  | 18,421.00    | 7,829.33   | 12,100      | 16,564    |
| *                 | 819,937.16 | 892,284.27 | 1,053,956.00 | 671,523.39 | * 1,001,621 | 1,081,520 |
|                   | 349.58     | 419.64     | 500.00       | 231.13     | 350         | 500       |
| NG                | 4,594.32   | 6,142.03   | 5,500.00     | 4,232.38   | 6,500       | 6,500     |
| AIN BUILDINGS     | 9,288.73   | 9,001.50   | 10,000.00    | 5,873.34   | 9,200       | 10,000    |
| IMPROV OTHR THA   | 885.98     | 417.82     | 750.00       | 166.55     | 300         | 600       |
| AIN OFFICE EQUIP  | 8,701.47   | 12,372.80  | 16,345.00    | 9,190.13   | 16,000      | 19,600    |
| AIN AUTOMOTIVE E  | 1,741.71   | 950.24     | 2,500.00     | 916.20     | 1,500       | 1,500     |
| S                 | 650.00     | 900.00     | 650.00       | 650.00     | 650         | 650       |
| AL SERVICES       | 1,166.00   | 1,249.40   | 1,000.00     | 247.56     | 500         | 1,000     |
|                   | 42,104.47  | 48,203.19  | 53,000.00    | 38,553.80  | 64,000      | 74,000    |
|                   | 12,861.70  | 8,528.63   | 10,000.00    | 5,294.83   | 8,000       | 10,000    |
|                   | 440.24     | 410.80     | 500.00       | 276.56     | 450         | 500       |
| OTHER TRAVEL EXPE | 3,881.52   | 3,220.49   | 4,896.00     | 2,820.69   | 4,300       | 5,088     |
|                   | 4,022.62   | 4,960.89   | 5,400.00     | 3,428.47   | 5,400       | 5,800     |
| OCIATION MEMBERS  | 1,135.00   | 1,400.00   | 1,380.00     | 990.00     | 1,380       | 1,380     |
|                   | 5,011.63   | 5,199.00   | 5,705.00     | 3,654.96   | 5,705       | 5,665     |
| *                 | 56,835.17  | 103,376.43 | 118,126.00   | 76,526.60  | * 124,235   | 142,783   |
| REEZE             | 1,905.54   | 2,023.89   | 2,500.00     | 1,446.64   | 2,200       | 2,500     |
| LIES              | 2,121.64   | 2,317.06   | 3,000.00     | 7131       | 2,000       | 2,200     |
| INTAIN BLDNGS & I | 8,153.44   | 9,014.68   | 11,000.00    | 6,949.56   | 10,500      | 10,000    |
| INTAIN AUTOMOTIVE | 2,358.22   | 1,496.99   | 1,500.00     | 921.01     | 1,400       | 1,500     |
| ATORY SUPPLIES    | 4.85       | 4.70       | 5.00         | 00         | 5           | 5         |
|                   | 16,390.98  | 15,601.94  | 16,000.00    | 11,701.48  | 16,500      | 18,000    |
| *                 | 30,955.57  | 30,459.26  | 34,005.00    | 21,816.00  | * 32,605    | 34,205    |
|                   | 36.30      | .00        | .00          | .00        |             | 7,500     |
| ADMIN SERV)       | 13,738.00  | 16,104.00  | 16,335.00    | 10,888.00  | 16,335      | 16,335    |



1983 - 1984 EXPENDITURE WORKSHEET  
 ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

12/31/82

PAGE 83

|                  | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>APPROPRIATED | 1982-1983<br>ACTUAL-TO-DATE | ESTIMATED<br>ENTIRE YR | REQUEST<br>1983-1984 | STAFF<br>NOTES |
|------------------|---------------------|---------------------|---------------------------|-----------------------------|------------------------|----------------------|----------------|
| PAYROLL          | 1,227.50            | 1,385.00            | 1,550.00                  | 870.00                      | 1,550                  | 1,675                |                |
|                  | 12,261.75           | 12,220.08           | 10,300.00                 | 13,591.22                   | 17,100                 | 8,303                |                |
|                  | .00                 | .00                 | .00                       | 1,478.40                    | 2,200                  | 1,940                |                |
|                  | <u>27,263.55</u>    | <u>29,709.08</u>    | <u>28,185.00</u>          | <u>26,827.62</u>            | * <u>37,185</u>        | <u>35,753</u>        |                |
|                  | 30,280.48           | .00                 | 9,350.00                  | 7,976.00                    | 7,976                  | 0                    |                |
| EQUIPMENT        | 27,484.19           | 38,270.33           | 24,715.00                 | 4,989.37                    | 20,000                 | 16,270               |                |
| EQUIPMENT        | 3,289.60            | 476.70              | 1,500.00                  | 811.40                      | 811                    | 0                    |                |
| BOOKS & EXHIBITS | 119,830.63          | 141,557.76          | 160,000.00                | 97,107.58                   | 160,000                | 160,000              |                |
| BOOKS & EXHIBITS | 7,915.22            | 9,728.14            | 30,400.00                 | 12,218.66                   | 30,400                 | 45,130               |                |
|                  | <u>188,800.12</u>   | <u>190,032.93</u>   | <u>225,965.00</u>         | <u>123,103.01</u>           | * <u>219,187</u>       | <u>221,400</u>       |                |
|                  | <u>1,163,841.67</u> | <u>1,245,861.97</u> | <u>1,460,237.00</u>       | <u>919,796.62</u>           | * <u>1,414,833</u>     | <u>1,515,661</u>     |                |
|                  | 98,546.62           | 103,141.91          | 123,920.00                | 78,897.19                   |                        |                      |                |
|                  | <u>1,065,295.05</u> | <u>1,142,720.06</u> | <u>1,336,317.00</u>       | <u>840,899.43</u>           | *                      |                      |                |
|                  | 108,970.00          | 99,370.00           | .00                       | .00                         |                        |                      |                |
|                  | <u>108,970.00</u>   | <u>99,370.00</u>    | <u>.00</u>                | <u>.00</u>                  | *                      |                      |                |
|                  | <u>108,970.00</u>   | <u>99,370.00</u>    | <u>.00</u>                | <u>.00</u>                  | *                      |                      |                |
|                  | 98,546.62           | 103,141.91          | 123,920.00                | 78,897.19                   |                        |                      |                |
|                  | <u>10,423.33</u>    | <u>3,771.91</u>     | <u>123,920.00</u>         | <u>78,897.19</u>            | *                      |                      |                |

CITY OF DECATUR

1983 - 1984 EXPENDITURE WORKSHEET

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

| OBJECT CODE                 | DESCRIPTION                      | 1980-1981           | 1981-1982           | 1982-1983           |                   | ESTI<br>ENTI |
|-----------------------------|----------------------------------|---------------------|---------------------|---------------------|-------------------|--------------|
|                             |                                  | ACTUAL              | ACTUAL              | APPROPRIATED        | ACTUAL-TO-DATE    |              |
| 415                         | SERVICE RECOGNITION PAYROLL      | 1,227.50            | 1,385.00            | 1,550.00            | 870.00            | 1            |
| 423                         | INSURANCE                        | 12,261.75           | 12,220.08           | 10,300.00           | 13,591.22         | 17           |
| 499                         | SMALL CAPITAL ITEMS              | .00                 | .00                 | .00                 | 1,478.40          | 2            |
| * TOTAL OTHER CHARGES *     |                                  | <u>27,263.55</u>    | <u>29,709.08</u>    | <u>28,185.00</u>    | <u>26,827.62</u>  | * 37         |
| CAPITAL OUTLAY              |                                  |                     |                     |                     |                   |              |
| 510                         | AUTOMOTIVE EQUIPMENT             | 30,280.48           | .00                 | 9,350.00            | 7,976.00          | 7            |
| 515                         | OFFICE MACHINERY & EQUIPMENT     | 27,484.19           | 38,270.33           | 24,715.00           | 4,989.37          | 20           |
| 520                         | OTHER MACHINERY & EQUIPMENT      | 3,289.60            | 476.70              | 1,500.00            | 811.40            |              |
| 525                         | LIBRARY BOOKS RECORDS & EXHIBITS | 119,830.63          | 141,557.76          | 160,000.00          | 97,107.58         | 160          |
| 525A                        | AUDIO VISUAL MATERIALS           | 7,915.22            | 9,723.14            | 30,400.00           | 12,218.66         | 30           |
| * TOTAL CAPITAL OUTLAY *    |                                  | <u>188,800.12</u>   | <u>190,032.93</u>   | <u>225,965.00</u>   | <u>123,103.01</u> | * 219        |
| *** ACTIVITY TOTALS ***     |                                  | <u>1,163,841.67</u> | <u>1,245,861.97</u> | <u>1,460,237.00</u> | <u>919,796.62</u> | * 1,414      |
| LESS RETIREMENT FUND        |                                  | 98,546.62           | 103,141.91          | 123,920.00          | 78,897.19         |              |
| *** NET ACTIVITY TOTALS *** |                                  | <u>1,065,295.05</u> | <u>1,142,720.06</u> | <u>1,336,317.00</u> | <u>840,899.43</u> | *            |
| OTHER CHARGES               |                                  |                     |                     |                     |                   |              |
| 410                         | PRINCIPAL & INTEREST             | 108,970.00          | 99,370.00           | .00                 | .00               |              |
| * TOTAL OTHER CHARGES *     |                                  | <u>108,970.00</u>   | <u>99,370.00</u>    | <u>.00</u>          | <u>.00</u>        | *            |
| *** ACTIVITY TOTALS ***     |                                  | <u>108,970.00</u>   | <u>99,370.00</u>    | <u>.00</u>          | <u>.00</u>        | *            |
| LESS RETIREMENT FUND        |                                  | 98,546.62           | 103,141.91          | 123,920.00          | 78,897.19         |              |
| *** NET ACTIVITY TOTALS *** |                                  | <u>10,423.38</u>    | <u>3,771.91</u>     | <u>123,920.00</u>   | <u>78,897.19</u>  | *            |





ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

| OBJECT<br>CODE | DESCRIPTION     | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>APPROPRIATED ACTUAL-TO-DATE | EST<br>ENT |       |
|----------------|-----------------|---------------------|---------------------|--|------------|-------|
| ***            | ACTIVITY TOTALS | ***                 | .00                 | .00                                      | .00        | .00 * |





ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

| OBJECT CODE | DESCRIPTION                      | 1980-1981 ACTUAL | 1981-1982 ACTUAL | 1982-1983 APPROPRIATED | 1982-1983 ACTUAL-TO-DATE | ESTIMATE ENTIRE |
|-------------|----------------------------------|------------------|------------------|------------------------|--------------------------|-----------------|
|             | PERSONAL SERVICES                |                  |                  |                        |                          |                 |
| 101         | REGULAR SALARIES                 | 1,188.52         | .00              | .00                    | .00                      | -----           |
| 103         | RETIREMENT FUND                  | 648.83           | .00              | .00                    | .00                      | -----           |
| 107         | HOSPITALIZATION & MEDICAL INSURA | 377.57           | .00              | .00                    | .00                      | -----           |
| 107A        | GROUP LIFE INSURANCE             | 44.71            | .00              | .00                    | .00                      | -----           |
| 109         | TEMP SALARIES                    | 10,192.28        | .00              | .00                    | .00                      | -----           |
|             | * TOTAL PERSONAL SERVICES *      | <u>12,451.91</u> | <u>.00</u>       | <u>.00</u>             | <u>.00</u>               | -----*          |
|             | *** ACTIVITY TOTALS ***          | <u>12,451.91</u> | <u>.00</u>       | <u>.00</u>             | <u>.00</u>               | -----*          |



ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

| 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>APPROPRIATED | 1982-1983<br>ACTUAL-TO-DATE | ESTIMATED<br>ENTIRE YR | REQUEST<br>1983-1984 | STAFF<br>NOTES |
|---------------------|---------------------|---------------------------|-----------------------------|------------------------|----------------------|----------------|
| 695.76              | 1,688.14            | 2,000.00                  | 263.59                      |                        |                      |                |
| 695.76              | 1,688.14            | 2,000.00                  | 263.59                      | * 1,500                | 3,000                |                |
| 695.76              | 1,688.14            | 2,000.00                  | 263.59                      | * 1,500                | 3,000                |                |

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

| OBJECT<br>CODE              | DESCRIPTION       | 1980-1981<br>ACTUAL | 1981-1982<br>ACTUAL | 1982-1983<br>APPROPRIATED | ACTUAL-TO-DATE | ESTIM<br>ENTIRE |
|-----------------------------|-------------------|---------------------|---------------------|---------------------------|----------------|-----------------|
|                             | PERSONAL SERVICES |                     |                     |                           |                |                 |
| 58                          | EXPENDITURES      | 695.76              | 1,688.14            | 2,000.00                  | 263.59         |                 |
| * TOTAL PERSONAL SERVICES * |                   | 695.76              | 1,688.14            | 2,000.00                  | 263.59         | * 1,5           |
| *** ACTIVITY TOTALS ***     |                   | 695.76              | 1,688.14            | 2,000.00                  | 263.59         | * 1,5           |

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<br>May 1, 1983 | Total Salary<br>1983-84 | 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          |                  | 42,359                            | 42,359                  | 312                 | .18             | 85.00                |  |
| Secretary  | Schwegman      | 13-F             | 17,402                            | 17,402                  |                     | .18             | 85.00                |  |
| Library Clerk II   | Wheeler        | 11-F             | 15,785                            | 15,785                  |                     | .18             | 75.00                |  |
| Staff Artist   | Burch          | 12-E             | 15,785                            | 16,119                  | 312                 | .18             |                      | Step increase 11/26/83   |
| Maint. Man   | Richardson     | 20-F             | 24,486                            | 24,486                  | 312                 | 3.74            |                      |  |
| Sr. Bldg. Custodian  | Kay            | 12-F             | 16,575                            | 16,575                  |                     | 3.74            |                      |  |
| Bldg. Custodian  | Mathews        | 11-E             | 15,031                            | 15,379                  |                     | 3.74            | 25.00                | Step increase 11/9/83  |
| Library Asst. I  | Berbaum        | 18-F             | 22,208                            | 22,208                  |                     | .18             | 85.00                |  |
| Library Asst. I  | Voorhees       | 18-F             | 22,208                            | 22,208                  |                     | .18             | 50.00                |  |
| Library Asst. I  | Merrideth      | 18-F             | 22,208                            | 22,208                  | 312                 | .18             | 40.00                |  |
| Library Asst. I  | Harper         | 18-F             | 22,208                            | 22,208                  |                     | .18             | 75.00                |  |
| Library Asst. I  | Johnson        | 18-F             | 22,208                            | 22,208                  |                     | .18             | 65.00                |  |
| Supervisor, Adult Serv.  | Seidl          | 27-B             | 29,055                            | 29,546                  | 312                 | .18             | 40.00                | Step increase 8/9/83   |
| Head Home Reading  | Jacobs         | 22-B             | 22,763                            | 22,935                  |                     | .18             |                      | Step increase 1/6/84   |
| Head Ref. Dept.  | Merrick        | 22-B             | 22,763                            | 23,525                  |                     | .18             |                      | Step increase 5/7/83   |
| AGE TOTALS (Accts. 101, 102 & 109 should be totaled individually.) |                |                  |                                   | 335,151                 | 1,560               |                 | 625.00               |  |
| 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, 1983 | Total Salary 1983-84 | 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. |
|---|----------------|------------------|--------------------------------|----------------------|---------------------|-----------------|----------------------|--|
| Head Page   | Durbin         | 5-F              | 11,777                         | 11,777               | 312                 | .18             |                      |  |
| Page  | Collins        | 3-F              | 10,682                         | 10,682               |                     | .18             | 85.00                |  |
| Page  | Zer-fowski     | 3-F              | 10,682                         | 10,682               |                     | .18             |                      |  |
| Library Clerk II  | Ander-son      | 13-F             | 17,402                         | 17,402               |                     | .18             | 55.00                |  |
| Library Clerk II  | Irvin          | 11-F             | 15,785                         | 15,785               |                     | .18             | 40.00                |  |
| Library Clerk I   | Tempel         | 9-F              | 14,315                         | 14,315               |                     | .18             | 105.00               |  |
| Library Clerk I   | Edwards        | 9-D              | 12,985                         | 13,335               |                     | .18             |                      | Step increase 10/6/83  |
| Bkmobile Clk Drv I  | Fetrow         | 11-F             | 15,785                         | 15,785               |                     | 3.74            | 50.00                |  |
| Bkmobile Clk Drv I  | Wheat-ley      | 11-D             | 14,315                         | 14,590               |                     | 3.74            | 25.00                | Step increase 12/7/83  |
| Library Asst. I   | Mc-Gregor      | 18-F             | 22,208                         | 22,208               |                     | .18             | 55.00                |  |
| Library Asst. I   | Roberts        | 18-F             | 22,208                         | 22,208               |                     | .18             | 55.00                |  |
| Extension Librarian   | Hicks          | 22-D             | 24,486                         | 25,380               |                     | .18             |                      | Step increase 7/29/83  |
| Library Clerk II  | Craw-ford      | 11-F             | 15,785                         | 15,785               |                     | .18             | 80.00                |  |
| Children's Librarian  | Nichols        | 22-B             | 22,763                         | 22,914               | 312                 | .18             |                      | Step increase 1/17/84  |
| Tech Serv Clk I   | Stan-bery      | 9-E              | 13,635                         | 14,106               | 312                 | .18             | 35.00                | Step increase 8/9/83   |
| PAGE (Accts. 101, 102 & 109 should be totaled individually. |                |                  |                                | 246,954              | 936                 |                 | 585.00               |  |
| 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<br>May 1, 1983 | Total Salary<br>1983-84 | 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. |
|--|----------------|------------------|-----------------------------------|-------------------------|---------------------|-----------------|----------------------|--|
| Tech Serv Clk I  | Lewis          | 9-F              | 14,315                            | 14,315                  |                     | .18             | 35.00                |  |
| Tech Serv Clk I  | Brooks         | 9-F              | 14,315                            | 14,315                  |                     | .18             | 30.00                |  |
| Tech Serv Clk II   | Colebar        | 11-F             | 15,785                            | 15,785                  |                     | .18             | 70.00                |  |
| Tech Serv Clk II   | Sebern         | 11-F             | 15,785                            | 15,785                  |                     | .18             | 35.00                |  |
| Tech Serv Clk III  | Vacant         | 13-A             | 14,315                            | 14,493                  |                     | .18             |                      | Step increase 11/1/83  |
| Tech Serv Clk III  | Williams       | 13-F             | 17,402                            | 17,402                  |                     | .18             | 130.00               |  |
| Page   | Gentry         | 3-F              | 10,682                            | 10,682                  |                     | .18             | 35.00                |  |
| Page Head  | Fouke          | 3-F              | 10,682                            | 10,682                  | 312                 | .18             |                      |  |
| Cataloger Supervisor, Tech Serv                                    | Hadley         | 22-F             | 26,997                            | 26,997                  |                     | .18             | 45.00                |  |
| YA-AV  | Vacant         | 27-A             | 28,346                            | 28,701                  |                     | .18             |                      | Step increase 11/1/83  |
| Kubraruab  | Vacant         | 20-A             | 20,145                            | 20,398                  |                     | .18             |                      | Step increase 11/1/83  |
| AGE TOTALS (Accts. 101, 102 & 109 should be totaled individually.) |                |                  |                                   | 189,555                 | 312                 |                 | 380.00               |  |
| 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, 1983 | Total Salary 1983-84 | 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. |
|--|----------------|------------------|--------------------------------|----------------------|---------------------|-----------------|----------------------|--|
| Tech Serv Clk<br>part-time   | Penne          | 9-F              | 7,158                          | 7,158                |                     | .18             | 30.00                |  |
| Tech Serv Clk<br>part-time   | Cook           | 9-B              | 6,035                          | 6,165                |                     | .18             |                      | Step increase 6/8/83   |
| Tech Serv Clk<br>part-time   | Younger        | 9-A              | 5,889                          | 5,933                |                     | .18             |                      | Step increase 1/3/84   |
| Tech Serv Clk<br>part-time   | Vacant         | 9-A              | 5,889                          | 5,889                |                     | .18             |                      |  |
| Lib Clk I<br>part-time   | Trebacz        | 9-F              | 7,158                          | 7,158                |                     | .18             | 27.50                |  |
| Lib Clk I<br>part-time   | Irons          | 9-D              | 6,493                          | 6,505                |                     | .18             | 15.00                | Step increase 4/20/84  |
| Lib Clk I<br>part-time   | Trusener       | 9-C              | 6,183                          | 6,183                |                     | .18             |                      |  |
| Lib Clk I<br>part-time   | Willis         | 9-B              | 6,035                          | 6,165                |                     | .18             |                      | Step increase 6/4/83   |
| Clerk<br>part-time   | Vacant         | 7-A              | 5,341                          | 5,408                |                     | .18             |                      | Step increase 11/1/83  |
| Lib Asst I<br>part-time  | Bockmann       | 18-C             | 9,592                          | 9,684                |                     | .18             |                      | Step increase 2/11/84  |
| Lib Asst I<br>part-time  | Roelke         | 18-B             | 9,365                          | 9,400                |                     | .18             |                      | Step increase 2/22/84  |
| Lib Asst I<br>part-time  | Shroyer        | 18-B             | 9,365                          | 9,540                |                     | .18             |                      | Step increase 7/21/83  |
| Lib Asst I<br>part-time  | Robinson       | 18-B             | 9,365                          | 9,522                |                     | .18             |                      | Step increase 8/6/83   |
| Lib Asst I<br>part-time  | Dwyer          | 18-B             | 9,365                          | 9,444                |                     | .18             |                      | Step increase 12/14/83   |
| Lib Asst I<br>part-time  | Arnold         | 18-B             | 9,365                          | 9,444                |                     | .18             |                      | Step increase 12/17/83   |
| GRAND TOTALS (Accts. 101, 102 & 109 should be totaled individually.) |                |                  |                                | 113,598              |                     |                 | 72.50                |  |
| 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<br>May 1, 1983 | Total Salary<br>1983-84 | 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. |
|--|----------------|------------------|-----------------------------------|-------------------------|---------------------|-----------------|----------------------|--|
| Page<br>ft-time  | Heide-<br>man  | 3-F              | 5,341                             | 5,341                   |                     | .18             | 12.50                |  |
| Bldg Custodian<br>ft-time  | Kupish         | 11-D             | 7,158                             | 7,158                   |                     | 3.74            |                      |  |
| Automobile Drv<br>ft-time  | Ryan           | 11-C             | 6,818                             | 6,883                   |                     | 3.74            |                      | Step increase 2/14/84  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
|  |                |                  |                                   |                         |                     |                 |                      |  |
| GRAND TOTALS (Accts. 101, 102 & 109 should be totaled individually.) |                |                  |                                   | 19,382                  |                     |                 | 12.50                |  |
| ACTIVITY GRAND TOTALS Grand Total 101                                |                |                  |                                   | 904,640                 | 2,808               |                 | 1,675.00             |  |





RETIREMENT - ACCOUNT 103 (Excluding Police & Fire)

TOTAL Acct. 101 & 102 Salaries (Form 3) @ IMRF Rate  
 \$ 904,640 x 13.90 % = \$ 125,745

TOTAL Acct. 109 (Form 3) @ Social Security Rate  
 \$ \_\_\_\_\_ x 6.70 % = \$ 1,110

TOTAL RETIREMENT (line 103 Form 1) \$ 126,855

WORKMEN'S COMPENSATION - ACCOUNT 105

| TOTAL Salaries Work Comp. Group | Group Rate | Total Charges | GRAND TOTAL     |
|---------------------------------|------------|---------------|-----------------|
| 818,335                         | .18 %      | 1,473         |                 |
| 102,869                         | 3.74 %     | 3,847         |                 |
|                                 |            |               |                 |
|                                 |            | 5,320 - 15%   | \$ <u>4,522</u> |

UNEMPLOYMENT COMPENSATION - ACCOUNT 106

Number of Employees Earning in Excess of \$7,000 Annually @ \$70  
50 x \$70 = \$ 3,500

Salaries of Employees Earning Less Than \$7,000 Annually @ 1%  
 \$ 70,893 x 1% = \$ 709

GRAND TOTAL (line 106 Form 1) \$ 4,209

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

|  |           |   |                    |    |                      |          |
|--|-----------|---|--------------------|----|----------------------|----------|
| No. of Employees Without Dependent Coverage        | <u>32</u> | x | \$ <u>506.40</u>   | =  | <u>16,205</u>        | Per Year |
| No. of Mgmt. Employees carrying Dependent Coverage |           | x | \$ <u>1,750.08</u> | =  |                      | Per Year |
| No. of General Serv. Empl. Carrying Dep. Coverage  | <u>9</u>  | x | \$ <u>818.40</u>   | =  | <u>7,366</u>         | Per Year |
| No. of Police Union Empl. Carrying Dep. Coverage   |           | x | \$ <u>1,618.80</u> | =  |                      | Per Year |
| No. of Fire Union Empl. Carrying Dep. Coverage     |           | x | \$ <u>1,618.80</u> | =  |                      | Per Year |
| TOTAL HOSPITAL & MEDICAL INS. (Line 107 Form 1)    |           |   | TOTAL              | \$ | <u><u>23,571</u></u> |          |

GROUP LIFE INSURANCE - ACCOUNT 107A

TOTAL No. of Employees x \$ 24.60 Per Year = \$ 1,009

TOTAL Management Salaries \$ x \$ .57 \$1,000/Mo x 12 = \$ \_\_\_\_\_

TOTAL GROUP LIFE INS. (line 107A Form 1) \$ 1,009



Travel Expense Detail

Accounts 240 and 241

List all travel, conference attendance and training

- (a) Out of State Travel for Dept. Directors Only
- (b) Accts. 240 & 241 must be 20% less than 1982-83 budget.

| Conference name, location and dates<br>Name of person attending conference                          | Travel | Hotel & Meals | Registration | Other | TOTAL |
|---|--------|---------------|--------------|-------|-------|
| American Library Association Annual Conference<br>Los Angeles, June 22 - 28, 1983                   |        |               |              |       |       |
| Director  | 600    | 458           | 50           | 15    | 1,123 |
| City Librarian  | 600    | 458           | 40           | 15    | 1,113 |
| Staff Member  | 600    | 458           | 40           | 15    | 1,113 |
| American Library Association Winter Meeting<br>Washington, D.C., January 8 - 14, 1984               |        |               |              |       |       |
| City Librarian  | 350    | 282           | 40           | 15    | 687   |
| Illinois Library Association Meeting<br>Chicago, Illinois, October 27 - 29, 1983                    |        |               |              |       |       |
| Director  | 110    | 194           | 35           | 15    | 354   |
| City Librarian  | 110    | 194           | 30           | 15    | 349   |
| Staff Member  | 110    | 194           | 30           | 15    | 349   |
|   |        |               |              |       |       |
| NOTE: TOTAL ACCOUNTS 240 and 241 INDIVIDUALLY<br>TOTALS MUST AGREE WITH CODES 240 and 241 on Form 1 |        |               |              |       | 5,088 |

PROFESSIONAL ASSOCIATION MEMBERSHIP DETAIL  
ACCOUNT 284

DEPARTMENT Library ACTIVITY 940

(ACCTS. 284 & 302 MUST BE 10% LESS THAN 1982-83 BUDGET)

| ORGANIZATION NAME            | EMPLOYEE(S) NAME  | COST  |
|------------------------------|-------------------|-------|
| American Library Association | Institutional     | 850   |
|                              | City Librarian    | 115   |
| Illinois Library Association | Institutional     | 230   |
|                              | City Librarian    | 50    |
|                              | Board Members (9) | 135   |
|                              |                   |       |
|                              |                   |       |
|                              |                   |       |
|                              |                   |       |
|                              | <b>TOTAL COST</b> | 1,380 |

PUBLICATIONS DETAIL  
ACCOUNT 302

DEPARTMENT \_\_\_\_\_ ACTIVITY \_\_\_\_\_

| PUBLICATION NAME | COST |
|------------------|------|
|                  |      |
|                  |      |
|                  |      |
|                  |      |

TOTAL PUBLICATIONS \_\_\_\_\_









MAY 1, 1982 THRU JAN 31, 1983

| REVENUE ITEMS               | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|-----------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| FUND BALANCE MAY 1, 1982    | 383,118.00        | 0.00                   | 520,174.94            | 137,056.94          |           |
| CURRENT YEAR TAXES          | 1,310,300.00      | 33,707.82              | 1,224,564.34          | 85,735.66           |           |
| PRIZES                      | 0.00              | 0.00                   | 0.00                  | 0.00                |           |
| INVESTMENTS                 | 50,000.00         | 38,907.20              | 70,777.50             | 39,870.30           |           |
| LIBRARY FINES & FEES        | 25,500.00         | 1,894.01               | 18,492.20             | 7,007.80            |           |
| NON-RES IDENTIFIED BOOKS    | 2,500.00          | 266.00                 | 4,180.00              | 1,680.00            |           |
| LOST & DAMAGED BOOKS        | 2,400.00          | 176.35                 | 2,277.01              | 122.99              |           |
| PRINTS MADE ON COPY MACHINE | 600.00            | 0.00                   | 2,379.48              | 420.52              |           |
| ILLUST PER CAPITA GRANT     | 4,000.00          | 0.00                   | 0.00                  | 4,000.00            |           |
| MISCELLANEOUS INCOME        | 4,000.00          | 137.17                 | 2,264.77              | 1,735.23            |           |
| TOTAL REVENUE               | 1,813,618.00      | 75,088.55              | 1,843,110.24          | 29,492.24           | 101.63    |

| OBJECT CODE | OBJECT OF EXPENDITURE                     | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|---|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 101 A       | REGULAR SALARIES                          | 887,938.00               | 0.00                        | 62,915.85                  | 627,309.30                | 260,628.70           |           |
| 102         | PROTECTOR TIME                            | 150.00                   | 0.00                        | 0.00                       | 0.00                      | 150.00               |           |
| 103         | RETIEMENT FUND                            | 123,920.00               | 0.00                        | 8,813.44                   | 87,710.63                 | 36,209.37            |           |
| 105         | WORKMEN'S COMPENSATION                    | 3,201.00                 | 0.00                        | 0.00                       | 1,289.00                  | 1,912.00             |           |
| 106         | EMPLOYMENT COMPENSATION                   | 18,808.00                | 0.00                        | 228.92                     | 1,111.34                  | 1,696.66             |           |
| 107         | HOSPITALIZATION MEDICAL & LIFE INSURANCE  | 18,421.00                | 0.00                        | 0.00                       | 18,520.00                 | 0.00                 |           |
| 109         | TEMPORARY SALARIES                        | 16,421.00                | 0.00                        | 0.00                       | 8,651.44                  | 7,769.56             |           |
| 201         | ADVERTISING                               | 500.00                   | 0.00                        | 538.11                     | 833.15                    | 1,68.91              |           |
| 211         | PRINTING & BINDING                        | 10,000.00                | 0.00                        | 0.00                       | 3,873.34                  | 4,126.66             |           |
| 212         | SERVICES TO MAINTAIN BUILDINGS            | 10,750.00                | 0.00                        | 42.00                      | 209.35                    | 4,540.45             |           |
| 214         | SERVICES TO MAINTAIN IMPROVEMENTS         | 16,345.00                | 0.00                        | 92.00                      | 282.13                    | 7,062.80             |           |
| 221         | SERVICES TO MAINTAIN OFFICE EQUIPMENT     | 2,500.00                 | 0.00                        | 39.00                      | 935.20                    | 1,564.80             |           |
| 222         | SERVICES TO MAINTAIN AUTOMOTIVE EQUIPMENT | 650.00                   | 0.00                        | 0.00                       | 650.00                    | 0.00                 |           |
| 229         | AUDITING PROFIT                           | 1,000.00                 | 0.00                        | 60.00                      | 307.56                    | 692.44               |           |
| 231         | OTHER PROFESSIONAL SERVICES               | 10,000.00                | 0.00                        | 2,737.87                   | 41,291.67                 | 11,557.74            |           |
| 233         | TELEPHONE                                 | 10,500.00                | 0.00                        | 38.90                      | 882.55                    | 1,222.74             |           |
| 234         | TELETYPE                                  | 500.00                   | 0.00                        | 0.00                       | 270.59                    | 229.41               |           |
| 237         | WATER                                     | 4,896.00                 | 0.00                        | 190.28                     | 3,010.97                  | 1,885.03             |           |
| 245         | CONFERENCE AND OTHER TRAVEL EXPENSE       | 5,380.00                 | 0.00                        | 363.82                     | 3,794.29                  | 1,585.71             |           |
| 288         | PROFESSIONAL ASSOCIATION MEMBERSHIP FEES  | 1,780.00                 | 0.00                        | 0.00                       | 990.00                    | 790.00               |           |
| 310         | GAS OIL & ANTIFREEZE                      | 2,500.00                 | 0.00                        | 400.00                     | 4,054.96                  | 1,550.04             |           |
| 312         | JANITORIAL SUPPLIES                       | 3,000.00                 | 0.00                        | 1,178.37                   | 1,559.01                  | 1,440.99             |           |
| 320         | MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP    | 11,500.00                | 0.00                        | 6,848.88                   | 1,637.75                  | 1,322.25             |           |
| 324         | MEDICAL & LABORATORY SUPPLIES             | 1,500.00                 | 0.00                        | 38.37                      | 939.38                    | 540.62               |           |
| 345         | TRANSPORTATION                            | 16,000.00                | 0.00                        | 3,136.57                   | 14,838.03                 | 1,161.97             |           |
| 403         | SERVICES TO GOVERNMENT                    | 19,335.00                | 0.00                        | 1,365.00                   | 12,249.00                 | 4,086.00             |           |
| 423         | INSURANCE                                 | 10,300.00                | 0.00                        | 0.00                       | 12,302.22                 | 2,002.22             |           |



ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1982 THRU JAN 31, 1983

| OBJECT CODE | OBJECT OF EXPENDITURE             | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|-----------------------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
| 499         | SMALL CAPITAL ITEMS               | 0.00                     | 0.00                        | 0.00                       | 1,478.40                  | 1,478.40-            |           |
|             | TOTAL OPERATING EXPENDITURES      | 1,234,272.00             | 0.00                        | 84,203.35                  | 880,937.22                | 353,334.78           | 71.37     |
| 510         | AUTOMOTIVE EQUIPMENT              | 9,350.00                 | 0.00                        | 0.00                       | 7,976.00                  | 1,374.00             |           |
| 515         | OFFICE MACHINERY & EQUIPMENT      | 24,715.00                | 0.00                        | 2,150.00                   | 7,139.37                  | 17,575.63            |           |
| 520         | OTHER MACHINERY & EQUIPMENT       | 1,500.00                 | 0.00                        | 0.00                       | 811.40                    | 688.60               |           |
| 525         | LIBRARY BOOKS, RECORDS & EXHIBITS | 100,000.00               | 0.00                        | 19,818.93                  | 112,986.13                | 47,313.87            |           |
| 525 A       | AUDIO VISUAL MATERIALS            | 30,400.00                | 0.00                        | 4,096.43                   | 16,315.09                 | 14,084.91            |           |
|             | TOTAL CAPITAL OUTLAY              | 225,965.00               | 0.00                        | 21,865.26                  | 144,928.01                | 81,036.99            | 64.14     |
|             | TOTAL EXPENDITURES                | 1,460,237.00             | 0.00                        | 106,068.61                 | 1,025,865.23              | 434,371.77           | 70.25     |



ACTIVITY 942 DECATUR PUBLIC LIB Y TRUST FUND

MAY 1, 1982 THRU JAN 31, 1983

REVENUE ITEMS

|                             | ESTIMATED<br>REVENUE | CURRENT MONTH<br>RECEIPTS | YEAR TO DATE<br>RECEIPTS | UNCOLLECTED<br>REVENUE | % OF<br>EST. |
|-----------------------------|----------------------|---------------------------|--------------------------|------------------------|--------------|
| 56 FUND BALANCE MAY 1, 1982 | 76,553.00            | 0.00                      | 76,154.61                | 1,601.61-              |              |
| INCOME                      | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| 524 INTEREST ON INVESTMENTS | 7,655.00             | 1,714.96                  | 9,566.83                 | 1,911.83-              |              |
| 799 MISC INCOME             | 0.00                 | 0.00                      | 0.00                     | 0.00                   |              |
| TOTAL REVENUE               | 84,208.00            | 1,714.96                  | 87,721.44                | 3,513.44-              | 104.17       |



ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

MAY 1, 1982 THRU JAN 31, 1983

| REVENUE ITEMS              | ESTIMATED REVENUE | CURRENT MONTH RECEIPTS | YEAR TO DATE RECEIPTS | UNCOLLECTED REVENUE | % OF EST. |
|----------------------------|-------------------|------------------------|-----------------------|---------------------|-----------|
| FUND BALANCE MAY 1, 1982   | 20,000.00         | 0.00                   | 20,080.87             | 80.87-              |           |
| SALE OF CITY PROPERTY      | 0.00              | 0.00                   | 0.00                  | 0.00                |           |
| INTEREST SAVINGS           | 1,000.00          | 1,177.17               | 1,961.20              | 961.20-             |           |
| TRANS FROM CITY OF DECATUR | 0.00              | 0.00                   | 0.00                  | 0.00                |           |
| TOTAL REVENUE              | 21,000.00         | 1,177.17               | 22,042.07             | 1,042.07-           | 104.96    |

518  
524  
731

TOTAL REVENUE

104.96



ACTIVITY 944 DECATUR PUBLIC TR ( FUND (BRIDGES)

MAY 1, 1982 THRU JAN 31, 1983

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

|     |                          |          |          |         |        |
|-----|--------------------------|----------|----------|---------|--------|
| 56  | FUND BALANCE MAY 1, 1982 | 0.00     | 3,472.55 | 522.55- |        |
| 524 | REVENUE ON INVESTMENTS   | 0.00     | 0.00     | 0.00    |        |
| 799 | INTEREST ON INVESTMENTS  | 102.87   | 199.37   | 59.37-  |        |
|     | MISC INCOME              | 900.00   | 922.87   | 22.87-  |        |
|     | TOTAL REVENUE            | 4,150.00 | 4,761.79 | 611.79- | 114.74 |

| OBJECT CODE | OBJECT OF EXPENDITURE | BUDGET AND APPROPRIATION | PURCHASE ORDERS OUTSTANDING | CURRENT MONTH EXPENDITURES | YEAR TO DATE EXPENDITURES | UNENCUMBERED BALANCE | % OF EST. |
|-------------|-----------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|
|-------------|-----------------------|--------------------------|-----------------------------|----------------------------|---------------------------|----------------------|-----------|

|    |                    |          |      |      |        |          |       |
|----|--------------------|----------|------|------|--------|----------|-------|
| 58 | EXPENDITURES       | 2,000.00 | 0.00 | 0.00 | 263.59 | 1,736.41 | 13.18 |
|    | TOTAL EXPENDITURES | 2,000.00 | 0.00 | 0.00 | 263.59 | 1,736.41 | 13.18 |

|     |                |          |  |      |      |          |  |
|-----|----------------|----------|--|------|------|----------|--|
| 59  | PROPERTY TAXES | 1,500.00 |  | 0.00 | 0.00 | 1,500.00 |  |
| 60  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 61  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 62  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 63  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 64  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 65  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 66  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 67  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 68  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 69  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 70  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 71  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 72  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 73  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 74  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 75  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 76  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 77  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 78  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 79  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 80  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 81  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 82  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 83  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 84  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 85  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 86  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 87  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 88  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 89  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 90  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 91  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 92  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 93  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 94  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 95  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 96  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 97  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 98  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 99  | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |
| 100 | PROPERTY TAXES | 500.00   |  | 0.00 | 0.00 | 500.00   |  |



## C I T Y O F D E C A T U R , I L L I N O I S

## DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

| VOUCHER # | PAYMENTS MADE TO:         | FOR:              | AMOUNT    |
|-----------|---------------------------|-------------------|-----------|
| 1561      | ARLENE JACOBS             | APPLICANT EXPENSE | 178.58    |
| 1564      | PEORIA JOURNAL STAR INC   | BOOKS             | 105.76    |
| 1565      | STATE JOURNAL REGISTER    | BOOKS             | 78.00     |
| 1570      | POSTMASTER                | POSTAGE           | 12.50     |
| 1576      | TREAS PAYROLL FUND        | PD ENDING 1-12-83 | 31,243.40 |
| 1588      | ACME-LANE CO INC          | OFFICE SUPPLIES   | 21.43     |
| 1589      | BADOREK'S GARAGE          | AUTO REPAIR       | 81.07     |
| 1590      | BOLAND ELECT SUPPLY CO    | BALLASTS          | 137.10    |
| 1591      | INDIANA UNIVERSITY        | BOOKS             | 15.00     |
| 1592      | DASH DISPOSAL             | DISPOSAL SERVICE  | 16.50     |
| 1593      | DATA PROCESSING MGT ASSOC | BOOKS             | 28.00     |
| 1594      | DECATUR PAINT & VARNISH   | PAINT             | 13.88     |
| 1595      | DOWNTOWN DECATUR COUNCIL  | PARKING RENTAL    | 400.00    |
| 1596      | FLOWER AND GARDEN         | BOOKS             | 10.00     |
| 1597      | GLAMOUR                   | BOOKS             | 60.00     |
| 1598      | GREANIAS AND BOOTH        | PROF SERVICES     | 25.00     |
| 1599      | HAINES & ESSICK CO        | OFFICE SUPPLIES   | 119.16    |
| 1600      | INDIANAPOLIS STAR         | BOOKS             | 55.00     |
| 1601      | MIDWEST MICROFILM CO      | READER/PRINTER    | 2,150.00  |
| 1602      | NAT'L TRUST FOR HISTORIC  | BOOKS             | 15.00     |
| 1603      | N CAROLINA LIBRARY ASSOC  | BOOKS             | 2.50      |
| 1604      | OCLC DEPT 630             | BOOKS             | 18.00     |
| 1605      | THE PANTAGRAPH            | BOOKS             | 75.00     |
| 1606      | PITNEY BOWES              | MAINT AGREEMENT   | 92.00     |
| 1607      | SATTLEY'S OFFICE SUPPLIES | OFFICE SUPPLIES   | 544.00    |
| 1608      | YORK RADIO & TV           | VIDEOTAPE         | 299.70    |
| 1609      | WOOD PRINTING SERVICE     | PRINTED CARDS     | 246.00    |
| 1610      | TREAS CENTRAL SERVICE FND | GASOLINE          | 100.87    |



| VOUCHER # | PAYMENTS MADE TO:         | FOR:            | AMOUNT   |
|-----------|---------------------------|-----------------|----------|
| 1726      | CORONET FILMS & VIDEO     | AUDIO VISUAL    | 1,000.00 |
| 1727      | FORDHAM EQUIPMENT         | OFFICE SUPPLIES | 176.18   |
| 1728      | FOOD & WINE               | BOOKS           | 28.00    |
| 1729      | HAYWORTH PRESS INC        | BOOKS           | 50.00    |
| 1730      | HERALD & REVIEW           | BOOKS           | 55.17    |
| 1731      | MARTIN JEWELERS           | ENGRAVED PLATES | 13.90    |
| 1732      | NAT'L WILDLIFE FEDERATION | BOOKS           | 31.50    |
| 1733      | PIERIAN PRESS             | BOOKS           | 69.50    |
| 1734      | MONTGOMERY WARDS          | PLANT POTS      | 16.99    |
| 1735      | PRAIRIE PAPER & PACKAGING | JANITORIAL      | 865.50   |
| 1736      | PUBLIC AFFAIRS PAMPHLET   | BOOKS           | 17.00    |
| 1737      | REGENT BOOK CO INC        | BOOKS           | 95.54    |
| 1738      | ST LOUIS                  | BOOKS           | 7.95     |
| 1739      | SOCIETY                   | BOOKS           | 78.00    |
| 1740      | JOHN WILEY & SONS INC     | AUDIO VISUAL    | 14.25    |
| 1741      | WORLD BOOK ENTERPRISES    | BOOKS           | 12.95    |

TOTAL OF ALL VOUCHER CHECKS = 41,972.24



## CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

| VOUCHER # | PAYMENTS MADE TO:         | FOR:            | AMOUNT |
|-----------|---------------------------|-----------------|--------|
| 1823      | R H ANDERSON EDITOR       | BOOKS           | 25.00  |
| 1824      | BELLMAN PUBLISHING CO     | BOOKS           | 114.00 |
| 1825      | CREDIT BUREAU OF DECATUR  | BOOKS           | 100.00 |
| 1826      | DENVER POST               | BOOKS           | 96.00  |
| 1827      | F&W PUBLISHING CO         | BOOKS           | 18.00  |
| 1828      | MANUFACTURERS' NEWS, INC. | BOOKS           | 78.45  |
| 1829      | NATL ARCHIVES TR FND BD   | BOOKS           | 26.00  |
| 1830      | NATL REGISTER PUBL CO.    | BOOKS           | 203.75 |
| 1831      | NEWMAN'S                  | OFFICE SUPPLIES | 53.00  |
| 1832      | PUNCH                     | BOOKS           | 112.00 |
| 1833      | SEVENTEEN MAGAZINE        | BOOKS           | 120.45 |
| 1834      | TIME INC                  | BOOKS           | 20.00  |
| 1835      | WARREN GORHAM & LAMONT    | BOOKS           | 195.00 |
| 1836      | YORK RADIO & TV           | OFFICE SUPPLIES | 19.95  |
| 1837      | ZENGER PUBLISHING CO      | BOOKS           | 34.61  |
| 1878      | TREAS PETTY CASH FUND     | REIMBURSEMENT   | 114.07 |

TOTAL OF ALL VOUCHER CHECKS = 1,330.28



## CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

| VOUCHER # | PAYMENTS MADE TO:         | FOR:              | AMOUNT    |
|-----------|---------------------------|-------------------|-----------|
| 1890      | TREAS PAYROLL FUND        | PD ENDING 1-26-83 | 32,588.56 |
| 1899      | SOY CAPITAL BANK          | PAYROLL           | 48,846.66 |
| 1902      | AMERICAN HERITAGE         | BOOKS             | 65.00     |
| 1903      | HARPER'S                  | BOOKS             | 64.00     |
| 1904      | HEALTH                    | BOOKS             | 9.95      |
| 1905      | MAR LOR PRESS             | BOOKS             | 4.76      |
| 1906      | MODERN BUSINESS SYSTEMS   | OFFICE SUPPLIES   | 316.30    |
| 1907      | PETERSEN PHOTOGRAPHIC     | BOOKS             | 19.94     |
| 1908      | PSYCHOLOGY TODAY          | BOOKS             | 108.00    |
| 1909      | REDBOOK                   | BOOKS             | 15.94     |
| 1910      | RULES DIVISION            | BOOKS             | 52.00     |
| 1911      | WRITER'S DIGEST BOOKS     | BOOKS             | 10.95     |
| 1933      | TREAS GNL OPERATING FUND  | ADM EXPENSE       | 1,361.00  |
| 2029      | INTL MED ASSOC OF DECATUR | PROF SERVICES     | 35.00     |
| 2090      | POSTMASTER                | POSTAGE           | 37.70     |
| 2130      | TREAS ILL MUNI RETIREMENT | RETIREMENT        | 8,813.44  |

TOTAL OF ALL VOUCHER CHECKS = 92,349.20



## CITY OF DECATUR, ILLINOIS

## DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

| VOUCHER # | PAYMENTS MADE TO:         | FOR:              | AMOUNT    |
|-----------|---------------------------|-------------------|-----------|
| 2198      | AUDIO BUFF CO INC         | AUDIO VISUAL      | 658.10    |
| 2199      | BAKER & TAYLOR CO         | BOOKS             | 949.51    |
| 2200      | BAKER & TAYLOR CO         | BOOKS             | 10,841.04 |
| 2201      | BEACON PRESS INC          | BOOKS             | 7.88      |
| 2202      | A M BEST CO               | BOOKS             | 420.00    |
| 2203      | BLACK & CO                | HARDWARE          | 119.21    |
| 2204      | BOLAND ELECT SUPPLY CO    | ELECT PARTS       | 194.16    |
| 2205      | R R BOWKER CO             | ADVERTISING       | 54.90     |
| 2206      | DAY'S PAINT               | PAINT             | 168.00    |
| 2207      | DEMCO EDUCATIONAL CORP    | OFFICE SUPPLIES   | 322.94    |
| 2208      | DDUBLEDAY & CO INC        | BOOKS             | 465.61    |
| 2209      | FORDHAM EQUIPMENT         | OFFICE SUPPLIES   | 479.36    |
| 2210      | GAYLORD BROS              | OFFICE SUPPLIES   | 645.37    |
| 2211      | HAINES & ESSICK CO        | OFFICE SUPPLIES   | 77.88     |
| 2212      | ILL BELL TELEPHONE CO     | TELEPHONE CHARGES | 587.90    |
| 2213      | LIBRARY CARDS LTD         | CATALOG CARDS     | 292.71    |
| 2214      | LINCOLN-HERNDON PRESS     | BOOKS             | 47.69     |
| 2215      | MORAINÉ POETS             | BOOKS             | 9.00      |
| 2216      | PUTNAM PUBLISHING GROUP   | BOOKS             | 20.64     |
| 2217      | ROLLING PRAIRIE LIBRARIES | AUDIO VISUAL      | 311.58    |
| 2218      | SOUND/VIDEO UNLTD         | AUDIO VISUAL      | 1,970.19  |
| 2219      | SOUND/VIDEO UNLTD         | AUDIO VISUAL      | 142.31    |
| 2220      | WEST PUBL CO              | BOOKS             | 167.00    |
| 2221      | ULVERSCRAFT               | BOOKS             | 48.00     |
| 2222      | ZIFF-DAVIS                | BOOKS             | 47.91     |
| 2226      | THE COLLECTOR             | BOOKS             | 14.00     |
| 2227      | DASH DISPOSAL             | DISPOSAL SERVICE  | 16.50     |
| 2228      | HOUSTON CHRONICLE         | BOOKS             | 140.88    |