

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	1977-1978 BUDGET	1977-1978 RECEIPT-TO-DATE	1977-1978 ESTIMATED	1978-1979 ESTIMATED
	FUND BALANCE MAY 1	171,566.36	232,745.03	221,833.00	235,454.87	235,455	174,019
1	TAX LEVY RECEIPTS-CURRENT	690,582.83	785,904.36	799,000.00	647,400.00	799,000	930,000
2	TAX LEVY RECEIPTS-PRIOR	17,819.63	4,284.22	4,000.00	.00	4,000	5,000
3	FINES & FEES	22,423.58	21,371.58	20,000.00	14,180.73	20,000	16,000
4	NON-RESIDENT FEES	1,254.29	913.40	1,000.00	621.00	1,000	1,000
5	INTEREST ON INVESTMENTS	16,224.68	14,731.59	15,000.00	7,834.44	13,500	13,500
7	LOST & DAMAGED BOOKS	1,272.35	1,826.03	1,500.00	1,534.17	1,400	1,400
8	PRINTS MADE ON COPY MACHINE	362.12	492.44	450.00	323.12	550	550
10	MISCELLANEOUS	10,776.07	6,683.83	5,000.00	4,218.65	6,400	6,400
11	JUDGMENT-SC	10,169.16	.00	.00	.00		
***	ACTIVITY TOTALS ***	942,451.07	1,068,952.48	1,067,783.00	911,566.98 *	1,081,305	1,147,869

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	1977-1978 BUDGET	1977-1978 RECEIPT-TO-DATE	1977-1978 ESTIMATED	1978-1979 ESTIMATED
	FUND BALANCE MAY 1	43,073.53	45,125.65	48,366.00	48,804.14	48,804	51,304
56	INCOME	.00	900.00	.00	.00	900	300
56A	INVESTMENT INTEREST	2,052.12	3,137.49	2,500.00	1,525.38	2,500	3,500
***	ACTIVITY TOTALS ***	45,125.65	49,163.14	50,866.00	50,329.52 *	51,304	55,104

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	BUDGET	1977-1978 RECEIPT-TO-DATE	1977-1978 ESTIMATED	1978-1979 ESTIMATED
	FUND BALANCE MAY 1	.00	.00	477.00	477.59	477	874
1	INCOME	.00	.00	.00	.00		
56	REVENUE	.00	477.59	.00	.00	937	900
56A	INTEREST ON INVESTMENTS	.00	.00	323.00	14.32		
***	ACTIVITY TOTALS ***	.00	477.59	800.00	491.91 *	1,414	1,714

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	1977-1978 APPROPRIATED	1977-1978 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1978-1979	STAFF NOTES
PERSONAL SERVICES								
101	REGULAR SALARIES	466,572.47	516,305.44	557,003.00	357,959.24	550,000	591,396	
102A	STRAIGHT OVERTIME	.00	.00	150.00	.00	00	150	
103	RETIREMENT FUND	61,755.00	76,957.56	85,680.00	53,097.73	80,645	86,796	
	Unemployment Compensation						3,175	
107	HOSPITALIZATION MEDICAL & LIFE I	9,530.28	10,558.61	11,269.00	8,756.41	13,500	16,970	
109	TEMPORARY SALARIES	13,806.00	13,261.55	16,442.00	13,292.28	18,800	15,994	
* TOTAL PERSONAL SERVICES *		551,663.75	617,083.16	670,544.00	433,105.66	662,945	714,481	

CONTRACT SERVICES								
201	ADVERTISING	29.70	562.43	800.00	180.75	200	200	
202	PRINTING & BINDING	2,781.05	3,988.19	5,000.00	3,349.25	4,260	5,000	
211	SERVICE TO MAINTAIN BUILDINGS	35,525.19	19,203.52	17,050.00	3,563.43	7,570	10,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	396.11	407.77	650.00	256.34	340	650	
214	SERVICE TO MAINTAIN OFFICE EQUIP	1,473.02	1,284.27	7,300.00	1,931.46	4,300	9,175	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	1,847.06	842.90	1,000.00	633.17	850	1,000	
221	AUDITING SERVICES	600.00	600.00	600.00	600.00	600	600	
229	OTHER PROFESSIONAL SERVICES	751.50	1,941.90	1,000.00	1,604.57	1,650	1,000	
230	DATA SERVICES	35,000.00	35,000.00	23,325.00	16,030.28	27,300	11,650	
231	ELECTRICITY	17,954.16	24,320.11	23,000.00	15,032.47	26,800	28,675	
233	TELEPHONE	5,748.16	5,644.91	8,000.00	4,406.53	6,600	7,000	
234	WATER	176.62	238.88	300.00	223.09	300	325	
241	CONFERENCE ATTENDANCE EXPENSE	2,137.25	1,541.56	2,798.00	1,329.30	1,900	2,750	
245	POSTAGE	3,000.00	4,943.84	5,500.00	2,213.38	3,670	5,000	
284	PROFESSIONAL ASSOCIATION MEMBERS	795.31	905.00	1,287.00	1,034.00	1,290	1,290	
288	RENTALS	4,406.81	5,425.34	6,290.00	3,869.66	6,090	6,500	
* TOTAL CONTRACT SERVICES *		112,621.94	106,850.62	103,900.00	56,257.68	93,720	90,815	

COMMODITIES								
310	GAS OIL & ANTIFREEZE	72.35	84.60	800.00	37.20	85	800	
312	JANITORIAL SUPPLIES	678.17	860.62	1,000.00	615.91	1,000	1,000	
320	MATERIALS TO MAINTAIN BLDNGS & I	9,455.07	4,084.03	6,000.00	2,032.25	3,430	4,500	
324	MATERIALS TO MAINTAIN AUTOMOTIVE	2,953.14	1,182.33	1,000.00	217.90	430	1,000	
330	MEDICAL & LABORATORY SUPPLIES	5.00	5.99	5.00	3.65	5	5	
345	OFFICE SUPPLIES	9,346.97	7,663.66	23,730.00	12,517.24	20,850	9,000	
* TOTAL COMMODITIES *		22,510.70	13,881.23	32,535.00	15,424.15	25,800	16,305	

OTHER CHARGES								
402	CONTINGENCIES	.00	.00	32,000.00	.00	00	53,000	
415	SERVICE RECOGNITION PAYROLL	890.00	840.00	895.00	550.00	895	980	
423	INSURANCE	5,939.22	8,045.72	9,000.00	7,553.29	9,400	10,510	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	1977-1978 APPROPRIATED	1977-1978 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1978-1979	STAFF NOTES
* TOTAL OTHER CHARGES *		6,829.22	8,885.72	41,895.00	8,103.29	10,295	64,480	

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	1977-1978 APPROPRIATED	1977-1978 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1978-1979	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	.00	359.00	4,000.00	.00	00	00	
* TOTAL PERSONAL SERVICES *		.00	359.00	4,000.00	.00	00	00	
*** ACTIVITY TOTALS ***		.00	359.00	4,000.00	.00	00	00	

OBJECT ELECTRONICS INC. #1

Dunley

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1975-1976 ACTUAL	1976-1977 ACTUAL	1977-1978 APPROPRIATED	1977-1978 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1978-1979	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	.00	.00	800.00	.00	600	800	
* TOTAL	PERSONAL SERVICES *	.00	.00	800.00	.00	600	800	
***	ACTIVITY TOTALS ***	.00	.00	800.00	.00	600	800	

OFFICE ELECTRONICS, INC. #1

Decatur Public Library Budget Request, 1978/1979Explanation of Major Increases or Decreases

<u>Object Code</u>	<u>Description</u>	<u>1977/78 Expend. (Estimated)</u>	<u>1978/1979 Budget Request</u>	<u>Dollar Difference</u>	<u>% Difference</u>	<u>Explanation</u>
101	Regular Salaries	\$550,000	\$591,396	+ \$41,396	+ 7.5%	Budgeted request is for one fewer staff in Circulation Dept., because of conversion to new system. Otherwise provides for same staffing plus step increments. Cost of living increase of 7% has been included in Object Code 402, Contingencies.
107	Hospitalization and Medical Insurance	13,500	16,970	+ 3,470	+25.	Increase in Premiums
109	Temporary Salaries	18,800	15,994	- 2,806	-15.	Account in 1977/1978 was augmented to provide additional staff for conversion to new circulation system. Conversion to continue at lessened rate to completion during 1978/1979.
202	Printing and Binding	4,260	5,000	+ 740	+17.	To provide for additional printing in 1978/1979 and to cover announced increases in binding costs.
211	Service to Maintain Buildings	7,570	10,000	+ 2,430	+32.	Spending for non-critical maintenance was held back in 1977/1978 to provide funding backup for circulation conversion. Expenditures in past years ranged from \$19,000 to \$35,000 but included for special projects.
214	Service to Maintain Office Equipment	4,300	9,175	+ 4,875	+113.	Increase results from maintenance costs for new computer and terminals.
30	Data Services	27,300	11,650	- 15,650	- 57	Reduction results from adoption of in-house circulation control.
231	Electricity	26,800	28,675	+ 1,875	+ 7	Contemplates increase in cost of electricity and gas.

<u>Object Code</u>	<u>Description</u>	<u>1977/78 Expend. (Estimated)</u>	<u>1978/1979 Budget Request</u>	<u>Dollar Difference</u>	<u>% Difference</u>	<u>Explanation</u>
233	Telephone	\$ 6,600	\$ 7,000	+ 400	+ 6	Contemplates increase in telephone rates.
245	Postage	3,670	5,000	+ 1,330	+ 36	Request based on use in previous year. 1977/78 expenditure seems atypically low.
288	Rentals	6,090	6,500	+ 410	+ 7.	Contemplates increase in rental charges at rate of inflation.
345	Office Supplies	20,850	9,000	- 11,850	- 57.	Atypically large expenses incurred in 1977/78 in connection with circulation system conversion.
(23	Insurance	9,400	10,510	+ 1,110	+ 12.	Contemplates increase in insurance rates in 1978/79.
515	Office Machinery and Equipment	17,475	54,274	+ 36,799	+210.	Contemplates paying balance of \$43,000 owed on lease purchase of computer terminals. Discharging the debt will save the Library more than \$9,000 over the life of the contract.
525	Library Books, Records, etc.	96,000	110,000	+ 14,000	+ 15.	To compensate for a book budget which over the past few years has not kept pace with the increase in the cost of material which has grown at a faster rate than the overall inflation rate. The book budget of 1977/78 was reduced from \$120,000 to \$100,000 to provide funds for the circulation conversion.
	Total Budget	\$907,285	\$1,050,965	+143,680	+ 16.	This figure includes a contingency of 7% for cost-of-living increases in the appropriate personal services accounts and 1% for contingencies in all other accounts. If the additional money for discharging the loan for computer terminals is deducted, the percentage increase drops to 12.4%. The budget as presented is 8.6% greater than the 1977/78 appropriation.

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Libr

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. City Librarian	Robert H. Dumas		28,872	28,872	
2. Clerk Steno II	Helen Schwegman	13-F	11,861	11,861	
3. Library Clerk II	Margie Wheeler	11-F	10,759	10,759	
4. Staff Artist	William Larrick	12-F	11,297	11,297	
5. Maint. Man	Carl Davis	16-E	13,076	13,454	Step increase 10/7/78
6. Senior Bldg. Custodian	Joseph Kennedy	12-B	9,525	9,659	Step increase 10/6/78
7. Bldg. Custodian	David Gollan	11-C	9,293	9,650	Step increase 7/26/78
8. Lib Asst I	Harriet Berbaum	18-F	15,137	15,137	
9. Lib Asst I	Carol Voorhees	18-F	15,137	15,137	
10. Lib Asst I	Dayle Merideth	18-D	13,731	14,180	Step increase 8/29/78
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				140,006	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. Lib Asst I	Mary Harper	18-F	15,137	15,137	
2. Lib Asst I	Phyllis Johnson	18-F	15,137	15,137	
3. Audio-Visual Librarian	Marian Lukasik	22-B	15,516	15,866	Step increase 6/1/78
4. Supervisor Adult Services	Wayne Puricelli	27-C	20,287	20,715	Step increase 11/18/78
5. Head, Home Reading	Dale Poertner	22-D	16,690	16,722	Step increase 4/19/79
6. Head, Reference Dept.	Sharon Loe	22-D	16,690	17,460	Step increase 5/27/78
7. Head Page	Barbara Bumgardner	5-F	8,027	8,027	
8. Page	Donna Collins	3-F	7,280	7,280	
9. Page	Susan Gentry	3-E	6,934	6,974	Step increase 3/16/79
Tech Serv 10. Clerk I	Vacant	9-A	8,027	8,126	Step increase 11/1/78
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				131,444	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. Lib Clk III	Karen Anderson	13-C	10,245	10,384	Step increase 1/25/79
2. Lib Clk II	Georgia Irvin	11-C	9,293	9,418	Step increase 1/25/79
3. Lib Clk I	Susan Belcher	9-D	8,850	8,867	Step increase 4/12/79
4. Lib Clk I	Sharon Tempel	9-F	9,757	9,757	
5. Lib Clk I	Susan Mills	9-C	8,428	8,688	Step increase 9/16/78
6. Lib Clk I	Karen Shaw	9-D	8,850	8,935	Step increase 2/17/79
7. Bookmobile Clk Driver I	Mary Fetrow	11-F	10,759	10,759	
8. Bookmobile Clk Driver I	Vacant	11-A	8,850	8,960	Step increase 11/1/78
9. Lib Asst I	Dixie McGregor	18-F	15,137	15,137	
10.					
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				90,905	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. Lib Asst I	George Roberts	18-F	15,137	15,137	
2. Librarian	James Seidl	22-D	16,690	17,244	Step increase 8/28/78
3. Lib Clerk II	Elizabeth Crawford	11-F	10,759	10,759	
4. Children's Librarian	Craighton Hippenhammer	22-E	17,524	18,097	Step increase 9/3/78
5. Lib Asst I	Marsha Grove	18-C	13,076	13,479	Step increase 9/7/78
6. Tech Serv Clerk I	Vacant	9-A	8,027	8,126	Step increase 11/1/78
7. Tech Serv Clerk I	Barbara French	9-A	8,027	8,281	Step increases 6/8/78 & 12/8/78
8. Tech Serv Clerk I	Florence Lewis	9-C	8,428	8,801	Step increase 6/10/78
9. Tech Serv Clerk I	Roberta Brooks	9-B	8,226	8,350	Step increase 9/22/78
10. Tech Serv Clerk II	Kathy Colebar	11-F	10,759	10,759	
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				119,033	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. Tech Serv Clerk II	Albina Sebern	11-B	9,070	9,224	Step increase 8/18/78
2. Tech Serv Clerk III	Nancy Williams	13-F	11,861	11,861	
3. Tech Serv Clerk III	Vacant	13-A	9,757	9,878	Step increase 11/1/78
4. Page	Ellen Cox	3-F	7,280	7,280	
5. Page	Joan Stanbery	3-E	6,934	7,267	Step increase 5/13/78
6. Librarian I Head Cataloger	Vacant	22-A	15,137	15,326	Step increase 11/1/78
7. Supervisor, Tech Serv	Joseph Babicki	27-F	23,483	23,483	
8.					
9.					
10.					
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				84,319	

Total full-time 101

565,707

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. Tech Serv Clk I (pt time)	Mary Lou Penne	9-A	3.86 hr	4,014	
2. Lib Clk I (pt time)	Betty Trebacz	9-A	3.86 hr	4,014	
3. Bkmobile Clk Drvr (pt time)	Patrick Kearney	11-A	4.25 hr	4,425	
4. Lib Asst I (pt. time)	Linda Mills	18-A	5.99 hr	6,227	
5. Lib Clk I (pt. time)	Alma Pierce	9-A	3.86 hr	4,014	
6. Page (pt time)	Marilyn Harmon	3-A	2.88 hr	2,995	
7.					
8.					
9.					
10.					
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				25,689	

Total 101 591,396

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST

Accounts 101, 102 and 109

Submitted by: Library Board of Directors

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately). Only the totals for this form should be shown on Budget Form 1. SEPARATE AND SHOW TOTALS INDIVIDUALLY FOR ACCOUNTS 101, 102 and 109.

Position Title Official job Classification	Name - Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1978	Total Salary 1978 - 1979	If total salary is different than salary May 1, 1978 explain why. DO NOT EXPLAIN ACROSS THE BOARD PER CENT INCREASES.
1. Page (pt time)	Becky Theobald	3-A	2.88 hr	2,995	
2. Page (pt time)	Linda Turnbaugh	3-A	2.88 hr	2,995	
3. Page (pt time)	William Fitzgerrel	3-A	2.88 hr	2,995	
4. Page (pt time)	Vacant	3-A	2.88 hr	2,995	
5. Lib Clk I (pt time)	Leta Irons	9-A	3.86 hr	4,014	
6.					
7.					
8.					
9.					
10.					
NOTE: TOTALS FOR CODES 101, 102 and 109 on Form 3 MUST AGREE WITH ACCOUNTS 101, 102 and 109 RESPECTIVELY ON FORM I.				15,994	Total 109

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR TRAVEL EXPENSES

Accounts 240 and 241

List all travel, conference attendance and training

Department: Decatur Public Library

Activity:

Activity No.: 940

Date: January, 1978

Submitted by: Library Board of Directors

Conference name, location and dates Name of person attending conference	Travel	Hotel & Meals	Registration	Other	Total
American Library Association, Annual Conference Chicago, June 25 July 1, 1978					
City Librarian	86	235	15	15	351
President, Board of Directors	86	235	25	15	361
Staff Member	86	235	15	15	351
American Library Association, Midwinter Conference Chicago, Jan 21-27, 1979 City Librarian	86	235	10	15	346
Illinois Library Association, Chicago, Oct, 1978					
City Librarian	86	141	15	15	257
President, Board of Directors	86	141	15	15	257
Staff Member	86	141	15	15	257
New Books Showcase, Chicago, Feb, 1979					
City Librarian	86	111		10	207
Supervisor, Adult Services	86	111		10	207
Children's Librarian (2 days)	86	64		6	156
NOTE: TOTAL ACCOUNTS 240 and 241 INDIVIDUALLY. TOTALS MUST AGREE WITH CODES 240 and 241 ON FORM 1.	860	1,649	110	131	2,750

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR
 PROFESSIONAL ASSOCIATION MEMBERSHIP FEES

Department: Decatur Public Library
 Activity:
 Activity No.: 940
 Date January, 1978

Account 284; Submitted by: Library Board of Directors

Organization	Name of Member or Members	Cost of Membership 1978 - 1979	Explanation
American Library Association	Institutional	850	
American Library Association	City Librarian	90	
Illinois Library Association	Institutional	100	
Illinois Library Association	City Librarian	46	
Illinois Library Association	Directors (9)	90	
		1176	NOTE: TOTAL MUST AGREE WITH CODE 284 ON FORM I

CAPITAL OUTLAY REUQUEST

Department: Decatur Public Library
 Activity:
 Activity No.: 940

Date: January, 1978

Submitted by: Library Board of Directors

Use this form only to request capital outlay appropriations for automotive equipment, office equipment, other construction and maintenance equipment and any necessary remodeling work (this DOES NOT INCLUDE repair work). See the Object of Expenditure Code for the definition of "Capital Outlay". Complete a separate form for each item or group of identical items. Use actual cost figures where possible. If the item has a trade-in, show which item is to be traded-in (for example: car #96). If this item is included in the five year Capital Improvement Program, so state and indicate when scheduled. If not, explain why.

Item Requested	Object Code Number	Gross Cost	Less Trade-In	Net Request
LIBS Computer (shared lease-purchase cost for year)	515	9,000		9,000
Circulation system terminals	515	52,054		52,054
4 cassette shelving units	515	2,220		2,220

JUSTIFICATION OF REQUEST: