



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

March 4, 1968

Honorable Mayor and City Council
City of Decatur
707 East Wood Street
Decatur, Illinois

Gentlemen:

Enclosed are the budget forms for the Decatur Public Library Fiscal Year 1968-69. Also included is a recapitulation of the income for the library fund from taxes and other sources for that same fiscal year. An explanation of any significant changes in individual expense items contemplated for 1968-69 is also attached.

I would like to extend my personal thanks, as well as that of the Library Board, for the invaluable assistance given to us by Mr. Robert Broom, City Accountant, in the preparation of the budget. This is the second year Mr. Broom has assisted us and we are very appreciative of his guidance.

Yours truly,

William L. Olsen, President
Board of Library Directors

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Explanation of Significant Expense Changes from Actual 1967-68

As Compared to Appropriation Request for 1968-69

Account 101, Regular Salaries

A significant increase in the appropriation request for 1968-69 as compared to actual expenditures in 1967-68 consists of three major items: (1) the appropriation request contemplates a full staff for the fiscal year, whereas there were many vacancies during 1967-68; (2) the appropriation request includes the general salary increases of approximately 15% which were effective 1/1/68 for the entire fiscal year; and (3) the appropriation request includes salary increments to library employees on various dates in accordance with the City pay scale.

Account 107, Health and Life Insurance

This appropriation request is based on a flat amount for each employee and contemplates a full staff for the year whereas there were many vacancies during 1967-68.

Account 109, Temporary Salaries

The appropriation request includes not only the 15% general wage increase for the full fiscal year, but an increase of one part-time employee during the summer months as compared to 1967-68.

Account 201, Advertising

The reduction of this expense for the coming fiscal year contemplates success from the advertising program for employees which was in effect this past year.

Account 202, Printing and Binding

Although this account is increased slightly for the coming fiscal year, the City Librarian contemplates an expanded program of binding periodicals.

Account 214, Service to Maintain Office Equipment

The actual expenditure for 1967-68 was abnormally low in that we did not have service contracts on our typewriters, nor did we spend any money for preventive maintenance thereon. The coming fiscal year will require preventive maintenance and inspections of all typewriters.

Account 215, Service to Maintain Automotive Equipment

The reduction in expense for the coming fiscal year in this account reflects the abnormal repairs which we experienced to our automotive equipment during 1967-68.

Account 221, Auditing Service

A slight increase in this account for the coming fiscal year represents the increased cost contemplated because of increased library activity and the increased costs applicable to all major activities.

Account 229, Other Professional Services

The amount budgeted for this account represents the balance which will be payable during the fiscal year to Interior Planning and Design Services for the completion of the library building program.

Account 245, Postage

An increase in this account reflects increased postage rates for the year.

Account 288, Rentals

The reduction in expense in this account reflects the change in configuration of our IBM machines.

Account 312, Janitorial Supplies

In the past janitorial supplies have been charged to office supplies. What appears to be an increase in this account is merely improved account distribution.

Account 345, Office Supplies

Our present office supply inventory is abnormally low and must be replenished. Attached to this explanation is a detailed list of office supplies, their usage, and prices contemplated for the fiscal year 1968-69.

Account 402, Contingencies

The significant increase in this account represents our estimate of a possible general increase in salaries which may be effective during the fiscal year that has not been reflected in our salary schedule for accounts 101, Regular Salaries, and 109, Temporary Salaries.

Account 515, Office Equipment

Although this account reflects a reduction in expense, it represents our best present estimate of our needs during the forthcoming fiscal year.

Account 525, Books

This account represents a significant decrease over the previous year and also represents a disappointment to the Library Board for us to budget fewer book purchases for a library which is already greatly below national standards in volumes available to the public. At the same time, however, the Library Board is cognizant of its responsibility to live within its income. During the forthcoming fiscal year, it is our firm intention to reflect in additional book purchases any economies we may be able to achieve in other operating expenses.

Fines	\$ 10,250
Non-Resident Fees	340
Interest/Investments	4,170
Lost/Damaged Books	730
Memorial Books	70
Copy Fees	270
Postage	170
Miscellaneous	<u>500</u>
	16,500
Tax levy	353,000
Tax levy (prior)	4,000
Fund Balance, May 1, 1968	<u>66,000</u>
	\$439,500

MOIS

Department: Library

Submitted by:

Activity:

Activity No: 940

Summary - 1964 - 1969

a separate form for each activity of your department				
1964-1965 (Actual) From 4/30/65 Monthly Report	1965-1966 (Actual) From 4/30/66 Monthly Report	1966-1967 (Actual) From 4/30/67 Monthly Report	1967-1968 (Estimated) From Column 5 Budget Form 2	1968-1969 (Projected) From Column 6 Budget Form 2
87,240.67	203,733.44	169,655.92	237,171	310,584
98,375.39	101,340.92	99,358.98	56,299	78,987
1,856.70	113.99	1,625.13	59,145	49,929
87,472.76	305,188.35	270,640.03	352,615	439,500

Expenditures for regular and temporary salaries and wages (Code Accounts in 100

Expenditures for contractual services, commodities, and other charges (Code 300, and 400 series)

Expenditures for Capital Outlay (Code Accounts in 500 series).

NOIS

Department: Library
 Activity:

Submitted by:
 Activity No: 940

Budget

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Date: March 4, 1968

Use a separate form for each activity of your department. Do not show Capital Expenditures on this form. Enter only totals by Objects of Expenditures.

	(3)	(4)	(5)	(6)	(7)
	1967 - 1968 Appropriation (January 15th Finance Report)	1967 - 1968 Exp. to Jan.1st (January 15th Finance Report)	1967 - 1968 Total Exp. For Entire Year (Estimated)	1968 - 1969 Appropriation Request for Entire Year	For Budget Staff Use
	222,819.01	113,874.32	212,350	279,161	
ur.	3,483.00	1,777.57	2,821	3,320	
s	23,931.06	12,784.28	22,000	28,103	
	250,233.07	128,436.17	237,171	310,584	
	850.00	454.10	832	500	
g	3,350.00	1,822.12	3,340	4,000	
in	14,000.00	8,927.63	13,300	14,000	
im- bldg	300.00	81.09	100	100	
	709.00	383.89	500	887	

IOIS

Department: Library
Activity:

Submitted by:
Activity No: 940

Budget

Date: March 4, 1968

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	(3)	(4)	(5)	(6)	(7)
	1967 - 1968 Appropriation (January 15th Finance Report)	1967 - 1968 Exp. to Jan.1st (January 15th Finance Report)	1967 - 1968 Total Exp. For Entire Year (Estimated)	1968 - 1969 Appropriation Request for Entire Year	For Budget Staff Use
nt	850.00	549.05	990	⊗ 500	
	600.00	585.00	585	700	
	20,000.00	210.02	6,210	9,500	
	3,000.00	1,648.44	2,825	3,200	
aph	2,446.00	1,629.70	2,730	3,000	
	1,000.00	848.65	848	831	
	200.00	00.00	200	100	
	1,380.00	946.06	1,400	1,800	
h	398.00	367.00	455	455	

OIS

Department: Library
 Activity:

Submitted by:
 Activity No: 940

Budget
 9

Date: March 4, 1968

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	(3)	(4)	(5)	(6)	(7)
	1967 - 1968 Appropriation (January 15th Finance Report)	1967 - 1968 Exp. to Jan.1st (January 15th Finance Report)	1967 - 1968 Total Exp. For Entire Year (Estimated)	1968 - 1969 Appropriation Request for Entire Year	For Budget Staff Use
	12,826.00	6,502.47	12,826	10,979	
	300.00	152.79	265	300	
s	25.00	13.29	25	300	
ove.	1,900.00	1,633.24	1,900	2,000	
autd-	325.00	281.53	325	425	
ry	10.00	10.00	10	10	
	5,600.00	5,273.33	5,600	6,350	

DIS

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Budget

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(3)	(4)	(5)	(6)	(7)
1967 - 1968 Appropriation (January 15th Finance Report)	1967 - 1968 Exp. to Jan.1st (January 15th Finance Report)	1967 - 1968 Total Exp. For Entire Year (Estimated)	1968 - 1969 Appropriation Request for Entire Year	For Budget Staff Use
1,875	00.00	00	18,000	
1,035	1,032.49	1,033	1,050	
72,979	33,351.89	56,299	78,987	
2,360	1,953.00	2,145	225	
57,500	42,422.00	57,000	49,704	
59,860	44,375.00	59,145	49,929	

ILLINOIS

Department: Library

Submitted by:

Activity:

Activity No: 940

FILE ON
REQUEST

Date:

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

Name (Write Vacancy if position not yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is different than salary on 5/1/68, explain why.
Dumas		15,180	15,180	
Schwegman	13-C	5,362	5,400	Increment due 2/28/69
Hunk	9-F	5,187	5,187	
Spittler	7-C	4,579	4,579	(Above grade)
Jones	28-D	12,165	12,212	Increment due 4/1/69
Betty	22-A	7,842	8,128	6 month increment due 3/1/68
Knell	20-B	7,401	7,528	Increment due 12/10/69
Berbaum	18-B	6,700	6,794	Increment due 1/3/69
Meyer	22-B	8,233	8,362	Increment due 1/1/69
Bloye	18-C	7,007	7,019	Increment due 4/11/69
Payne	18-A	6,404	6,597	6 month increment due 9/4/68

1, 1968

ILLINOIS

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Name (Write Vacancy if position not yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is different than salary on 5/1/68, explain why.
Vacant	28-A	10,509	10,771	6 month increment due 11/1/68
White	11-F	5,712	5,712	
Vogler	9-F	5,137	5,137	
Turnbo	11-F	5,712	5,712	
N. Williams	7-F	4,808	4,808	
Vacant	9-A	4,103	4,200	6 month increment due 11/1/68
Ensign	7-F	4,808	4,808	
Weidner	23-F	9,722	9,722	
Mathorne	10-F	5,474	5,474	

ILLINOIS

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IL ON
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Name (Write Vacancy if position not yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is different than salary on 5/1/68, explain why.
Vacant	28-A	10,509	10,771	6 month increment due 11/1/68
C. Williams	20-F	8,904	8,904	
Leonard	28-F	13,414	13,414	
Vacant	22-A	7,842	8,038	6 month increment due 11/1/68
Vacant	22-A	7,842	8,038	6 month increment due 11/1/68
Cheever	11-E	5,572	5,820	Increment due 6/11/68
Mitchell	11-F	5,712	5,712	
Atchison	11-F	5,852	5,852	
Ruedger	20-F	8,904	8,904	
Redden	9-C	4,493	4,565	Increment due 12/25/68
Kidd	18-D	7,326	7,401	increment due 2/8/69
Simpson	18-A	6,404	6,597	6 month increment due 9/4/68

ILLINOIS

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Activity:

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REQUEST

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Name (Write Vacancy if position not yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is different than salary on 5/1/68, explain why.
Veach	11-B	4,758	4,829	Increment due 12/10/68
Sangster	9-C	4,493	4,565	Increment due 12/25/68
McVey	7-F	4,808	4,808	
York	7-C	4,161	4,318	Increment due 6/20/68
Rusk	7-C	4,161	4,218	Increment due 1/11/69
Semelka	7-B	3,962	4,031	Increment due 12/26/68
Crawford	7-B	3,962	3,970	Increment due 4/21/69
Collins	5-C	3,655	3,665	Increment due 4/3/69
Ashenfelter	5-B	3,535	3,544	Increment due 4/2/69

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Name (Write Vacancy if position not yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is different than salary on 5/1/68, explain why.
Philleo	20-C	3,866	3,866	Increment due 4/30/69
Olsen	9-A	2,051	2,100	Increment due 11/1/68
Meeks	25-A	4,520	4,520	
Risby		2,380	2,380	
		13,759	13,759	
	18-A		1,478	

ILLINOIS

Department: Library

Submitted by:

Activity:

Activity No: 940

ail on
r Travel Expenses
(all travel and conferences)

Name and position	ESTIMATED COSTS					Reason For Travel
	Travel	Hotel & Meals	Registration	Other	Total	
City Librarian	70	175	7	25	277	
City Librarian						
Staff Member	75	225	6		306	
Director						
City Librarian	150	90	3	5	248	
(or alternate ALA committeemen)						
	295	490	16	30	831	

ILLINOIS

Department: Library

Submitted by:

il On

Activity:

Activity No: 940

Professional and Technical
Costs (Account 284)

NAME OF MEMBER OR MEMBERS	COST OF MEMBERSHIP IN 1958-1959	REASON FOR MEMBERSHIP
Library (Institutional)	235.00	
City Librarian	50.00	
Directors (9)	54.00	
Library (Institutional)	35.00	
City Librarian	16.00	
Directors (9)	45.00	
Mary K. Weidner	20.00	
	455.00	

CITY OF DECATUR, ILLINOIS
 BUDGET FORM #6

Department:

Activity: Library

CAPITAL OUTLAY BUDGET REQUEST

Submitted by:

Date:

Please use this form to request capital outlay appropriations for land, buildings, improvements other than buildings, automotive equipment, office equipment, and other equipment. Also use this form to request 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. Please use actual cost figures where possible. If the item has a trade-in, please 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 it is not, explain why.

Item Requested	Account or Object Code No.	AMOUNT		
		Gross Cost	Less Trade-in	Net Request
1 Desk 1 Posture Chair	515			175 <u>50</u> 225
Justification of Request				
To furnish staff member currently without work station.				

CITY OF DECATUR, ILLINOIS
 BUDGET FORM #6

Department: Library

CAPITAL OUTLAY BUDGET REQUEST

Activity:

Submitted by:

Date:

Please use this form to request capital outlay appropriations for land, buildings, improvements other than buildings, automotive equipment, office equipment, and other equipment. Also use this form to request 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. Please use actual cost figures where possible. If the item has a trade-in, please 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 it is not, explain why.

Item Requested	Account or Object Code No.	AMOUNT		
		Gross Cost	Less Trade-in	Net Request
Books	525			49,704
Justification of Request				
	Stock-in-trade			

ILLINOIS

Department: Library

Submitted by:

Request

Activity:

Activity No: 940

Date:

Fully justify all operating and maintenance expenses for all motor vehicles and by object of expenditure should be summarized on Form 2. Any increases in amounts must be fully explained.

6	1966-67		(6 Mos.) 1967-68		Anti- cipated Use (Miles) 1968-69	Gas, Oil, Anti- Freeze (310)	Materials & Mainten- ance (324)	Contrac- tual Service (215)	Appro- pria- tion Request 1968-69	Cost Per Mile 1968-9 (est)
	Cost Per Mi.	Miles	Cost Per Mi.	Miles						
Not available			1986	.09	4000	\$60.00	\$75	\$125	200	.05
Not available			1328	.09	2600	80.00	100	300	480	.18
Not available			1184	.63	2400	100.00	150	250	500	.21
Not available			25	.20	1500	50.00	100	100	450	.30
TOTAL					10,500	\$290.00	\$425	\$775	\$1230	.12