

ROBERT H. DUMAS, City Librorian

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 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	500
	16,500
Tax levy	353,000
Tax levy (prior)	4,000
Fund Balance, May 1, 1968	66,000
	A100 500

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\$439,500

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Submitted by:

Activity:

Activity No: 940

Summary - 1964 - 1969

a separate form for each activity of your department							
964-1965	1965-1966	1955-1967	1967-1968	1968-1969			
(Actual)	(Actual)	(Actual)	(Estimated)	(Projected)			
om 4/30/65	From 4/30/56	From 4/3067	From Column 5	From Column 6			
thly Report	Monthly Report	Monthly Report	Budget Form 2	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			

nditures for regular and temporary salaries and wages (Code Accounts in 100 nditures for contractual services, commodities, and other charges (Code 300, and 400 series) nditures for Capital Outlay (Code Accounts in 500 series).

Department: Library Activity:

Submitted by: Activity No: 940

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Budget 69

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Date: March 4, 1968

separate form for each activity of your department. Do not show Capital							
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(3)	(4)	(5)	(6)	(7)			
1967 - 1968 Appropriation (January 15th Finance Report)	(January 15th	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				
3,483.00	1,777.57	2,821	3,320				
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				
3,350.00	1,822.12	3,340	4,000 ·				
14,000.00	8,927.63	13,300	14,000				
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Department: Library Activity:

Submitted by: Activity No: 940

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Budget

Date: March 4, 1968

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se	parate form for ea	ch activity of yo	our department.	Do not show Ca	ap ital
on	this form. Enter (3)	only totals by ((4)	(5)	(6)	(7)
		(4)			
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1	(January 15th	(January 15th	Entire Year	Request for	
	Finance Report)	Finance Report)	(Estimated)	Entire Year	
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nt	850.00	549.05	990	500	
	600.00	585.00	585	700	
	000.00	505.00		700	
	20,000.00	210.02	6,210	9,500	
	20,000.00	210.02	0,210	• 9,500	
	3,000.00	1,648.44	2,825	3,200	
aph	2,446.00	1,629.70	2,730	3,000	
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	1,000.00	848.65	848	831 .	
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	1,380.00	946.06	1,400	1,800	
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	398.00	367.00	455	455	L
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Department:	Library
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Submitted by: Activity No: 940

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et	ate. March 4, 1968			
parate form for ea	ch activity of yo	our department. Objects of Expen	Do not show Ca ditures.	apital
(3)	(4)	(5)	(6)	(7)
1967 - 1968 Appropriation (January 15th Finance Report)	1967 - 1968 Exp. to Jan.lst (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	<u>265</u>	300	
25.00	13.29	25	. 300	
1,900.00	1,633.24	1,900	2,000	
- 325.00	281.53	325	425	
10.00	10.00	10	10	
5,600.00	5,273.33	5,600	6,350	
<u>n na na</u>	,			
	Derate form for ea this form. Enter (3) 1967 - 1968 Appropriation (January 15th Finance Report) 12,826.00 25.00 1,900.00 325.00 10.00	Date: March 4, 1968 Darate form for each activity of yo this form. Enter only totals by ((3) (4) 1967 - 1968 1967 - 1968 Appropriation 1967 - 1968 (January 15th Finance Report) 12,826.00 6,502.47 300.00 152.79 25.00 13.29 1,900.00 1,633.24 325.00 281.53 10.00 10.00	Date: March 4, 1968 Objects of Expen (3) (4) (5) 1967 - 1968 Appropriation Exp. to Jan.1st Total Exp. For (January 15th Finance Report) Finance Report) 12,826 12,826.00 6,502.47 12,826 300.00 152.79 265 25.00 13.29 25 1,900.00 1,633.24 1,900 325.00 281.53 325 10.00 10.00 10	Date: March 4, 1968 Date: March 2, 1969 Appropriation (3) (4) (5) 1968 Appropriation Exp. to Jan.1st Total Exp. For Finance Report) Finance Report) Entire Year Request for 12,826.00 6,502.47 12,826 10,979 300.00 152.79 265 300 1,900.00 1,633.24 1,900 2,000 325.00 281.53 325 425 10.00 10.00 10 10

Department: Library Activity:

Submitted by: Activity No: 940

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Date: March 4, 1968

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	1967 - 1958 Appropriation (January 15th Finance Report)	1967 - 1968 Exp. to Jan.1st (January 15th Finance Report)	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 ·				
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Department: Library

Submitted by:

Activity:

Activity No: 940

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				regular employees sep-
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ame (Write Vacancy	Pay	Annual Salary	Total	If total salary is dif-
f position not yet	Range	Rate as of	Salary	ferent than salary on
illed).	and Step	<u>May 1, 1968</u>	1968-1959	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	· · · ·	6 month increment due 3/1/68
Knell	20-в	7,401	7,528	Increment due 12/10/69
Berbaum	18-в	6,700	6,794	Increment due 1/3/69
Meyer	22-В	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 month increment due 9/4/68

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Department: Library

Submitted by:

Activity:

Activity No: 940

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Date:

ese forms for each activity in your department. Show overtime pay for regular emete ftem. In the case of departments needing extra or summer help, please estime positions and amount of money required. (Group and total regular employees sepe totals from this form should be shown on Budget Form #1.

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me (Write Vacancy	Pay	Annual Salary	Total	If total salary is dif-
position not yet	Range	Rate as of	Salary	ferent than salary on
11ed).	and Step	May 1, 1958	1968-1959	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	
Jogler	9-F	5,137	5,137	
furnbo	11-F	5,712	5,712	
V. Williams	, 7-Е	4,808	4,808	•
Vàcant	9-A	4,103	4,200	6 month increment due 11/1/68
Ensign	7-F	4,808	4,808	
Veidne r	23-F	9,722	9,722	
lathorne	10-F	5,474	5,474	
				1
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Department: Library

Submitted by:

Activity:

Activity No: 940

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REOUEST		Date:		
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f position not yet	Range	Rate as of	Salary	ferent than salary on
illed).	and Step	May 1, 1968	1968-1959	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-Е	5,572	5,820	Increment due 6/11/68
Mit c hell	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

due 9/4/68

Department: Library

Submitted by:

Activity:

Activity No: 940

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Date:

ese forms for each activity in your department. Show overtime pay for regular emate ftem. In the case of departments needing extra or summer help, please estime positions and amount of money required. (Group and total regular employees sepe totals from this form should be shown on Budget Form #1.

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f p o sition not yet	Range	Rate as of	Salary	ferent than salary on
illed).	and Step	May 1, 1968	1968-1969	5/1/68, explain why.
Vea ch	11-B	4,758	4,829	Increment due 12/10/68
Sangster	9-C	4,493	4,565	Increment due 12/25/68
McVe y	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
Sem el ka	7-B -	3,962	4,031	Increment due 12/26/68
Crawford	7-в	3,962	3,970	Increment due 4/21/69
Collins	5-C	3,655	3,665	Increment due 4/3/69
Ashenfelter	5-В	3,535	3,544	Increment due 4/2/69

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Department: Library

Submitted by:

Activity:

Activity No: 940

L ON Date: EOUEST ese forms for each activity in your department. Show overtime pay for regular em-In the case of departments needing extra or summer help, please estime te ftem. positions and amount of money required. (Group and total regular employees septotals from this form should be shown on Budget Form #1. If total salary is dif-Total me (Write Vacancy Annual Salary Pay ferent than salary on Salary Rate as of position not yet Range 1968-1969 5/1/68, explain why. May 1, 1958 and Step 11ed). 6 month increment due 3,772 3,867 7-A ech. Serv. - new 11/1/68

Department: Library

Submitted by:

Activity:

Activity No: 940

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had forme for each act	ivity in 7	our department.	Show over	time pay for regular em-
to from In the case	of depart	ments needing ex	tra or sum	mer help, please estime
positions and amount o	f money re	quired. (Group	and total :	regular employees sep-
e totals from this for	m should b	e shown on Budge	t Form #1.	ITE total colory is dif.
ame (Write Vacancy	Pay	Annual Salary	1	If total salary is dif- ferent than salary on
E position not yet	Range	Rate as of		
illed).	and Step	<u>May 1, 1968</u>	1968-1959	5/1/68, explain why.
Philleo	20-C	3,866	3,866	Increment due 4/30/69
Dlsen '	9-A	2,051	2,100	Increment due 11/1/68
Yeeks	25-A	4,520	4,520	
neeks	2.5	, , , , , , , , , , , , , , , , , , ,		
Risby		2,380	2,380	
	•	13,759	13,759	
	18-A		1,478	
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Department: Library

Submitted by:

Activity:

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Activity No: 940

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ail on Travel Expenses all travel and conferences)

	FSTIMATED COSTS						
Name and position	Travel	Hotel & Meals	Registration	Other	Total	Reason For Travel	
City Librarian	70)	175	7	25	277		
					и 1	1999-1999	

ity Librarian							
taff Member	75	225	6		306		
irector							
ity Librarian	150	90	3	5	248		
or alternate ALA committeemen)							
						₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩₩	
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	295	490	16	30	831		

Department: Library

Submitted by:

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Activity:

Activity No: 940

Professional and Technical osts (Account 284)

NAME OF MEMBER	COST OF	
OR	MEMBERSHIP	REASON FOR MEMBERSHIP
MEMBERS	IN 1958-1959	
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	
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	455.00	
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CITY OF DECATUR, ILLINOIS BUDGET FORM #6

CAPITAL OUTLAY BUDGET REQUEST

Department:

Activity: Library

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	Object		AMOUNT	
		Code No.	Gross Cost	Less Trade-in	Net Request
	l Desk 1 Posture Chair	515			175 <u>50</u> 225
		Justif	ication of I	Pequeet	
-		000011		Tequest .	
	To furnish staf	member curre	ntly without w	ork station.	

CITY OF DECATUR, ILLINOIS BUDGET FORM #6 Department: Library

Activity:

CAPITAL CUTLAY 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.

1	Item Requested	Object	AMOUNT						
		Code No.	Gross Cost	Less Trade-in	Net Request				
	Books	525			49,704				
		Justif	ication of	Request	1 				

	Stock-in-tra	de	· ·	
				;
1				

Department: Library Submitted by:

Activity No: 940

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Activity:

se Request

Date:

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

5	196	6-67	•	Mos.) 7-68	Anti- cipated		Materials & Mainten-	tual	L	Per
ost r Mi.	Miles	Cost Per Mi.	Miles	Cost Per Mi.	Use (Miles) 1968-69	1	ance (324)	Service (215)	tion Request 1963-69	Mile 1968-9 (est)
Not av	ailable	2) - <u>2019</u> - 2019 - 20	1.936		4000	\$60.00	\$75	§1.25	200	.:05
Not av	<u>ailable</u>		1328	.09	2600		100	300	480	.18
Not av	ailable	ugang manggan manggang manggan 	1184	.63	2400	100.00	150	250	500	.21
Not av	ailable	ֈֈֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠֈՠ	2.5	антински слади на	1500	50.00	100	1.00	450	.30
	an, Malatan waa ay a	₩244.4391.38724748.537238/32996729967138889997	: 	العن المراجع ال ومن المراجع الم	ng (ng (ng (ng (ng (ng (ng (ng (ng (ng (aan fadahada (shida hay mar) shidada siyaan yaa - Shiri fadi John ya garafa miga mar ayaa dagaada Shiri Anif mali Jakar waganna ya dagaada dagaada		2014 Martin San Carlos S C. (1971) Carlos Martin San Carlos S Carlos S. (1971) Martin San Carlos S	92993,00002 42 10 0000000 00000000000000000000	
				TOTAL	10,500	\$290.00	\$425	\$775	\$1230	.12