

decatu

library

public

ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 12, 1971

- I. CALL TO ORDER
ALBERT L. MILLER, VICE PRESIDENT
- II. APPROVAL OF MINUTES
 - A. REGULAR BOARD MEETING FEBRUARY 12, 1971
- III. COMMUNICATIONS
 - A. LETTER FROM CITY ENGINEERING OFFICE RE POSTAL DROP BOX
ON THE CORNER OF STATE AND NORTH STREETS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES
 - A. PROPERTIES AND FINANCE
 - 1. MOTION TO TRANSFER FUNDS BETWEEN ACCOUNTS
 - 2. PRESENTATION OF PROPOSED BUDGET FOR FISCAL 1971/72
 - 3. PRESENTATION OF RESOLUTION RE ISSUANCE OF BONDS
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - 1. RESOLUTION RE THE SERVICES OF W. A. SAPPINGTON
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. DICK
MR. FARRELL
MRS. HEDRICK
MR. MILLER
MR. OLSEN
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTOR'S MEETING - MARCH 12, 1971

The regular meeting of the Board of Directors of the Decatur Public Library was held on March 12, 1971 in the Board Room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Dick
Mr. Farrell
Mrs. Hedrick
Mr. Miller
Mr. Olsen
Mr. Whitacre

Members Absent:

Mr. Schuerman

Others Present:

Ed Booth, Attorney
Dawn Ricchio
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 P.M. by Mr. Miller, Vice President.

The minutes of the regular board meeting of February 12, 1971 were approved.

Mr. Miller welcomed to the board new member, William Whitacre.

Mr. Dumas stated he had received a request from Mr. Glosser, Postmaster in the City of Decatur, requesting permission from the library board to install a mail drop box on the corner of State and North Streets, and that in connection with this request he has received a letter from Mr. Sands, Director of Public Works for the city who asserts the suitability of this location for a mail box. After discussion, Mr. Butler moved that the board approve the location of the mail drop box on the corner of State and North Streets. Mr. Farrell seconded the motion and it was approved.

It was reported by Mr. Dumas that circulation is up again this month over the previous month of last year. Central circulation is up considerably more - a little over 28% this month. Registration statistics were left over from January because of lack of time to get them processed. Registration is up 300% over the previous year. Mr. Dumas further reported that the processing in the Catalog Department was the highest this month since last August. We have added nearly 700 volumes this month, a little more than 400 of which are new titles which is a high percentage. Mr. Dumas stated that we have had a shortage in the Children's Department, particularly of picture books. Therefore we are currently in the process of transferring 800 volumes of duplicate titles from the Extension children's collection so that should ease the pinch considerably. The Order Department during February and March has processed \$4,800 in book invoices and for March alone so far this month we have encumbered \$5,600 in new orders.

Chairman of the Properties and Finance Committee, Mr. Butler, gave an informational report on the summary of income and expenditures through February 28, 1971 and bills approved through February 28, 1971. The motion for approval of the report by Mr. Butler was seconded by Mr. Farrell and was unanimously approved by a roll-call vote.

Mr. Butler further moved:

That \$1,600 be transferred from Electricity, Account No. 231, and \$3,000 from Contingencies, Account No. 402, to Account No. 510, Capital Outlay for Automotive Equipment; and that \$250 be transferred from Electricity, Account No. 231, to Account No. 312, Janitorial Supplies.

It was explained that the State of Illinois had refused to pass inspection on the 1958 station wagon now in use by the library. Mr. Dick seconded the motion and it was approved.

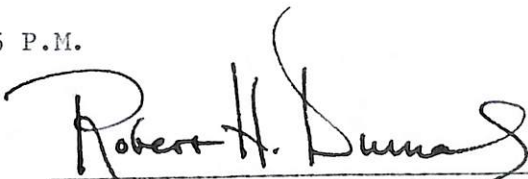
The proposed budget of the library for fiscal 1971/72 was presented to the Board by Mr. Butler in the total projected amount of \$765,550. Mr. Butler assured the board that this amount was within the limits of our 10-year budget plan. Mr. Butler moved that the proposed budget be approved as presented. Mr. Olsen seconded the motion and it was approved.

Mr. Butler presented a resolution requesting the City of Decatur to issue bonds for purchase of the present library building. Mr. Miller stated that such refinancing would save the tax payers some \$80,000. After discussion, Mr. Butler moved that the resolution be approved as presented. Mr. Olsen seconded the motion and it was approved. A signed copy of this resolution becomes a part of these minutes.

Mr. Miller read a resolution expressing the deep appreciation of the board for services rendered by Mr. W. Arthur Sappington during his tenure as a trustee on the board. Mrs. Hedrick moved that the resolution be adopted, Mrs. Brandt seconded the motion, and it was approved. A copy of this resolution becomes a part of these minutes.

Mr. Farrell stated that members of the Finance Committee had met with Mr. Frank Lambrick of the City of Decatur and have ascertained that the new library building and its furnishings are fully covered by all necessary insurance. Mr. Farrell was asked to find out what an appraisal of the new building would cost, and report back at the next meeting.

The meeting was adjourned at 5:05 P.M.

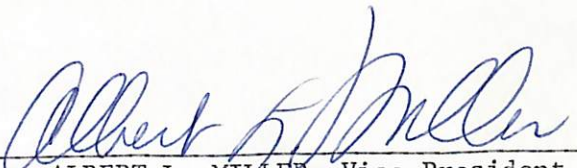

Robert H. Dumas, City Librarian

For Secretary of the Board

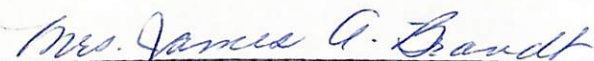
R E S O L U T I O N

The Board of Directors of Decatur Public Library recognizes the significant contribution made to library operation by W. Arthur Sappington during his two terms as a trustee. On behalf of this Board and the library patrons in Decatur, Illinois, their deep appreciation is shown by recording this Resolution in the official minutes of the March, 1971 meeting of the Decatur Public Library Board of Directors.

Dated this 12th day of March, 1971


ALBERT L. MILLER, Vice President

ATTEST:


MRS. JAMES A. BRANDT, Secretary

RESOLUTION REQUESTING CITY OF DECATUR TO ISSUE BONDS
FOR PURCHASE OF LIBRARY BUILDING

WHEREAS, the Board of Library Directors of the City of Decatur, Illinois, is leasing property at 247 East North Street, Decatur, Illinois, improved for library purposes and owned by D.P.L. Corporation, for use as the Decatur Public Library, and

WHEREAS, the Board has been informed that for the sum of Seven Hundred Ninety-Five Thousand Dollars (\$795,000) the said property may be purchased and title thereto vested in the Board of Library Directors of the City of Decatur, Illinois; and

WHEREAS, the Board after careful consideration finds that it would be in the public interest for this Board to own said property at 247 East North Street, Decatur, Illinois, and that the purchase of said premises be financed by the issuance of bonds of the City of Decatur.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS, AS FOLLOWS:

Section 1. That the site and building at 247 East North Street, now owned by D.P.L. Corporation, and by it leased to the City of Decatur and now being used by the City as and for the public library of the City through the Board of Library Directors of the City of Decatur, Illinois, are useful, desirable and necessary for public library purposes.

Section 2. That it is in the best interest of the City that ownership of said premises be acquired by and vested in said Board of Directors by the purchase thereof from D.P.L. Corporation.

Section 3. That the estimated cost to purchase said site and building is the sum of Seven Hundred Ninety-Five Thousand Dollars (\$795,000).

Section 4. That it is in the best interest of the City that funds to accomplish said purchase be obtained by the issuance of bonds of the City in the manner and form as provided by law in the amount of Seven Hundred Ninety-Five Thousand Dollars (\$795,000).

Section 5. That the term over which said bonds should be spread to collect the cost of said purchase is determined to be 11 years.

Section 6. That the Council of the City of Decatur, Illinois, be, and it is hereby, requested to approve the action of this Board recorded and set out herein.

Section 7. That the secretary be, and he is hereby, authorized and directed to certify and transmit the record of this action to the Council of said City.

PRESENTED and ADOPTED this 12th day of March, 1971.

Vice Albert L. Miller
President, Board of Library Directors
of the City of Decatur, Illinois

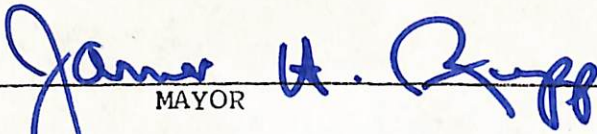
Mrs. James O. Brandt
Secretary, Board of Library Directors
of the City of Decatur, Illinois

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS

GENTLEMEN:

Consent of the Council is hereby requested for the appointment by the Mayor of WILLIAM WHITACRE as a member of the Board of Directors of the Decatur Public Library to serve for a term expiring July 1, 1971.

Dated this 1st day of March, 1971.


MAYOR

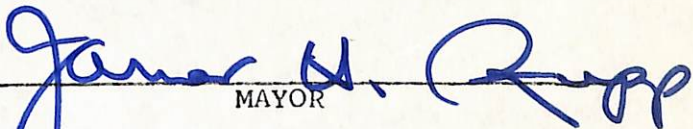
RESOLUTION NO. R-2126

RESOLUTION APPROVING APPOINTMENT

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That consent be, and it is hereby, given to the appointment by the Mayor of WILLIAM WHITACRE as a member of the Board of Directors of the Decatur Public Library to serve for a term expiring July 1, 1971.

PASSED and APPROVED this 1st day of March, 1971.


MAYOR

ATTEST:

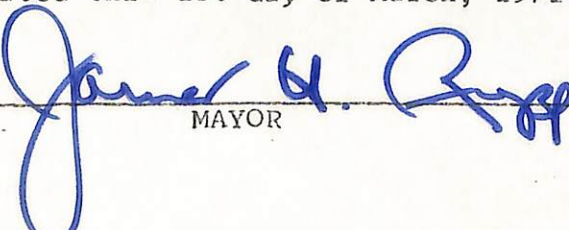

CITY CLERK

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS:

Gentlemen:

Having received your consent, I hereby appoint WILLIAM WHITACRE as a member of the Board of Directors of the Decatur Public Library to serve for a term expiring July 1, 1971.

Dated this 1st day of March, 1971.


MAYOR

STATISTICAL REPORT

March, 1971

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1971 -	27,489	3,198	16,768	47,455	445,436
1970 -	27,371	3,188	17,457	48,016	452,615

REGISTRATION

Resident	26,804	Non-Resident	1,870	
Added	<u>1,084</u>	Added	<u>60</u>	
	27,888		1,930	
Withdrawn	<u>722</u>	Withdrawn	<u>26</u>	
	27,166		1,904	<u>29,070</u>

TECHNICAL PROCESSING

Cataloging

New books added	968
New titles added	478
Books withdrawn	12
Books mended	417

Acquisitions

Books checked in	2085
Pamphlets checked in	96
Telephone directories	30
Microfilm reels	10
Gifts	3

PERIOD MAY 1, 1970 THRU MARCH 31, 1971

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% of ESTIMATE
Fund Balance, May 1	18,000.00	0	38,131.75	(20,131.75)	
Tax Levy Receipts - Current	604,686.00	0	601,925.66	2,760.34	
Tax Levy Receipts - Prior	4,450.00	0	3,431.06	1,018.94	
Fines & Fees	11,000.00	1,530.87	10,634.58	365.42	
Non-Resident Fees	275.00	17.00	272.00	3.00	
Interest on Investments	5,000.00	353.30	12,629.36	(7,629.36)	
Lost & Damaged Books	600.00	37.40	552.84	47.16	
Memorial Books	40.00	0	0	40.00	
Prints Made on Copy Machine	385.00	24.07	370.49	14.51	
Miscellaneous	273,800.00*	1,145.83	335,437.22	(61,637.22)	
D.P.L. Corp(Const. Loan Proceeds)	741,911.00	14,404.38	641,410.87	100,500.13	
TOTAL REVENUE	<u>1,660,147.00</u>	<u>17,512.85</u>	<u>1,644,795.83</u>	<u>15,351.17</u>	99.08

*Includes Progress Payments
from State Building Grant

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	273,188.00		21,074.90	225,560.80	47,627.20
107	Hospitalization, Medical & Life Insurance	4,056.00		364.45	3,570.96	485.04
109	Temporary Salaries	24,118.00		1,064.50	21,735.32	2,382.68
201	Advertising	200.00		0	64.28	135.72
202	Printing & Binding	3,000.00		0	2,206.27	793.73
211	Service to Maintain Buildings	21,900.00		2,204.31	13,849.78	8,050.22
212	Service to Maintain Improvement Other Than Buildings	225.00		28.00	164.38	60.62
214	Service to Maintain Office Equipment	650.00		3.25	378.79	271.21
215	Service to Maintain Automotive Equipment	1,000.00		77.11	699.96	300.04
221	- Auditing	600.00		0	600.00	0

ACTIVITY: 940 DECEMBER PUBLIC LIBRARY

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PERIOD MAY 1, 1970 THRU MARCH 31, 1971

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1970-1971 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services					
231	Electricity	36,000.00		3,290.33	32,868.80	3,131.20
233	Telephone & Telegraph	16,913.00		687.15	4,305.68	12,607.32
241	Training, Travel and Conferences	5,800.00		427.83	3,489.93	2,310.07
245	Postage	998.00		68.51	937.62	60.38
284	Professional Association Membership Fees	1,900.00		212.20	1,608.48	291.52
288	Rentals	686.00		113.00	567.20	118.80
		165,811.00		274.00	165,542.72	268.28
310	Gas, Oil & Anti-Freeze	275.00		34.63	277.60	(2.60)
312	Janitorial Supplies	450.00		12.57	394.00	56.00
320	Materials to Maintain Buildings & Improvements	4,000.00		101.72	560.65	3,439.35
324	Materials to Maintain Automotive Equipment	800.00		34.54	710.77	89.23
330	Medical & Laboratory Supplies	10.00		11.28	11.90	(1.90)
345	Office Supplies	6,485.00		1,863.80	5,093.99	1,391.01
402	Contingencies	0				0
415	Service Recognition Payroll	725.00		40.00	725.00	0
423	Insurance	1,400.00		0	1,328.06	71.94
TOTAL OPERATING EXPENDITURES		571,190.00		31,988.08	487,252.94	83,937.06
<u>CAPITAL OUTLAY</u>						
502	Buildings	1,017,111.00		15,618.34	924,140.52	92,970.48
510	Automotive Equipment	4,600.00		0	0	4,600.00
515	Office Machinery	1,000.00		0	0	1,000.00
525	Books	66,246.00	17,021.80	3,894.50	35,689.58	13,534.62
TOTAL CAPITAL OUTLAY		1,088,957.00	17,021.80	19,512.84	959,830.10	112,105.10
GRAND TOTAL		1,660,147.00	17,021.80	51,500.92	1,447,083.04	196,042.16

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending March 31, 1971

<u>YOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
21207	Millikin National Bank	Payment on Loan	\$ 81,000.00
21208	Chan Glosser, Postmaster	February Postage	3.00
21209	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement	114.30
21210	Treasurer, City of Decatur % Payroll Fund	Feb Service Recognition Payroll	40.00
21211	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/3/71	305.95
21212	Aetna Life Insurance Co.	Hospitalization & Life Ins	364.45
21213	Illinois Power Co.	Feb Gas & Lite Service	687.15
21214	Texaco, Inc.	Gasoline for Bookmobiles	28.83
21215	Treasuer, City of Decatur	Period Ending 3/10/71	10,685.48
21216	Chicago Title & Trust Co.	Construction Loan	14,404.38
21217	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/17/71	222.01
21218	Millikin National Bank	To be Applied on Mortgage	149,698.25
21219	Treasurer, City of Decatur % General Operating Fund	Feb Services	2,958.33
21220	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/24/71	10,925.96
21221	T. A. Brinkoetter & Sons, Inc.	Plumbing Repairs	36.47
21222	Bilyeu's Paint & Glass	Glass Repair at Evans Branch	26.90
21223	Decatur Window Cleaning Co.	Feb Janitorial Service	2,149.09
21224	Dash Disposal	Jan & Feb Service at Main	13.00
21225	Dolson Outdoor Advertising Co.	Sign for Parking	15.00
21226	Gaylord Library Supplies	Various Office Supplies	1,075.25
21227	Bob's Repair Service	Automotive Repair & Anti-freeze	28.30
21228	Eichenauer Electric Service	Bookmobile Heater Repair	33.65
21229	General Tire Service	Automotive Tire Repair	36.00
21230	Kilborn Motors, Inc.	State Bookmobile Inspections	11.25

<u>YOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
21231	Greanias, Booth & Liebermann	Feb Service	\$ 332.00
21232	Illinois Bell Telephone Co.	March Service	427.83
21233	Janis Peach	Travel Reimbursement	68.51
21234	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
21235	Illinois Library Association	Membership Dues	113.00
21236	Pitney Bowes, Inc.	Postage Machine Rental	74.00
21237	Downtown Decatur Council, Inc.	March Parking in Garage	200.00
21238	General Grocer Co.	Janitorial Supplies	7.98
21239	Hooker Glass & Paint Mfg. Co.	Glass Shelving	30.22
21240	Miller-O'Neill	Window Shades for Bookmobile	25.00
21241	Sears Roebuck & Co.	Garbage Cans	8.97
21242	Addressograph Multigraph Corp.	Office Supplies	29.67
21243	Allied Office Co.	Office Supplies	42.61
21244	American Instructional Materials	Office Supplies	144.42
21245	3 M Business Products Sales, Inc.	Activator for Reader Printers	28.60
21246	Decatur Paint & Varnish	Show Card Lettering Brush	4.05
21247	Demco Educational Corp.	Steel Files	151.50
21248	Gates & Johnson Co.	Office Supplies	7.36
21249	Haines & Essick Co.	Office Supplies	231.73
21250	IBM Corp.	Typewriter Ribbons	16.61
21251	Illini Office Equipment Co.	Typewriter Ribbons	18.00
21252	Jefferson Stationers, Inc.	Office Supplies	44.90
21253	Linxweiler Business Equipment	Letter Trays	47.00
21254	TelKee, Inc.	Office Supplies	135.55
21255	Widmer, Inc.	Transcribing Machine & Recorder	774.34
21256	Bro-Dart, Inc.	Thermivit Tacks	35.00
21257	Otis Elevator Co.	Feb & March Elevator Service	169.12
21258	Plaza TV	TV Exponent	89.00
21259	American Hotel Register Co.	Books	10.96
21260	The Baker & Taylor Co.	Books	3,184.82

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
21261	Beer Book	Books	\$ 2.50
21262	The Bicentennial Chronicle	Subscription Renewal	3.00
21263	R. R. Bowker Co.	Books	13.50
21264	Bro-Dart, Inc.	Books	73.50
21265	Coleman Book Locators	Books	5.50
21266	Columbia University Press	Books	37.98
21267	Dodd, Mead & Company	Books	8.25
21268	Doubleday & Company, Inc.	Books	4.93
21269	General Microfilm Co.	Books	160.81
21270	Goodheart-Willcox Co.	Books	20.81
21271	Grolier Educational Corp.	Books	93.00
21272	Book Division of Hearst Magazine	Books	43.48
21273	Illinois State Historical Society	Books	20.00
21274	The Institute for Research	Books	9.82
21275	Peter Eaton Ltd.	Books	10.20
21276	Rand McNalley & Company	Books	29.58
21277	Peter Smith Publisher, Inc.	Books	8.74
21278	Supt. of Documents	Books	16.25
21279	Track & Field News, Inc.	Books	7.43
21280	University Microfilms	Books	36.50
21281	University of Minnesota Press	Books	9.74
21282	The Vestal Press	Books	13.90
21283	The Voice of the Black Community	Subscriptions	10.00
21284	Wiesenberger	Books	44.00
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>282,199.17</u>

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Estimated Revenue, 1971/1972

Fund Balance 4/30/71	46,000.00
Taxes, Current	645,000.00
Taxes, Prior	5,000.00
Fines & Fees	16,000.00
Non-Resident Fees	400.00
Interest/Investments	15,000.00
Lost & Damaged Books	600.00
Memorial Books	40.00
Prints in Copy Machine	400.00
Miscellaneous *	<u>37,110.00</u>

Total Estimated Receipts \$765,550.00

* Includes \$36,410 from Federal Grant.

COMPARATIVE FIVE YEAR SUMMARY - 1967 - 1972

Submitted By: Library
Date: 3/8/71Department:
Activity:
Activity No:

NOTE: Prepare a separate form for each activity of your department

OBJECT OF EXPENDITURE	1967-1968 (Actual) From 4/30/68 Monthly Report	1968-1969 (Actual) From 4/30/69 Monthly Report	1969-1970 (Actual) From 4/30/70 Monthly Report	1970-1971 (Estimated) From Column 6 Budget Form 2	1971-1972 (Projected) From Column 7 Budget Form 2
(1) Total Personal Services	213,750.98	253,988.19	268,240.97	276,151.00	362,328.00
(2) Total Other Expenditures	57,885.05	60,777.23	242,147.56	263,458.00	287,372.00
(3) Total Capital Outlay	66,720.53	68,145.78	48,250.99	1,074,357.00	115,850.00
GRAND TOTAL	338,356.56	382,911.20	458,639.52	1,613,966.00	765,550.00

NOTE:

- (1) Includes all expenditures for regular and temporary salaries and wages (Code Accounts in 100 series).
- (2) Includes all expenditures for contractual services, commodities, and other charges (Code Accounts in 200, 300 and 400 series).
- (3) Includes all expenditures for Capital Outlay (Code Accounts in 500 series).

City of Decatur, Illinois
Budget Form #1

SUMMARY OF OPERATING BUDGET
REQUESTS FOR 1971 - 1972

Submitted By: Library
Date: 3/8/71

Department:
Activity:
Activity No:

NOTE: Prepare separate forms for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

(1) Object Code	(2) Object of Expenditures	(3) Actual Expenditures April 30, 1970 Finance Report	(4) 1970 - 1971 Appropriation Jan. 15, 1971 Finance Report	(5) 1970 - 1971 Exp. to Jan. 1 Jan. 15, 1971 Finance Report	(6) 1970 - 1971 Total Exp. For Entire Year (Estimated)	(7) 1971 - 1972 Appropriation Request For Entire Year	(8) For Budget Staff Use
101	Regular Salaries	242,372.16	273,188.00	165,549.50	251,000.00	336,587.00	
107	Health Insurance	3,383.97	4,056.00	2,566.26	3,196.00	5,478.00	
109	Temporary Salaries	22,484.84	24,113.00	18,271.59	21,955.00	20,253.00	
City of Decatur, Illinois Budget Form #2		TOTALS	301,362.00	186,387.35	276,151.00	362,328.00	

SUMMARY OF OPERATING BUDGET
REQUESTS FOR 1971 - 1972

Submitted By: Library
Date: 3/8/71

Department:
Activity:
Activity No:

NOTE: Prepare separate forms for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

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201	Advertising	123.40	200.00	55.50	100.00	100.00	
202	Prtg & Binding	4,000.00	3,000.00	1,203.11	2,500.00	4,000.00	
211	Service to Maintain Bldgs	14,500.00	21,900.00	8,206.69	18,755.00	31,313.00	
212	Service for Other Improve	267.35	225.00	114.63	184.00	1,274.00	
214	Service/ Office Equip	625.00	650.00	316.69	650.00	1,318.00	
215	Service/ Auto Equip	830.24	1,000.00	622.85	787.00	1,000.00	
221	Auditing	600 00	600.00	600.00	600.00	600.00	
City of Decatur, Illinois Budget Form #2		TOTALS					

SUMMARY OF OPERATING BUDGET
REQUESTS FOR 1971 - 1972

Submitted By: Library
Date: 3/8/71

Department:
Activity:
Activity No:

NOTE: Prepare separate forms for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

(1) Object Code	(2) Object of Expenditures	(3) Actual Expenditures April 30, 1970 Finance Report	(4) 1970 - 1971 Appropriation Jan. 15, 1971 Finance Report	(5) 1970 - 1971 Exp. to Jan. 1 Jan. 15, 1971 Finance Report	(6) 1970 - 1971 Total Exp. For Entire Year (Estimated)	(7) 1971 - 1972 Appropriation Request For Entire Year	(8) For Budget Staff Use
229	Other Professional Services	9,562.62	36,000.00	22,945.61	38,900.00	37,750.00	
231	Electricity	4,603.42	19,000.00	2,313.59	5,500.00	8,500.00	
233	Tel & Tel	2,444.01	5,800.00	1,436.91	4,000.00	5,500.00	
241	Training, Travel & Conferences	605.54	998.00	402.35	970.00	1,170.00	
245	Postage	1,374.60	1,900.00	954.58	1,800.00	2,160.00	
284	Prof. Assoc Fees	490.00	686.00	454.20	567.20	758.00	
288	Rentals	84,831.01	165,811.00	83,177.40	165,695.00	161,164.00	
310	Gas, oil & Anti-freeze	250.00	275.00	191.25	250.00	275.00	
312	Janitorial Supplies	134.16	200.00	112.12	350.00	400.00	
City of Decatur, Illinois Budget Form #2		TOTALS					

SUMMARY OF OPERATING BUDGET
REQUESTS FOR 1971 - 1972

Submitted By: · Library

Date: 3/8/71

Department:

Activity:

Activity No:

NOTE: Prepare separate forms for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

[illegible]

City of Decatur, Illinois
Budget Form #2

SUMMARY OF OPERATING BUDGET
REQUESTS FOR 1971 - 1972

Submitted By: Library
Date: 3/8/71

Department:
Activity:
Activity No:

NOTE: Prepare separate forms for each activity of your department. Do not show Capital Outlay requests on this form. Enter only totals by Objects of Expenditures.

(1) Object Code	(2) Object of Expenditures	(3) Actual Expenditures April 30, 1970 Finance Report	(4) 1970 - 1971 Appropriation Jan. 15, 1971 Finance Report	(5) 1970 - 1971 Exp. to Jan. 1 Jan. 15, 1971 Finance Report	(6) 1970 - 1971 Total Exp. For Entire Year (Estimated)	(7) 1971 - 1972 Appropriation Request For Entire Year	(8) For Budget Staff Use
402	Contingencies		13,063.00		13,000	19,000	
415	Service Recog Payroll		725.00	540.00	725	785	
423	Insurance	6,659.00	1,400.00	816.06	1,310	1,400	
City of Decatur, Illinois Budget Form #2		TOTALS	284,728.00	127,883.42	263,458.00	287,372.00	

EXPLANATION OF MAJOR INCREASES
OR DECREASES IN REQUESTS

Department:
Activity:
Submitted By: Library
Date: 3/8/71

Object Code	1970 - 1971 Expenditures (Estimated)	1971 - 1972 Budget Request	Explanation of Increase or Decrease
101	\$251,000.00	\$336,587.00	\$273,158.00 budgeted in 1970/71. Increase accounted for by: 1. Increase in staff size by one Library Asst. I, needed because of increase in building size and added service points; one page, needed to shelf books from additional circulation; one maintenance man to care for greatly augmented mechanical equipment. (This man will also partially replace man now provided by janitorial service.) 2. Staff Salary increments. 3. Unusual differential between budget amount in 1970/71 and requested amount also results from fact that 1970/71 salary budget did not reflect general salary increases granted May 1 and November 1, 1970. 4. Salary budget for 1971/72 reflects the cost-of-living increase over fiscal 1970/71. Space in present building is triple space in building occupied through December 1970. Shelving and other furnishings similarly increased.
211	18,755	31,313	
245	1,800	2,160	20% increase due to expected postal rate increase.

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST
(ACCOUNTS 101, 102, 109)

Submitted by: Library Department:

Date: 3/8/71.

Activity:

Activity No:

- 11 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 from this form should be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (write Vacancy if position not filled).	Pay Range and step	Annual Salary Rate as of May 1, 1971	Total Salary 1971-1972	If total salary is dif- ferent than salary on 5/1/71, explain why.*
City Librarian	Robert H. Dumas		18,000	18,000	
Library Clerk II 2	Clara E. Hunk	11-F	6,957	7,027	Pay increase effective 11/1/71 for all employees
Clerk Steno II 3	Helen M. Schwegman	13-F	7,671	7,748	
4					
Staff Artist 5	William Larrick	12-A	6,010	6,192	Step increase 8/3/71
6					
Library Asst. I 7	Harriet Berbaum	18-F	9,791	9,890	
Page 8	Barbara Bumgardner	3-D	4,271	4,480	Step increase 7/18/71
Library Asst. I 9	Toni-Marie Coleman	18-B	8,255	8,488	Step increase 8/1/71
Page 10	Donna Collins	3-F	4,709	4,757	
Library Asst. I 11	Mary Harper	18-D	8,881	9,057	Step increase 2/24/72
TOTAL					*Do not explain across the board % increases

City of Decatur, Illinois
Budget Form #4

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST
(ACCOUNTS 101, 102, 109)

Submitted by: Library Department:
Date: 3/8/71 Activity:
Activity No:

- 11 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 from this form should be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (write Vacancy if position not filled).	Pay Range and step	Annual Salary Rate as of May 1, 1971	Total Salary 1971-1972	If total salary is dif- ferent than salary on 5/1/71, explain why.*
Library Asst. I 1	Phyllis Johnson	18-A	8,056	8,284	Step increase 8/4/71
Supr. Adult Services 2	Margaret Meyer	27-B	12,808	13,168	Step increase 8/1/71
Library Asst. I 3	Barbara Paine	18-E	9,326	9,420	
Reference Librarian 4	Janis Peach	22-A	9,791	10,069	Step increase 8/2/71
Page 5	Ruth Wertz	3-D	4,271	4,447	Step increase 9/15/71
Library Asst. I 6	Vacant	18-A	8,056	8,236	Step increase 11/1/71
Reader's Advisor 7	Vacant	22-A	9,791	10,014	Step increase 11/1/71
8					
Circ Clerk I 9	Elizabeth Crawford	9-F	6,311	6,375	
Circ Clerk I 10	Peggy Davis	9-B	5,321	5,456	Step increase 9/14/71
Circ Clerk I 11	Lyda Grimes	9-E	6,010	6,070	

City of Decatur, Illinois
Budget Form #4

TOTAL

*Do not explain across
the board % increases

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST
(ACCOUNTS 101, 102, 109)

Submitted by: Library Department:

Date: 3/8/71

Activity:

Activity No:

- 11 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 from this form should be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (write Vacancy if position not filled).	Pay Range and step	Annual Salary Rate as of May 1, 1971	Total Salary 1971-1972	If total salary is dif- ferent than salary on 5/1/71, explain why.*
Circ Clerk I 1	Sharon McVey	9-F	6,311	6,375	
Circ Clerk II 2	Ruth Rusk	11-D	6,311	6,536	Step increase 11/25/71
Circ Clerk I 3	Leta Schempf	9-A	5,192	5,329	Step increase 9/4/71
Circ Supervisor 4	Marjorie Veach	13-F	7,671	7,748	
Circ Clerk I 5	Margie Wheeler	9-D	5,724	5,871	Step increase 1/6/72
6					
7					
Bkmobile Clk Driver 8	Russell Atchison	11-F	6,957	7,027	
Bkmobile Clk Driver 9	Byron Cheever	11-F	6,957	7,027	
Library Asst. II 10	John Dingman	20-B	9,103	9,334	Step increase 9/12/71
Lib Clk III 11	Frances Mitchell	13-F	7,671	7,748	

City of Decatur, Illinois
Budget Form #4

TOTAL

*Do not explain across
the board % increases

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST
(ACCOUNTS 101, 102, 109)

Submitted by: Library Department:
Date: 3/8/71 Activity:
Activity No:

- 11 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 from this form should be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (write Vacancy if position not filled).	Pay Range and step	Annual Salary Rate as of May 1, 1971	Total Salary 1971-1972	If total salary is dif- ferent than salary on 5/1/71, explain why.*
Lib Clk II 1	Ida Redden	11-F	6,957	7,027	
Lib Asst. I 2	Jeanette Schultz	18-B	8,255	8,464	Step increase 9/10/71
Supr Exten Serv 3	Vacancy	27-A	12,545	12,805	Step increase 11/1/71
4					
Tech Serv Clk I 5	Deva Clendenen	9-D	5,724	5,814	Step increase 3/10/72
Tech Serv Clk I 6	Kathy Colebar	9-C	5,451	5,676	Step increase 9/16/71
Tech Serv Clk II 7	Eunice Ensign	11-F	6,957	7,027	
Supr Tech Serv 8	Gaylord McDowell	27-C	13,121	13,738	Step increase 8/1/71
Tech Serv Clk III 9	Dorthia Turnbo	13-F	7,671	7,748	
Tech Serv Clk II 10	Ozella Vogler	11-F	6,957	7,027	
Tech Serv Clk III 11	Carola White	13-F	7,671	7,748	

City of Decatur, Illinois
Budget Form #4

TOTAL

*Do not explain across
the board % increases

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST
(ACCOUNTS 101, 102, 109)

Submitted by: Library Department:

Date: 3/8/71

Activity:

Activity No:

11 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 from this form should be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (write Vacancy if position not filled).	Pay Range and step	Annual Salary Rate as of May 1, 1971	Total Salary 1971-1972	If total salary is dif- ferent than salary on 5/1/71, explain why.*
1 Tech Serv Clk I	Nancy Williams	9-F	6,311	6,375	
2 Page	Barbara Wilderman	3-D	4,271	4,436	Step increase 2/11/72
3					
4 Children's Librarian	Patricia Anderson	22-B	10,035	10,298	Step increase 8/28/71
5 Page	Vacant	3-D	4,271	4,314	
6					
7 Maint Foreman I	Vacant	18-A	7,821	7,917	Step increase 11/1/71
8					
9					
10					
11					
TOTAL				336,587	*Do not explain across the board % increases

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST
(ACCOUNTS 101, 102, 109)

Submitted by: Library Department:
Date: 3/8/71 Activity:
Activity No:

- 11 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 from this form should be shown on Budget Form #1.

Position Title (Official Job Classification)	Name (write Vacancy if position not filled).	Pay Range and step	Annual Salary Rate as of May 1, 1971	Total Salary 1971-1972	If total salary is dif- ferent than salary on 5/1/71, explain why.*
Bkmobile Clk Driver 1 (part-time)	Dennis Streight	11-A	2.75 hr	2,891	
Lib Asst. I 2 (part-time)	Mickey Offutt	18-A	3.87 hr	4,066	
Page (3) 3 (part-time)		3-A	1.86 hr	5,865	
Lib Clk I 4 (part-time)		9-A	2.50	2,626	
Lib Asst. I 5 (part-time)		18-A	3.87 hr	2,167	
Librarian 6 (part-time)		22-A	4.71 hr	2,638	
7					
8					
9					
10					
11					

City of Decatur, Illinois
Budget Form #4

TOTAL 20,253

*Do not explain across
the board % increases

(ACCOUNT # 241)

Date: 3/8/71

Activity:

Activity No:

List all travel, conferences attendance, and training.

Conference Name or Purpose, Destination, Dates	Name and Position	Travel	Hotel & Meals	Registration	Other	Total	Reason for Travel
American Library Assoc.	City Librarian	128	200	12	35	375	
	President	128	200	12	35	375	
Illinois Library Assoc	City Librarian	44	75	6	15	140	
	President	44	75	6	15	140	
	Staff Representative	44	75	6	15	140	
TOTAL		368	625	42	115	1,170	

SUPPLEMENTARY DETAIL ON BUDGET
REQUEST FOR PROFESSIONAL ASSOCIATION
MEMBERSHIP FEES (Account 284)

Submitted By: Library
Date: 3/8/71

Department:
Activity:
Activity No:

ORGANIZATION	NAME OF MEMBER OR MEMBERS	COST OF MEMBERSHIP 1971-1972	REASON FOR MEMBERSHIP
American Library Association	Library	550.00	Journals, Reports, Services
"	City Librarian	95.00	Professional information
Illinois Library Association	Library	50.00	Journal Services
	City Librarian	18.00	Professional Information, Journal
	Board Members (9)	45.00	Professional Information, Journal
TOTAL		758.00	

Department:
Activity:
Submitted by: Library
Date: 3/8/71

CAPITAL OUTLAY REQUEST

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 No.	Gross Cost	Less Trade-In	Net Request
2 Typewriters	515	1,006	20.00	986.00
4 Swinging wall panels	525	350		350.00

JUSTIFICATION OF REQUEST

Replacement of old machines.

MOTOR VEHICLE EXPENSE REQUEST

Submitted By: Library
Date: 3/8/71

Department:
Activity:
Activity No:

Use this form to fully justify all operating and maintenance expenses for all motor vehicles and equipment. Totals by object of expenditure should be summarized on Form #1. Any increase in anticipated use must be fully explained.

No.	Make and Year	1968 -- 1969 Miles or Hours	1969 - 1970 Miles or Hours	(6 Mos.) 1970 - 1971 Miles or Hours	Anticipated Use Miles or Hours 1971 - 1972	Appropriation Request 1971 - 1972
B-1	GMC 1958	2,659	2,022	1,043	2,100	
B-2	Available 1956	2,412	2,484	1,153	2,400	
	Sta Wagon Ford 1958	3,747	3,123	2,415	4,500	
				TOTAL	9,000	\$2,075

City of Decatur, Illinois

City of Decatur, Illinois
Budget Form #9