

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

SPECIAL MEETING OF THE BOARD OF DIRECTORS - MARCH 4, 1968

A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD MARCH 4, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MRS. BRALLEY
MR. BUTLER
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MR. SAPPINGTON
MR. SCHUERMAN
MR. TEBUSSEK

MEMBERS ABSENT:

MRS. RUSSELL

OTHERS PRESENT:

LINDA HUGHES
(HERALD REVIEW)
JAN HILLE
(HERALD REVIEW)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:35 P.M. BY MR. OLSEN.

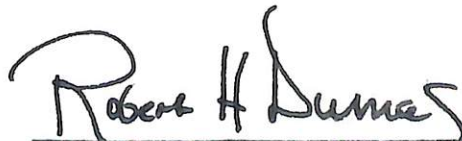
AS PRESIDENT OF THE BOARD OF DIRECTORS, MR. OLSEN WELCOMED TWO NEW BOARD MEMBERS TO THE GROUP - MRS. JAMES BRALLEY AND MR. HORACE BUTLER, WHO ARE TO SERVE FOR A TERM EXPIRING JULY 1, 1970.

MR. MILLER AS CHAIRMAN OF THE PROPERTIES AND FINANCE COMMITTEE, SUBMITTED TO THE BOARD COPIES OF THE PROPOSED BUDGET TO BE SUBMITTED TO THE MAYOR AND CITY COUNCIL FOR THE FISCAL YEAR 1968-69. AFTER DISCUSSION, MR. MILLER MOVED:

THAT THE BUDGET AS SUBMITTED, TOGETHER WITH THE EXPLANATION SHEET AND THE LETTER PREPARED FOR MR. OLSEN'S SIGNATURE, BE APPROVED, AND THAT THE SENTIMENT EXPRESSED IN THE EXPLANATION OF THE BOOK PURCHASES ACCOUNT BE CONSIDERED THE OFFICIAL ATTITUDE OF THE BOARD.

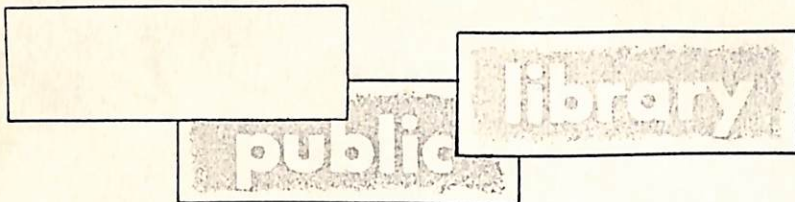
MR. SAPPINGTON SECONDED THE MOTION AND IT WAS APPROVED BY A UNANIMOUS VOTE.

THE MEETING WAS ADJOURNED AT 5:30 P.M.



ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD



ROBERT H. DUMAS, City Librarian

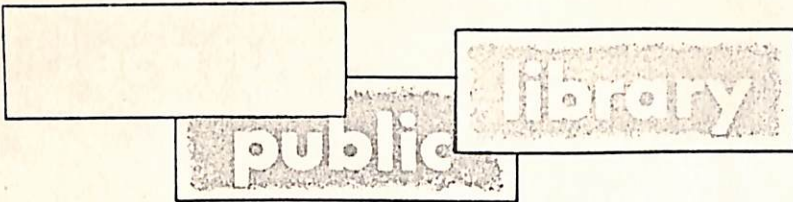
457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

SPECIAL MEETING OF LIBRARY BOARD OF DIRECTORS, MARCH 4, 1968

AGENDA

I. REPORT OF THE FINANCE AND PROPERTIES COMMITTEE

A. SUBMITTAL OF ANNUAL BUDGET



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

CITY OF DECATUR, ILLINOIS
BUDGET FORM #1

Department: Library

Submitted by:

Activity:

Activity No: 940

Comparative Five Year Summary - 1964 - 1969

NOTE: Please fill out a separate form for each activity of your department

OBJECT OF EXPENDITURE	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
(1) Total Personal Services	187,240.67	203,733.44	169,655.92	237,171	310,584
(2) Total Other Expenditures	98,375.39	101,340.92	99,358.98	56,299	78,987
(3) Total Capital Outlay	1,856.70	113.99	1,625.13	59,145	49,929
GRAND TOTAL	287,472.76	305,188.35	270,640.03	352,615	439,500

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 #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1968 - 1969

Date: March 4, 1968

NOTE: Please fill out separate form 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 Expenditure	(3) 1967 - 1968 Appropriation (January 15th Finance Report)	(4) 1967 - 1968 Exp. to Jan.1st (January 15th Finance Report)	(5) 1967 - 1968 Total Exp. For Entire Year (Estimated)	(6) 1968 - 1969 Appropriation Request for Entire Year	(7) For Budget Staff Use
101	Regular Salaries	222,819.01	113,874.32	212,350	279,161	
107	Health & Life Insur.	3,483.00	1,777.57	2,821	3,320	
109	Temporary Salaries	23,931.06	12,784.28	22,000	28,103	
	Sub-Total	250,233.07	128,436.17	237,171	310,584	
201	Advertising	850.00	454.10	832	500	
202	Printing & Binding	3,350.00	1,822.12	3,340	4,000	
211	Service to Maintain Buildings	14,000.00	8,927.63	13,300	14,000	
212	Serv to Maintain im- prove other than bldg	300.00	81.09	100	100	
214	Serv to Maintain Office Equipment	709.00	383.89	500	887	
TOTALS						

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1968 - 1969

Date: March 4, 1968

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Object Code	Object of Expenditure	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
215	Serv to Maintain Automotive Equipment	850.00	549.05	990	500	
221	Auditing Service	600.00	585.00	585	700	
229	Other Professional Services	20,000.00	210.02	6,210	9,500	
231	Electricity	3,000.00	1,648.44	2,825	3,200	
233	Telephone & Telegraph	2,446.00	1,629.70	2,730	3,000	
241	Travel Expense	1,000.00	848.65	848	831	
244	Freight & Cartage	200.00	00.00	200	100	
245	Postage	1,380.00	946.06	1,400	1,800	
284	Professional & Tech Serv Fees & Costs	398.00	367.00	455	455	
TOTALS						

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1968 - 1969

Date: March 4, 1968

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Object Code	Object of Expenditure	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
288	Rentals	12,826.00	6,502.47	12,826	10,979	
310	Gas, Oil & Anti-Freeze	300.00	152.79	265	300	
312	Janitorial Supplies	25.00	13.29	25	300	
320	Matls to Maintain Bldgs & other improve.	1,900.00	1,633.24	1,900	2,000	
324	Matls to maintain auto-motive equipment	325.00	281.53	325	425	
330	Medical & Laboratory Supplies	10.00	10.00	10	10	
345	Office Supplies (Itemized) <i>Low.</i>	5,600.00	5,273.33	5,600	6,350	
TOTALS						

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1963 - 1969

Date: March 4, 1968

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

(1)	(2)	(3)	(4)	(5)	(6)	(7)
Object Code	Object of Expenditure	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
402	Contingencies	1,875	00.00	00	18,000	
423	Other Insurance	1,035	1,032.49	1,033	1,050	
	Sub Total	72,979	33,351.89	56,299	78,987	
515	Office Equipment	2,360	1,953.00	2,145	225	
525	Books	57,500	42,422.00	57,000	49,704	
	Sub Total	59,860	44,375.00	59,145	49,929	
	TOTALS					

CITY OF DECATUR, ILLINOIS
BUDGET FORM #2

Department: Library
Activity:

Submitted by:
Activity No: 940

Summary of Operating Budget
Request for 1968 - 1969

Date: March 4, 1968

Request for 1953 - 1959 Date: March 1, 1959

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

Outlay requests on this form. Enter only totals by Object of Expenditures.						
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Object Code	Object of Expenditure	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
402	Contingencies	1,875	00.00	00	18,000	
423	Other Insurance	1,035	1,032.49	1,033 .	1,050	
	Sub Total	72,979	33,351.89	56,299	78,987	
515	Office Equipment	2,360	1,953.00	2,145	225	
525	Books	57,500	42,422.00	57,000	49,704	
	Sub Total	59,860	44,375.00	59,145	49,929 .	
TOTALS						

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

Fill out one of 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 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 yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is dif- ferent than salary on 5/1/68, explain why.
* City Librarian	Dumas		15,180	15,180	
Clerk-Steno II	Schwegman	13-C	5,362	5,400	Increment due 2/28/69
Library Clerk II	Hunk	9-F	5,187	5,187	
Library Clerk I	Spittler	7-C	4,579	4,579	(Above grade)
Librarian III	Jones	28-D	12,165	12,212	Increment due 4/1/69
Librarian I	Betty	22-A	7,842	8,128	6 month increment due 8/1/68
Library Asst. II	Knell	20-B	7,401	7,528	Increment due 12/10/69
Library Asst. I	Berbaum	18-B	6,700	6,794	Increment due 1/3/69
Librarian I	Meyer	22-B	8,233	8,362	Increment due 1/1/69
Library Asst. I	Bloye	18-C	7,007	7,019	Increment due 4/11/69
Library Asst. I	Payne	18-A	6,404	6,597	6 month increment due 9/4/68

* All 15% eff. January 1, 1968

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

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Position Title (Official Job Classification)	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 dif- ferent than salary on 5/1/68, explain why.
Librarian III	Vacant	28-A	10,509	10,771	6 month increment due 11/1/68
Library Clerk III	White	11-F	5,712	5,712	
Clerk Typist II	Vogler	9-F	5,137	5,137	
Library Clerk III	Turnbo	11-F	5,712	5,712	
Library Clerk I	N. Williams	7-F	4,808	4,808	
Library Clerk II	Vacant	9-A	4,103	4,200	6 month increment due 11/1/68
Library Clerk I	Ensign	7-F	4,808	4,808	
Data Proc Suprv.	Weidner	23-F	9,722	9,722	
Key Punch Op.	Hathorne	10-F	5,474	5,474	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
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Position Title (Official Job Classification)	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 dif- ferent than salary on 5/1/68, explain why.
Librarian III	Vacant	28-A	10,509	10,771	6 month increment due 11/1/68
Library Asst. II	C. Williams	20-F	8,904	8,904	
Librarian III	Leonard	28-F	13,414	13,414	
Librarian I	Vacant	22-A	7,842	8,038	6 month increment due 11/1/68
Librarian I	Vacant	22-A	7,842	8,038	6 month increment due 11/1/68
Bkm Clerk Driver II	Cheever	11-E	5,572	5,820	Increment due 6/11/68
Library Clerk III	Mitchell	11-F	5,712	5,712	
Bkm Clerk Driver II	Atchison	11-F	5,852	5,852	
Library Asst. II	Ruedger	20-F	8,904	8,904	
Sr. Circ. Clk	Redden	9-C	4,493	4,565	Increment due 12/25/68
Library Asst. I	Kidd	18-D	7,326	7,401	increment due 2/8/69
Library Asst. I	Simpson	18-A	6,404	6,597	6 month increment due 9/4/68

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

Fill out one of 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 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 yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is dif- ferent than salary on 5/1/68, explain why.
Librarian III	Vacant	28-A	10,509	10,771	6 month increment due 11/1/68
Library Asst. II	C. Williams	20-F	8,904	8,904	
Librarian III	Leonard	28-F	13,414	13,414	
Librarian I	Vacant	22-A	7,842	8,038	6 month increment due 11/1/68
Librarian I	Vacant	22-A	7,842	8,038	6 month increment due 11/1/68
Bkm Clerk Driver II	Cheever	11-E	5,572	5,820	Increment due 6/11/68
Library Clerk III	Mitchell	11-F	5,712	5,712	
Bkm Clerk Driver II	Atchison	11-F	5,852	5,852	
Library Asst. II	Ruedger	20-F	8,904	8,904	
Sr. Circ. Clk	Redden	9-C	4,493	4,565	Increment due 12/25/68
Library Asst. I	Kidd	18-D	7,326	7,401	increment due 2/8/69
Library Asst. I	Simpson	18-A	6,404	6,597	6 month increment due 9/4/68

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

Fill out one of 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 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 yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is dif- ferent than salary on 5/1/68, explain why.
Supervising Circulation Clerk	Veach	11-B	4,758	4,829	Increment due 12/10/68
Senior Circulation Clerk	Sangster	9-C	4,493	4,565	Increment due 12/25/68
Circulation Clerk	McVey	7-F	4,808	4,808	
Circulation Clerk	York	7-C	4,161	4,318	Increment due 6/20/68
Circulation Clerk	Rusk	7-C	4,161	4,218	Increment due 1/11/69
Circulation Clerk	Semelka	7-B	3,962	4,031	Increment due 12/26/68
Circulation Clerk	Crawford	7-B	3,962	3,970	Increment due 4/21/69
Page	Collins	5-C	3,655	3,665	Increment due 4/3/69
Page	Ashenfelter	5-B	3,535	3,544	Increment due 4/2/69

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

Fill out one of 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 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 yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is dif- ferent than salary on 5/1/68, explain why.
Supervising Circulation Clerk	Veach	11-B	4,758	4,829	Increment due 12/10/68
Senior Circulation Clerk	Sangster	9-C	4,493	4,565	Increment due 12/25/68
Circulation Clerk	McVey	7-F	4,808	4,808	
Circulation Clerk	York	7-C	4,161	4,318	Increment due 6/20/68
Circulation Clerk	Rusk	7-C	4,161	4,218	Increment due 1/11/69
Circulation Clerk	Semelka	7-B	3,962	4,031	Increment due 12/26/68
Circulation Clerk	Crawford	7-B	3,962	3,970	Increment due 4/21/69
Page	Collins	5-C	3,655	3,665	Increment due 4/3/69
Page	Ashenfelter	5-B	3,535	3,544	Increment due 4/2/69

CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

Fill out one of 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 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.

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CITY OF DECATUR, ILLINOIS
BUDGET FORM #3

Department: Library

Submitted by:

Activity:

Activity No: 940

SUPPLEMENTARY DETAIL ON
PERSONAL SERVICES REQUEST

Date:

Fill out one of 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 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 yet filled).	Pay Range and Step	Annual Salary Rate as of May 1, 1968	Total Salary 1968-1969	If total salary is dif- ferent than salary on 5/1/68, explain why.
Library Asst. II 1/2 time	Philleo	20-C	3,866	3,866	Increment due 4/30/69
Library Clerk II 1/2 time	Olsen	9-A	2,051	2,100	Increment due 11/1/68
Librarian II hourly & 3 months	Meeks	25-A	4,520	4,520	
Bookmobile Clerk Driver I (hourly)	Risby		2,380	2,380	
9 Pages (hourly)			13,759	13,759	
Library Asst. I 3 months		18-A		1,478	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #4

Department: Library

Submitted by:

Activity:

Activity No: 940

Supplementary Detail on
Budget Request for Travel Expenses
(Include and list all travel and conferences)

Destination and Conference Name or Purpose	Name and position	ESTIMATED COSTS					Reason For Travel
		Travel	Hotel & Meals	Registration	Other	Total	
Amer Library Assoc. Annual Conf., Kansas City, Kansas	City Librarian	70	175	7	25	277	
Ill. Library Assoc	City Librarian						
	Staff Member	75	225	6		306	
	Director						
Amer Lib Assoc. Mid-winter Mtg	City Librarian	150	90	3	5	248	
	(or alternate ALA committeemen)						
TOTAL		295	490	16	30	831	

CITY OF DECATUR, ILLINOIS
BUDGET FORM #5

Department: Library

Submitted by:

Activity:

Activity No: 940

Supplementary Detail On

get Request for Professional and Technical
Service Fees and Costs (Account 284)

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

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	Account or	AMOUNT		
	Object Code No.	Gross Cost	Less Trade-in	Net Request
1 Desk 1 Posture Chair	515			175 50 225

Justification of Request

To furnish staff member currently without work station.				
---	--	--	--	--

CITY OF DECATUR, ILLINOIS
BUDGET FORM #6

Department: Library

Activity:

Submitted by:

Date:

CAPITAL OUTLAY BUDGET REQUEST

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			

Motor Vehicle Expense Request

Date:

Activity No: 940

No.	Make & Year	(6 Mos.)						Anti-	Gas,	Materials	Contrac-	Appro-	Cost
		1965-66		1966-67		1967-68		cipated	Oil,	& Mainten-	tual	pria-	Per
		Miles	Cost Fer Mi.	Miles	Cost Per Mi.	Miles	Cost Per Mi.	Use (Miles) 1968-69	Anti-Freeze (310)	ance (324)	Service (215)	tion Request 1968-69	Mile 1968-9
	Ford Sta Wag 1958		Not available			1986	.09	4000	\$60.00	\$75	@125	200	.05
Bkm I	GMC Book mobile 1958		Not available			1328	.09	2600	80.00	100	300	480	.18
Bkm II	Available Bkmobile 1956		Not available			1184	.63	2400	100.00	150	250	500	.21
Bkm III	Ford Book mobile 1948		Not available			25	.20	1500	50.00	100	100	450	.30
TOTAL								10,500	\$290.00	\$425	\$775	\$1230	.12

Office Supplies.

1968/1969

Code 345

Activator - Reader Printer	20 @	1.25	25.00
Activator - Verifax	14	.95	13.30
Alcohol - Quakersol	2 gal	1.80	3.60
Binders, Accropress	36	.74	4.44
Binders, 8 ring	4	4.50	18.00
Binders for Registration	16	5.20	83.20
Binders, Ledger Post	2	6.40	12.80
Binders, Loose Leaf	2	.61	1.22
Binders, Accrogrip - top fastener	4	.90	3.60
Binder, Wilson Jones Ring	2	6.10	12.20
Blades for carton opener	4	.60	2.40
Blankola	2 gal	3.90	7.80
Blotters, Desk	2 doz	1.50	3.00
Book-lon 12" x 50' roll	2	12.00	24.00
Book Order Forms - special	5000	22.00 M	110.00
Book Plates	2000		17.50
Brushes for Shellac 3/8"	6	.35	2.10
Brushes, Paint	16	1.00	16.00
Cards, Book, Blue	3000	3.65 M	10.95
Cards, Book, Buff	1200	3.65 M	4.38
Cards, Book, Salmon	4000	3.65 M	14.60
Cards, Borrowers, Salmon	4 M	29.75	119.00
Cards, Catalog, Salmon 1t wt	4000	3.05 M	12.20
Cards, Catalog, White 1t wt	6000	3.05 M	18.30
Cards, Date Due, Salmon	4000	3.90 M	14.60
Cards, Fine, Pink	3000	1.12	3.36
Cards, IBM (ordered quarterly) (\$35.00 order charge)	1,200,000	.89 M	1,208.00
Cards, Identification, Buff	8000	25.00 M	200.00
Cards, Identification, Buff (Temp Res)	500	25.00 M	17.75
Cards, Identification, Buff (Unnumbered)	500	16.00 M	12.75
Cards, Index, White-med	3 M	3.30	9.90
Cash Pads	78 sets	2.10	163.80
Cleaner sheets, Multilith	3 pkg	1.60	4.80
Cleaner, Type	10	.75	7.50
Clips, Paper	6800	.60 C	40.80
Correction fluid	2	1.50	3.00
Envelopes, clasp 9 x 12	1250	31.25 M	39.06
Envelopes, Clasp 10 x 13	200	4.55 C	9.10
Envelopes, Clasp 12 x 15-1/2	200	5.95 C	11.90
Envelopes, 6-3/4 Printed	23 M	7.18	165.14
Envelopes, #10, Manila (Money)	5 M	6.54	32.70
Envelopes, #10 Printed	6 M	10.15	60.90
Envelopes, #10, Opaque (printed)	11 M	15.40	169.40
Erasers, Art Gum	3 doz	.85	2.55
Erasers, Whisk	3 doz	1.36	4.08
Fine Forms, IBM, 2 part & pink	10M	21.07	210.70
Fine Slips - White IBM	2 M	2.80	5.60
Folders, Manila, Letter Size	100	2.40	2.40
Folders, Suspension	300	24.40 C	73.20
14 day stickers	1000	.25 M	.25
Glue Sticks	400	.60	2.40
Gloves, Rubberized	4 pr	.85	3.40

Guides, Alphabetic 3 x 5	20 sets	2.25	45.00
Guides, Pressboard 3 x 5	8 sets	.46	3.68
Hand Cleaner	2	1.35	2.70
Holders Name or Sign	2	1.85	3.70
Ink, Higgins, India	8	.45	3.60
Ink Fountain liners	2 bxs	2.00	4.00
Ink, Multilith, Black	2 tubes	3.95	7.90
Ink, Stamp Pad	6	.65	3.90
Inked Pads, Numbering Machine	24 bxs	.50	12.00
Jackets, Book #8 (Krac-a-jac)	900	6.00	54.00
Jackets, Book #9 (Krac-a-jac)	8400	6.25	525.00
Jackets, Book #10 (Krac-a-jac)	600	9.00	54.00
Jackets, Book #12 (Krac-a-jac)	200	10.26	20.52
Jackets, Book #14 (Krac-a-jac)	100	12.95	12.95
Labels, Parcel Post	1 doz bks	1.08	1.80
Labels, Pressure Sensitive 3/4 x 1-1/4	2 M	2.60 M	5.20
Labels, Pressure Sensitive 3/8 x 1/4	6 M	2.25	13.50
Labels, Pressure Sensitive 1 x 1-1/2	1000	2.85	2.85
Labels, Pressure Sensitive 2 x 3	1000	10.00	10.00
Labels, Shipping, Imprinted	500	9.65 M	4.95
Ledger Sheets, Cash	100	3.60 C	3.60
Legal Pads, Goldenrod	4 doz	2.40	9.60
Letterhead, Printed Mimeo 8-1/2 x 11	4 reams	4.09	16.36
Letterhead, Printed Opaque 8-1/2 x 5-1/2	5 reams	3.85	17.25
Letterhead, Printed Opaque 8-1/2 x 11	2 reams	8.80	17.60
Markers, Felt	36	.50	18.00
Memo-Slips (P. slips) 3 x 5	8 M	8.50 M	68.00
Multilith Ink - Brown	1/4 lb	1.15	1.15
Multilith Ink, Red	1/4 lb	1.15	1.15
Multilith Masters 10 x 15 Direct	100	9.05	9.05
Multilith Masters - Lib. card	100	9.05	9.05
Multilith Masters - Xerox	200	9.05	9.05
Multilith Pads	2 pkgs	1.90	3.80
"P" Pads 3 x 5	200	9.60	19.20
Paint - Semi Moise - Water Color	1 set	1.60	1.60
Paints, Tempara, Asst. Colors	22	.83	18.26
Paper, Bond - Plain (Opaque)	2 reams	4.20	8.40
Paper, Copy (thin)	1 M	2.20	2.20
Paper, Hammermill Bond Assort. Colors 8-1/2 x 11	4 reams	1.37	6.48
Paper, Hammermill, Offset Vellum 8-1/2 x 11	15 reams	2.46	36.90
Paper, Poster 22 x 28	150	.25 sheet	37.50
Paper, Reader Printer	16	25.75	412.00
Paper, Verifax Copy	2	3.75	7.50
Paper, Verifax Matrix	6	10.00	60.00
Paste, Magic Mend	10 qt	4.25	42.50
Pencils	3 gross	12.00	36.00
Pencils, Golf	5 gross	2.70	13.50
Paper - Construction	30		3.90
Pencils, Red	1 doz	1.80	1.80
Pens, Ball Point	300	.14	42.00
Pens, Ball Point - Red	12	.39	4.68
Pens, Ball Point - Black	12	.39	4.68
Pens - Pentel Marking	60	.49	29.40
Pens, Speedball	20	.20	4.00

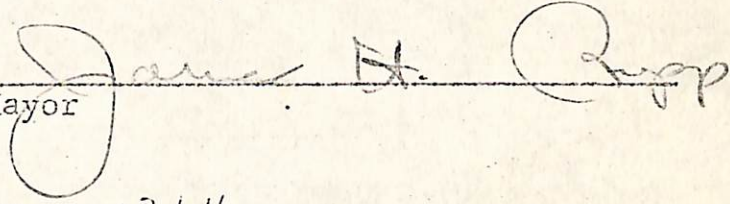
Periodical Call Slips	22 M	2.16	47.52
Plastic Bags - Imprinted	5 M	20.00 M	100.00
Pockets, Book, Imprinted	27 M	8.85 M	238.95
Receipt Book, Large, 4 sets pr page	2	4.95	9.90
Refills for taperaser	4	.79	3.16
Reinforcements - Gummed	600	.35	2.10
Reserve Post Card - Printed - Dill	2 M	8.50	17.00
Reserve Post Card - Printed - Main	8 M	6.90	55.20
Reserve Post Card - Printed - Evans	2 M	7.25	14.50
Ribbons, Charging Machine	18	1.00	18.00
Ribbons, IBM - 1010658	4	2.00	8.00
Ribbons, IBM - Selectric Typewriter	4	1.92	7.68
Ribbons - Smith Corona Typewriter Black	18	1.50	27.00
Ribbons - Typewriter, Smith Corona Portable	6	1.50	9.00
Rubber Banks	3	2.10 lb	6.30
Signals - Cellugraf - Green	200	1.50	3.00
Signals - Cellugraf - Red	600	1.50	9.00
Simflo	2 gal	6.00	12.00
Sponges - Reader Printer	12	.25	3.00
Stamp Pads	14	.75	10.50
Staples, Standard	8	1.15	9.20
Steno Note books	6 doz	2.00	12.00
Tabs, Index	12 box	1.50	18.00
Tags, Key	1 box(50)	1.45	1.45
Tape, Adding Machine	2 doz	3.00	6.00
Tape, Paper 3 in. gummed	6	1.26	7.56
Tape, Hinge	12	3.35	40.20
Tape, Magic Mend 3"	70	1.35	94.50
Tape, Magic Mend 1/2"	10	1.05	10.50
Tape, Mystic 1-1/2" brown	46	3.00	138.00
Tape, Mystic - 1/2" white	60	1.55	93.00
Tape, Reinforcing, Filament	44	1.35	59.40
Thumb Tacks	12	.20	2.40
Book Supports, 5-1/2 x 4-11/16"	100	.40	40.00
Book Supports 9 x 6	50	.82	41.00
Rubber Stamp Rack	1	7.70	7.70
Desk Trays (Mail)	3	3.85	11.55
Waste Baskets	4	5.80	23.20
Book Displayers #316 Gaylord Page 19	15	1.20	18.00
Wire Book Holder #322	3	2.10	6.30
Sign Holders	8		
Name Plates	3		
Princeton Files	12 doz	10.80	129.60
Pamphlet Files	12 doz	10.70	128.40
Book Bags	1 doz	3.25	39.00
	GRAND TOTAL		\$6,324.81

To the Council of the
City of Decatur, Illinois.

Gentlemen:

Consent of the Council is hereby requested for the appointment of Hugh Butler, to fill the unexpired term of Robert West as a member of the City Public Library Board of Directors to serve for a term expiring July 1, 1970.

Respectfully submitted


Mayor

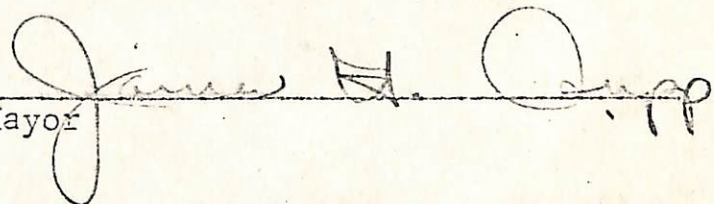
RESOLUTION NO. R-1364

RESOLUTION APPROVING APPOINTMENTS

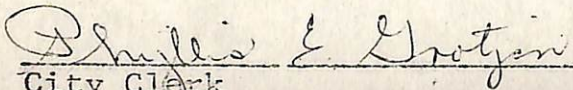
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR,
ILLINOIS:

Section 1. That consent be and it is hereby given to the appointment by the Mayor of Hugh Butler as a member of the City Public Library Board of Directors to serve for a term expiring July 1, 1970.

PASSED and APPROVED this 26th day of February, 1968.


Mayor

Attest:


City Clerk

To the Council of the
City of Decatur, Illinois.

Gentlemen:

Having received your consent, I hereby appoint Hugh Butler as member of the City Public Library Board of Directors to serve for a term expiring July 1, 1970.

Dated February 26, 1968.

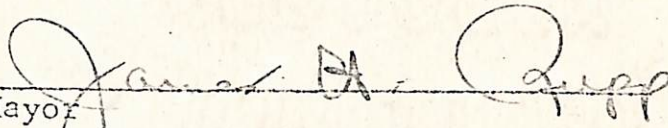

Mayor

To the Council of the
City of Decatur, Illinois.

Gentlemen:

Consent of the Council is hereby requested for the appointment of Mrs. J. A. Bralley, to fill a term as a member of the City Public Library Board of Directors to serve until July 1, 1970.

Respectfully submitted,



Mayor

RESOLUTION NO. R-1363

RESOLUTION APPROVING APPOINTMENTS

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 Mrs. J. A. Bralley as a member of the City Public Library Board of Directors to serve for a term expiring July 1, 1970.

PASSED and APPROVED this 26th day of February, 1968.



Mayor

Attest:



City Clerk

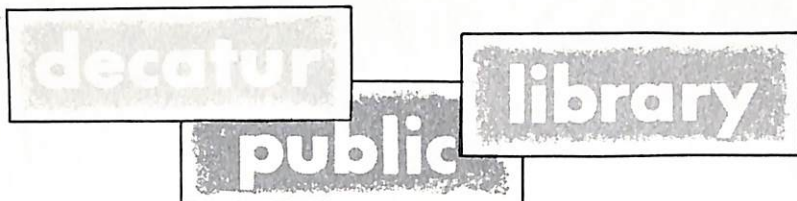
To the Council of the
City of Decatur, Illinois.

Having received your consent, I hereby appoint Mrs. J. A. Bralley as a member of the City Public Library Board of Directors to serve for a term expiring July 1, 1970.

Dated February 26, 1968.



Mayor



ROBERT H. DUMAS, City Librarian

457 NORTH MAIN STREET DECATUR, ILLINOIS 62523

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 15, 1968

- I. CALL TO ORDER
WILLIAM L. OLSEN, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 16, 1968
 - B. SPECIAL BOARD MEETING MARCH 4, 1968
- III. COMMUNICATIONS
- IV. STATISTICAL REPORT
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
 - C. NEW CENTRAL LIBRARY BUILDING
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MR. BUTLER
MR. FREYFOGLE
MR. MILLER
MR. OLSEN
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - MARCH 15, 1968

THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE DECATUR PUBLIC LIBRARY WAS HELD ON MARCH 15, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

MEMBERS PRESENT:

MR. BUTLER
MR. FREYFOGLE
MRS. RUSSELL
MR. SAPPINGTON
MR. SCHUERMAN

MEMBERS ABSENT:

MRS. BRALLEY
MR. MILLER
MR. OLSEN
MR. TEBUSSEK

OTHERS PRESENT:

LINDA HUGHES
(HERALD REVIEW)
MR. DUMAS
MISS SCHWEGMAN

THE MEETING WAS CALLED TO ORDER AT 4:40 P.M. BY MR. SCHUERMAN.

THE MINUTES OF THE REGULAR BOARD MEETING OF FEBRUARY 16, 1968 AND OF THE SPECIAL BOARD MEETING OF MARCH 4, 1968 WERE APPROVED.

MR. DUMAS ANNOUNCED A CONFERENCE FOR ILLINOIS PUBLIC LIBRARY TRUSTEES TO BE HELD MAY 10, 11 AND 12 AT THE UNION BUILDING OF THE UNIVERSITY OF ILLINOIS IN URBANA. THIS CONFERENCE IS FOR LIBRARY TRUSTEES WHO HAVE NOT ATTENDED PREVIOUS CONFERENCES AT URBANA, MONTICELLO OR ALLERTON HOUSE. MR. DUMAS STATED HE WOULD BE HAPPY TO MAKE RESERVATIONS FOR ANY BOARD MEMBER WHO IS INTERESTED IN ATTENDING.

IN COMMENTING ON THE STATISTICAL REPORT FOR THE MONTH, MR. DUMAS STATED THAT THERE WAS NO MARKED DEVIATION FROM THE TRENDS THAT HAVE BEEN SET IN THE PAST. THERE HAS BEEN A SLIGHT INCREASE IN REGISTRATION WHICH IS DIFFERENT BECAUSE WE HAVE BEEN EXPERIENCING A CONSTANT SHRINKAGE IN THE PAST. MR. DUMAS REPORTED THAT WITHIN THE LAST MONTH THERE HAS BEEN A DOUBLING IN THE NUMBER OF RESERVE REQUESTS WHICH ARE NECESSARY TO BE HANDLED. THERE IS AN INCREASE IN THE NUMBER OF TITLES. THIS SEEMS TO INDICATE TWO THINGS: (1) INCREASE IN CIRCULATION AND (2) REFLECTS BETTER SERVICES TO THE PATRONS - PERSONAL CONTACT BY THE STAFF WITH CLIENTELE.

IN CONJUNCTION WITH THE LISTING OF BOOKS WHICH WERE REQUESTED IN THE REFERENCE DEPARTMENT FOR THE MONTHS OF JANUARY AND FEBRUARY 1968, MR. DUMAS POINTED OUT THAT OVER 50% OF THE BOOKS LISTED ARE NOT OWNED BY THE LIBRARY AND THAT THIS SHOWS HOW FAR WE HAVE TO GO IN OUR BOOK COLLECTION TO SERVE THE NEEDS OF THE PEOPLE OF DECATUR AND ALSO INDICATES HOW BADLY WE NEED MONEY FOR BOOKS.

AS A MEMBER OF THE PROPERTIES AND FINANCE COMMITTEE, MR. FREYFOGLE GAVE AN INFORMATIONAL REPORT ON THE SUMMARY OF INCOME AND EXPENDITURES THROUGH FEBRUARY 29, 1968 AND BILLS APPROVED THROUGH FEBRUARY 23, 1968. THE MOTION FOR APPROVAL OF THE REPORT BY MR. FREYFOGLE WAS SECONDED BY MR. SAPPINGTON AND WAS UNANIMOUSLY APPROVED BY A ROLL-CALL VOTE.

MR. FREYFOGLE FURTHER MOVED THAT:

\$100.00 BE TRANSFERRED FROM OBJECT CODE 402, CONTINGENCIES, TO OBJECT CODE 312, JANITORIAL SUPPLIES; AND THAT \$10,000.00 BE TRANSFERRED FROM OBJECT CODE 101, REGULAR SALARIES, TO OBJECT CODE 525, LIBRARY BOOKS.

THE MOTION WAS SECONDED BY MR. SAPPINGTON AND WAS APPROVED.

THE NEXT REGULAR BOARD MEETING IS TO BE HELD APRIL 19, 1968 IN THE BOARD ROOM OF THE MAIN LIBRARY.

THE MEETING WAS ADJOURNED AT 5:25 P.M.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping initial "R".

ROBERT H. DUMAS, CITY LIBRARIAN

FOR SECRETARY OF THE BOARD

STATISTICAL REPORT

March, 1968

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books - 1968 -	22,701	3,639	16,600	42,940	412,363
1967 -	21,578	4,622	17,233	43,433	403,860

DATA PROCESSING

Packs Made:	7,366 - Replacements
	1,548 - For Technical Processes
	<u>108</u> - Newly accessioned
	9,022 - Total

REGISTRATION

Resident	29,095	Non-Resident	6,328
Added	<u>698</u>	Added	<u>129</u>
	29,793		6,457
Withdrawn	<u>892</u>	Withdrawn	<u>111</u>
	28,901		6,346
			<u>35,247</u>

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,672	Books checked in	1,255
New titles added	780	Pamphlets checked in	39
Books transferred	6	Microfilm checked in	10
Books mended	281	Telephone books	17
Books to bindery	271		

REQUISITION AGING REPORT

Purchase Orders have not been received
for the following requisitions as of
March 31, 1968:

February	9
March	<u>21</u>
Total	30

CITY OF DECATUR
March 31, 1968
STATEMENT OF CASH AND INVESTMENTS

<u>Name of Fund</u>	<u>All Funds Cash on Hand (Deficit)</u>	<u>Investments</u>	<u>Fund Balance</u>
General Fund	\$ 125,994.93	\$ 253,689.99	\$ 379,684.92
Water Fund	\$ 84,131.12	\$ 1,724,862.28	\$ 1,809,003.40
<u>Motor Vehicle Parking System</u>			
Revenue Fund	\$ 55,545.39	\$ 223,955.03	\$ 279,500.42
Bond & Interest Fund	14,186.37	152,201.63	166,388.00
Bond Reserve	8,511.41	205,067.20	213,578.61
TOTAL-MOTOR VEHICLE PARKING	\$ 78,243.17	\$ 581,223.86	\$ 659,467.03
M.V.P.S. Acquisition & Construction	\$ 33,845.06	\$ 225,061.10	\$ 258,906.16
<u>Other Agencies</u>			
Civil Defense	\$ 3,140.35	\$ 00.00	\$ 3,140.35
Municipal Band	963.00	00.00	963.00
Playground & Recreation	00.00	00.00	00.00
Public Library	11,798.38	75,000.00	86,798.38
TOTAL-OTHER AGENCIES	\$ 15,901.73	\$ 75,000.00	\$ 90,901.73
Motor Fuel Tax	\$ 115,602.45	\$ 405,000.00	\$ 520,602.45
1963 Street Improvement Bond	\$ 2,585.81	\$ 82,062.22	\$ 84,648.03
1966 Street Improvement Bond	\$ 38,447.38	\$ 2,375,000.00	\$ 2,413,447.38
1963 Traffic Signal Bond	\$ 23,865.61	\$ 30,000.00	\$ 53,865.61
1966 Traffic Control Signal	\$ 12,508.49	\$ 14,000.00	\$ 26,508.49
1966 Bridge Bond	\$ 7,791.11	\$ 50,000.00	\$ 57,791.11
Urban Renewal - Performance	\$ 6,749.30	\$ 30,000.00	\$ 36,749.30
<u>Trust Funds</u>			
Illinois Municipal Retirement	\$ 7,167.60	\$ 00.00	\$ 7,167.60
Public Benefit	14,304.98	10,000.00	24,304.98
Employees Pension	11,947.34	00.00	11,947.34
Withholding Tax	36,886.10	00.00	36,886.10
Right of Way Acquisition	766.34	2,000.00	2,766.34
Unclaimed Rebate	1,856.04	5,000.00	6,856.04
Firemen's Pension	00.00	00.00	00.00
Police Pension	00.00	00.00	00.00
TOTAL-TRUST FUNDS	\$ 72,928.40	\$ 17,000.00	\$ 89,928.40

City of Decatur, Illinois

Decatur Public Library

Bills to be Approved for the Period Ending March 25, 1968:

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
07986	Treasurer-City of Decatur	Payroll	8,924.69
10430	Treasurer-City of Decatur	Reimburse Petty Cash Items	79.45
10431	Superintendent of Documents	Books	6.00
10432	Superintendent of Documents	Books	8.50
10433	College Athletics Pub. Co.	Books	14.00
10434	Library of Congress	Books	500.00
10435	3M Business Products Sales	Office Supplies	2.88
10436	Treasurer-City of Decatur	Payroll	436.24
10437	Illinois Power Co	Electric & Gas Service	312.48
10438	Treasurer-City of Decatur	Payroll	9,178.43
10439	1st National Bank of Decatur	Certificate of Time Deposit	25,000.00
10440	1st National Bank of Decatur	-do-	25,000.00
10441	Postmaster, Decatur	Reimburse Postage Meter	200.00
10442	Marathon Oil Co.	Gasoline	17.99
10443	V O I D		
10444	Treasurer-City of Decatur	Payroll	437.59
10445	Treasurer-City of Decatur %Public Library Fund Pershing National Bank	Transfer Funds, Close Account	1,755.90
10446	V O I D		
10447	R.R.Bowker Co	Personnel Advertising and Books	97.25
10448	Stappenbeck Bookbindery	Book Binding	566.62
10449	Camfield's Disposal Service	Service to 3/1/68	4.00
10450	Industrial Towel Service	February Service	20.09
10451	Decatur Window Cleaning	February Maintenance	1,053.78

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10452	Norman's Laundry	Clean Mops	1.00
10453	3 M Business Products	Office Equipment Maintenance Agreement	65.00
10454	Pitney Bowes Inc.	Postage Meter Rental and Maintenance Agreement	53.60
10455	El Bauer Chevrolet	Vehicle Service and Repair Parts	15.81
10456	Kilborn Motors Inc	-do-	68.04
10457	H.A.Kuhle Co.	-do-	15.30
10458	Interior Planning and Design Service	New Building Program	1,029.54
10459	Illinois Bell Telephone	Phone Service	210.51
10460	Ill. Library Association	Annual Service Fees	88.00
10461	IBM Corporation	Equipment Rental and Data Cards	891.00
10462	Swarts Homes Inc.	Dill Branch Rental-Jan/Feb/Mar.	563.64
10463	Decatur Electric Supply	Lamps	143.47
10464	Westervelt Paper Co.	Paper Towels & Cups	34.50
10465	Kolbeck Electric Co.	Heater Fan Motor	30.04
10466	V O I D		
10467	Fordham Equipment Co	Book Jacket Covers	196.00
10468	Haines & Essick Co.	Office Supplies	99.88
10469	Archway Press	Books	1.00
10470	Arco Publishing Co	Books	12.30
10471	American Car Price Inc	Books	36.00
10472	The Newleader	Books	7.34
10473	N.W.Ayer ' Son Inc	Books	30.00
10474	Bacon Pamphlet Service	Books	62.13
10475	A.E.Bebee	Books	4.00
10476	Baker & Taylor Co	Books	4,420.11

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10477	Robert Bently Inc	Books	18.32
10478	R.R.Bowker Co	Books	7.90
10479	British Book Centre	Books	5.40
10480	British Information Service	Books	5.40
10481	Chicago Industrial Directory Service	Books	40.00
10482	Chicago Tribune	Subscription	26.00
10483	Chilton Books	Books	33.00
10484	Craft & Hobby Books	Books	4.65
10485	Ebsco Industries	Books	15.50
10486	Flintlock Publishing Co	Books	11.56
10487	Follett Publishing Co	Books	3.59
10488	Gale Research Co	Books	33.25
10489	General Microfilms	Microfilm Service	52.83
10490	Samuel A. Greley	Books	4.16
10491	Harvard University Press	Books	6.76
10492	W.S.Heinman Imported Books	Books	7.00
10493	Jossey-Bass Inc	Books	10.39
10494	Libraries Unlimited	Books	3.62
10495	Library Research Assoc.	Books	3.25
10496	Lincoln National Life Foundation	Books	2.00
10497	Manchester Guardian	Books	9.00
10498	Marquis Who's Who	Books	0.85
10499	A.C.McClurg Inc	Books	88.96
10500	McGraw Hill Book Co	Books	14.64
10501	New York Times Library Serv.	Index Renewal	125.00
10502	Earl G. Mead	Books	6.00
10503	National Directory Service	Books	4.15
10504	National Education Assoc.	Books	12.60

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
10505	Pacific Affairs	Books	6.17
10506	Peoria Journal Star	Subscription	28.70
10507	Peter Smith Pub. Co	Books	2.62
10508	Pilot Books	Books	4.00
10509	Publishers Weekly	Books	13.00
10510	Public Affairs Research	Books	2.00
10511	University of Michigan	Books	2.82
10512	Rand McNally Inc	Books	1.68
10513	Sportshelf Inc	Books	3.58
10514	Springer Publishing Co	Books	2.95
10515	New Statesman	Books	15.00
10516	Tatham Stamp & Coi Co	Books	2.00
10517	Thomson Newspaper Ltd.	Subscription	7.50
10518	Steck-Vaughn Co	Books	3.98
10519	University Microfilm	Microfilm Service	67.00
10520	University Interscholastic	Books	1.00
10521	Vital Speeches, Dr.	Books	4.00
10522	V O I D		
10523	West Publishing Co	Books	30.00
10524	Whitney Library of Design	Books	13.95
TOTAL LIBRARY FUND VOUCHERS			<u>\$82,461.83</u>

LIBRARY

MONTHLY FINANCE REPORT
CITY OF DECATUR, ILLINOIS
FOR THE PERIOD

MAY 1ST, 1967 THRU MARCH 31, 1968

1967 - 1968
ELEVENTH MONTH

CITY OF DECATUR, ILLINOIS

MAY 1ST, 1967 THRU MARCH 31, 1968

OTHER AGENCIESACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>REVENUE ITEMS:</u>	<u>ESTIMATED REVENUE</u>	<u>CURRENT MONTH</u>	<u>TOTAL RECEIPTS</u>	<u>UNCOLLECTED ESTIMATED REVENUE</u>	<u>% OF ESTIMATE</u>
Estimated Fund Balance May 1st	76,054.00	0.00	78,443.63	(2,389.63)	103.14
Tax Levy Receipts-Current	317,800.00	0.00	317,031.47	768.53	99.76
Tax Levy Receipts-Prior	4,800.00	0.00	2,584.11	2,215.89	53.84
Fines & Fees	14,500.00	942.31	9,863.27	4,636.73	68.02
Non-Resident Fees	400.00	21.00	294.00	106.00	73.50
Interest on Investments	8,000.00	612.75	4,369.95	3,630.05	54.62
Lost & Damaged Books	600.00	36.28	625.49	(25.49)	104.25
Memorial Books	50.00	0.00	54.64	(4.64)	109.28
Prints Made on Copy Machine	300.00	56.48	329.38	(29.38)	109.79
Postage	200.00	17.41	153.69	46.31	76.85
Miscellaneous	500.00	1,299.03	1,703.75	(1,203.75)	340.75
TOTAL REVENUE	<u>423,204.00</u>	<u>2,985.26</u>	<u>415,453.38</u>	<u>7,750.62</u>	<u>98.17</u>

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1967-1968 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
<u>PERSONAL SERVICES</u>						
940.101	Regular Salaries	211,859.01	0.00	26,250.97	164,712.63	47,146.38
940.107	Hospitalization, Medical, & Life Insurance	3,483.00	0.00	0.00	2,397.63	1,085.37
940.109	Temporary Salaries	23,931.06	0.00	2,072.22	18,151.01	5,780.05
<u>CONTRACTUAL SERVICES</u>						
940.201	Advertising	850.00	0.00	72.00	676.60	173.40
940.202	Printing & Binding	3,950.00	527.77	566.62	2,810.55	611.68
940.211	Service to Maintain Buildings	14,000.00	0.00	1,077.87	12,486.99	1,513.01

ACTIVITY: 940 DECA R PUBLIC LIBRARY

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1967-1968 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
<u>CONTRACTUAL SERVICES</u>						
940.212	Service to Maintain Improvements Other than Buildings	300.00	0.00	4.00	117.63	182.37
940.214	Service to Maintain Office Equipment	709.00	10.00	97.00	571.69	127.31
940.215	Service to Maintain Automotive Equipment	850.00	45.00	61.33	631.14	173.86
940.221	Auditing Service	600.00	0.00	0.00	585.00	15.00
940.229	Other Professional Services	20,500.00	0.00	1,029.54	3,810.80	16,689.20
940.231	Electricity	3,000.00	0.00	330.47	2,731.32	268.68
940.233	Telephone & Telegraph	2,446.00	0.00	210.51	2,246.22	199.78
940.241	Travel Expense	1,000.00	0.00	0.00	848.65	151.35
940.244	Freight & Cartage	200.00	0.00	0.00	0.00	200.00
940.245	Postage	1,380.00	0.00	205.84	1,367.59	12.41
940.284	Professional & Technical Service Fees & Costs	458.00	0.00	88.00	455.00	3.00
940.288	Rentals	12,826.00	0.00	1,263.24	9,799.71	3,026.29
<u>COMMODITIES</u>						
940.310	Gas, Oil, & Anti-Freeze	300.00	0.00	3.30	174.91	125.09
940.312	Janitorial Supplies	125.00	0.00	8.34	22.47	102.53
940.320	Materials to Maintain Buildings and Other Improvements	1,900.00	0.00	105.09	1,900.00	0.00
940.324	Materials to Maintain Automotive Equipment	425.00	0.00	66.14	416.17	8.83
940.330	Medical & Laboratory Supplies	10.00	0.00	0.00	10.00	0.00
940.345	Office Supplies	5,900.00	0.00	396.98	5,900.00	0.00
<u>OTHER CHARGES</u>						
940.402	Contingencies	1,775.00	0.00	242.20	242.20	1,532.80
940.423	Other Insurance	1,035.00	0.00	0.00	1,032.49	2.51
TOTAL - OPERATING EXPENDITURES		<u>313,812.07</u>	<u>582.77</u>	<u>34,151.66</u>	<u>234,098.40</u>	<u>79,130.90</u>

ACTIVITY: 940 DECATUR PUBLIC LIBRARY

<u>OBJECT CODE NO.</u>	<u>OBJECT OF EXPENDITURES</u>	<u>1967-1968 BUDGET AND APPROPRIATION</u>	<u>PURCHASE ORDERS OUTSTANDING</u>	<u>EXPENDITURES CURRENT MONTH</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>UNENCUMBERED BALANCES</u>
<u>CAPITAL OUTLAY</u>						
940.515	Office Machinery and Equipment	2,360.00	191.00	0.00	1,953.72	215.28
940.520	Other Machinery and Equipment	1,729.00	976.59	0.00	520.03	232.38
940.525	Library Books	67,500.00	3,393.30	5,900.51	53,802.29	10,304.41
TOTAL - CAPITAL OUTLAY		<u>71,589.00</u>	<u>4,560.89</u>	<u>5,900.51</u>	<u>56,276.04</u>	<u>10,752.07</u>
GRAND TOTAL		<u>385,401.07</u>	<u>5,143.66</u>	<u>40,052.17</u>	<u>290,374.44</u>	<u>89,882.97</u>