DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Libra

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 20, 1986

I. CALL TO ORDER
MARSHALL SUSLER, PRESIDENT

II. APPROVAL OF MINUTES

A. REGULAR BOARD MEETING JANUARY 16, 1986

III. CITY LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES:

A. FINANCE AND PROPERTIES
1. Approval of Bills
2. Approval of Proposed Budget
3. Awarding of Computer Bid
4. Awarding of Telephone System Bid

B. PERSONNEL AND PUBLIC RELATIONS
1. Amendment to Policy Code

C. SEARCH COMMITTEE

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Jackson
Mrs. Lutovsky
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Seidman
Mr. Sorensen
Mr. Susler (Tentative)

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Trustees Meeting - February 20, 1986

The regular meeting of the Board of Trustees of the Decatur Public Library was held February 20, 1986 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Lutovsky	Mrs. Alpi	Mr. Dumas
Mr. Mueller	Mrs. Jackson	Mr. Scholtz
Mrs. Murphy		Miss Schwegman
Mrs. Rossiter		Dick Zaber, H & R
Mr. Seidman		
Mr. Sorensen		
Mr. Susler		

The meeting was called to order at 4:40 p.m. by the President, Marshall Susler.

The minutes of the regular meeting of January 16, 1986 were approved as printed and mailed.

Mr. Susler welcomed new board member, Lucy Murphy, stating these are interesting and exciting times now as we have a lot of things going on.

In his monthly report to the Board, Mr. Dumas informed that circulation was up 22.3% over January of 1985 since 9,000 circulations were from December 1985, when the computer was down due to air conditioning problems. Combining December and January, 1986 and comparing this total to the same period in 1985 shows approximately a 9% gain.

Further reporting, Mr. Dumas stated it has been decided that time spent checking VCRs on the VCR player is not productive. Of the 33 titles reported to have problems in 1985, only three had to be replaced, and these could have been detected visually. Thus the ever-increasing turnaround time required to check the tapes will be eliminated and the VCRs will be inspected by sight for any possible damage.

Continuing, Mr. Dumas stated a year and a half ago the Library received as a gift a campaign poster of Abraham Lincoln and we put it in the Local History Room. The paper of the poster was in very poor condition due to age so we sent it to the SIU Library to be deacified, mended, and restored for a cost of approximately $18.00. Mr. Dumas estimated the monetary value of the poster at about $1,000.

Mr. Dumas stated he has now placed an order for an OCLC station looking forward to the next fiscal year. The money for the station was originally budgeted to acquire a software package from CLSI in order to automate the acquisition routines in the Order Department; however, it was concluded this procedure as it presently exists would not meet our needs. Alternatively, the money was used to purchase the work station.

It was announced by Mr. Dumas that Ms. Shirley Apley has now joined the Staff as Head of the Home Reading Department. She is self confident and knowledgeable, and will be introduced to the Board after she has had a chance to get her feet on the ground, Mr. Dumas concluded.

As Chairman of the Finance and Properties Committee, Mrs. Rossiter moved the approval of Library bills through January 31, 1986, Mr. Mueller seconded the motion, and it was unanimously approved by roll-call vote.

Mrs. Rossiter further moved that the proposed budget for FY 1986/1987 be approved as submitted and forwarded to the City Council. Mr. Sorensen seconded the motion and it was approved. Mr. Dumas noted that the money to be expended for the OCLC project as budgeted will be taken from the Per Capita Grant fund.

Continuing, Mrs. Rossiter moved that the bid of Inacomp Computer Center of Decatur, dated January 31, 1986, to supply an IBM AT personal computer, peripheral equipment, Lotus Symphony software, and staff training for $6,588 be accepted. Mr. Sorensen seconded the motion. Mr. Susler asked why we are getting this computer and Mr. Dumas responded so that we can address the collections activity and the strength of various circulation increments of the collection. We can compare the size of the collection with the extent of circulation so we can determine the turnover. The motion as seconded was approved.

Mrs. Rossiter further moved that the bid of AT & T, dated January 21, 1986, to supply a Merlin 1030 telephone system for $8,085.42 installed be accepted. Mr. Mueller seconded the motion. Mr. Dumas stated he had recommended this as the second lowest bid as AT & T is well known for the quality of their products, and will probably be around as long as we are. Mr. Dumas further reported that only one company addressed each item of the specifications and none of the others made any reference to the specifications at all. It was Mr. Susler's contention that none of the bids was acceptable or satisfactory, and he recommended the motion be tabled. After further discussion, the motion was voted upon and defeated. It was the consensus of those present that all telephone system bids submitted be rejected and the request for proposals be re-advertised.

As a member of the Personnel and Public Relations Committee, Mrs. Lutovsky moved that Article III, Personnel, of the Code of Library Policy be amended in Paragraph F, Section 2(b)iii (page 32A) by substituting for "$17.75 per bi-weekly pay period" the amount of "$33.00 per bi-weekly pay period". and that this change be made retroactive to December 1, 1985. Mrs. Rossiter seconded the motion, and it was adopted. Mr. Dumas noted that this brings the Library in line with City benefits. Mrs. Lutovsky commented that the Committee had decided to postpone a systematic review of the Policy Code until a new City Librarian is in place.

Reporting for the Search Committee, Mrs. Lutovsky informed a procedure calendar has been drawn up for her Committee to follow, with a verbal offer and a written offer being made to a prospective City Librarian by the end of June, and a target date of a new Director assuming duties by August 1. Mrs. Lutovsky advised that input on qualifications being sought for the position, possible interview questions, etc. are being solicited from the full Board, as well as from the DPL Staff Association.

Under Old Business, Mr. Seidman commented since he has been and will be travelling a great deal, that perhaps another DPL representative to the RPL Board would be in order. Mrs. Lutovsky volunteered to so represent the Board, which matter will be left to the President for decision.

At 6:05 p.m. Mr. Susler asked the Board to convene in Executive Session. The regular meeting was reconvened for adjournment at 6:45 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian
For Secretary of the Board

STATISTICAL REPORT

January, 1986

CIRCULATION

	Adult	Youth	Juvenile	Total	12 Months to Date
Total Books, 1986 -	35,000	2,632	26,421	64,053	652,199
1985 -	30,558	2,122	21,271	53,951	624,159
A-V Materials, 1986 -	8,194	--	479	8,673	71,180
1985 -	5,278	--	222	5,500	49,454
Total Circulation, 1986 -	43,194	2,632	26,900	72,726	723,379
1985 -	35,836	2,122	21,493	59,451	673,613

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,369	Books checked in	1,309
New titles added	415	Telephone Directories	1
Books withdrawn	709	Pamphlets	152
Books mended	1,429	Gifts	128

Materials in the State of Processing

Materials (physical items) - 531
Titles - 421

FINANCIAL REPORT

	Budgeted	YTD Expended 1984/85	YTD Expended 1985/86	Unencumbered
Personal Services	1,279,022	871,334	941,043	337,979
Operating	260,642	149,109	145,079	115,563
Capital and Books	270,800	226,172	187,831	82,969

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	7	--	--	7
Library Assistants	8 + 5 (520 hrs)			8 + 5 (520 hrs)
Clerical	23 + 19 (1732 hrs)	--	1	24 + 18 (1782 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: Head, Home Reading; General Services Librarian

Computer Down-time for Month: 7 hours, 30 minutes

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/86 THRU 01/31/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
30885	POSTMASTER	POSTAGE	500.00
30890	TREAS PAYROLL FUND	PAYROLL	39,029.77
30902	G K HALL & CO	BOOKS	20.00
30985	TREAS %MED INS ESCROW	INSURANCE	2,946.16
30986	TREAS %NON MED INS ES	BOILER INSURANCE	126.00
30987	TREAS %NON MED INS ES	WORKERS COMP	1,530.00
30988	TREAS-%UNEMPLOYMENT FD	UNEMPLOYMENT	928.33
30989	TREAS GNL OPERATING FUND	ADM, SUPUPLIES	1,682.23
30990	AT&T	TELEPHONE CHARGES	412.11
30991	CHRISTIANITY TODAY	BOOKS	35.00
30992	DAY'S PAINT	PAINT	68.99
30993	DURA-LINE PRODUCTS	COMPUTER RIBBON	4.90
30994	EDWARD R HAMILTON	BOOKS	216.64
30995	EDWARD R HAMILTON	BOOKS	216.64
30996	HERALD & REVIEW	ADVERTISING	7.59
30997	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	611.05
30998	ILL STATE GEOLOGICAL SURV	BOOKS	4.95
30999	MELVIN ELECTRONICS INC	OFFICE SUPPLIES	3.58
31000	NADA	BOOKS	40.00
31001	OTIS ELEVATOR CO	ELEVATOR MAINT	276.11
31002	PEORIA JOURNAL STAR INC	BOOKS	124.28
31003	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	18.54
31004	STATE JOURNAL REGISTER	BOOKS	98.80
31005	SUFFOLK MARKETING	AUDIO VISUAL	42.92
31006	WASTE HAULING	DISPOSAL SERVICE	16.50
31026	ILL POWER CO	POWER FOR MONTH	3,737.22

TOTAL OF ALL VOUCHER CHECKS = 52,698.31

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/86 THRU 01/31/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
31053	POSTMASTER	POSTAGE	24.10
31062	XEROX CORP	MACHINE RENTAL	1.77
31066	SOUTHERBY PRODUCTIONS INC	AUDIO VISUAL	106.00
31081	TREAS PAYROLL FUND	PAYROLL	46,464.29
31152	AT&T	BOOKS	39.00
31153	AMER GEOGRAPHICAL	BOOKS	15.00
31154	AMERICAN LIBRARY ASSN	ADVERTISING	40.00
31155	BILYEU'S PAINT & GLASS	GLASS	58.46
31156	BOOKS ON TAPE	AUDIO VISUAL	12.45
31157	CHILDRENS MAGAZINE GUIDE	BOOKS	25.00
31158	CREDIT BUREAU OF DECATUR	BOOKS	100.00
31159	DAVENPORT FILMS	AUDIO VISUAL	123.00
31160	DENVER POST	BOOKS	96.00
31161	DIRECTORY SERVICE CO	BOOKS	16.50
31162	DUN'S MARKETING	BOOKS	352.50
31163	EBONY-JOHNSON PUBL CO	BOOKS	88.00
31164	EDWARDS FILMS	AUDIO VISUAL	97.50
31165	FINANCIAL ANALYSTS DP 8	BOOKS	81.00
31166	GREANIAS AND BOOTH	SERVICES RENDERED	10.00
31167	HERALD & REVIEW	BOOKS	93.98
31168	INGRAM BOOK CO	AUDIO VISUAL	54.95
31169	ILLINOIS TIMES	BOOKS	20.00
31170	INTL HISTORICAL FILMS	AUDIO VISUAL	298.00
31171	JAN SAN SUPPLY CO	JANITORIAL	330.73
31172	LIBRARY OF CONGRESS	BOOKS	849.00
31173	LIBRARIAN'S VIDEO SERV	AUDIO VISUAL	56.00
31174	LONG'S ELECTRONICS	CAMERA	798.44
31175	MTI TELEPROGRAMS INC	AUDIO VISUAL	84.00
31176	MALJACK PRODUCTIONS INC	AUDIO VISUAL	322.96
31177	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	8.80
31178	MISSION SERVICE SUPPLY	RECORDER, ETC	1,018.00
31179	MULTIGRAPHICS	OFFICE SUPPLIES	114.05

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
31180	NEW DIMENSION FILMS	AUDIO VISUAL	95.95
31181	NEWSWEEK	BOOKS	364.00
31182	NORSTAR	AUDIO VISUAL	77.00
31183	OCEANIC SOCIETY	BOOKS	30.00
31184	PANTAGRAPH PRINTING	BOOKS	80.00
31185	POPULAR PHOTOGRAPHY	BOOKS	65.94
31186	PUBLISHER'S CENTRAL BUR	AUDIO VISUAL	30.84
31187	RANDOM HOUSE DEPT 9249	AUDIO VISUAL	190.73
31188	JAMES C SCHOLTZ	AUDIO VISUAL	15.89
31189	SENTINEL PEST CONTROL	PEST CONTROL 1 YR	240.00
31190	SUPT OF DOCUMENTS	BOOKS	76.00
31191	TIME-LIFE VIDEO	AUDIO VISUAL	101.23
31192	TREAS CENTRAL SERVICE FND	GASOLINE	210.05
31193	VIDEO ART INT	AUDIO VISUAL	82.70
31194	VIKING CHEMICALS	CHEMICALS	74.33
31195	THE VOICE	BOOKS	40.00
31196	WOODSMITH	BOOKS	10.00
31197	WORLD BOOK ENCYCLOPEDIA	BOOKS	16.95
31198	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	210.42
31199	TREAS %NON MED INS ES	PROPERTY & AUTO IN	7,133.25
31373	TREAS PETTY CASH FUND	REIMBURSEMENT	55.74
31385	TREAS %MED INS ESCROW	INSURANCE COSTS	1,525.00
31404	TREAS ILL MUNI RETIREMENT	RETIREMENT	12,773.69
31417	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	32.49
31443	XEROX CORP	COPIES	1.77

TOTAL OF ALL VOUCHER CHECKS = 75,333.45

CITY OF DECATUR, ILLINOIS

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01/01/86 THRU 01/31/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
31053	POSTMASTER	POSTAGE	24.10
31062	XEROX CORP	MACHINE RENTAL	1.77
31066	SOUTHERBY PRODUCTIONS INC	AUDIO VISUAL	106.00
31081	TREAS PAYROLL FUND	PAYROLL	46,464.29
31152	AT&T	BOOKS	39.00
31153	AMER GEOGRAPHICAL	BOOKS	15.00
31154	AMERICAN LIBRARY ASSN	ADVERTISING	40.00
31155	BILYEU'S PAINT & GLASS	GLASS	58.46
31156	BOOKS ON TAPE	AUDIO VISUAL	12.45
31157	CHILDRENS MAGAZINE GUIDE	BOOKS	25.00
31158	CREDIT BUREAU OF DECATUR	BOOKS	100.00
31159	DAVENPORT FILMS	AUDIO VISUAL	123.00
31160	DENVER POST	BOOKS	96.00
31161	DIRECTORY SERVICE CO	BOOKS	16.50
31162	DUN'S MARKETING	BOOKS	352.50
31163	EBONY-JOHNSON PUBL CO	BOOKS	88.00
31164	EDWARDS FILMS	AUDIO VISUAL	97.50
31165	FINANCIAL ANALYSTS DP 8	BOOKS	81.00
31166	GREANIAS AND BOOTH	SERVICES RENDERED	10.00
31167	HERALD & REVIEW	BOOKS	93.98
31168	INGRAM BOOK CO	AUDIO VISUAL	54.95
31169	ILLINOIS TIMES	BOOKS	20.00
31170	INTL HISTORICAL FILMS	AUDIO VISUAL	298.00
31171	JAN SAN SUPPLY CO	JANITORIAL	330.73
31172	LIBRARY OF CONGRESS	BOOKS	849.00
31173	LIBRARIAN'S VIDEO SERV	AUDIO VISUAL	56.00
31174	LONG'S ELECTRONICS	CAMERA	798.44
31175	MTI TELEPROGRAMS INC	AUDIO VISUAL	84.00
31176	MALJACK PRODUCTIONS INC	AUDIO VISUAL	322.96
31177	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	8.80
31178	MISSION SERVICE SUPPLY	RECORDER, ETC	1,018.00
31179	MULTIGRAPHICS	OFFICE SUPPLIES	114.05

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/86 THRU 01/31/86

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
31458	T S COMMUNICATIONS	TELEPHONE CHARGES	18.05
31534	AMER BOOK PRICES CURRENT	BOOKS	81.35
31535	ATLANTA JOURNAL	BOOKS	59.90
31536	AUDIO BUFF CO INC	AUDIO VISUAL	150.20
31537	BAKER & TAYLOR CO	BOOKS	1,425.14
31538	BAKER & TAYLOR CO	BOOKS	11,257.23
31539	BLACK & CO	HARDWARE	68.04
31540	BODINE ELECTRIC	BOILER REPAIR	43.50
31541	R R BOWKER	BOOKS	256.00
31542	LETA BURCH	ART SUPPLIES	17.09
31543	BECK'S ENGRAVING	OFFICE SUPPLIES	16.97
31544	CONGRESSIONAL DIGEST	BOOKS	42.00
31545	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	195.79
31546	ENCOUNTER PRODUCTIONS	AUDIO VISUAL	102.90
31547	EXIT CONTROL TRAINING	AUDIO VISUAL	60.00
31548	GPN	AUDIO VISUAL	514.01
31549	GAYLORD BROS	OFFICE SUPPLIES	16.05
31550	EDWARD R HAMILTON	BOOKS	60.91
31551	HELM INC	BOOKS	19.75
31552	VICTOR HOTHO & CO	AUDIO VISUAL	35.22
31553	HOUSTON CHRONICLE	BOOKS	158.40
31554	INDIANAPOLIS STAR & NEWS	BOOKS	62.00
31555	INGRAM BOOK CO	AUDIO VISUAL	141.28
31556	ANN KIRBY	REPAIR SERVICE	15.50
31557	KENNEL REVIEW	BOOKS	45.00
31558	LEARNING COPR OF AMER	AUDIO VISUAL	394.00
31559	LINKON'S	AUTO PARTS	31.78
31560	MTI TELEPROGRAMS INC	AUDIO VISUAL	80.00
31561	MALJACK PRODUCTIONS INC	AUDIO VISUAL	118.27
31562	MEANS SERVICE CENTER	LAUNDRY SERVICE	11.34
31563	MULTIGRAPHICS	OFFICE SUPPLIES	129.00
31564	NATL REVIEW	BOOKS	68.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
31565	NU AIR FILTER CO	FILTERS	106.65
31566	PITNEY BOWES	METER RENTAL	104.00
31567	READER'S DIGEST FND BLIND	BOOKS	8.95
31568	REGENT BOOK CO INC	BOOKS	59.02
31569	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	35.73
31570	TICA INC	REPAIR SERVICE	336.05
31571	TRAVEL/HOLIDAY	BOOKS	35.00
31572	VIDEO REVIEW	BOOKS	12.97
31573	DON WAGNER STEAM 'N VAC	VACUUM PARTS	44.13
31574	WAIT'S	ART SUPPLIES	1.50

TOTAL OF ALL VOUCHER CHECKS = 16,438.67

MAY 1, 1985 THRU JAN 31, 1986

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1985	500,300.00	0.00	500,051.62	248.38	
101	CURRENT YEAR TAXES	1,400,000.00	55,443.78	1,312,389.48	87,610.52	
106	REPLACEMENT TAX	90,000.00	8,473.13	75,176.16	14,823.84	
524	INTEREST ON INVESTMENTS	55,000.00	19,425.85	51,219.67	3,780.33	
728	LIBRARY FINES & FEES	31,000.00	3,704.08	25,761.08	5,238.92	
728A	NON-RESIDENT FEES	5,500.00	829.46	5,425.30	74.70	
729	LOST & DAMAGED BOOKS	3,000.00	219.10	2,012.45	987.55	
730	PRINTS MADE ON COPY MACHINE	900.00	97.98	839.62	60.38	
733	ILL ST PER CAPITA GRANT	93,900.00	0.00	0.00	93,900.00	
799	MISCELLANEOUS INCOME	3,000.00	7,819.22	18,088.81	15,088.81-	
	TOTAL REVENUE	2,182,600.00	96,012.60	1,990,964.19	191,635.81	91.22

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	1,067,953.00	0.00	82,593.24	755,377.56	312,575.44	
102 A	STRAIGHT OVERTIME	2,000.00	0.00	31.84	740.57	1,259.43	
103	RETIREMENT FUND	162,115.00	0.00	12,773.69	113,969.85	48,145.15	
105	WORKMEN'S COMPENSATION	18,360.00	0.00	1,530.00	13,770.00	4,590.00	
106	ENEMPLOYMENT COMPENSATION	11,140.00	0.00	928.33	8,354.97	2,785.03	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	34,220.00	0.00	4,376.66	27,189.94	7,030.06	
107 A	GROUP LIFE INSURANCE	1,134.00	0.00	94.50	850.50	283.50	
109	TEMPORARY SALARIES	27,548.00	0.00	2,751.48	20,790.78	6,757.22	
201	ADVERTISING	500.00	0.00	47.59	593.67	93.67-	
202	PRINTING & BINDING	4,500.00	0.00	0.00	2,626.78	1,873.22	
211	SERVICE TO MAINTAIN BUILDINGS	12,000.00	0.00	2,060.39-	5,444.10	6,555.90	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	36.50	246.50	253.50	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	18,000.00	0.00	2,878.40	13,889.15	4,110.85	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,000.00	0.00	0.00	512.90	1,487.10	
221	AUDITING SERVICES	500.00	0.00	0.00	0.00	500.00	
229	OTHER PROFESSIONAL SERVICES	2,000.00	0.00	10.00	200.00	1,800.00	
231	ELECTRICITY	70,000.00	0.00	3,737.22	43,089.34	26,910.66	
233	TELEPHONE	12,950.00	0.00	1,284.12	10,994.72	1,955.28	
234	WATER	650.00	0.00	0.00	450.46	199.54	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	3,780.00	0.00	11.80	2,269.63	1,510.37	
245	POSTAGE	7,300.00	0.00	680.58	5,366.01	1,933.99	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,465.00	0.00	0.00	1,579.00	114.00-	
288	RENTALS	6,000.00	0.00	6.12-	3,029.31	2,970.69	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	210.05	1,625.97	874.03	
312	JANITORIAL SUPPLIES	2,300.00	0.00	348.26	1,305.91	994.09	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	11,000.00	0.00	400.84	7,378.87	3,621.13	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	40.58	1,583.23	83.23-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	20,000.00	0.00	539.74	18,731.03	1,268.97	
402	CONTINGENCIES	2,052.00	0.00	0.00	0.00	2,052.00	
403	TRANS TO G F (ADMIN SERV)	20,176.00	0.00	1,681.34	15,132.06	5,043.94	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1985 THRU JAN 31, 1986

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
413	SERVICE RECOGNITION PAYROLL	1,848.00	0.00	117.50	1,340.00	508.00	
423	INSURANCE	9,637.00	0.00	7,259.25	7,259.25	2,377.75	
499	SMALL CAPITAL ITEMS	2,031.00	0.00	0.00	429.50	1,601.50	
	TOTAL OPERATING EXPENDITURES	1,539,664.00	0.00	122,297.00	1,086,121.56	453,542.44	70.54
515	OFFICE MACHINERY & EQUIPMENT	25,800.00	0.00	1,816.44	13,202.44	12,597.56	
525	LIBRARY BOOKS RECORDS & EXHIBITS	200,000.00	0.00	16,095.77	143,203.56	56,796.44	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	3,328.00	31,424.76	13,575.24	
	TOTAL CAPITAL OUTLAY	270,800.00	0.00	21,240.21	187,830.76	82,969.24	69.36
	TOTAL EXPENDITURES	1,810,464.00	0.00	143,537.21	1,273,952.32	536,511.68	70.37

MAY 1, 1985 THRU JAN 31, 1986

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1985	98,969.00	0.00	96,619.57	2,349.43	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST INCOME	10,000.00	2,538.80	5,937.19	4,062.81	
	TOTAL REVENUE	108,969.00	2,538.80	102,556.76	6,412.24	94.12

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	10,000.00	0.00	403.50	3,023.66	6,976.34	30.24
	TOTAL EXPENDITURES	10,000.00	0.00	403.50	3,023.66	6,976.34	30.24

MAY 1, 1985 THRU JAN 31, 1986

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1985	89,714.00	0.00	88,842.57	871.43	
524	INTEREST ON INVESTMENTS	10,500.00	2,395.03	5,554.60	4,945.40	
	TOTAL REVENUE	100,214.00	2,395.03	94,397.17	5,816.83	94.20

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	10,000.00	0.00	4.94	250.20	9,749.80	2.50
	TOTAL EXPENDITURES	10,000.00	0.00	4.94	250.20	9,749.80	2.50

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

MAY 1, 1985 THRU JAN 31, 1986

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1985	3,773.00	0.00	2,213.73	1,559.27	
524	INTEREST SAVINGS	0.00	59.84	138.63	138.63-	
	TOTAL REVENUE	3,773.00	59.84	2,352.36	1,420.64	62.35

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,773.00	0.00	0.00	0.00	3,773.00	0.00
	TOTAL EXPENDITURES	3,773.00	0.00	0.00	0.00	3,773.00	0.00

MAY 1, 1985 THRU JAN 31, 1986

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1985	2,472.00	0.00	2,529.84	57.84-	
524	INTEREST ON INVESTMENTS	300.00	76.27	155.91	144.09	
799	MISC INCOME	900.00	946.80	946.80	46.80-	
	TOTAL REVENUE	3,672.00	1,023.07	3,632.55	39.45	98.93

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,500.00	0.00	0.00	319.56	3,180.44	9.13
	TOTAL EXPENDITURES	3,500.00	0.00	0.00	319.56	3,180.44	9.13

DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

February 20, 1986

Honorable Mayor and City Council
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

Lady and Gentlemen:

Herewith is the proposed budget for the Public Library for FY 1986/1987.

Full expenditure of this budget will result in a decline in the fund balance on May 1, 1987 to approximately $157,700.

The Finance and Properties Committee of the Library will appreciate the opportunity to explain the budget request and the program it supports to the Council at its convenience.

The Board of Trustees thanks the Council for its consideration of the Library needs of the community.

Yours truly,

Marshall Susler

Marshall Susler, President
Library Board of Trustees

MS/hs

cc: Leslie Allen, City Manager
Ron Lappi, Finance Director

FORM NO. 12 ANNUAL BUDGET PREPARATION WORKSHEET FISCAL YEAR FY86-87

FUND 20 DECATUR PUBLIC LIBRARY

REVENUE CLASSIFICATION	ACTUAL REVENUE FY84-85	BUDGET REVENUE FY85-86	EST.ACTUAL REVENUE FY85-86	REVENUE ESTIMNT FY86-87
FUND BALANCE				
30001000 BEGINNING FUND BALANCE	602,102	500,052	500,052	438,143
TAXES				
30100107 PROPERTY TAX-LIBRARY	1 207 185	1 400 000	1 400 000	1 400 000
INTER GOVERNMENTAL REVENUE				
30200104 REPLACEMENT TAX	126,015	90,000	109,500	110,000
30200107 STATE GRANTS OR OTHER	50,194	93,900	93,939	93,939
TOTAL INTER GOVERNMENTAL REVENUE	176,209	183,900	183,939	218,939
FINES AND FEES				
30500509 LIBRARY FINES AND FEES	31,744	31,000	33,000	33,000
30500510 LIBRARY NON-RESIDENT FEES	6 620	5 500	6 000	6 900
30500511 LIBRARY LOST AND DAMAGED BOOKS	3,061	3,000	2,700	2,700
TOTAL FINES AND FEES	41 425	39 500	41 700	42 600
INVESTMENT INCOME				
30700101 INVESTMENT INTEREST	67,869	55,000	47,000	45,000
30700102 POOLED INTEREST	0	0	0	
TOTAL INVESTMENT INCOME	67,869	55,000	47,000	45,000
OTHER INCOME				
30800899 MISCELLANEOUS INCOME	43,282	3,900	18,769	18,000
FUND TOTAL	2,138,072	2,182,352	2,210,950	2,147,682

FORM NO. 12 ANNUAL BUDGET FISCAL YEAR FY86-87

FUND 20 DECATUR PUBLIC LIBRARY

DIVISION DECATUR PUBLIC LIBRARY DIVISION NO 40000

EXPENDITURE CLASSIFICATION	ACTUAL EXPEND. FY84-85	BUDGET EXPEND FY85-86	EST.ACTUAL EXPEND. FY85-86	FINAL BUDGET FY86-87
PERSONAL SERVICES				
100 REGULAR SALARIES	935 303	1 067 953	1 044 900	1 178 517
101 OVERTIME	1 054	2 000	905	1 090
102 TEMPORARY SALARIES	21 880	27 548	27 100	27 356
104 RETIREMENT-IMRF	135 661	162 115	153 100	182 318
111 GROUP LIFE INSURANCE	0	1 134	1 134	1 215
112 HOSPITAL AND MEDICAL INSURANCE	31 963	34 220	34 220	46 789
113 UNEMPLOYMENT COMPENSATION	10 382	11 140	11 140	0
114 WORKERS COMPENSATION	5 112	18 360	18 360	21 672
115 SERVICE RECOGNITION	1 630	1 848	1 848	2 013
TOTAL PERSONAL SERVICES	1 142 986	1 326 318	1,292,707	1 460 970
CONTRACTUAL SERVICES				
201 ADVERTISING	441	500	800	800
202 PRINTING AND BINDING	4 522	4 500	3 950	7 025
210 SERV TO MAINT BUILDINGS	9 550	12 000	12 000	12 000
211 SERV TO MAINT IMPROVEMENTS	333	500	500	900
212 SERV TO MAINT AUTO EQUIPMENT	1 619	2 000	2 000	2 000
213 SERV TO MAINT OFFICE EQUIP	16 896	18 000	18 000	20 800
231 ELECTRICITY	62 571	70 000	64 500	65 000
232 Gas	17 086	12 950	14 000	5 000 12 000
233 TELEPHONE				
234 WATER	591	650	675	700

238 AUDITING SERVICES	---,---,---	---,---,500	---,---,500	---,---,500
241 CONFERENCES AND OTHER TRAVEL	---,---,4 057	---,---,3 780	---,---,2,257	---,---,4 962
245 POSTAGE	---,---,6 071	---,---,7 300	---,---,7 300	---,---,7 800
272 Tuition	---,---,1,595	---,---,2 000	---,---,500	---,---,1 200
280 OTHER PROFESSIONAL SERVICES	---,---,1 590	---,---,1,465	---,---,1 579	---,---,1 580
284 PROFESSIONAL MEMBERSHIP FEES	---,---,4 875	---,---,6 000	---,---,4 500	---,---,16 170
289 RENTAL-EQUIPMENT				
TOTAL CONTRACTUAL SERVICES	---,---,131 299	---,---,142 145	---,---,125 961	---,---,159 437

241 CONFERENCES AND OTHER TRAVEL	4 057	3 780	2,257	4 962
245 POSTAGE	6 071	7 300	7 300	7 800
272 Tuition				1 200
280 OTHER PROFESSIONAL SERVICES	1,595	2 000	500	1 000
284 PROFESSIONAL MEMBERSHIP FEES	1 590	1,465	1 579	1 580
289 RENTAL-EQUIPMENT	4 875	6 000	4 500	16 170
TOTAL CONTRACTUAL SERVICES	131 299	142 145	125 961	159 437

FORM NO. 12 ANNUAL BUDGET FISCAL YEAR FY86-87

FUND 20 DECATUR PUBLIC LIBRARY

DIVISION DECATUR PUBLIC LIBRARY DIVISION NO 40000

EXPENDITURE CLASSIFICATION	ACTUAL EXPEND. FY84-85	BUDGET EXPEND FY85-86	EST.ACTUAL EXPEND. FY85-86	FINAL BUDGET FY86-87
COMMODITIES				
310 GASOLINE	1 982	2 500	2 200	2 100
311 LUBRICANTS		0	0	200
312 JANITORIAL SUPPLIES	2 298	2 300	2 300	2 500
313 ANTIFREEZE		0	0	100
320 MATERIALS TO MAINT BLDGS	10 182 10	11 000 5	11 000 5	12 000 5
331 MEDICAL SUPPLIES				
337 MATERIAL TO MAINT AUTO EQUIP	1 571	1 500	2 500	2 600
345 OFFICE SUPPLIES	19 721	20 000	22 500	25 000
TOTAL COMMODITIES	35 763	37 305	40 505	44 505
OTHER CHARGES				
400 CONTINGENCIES		2 052		3 000
415 TRANSFER TO GENERAL FUND	20 216	20 176	20 176	21 892
423 GENERAL LIABILITY INSURANCE	10 147	9 637	9 637	7 224
499 SMALL CAPITAL ITEMS	3 047	2 031	2 031	1 275
418 Auto Insurance	0	0	0	3 726
420 Boiler Insurance	0	0	0	128
425 Property Insurance	0	0	0	1 479
TOTAL OTHER CHARGES	33 410	33 896	31 844	38,722
CAPITAL OUTLAY				
510 Automotive Equipment				12 000
515 OFFICE MACHINERY AND EQUIPMENT	66 321	25 800	29 400	29 287
525 BOOKS RECORDS AND EXHIBITS	183 613	200 000	200 000	200 000
526 AUDIO-VISUAL MATERIALS	44 129	45 000	45 000	45 000
TOTAL CAPITAL OUTLAY	294 063	270 800	274 400	286 287
FUND TOTAL	1 638 021	1 810 464	1 765 417	1 989 921

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.100

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporary salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes	Dependent Insurance Coverage No
City Librn	Dumas						45,748	20	x	
Asst Cty Librn	Seidl	28-D	1,497.92	5	1,572.61	21	40,514	11	x	
Admin Secty	Schwegman	15-F	875.61	26			22,766	20		x
Admin Clerk	Wheeler	11-F	720.53	26			18,734	18		x
T.S. Clk I	Kikolla	9-C	564.42	17	592.69	9	14,929			x
Staff Artist	Burch	12-F	756.57	26			19,671	7	x	
Maint. Man	Richardson	20-F	1,117.65	26			29,059	7	x	
Bldg Custod	Matthews	11-F	720.53	26			18,734	8		x
Sr Bldg Custod	Kay	12-F	756.57	26			19,671	6		x
Lib Asst	Berbaum	18-F	1,013.69	26			26,356	20		x
Lib Asst	Voorhees	18-F	1,013.69	26			26,356	13		x
Lib Asst	Johnson	18-F	1,013.69	26			26,356	16		x
Lib Asst	Merideth	18-F	1,013.69	26			26,356	11	x	

Total Regular Salaries - Account 100	335,250		
Total Temporary Salaries - Account 102			
TOTAL SALARIES			
Service Recognition in Years		157	
Dependent Coverage Totals			Yes 5 / No 8

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.100

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporary salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes	Dependent Insurance Coverage No
Lib Asst	Roelleke	18-E	965.53	22	1,013.69	4	25,296	5	x	
Home Read Lib	Apley	22-B	1,039.03	20	1,064.53	6	27,168			x
Asst Home Read	Vacant	20-E	1,064.53	26			27,678			x
Gen Serv Libn	Vacant	20-A	919.53	13	942.57	13	24,207			x
Ref. Libn	Merrick	22-E	1,173.53	2	1,232.30	24	31,922			x
YA/AV Libn	Scholtz	20-D	1,013.69	2	1,064.53	24	27,576		x	
Head Page	Durbin	5-F	537.57	26			13,977	5		x
Page	Zerfowski	3-F	487.57	26			12,677	6		x
Lib Clk Supvr	Anderson	16-F	919.53	26			23,908	14		x
Lib Clk II	Edwards	11-F	720.53	26			18,734	6	x	
Lib Clk I	Willis	9-E	622.34	3	653.46	23	16,897	5		x
Lib Clk I	Mruz	9-C	564.42	4	592.69	22	15,297			x
Page	Trout	3-F	487.57	26			12,677			x

Total Regular Salaries - Account 100	278,014		
Total Temporary Salaries - Account 102			
TOTAL SALARIES			
Service Recognition in Years		41	
Dependent Coverage Totals		Yes 3	No 10

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.100

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporary salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes	Dependent Insurance Coverage No
Bkmo Clk Drv	Fetrow	11-F	720.53	26			18,734	13		x
Bkmo Clk Drv	Brown	11-D	653.46	25	686.07	1	17,023			x
Lib Asst	McGregor	18-F	1,013.69	26			26,356	14		x
Lib Asst	Roberts	18-F	1,013.69	26			26,356	14		x
Ext. Libn	Serber	22-B	1,039.03	6	1,064.53	20	27,525		x	
Ext Clk	Crawford	11-F	720.53	26			18,734	19		x
Child Libn	Gross	22-B	1,039.03	5	1,064.53	21	27,550		x	
Lib Asst	Dwyer	18-D	965.53	17	1,013.69	9	25,537	5	x	
T.S. Clk I	Stanbery	9-F	653.46	26			16,990	10	x	
Catalog Clk I	Flannell	9-C	564.42	6	592.69	20	15,240			x
Catalog Clk I	Turner	9-D	592.69	15	622.34	11	15,736			x
Catalog Clk I	White	9-B	550.92	4	564.42	22	14,621			x
Catalog Clk II	Brooks	11-F	607.46	26			18,734	9		x
			Total Regular Salaries - Account 100				269,136			
			Total Temporary Salaries - Account 102							
			TOTAL SALARIES							
			Service Recognition in Years					84		
			Dependent Coverage Totals						Yes 4	No 9

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.100

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporary salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes	Dependent Insurance Coverage No
T.S. Clk II	Colebar	11-F	607.46	26			18,734	17		x
T.S. Clk III	Williams	13-F	794.30	26			20,652	29		x
Page	Gentry	3-F	487.57	26			12,677	10		x
Page	Fouke	3-F	487.57	26			12,677	6		x
Catalog Libn	Hadley	22-F	1,232.30	26			32,040	12		x
Cataloger	Inman	20-F	1,117.65	26			29,059	9		x

Total Regular Salaries - Account 100	125,839		
Total Temporary Salaries - Account 102			
TOTAL SALARIES Full Time 100	1,008,239		
Service Recognition in Years		83	
		Yes	No
Dependent Coverage Totals			6

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.100

Prepare this form for each activity in your department requesting a personal service budget. Group and tota regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporar salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes/No	
TS Clk ½ time	Penne	9-F	326.73	26			8,494	15		x
TS Clk ½ time	Cook	9-D	296.34	26			7,705	5		x
TS Clk ½ time	Vacant	9-A	268.78	26			6,988			x
Lib Clk ½ time	Irvin	9-F	326.73	26			8,494	11		x
Lib Clk ½ time	Trebacz	9-F	326.73	26			8,494	14		x
Lib Clk ½ time	Irons	9-F	326.73	26			8,494	9		x
Lib Clk ½ time	Trusner	9-D	296.34	12	311.17	14	7,912	6		x
Lib Clk ½ time	Kennedy	9-C	282.21	26			7,337			x
Lib Asst ½ time	Law	18-C	437.80	26			11,383			x
Lib Asst ½ time	Mills	18-C	437.80	26			11,383			x
Lib Asst ½ time	Shroyer	18-D	459.76	26			11,954	5		x
Lib Asst ½ time	Robinson	18-D	459.76	8	482.76	18	12,368	5		x
Lib Asst ½ time	Arnold	18-D	459.76	26			11,954	5		x

Total Regular Salaries - Account 100	122,960			
Total Temporary Salaries - Account 102				
TOTAL SALARIES				
Service Recognition in Years		½ 75		
Dependent Coverage Totals			Yes	No 13

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.100

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporary salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes	Dependent Insurance Coverage No
Page ½ time	Gregory	3-D	221.11	4	232.17	22	5,992			x
Page ½ time	Nims	3-E	232.17	26			6,036			x
Page ½ time	Collins	3-F	243.78	26			6,338	19		x
Page ½ time	Parish	3-D	221.11	14	232.17	12	5,882			x
Bldg Cus ½ time	Kupish	11-E	343.03	4	360.26	22	9,298			x
Lib Drvr ½ time	Van Praag	11-B	303.73	9	311.17	17	8,023			x
Page ½ time	Vacant	3-D	221.11	26			5,749			x

Total Regular Salaries - Account 100	47,318		
Total Temporary Salaries - Account 102			
TOTAL SALARIES Half Time 100	170,278		
TOTAL SALARIES 100	1,178,517		
Service Recognition in Years		19	
Dependent Coverage Totals			Yes / No

ANNUAL BUDGET

Form No. 1 — Personnel Services — Fiscal Year: 86/87

FUND: _____ DEPARTMENT: DECATUR PUBLIC LIBRARY

DIVISION: _____ DIVISION NO. 940.102

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees and temporary employees separately. Totals for regular salaries (Account 100), temporary salaries (Account 102), and summer salaries (Account 103) must agree with those accounts on Form 12.

Official Job Classif.	Name or Vacant	Pay Grade and Step	Biweekly Rate at 05/01/86	# of Pay Periods	New Biweekly Rate (if Applicable)	# of Pay Periods	Total Salary 1986-87	Service Recon. in Years	Dependent Insurance Coverage Yes	Dependent Insurance Coverage No
Page pt time	Breeze	3-A	150.30	26			3,908			x
Page pt time	Aikman	3-A	150.30	26			3,908			x
Page pt time	German	3-A	150.30	26			3,908			x
Page pt time	Heger	3-A	150.30	26			3,908			x
Page pt time	Klinger	3-A	150.30	26			3,908			x
Page pt time	Smith	3-A	150.30	26			3,908			x
Page pt time	Shriver	3-A	150.30	26			3,908			x

Total Regular Salaries - Account 100		
Total Temporary Salaries - Account 102	27,356	
TOTAL SALARIES 100 and 102	1,205,873	
Service Recognition in Years		
Dependent Coverage Totals		Yes / No

ANNUAL BUDGET

Form No. 2 — Personnel Services - Overtime — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No: _____

Prepare this form for each activity in your department requesting overtime pay in the personal services category. The total for overtime pay must agree with Account 101 on Form 12.

Job Classification	Average Pay Rate	Estimated Hours	Total Overtime Pay Requested	Justification for Overtime
Library Driver	7.78	140	1,090	Increase in step increment plus COl change in salary scale
Total Overtime (Account 101)				

ANNUAL BUDGET

Form No. 3 — Fringe Benefits — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No: _____

	Base Amount/#	Rate	Whole Dollars
Account 104 - Retirement/IMRF			
A. Total Salaries & Overtime (Acct. 100/101)	1,179,607	15.29%	180,362
B. Total Temporary Salaries (Acct. 102/103)	27,356	7.15%	1,956
Total Retirement (Acct. 104 on Form 12)			182,318
Account 111 - Group Life Insurance			
A. Total # of Employees	65	$27/yr.	1,755
B. Total Management Salaries		$7.56 per $1,000	
Total Group Life (Acct. 111 of Form 12)			1,755
Account 112 - Hosp. & Medical Insurance (Include each employee on 1 line only)			
# of Employees - Without Dependent Coverage	53	$ 810.95	42,980
Dependent Coverage			
# of Management Employees		2,849.06	
# of General Service Employees	12	1,668.95	20,027
# of Police Union Employees		2,072.99	
# of Fire Union Employees		1,923.23	
Total Hosp. & Medical Insurance (Account 112 on Form 12)			20,027
Account 113 - Unemployment Comp.			
Salaries of Full & Part Time Employees (Account 113 on Form 12)		0	0
Account 114 - Worker's Compensation		Dept. Rate	
Total # of Full & Part Time Employees (Account 114 on Form 12)	72	301	21,672
Account 115 - Service Recognition			
# of Years from Form 1	402½	$5.00/yr.	2,013

ANNUAL BUDGET

Form No. 5 — Conference and Other Travel — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No: _____

Account 241 - Conference and Other Travel

Conference Name, Location and Dates Name of Person Attending Conference	Travel	Hotels and Motels	Registration	Other	Total
American Library Association					
New York, June 28-July 3, 1986					
Board President	438	350	45	185	1,018
City Librarian	438	350	45	185	1,018
Staff Member	438	350	45	185	1,018
American Library Association					
Mid-Winter Conference					
Chicago, Jan 18-23, 1987					
Board President	146	350	45	185	726
City Librarian	146	350	45	185	726
Illinois Library Association					
Springfield, April, 1987					
Board President	32		30	90	152
City Librarian	32		30	90	152
Staff Member	32		30	90	152
	1,702	1,750	315	1,195	

Total Conference and Other Travel (Account 241 on Form 12) 4,962

ANNUAL BUDGET

Form No. 6 — Membership and Publications — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No: _____

Account 284 - Professional Membership Fees

Organization Name	Employee(s) Name	Cost
American Library Association	Institutional	920
" " "	City Librarian	110
Illinois Library Association	Institutional	310
	City Librarian	64
	Trustees (9)	176
Total Professional Membership Cost (Account 284 on Form 12)		1,580

Account 302 - Publications

Publication Name	Cost
Total Publications (Account 302 on Form 12)	

ANNUAL BUDGET

Form No. 9 — Incremental Budget Request — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No: _____

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x Budget Request for New Work Program

_____ Budget Request to Expand Present Work Program

DESCRIPTION AND JUSTIFICATION

Computerization of Technical Services initiated in 1985/86 will proceed funded largely by the Illinois per capita grant. Affiliation with the OCLC bibliographic utility contemplates the eventual replacement of the present card catalog access to Library collections by an electronic, on-line catalog. The on-line catalog will greatly improve the efficiency of Technical Services: it is estimated that at the present volume of work that automation of access will result in the reduction of catalog staff by two catalog clerks. OCLC is an on-line network of more than 4,900 libraries that pool bibliographic data for the general benefit of its members. Access to this resource virtually eliminates the need for original cataloging in a library the size of Decatur Public Library. While the card catalog in the Library is being maintained, OCLC will supply printed catalog

(continued next sheet)

LINE ITEM DETAIL INFORMATION

Line Item Account No.	Line Item Account Title Detail Description	Detail Amount	Total Amount
202*	Off line catalog card production @ $ .0515 ea: 7000 titles x 7 cards x .0515 =		2,525
213*	Model M300 work station maintenance @ $38.00 per month		455
213*	OCLC terminal service fee @ $28.00 per month		335
253	Telecommunications charges @ $234.61 per month		2,815
289*	OCLC modem lease and maintenance @ $65.00 per month		780
289*	First time use cataloging data		10,290
515*	OCLC/CLSI Interface		11,000
		TOTAL	$28,190

*Per Capita Grant expenditure

Continuation of Form No. 9 narrative:

cards at a cost far less than DPL can produce them. These cards are shipped in alphabetical order eliminating time consuming preliminary sorting. An interface with the Library's CLSI data base allows automatic transfer of bibliographic records to this data base, eliminating the need for double processing: once for the catalog card, a second time for the data base. The time saved by efficiency resulting from OCLC will be used for retrospective conversion and expansion of the Library's bibliographic records to the national standard of the Library of Congress MARC record, a necessity prior to going on-line with an electronic catalog.

ANNUAL BUDGET

Form No. 11 — 12 Month Budgetary Spreadsheet — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No.: _____

Directions: Spread Budgeted Amount in Whole Dollars

Object Code	Description	Total Budget Request	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
100	Regular Salaries	1,178,517	98,210	98,210	98,210	98,210	98,210	98,210	98,210	98,210	98,210	98,210	98,210	98,210
101	Regular Overtime	1,054	88	88	88	88	88	88	88	88	88	88	88	88
102	Temporary Salaries	27,356	1,823	1,823	1,823	1,823	1,823	1,823	1,823	1,823	1,823	1,823	1,823	1,823
104	IMRF	182,318	15,193	15,193	15,193	15,193	15,193	15,193	15,193	15,193	15,193	15,193	15,193	15,193
111	Group Life	1,755	146	146	146	146	146	146	146	146	146	146	146	146
113	Medical Insurance	20,027	1,669	1,669	1,669	1,669	1,669	1,669	1,669	1,669	1,669	1,669	1,669	1,669
114	Unemployment Comp.	0												
115	Service Recognition	2,013	225	90	147	168	305	215	90	95	125	173	193	188
201	Advertising	800	Contingent on need.											
202	Printing and Binding	7,025	500	700	950	700	700	700	785	650	335	335	335	335
210	Service to Maintain Bldgs	12,000	800	800	800	800	1,200	900	900	800	800	1,250	1,700	1,250
211	Improvements	900	50	50	50	50	50	50	50	50	50	50	350	50
212	Auto Equipment	2,000	167	167	167	167	167	167	167	167	167	167	165	165
213	ice Equipment	20,800	135	135	4,931	135	135	4,931	135	135	4,931	135	135	4,931

ANNUAL BUDGET

Form No. 11 — 12 Month Budgetary Spreadsheet — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No.: _____

Directions: Spread Budgeted Amount in Whole Dollars

Object Code	Description	Total Budget Request	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
231	Electricity	65,000	5,000	8,000	8,000	8,000	8,000	8,000	8,000	1,000	2,400	2,400	2,400	3,800
232	Gas	5,000	250	250	250	250	400	500	550	550	550	550	500	400
233	Telephone	12,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
234	Water	700	58	58	58	58	58	58	58	58	58	58	58	62
238	Auditing	500	--	500	--	--	--	--	--	--	--	--	--	--
241	Conferences	4,962	--	--	3,054	--	--	--	--	--	--	1,452	--	456
245	Postage	7,800	650	650	650	650	650	650	650	650	650	650	650	650
272	Tuition	1,200	Expenditures contingent upon staff requests and approval.											
280	Other Professional Serv	1,000	80	80	80	80	80	80	80	80	80	80	80	80
284	Professional Memberships	1,580	--	--	--	--	--	--	--	--	1,580	--	--	--
289	Rental Equipment	16,170	1,284	1,342	1,272	1,272	1,342	1,572	1,272	1,342	1,272	1,272	1,642	1,272
310	Gasoline	2,100	175	175	175.	175	175	175	175	175	175	175	175	175
311	Lubricants	200	--	--	50	--	--	50	--	--	50	--	--	50
312	Janitorial Supplies	2,500	62	500	63	62	500	63	62	500	62	63	500	62
313	[illegible]i-Freeze	100	--	--	--	--	--	--	100	--	--	--	--	--

ANNUAL BUDGET

Form No. 11 — 12 Month Budgetary Spreadsheet — Fiscal Year: 86/87

Fund: 940 — Department: DECATUR PUBLIC LIBRARY

Division: _____ — Division No.: _____

Directions: Spread Budgeted Amount in Whole Dollars

Object Code	Description	Total Budget Request	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
320	Mat'ls to Maintain Bldgs	12,000	800	800	800	800	1,200	900	900	800	800	1,250	1,700	1,250
331	Medical Supplies	5	--	--	--	--	--	--	--	5	--	--	--	--
337	Mat'l to Maintain Auto	2,600	225	225	225	225	225	225	225	225	225	225	375	375
345	Office Supplies	25,000	900	5,900	900	900	900	900	5,900	900	900	900	5,100	900
415	Transfer to General Fund	21,892	1,824	1,824	1,824	1,824	1,824	1,824	1,824	1,824	1,824	1,824	1,826	1,826
423	General Liab. Insur	7,224	--	--	--	--	--	--	--	--	7,224	--	--	--
418	Auto Insurance	3,726	--	--	--	--	--	--	--	--	3,726	--	--	--
420	Boiler Insurance	126	--	--	--	--	--	--	--	--	126	--	--	--
421	Property Insurance	1,479	--	--	--	--	--	--	--	--	1,479	--	--	--
499	Small Capital Items	1,275	--	600	675	--	--	--	--	--	--	--	--	--
510	Auto Equipment	12,000	--	--	--	12,000	--	--	--	--	--	--	--	--
515	Office Equipment	29,287	--	--	15,000	11,000	3,287	--	--	--	--	--	--	--
525	Book & Print Materials	200,000	13,000	25,000	25,000	25,000	25,000	25,000	25,000	15,000	15,000	7,000	--	--
526	Audio/Visual Materials	45,000	4,000	700	5,700	5,700	5,700	5,700	3,200	3,200	3,200	2,900	--	--

FORM NO. 12 ANNUAL BUDGET PREPARATION WORKSHEET FISCAL YEAR FY86-87

FUND 92 PUBLIC LIBRARY-TRUSTS

REVENUE CLASSIFICATION	ACTUAL REVENUE FY84-85	BUDGET REVENUE FY85-86	EST.ACTUAL REVENUE FY85-86	REVENUE ESTIMNT FY86-87
FUND BALANCE				
30001921 BEG FUND BAL-CANTONI	0	98,969	96,620	98,190
30001922 BEG FUND BAL-BRECKENRIDGE	97,620	89,714	88,842	93,942
30001923 BEG FUND BAL-BRIDGES	3,667	2,472	2,530	2,180
TOTAL FUND BALANCE	101,287	191,155	187,992	194,312
INVESTMENT INCOME				
30700103 DPL INTEREST-CANTONI TRUST	0	10,000	5,500	7,500
30700104 DPL INTEREST-BRECKENRIDGE	10,928	10,500	5,500	7,000
30700105 DPL INTEREST-BRIDGES TRUST	362	300	150	150
TOTAL INVESTMENT INCOME	11,290	20,800	11,150	14,650
OTHER INCOME				
30800899 MISCELLANEOUS INCOME (Bridges)	954	700	947	900
FUND TOTAL	113,531	212,855	200,089	209,862

FORM NO. 12 ANNUAL BUDGET FISCAL YEAR FY86-87

FUND 92 PUBLIC LIBRARY-TRUSTS

DIVISION DPL-CANTONI TRUST DIVISION NO 41000

EXPENDITURE CLASSIFICATION	ACTUAL EXPEND. FY84-85	BUDGET EXPEND FY85-86	EST.ACTUAL EXPEND. FY85-86	FINAL BUDGET FY86-87
EXPENDITURES				
900 EXPENDITURES	---,---,-0	---,-10,000	---,--3,930	---,-10,000

FORM NO. 12 ANNUAL BUDGET FISCAL YEAR FY86-87

FUND 92 PUBLIC LIBRARY-TRUSTS

DIVISION DPL-BRECKENRIDGE TRUST DIVISION NO 42000

EXPENDITURE CLASSIFICATION	ACTUAL EXPEND. FY84-85	BUDGET EXPEND FY85-86	EST.ACTUAL EXPEND. FY85-86	FINAL BUDGET FY86-87
EXPENDITURES				
900 EXPENDITURES	---,--19,706	---,-10,000	--2,400,---	---,-10,000

FORM NO. 12 ANNUAL BUDGET FISCAL YEAR FY86-87

FUND 92 PUBLIC LIBRARY-TRUSTS

DIVISION DPL-BRIDGES TRUST

DIVISION NO 43000

EXPENDITURE CLASSIFICATION	ACTUAL EXPEND. FY84-85	BUDGET EXPEND FY85-86	EST.ACTUAL EXPEND. FY85-86	FINAL BUDGET FY86-87
EXPENDITURES				
900 EXPENDITURES	2,454	3,500	500	3,500
FUND TOTAL	2,454	3,500	500	3,500