

Finance and Properties Committee Meeting

February 16, 1982

Minutes

Mr. Marshall called the meeting to order at 4:00 p.m. Present were David Marshall, Martin Seidman, Edith Rossiter, Shirley Moore - ex officio, and Robert Dumas. Meeting with the Committee was a delegation from South Wheatland Township Library Board, led by Roger Peterson.

The subject of the Decatur Public Library supplying library service to South Wheatland Township was broached. Mr. Peterson in response to Mr. Marshall's question itemized several considerations which his Board felt should be explored in the discussion, to wit: In order that South Wheatland might develop a core collection that could be used as a basis for their own library in several years, 50% of expenditures would be used to acquire titles that would be the property of South Wheatland Library Board; Any contract negotiated should be over an extended period, perhaps three years; A representative from the South Wheatland Library Board should attend meetings of the Decatur Library Board in order to contribute to discussions of matters affecting their service; South Wheatland Township residents should receive such mailings and other publicity regarding programs as Decatur residents; and, in the event that a branch library is constructed, it is the hope of the South Wheatland Board that consideration be given to a south side location.

Mr. Marshall noted that the question of vesting interest in the book collection could present problems and that the Library did not have a branch under current consideration for the near term, but that the other proposals of the South Wheatland Board should present no problems.

The question of cost of service was then raised and Mr. Marshall presented the cost question as a consideration of equity between residents of Decatur and those of South Wheatland. In presenting the issue he reviewed three approaches that had been considered by the Finance Committee: That the cost be calculated as a per capita cost equivalent to those borne by Decatur residents; that the cost be based on the number of families multiplied by the non-resident fee; or that the cost be based on a levy equivalent to the Decatur library levy. This provided a range from over \$40 per capita to a high of more than \$60. Mr. Marshall recognized the problem in the third instance of exceeding the base maximum levy which would require a referendum and suggested that the original cost be kept within the base maximum levy and that a referendum be scheduled after three or four years when the service had had the chance to justify itself.

South Wheatland members expressed the hope that the costs could be kept closer to the out-of-pocket costs to Decatur of \$23,000 as suggested by Mr. Dumas when he met with their Board in the summer of 1981. Considerable doubt that a referendum to a higher library tax level would be successful was voiced and Mrs. Donna McIntosh raised the question whether such a referendum could have passed in Decatur if the home rule elevation of the levy had not been possible. Mr. Marshall indicated this would have been a problem. Mrs. McIntosh, in addressing the question of equity, remarked the qualitative difference in the tax base in South Wheatland vis-a-vis Decatur in that the property tax in her community derives mainly from farm land rather than from industrial and residential property and raised the issue of whether a farmer should be assessed \$350 for library support. Mr. Marshall agreed to the pertinence of such considerations.

South Wheatland cannot levy for taxes until September of 1982 for revenue to be received in 1983/84. In the meantime that Board hopes to receive \$10,000 in revenue sharing from the Township to finance library service. Action on the request is expected in about a month. Since this amount possibly would not cover a program that re-imbursed each South Wheatland registrant for the Decatur non-resident fee, alternative solutions to problems of near-term financing of library service were solicited and discussed.

The discussion with South Wheatland Library Board members terminated with an agreement that each side would consider the proposals and problems voiced at the meeting, that no specific action be taken at this time and that the two groups would meet again after deliberation of proposals.

Upon departure of the South Wheatland delegation the Finance and Properties Committee continued their meeting with the discussion of the draft budget which had been mailed to them several weeks ago. Mr. Marshall noted that the expenditures total would mean that the fund balance on May 1, 1983 would decline from that on May 1, 1982. The Committee recalled, however, that the levy for 1982/83 was reduced by \$35,000 by Council in the belief that the fund balance was in excess of its needs and could be decreased partially to fund expenditures.

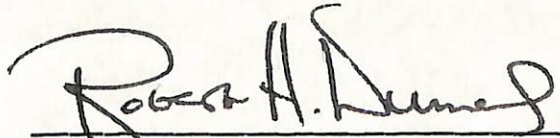
The budget in operational lines represents comparable activity with the current year with the exception being another half-time custodian added to the work force. This will provide for 2½ custodians and may be compared with 3 persons employed in this work in the old building when janitorial services were provided by contract. The old building was 20,000 sq. ft.; the present building is 64,000 sq. ft.

In the capital accounts provision has been made for a delivery van and typewriters, as well as a needed growth in the book budget to remedy the disproportion of operating costs to materials cost, Decatur currently having one of the poorest ratios among the libraries with which it compares. Other capital items are mainly funded from the Illinois per capita grant including a substantial addition to the AV materials budget which will permit the initiation of a video collection. During discussion the Committee also authorized the purchase of video cassettes and video disc players for the purpose of auditioning selections, much as we make similar provision for phono discs and tapes.

The question of the scope of the video collection was raised in the preceding discussion. Mr. Dumas indicated the lack of standardization in the field which some people feel may be true for a decade or more. The Library will follow the advice of those who advocate acquisitions across a limited section of available systems, buying both disc and tape as was done by libraries developing phonodisc collections in the early days of long-playing records. A survey of patrons within the next few weeks will seek to identify the best choice of cassette and disc systems.

After noting Personnel Committee action with respect to job classification of the Maintenance Man, the Committee instructed that the draft budget be modified to reflect that change.

The Committee adjourned at 5:50 p.m.


Robert H. Dumas, City Librarian



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 18, 1982

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 21, 1982
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of January Bills
 - 2. Authorization for Transfer of Title of Evans Branch
 - 3. Approval of Draft Budget, 1982/1983
 - 4. Discussion of Funds Remaining in Bond Account
 - 5. Report on Meeting with South Wheatland Township Library Board
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Approval of Change in Grade of Maintenance Man
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Grieve
Mrs. Jackson
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 18, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held February 18, 1982 in the board room of the main library.

Members Present:

Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler
Ms. Taylor

Members Absent:

None

Others Present:

Ms. Burch
Mr. Dumas
Lori Miller
(Herald & Review)
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the President, Shirley Moore.

The minutes of the regular meeting of January 21, 1982 were approved as printed.

Presenting his monthly report, Mr. Dumas stated as you will recall we had a drop in the December circulation and I was hoping we would come out of the end of January looking a little better because we still had uncounted circulation from December when the machines were down, but it didn't do enough. Circulation dropped this past month $3\frac{1}{2}\%$; however, we are still ahead approximately 5% in the year-to-date figure and it is hoped things will pick up now that the weather is improving.

Continuing, Mr. Dumas advised that the light pens which were reported on their way at the last meeting have now been received, but there is a little problem with one of them. Rolling Prairie has notified us they are going to begin remodeling the 22nd of this month - moving offices downstairs and the computer operation upstairs. This is preparatory to an expansion of the operation to serve other libraries in the area. Therefore, about March 9th or 10th they will move and we can expect to be down for a couple of days at the minimum.

During the month Mr. Marshall called, Mr. Dumas reported, about a Millikin class doing a marketing survey in the community for the Library. We should get the survey done some time this semester and the data collected, and should find out a great deal about readers currently using the Library and those people out in the community who are not using the Library, Mr. Dumas concluded.

Representing the Finance and Properties Committee, Mrs. Rossiter moved that the bills through January 31, 1982 be approved and Mr. Mueller seconded the motion. In discussion, Mrs. Rossiter questioned why such an expensive battery was procured for the 1971 station wagon and Mr. Dumas replied that our Maintenance Man thought it wise to get a strong battery due to the weather and the lack of cranking power. The motion as seconded was unanimously approved by a roll-call vote.

Mrs. Rossiter further moved the adoption of the Resolution authorizing the officers of the Board to execute the Warranty Deed to effect the transfer of the Library's Evans Branch property to the Third United Methodist Church. Mr. Susler seconded the motion and it was approved.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the adoption of the draft budget for fiscal 1982/83 and Mrs. Rossiter seconded the motion. The budget as proposed in the aggregate anticipates a fund balance going into the year of \$383,118, Mr. Marshall noted. That fund balance is the amount we have uncommitted at the end of the fiscal year that can be used to provide funds to pay bills during the first three months of next year until we get tax money; it is not surplus Mr. Marshall explained. Revenue expected for next year is \$1,430,500 most of which is from taxes by virtue of the levy adopted by the Council last September. Expenditures of \$1,472,665 indicate an excess of expenditures over revenues of \$42,000. Continuing, Mr. Marshall stated you will recall when we presented the levy request, the Council had us cut back the levy approximately \$35,000, indicating the fund balance we were carrying was a little high and could be invaded. So that is what we are doing to the tune of \$40,000, which will leave us with a fund balance at the end of fiscal 1982/83 of about \$341,000 representing about three months of expenditures. The 8% salary increase has already been negotiated and the only change in personnel is the addition of a half-time janitor which the City Librarian feels is necessary to maintain the building properly. The purchase of a new van to replace the 1971 station wagon is anticipated, and the book fund is up by \$20,000 to bring the Decatur Library more closely in line with other libraries of its size. The larger portion of the Illinois Per Capita Grant funds received will be used to augment the audio-visual materials budget and into video materials and equipment. Mr. Marshall commented that the Library Per Capita Grant this year of \$45,000 is about twice as much as we have received in prior years - a pleasant surprise - and emphasized that the Library's policy is to plan these expenditures for the year following the year we receive the grant so that we know we have the money available before spending it. The motion for approval of the 1982/83 draft budget, as seconded, was adopted.

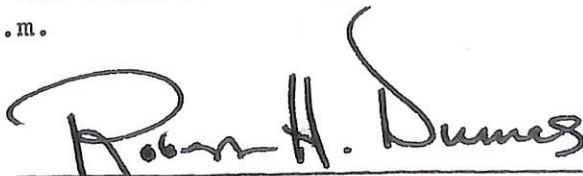
Continuing, Mr. Marshall stated the bonded interest fund, if you will, a separate account and entity through the years to levy taxes to pay off bonds and pay the interest on those bonds on our present building

has reached completion as it was reported at the last meeting that the last payment on those bonds had been made. As a result of the good investments over the years, the amount accumulated from the investment is \$66,000 which is now no longer needed in the bond and interest fund. The City's attorney feels that the \$66,000 ought to be used for capital items and my understanding is that he thinks this ought to happen fairly quickly, Mr. Marshall stated. The \$66,000 will appear on the Library's February financial statement under miscellaneous income. My thought is that we might put that amount along with the \$20,000 to the capital expansion fund already established, Mr. Marshall informed. It is Joe DeMichiel's feeling that at this point the money should be left in the general fund and we will call it to the Council's attention when we present our budget information. Continuing, Mr. Marshall stated he is not recommending a Resolution be passed at this time authorizing the money to go into the special fund, but rather put it on hold until we get a better feel from the City's attorney and financial staff of the Council as to how the money can be used. I am concerned and want the record to show that we do not want the \$66,000 just to be included in the general fund and forgotten because the intent is that the money be used for capital items, Mr. Marshall concluded.

Yesterday the Finance Committee met with the trustees of the South Wheatland Township Library Board to discuss possible DPL library service to that community, Mr. Marshall informed. It was an exploratory communications kind of meeting. We heard from them some of their concerns about any agreement that might be entered into - some of their questions about it - and we responded to them with the ideas talked about at our committee meeting. It was made clear to them we were not ready to make a commitment at this time. The South Wheatland Board is to get back to us after having digested the conversations. One of the specific things they will get back to us with is an amount they think they can afford for library service, Mr. Marshall explained. They do have the ability to levy up to 15¢ and could bring in approximately \$30,000. We have no formal proposal to make at this time, Mr. Marshall stated.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve moved that the Library's Classification and Pay Plan be amended by the reclassification of the Library Maintenance Man to Grade 20 effective with the pay period ending February 24, 1982. Ms. Taylor seconded the motion and it was approved.

There being no further old or new business to come before the Board, the meeting was adjourned at 5:20 p.m.



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

STATISTICAL REPORT

January, 1982

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	27,978	2,301	17,279	47,558	427,810
1981 -	29,685	2,125	18,468	50,278	415,669
A-V Materials, 1982 -	2,521	--	270	2,791	22,551
1981 -	1,723	--	174	1,897	14,244
Total Circulation, 1982	29,499	2,301	17,549	50,349	450,361
1981	31,408	2,125	18,642	52,175	429,913

TECHNICAL PROCESSING

Cataloging

New books added	1,258
New titles added	474
Books withdrawn	606
Books mended	1,166

Acquisitions

Books checked in	1,194
Telephone Directories	71
Pamphlets	600
Gifts	121

Materials in the State of Processing

Materials (physical items) -	729
Titles -	575

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1980/81</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>P.O.'s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	890,099	629,460	686,628	00	203,471
Operating	245,940	117,382	115,153	00	130,787
Capital and Books	191,428	123,580	147,515	00	43,913

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	6	1	--	5
Library Assistants	7 + 6 (480 hrs)	1/2	--	7 + 5 (400 hrs)
Clerical	21 + 15 (972 hrs)	--	--	21 + 15 (998 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services, Reference Librarian, 1/2 Library Assistant I

Computer Down-time for Month - 9 hours

C E R T I F I C A T E

I, _____, Secretary of The Board of Library Directors of the City of Decatur, Illinois hereby certify that the foregoing Resolution is a true and correct copy of a Resolution passed by The Board of Library Directors of the City of Decatur, Illinois at a regular meeting held on February 18, 1982.

DATED this 18th day of February, 1982.

Richard J. Jackson
Secretary, Board of
Library Directors of
The City of Decatur,
Illinois

RESOLUTION

RESOLVED, That for and in consideration of Twenty Thousand Dollars (\$20,000) the Board convey to Third United Methodist Church of Decatur, Illinois, a religious corporation, the following described property, and that the President, Vice-President and Secretary are authorized and directed to execute and deliver a good and sufficient Warranty Deed to effect the transfer:

Lots Nineteen (19) and Twenty (20) in Block Six (6) of Carver's Addition to the City of Decatur as per Plat recorded in Book T at Page 238 of the records in the Recorder's Office of Macon County, Illinois except for the South 75 feet of said lots.

Mail Tax Statement To:

WARRANTY DEED

DOCUMENT NO.

The Grantor, The Board of Library Directors of the City of Decatur, Illinois, 247 East North Street, Decatur, Illinois, conveys and warrants to the Grantee, The Third United Methodist Church of Decatur, Illinois, a religious corporation, 1160 East Locust Street, Decatur, Illinois:

Lots Nineteen (19) and Twenty (20) in Block Six (6) of Carver's Addition to the City of Decatur as per Plat recorded in Book T at Page 238 of the Records in the Recorder's Office of Macon County, Illinois, except for the south 75 feet of said lots. (Except coal and other minerals underlying the surface of said land and all rights and easements in favor of the Estate of said coal and other minerals).

Subject to easements, restrictions and reservations of record, if any.

which is situated in the County of Macon, in the State of Illinois, hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of this State.

Dated this _____ day of _____, 1982.

THE BOARD OF LIBRARY
DIRECTORS OF THE CITY
OF DECATUR, ILLINOIS,
Grantor

By _____

ATTEST:

DOCUMENTARY STAMP
"Exempt under provisions of Paragraph B,
Section 4, Real Estate Transfer Tax Act."

Date _____ Buyer, Seller or Representative

STATE OF ILLINOIS)
) SS
COUNTY OF MACON)

I, _____, a Notary Public in and
for the said County of Macon, DO HEREBY CERTIFY that _____
_____, personally known to me to be the _____
_____ of The Board of Library Directors of the City
of Decatur, Illinois, and _____, personally
known to me to be the _____ of The
Board of Library Directors of the City of Decatur, Illinois, and
personally known to me to be the same persons whose names are
subscribed to the foregoing Warranty Deed appeared before me
this day in person and severally acknowledged that as such
_____ and _____
they signed and delivered the said Warranty Deed as _____
_____ and _____ of The
Board of Library Directors of the City of Decatur, Illinois,
as their free and voluntary act and as the free and voluntary
act of said Board for the uses and purposes therein set forth.

Given under my hand and notarial seal this _____ day of
_____, 1982.

Notary Public

This instrument was prepared by Edward Booth, 330 Millikin Court,
Decatur, Illinois



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



February 22, 1982

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

Gentlemen and Lady:

Enclosed is the proposed budget for the Public Library for the 1982/83 fiscal year, which was approved by the Library's Board of Directors on February 18, 1982.

The following table compares the proposed 1982/83 budget with the 1981/82 budget and with presently estimated results for 1981/82.

	<u>Budget</u> <u>1981/82</u>	<u>Budget</u> <u>1982/83</u>	<u>%</u> <u>Change</u>	<u>Present</u> <u>Est. for</u> <u>1981/82</u>	<u>% Change of</u> <u>1982/83 Bud.</u> <u>vs. Estimates</u> <u>for 1981/82</u>
Beginning Fund Bal.	\$ 312,662	\$ 383,118	22.5%	\$ 322,839	18.7%
Receipts	1,289,900	1,430,500	10.9	1,337,265	7.0
Expenditures	<u>1,327,467</u>	<u>1,472,665</u>	<u>10.9</u>	<u>1,276,986</u>	<u>15.3</u>
Ending Fund Bal.	\$ 275,095	\$ 340,953	23.9%	\$ 383,118	(11.0)%

In addition to the brief explanations of major changes in the 1982/83 budget relative to present estimates for 1981/82 that are included with the enclosed materials, the following comments are presented.

The levy for 1982/83 is 8.1% higher than the 1981/82 levy. Budgeted receipts for 1982/83 are up about 11% from 1981/82 for two reasons. Interest income is forecast to be \$45,000 for all of this year, and \$40,000 for next year, relative to a current year estimate of \$24,000. The Illinois State per capita Grant recently received amounted to \$45,000. Based on prior experience, the estimate for this year was \$20,000. Although this grant is subject to annual appropriation, \$45,000 is also estimated for 1982/83. The Library Board budgets the expenditure of these grant funds for the fiscal year following the year in which they are received, thus the problem that could arise if the grant were reduced or eliminated is avoided. This practice, and the variation in the amount of the grant, complicate year-to-year comparisons however.

February 22, 1982

The total Personal Services budget for 1981/82 totaled \$968,000 (\$890,000 budgeted for object codes 101-109, plus \$78,000 budgeted as contingencies and provided for the expected wage increase). The 1982/83 total Personal Services budget of \$1,049,615 is 8.4% higher to provide for the 8% wage increase, in-grade increments, and a half-time increase in the janitorial staff. The current year expenditures for Personal Services will be less than budget because of temporary staff vacancies caused by turnover. It is the effect of these temporary vacancies that causes most of the relatively large percentage increase of the 1982/83 budget over current estimates for 1981/82.

Also contributing to the expenditure increase are two maintenance-type items: getting a start on the replacement of drapes, and reglazing of second floor windows. The Board believes these are needed items, and does not want to embark on a deferred maintenance strategy that could be more expensive in the long run.

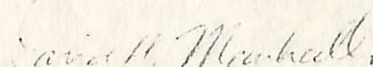
Most of the rest of the percentage increase over current year estimates is accounted for in the capital outlay categories, and results from the \$25,000 increase in the per capita grant. Again it is emphasized that the funds for these items have already been received. The most significant item is the beginning of a video cassette and disc collection.

We presently estimate that the fund balance will increase \$60,000 this year. The budget anticipates a reduction of \$42,000 (11%) in the fund balance next year. The levy approved for 1982/83 was about \$35,000 less than was requested, and it was our understanding that the Council believed that the fund balance could absorb this difference. The Library Board believes that the slight additional reduction in fund balance will not impair the ability to pay bills between the beginning of the fiscal year and the receipt of taxes. The Board also believes that the proposed budget will permit continuation of a high quality public library program and facilities.

If there are questions about any part of the proposed budget, the Finance Committee of the Library Board will be pleased to try to answer them.

Thank you for your support and consideration.

Sincerely,



David H. Marshall, Chairman
Finance and Properties Committee

DHM/hs

Enclosure: Proposed Budget

cc: City Manager

Finance Director

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 BUDGET	1981-1982 RECEIPT-TO-DATE	1981-1982 ESTIMATED	1982-1983 ESTIMATED
	FUND BALANCE MAY 1	186,623.67	266,372.05	312,662.00	322,839.17	322,839	383,118
101	CURRENT YEAR TAXES	991,212.40	1,113,119.85	1,211,500.00	1,194,963.58	1,211,500	1,310,300
101A	PRIOR YEARS TAXES	.00	.00	.00	.00	0	
524	INTEREST ON INVESTMENTS	20,357.93	47,155.62	24,000.00	39,712.14	45,000	40,000
728	LIBRARY FINES & FEES	22,336.15	25,422.02	22,500.00	17,019.40	25,500	25,500
728A	NON-RESIDENT FEES	705.50	1,215.10	1,200.00	2,073.20	3,100	2,500
729	LOST & DAMAGED BOOKS	2,101.28	2,307.85	2,400.00	1,496.69	2,250	2,400
730	PRINTS MADE ON COPY MACHINE	900.08	557.93	800.00	484.45	800	800
733	ILL ST PER CAPITA GRANT	43,728.38	19,087.46	20,000.00	.00	45,115	45,000
799	MISCELLANEOUS INCOME	10,470.79	11,442.96	7,500.00	3,822.56	4,000	4,000
***	ACTIVITY TOTALS ***	1,279,936.18	1,466,680.84	1,602,562.00	1,582,411.19 *	1,660,104	1,813,618

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 BUDGET	1981-1982 RECEIPT-TO-DATE	1981-1982 ESTIMATED	1982-1983 ESTIMATED
	FUND BALANCE MAY 1	56,271.99	62,689.37	68,689.00	68,809.35	68,809	76,553
56	INCOME	.00	.00	.00	200.00	200	0
524	INTEREST ON INVESTMENTS	6,417.38	6,119.98	8,000.00	7,543.99	7,544	7,655
799	MISC INCOME	.00	.00	.00	.00		
***	ACTIVITY TOTALS ***	62,689.37	68,809.35	76,689.00	76,553.34 *	76,553	84,208

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 BUDGET	1981-1982 RECEIPT-TO-DATE	1981-1982 ESTIMATED	1982-1983 ESTIMATED
	FUND BALANCE MAY 1	2,001.36	3,186.07	3,461.00	3,777.82	3,778	2,950
56	REVENUE	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	274.29	1,287.51	400.00	272.44	272	300
799	MISC INCOME	910.42	.00	900.00	.00	900	900
***	ACTIVITY TOTALS ***	=====	=====	=====	=====	=====	=====
		3,186.07	4,473.58	4,761.00	4,050.26 *	4,950	4,150
		=====	=====	=====	=====		

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 APPROPRIATED	1981-1982 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1982-1983	STAFF NOTES
	PERSONAL SERVICES							
101	REGULAR SALARIES	617,037.69	685,817.50	750,120.00	521,627.79	776,400	887,938	
102A	STRAIGHT OVERTIME	.00	.00	150.00	.00	0	150	
103	RETIREMENT FUND	89,963.86	98,546.62	102,923.00	70,714.57	106,367	123,920	
105	Workman's Compensation					0	3,201	
106	EMPLOYMENT COMPENSATION	3,208.29	3,647.18	3,435.00	1,437.66	2,080	3,806	
107	HOSPITALIZATION MEDICAL & LIFE I	15,161.42	15,148.68	16,977.00	12,166.17	18,250	18,520	
109	TEMPORARY SALARIES	13,983.00	16,777.18	16,494.00	11,133.47	16,500	16,421	
* TOTAL PERSONAL SERVICES *		739,354.26	819,937.16	890,099.00	617,079.66	* 919,596	1,053,956	
	CONTRACT SERVICES							
201	ADVERTISING	551.91	349.58	650.00	257.30	400	500	
202	PRINTING & BINDING	4,880.01	4,594.32	5,000.00	3,701.00	5,000	5,500	
211	SERVICE TO MAINTAIN BUILDINGS	10,247.21	9,288.73	10,000.00	6,261.04	10,000	16,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	223.73	885.98	1,000.00	337.57	550	750	
214	SERVICE TO MAINTAIN OFFICE EQUIP	10,211.99	8,701.47	12,000.00	4,628.12	12,000	16,345	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	2,967.48	1,741.71	1,200.00	2,216.05	3,300	2,500	
221	AUDITING SERVICES	650.00	650.00	650.00	650.00	650	650	
229	OTHER PROFESSIONAL SERVICES	1,556.05	1,166.00	1,000.00	595.00	900	1,000	
231	ELECTRICITY	32,921.02	42,104.47	43,000.00	29,220.14	48,000	53,000	
233	TELEPHONE	6,455.94	12,861.70	13,000.00	6,268.92	9,400	10,000	
234	WATER	347.25	440.24	500.00	300.05	450	500	
241	CONFERENCE AND OTHER TRAVEL EXPE	1,820.27	3,881.52	4,476.00	2,481.12	3,180	4,896	
245	POSTAGE	3,698.54	4,022.62	4,000.00	3,349.52	5,025	5,400	
284	PROFESSIONAL ASSOCIATION MEMBERS	1,155.00	1,185.00	1,185.00	985.00	1,400	1,380	
288	RENTALS	4,199.00	5,011.83	5,138.00	3,543.50	5,340	5,705	
* TOTAL CONTRACT SERVICES *		81,905.40	96,385.17	102,799.00	64,794.33	* 105,595	124,126	
*** ACTIVITY TOTALS ***		1,012,564.13	1,163,841.67	1,327,467.00	854,874.00			

COMMODITIES

310	GAS OIL & ANTIFREEZE	1,271.48	1,905.54	1,800.00	1,393.29	2,200	2,500
312	JANITORIAL SUPPLIES	1,843.18	2,162.64	2,500.00	1,309.71	2,500	3,000
320	MATERIALS TO MAINTAIN BLDNGS & I	9,325.68	8,133.44	9,000.00	5,148.92	9,000	16,000
324	MATERIALS TO MAINTAIN AUTOMOTIVE	2,552.58	2,358.22	1,500.00	765.90	1,200	1,500
330	MEDICAL & LABORATORY SUPPLIES	4.61	4.85	5.00	.00	5	5
345	OFFICE SUPPLIES	15,344.57	16,390.98	16,000.00	9,155.69	16,000	16,000
* TOTAL COMMODITIES	*	30,342.10	30,955.67	30,805.00	17,773.51	30,905	39,005

OTHER CHARGES

402	CONTINGENCIES	25.00	36.30	83,272.00	.00		6,000
403	TRANS TO G F (ADMIN SERV)	12,415.00	13,738.00	16,104.00	10,736.00	16,104	16,104
415	SERVICE RECOGNITION PAYROLL	1,171.25	1,227.50	1,460.00	807.50	1,460	1,550

CITY OF DECATUR

1982 - 1983 EXPENDITURE WORKSHEET

12/31/81

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ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1982-1983	STAFF NOTES
423	INSURANCE	9,892.83	12,261.75	11,500.00	9,404.62	12,850	10,300	
* TOTAL OTHER CHARGES	*	23,504.08	27,263.55	112,336.00	20,948.12	30,414	33,954	
CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	.00	30,280.48	.00	.00	0	9,350	
515	OFFICE MACHINERY & EQUIPMENT	11,080.38	27,484.19	40,928.00	30,943.46	40,000	24,715	
520	OTHER MACHINERY & EQUIPMENT	23,682.65	3,289.60	500.00	1,484.99	476	1,500	
525	LIBRARY BOOKS RECORDS & EXHIBITS	94,625.54	119,830.63	140,000.00	95,273.76	140,000	160,000	
525A	AUDIO VISUAL MATERIALS	8,069.72	7,915.22	10,000.00	7,750.79	10,000	30,400	
* TOTAL CAPITAL OUTLAY	*	137,458.29	188,800.12	191,428.00	135,453.00	190,476	225,965	
***	ACTIVITY TOTALS	1,012,564.13	1,163,841.67	1,327,467.00	856,048.62	1,276,986	1,477,006	
LESS RETIREMENT FUND		89,863.86	98,546.62	102,923.00	70,714.57	106,367	123,920	

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 APPROPRIATED	1981-1982 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1982-1983	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	.00	.00	76,689.00	.00	0	0	
*	TOTAL PERSONAL SERVICES *	.00	.00	76,689.00	.00	0	0	
***	ACTIVITY TOTALS ***	.00	.00	76,689.00	.00	0	0	

CITY OF DECATUR

1982 - 1983 EXPENDITURE WORKSHEET

12/31/81

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ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1979-1980 ACTUAL	1980-1981 ACTUAL	1981-1982 APPROPRIATED	1981-1982 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1982-1983	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	.00	695.76	2,000.00	501.27	2,000	2,000	
*	TOTAL PERSONAL SERVICES *	.00	695.76	2,000.00	501.27	2,000	2,000	
***	ACTIVITY TOTALS ***	.00	695.76	2,000.00	501.27	2,000	2,000	

EXPLANATION OF MAJOR INCREASES OR DECREASES
IN REQUESTS

Department: Library

Activity:

Activity No. 940

Submitted by: Decatur Public Library

Date: February 18, 1982

Object	1981-1982 Expenditures (estimated)	1982-1983 Budget Requests	Explanation of Increases or decreases \$1,000 or 10% for accounts over \$100
101	776,400	883,597	Anticipates 8% increase in salary schedule and in-grade increments. Provides for 1 additional half-time janitor. Previous year expenditures less than appropriation due to vacancies and turnover.
103	106,367	123,920	Reflects causes set forth in Code 101.
105	0	3,201	Previously included in Code 423, Insurance.
211	10,000	16,000	Anticipates glazing of 2nd story windows and extension of heat ducts in Technical Services.
231	48,000	52,000	Anticipates continued increase in energy costs.
241	3,180	4,896	No increase in program. Reflects growing cost and under expenditure in current year.
320	9,000	16,000	Reflects increased costs and \$5,000 provision for beginning replacement of Library drapes.
510	0	9,350	Providing for replacement of 1972 delivery wagon.
515	40,000	23,115	Current budget provided for installation of security system
525	140,000	160,000	Reflects increase in cost of materials plus increase in circulation.
525A	10,000	30,400	Includes \$20,400 Illinois per capita grant funds for initiating video collection.

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1982	Total Salary 1982-83	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
City Librarian	Dumas		42,359	42,359	312	.20	80.00	
Secretary	Schwegman	13-F	17,402	17,402		.20	80.00	
Library Clerk II	Wheeler	11-F	15,785	15,785		.20	70.00	
Staff Artist	Burch	12-D	15,031	15,350	312	.20		Step increase 11/26/82
Maint. Man	Richardson	20-F	24,486	24,486		.20		
Sr. Bldg. Custodian	Kay	12-E	15,785	16,423		.20		Step increase 7/3/82
Bldg. Custodian	Matthews	11-D	14,315	14,645				Step increase 11/9/82
Library Asst. I	Berbaum	18-F	22,208	22,208		.20	80.00	
Library Asst. I	Voorhees	18-F	22,208	22,208		.20	45.00	
Library Asst. I	Merideth	18-F	22,208	22,208	312	.20	35.00	
Library Asst. I	Harper	18-F	22,208	22,208		.20	70.00	
Library Asst. I	Johnson	18-F	22,208	22,208		.20	60.00	
Supervisor, Adult Serv.	Poertner	27-C	29,764	31,310	312	.20	35.00	Step increase 4/10/83
Head, Home Read.	Seidl	22-F	26,997	26,997	312	.20	35.00	
Head, Ref. Dept.	Vacant	22-B	22,763	23,043		.20		Step increase 10/1/82
PAGE (Accts. 101, 102 & 109 should be totaled individually.)				338,840	1,560		590.00	
TOTALS								
ACTIVITY GRAND TOTALS								

Budget Form 3

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

101, 102, and temporary salaries (Acct. 109) must agree with those accounts on form 1.								
Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1982	Total Salary 1982-83	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
Head Page	Durbin	5-E	11,215	11,712	312	.20		Step increase 6/8/82
Page	Collins	3-F	10,682	10,682		.20	80.00	
Page	Zer-fowski	3-E	10,173	10,486		.20		Step increase 9/8/82
Library Clerk III	Ander-son	13-F	17,402	17,402		.20	50.00	
Library Clerk II	Ivin	11-F	15,785	15,785		.20	35.00	
Library Clerk I	Tempel	9-F	14,315	14,315		.20	100.00	
Library Clerk I	Edwards	9-C	12,365	12,699		.20		Step increase 10/6/82
Bookmobile Clk Drv. I	Fetrow	11-F	15,785	15,785		3.96	45.00	
Bookmobile Clk Drv I	Wheat-ley	11-D	14,315	14,590		3.96		Step increase 12/7/82
Library Asst. I	Mc-Gregor	18-F	22,208	22,208		.20	50.00	
Library Asst. I	Roberts	18-F	22,208	22,208		.20	50.00	
Extension Librarian	Hicks	22-C	23,322	24,172	312	.20		Step increase 7/29/82
Library Clerk II	Craw-ford	11-F	15,785	15,785		.20	75.00	
Children's Librarian	Hippen-hammer	22-F	26,997	26,997		.20	35.00	
Tech Serv Clerk I	Vacant	9-A	11,777	11,923		.20		Step increase 10/1/82
PAGE	(Accts. 101, 102 & 109 should be							
TOTALS	totaled individually.			246,749	624		520.00	
ACTIVITY GRAND TOTALS								
Budget Form 3								

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Temporary Salaries (Accts. 105) must agree with those accounts on form 1.								
Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1982	Total Salary 1982-83	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.
Tech Serv Clk I	Stanbery	9-D	12,985	13,410		.20	30.00	Step increase 8/9/82
Tech Serv Clk I	Lewis	9-F	14,315	14,315		.20	30.00	
Tech Serv Clk I	Brooks	9-F	14,315	14,315	312	.20	25.00	
Tech Serv Clk II	Colebar	11-F	15,785	15,785		.20	65.00	
Tech Serv Clk II	Sebern	11-F	15,785	15,785		.20	30.00	
Tech Serv Clk III	Vacant	13-A	14,315	14,493		.20		Step increase 10/1/82
Tech Serv Clk III	Williams	13-F	17,402	17,402		.20	125.00	
Page	Gentry	3-F	10,682	10,682		.20	30.00	
Page	Fouke	3-E	10,173	10,622		.20		Step increase 6/9/82
Head Cataloger Supervisor, Tech Serv	Hadley	22-F	26,997	26,997		.20	40.00	
	Vacant	27-A	28,346	28,667		.20		Step increase 10/1/82
PAGE TOTALS	(Accts. 101, 102 & 109 should be totaled individually.)			182,473	312		375.00	
ACTIVITY GRAND TOTALS								

Budget Form 3

Prepare this form for each activity in your department requesting a personal service budget. Group and total regular employees, temporary employees, and overtime charges separately. Totals for regular salaries (Acct. 101), overtime (Acct. 102) and temporary salaries (Acct. 109) must agree with those accounts on form 1.

Official Job Classification								
Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1982	Total Salary 1982-83	Depend. Ins. Cover.	Work Comp. Rate	Service Recog. Years	Explain if total salary is different from annual salary rate. Do not explain general wage increases.	
Tech Serv Clk pt-time	Penne	9-F	7,158	7,158		.20	27.50	
Tech Serv Clk pt-time	Cook	9-A	5,889	6,018		.20		Step increase 6/8/82
Tech Serv Clk pt-time	Werr	9-A	5,889	6,018		.20		Step increase 6/8/82
Lib Clk I pt-time	Trebacz	9-F	7,158	7,158		.20	25.00	
Lib Clk I pt-time	Irons	9-D	6,493	6,493		.20	12.50	
Lib Clk I pt-time	Trusner	9-A	6,035	6,103		.20		Step increase 11/6/82
Lib Clk I pt-time	Willis	9-A	5,889	6,018		.20		Step increase 6/4/82
Bkmobile Drv pt-time	Ryan	11-C	6,818	6,883		3.96		Step increase 2/14/83
Lib. Asst I pt-time	Vacant	18-A	9,136	9,136		.20		
Lib Asst I pt-time	Bockmann	18-C	9,592	9,592		.20		
Lib Asst I pt-time	Shroyer	18-A	9,136	9,312		.20		Step increase 7/21/82
Lib. Asst. I pt-time	Robinson	18-A	9,136	9,303		.20		Step increase 8/6/82
Lib Asst I pt-time	Dwyer	18-A	9,136	9,215		.20		Step increase 12/14/82
Lib Asst I pt-time	Arnold	18-A	9,136	9,215		.20		Step increase 12/17/82
Page pt-time	Heide-man	3-E	5,087	5,096		.20		Step increase 4/16/83
PAGE (Accts. 101, 102 & 109 should be totaled individually.)				112,718			65.00	
TOTALS								
ACTIVITY GRAND TOTALS								

Budget Form 3

Budget Form 3

Budget Form 3

ACCOUNTS 103, 105, 106, 107 and 107A

RETIREMENT - ACCOUNT 103 (Excluding Police & Fire)

TOTAL Acct. 101 & 102 Salaries (Form 3) @ IMRF Rate

\$ 887,938 x 13.90 % = \$ 122,820

TOTAL Acct. 109 (Form 3) @ Social Security Rate

\$ 16,421 x 6.70 % = \$ 1,100

TOTAL RETIREMENT (line 103 Form 1) \$ 123,920WORKMEN'S COMPENSATION - ACCOUNT 105

TOTAL Salaries Work Comp. Group	Group Rate	Total Charges	GRAND TOTAL
862,760	.20%	\$1,726	
	3.96%	1,574	

\$ 3,201UNEMPLOYMENT COMPENSATION - ACCOUNT 106

Number of Employees Earning in Excess of \$7,000 Annually @ \$70

50 x \$70 = \$ 3,500

Salaries of Employees Earning Less Than \$7,000 Annually @ 1%

\$ 30,593 x 1% = \$ 306

GRAND TOTAL (line 106 Form 1) \$ 3,806HOSPITALIZATION & MEDICAL INSURANCE - ACCOUNT 107 (include each employee on only one line)

No. of Employees Without Dependent Coverage	33	x	\$ 359.28	=	11,856	Per Year
No. of Mgmt. Employees carrying Dependent Coverage		x	\$ 1,242.12	=		Per Year
No. of General Serv. Empl. Carrying Dep. Coverage	8	x	\$ 671.28	=	5,370	Per Year
No. of Police Union Empl. Carrying Dep. Coverage		x	\$ 1,242.12	=		Per Year
No. of Fire Union Empl. Carrying Dep. Coverage		x	\$ 1,242.12	=		Per Year

TOTAL HOSPITAL & MEDICAL INS. (Line 107 Form 1)

TOTAL \$ 17,226GROUP LIFE INSURANCE - ACCOUNT 107A

TOTAL No. of Employees 41 x \$ 31.56 Per Year = \$ 1,294

TOTAL Management Salaries \$ x \$ \$1,000/Mo x 12 = \$

TOTAL GROUP LIFE INS. (line 107A Form 1) \$ 1,294

Travel Expense Detail

Accounts 240 and 241

List all travel, conference attendance and training

Department Library Activity: 940

Conference name, location and dates Name of person attending conference	Travel	Hotel & Meals	Registra- tion	Other	TOTAL
American Library Association, Philadelphia, July 10 - 17, 1982					
City Librarian	355	475	40	25	895
President, Board of Directors	355	475	60	25	915
Staff Member	355	475	40	25	895
American Library Association, Midwinter Conference San Antonio, January 8 - 13, 1983					
City Librarian	325	380	30	25	760
Illinois Library Association, Chicago October 28 - 30, 1982					
City Librarian	132	285	35	25	477
President, Board of Directors	132	285	35	25	477
Staff Member	132	285	35	25	477
NOTE: TOTAL ACCOUNTS 240 and 241 INDIVIDUALLY TOTALS MUST AGREE WITH CODES 240 and 241 on Form 1					4,896

ACCOUNT 284

DEPARTMENT Library ACTIVITY 940

ORGANIZATION NAME	EMPLOYEE(S) NAME	COST
American Library Assoc.	Institutional	850
	City Librarian	115
Illinois Library Assoc.	Institutional	230
	City Librarian	50
	Board Members (9)	135
	TOTAL COST	1,380

ACCOUNT 302

DEPARTMENT	ACTIVITY
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PUBLICATION NAME

COST

TOTAL PUBLICATIONS

CAPITAL OUTLAY REQUEST DETAIL

DEPARTMENT Library ACTIVITY 940

Accounts 501, 502, 503, 510, 515, 520, 525, 525A

Use this form to request all capital outlay expenditures. See the expenditure code definitions in your manual for proper account classification. Group and total all requests to the same capital account (all 515, 520 etc.) chargeable to your activity. Complete a separate sheet for requests chargeable to the Equipment Replacement Fund.

Equipment Request	Object Code	Estimated Cost	Trade or Replacement	Request Justification
Delivery van	510	9,350		Replacement for 1972 delivery wagon
(3) Typewriters	515	3,000		Replacement for machines bought in 1968 and 1971
Microcomputer	515	4,800		Ill. Per Capita Grant: for circulation back-up
CRT Terminal	515	3,500		Ill. Per Cap. Grant: back-up for circ., bkmobiles & Technical Services
(2) Microfilm Reader-printers	515	8,151		Ill. Per Cap. Grant: Replacement for 1971 machines
(2) Record-Players and (8) head sets	515	660		Ill. Per Cap. Grant: Replacement for 1971 equipment
(5) Pegboard wall racks	515	504		Ill. Per Cap. Grant: Additional racks to accommodate growing collection
(3) Video storage cabinets	515	2,000		Ill. Per Cap. Grant: for shelving tapes & discs
Film Strip Projector	515	500		Ill. Per Cap. Grant: Replacement
Vacuum sweeper	520	700		Added equipment for better utilization of janitorial staff
Autopage book return	520	800		Replacement
Books	525	160,000		Collection replacement and development
Audio-visual materials	525A	30,400		Includes \$20,400 Ill. Per Cap. Grant to initiate video collections
(2) Video Cassette Players	515	1,200		Illinois Per Capita Grant: to initiate new service
Video Disc Player	515	400		Illinois Per Capita Grant: to initiate new service
		\$225,965		

PAGE TOTAL

Budget Form 6