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

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 11, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING DECEMBER 14, 1973

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER (TENTATIVE)
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JANUARY 11, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held January 11, 1974 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Butler	William Ward (Herald & Review)
Mr. Farrell	Mr. Prince	Mr. Dumas
Mrs. Hedrick	Mr. Robinson	Miss Schwegman
Mr. Holcomb	Mr. Whitacre	
Mr. Lindsay		

The meeting was called to order at 4:30 P.M. by Mr. Farrell.

The minutes of the regular board meeting of December 14, 1973 were approved.

Mr. Dumas stated for the record that the meeting schedule of the Library Board for 1974 has been posted in the library in compliance with the statutes.

It was reported by Mr. Dumas that there was not anything too encouraging about the statistics for this month as all indicators are down, primarily due to the inclement weather during December when the people just did not come out. The bookmobiles were off 4 days because of weather conditions and still showed a slight increase in circulation which is amazing. Mr. Dumas remarked that by and large he was pretty well satisfied with the statistics, and that even though the indicators are down, it is not too discouraging under the circumstances. In book buying, Mr. Dumas stated, the library has been trying to meet current demands instead of adding to the core collection. One year of this limited type buying will not hurt the core collection too badly, but the same thing will happen next year and therefore is bound to show in lowered circulation statistics.

As a member of the Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through December 31, 1973 and bills approved through December 31, 1973. The motion for approval of the report by Mr. Lindsay was seconded by Mr. Holcomb and was unanimously approved by a roll-call vote.

At this time Mr. Farrell read a prepared statement to the board in order to clarify some of the statements made by Mr. Farrell at a public hearing recently held on public library funding in Illinois. In summary, Mr. Farrell's statement read: "Since we are presently levying only 60% of the amount allowable under present legislation it is obvious that in regard to new emergency legislation the Decatur Public Library 'currently has no pressing problem.' However, when we look at our current cash balance it appears that we should have levied more money a year ago."

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved that the central library be closed on Mondays of each week for an indefinite period, effective January 21, 1974. Mr. Holcomb seconded the motion. Mrs. Brandt explained that the Committee makes this motion reluctantly, but that due to budgetary problems foreseen for the next fiscal year, the Committee felt such action to be necessary. The motion was approved.

Mr. Holcomb reported that he had been informed that certain library personnel are soliciting private industry in Decatur for donations of equipment to the library. Mr. Holcomb stated that there had been some negative response to such solicitation. It was suggested by some board members that, since the library is a tax supported institution, solicitation should not be made of industry which is already heavily taxed. Mr. Dumas stated that the library presently has no policy on such solicitation; therefore, Mr. Farrell requested the Policies, Public Relations and Personnel Committee to take the matter under consideration.

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

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	25,318	2,830	12,208	40,356	340,975
1973 -	28,053	3,282	13,752	45,090	342,105

REGISTRATION

Resident	29,268	Non-Resident	978	
Added	1,406	Added	63	
	30,674		1,041	
Withdrawn	1,671	Withdrawn	52	
	29,003		989	29,992

TECHNICAL PROCESSING

Cataloging

New books added	1,274
New titles added	745
Books withdrawn	294
Books mended	695

Acquisitions

Books checked in	1,189
Pamphlets checked in	172
Telephone directories	54
Gifts	20

MAY 1, 1973 THRU JAN 31, 1974

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	192,900.00	0.00	193,025.49	125.49-	
1	TAX LEVY RECEIPTS-CURRENT	445,000.00	0.00	405,844.64	39,155.36	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	3,089.55	12,754.63	3,245.37	
4	NON-RESIDENT FEES	170.00	51.00	272.00	102.00-	
5	INTEREST ON INVESTMENTS	15,000.00	591.78	11,165.76	3,834.24	
7	LOST & DAMAGED BOOKS	900.00	61.50	548.41	351.59	
8	PRINTS MADE ON COPY MACHINE	360.00	33.91	248.13	111.87	
10	MISCELLANEOUS	312.00	876.97	2,534.40	2,222.40-	
	TOTAL REVENUE	675,642.00	4,704.71	626,393.46	49,248.54	92.71

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	390,671.00	0.00	26,243.98	267,341.48	123,329.52	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,313.00	34,056.52	15,295.48	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	593.20	5,405.09	2,694.91	
109	TEMPORARY SALARIES	24,630.00	0.00	1,340.22	18,833.11	5,796.89	
201	ADVERTISING	200.00	0.00	0.00	64.63	135.37	
202	PRINTING & BINDING	2,000.00	0.00	7.50	1,144.90	855.10	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	1,728.89	15,467.94	9,032.06	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	26.14	296.07	203.93	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	56.90	804.34	365.66	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	22.25	702.47	2.47-	
221	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	570.00	0.00	15.00	554.87	15.13	
230	DATA SERVICES	45,000.00	0.00	2,916.66	26,249.98	18,750.02	
231	ELECTRICITY	15,500.00	0.00	1,738.65	11,078.80	4,421.20	
233	TELEPHONE	5,500.00	0.00	425.05	3,886.01	1,613.99	
234	WATER	300.00	0.00	0.00	90.42	209.58	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	104.55	1,034.75	454.25	
245	POSTAGE	2,600.00	0.00	409.49	1,753.47	846.53	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	593.00	804.00	4.00	
288	RENTALS	3,531.00	0.00	187.90	2,269.87	1,261.13	
310	GAS OIL & ANTIFREEZE	350.00	0.00	0.00	95.46	254.54	
312	JANITORIAL SUPPLIES	400.00	0.00	17.52	272.57	127.43	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	5,000.00	0.00	390.70	2,490.21	2,509.79	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	8.94	327.52	77.52-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	2.08	2.92	
345	OFFICE SUPPLIES	10,603.00	0.00	1,121.56	4,530.32	6,072.68	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	0.00	540.00	215.00	
423	INSURANCE	5,743.00	0.00	119.00	4,581.00	1,162.00	
	TOTAL OPERATING EXPENDITURES	600,977.00	0.00	41,380.10	405,277.88	195,699.12	67.44
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	0.00	85.00	9,115.00	

MAY 1, 1973 THRU JAN 31, 1974

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525	LIBRARY BOOKS RECORDS & EXHIBITS	75,000.00	0.00	6,349.63	53,512.79	21,487.21	
	TOTAL CAPITAL OUTLAY	84,200.00	0.00	6,349.63	53,597.79	30,602.21	63.66
	TOTAL EXPENDITURES	685,177.00	0.00	47,729.73	458,875.67	226,301.33	66.97
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,313.00	34,056.52	15,295.48	69.01
	GRAND TOTAL	635,825.00	0.00	44,416.73	424,819.15	211,005.85	66.81

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND PAGE

MAY 1, 1973 THRU JAN 31, 1974

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	600.00	0.00	0.00	600.00	
1	TAX LEVY RECEIPTS-CURRENT	83,320.00	0.00	75,115.57	8,204.43	
56A	INTEREST ON INVESTMENTS	600.00	0.00	1,777.37	1,177.37-	
	TOTAL REVENUE	84,520.00	0.00	76,892.94	7,627.06	90.98

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	0.00	0.00	0.00	56.70	56.70-	90.98
410	PRINCIPAL & INTEREST	83,320.00	0.00	0.00	83,320.00	0.00	100.00
	TOTAL EXPENDITURES	83,320.00	0.00	0.00	83,376.70	56.70-	100.07

MAY 1, 1973 T[illegible] JAN 31, 1974

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	23,000.00	0.00	35,000.00	12,000.00-	
1	GIFTS	12,000.00	0.00	0.00	12,000.00	
56A	INVESTMENT INTEREST	0.00	0.00	1,708.47	1,708.47-	
	TOTAL REVENUE	35,000.00	0.00	36,708.47	1,708.47-	104.88

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending January 31, 1974

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
5568	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	$ 593.20
5569	Chan Glosser, Postmaster	December Postage - Meter	3.10
5570	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/2/74	250.56
5571	Hubbard Press	Books	7.00
5572	Public Documents Distribution Center	Books	4.75
5573	Superintendent of Documents	Books	14.50
5574	Chan Glosser, Postmaster	Postage for Machine	200.00
5575	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/9/74	13,535.19
5576	Illinois Power Co.	Gas & Electrical Service	1,738.65
5577	Congressional Quarterly	Books	10.00
5578	Keen Books	Books	12.00
5579	Weston Woods	Filmstrips (Books)	195.00
5580	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/16/74	390.81
5581	American Library Association	Membership Fee	593.00
5582	Multimedia/Steinerbook	Books	3.95
5583	Parameter Press	Books	3.00
5584	Quigley Publications	Books	16.00
5585	Running Press	Books	3.95
5586	Superintendent of Documents	Books	80.75
5587	Drake Publishers, Inc.	Books	7.45
5588	William Morrow & Co.	Books	30.80
5589	Outerbridge Books	Books	2.95
5590	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - $19.25)	152.82
5591	Treasurer, City of Decatur % Payroll Fund	PeriodEnding 1/23/74	13,407.64

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35592	Decatur Window Cleaning Co.	December Janitorial Service	$ 1,488.38
35593	Orkin Exterminating Co.	1974 Exterminating	102.60
35594	Otis Elevator Co.	Elevator Maintenance	137.91
35595	Dash Disposal	January Service	10.00
35596	Eichenauer Electric Service	Wiring Repair: Shopping Center	12.00
35597	Allied Office Service	Office Equipment Repair	26.90
35598	Illini Office Equipment Co.	Typewriter Repair	17.50
35599	Striglos Office Equipment	Typewriter Repair	13.25
35600	Bob's Repair Service	Booksmobile Service Call	12.50
35601	Credit Bureau of Decatur, Inc.	Monthly Membership Contract	7.50
35602	Decatur Clinic	Pre-employment Physical	15.00
35603	Illinois Bell Telephone Co.	Long Distance Calls & Service	425.05
35604	Robert H. Dumas	Travel Reimbursement	101.03
35605	Downtown Decatur Council, Inc.	January Parking	180.00
35606	Smith-Scharff Paper Co.	Paper Cups	17.52
35607	The Englewood Companies	Ballasts & Flood Lamps	299.23
35608	Miller-O'Neill, Inc.	Drapery Rod Parts	15.90
35609	Schuerman Key Shop	Locks & Keys	57.40
35610	Vulcan Laboratories, Inc.	Bldg. Maintenance Supplies	147.87
35611	Envelope Sales Co.	Envelopes	246.85
35612	Fordham Equipment Co., Inc.	Book Covers	673.48
35613	Gaylord Bros., Inc.	Office Supplies	117.95
35614	Widmer, Inc.	Office Supplies	39.40
35615	Bennett & Shade Co.	Add'l Premium (Audit)	119.00
35616	Adler's Foreign Books, Inc.	Books	6.50
35617	Architectural Forum	Subscription Renewal	14.00
35618	Jason Aronson, Inc.	Books	10.16
35619	The Baker & Taylor Co.	Books	3,752.91
35620	The Bookmen, Inc.	Books	70.16
35621	R. R. Bowker Co.	Books	66.59

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35622	Chilton Book Co.	Books	73.91
35623	Congressional Quarterly, Inc.	Subscription Renewal	6.95
35624	Congress Votes	Subscription Renewal	35.00
35625	CRC Press, Inc.	Books	25.62
35626	Dictation Disc Co.	Dictation Discs (Books)	40.84
35627	Doubleday & Co., Inc.	Books	342.79
35628	Harper & Row, Publishers, Inc.	Books	26.30
35629	Hearst Books	Books	17.31
35630	The Lawyers Co-operative Publishing Co.	Books	6.85
35631	MacFadden-Bartell Corp.	Subscripti n Renewal	6.00
35632	Microfilming Corp. of America	Microfilming (Books)	395.00
35633	Midwest Library Service	Catalogue Cards (Books)	312.40
35634	National Directory Service, Inc.	Books	10.80
35635	National Geographic	Subscription	15.00
35636	Regent Book Company, Inc.	Books	87.46
35637	Standard & Poor's Corp.	Subscription Renewals	524.36
35638	Travis Reading Agency	Subscription	9.00
35639	West Publishing Co.	Books	56.00
35640	Yale University Press	Books	27.48
35641	Xerox University Microfilms	Microfilms (Books)	25.44
35642	Home Planners, Inc.	Books	4.25
35643	Chan Glosser, Postmaster	Postage for Machine	200.00
35644	Treasurer, City of Decatur % General Operating Fund	Jan Data Processing Services	2,916.66
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 44,627.03

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Estimated Revenue

1974-1975

	1973-1974 Budget	1973-1974 Receipts to Date	1973-1974 Estimate	1974-1975 Estimate
Fund balance	192,900	193,025	193,025	106,083
Tax Receipts, Current	445,000	405,844	445,000	702,000
Tax Receipts, Prior	5,000	0	5,000	4,000
Fines and Fees	16,000	9,665	14,500	12,000
Non Resident Fees	170	221	300	300
Interest on Invest.	15,000	10,574	15,800	11,000
Lost & Damaged Bks	900	487	730	700
Copy Machine	360	214	360	360
Miscellaneous	312	1,658	3,425	1,095
TOTALS	$675,642	$621,689	$678,140	$837,538

THIS FORM TO BE PREPARED BY COMPUTER

Department: Decatur Public Library

COMPARATIVE FIVE YEAR SUMMARY 1970 - 1975

Activity:

Activity No.: 940

Submitted by: Library Board of Directors Date: 74/2/21

OBJECT OF EXPENDITURE	1970 - 1971 (actual)	1971 - 1972 (actual)	1972 - 1973 (actual)	1973 - 1974 (estimated) From Column 6 Budget Form 2	1974 - 1975 (requested) From Column 7 Budget Form 2
1. Personal Services	xxxxx 273,727	xxxxx 319,745	xxxxx 353.718	394,955	488,866
2. Contractual Services	xxxxx	xxxxx 109,320	xxxxx 96,200	90,987	102,409
3. Commodities	xxxxx 249,445	xxxxx 12,748	xxxxx 15,590	9,271	15,768
4. Other Charges	xxxxx	xxxxx 5,047	xxxxx 6,734	6,455	12,355
5. Capital Outlay	xxxxx 975,480	xxxxx 95,545	xxxxx 104,796	70,880	218,140
GRAND TOTAL	xxxxx 1,498,652	xxxxx 542,406	xxxxx 577,040	572,057	837,538

THIS FORM TO BE PREPARED BY COMPUTER

OPERATING BUDGET REQUEST FOR 1974-1975

Note: Prepare separate forms for each activity of your department.
Show all amounts in whole dollars

Department: Decatur Public Library

Activity:

Activity No.: 940

Submitted by: Library Board of Directors Date: 74/2/21

1. Object Code	2. Object of Expenditures	3. 1972-1973 Actual Expenditures	4.1973-1974 Appropriation	5. 1973-1974 Expenditures to date	6.1973-1974 Total Exp. for Entire Year (estimated)	7.1974-1975 Appropriation Request for Entire Year	8. For Budget Staff Use Only
101	Regular Salaries	327,638	390,671	241,098	361,497	430,618	
102A	Straight Overtime	38	150			150	
107	Health & Life Insurance	7,260	8,100	4,812	7,218	8,748	
109	Temporary Salaries	18,784	24,630	17,493	26,240	49,350	
				TOTAL	394,955	488,866	
201	Advertising	44	200	65	98	200	
202	Printing & Binding	1,114	2,000	1,137	1,706	3,240	
211	Serv to Maintain Buildings	1,698	24,500	13,739	21,609	26,200	
212	Serv to Maintain other Improvements	72	500	270	405	648	

THIS FORM TO BE PREPARED BY COMPUTER

OPERATING BUDGET REQUEST FOR 1974-1975

Note: Prepare separate forms for each activity of your department.
Show all amounts in whole dollars

Department: Decatur Public Library

Activity:

Activity No.: 940

Submitted by: Library Board of Directors Date: 74/2/21

1. Object Code	2. Object of Expenditures	3. 1972-1973 Actual Expenditures	4.1973-1974 Appropriation	5. 1973-1974 Expenditures to date	6.1973-1974 Total Exp. for Entire Year (estimated)	7.1974-1975 Appropriation Request for Entire Year	8. For Budget Staff Use Only
214	Serv to Maintain Office Equipment	932	1,170	747	1,121	1,703	
215	Serv to Maintain Auto Equipment	1,070	700	680	1,020	1,080	
221	Auditing	600	600	600	600	600	
227	Other Professional Services	800	570	540	775	867	
230	Data Services	35,000	45,000	23,333	35,000	35,000	
231	Gas & Electricity	15,587	15,500	9,340	15,500	17,820	
233	Telephone	5,316	5,500	3,461	5,192	6,000	
234	Water	271	300	90	135	300	
241	Conference & Training	1,084	1,489	930	1,395	1,535	
245	Postage	2,596	2,600	1,344	2,500	3,000	

THIS FORM TO BE PREPARED BY COMPUTER

OPERATING BUDGET REQUEST FOR 1974-1975

Note: Prepare separate forms for each activity of your department.
Show all amounts in whole dollars

Department: Decatur Public Library

Activity:

Activity No.: 940

Submitted by: Library Board of Directors Date: 74/2/21

1. Object Code	2. Object of Expenditures	3. 1972-1973 Actual Expenditures	4.1973-1974 Appropriation	5. 1973-1974 Expenditures to date	6.1973-1974 Total Exp. for Entire Year (estimated)	7.1974-1975 Appropriation Request for Entire Year	8. For Budget Staff Use Only
284	Professional Assoc. Fees	752	808	211	808	783	
288	Rentals	2,895	3,531	2,082	3,123	3,433	
				TOTAL	90,987	102,409	
310	Anti Freeze, Gas, Oil	263	350	95	143	378	
312	Janitorial Supplies	391	400	255	383	432	
320	Matls. to Maintain Bldgs & Improvements	4,174	5,000	2,100	3,150	3,480	
324	Matls. to Maintain Auto Equipment	734	250	319	479	648	
330	Medical Supplies	5	5	2	2	5	
345	Office Supplies	10,023	10,603	3,409	5,114	10,825	
				TOTAL	9,271	15,768	

THIS FORM TO BE PREPARED BY COMPUTER

OPERATING BUDGET REQUEST FOR 1974-1975

Note: Prepare separate forms for each activity of your department.
Show all amounts in whole dollars

Department: Decatur Public Library

Activity:

Activity No.: 940

Submitted by: Library Board of Directors Date: 74/2/21

1. Object Code	2. Object of Expenditures	3. 1972-1973 Actual Expenditures	4.1973-1974 Appropriation	5. 1973-1974 Expenditures to date	6.1973-1974 Total Exp. for Entire Year (estimated)	7.1974-1975 Appropriation Request for Entire Year	8. For Budget Staff Use Only
402	Contingencies					6,000	
415	Service Recognition	770	755	540	755	855	
423	Insurance	5,964	5,743	4,462	5,700	5,500	
				TOTAL	6,455	12,355	
502	Buildings	2,719				15,000	
510	Auto Equipment	8,363					
515	Office Equipment	1,672	9,200	85	135	90,140	
525	Books	103,125	75,000	47,163	70,745	113,000	
				TOTAL	70,880	218,140	
						837,538	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST
Accounts 101, 102 and 109

Department: Decatur Public Library

Activity:

Activity No. 940

Submitted by: Library Board of Directors Date: 74/2/21

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

Position Title Official job Classification	Name-write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1974	Total Salary 1973-1974 1974-1975	If total salary is different than salary on May 1, 1974 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1. City Librarian	Robert H. Dumas		21,000	21,000	
2. Maint. Man	Gilbert Kratzner	16-D	9,058	10,039	Step increase 10/24/74
3. Clerk Steno II	Helen Schwegman	13-F	8,627	9,317	
4. Lib Clk II	Margie Wheeler	11-F	7,825	8,451	
5. Staff Artist	William Larrick	12-E	7,825	8,549	Step increase 2/3/75
6. Lib Asst I	Harriet Berbaum	18-F	11,010	11,890	
7. Lib Asst I	Carol Owrey	18-A	9,058	10,054	Step increases 6/27/74 & 12/27/74
8. Lib Asst I	Mary Harper	18-F	11,010	11,890	
9. Lib Asst I	Phyllis Johnson	18-E	10,486	11,446	Step increase 2/4/75
10. Lib Asst I	Judy Smith	18-D	9,987	11,049	Step increase 10/15/74
		TOTAL		113,685	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST
Accounts 101, 102 and 109

Department: Decatur Public Library

Submitted by:

Date: 74/2/21

Activity:

Activity No. 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

	Position Title Official job Classification	Name-write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1974	Total Salary ~~1973-1974~~ 1974-1975	If total salary is different than salary on May 1, 1974 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Lib Asst I	Vacant	18-A	9,058	9,898	Step increase 11/1/74
2.	Lib Asst I	Vacant	18-A	9,058	9,898	Step increase 11/1/74
3.	Supv. Adult Services	Margaret Meyer	27-E	16,268	18,214	Step increase 8/1/74
4.	Head, Home Reading	Wayne Puricelli	22-D	12,139	13,312	Step increase 1/6/75
5.	Head, Reference Dept.	Charles Bates	22-B	11,285	12,448	Step increase 6/18/74
6.	Page	Barbara Bumgardner	3-F	5,295	5,719	
7.	Page	Donna Collins	3-F	5,295	5,719	
8.	Tech Serv Clk I	Vacant	9-A	5,838	6,388	Step increase 11/1/74
9.	Lib Clk II	Elizabeth Crawford	11-F	7,825	8,451	
10.	Lib Clk I	Leta Irons	9-E	6,759	7,357	Step increase 3/4/75
				TOTAL	97,404	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST
Accounts 101, 102 and 109

Department: Decatur Public Library

Submitted by:

Date: 74/2/21

Activity:

Activity No. 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

Position Title Official job Classification	Name-write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1974	Total Salary 1973-1974 1974-1975	If total salary is different than salary on May 1, 1974 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1. Lib Clk I	Sharon Tempel	9-F	7,097	7,665	
2. Lib Clk I	Billie Disney	9-C	6,130	6,899	Step increase 6/22/74
3. Lib Clk I	Karen Anderson	9-C	6,130	6,886	Step increase 7/7/74
4. Lib Clk I	Vacant	9-A	5,838	6,388	Step increase 11/1/74
5. Lib Clk III	Ruth Rusk	13-E	8,216	9,253	Step increase 6/15/74
6. Bookmobile Clk Driver I	Carl Elder	11-B	6,597	7,217	Step increase 10/24/74
7. Bookmobile Clk Driver I	Byron Cheever	11-F	7,825	8,451	
8. Lib Asst I	Dixie McGregor	18-C	9,511	10,763	Step increase 5/9/74
9. Lib Asst I	George Roberts	18-B	9,285	10,200	Step increase 8/14/74
10. Lib Clk II	Ida Redden	11-F	7,825	8,451	
		TOTAL		82,173	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST
Accounts 101, 102 and 109

Department: Decatur Public Library

Activity:

Submitted by:

Date: 74/2/21

Activity No. 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

	Position Title Official job Classification	Name-write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1974	Total Salary ~~1973-1974~~ 1974-1975	If total salary is different than salary on May 1, 1974 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Extension Librarian	Kenneth Yamashita	22-B	11,285	12,377	Step increase 9/10/74
2.	Children's Librarian	Kristina Preslan	22-B	11,285	12,306	Step increase 12/5/74
3.	Page	Hazel Wakefield	3-E	5,043	5,578	Step increase 11/6/74
4.	Tech Serv Clk I	Vacant	9-A	5,838	6,388	Step increase 11/1/74
5.	Tech Serv Clk I	Kathy Colebar	9-F	7,097	7,665	
6.	Page	Ellen Cox	3-F	5,295	5,719	
7.	Tech Serv Clk I	Linda Humphreys	9-B	5,984	6,569	Step increase 8/28/74
8.	Tech Serv Clk III	Dorthia Turnbo	13-F	8,627	9,312	
9.	Tech Serv Clk III	Ozella Vogler	13-F	8,627	9,312	
10.	Tech Serv Clk II	Eunice Ensign	11-F	7,825	8,451	
				TOTAL	83,686	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST
Accounts 101, 102 and 109

Department: Decatur Public Library

Activity:

Submitted by:

Date: 74/2/21

Activity No. 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

	Position Title Official job Classification	Name-write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1974	Total Salary 1973-1974 1974-1975	If total salary is different than salary on May 1, 1974 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Page	Barbara Wilderman	3-F	5,295	5,719	
2.	Tech Serv Clk II	Nancy Williams	11-F	7,825	8,451	
3.	Tech Serv Clk I	Judith Larson	9-C	6,130	6,886	Step increase 7/13/74
4.	Librarian I Cataloger	Anna Brown	22-B	11,285	12,486	Step increase 5/1/74
5.	Supervisor, Tech. Serv.	Joseph Babicki	27-F	17,081	18,447	
6.						
7.						
8.						
9.						
10.						
				TOTAL	51,989	
				GRAND TOTAL	430,618	

SUPPLEMENTARY DETAIL ON PERSONAL SERVICES REQUEST
Accounts 101, 102 and 109

Department: Decatur Public Library

Activity:

Submitted by:

Date: 74/2/21

Activity No. 940

Prepare one of these forms for each activity in your department. Show overtime pay as a separate item. In the case of departments needing extra or summer help, estimate the number of positions and amount of money required. (Group and total regular employees separately.) Only the totals from this form should be shown on Budget Form 1.

	Position Title Official job Classification	Name-write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1974	Total Salary ~~1973-1974~~ (1974-1975)	If total salary is different than salary on May 1, 1974 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Lib Asst I (pt. time)	Mickey Offutt	18-A	4.35 hr	4,886	
2.	Tech Serv Clk I (pt. time)	Mary Lou Penne	9-A	2.81 hr	3,156	
3.	Lib Clk I (pt. time)	Betty Trebacz	9-A	2.81 hr	3,156	
4.	Bookmobile Clk Drv (pt time)	Patrick E. Kearney	11-A	3.09 hr	3,471	
5.	Page (pt. time)	Patrick F. Kearney	3-A	2.09 hr	2,348	
6.	Page (pt. time)	Karen Beard	3-A	2.09 hr	2,348	
7.	Lib Clk I (pt.time)	Mary Tucker	9-A	2.81 hr	3,035	
8.	Lib Clk I (pt time)	Vacant	9-A	2.81 hr	1,576	
9.	Librarian (pt. time)	Lloyd Bingham	22-A	5.04	2,614	
10.	Clerk Typists	Vacant	9-A	2.81 hr	22,761	
				TOTAL	49,350	

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR TRAVEL EXPENSES

Department: Decatur Public Library

Accounts 240 and 241
List all travel, conference attendance and training

Activity:

Activity No.: 940

Submitted by:

Date: 74/2/21

Conference Name, Location and Dates - Name of Person Attending Conference	Travel	Hotel & Meals	Registration	Other	Total
American Library Association					
New York City, July 7-13					
City Librarian	156.00	235	10	12	413
President, Board of Directors	156.00	235	10	12	413
American Library Association					
Midwinter Conference					
Chicago, January					
City Librarian	54.00	109	5	7	175
Illinois Library Association					
Chicago, October					
City Librarian	54.00	109	8	7	178
President, Board of Directors	54.00	109	8	7	178
Staff Representative	54.00	109	8	7	178
					1,535

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR
PROFESSIONAL ASSOCIATION MEMBERSHIP FEES

Account 228 284

Department: Decatur Public Library

Activity:

Activity No.: 940

Submitted by:

Date: 74/2/21

Organization	Name of Member or Members	Cost of Membership 1974-1975	Explanation
American Library Assn	Library	572	
	City Librarian	95	
Illinois Library Assn	Library	50	
	City Librarian	21	
	Directors (9)	45	
	TOTAL	783	

CAPITAL OUTLAY REQUEST

Department: Decatur Public Library

Activity:

Submitted by:

Date: 74/2/21

Activity No.: 940

Use this form only to request capital outlay appropriations for automotive equipment, office equipment, other construction and maintenance equipment and any necessary remodeling work (this DOES NOT INCLUDE repair work). See the Object of Expenditure Code for the definition of "Capital Outlay". Complete a separate form for each item or group of identical items. Use actual cost figures where possible. If the item has a trade-in, show which item is to be traded-in (for example; car #96). If this item is included in the five year Capital Improvement Program, so state and indicate when scheduled. If not, explain why.

Item Requested	Object Code Number	Gross Cost	Less Trade-In	Net Request
(1) Projector - 8mm	515	650		650
(2) Projector table, 40"	515	55		55
(3) Typewriter	515	450	15	435
(4) CLSI Circulation	515	89,000		89,000
				90,140

Justification of Request

(1) & (2) The library does not currently have projection capabilities for its 8mm film collection and consequently must rent machines for previewing and showing. As our collection grows and more use is made of these films the rental will be inefficient compared with ownership.

(3) Replacement of a manual now more than 15 yrs. old

(4) Conversion to more effective and efficient and a more responsive circulation system.

CAPITAL OUTLAY REQUEST

Department: Decatur Public Library

Activity:

Submitted by:

Date: 74/2/21

Activity No.: 940

Use this form only to request capital outlay appropriations for automotive equipment, office equipment, other construction and maintenance equipment and any necessary remodeling work (this DOES NOT INCLUDE repair work). See the Object of Expenditure Code for the definition of "Capital Outlay". Complete a separate form for each item or group of identical items. Use actual cost figures where possible. If the item has a trade-in, show which item is to be traded-in (for example; car #96). If this item is included in the five year Capital Improvement Program, so state and indicate when scheduled. If not, explain why.

Item Requested	Object Code Number	Gross Cost	Less Trade-In	Net Request
Lighting - Installation & Improvement	502	15,000		15,000

Justification of Request

Soffit overhang in basement eliminates light around perimeter of stacks. New lighting needed to be installed in soffit.

Configuration of lights causes unevenness of distribution in lighting. Fixtures need to be re-orientated in stack areas so that fixtures are all perpendicular to the stacks.