

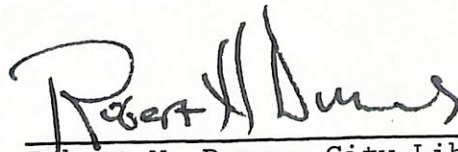
Minutes

Personnel and Public Relations Committee Meeting

February 11, 1982

Meeting called to order by Mr. Grieve at 4:00 p.m. by Mr. Grieve. Present were Mr. Grieve, Ms. Taylor, Mrs. Jackson, Mr. Susler, Directors, and Mr. Dumas.

Mr. Dumas raised the question of the salary of the Library Maintenance Man, whom he anticipates losing when PPG, Inc. reopens their plant in the near future. There is a history of high turnover in this position and frequently the person employed has been unsatisfactory. Mr. Richardson has been the best maintenance man we have had and has a wide range of technical skills and good judgement. Only one other maintenance man in ten years has approached his general skills and Mr. Richardson is the only person who has demonstrated a good understanding of the air flow problems and the heating and cooling system. The turnover and scarcity of good employees in this classification suggest an inadequate salary. Mr. Richardson will be leaving because of his income needs which are not being met and which will be met at PPG. At my request he has indicated an income requirement of \$22,500 which would be several thousand less than at PPG which requires night shift and frequent Saturday and Sunday work. This would place the Maintenance Man at Grade 20-F, comparable to Library Assistant II. The Committee unanimously voted to recommend regrading of the position to Pay Grade 20.



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 17, 1983

- I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT
- II. APPROVAL OF MINUTES
 - A. REGULAR BOARD MEETING JANUARY 20, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Discussion and Approval of FY 1983/84 Budget
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - February 17, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held February 17, 1983 in the board room of the main library.

Members Present:

Mr. Grieve
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mr. Seidman
Mr. Susler

Members Absent:

Mrs. Jackson
Mrs. Rossiter
Ms. Taylor

Others Present:

Mrs. Brooks
Mr. Dumas
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 20, 1983 were approved as printed and mailed.

Reporting for the month, Mr. Dumas advised circulation for January 20, 1983 was lost because of a computer malfunction and therefore that day was estimated. Also RPL inadvertently ran the December statistics again instead of the January statistics, resulting in $1\frac{1}{2}$ days of February circulation in the January totals. However, January showed a 20% increase in circulation without the inclusion of the February day and a half, and broke all circulation records for one month's circulation. This accounts for the considerable mess you see downstairs in the Circulation Department. Full-time pages have also been ill and on vacation causing the backlogging of book shelving. Mr. Dumas further reported the video cassettes are continuing their high circulation. Every title we have in that collection circulated an average of $3\frac{1}{3}$ times for the four weeks in January, which is a tremendous turnover, and in addition, the player we have is almost in continuous use.

Continuing, Mr. Dumas stated a mayoral candidates night was held in the Library just before the primary election and attracted 50 or 60 people. The League of Women Voters is going to cooperate with the Library again in having another candidates night before the general election. Also, Larry Foster is scheduled to give a series of lectures on financial planning in the '80's in the Library, and we hope for good attendance. Mr. Merrick spoke to the Golden Kiwanis in January, a group of retired men 65 years or older. Mrs. Hicks had spoken to this group previously about Extension services and the home-bound program. We also had a program starring Ruth Beebe Hill, a noted author of the best selling book, Hanta Yo, who spoke to a standing room only audience. The Decatur Area Arts Council has approved the Library's request for supplementary funds for a film series in April.

Mr. Dumas noted Mrs. Nichols, our new Children's Librarian, is settling in well and has already begun making plans for the summer reading program. She has also met with public school personnel to discuss participation in an expanded "Read and Read" program this summer for students who are a little backward in their reading abilities. This program was quite successful last year and will run concurrently with the summer reading program, which will be enough to keep the staff hopping.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of bills through January 31, 1983, Mr. Mueller seconded the motion, and it was unanimously approved by a roll-call vote.

Discussion of the Library's proposed budget for FY 1983/1984 was opened by Mr. Marshall. He noted we are going into the next year with a fund balance of \$544,592, but the fund balance at the beginning of the next fiscal year will be only \$305,756. You will recall the Council reduced our levy significantly saying that we should go into our fund balance, and you can see that is happening to the tune of \$240,000, Mr. Marshall commented. You will note that in Line 101, Regular Salaries, there is no provision made for any salary increases. There is a provision for the restoration of the Audio-Visual Young Adult Librarian position which had been filled up until several years ago. If this proposed budget is approved and the City negotiators come through with a 2 or 2½% salary increase, we feel we can find the money from the Contingency fund, staff turnover and vacancies, and a possible slight reduction in the book budget. However, if this negotiated increase is greater, we will have to look a lot harder to find the money. Continuing, Mr. Marshall noted that Line 423, Insurance, in the amount of \$8,300 is based on a figure Joe DeMichiel sent to us, which is less than we might have expected. Mr. Marshall moved on behalf of his Committee approval of the proposed budget to be submitted to the City Council, Mr. Grieve seconded the motion, and it was approved.

Mr. Marshall asked Mr. Dumas to comment on the proposal by the City's internal auditors on the issuing of purchase orders. Mr. Dumas explained the proposal has not as yet been implemented, but contains a number of recommendations; however, there are comparatively few which affect the Library. It is proposed that the Library will issue its own purchase orders, instead of typing requisitions and sending them to the City for processing. Mr. Seidman commented this change will save the City money, but what about us. Mr. Dumas answered we would just be typing purchase orders instead of requisitions and this shouldn't increase our costs. There are certain items the City buys cheaper because of state contracts being available, and this practice will continue, Mr. Dumas explained.

Noting that the Personnel and Public Relations Committee did not meet, Mrs. Moore stated there would be no report from that Committee at this time.

Under Old Business, Mr. Marshall read a letter from Arthur J. Gallagher & Co. forwarded to the Library by Dan Sommerfeldt, the City's Risk Manager, in response to questions about the contents coverage of the Library and spelling out the Extra Expense Loss and Valuable Papers limit coverage, each in the amount of \$100,000. Mr. Susler again voiced his concern of the Library's total insurance coverage now that we have no insurance policies as such under the self-insurance program. Mr. Marshall responded the total insurance we have on replacement costs of property, this building and its contents, is 6½ million dollars and in addition there is a valuable papers coverage of \$100,000, and the extra expense coverage of \$100,000.

There being no further business to come before the Board, the meeting was adjourned by the President at 5:05 p.m.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

January, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	34,298	2,965	22,514	59,777	445,918
1981 -	27,978	2,301	17,279	47,558	427,810
A-V Materials, 1982 -	3,326	--	236	3,562	22,623
1981 -	2,521	--	270	2,791	22,551
Total Circulation, 1982 -	37,624	2,965	22,750	63,339	468,541
1981 -	30,499	2,301	17,549	50,349	450,361

TECHNICAL PROCESSING

Cataloging

New books added	1,174
New titles added	519
Books withdrawn	729
Books mended	965

Acquisitions

Books checked in	1,332
Telephone Directories	115
Pamphlets	178
Gifts	207

Materials in the State of Processing

Materials (physical items) -	733
Titles -	616

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended</u> <u>1981/82</u>	<u>YTD Expended</u> <u>1982/83</u>	<u>P.O.s</u> <u>Out</u>	<u>Unencumbered</u>
Personal Services	1,037,535	686,628	736,940	--	300,595
Operating	196,737	115,153	143,997	--	52,740
Capital and Books	225,965	147,515	144,928	--	81,037

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	4	--	2	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (902 hrs)	--	--	21 + 16 (940 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services

Computer Downtime for Month: 36 hours

DEPARTMENT OF PERSONNEL & TRAINING

MEMORANDUM NO. 83 - 27

DECATUR
PUBLIC LIBRARY

FEB 2 1983

DECATUR, ILLINOIS

January 31, 1983

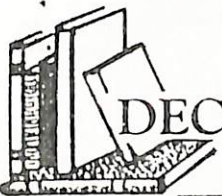
MEMO TO: Robert H. Dumas, City Librarian
FROM: Daniel R. Sommerfeldt, Risk Manager
SUBJECT: LIBRARY INSURANCE

Attached is a copy of a letter I received today further specifying the coverages provided for the books and other classified collections of the Library.

Please also refer to the information I sent with Personnel Memorandum 82-260 on December 30, 1982.

If you have any questions regarding this matter, I am available at your convenience.

lmm



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



February 17, 1983

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

Lady and Gentlemen:

Herewith is the proposed Public Library Budget for FY 1983/1984 as approved by the Board of Library Directors.

The proposed budget makes no assumptions of improved or added services and is essentially a line-by-line estimate of required moneys based on anticipated expenditures in the current year. It is well within the guidelines established by the Council in its study session on the 1983 levy and provides for a fund balance on May 1, 1984 of \$305,700.

If there are questions regarding this budget, members of the Finance and Properties Committee will be glad to meet with Council to discuss the particulars of this request.

Sincerely yours,

Shirley Moore

Shirley Moore, President
Board of Library Directors

SM/hs

Enclosure: as stated

cc: City Manager
Finance Director



ARTHUR J. GALLAGHER & CO. - CHICAGO

January 26, 1983

Mr. Daniel Sommerfeldt
Risk Manager
City of Decatur
1 Civic Center Plaza
Decatur, IL 62523

Received Person.
JAN 31 1983
City of Decatur, Illinois

Re: Your Letter December 9, 1982

Dear Dan:

Sorry for the length of time it has taken for a response on your letter concerning property adjustment losses for the library. I referred your questions to the "higher-ups" at Gallagher Bassett for a written response. Specifically, this is what I have been told:

- 1) Most or all of the expense associated with replacing the library's books would be part of a contents loss. Any special extensive research or expenses above and beyond a normal ordering procedure would probably be part of an Extra Expense Loss which, as you know, is limited to \$100,000.
- 2) The coverage will replace those books available in the current marketplace. Books with greater values because they are out of print or rare should be separately listed and insured on a stated value basis.
- 3) The valuable papers limit of \$100,000 would pay for the reconstruction of data on the card catalogs. Cross checking or extra investigational work to reconstruct the card system would probably be part of the extra expense coverage.

Naturally, each loss is handled on a case-by-case basis and the actual peculiarities of a claim will be adjusted accordingly.

If I can be of any further assistance concerning this, please feel free to contact me.

Sincerely,

James S. Gault

JSG/lm

CITY OF DECATUR

1983-1984 EST REVENUE WORKSHEET
ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

12/31/82

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OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 BUDGET	1982-1983 RECEIPT-TO-DATE	1982-1983 ESTIMATED	1983-1984 ESTIMATED
799	MISC INCOME	2,936.94	3,446.52	.00	.00		
	FUND BALANCE MAY 1	266,372.05	322,839.17	383,118.00	520,174.94	520,175	544,592
101	CURRENT YEAR TAXES	1,113,119.85	1,212,663.86	1,310,300.00	1,190,856.52	1,310,300	1,147,825
101A	PRIOR YEARS TAXES	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	47,155.62	77,334.31	40,000.00	31,870.30	47,000	45,000
728	LIBRARY FINES & FEES	25,422.02	27,572.59	25,500.00	16,598.19	25,000	25,000
728A	NON-RESIDENT FEES	1,215.10	2,787.20	2,500.00	3,914.00	5,000	5,000
729	LOST & DAMAGED BOOKS	2,307.85	2,785.77	2,400.00	2,100.66	3,100	3,100
730	PRINTS MADE ON COPY MACHINE	557.93	805.75	800.00	379.48	650	700
733	ILL ST PER CAPITA GRANT	19,087.46	45,260.76	45,000.00	.00	45,000	47,000
799	MISCELLANEOUS INCOME	11,442.96	73,987.50	4,000.00	2,127.60	3,200	3,200
***	ACTIVITY TOTALS ***	1,489,617.78	1,769,483.43	1,813,618.00	1,768,021.69 *	1,959,425	1,821,417

OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 BUDGET	1982-1983 RECEIPT-TO-DATE	1982-1983 ESTIMATED	1983-1984 ESTIMATED
524	INTEREST ON INVESTMENTS	8,507.32	11,162.78	.00	.00		
	FUND BALANCE MAY 1	62,689.37	68,809.35	76,553.00	78,154.61	78,155	89,855
56	INCOME	.00	200.00	.00	.00	0	0
524	INTEREST ON INVESTMENTS	6,119.98	9,145.26	7,655.00	7,851.87	11,700	7,500
799	MISC INCOME	.00	.00	.00	.00	0	0
***	ACTIVITY TOTALS ***	77,316.67	89,317.39	84,208.00	86,006.48 *	89,855	97,355

CITY OF DECATUR

1983-1984

EST REVENUE WORKSHEET

12/31/82

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OBJECT
CODE DESCRIPTION

ACTIVITY 943

DECATUR PUBLIC LIBRARY CAPITAL FUND

		1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 BUDGET	1982-1983 RECEIPT-TO-DATE	1982-1983 ESTIMATED	1983-1984 ESTIMATED
	FUND BALANCE MAY 1	.00	.00	20,000.00	20,080.87	20,080	21,080
518	SALE OF CITY PROPERTY	.00	.00	.00	.00		
524	INTEREST SAVINGS	.00	80.87	1,000.00	784.03	1,000	1,000
731	TRANS FROM CITY OF DECATUR	12,451.91	.00	.00	.00		
799	DPL CAPITAL	.00	20,000.00	.00	.00		
***	ACTIVITY TOTALS ***	=====	=====	=====	=====	=====	=====
		12,451.91	20,080.87	21,000.00	20,864.90 *	21,080	22,080
		=====	=====	=====	=====		

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 BUDGET	1982-1983 RECEIPT-TO-DATE	1982-1983 ESTIMATED	1983-1984 ESTIMATED
	FUND BALANCE MAY 1	3,186.07	3,777.82	2,950.00	3,472.55	3,473	
56	REVENUE	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	1,287.51	452.65	300.00	260.54	400	
799	MISC INCOME	.00	930.22	900.00	.00	900	
***	ACTIVITY TOTALS ***	=====	=====	=====	=====	4,773	
		4,473.58	5,160.69	4,150.00	3,733.09 *		
		=====	=====	=====	=====		

EXPLANATION OF MAJOR INCREASES OR DECREASES
IN REQUESTS

Department: Library

Activity:
Activity No. 940

Submitted by: Library Board of Directors

Date: 2/17/83

[illegible]

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 APPROPRIATED	1982-1983 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1983-1984	STAFF NOTES
PERSONAL SERVICES								
101	REGULAR SALARIES	685,817.50	753,438.39	887,938.00	564,394.45	846,600	904,640	
102A	STRAIGHT OVERTIME	.00	.00	150.00	.00		150	
103	RETIREMENT FUND	98,546.62	103,141.91	123,920.00	78,897.19	118,350	126,855	
105	WORKMEN'S COMPENSATION	.00	.00	3,201.00	.00	3,201	4,522	
106	UNEMPLOYMENT COMPENSATION	3,647.18	3,391.95	3,806.00	1,882.42	2,850	4,209	
107	HOSPITALIZATION MEDICAL & LIFE I	15,148.88	18,095.50	18,520.00	18,520.00	18,520	24,580	
109	TEMPORARY SALARIES	16,777.18	14,216.52	16,421.00	7,829.33	12,100	16,564	
* TOTAL PERSONAL SERVICES *		819,937.16	892,284.27	1,053,956.00	671,523.39	* 1,001,621	1,081,520	
CONTRACT SERVICES								
201	ADVERTISING	349.58	419.64	500.00	231.13	350	500	
202	PRINTING & BINDING	4,594.32	6,142.03	5,500.00	4,232.38	6,500	6,500	
211	SERVICE TO MAINTAIN BUILDINGS	9,288.73	9,001.50	10,000.00	5,873.34	9,200	10,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	885.98	417.82	750.00	166.55	300	600	
214	SERVICE TO MAINTAIN OFFICE EQUIP	8,701.47	12,372.80	16,345.00	9,190.13	16,000	19,600	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	1,741.71	950.24	2,500.00	916.20	1,500	1,500	
221	AUDITING SERVICES	650.00	900.00	650.00	650.00	650	650	
229	OTHER PROFESSIONAL SERVICES	1,166.00	1,249.40	1,000.00	247.56	500	1,000	
231	ELECTRICITY	42,104.47	48,203.19	53,000.00	38,553.80	64,000	74,000	
233	TELEPHONE	12,861.70	8,528.63	10,000.00	5,294.83	8,000	10,000	
234	WATER	440.24	410.80	500.00	276.56	450	500	
241	CONFERENCE AND OTHER TRAVEL EXPE	3,881.52	3,220.49	4,896.00	2,820.69	4,500	5,088	
245	POSTAGE	4,022.02	4,960.89	5,400.00	3,428.47	5,000	5,800	
284	PROFESSIONAL ASSOCIATION MEMBERS	1,135.00	1,400.00	1,380.00	990.00	1,300	1,380	
288	RENTALS	5,011.83	5,199.00	5,705.00	3,654.96	5,250	5,665	
* TOTAL CONTRACT SERVICES *		56,885.17	103,376.43	118,126.00	76,526.60	* 124,335	142,783	
COMMODITIES								
310	GAS OIL & ANTIFREEZE	1,905.54	2,023.89	2,500.00	1,446.64	2,000	2,500	
312	JANITORIAL SUPPLIES	2,122.04	2,317.06	3,000.00	7,031	2,000	2,200	
320	MATERIALS TO MAINTAIN BLDNGS & I	8,153.44	9,014.68	11,000.00	6,949.56	10,500	10,000	
324	MATERIALS TO MAINTAIN AUTOMOTIVE	2,358.22	1,496.99	1,500.00	921.01	1,400	1,500	
330	MEDICAL & LABORATORY SUPPLIES	4.85	4.70	5.00	.00	5	5	
345	OFFICE SUPPLIES	16,390.98	15,601.94	16,000.00	11,701.48	16,500	18,000	
* TOTAL COMMODITIES *		30,955.57	30,459.26	34,005.00	21,816.00	* 32,605	34,205	
OTHER CHARGES								
402	CONTINGENCIES	36.30	.00	.00	.00		7,500	
403	TRANS TO G F (ADMIN SERV)	13,738.00	16,104.00	16,335.00	10,888.00	16,335	16,335	

CITY OF DECATUR

1983 - 1984 EXPENDITURE WORKSHEET
ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

12/31/82

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OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 APPROPRIATED	1982-1983 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1983-1984	STAFF NOTES
415	SERVICE RECOGNITION PAYROLL	1,227.50	1,385.00	1,550.00	870.00	1,550	1,675	
423	INSURANCE	12,261.75	12,220.08	10,300.00	13,591.22	17,100	8,303	
499	SMALL CAPITAL ITEMS	.00	.00	.00	1,478.40	2,200	1,940	
* TOTAL OTHER CHARGES	*	27,263.55	29,709.08	28,185.00	26,827.62	* 37,185	35,753	
CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	30,280.43	.00	9,350.00	7,976.00	7,976	0	
515	OFFICE MACHINERY & EQUIPMENT	27,484.19	38,270.33	24,715.00	4,989.37	20,000	16,270	
520	OTHER MACHINERY & EQUIPMENT	3,289.60	476.70	1,500.00	811.40	811	0	
525	LIBRARY BOOKS RECORDS & EXHIBITS	119,830.63	141,557.76	160,000.00	97,107.58	160,000	160,000	
525A	AUDIO VISUAL MATERIALS	7,915.22	9,723.14	30,400.00	12,218.66	30,400	45,130	
* TOTAL CAPITAL OUTLAY	*	188,800.12	190,032.93	225,565.00	123,103.01	* 219,187	221,400	
*** ACTIVITY TOTALS ***		1,163,841.67	1,245,861.97	1,460,237.00	919,796.62	* 1,414,833	1,515,661	
LESS RETIREMENT FUND		98,546.62	103,141.91	123,920.00	78,897.19			
*** NET ACTIVITY TOTALS ***		1,065,295.05	1,142,720.06	1,336,317.00	840,899.43	*		
OTHER CHARGES								
410	PRINCIPAL & INTEREST	108,970.00	99,370.00	.00	.00			
* TOTAL OTHER CHARGES	*	108,970.00	99,370.00	.00	.00	*		
*** ACTIVITY TOTALS ***		108,970.00	99,370.00	.00	.00	*		
LESS RETIREMENT FUND		98,546.62	103,141.91	123,920.00	78,897.19			
*** NET ACTIVITY TOTALS ***		10,423.38	3,771.91	123,920.00	78,897.19	*		

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT DESCRIPTION
CODE1980-1981
ACTUAL1981-1982
ACTUAL1982-1983
APPROPRIATED ACTUAL-TO-DATEESTIMATED
ENTIRE YRREQUEST
1983-1984STAFF
NOTES

*** ACTIVITY TOTALS ***

=====	=====	=====	=====			
.00	.00	.00	.00 *	00	00	
=====	=====	=====	=====			

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1983-1984	STAFF NOTES
	PERSONAL SERVICES							
101	REGULAR SALARIES	1,188.52	.00	.00	.00	_____	_____	_____
103	RETIREMENT FUND	648.83	.00	.00	.00	_____	_____	_____
107	HOSPITALIZATION & MEDICAL INSURA	377.57	.00	.00	.00	_____	_____	_____
107A	GROUP LIFE INSURANCE	44.71	.00	.00	.00	_____	_____	_____
109	TEMP SALARIES	10,192.28	.00	.00	.00	_____	_____	_____
* TOTAL PERSONAL SERVICES *		12,451.91	.00	.00	.00	_____*	_____	_____
		=====	=====	=====	=====			
*** ACTIVITY TOTALS ***		12,451.91	.00	.00	.00	* .00	.00	_____
		=====	=====	=====	=====			

OBJECT CODE	DESCRIPTION	1980-1981 ACTUAL	1981-1982 ACTUAL	1982-1983 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1983-1984	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	695.76	1,688.14	2,000.00	263.59			
* TOTAL PERSONAL SERVICES *		695.76	1,688.14	2,000.00	263.59	* 1,500	3,000	
						1,500	3,000	
***	ACTIVITY TOTALS	695.76	1,688.14	2,000.00	263.59	*		

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.

must agree with those accounts on form 1.								
Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1983	Total Salary 1983-84	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	.18	85.00	
Secretary	Schwegman	13-F	17,402	17,402		.18	85.00	
Library Clerk II	Wheeler	11-F	15,785	15,785		.18	75.00	
Staff Artist	Burch	12-E	15,785	16,119	312	.18		Step increase 11/26/83
Maint. Man	Richardson	20-F	24,486	24,486	312	3.74		
Sr. Bldg. Custodian	Kay	12-F	16,575	16,575		3.74		
Bldg. Custodian	Matthews	11-E	15,031	15,379		3.74	25.00	Step increase 11/9/83
Library Asst. I	Berbaum	18-F	22,208	22,208		.18	85.00	
Library Asst. I	Voorhees	18-F	22,208	22,208		.18	50.00	
Library Asst. I	Merideth	18-F	22,208	22,208	312	.18	40.00	
Library Asst. I	Harper	18-F	22,208	22,208		.18	75.00	
Library Asst. I	Johnson	18-F	22,208	22,208		.18	65.00	
Supervisor, Adult Serv.	Seidl	27-B	29,055	29,546	312	.18	40.00	Step increase 8/9/83
Head Home Reading	Jacobs	22-B	22,763	22,935		.18		Step increase 1/6/84
Head Ref. Dept.	Merrick	22-B	22,763	23,525		.18		Step increase 5/7/83
PAGE (Accts. 101, 102 & 109 should be totaled individually.				335,151	1,560		625.00	
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.

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1983	Total Salary 1983-84	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-F	11,777	11,777	312	.18		
Page	Collins	3-F	10,682	10,682		.18	85.00	
Page	Zer-fowski	3-F	10,682	10,682		.18		
Library Clerk II	Ander-son	13-F	17,402	17,402		.18	55.00	
Library Clerk II	Irvin	11-F	15,785	15,785		.18	40.00	
Library Clerk I	Tempel	9-F	14,315	14,315		.18	105.00	
Library Clerk I	Edwards	9-D	12,985	13,335		.18		Step increase 10/6/83
Bkmobile Clk Drv I	Fetrow	11-F	15,785	15,785		3.74	50.00	
Bkmobile Clk Drv I	Wheat-ley	11-D	14,315	14,590		3.74	25.00	Step increase 12/7/83
Library Asst. I	Mc-Gregor	18-F	22,208	22,208		.18	55.00	
Library Asst. I	Roberts	18-F	22,208	22,208		.18	55.00	
Extension Librarian	Hicks	22-D	24,486	25,380		.18		Step increase 7/29/83
Library Clerk II	Craw-ford	11-F	15,785	15,785		.18	80.00	
Children's Librarian	Nichols	22-B	22,763	22,914	312	.18		Step increase 1/17/84
Tech Serv Clk I	Stan-bery	9-E	13,635	14,106	312	.18	35.00	Step increase 8/9/83
PAGE (Accts. 101, 102 & 109 should be totaled individually.				246,954	936		585.00	
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.

Sheet 101, and temporary salaries (Sheet 109) must agree with those accounts on form 1.								
Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1983	Total Salary 1983-84	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	Lewis	9-F	14,315	14,315		.18	35.00	
Tech Serv Clk I	Brooks	9-F	14,315	14,315		.18	30.00	
Tech Serv Clk II	Colebar	11-F	15,785	15,785		.18	70.00	
Tech Serv Clk II	Sebern	11-F	15,785	15,785		.18	35.00	
Tech Serv Clk III	Vacant	13-A	14,315	14,493		.18		Step increase 11/1/83
Tech Serv Clk III	Will- iams	13-F	17,402	17,402		.18	130.00	
Page	Gentry	3-F	10,682	10,682		.18	35.00	
Page Head	Fouke	3-F	10,682	10,682	312	.18		
Cataloger	Hadley	22-F	26,997	26,997		.18	45.00	
Supervisor, Tech Serv	Vacant	27-A	28,346	28,701		.18		Step increase 11/1/83
YA-AV Kubraruab	Vacant	20-A	20,145	20,398		.18		Step increase 11/1/83
PAGE TOTALS	(Accts. 101, 102 & 109 should be totaled individually.			189,555	312		380.00	
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.

must agree with those accounts on form 1.								
Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1983	Total Salary 1983-84	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		.18	30.00	
Tech Serv Clk pt-time	Cook	9-B	6,035	6,165		.18		Step increase 6/8/83
Tech Serv Clk pt-time	Younger	9-A	5,889	5,933		.18		Step increase 1/3/84
Tech Serv Clk pt-time	Vacant	9-A	5,889	5,889		.18		
Lib Clk I pt-time	Trebackz	9-F	7,158	7,158		.18	27.50	
Lib Clk I pt-time	Irons	9-D	6,493	6,505		.18	15.00	Step increase 4/20/84
Lib Clk I pt-time	Trusner	9-C	6,183	6,183		.18		
Lib Clk I pt-time	Willis	9-B	6,035	6,165		.18		Step increase 6/4/83
Clerk pt-time	Vacant	7-A	5,341	5,408		.18		Step increase 11/1/83
Lib Asst I pt-time	Bockmann	18-C	9,592	9,684		.18		Step increase 2/11/84
Lib Asst I pt-time	Roelleke	18-B	9,365	9,400		.18		Step increase 2/22/84
Lib Asst I pt-time	Shroyer	18-B	9,365	9,540		.18		Step increase 7/21/83
Lib Asst I pt-time	Robinson	18-B	9,365	9,522		.18		Step increase 8/6/83
Lib Asst I pt-time	Dwyer	18-B	9,365	9,444		.18		Step increase 12/14/83
Lib Asst I pt-time	Arnold	18-B	9,365	9,444		.18		Step increase 12/17/83
PAGE TOTALS (Accts. 101, 102 & 109 should be totaled individually.				113,598			72.50	
ACTIVITY GRAND TOTALS								

Budget Form 3

Budget Form 3

Official Job Classification	Name or Vacant	Pay Grade & Step	Annual Salary Rate May 1, 1983	Total Salary 1983-84	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.
Page								

Budget Form 3

RETIREMENT - ACCOUNT 103 (Excluding Police & Fire)

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

\$ 904,640 x 13.90 % = \$ 125,745

TOTAL Acct. 109 (Form 3)

@ Social Security Rate

\$ x 6.70 % = \$ 1,110

TOTAL RETIREMENT (line 103 Form 1) \$ 126,855

WORKMEN'S COMPENSATION - ACCOUNT 105

TOTAL Salaries Work Comp. Group

Group Rate

Total Charges

GRAND TOTAL

818,335

.18 %

1,473

102,869

3.74 %

3,847

5,320 - 15%

\$ 4,522

UNEMPLOYMENT 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%

\$ 70,893

x 1% = \$ 709

GRAND TOTAL (line 106 Form 1) \$ 4,209

HOSPITALIZATION & MEDICAL INSURANCE - ACCOUNT 107 (include each employee on only one line)

No. of Employees Without Dependent Coverage	<u>32</u>	x	\$ <u>506.40</u>	=	<u>16,205</u>	Per Year
No. of Mgmt. Employees carrying Dependent Coverage	<u> </u>	x	\$ <u>1,750.08</u>	=	<u> </u>	Per Year
No. of General Serv. Empl. Carrying Dep. Coverage	<u>9</u>	x	\$ <u>818.40</u>	=	<u>7,366</u>	Per Year
No. of Police Union Empl. Carrying Dep. Coverage	<u> </u>	x	\$ <u>1,618.80</u>	=	<u> </u>	Per Year
No. of Fire Union Empl. Carrying Dep. Coverage	<u> </u>	x	\$ <u>1,618.80</u>	=	<u> </u>	Per Year

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

TOTAL \$ 23,571

GROUP LIFE INSURANCE - ACCOUNT 107A

TOTAL No. of Employees	x	\$ <u>24.60</u>	Per Year	=	\$ <u>1,009</u>
TOTAL Management Salaries \$	x	\$ <u>.57</u>	\$1,000/Mo x 12	=	\$ <u> </u>

TOTAL GROUP LIFE INS. (line 107A Form 1) \$ 1,009

Travel Expense Detail
Accounts 240 and 241
List all travel, conference attendance and training

(a) Out of State Travel for Dept. Directors Only

(b) Accts. 240 & 241 must be 20% less than 1982-83 budget.

 Department Library Activity: 40

Conference name, location and dates Name of person attending conference	Travel	Hotel & Meals	Registra- tion	Other	TOTAL
American Library Association Annual Conference Los Angeles, June 22 - 28, 1983					
Director	600	458	50	15	1,123
City Librarian	600	458	40	15	1,113
Staff Member	600	458	40	15	1,113
American Library Association Winter Meeting Washington, D.C., January 8 - 14, 1984					
City Librarian	350	282	40	15	687
Illinois Library Association Meeting Chicago, Illinois, October 27 - 29, 1983					
Director	110	194	35	15	354
City Librarian	110	194	30	15	349
Staff Member	110	194	30	15	349
NOTE: TOTAL ACCOUNTS 240 and 241 INDIVIDUALLY TOTALS MUST AGREE WITH CODES 240 and 241 on Form 1					5,088

ACCOUNT 284

DEPARTMENT Library ACTIVITY 940

(ACCTS. 284 & 302 MUST BE 10% LESS THAN 1982-83 BUDGET)

ORGANIZATION NAME	EMPLOYEE(S) NAME	COST
American Library Association	Institutional	850
	City Librarian	115
Illinois Library Association	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

DEPARTMENT Library ACTIVITY 940

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.

PAGE TOTAL

MAY 1, 1982 THRU JAN 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101 FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94-	
101A CURRENT YEAR TAXES	1,310,300.00	33,707.82	1,224,564.34	85,735.66	
524 PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
728 INTEREST ON INVESTMENTS	40,000.00	38,907.20	70,777.50	30,777.50-	
728A LIBRARY FINES & FEES	25,500.00	1,894.01	18,492.20	7,007.80	
729 NON-RESIDENT FEES	2,500.00	266.00	4,180.00	1,680.00-	
730 LOST & DAMAGED BOOKS	2,400.00	176.35	2,277.01	122.99	
733 PRINTS MADE ON COPY MACHINE	800.00	0.00	379.48	420.52	
733 ILL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
799 MISCELLANEOUS INCOME	4,000.00	137.17	2,264.77	1,735.23	
TOTAL REVENUE	1,813,618.00	75,088.55	1,843,110.24	29,492.24-	101.63

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	887,938.00	0.00	62,914.85	627,309.30	260,628.70	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	8,813.44	87,710.63	36,209.37	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	1,289.00	1,912.00	
106	UNEMPLOYMENT COMPENSATION	3,806.00	0.00	228.92	2,111.34	1,694.66	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	0.00	18,520.00	0.00	
109	TEMPORARY SALARIES	16,421.00	0.00	822.11	8,651.44	7,769.56	
201	ADVERTISING	500.00	0.00	60.18	331.57	168.43	
202	PRINTING & BINDING	5,500.00	0.00	538.71	4,771.09	728.91	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	0.00	5,873.34	4,126.66	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	750.00	0.00	43.00	209.55	540.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	92.00	9,282.13	7,062.87	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	39.00	955.20	1,544.80	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	60.00	307.56	692.44	
231	ELECTRICITY	53,000.00	0.00	2,737.87	41,291.67	11,708.33	
233	TELEPHONE	10,000.00	0.00	587.90	5,882.73	4,117.27	
234	WATER	500.00	0.00	0.00	276.56	223.44	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	190.28	3,010.97	1,885.03	
245	POSTAGE	5,400.00	0.00	365.82	3,794.29	1,605.71	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	990.00	390.00	
288	RENTALS	9,705.00	0.00	400.00	4,034.96	1,650.04	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	112.37	1,559.01	940.99	
312	JANITORIAL SUPPLIES	3,000.00	0.00	878.08	1,675.39	1,324.61	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	11,000.00	0.00	687.88	1,637.44	3,362.56	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	38.37	959.38	540.62	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	3,136.57	14,838.05	1,161.95	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	1,361.00	12,249.00	4,086.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	95.00	965.00	585.00	
423	INSURANCE	10,300.00	0.00	0.00	12,302.22	2,002.22-	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

E 69

MAY 1, 1982 THRU JAN 31, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
499	SMALL CAPITAL ITEMS	0.00	0.00	0.00	1,478.40	1,478.40-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	84,203.35	880,937.22	353,334.78	71.37
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	0.00	7,976.00	1,374.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	2,150.00	7,139.37	17,575.63	
520	OTHER MACHINERY & EQUIPMENT	1,500.00	0.00	0.00	811.40	688.60	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	15,618.83	112,886.15	47,313.85	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	4,096.43	16,315.09	14,084.91	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	21,865.26	144,928.01	81,036.99	64.14
	TOTAL EXPENDITURES	1,460,237.00	0.00	106,068.61	1,025,865.23	434,371.77	70.25

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

E 70

MAY 1, 1982 THRU JAN 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	76,553.00	0.00	78,154.61	1,601.61-	
INCOME	0.00	0.00	0.00	0.00	
INTEREST ON INVESTMENTS	7,655.00	1,714.96	9,566.83	1,911.83-	
MISC INCOME	0.00	0.00	0.00	0.00	
TOTAL REVENUE	84,208.00	1,714.96	87,721.44	3,513.44-	104.17

56
524
799

FUND BALANCE MAY 1, 1982
INCOME
INTEREST ON INVESTMENTS
MISC INCOME

TOTAL REVENUE

76,553.00
0.00
7,655.00
0.00

0.00
0.00
1,714.96
0.00

78,154.61
0.00
9,566.83
0.00

1,601.61-
0.00
1,911.83-
0.00

104.17

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

71

MAY 1, 1982 THRU JAN 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1982	20,000.00	0.00	20,080.87	80.87-	
SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
INTEREST SAVINGS	1,000.00	1,177.17	1,961.20	961.20-	
TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
TOTAL REVENUE	21,000.00	1,177.17	22,042.07	1,042.07-	104.96

518
524
731

FUND BALANCE MAY 1, 1982
SALE OF CITY PROPERTY
INTEREST SAVINGS
TRANS FROM CITY OF DECATUR

TOTAL REVENUE

20,000.00
0.00
1,000.00
0.00
21,000.00

0.00
0.00
1,177.17
0.00
1,177.17

20,080.87
0.00
1,961.20
0.00
22,042.07

80.87-
0.00
961.20-
0.00
1,042.07-

104.96

ACTIVITY 944 DECATUR PUBLIC TR FUND (BRIDGES)

E 72

MAY 1, 1982 THRU JAN 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
524	REVENUE	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	300.00	105.83	366.37	66.37-	
	MISC INCOME	900.00	922.87	922.87	22.87-	
	TOTAL REVENUE	4,150.00	1,028.70	4,761.79	611.79-	114.74

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	2,000.00	0.00	0.00	263.59	1,736.41	13.18
	TOTAL EXPENDITURES	2,000.00	0.00	0.00	263.59	1,736.41	13.18

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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1561	ARLENE JACOBS	APPLICANT EXPENSE	178.58
1564	PEORIA JOURNAL STAR INC	BOOKS	105.76
1565	STATE JOURNAL REGISTER	BOOKS	78.00
1570	POSTMASTER	POSTAGE	12.50
1576	TREAS PAYROLL FUND	PD ENDING 1-12-83	31,243.40
1538	ACME-LANE CO INC	OFFICE SUPPLIES	21.43
1589	BADOREK'S GARAGE	AUTO REPAIR	81.07
1590	BOLAND ELECT SUPPLY CO	BALLASTS	137.10
1591	INDIANA UNIVERSITY	BOOKS	15.00
1592	DASH DISPOSAL	DISPOSAL SERVICE	16.50
1593	DATA PROCESSING MGT ASSOC	BOOKS	28.00
1594	DECATUR PAINT & VARNISH	PAINT	13.88
1595	DOWNTOWN DECATUR COUNCIL	PARKING RENTAL	400.00
1596	FLOWER AND GARDEN	BOOKS	10.00
1597	GLAMOUR	BOOKS	60.00
1598	GREANIAS AND BOOTH	PROF SERVICES	25.00
1599	HAINES & ESSICK CO	OFFICE SUPPLIES	119.16
1600	INDIANAPOLIS STAR	BOOKS	55.00
1601	MIDWEST MICROFILM CO	READER/PRINTER	2,150.00
1602	NAT'L TRUST FOR HISTORIC	BOOKS	15.00
1603	N CAROLINA LIBRARY ASSOC	BOOKS	2.50
1604	OCLC DEPT 630	BOOKS	18.00
1605	THE PANTAGRAPH	BOOKS	75.00
1606	PITNEY BOWES	MAINT AGREEMENT	92.00
1607	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	544.00
1608	YORK RADIO & TV	VIDEOTAPE	299.70
1609	WOOD PRINTING SERVICE	PRINTED CARDS	246.00
1610	TREAS CENTRAL SERVICE FND	GASOLINE	100.87
1619	DIRECTOR OF LABOR	UNEMPLOYMENT COMP	228.92
1651	ILL POWER CO	POWER FOR MONTH	2,737.87
1712	POSTMASTER	POSTAGE	300.00
1725	BILYEU'S PAINT	PLEXIGLASS	29.57

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1726	CORONET FILMS & VIDEO	AUDIO VISUAL	1,000.00
1727	FORDHAM EQUIPMENT	OFFICE SUPPLIES	176.18
1728	FOOD & WINE	BOOKS	28.00
1729	HAYWORTH PRESS INC	BOOKS	50.00
1730	HERALD & REVIEW	BOOKS	55.17
1731	MARTIN JEWELERS	ENGRAVED PLATES	13.90
1732	NAT'L WILDLIFE FEDERATION	BOOKS	31.50
1733	PIERIAN PRESS	BOOKS	69.50
1734	MONTGOMERY WARDS	PLANT POTS	16.99
1735	PRAIRIE PAPER & PACKAGING	JANITORIAL	865.50
1736	PUBLIC AFFAIRS PAMPHLET	BOOKS	17.00
1737	REGENT BOOK CO INC	BOOKS	95.54
1738	ST LOUIS	BOOKS	7.95
1739	SOCIETY	BOOKS	78.00
1740	JOHN WILEY & SONS INC	AUDIO VISUAL	14.25
1741	WORLD BOOK ENTERPRISES	BOOKS	12.95

TOTAL OF ALL VOUCHER CHECKS = 41,972.24

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1823	R H ANDERSON EDITOR	BOOKS	25.00
1824	BELLMAN PUBLISHING CO	BOOKS	114.00
1825	CREDIT BUREAU OF DECATUR	BOOKS	100.00
1826	DENVER POST	BOOKS	96.00
1827	F&W PUBLISHING CO	BOOKS	18.00
1828	MANUFACTURERS' NEWS, INC.	BOOKS	78.45
1829	NATL ARCHIVES TR FND BD	BOOKS	26.00
1830	NATL REGISTER PUBL CO.	BOOKS	203.75
1831	NEWMAN'S	OFFICE SUPPLIES	53.00
1832	PUNCH	BOOKS	112.00
1833	SEVENTEEN MAGAZINE	BOOKS	120.45
1834	TIME INC	BOOKS	20.00
1835	WARREN GORHAM & LAMONT	BOOKS	195.00
1836	YORK RADIO & TV	OFFICE SUPPLIES	19.95
1837	ZENGER PUBLISHING CO	BOOKS	34.61
1878	TREAS PETTY CASH FUND	REIMBURSEMENT	114.07

TOTAL OF ALL VOUCHER CHECKS = 1,330.28

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
1890	TREAS PAYROLL FUND	PD ENDING 1-26-83	32,588.56
1899	SOY CAPITAL BANK	PAYROLL	48,846.66
1902	AMERICAN HERITAGE	BOOKS	65.00
1903	HARPER'S	BOOKS	64.00
1904	HEALTH	BOOKS	9.95
1905	MAR LOR PRESS	BOOKS	4.76
1906	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	316.30
1907	PETERSEN PHOTOGRAPHIC	BOOKS	19.94
1908	PSYCHOLOGY TODAY	BOOKS	108.00
1909	REDBOOK	BOOKS	15.94
1910	RULES DIVISION	BOOKS	52.00
1911	WRITER'S DIGEST BOOKS	BOOKS	10.95
1933	TREAS GNL OPERATING FUND	ADM EXPENSE	1,361.00
2029	INTL MED ASSOC OF DECATUR	PROF SERVICES	35.00
2090	POSTMASTER	POSTAGE	37.70
2130	TREAS ILL MUNI RETIREMENT	RETIREMENT	8,813.44

TOTAL OF ALL VOUCHER CHECKS = 92,349.20

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

01/01/83 THRU 01/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
2198	AUDIO BUFF CO INC	AUDIO VISUAL	658.10
2199	BAKER & TAYLOR CO	BOOKS	949.51
2200	BAKER & TAYLOR CO	BOOKS	10,841.04
2201	BEACON PRESS INC	BOOKS	7.88
2202	A M BEST CO	BOOKS	420.00
2203	BLACK & CO	HARDWARE	119.21
2204	BOLAND ELECT SUPPLY CO	ELECT PARTS	194.16
2205	R R BOWKER CO	ADVERTISING	54.90
2206	DAY'S PAINT	PAINT	168.00
2207	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	322.94
2208	DOUBLEDAY & CO INC	BOOKS	465.61
2209	FORDHAM EQUIPMENT	OFFICE SUPPLIES	479.36
2210	GAYLORD BROS	OFFICE SUPPLIES	645.37
2211	HAINES & ESSICK CO	OFFICE SUPPLIES	77.88
2212	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	587.90
2213	LIBRARY CARDS LTD	CATALOG CARDS	292.71
2214	LINCOLN-HERNDON PRESS	BOOKS	47.69
2215	MORaine POETS	BOOKS	9.00
2216	PUTNAM PUBLISHING GROUP	BOOKS	20.64
2217	ROLLING PRAIRIE LIBRARIES	AUDIO VISUAL	311.58
2218	SOUND/VIDEO UNLTD	AUDIO VISUAL	1,970.19
2219	SOUND/VIDEO UNLTD	AUDIO VISUAL	142.31
2220	WEST PUBL CO	BOOKS	167.00
2221	ULVERSCRAFT	BOOKS	48.00
2222	ZIFF-DAVIS	BOOKS	47.91
2226	THE COLLECTOR	BOOKS	14.00
2227	DASH DISPOSAL	DISPOSAL SERVICE	16.50
2228	HOUSTON CHRONICLE	BOOKS	140.88
2229	MONTGOMERY WARDS	PLANTS	16.99
2230	ZIFF-DAVIS	BOOKS	38.00
2270	HERALD & REVIEW	ADVERTISING	5.28

TOTAL OF ALL VOUCHER CHECKS = 19,280.54

February 14, 1983

MEMORANDUM

TO: Ad Hoc Committee on Relations with RPL; Mrs. Moore, ex officio

FROM: Bob Dumas

The meeting of the Committee with representatives of Rolling Prairie Libraries has been confirmed for February 21 at 4:30 p.m. and will be held in the Board Room of the Library.

The Board desired that I send a memorandum to the Committee to provide the background to the letter from Mr. Plotzke informing that the fund for purchase of Permanent Loan books will be eliminated and that the salary for a cataloger to work at DPL will be replaced with a \$10,000 payment toward the salary. Mr. Inman's salary is currently \$24,486.

Both of these agreements with RPLS were initiated during the tenure of Ray Ewick as Executive Director of RPLS.

Originally the agreement that eventually led to the Cataloger on DPL staff but on the RPLS payroll was based in the desire of the Rolling Prairie Libraries System to establish the practice of reciprocal borrowing, i.e., to allow patrons of all affiliated public libraries to borrow materials at any library that was a member of the system. Because of the number of small communities in the proximity of Decatur, it was recognized by Mr. Ewick that there would be a considerable use of this Library by patrons of affiliates and because of the size and level of support of these libraries there would not be a reciprocal use by patrons of DPL. To compensate for this excessive reciprocal borrowing RPLS agreed to pay Decatur Public Library for each circulation to reciprocal borrowers over and above an agreed number, I believe 800 annually. Later because of the large number of reciprocal borrowings and the inconvenience of the record keeping, Mr. Ewick suggested and I agreed that this arrangement for payment of excessive reciprocal borrowing be terminated and that the payment of the salary of a cataloger to work in Decatur Public Library be substituted.

This was particularly desirable at the time since Rolling Prairie Libraries had recently begun providing \$15,000 a year to both the Lincoln Library in Springfield (who with DPL serves as co-headquarters for resources for RPLS) and the Decatur Public Library. The money was not given to these libraries, but each library was permitted to invoice RPLS for this amount of books. Each library was restricted with respect to subjects covered by these acquisitions and they were added with the further condition that they were on "Permanent Loan" from RPLS.

The "Permanent Loan" program provided for RPL an easing of their resources inasmuch as staff time required to select, order, catalog and process \$30,000 worth of books could be devoted to other programs. Moreover, RPL was by this time experiencing increased space problems as a result of its growing collections and the Permanent Loan program greatly eased their storage problem.

On the other hand, the staff time to select, order, catalog and process \$15,000 in additional materials now had to be accommodated by Decatur Public Library, so that the proposed cataloger answered needs of DPL.

The "Permanent Loan Fund" since then has varied from \$15,000 to \$7,500 annually depending on RPL budgets. The fund has benefitted RPL since these acquisitions have been based on known needs of patrons whereas, since RPL offered no public service other than bookmobile (which tended to be recreational reading), their acquisition for Inter Library Loan and reference resources lacked this practical guidance. It has also benefitted the regional inter-Library loan program in other ways inasmuch as Lincoln Library and DPL have in their respective areas been able to build collections in strength.

Of course RPL also continued a broad acquisitions program and to a certain extent the variations in the Permanent Loan Funds were to protect this program. However, when RPL discontinued its bookmobile service to surrounding communities, it also discontinued its acquisition program (except in the field of Library Science which relates to their consultant services). At the same time it dispersed to regional libraries much of its book stock and sold the remainder (except for Library Science books and some reference materials).

The only acquisitions currently made to support Inter-Library Loan are those in the Permanent Loan program - which is now scheduled to be phased out.

I have discussed the course of action proposed by Mr. Plotzke in his letter. He repeated that his budgetary situation required that he take these steps. RPLS has had no increase in its funding since 1978 and has been invading its reserves. This last legislature did vote a 5% increase in regional library funding but this amounted to only about \$40,000 and leaves RPLS still in straitened financial circumstances.

I suggested that a possible solution to the reciprocal borrowing problem would be for Rolling Prairie to pass through the cost of the Cataloger to those libraries whose patrons were using borrowing privileges at DPL. This presents certain political problems, of course, inasmuch as RPLS board approval would be required and these board members are preponderantly from smaller libraries.

I also suggested that RPLS may wish to return to the original system or a variant of it and pay for each reciprocal borrowing based on a percentage of unit circulation cost in DPL (which currently is about \$2.25) and pass these costs through.

He informed that net lenders (i.e., libraries who lend more than their patrons borrow) do have a system of payment in regional libraries around Chicago but that the payment is only 25 or 30 cents for the net difference. He noted that the \$10,000 he was proposing toward the cataloger's salary was more generous. He did not feel that my proposal of \$1 - \$1.25 was acceptable in light of the practice around Chicago. It was my contention that 30¢ might be defensible where all libraries were lending partners and all libraries benefitted from reciprocal borrowing, but that in the Decatur area Decatur residents did not use other libraries, that DPL was not only a net lender, but practically speaking the only lender in reciprocal borrowing, and hence did not benefit at all from the reciprocal borrowing program. In that light I felt that my proposal was reasonable and generous.

Mr. Plotzke also informed that the State Library in response to criticism of reciprocal borrowing had recently appointed a committee to examine the problem.

My last suggestion to Mr. Plotzke, and one I confessed to no enthusiasm for, was to limit reciprocal borrowing to the general non-fiction collection, excluding new books and fiction. This would insure that patrons from other communities with serious needs would have access to our collections but would not use DPL for entertainment materials and would reduce the reciprocal borrowing to a level commensurate with his proposed funding.

Mr. Plotzke felt that this would also be undesirable and he cautioned that reciprocal borrowing was a condition of DPL remaining an affiliate in good standing and that remaining an RPL member in good standing was a prerequisite for continuing to receive the per capita grant. I did not respond to this as I do not contemplate that the Board would refuse to participate in reciprocal borrowing. The question is how to fund the non-reciprocated borrowing that is currently going on.

RWD

Ad Hoc Committee
on Relations with Rolling Prairie Libraries

February 21, 1983

The Committee was called to order by Chairman Marshall Susler at 4:35 p.m. in the Board Room of the Library. Present were Mr. Susler, David Marshall, and Sharon Taylor; Shirley Moore, ex officio; and Robert Dumas, City Librarian. Also present were representatives from the Rolling Prairie Libraries System: Bob Dagner, Assumption, and Harold Halfyard, Lovington, members of RPLS Finance Committee; Robert Plotzke, Executive Director; and Bert Halley, a consultant with Illinois State Library.

Mr. Susler noted that the meeting was in response to a notification from Mr. Plotzke that the Permanent Loan book allotment will be terminated in FY 1983/84 and that the salary of a Cataloger in DPL will be terminated and replaced by a \$10,000. He noted that documents from RPLS suggested that the per capita grant might be discontinued if the reciprocal borrowing privileges in Decatur Public Library were modified. He indicated that a problem existed and that threats did not contribute to solutions and asked that they be put aside for the sake of productive discussion.

For the information of all present, Mr. Susler asked for a history of these payments. Mr. Dumas read a prepared memorandum which is included in these minutes briefly tracing the background of the allotments and his discussion with Mr. Plotzke regarding possible solutions to the problem raised in his letter.

In the discussion that followed, Mr. Susler noted that as a member of the RPL Board and Finance Committee he was aware that financial problems existed as they did for the Decatur Library and emphasized Mr. Dumas' concern that the position of Cataloger might have difficulty in being added to the DPL roster and if added still was not assured of funding. He asked why some portion of the cost to RPL could not be passed through to the benefitting Library. Mr. Halley interposed that reciprocal borrowing was a relationship between the lending library and the patron from an affiliated library, not between two libraries and that the library of the reciprocal borrower had no responsibility in the matter. The questions of such definition and the mechanism for making such decisions was raised and Mr. Halley explained that reciprocal borrowing was mandated by the State Librarian and the plan for implementation was drawn up by each regional library, subject to the approval of the State Librarian.

Mr. Plotzke was queried in some depth about the decision RPL had unilaterally made in reducing the payments for service to DPL and how he arrived at the \$10,000 figure in lieu of the salary for a cataloger. He explained that in several of the past five years he has had no increases in funding that he had received but modest increases in two years. On the other hand DPL had had sizeable - he suggested 9% - increases each year. When he worked out his projections, assuming no increased funding for the next several years there was increasing pressure upon the region. He indicated that the \$10,000 figure was a forced figure. Upon questioning by Mr. Susler whether this was an ultimatum or was subject to negotiation, Mr. Plotzke assured him that anything is always subject to negotiation.

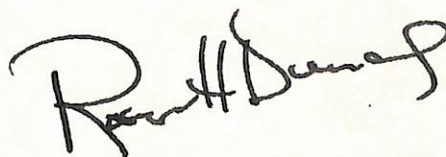
Mr. Marshall, in alluding to the financial problem that Mr. Plotzke had discussed, asked about the priorities assigned to various System functions and asked what priority Mr. Plotzke assigned to the needs of DPL. After some discussion Mr. Plotzke indicated that he felt that a high priority should be accorded but within the constraints of financial fairness.

A discussion proceeded regarding fair charge for reciprocal borrowing. It was Mr. Dumas' contention that this was a function of unit circulation cost in the lending institution. It was Mr. Plotzke's position that payment should be based on what he called "marginal costs", that is the additional costs over and beyond the costs that would be incurred for operating the Library for the benefit of Decatur residents and that this incremental cost should be calculated on a unit circulation basis. Mr. Marshall remarked that in those terms the cost of a reciprocal circulation was nothing but in fact the cost of circulating 30,000 books was a real cost.

It was noted by Mr. Halely that a task force had been appointed by the State Library to investigate the problems raised by reciprocal borrowing, that it would hold meetings around the State to take testimony, and that its recommendations for changes would be submitted in July to the State Librarian, that it would then go to the State Library Advisory Council for its recommendation and that the State Librarian would probably use these recommendations to amend in some way the Rules and Regulations that govern reciprocal borrowing. Mr. Halely therefore recommended that RPL adopt no interim plan to cover the problem until that time. He urged immediate discussion between RPL and DPL to explore the problem and possible remedies. Mr. Susler and Mr. Marshall explained that a great deal of time is not available, that a recommendation for funding must be made in May and that the levy ordinance is in September.

Mr. Susler remarked that at least another meeting will have to be held after discussion with the Board.

The meeting adjourned at 6:30 p.m.

A handwritten signature in dark ink, appearing to read "R. H. Dumas". The signature is written in a cursive, flowing style with a large initial "R".