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

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 16, 1975

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING DECEMBER 19, 1974

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
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - January 16, 1975

The regular meeting of the Board of Directors of the Decatur Public Library was held January 16, 1975 in the board room of the main library.

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

The meeting was called to order at 4:35 P.M. by Mr. Farrell.

The minutes of the regular board meeting of December 19, 1974 were approved.

In his statistical report to the Board, Mr. Dumas stated that the trend in circulation he mentioned last month set in with a vengeance during December and we had a very substantial gain in circulation - almost 5,000. The weather last December was miserable, but even that cannot account for the over-all increase. The national trend of circulation in public libraries is down about 5%, but it looks like Decatur may not have any decrease at all, or that we may break even at the very least. The decreasing national average may be due in part, Mr. Dumas stated, to the growth of better children's libraries in the schools, thus decreasing circulation in the Children's Departments of Public Libraries. Mr. Dumas announced the opening of a new bookmobile stop at St. Paul's Lutheran Middle School. The stop was included on the route for the first time this Thursday and in 3 or 4 hours we had a circulation of approximately 240 books, which is very good circulation for such a short time.

During December, Mr. Dumas reported, we had several programs of Christmas films for adults and juveniles. We had an attendance of 207 children at two programs. The Young Adult Department also showed six films in three programs and had an attendance of 161. We have begun the second series on investment planning and resources, which is a more advanced course than the first series. The materials for the programs are supplied by the New York Stock Exchange. Finally, Mr. Dumas reported, a new library station has been set up at the Hartford Apartments for senior citizens. This should also give us a marginal increase in circulation with a minimum expenditure of time and money.

For the record, it was announced by Mr. Dumas that the public notice of the Board's regular meeting schedule for 1975 has been posted in accordance with statutory requirements. Copies of this schedule have been forwarded to the news media and are available upon request at the Library office.

A letter from Mrs. Florence White, Chairperson of the Heritage '76 Committee, Macon County Bicentennial Commission, has been received by the Library Mr. Dumas stated. The letter requests that the Decatur Public Library take as one of its contributions to the Bicentennial celebration of Macon County the reprinting and bringing up to date of Mabel Richmond's Centennial History of Macon County. The costs of the publication, of course, would be met from funds provided by the Bicentennial Commission. If the Board agrees to cooperate in this project, Miss Margaret Meyer, the Supervisor of Adult Services, will be the Library's coordinator. Mr. Dumas stated that if there were no objections from the Board, he would notify Mrs. White that the Library will undertake to cooperate with the Commission on the project, with the stipulation that we do not incur any financial obligations. The Board concurred with this action.

As a member of the Finance and Properties Committee, Mr. Robinson gave an informational report on the summary and income of expenditures through December 31, 1974 and bills approved through December 31, 1974. The motion for approval of the report by Mr. Robinson was seconded by Mrs. Brandt and was unanimously approved by a roll-call vote.

Mr. Farrell requested the Finance and Properties Committee to have the budget ready for action by the Board either before, or at the next regular monthly meeting, and also requested that members of the Board be furnished copies of the proposed budget in advance of the meeting.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Hedrick moved that the Civil Service Commission of the City of Decatur be requested to delete the Civil Service Job Title "Librarian" and corresponding job description, and in its place to substitute the following four job titles with appropriate job descriptions reflecting the areas of specialization for such employees, to wit, Adult Librarian, Catalog Librarian, Children's Librarian and Extension Librarian. And, upon appropriate action of the Civil Service Commission that the Classification and Pay Plan in the Schedule of Library Policy be amended to delete the Civil Service Job Title "Librarian" and substitute opposite the pertinent Library Job Titles the new authorized Civil Service job titles. Mrs. Brandt seconded the motion and it was approved.

In other business, Mr. Dumas reported that the water leak in the north wall of the Library's basement had not been repaired because the source had not been located as yet. Mr. Dumas stated that estimates for repair work on the seepage problem have been forwarded to members of the Finance and Properties Committee to discuss at their next meeting. Mr. Farrell asked this Committee to pursue the matter to determine how the water problems can best be handled.

It was announced by Mr. Dumas that all public service staff of the Library are now wearing "name" badges, which had previously been requested by Mr. Holcomb.

The meeting was adjourned at 5:15 P.M.

Robert H. Dumas

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

STATISTICAL REPORT

January, 1975

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1975 -	28,768	3,053	15,707	47,528	339,861
1974 -	25,318	2,830	12,203	40,356	340,955

REGISTRATION

Resident	27,730	Non-Resident	883	
Added	1,117	Added	51	
	28,847		934	
Withdrawn	881	Withdrawn	23	
	27,966		911	28,877

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,013	Books checked in	1,164
New titles added	575	Pamphlets checked in	522
Books withdrawn	461	Telephone directories	81
Books mended	547	Gifts	101

Materials in the State of Processing

Books (physical volumes) -	625
Phonorecords -	23
Microfilm (reels) -	3
8mm films (reels) -	18

FINANCIAL REPORT

	Budgeted	YTD Expended 1973/74	YTD Expended 1974/75	Unencumbered
Personal Services	430,792	291,579	318,889	111,979
Operating	186,927	79,642	88,904	97,637
Capital and Books	85,140	53,597	40,883	44,256

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	8	--	--	8
Clerical	24 + 5 (364 hrs)	--	--	24 + 5
Maintenance	1	--	--	1

MAY 1, 1974 THRU JAN 31, 1975

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	113,704.00	0.00	142,421.31	28,717.31-	
1	TAX LEVY RECEIPTS-CURRENT	545,000.00	0.00	506,201.02	38,798.98	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	2,281.00	13,925.51	2,074.49	
4	NON-RESIDENT FEES	300.00	51.00	340.00	40.00-	
5	INTEREST ON INVESTMENTS	17,500.00	377.57	11,481.53	6,018.47	
7	LOST & DAMAGED BOOKS	700.00	55.20	745.16	45.16-	
8	PRINTS MADE ON COPY MACHINE	360.00	11.52	148.74	211.26	
10	MISCELLANEOUS	4,285.00	508.75	7,344.43	3,059.43-	
	TOTAL REVENUE	702,849.00	3,285.04	682,607.70	20,241.30	97.12

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	397,264.00	0.00	30,720.39	298,243.13	99,020.87	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	56,681.00	0.00	4,373.04	38,695.23	17,985.77	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,748.00	0.00	666.40	5,808.92	2,939.08	
109	TEMPORARY SALARIES	24,630.00	0.00	1,161.50	14,841.95	9,788.05	
201	ADVERTISING	200.00	0.00	22.30	97.49	102.51	
202	PRINTING & BINDING	3,240.00	0.00	80.50	1,045.07	2,194.93	
211	SERVICE TO MAINTAIN BUILDINGS	26,200.00	0.00	2,320.41	20,711.49	5,488.51	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	648.00	0.00	10.00	159.55	488.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,703.00	0.00	405.00	1,045.40	657.60	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,080.00	0.00	267.20	645.09	434.91	
221	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,467.00	0.00	21.00	1,226.99	240.01	
230	DATA SERVICES	35,000.00	0.00	2,910.66	26,249.94	8,750.06	
231	ELECTRICITY	17,820.00	0.00	1,282.12	10,376.79	7,443.21	
233	TELEPHONE	6,000.00	0.00	447.04	4,063.14	1,936.86	
234	WATER	300.00	0.00	37.36	151.75	148.25	
241	CONFERENCE ATTENDANCE EXPENSE	1,535.00	0.00	202.52	625.15	909.85	
245	POSTAGE	3,000.00	0.00	370.49	2,285.54	714.46	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	873.00	0.00	95.00	905.50	32.50-	
286	RENTALS	3,433.00	0.00	303.60	3,139.80	293.20	
310	GAS OIL & ANTIFREEZE	378.00	0.00	35.72	57.41	320.59	
312	JANITORIAL SUPPLIES	432.00	0.00	182.06	303.78	128.22	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMNT	6,280.00	0.00	851.53	4,556.72	1,723.28	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	898.00	0.00	472.42	1,177.00	279.00-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	3.30	1.70	
345	OFFICE SUPPLIES	10,825.00	0.00	116.79	4,733.85	6,091.15	
402	CONTINGENCIES	58,645.00	0.00	0.00	0.00	58,645.00	
415	SERVICE RECOGNITION PAYROLL	855.00	0.00	0.00	625.00	230.00	
423	INSURANCE	5,500.00	0.00	0.00	4,413.56	1,086.44	
	TOTAL OPERATING EXPENDITURES	674,390.00	0.00	47,366.05	446,788.54	227,601.46	66.25

MAY 1, 1974 THRU JAN 31, 1975

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	1,140.00	0.00	0.00	19.73	1,120.27	
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	6,301.15	40,864.63	43,135.37	
	TOTAL CAPITAL OUTLAY	85,140.00	0.00	6,301.15	40,884.36	44,255.64	48.02
	TOTAL EXPENDITURES	759,530.00	0.00	53,667.20	487,672.90	271,857.10	64.21
	LESS RETIREMENT FUND CONTRIBUTION	56,681.00	0.00	4,373.04	38,695.23	17,985.77	68.27
	GRAND TOTAL	702,849.00	0.00	49,294.16	448,977.67	253,871.33	63.88

MAY 1, 1974 THRU JAN 31, 1975

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	3,059.00	0.00	3,058.29	0.71	
1	TAX LEVY RECEIPTS-CURRENT	106,070.00	0.00	100,369.69	5,700.31	
56A	INTEREST ON INVESTMENTS	1,000.00	0.00	3,076.31	2,076.31-	
	TOTAL REVENUE	110,129.00	0.00	106,504.29	3,624.71	96.71

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	90.00	0.00	0.00	24.90	65.10	27.67
410	PRINCIPAL & INTEREST	106,070.00	0.00	0.00	106,070.00	0.00	100.00
	TOTAL EXPENDITURES	106,160.00	0.00	0.00	106,094.90	65.10	99.94

MAY 1, 1974 THROUGH JAN 31, 1975

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	36,732.00	0.00	36,734.27	2.27-	
56	REVENUE	3.00	0.00	1,550.00	1,550.00-	
56A	INVESTMENT INTEREST	2,000.00	0.00	3,358.48	1,358.48-	
	TOTAL REVENUE	38,732.00	0.00	41,642.75	2,910.75-	107.52

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending January 31, 1975

VOUCHER NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
5227	Chan Glosser, Postmaster	December Postage - Meter	$ 2.80
05252	R. R. Bowker Co.	Books	148.50
05253	Congressional Quarterly, Inc.	Books	5.00
05254	Public Documents Distribution Center	Books	11.20
05255	The Sporting News	Subscription	14.85
05273	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/1/75	264.40
05280	Kirby Vacuum Cleaner Center	Used Vacuum	20.00
05325	Illinois Power Co.	Gas & Electric Service	1,282.12
05423	EMC Corp.	Books	9.90
05424	Peoria Journal Star	Subscription Renewal	65.00
05425	Public Documents Distribution Center	Books	4.75
05[illegible]6	Selchow & Righter	Books	15.00
05427	Times-Picayune Publishing Corp.	Subscription Renewal	51.00
05428	The Washington Post	Subscription Renewal	90.00
05446	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/8/75	15,382.24
05434	The Decatur Clinic	Pre-employment Physical	21.00
05491	Decatur Herald & Review	Personnel Advertising	3.40
05547	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - $30.52)	137.01
05638	Chan Glosser, Postmaster	Advance Postage for Machine	200.00
05639	Chan Glosser, Postmaster	Post Cards	160.00
05640	The Christian Science Monitor	Subscription Renewal	33.00
05641	Green Note Music Publications	Books	4.95
05642	New Statesman	Subscription Renewal	30.00
05[illegible]3	Superintendent of Documents	Books	23.40
05644	The Two Continents Publishing Co.	Books	14.95

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
05654	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/15/75	$ 257.30
05[illegible]3	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	666.40
05754	Standard Oil Div Amoco Oil Co.	Gasoline	29.26
05778	American Library Association	Membership Fee	95.00
05779	3M B.P.S.I.	Microfilm Maintenance Agreement	380.00
05792	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/22/75	15,528.15
05804	Arco Publishing Co., Inc.	Books	4.95
05805	Art In America	Subscription Renewal	33.00
05806	Association of American Medical Colleges	Books	5.00
05807	Joseph Babicki	Travel Reimbursement	54.69
05808	The Baker & Taylor Co.	Books	3,826.43
05809	Black & Company	Maintenance Supplies	27.06
05810	Dick Blick Co.	Office Supplies	41.28
05811	Bob's Repair Service	Trailer Repairs	336.32
05812	Boland Electric Supply Co.	Exit Lamps	73.68
05813	R. R. Bowker Co.	Advertising & Books ($68.64 Books)	87.54
05814	Bro-Dart, Inc.	Books	63.50
05815	Community College of Decatur	Payroll: Work Study Students	189.20
05816	Credit Bureau of Decatur, Inc.	Subscription Renewal	90.00
05817	Current	New Subscription	13.50
05818	Dash Disposal	December Service	10.00
05819	Daughters, Inc.	Books	9.00
05820	Decatur Window Cleaning Co.	December Janitorial Service	1,630.52
05821	Demco Education Corp.	Office Supplies	27.60
05822	Doubleday & Company, Inc.	Books	299.03
05[illegible]3	Downtown Decatur Council, Inc.	January Parking	300.00
05824	Robert H. Dumas	Travel Reimbursement	117.53
05825	The EnglewoodCompanies	Lamps	305.76

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
05826	Haines & Essick Co.	Books	$ 16.00
05827	Harper & Row, Publishers, Inc.	Books	22.26
05828	Harvard University Press	Books	5.13
05829	Illinois Bell Telephone Co.	Long Distance Calls & Service	447.04
05830	Kids	Subscription Renewal	7.00
05831	The Kopy Shoppe	Book Catalog Cards	252.60
05832	Lawyers Co-operative Publishing Co.	Books	7.10
05833	Martindale-Hubbell, Inc.	Books	93.60
05834	David McKay Co.	Books	56.66
05835	Mobile International	Automotive Lenses	10.00
05836	William Morrow & Company	Books	31.01
05837	National Fire Sprinkler Corp.	Inspection Fee & Recharges	220.20
05838	National Geographic Society	Books	10.50
05839	National Record Plan	Books - Records	9.41
05840	Neal Tire Service	Automotive Batteries	53.00
05841	New York Times Large Type Weekly	Subscription Renewal	35.00
05842	Orkin Exterminating Co.	Yearly Exterminating Charge	125.40
05843	Otis Elevator Co.	Elevator Maintenance	154.32
05844	Our Sunday Visitor, Inc.	Books	5.21
05845	Peter Eaton(Library Supply)Ltd.	Books	19.81
05846	Public Documents Distribution Center	Books	23.35
05847	Redbarton, Inc.	Bookmobile Step Safety Rails	64.14
05848	Regent Book Co., Inc.	Books	32.42
05849	Riley Decatur Sewer & Septic Co.	Sewer Line Cleaning	30.00
05850	Schuerman Radio Co.	Record Player Repair	13.00
05851	Charles Scribner's Sons	Books	32.65
05852	Smith-Scharff Paper Co.	Towels & Tissue	182.06
05853	Smith Tire Company	Tire Repairs	14.50
05854	Standard & Poor's Corp.	Subscription Renewal	559.00
05855	Striglos Office Equipment	Typewriter Repair	15.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
05856	Sumberg Enterprises	Books	$ 8.10
05857	Tica, Inc.	Incinerator Burner Installation	585.00
[illegible]	Travis Reading Agency	Subscription Renewal	9.00
05859	Treasurer, City of Decatur % Water Revenue Fund	Water Service	37.36
05860	TV Guide	Subscription Renewal	7.70
05861	University of Toronto Press	Books	18.00
05862	Weidenbacher Olds, Inc.	Automotive Parts & Repairs	253.13
05863	West Publishing Co.	Books	14.00
05864	The H. W. Wilson Co.	Books	30.00
05865	Wood Printing Service	Printing Expense	80.50
05866	Xerox University Microfilms	Books	100.57
05867	Treasurer, City of Decatur % General Operating Fund	January Data Service Charges	2,916.66
05997	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/29/75	260.60
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 49,364.16

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

Submitted by: Library Board of Directors

Department:

Activity: Decatur Public Library

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, 1975	Total Salary 1975-1976	If total salary is different than salary on May 1, 1975 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1. City Librarian	Robert H. Dumas		23,100	23,100	
2. Maint. Man	Gilbert Kratzner	16-E	10,462	10,724	Step increase 10/24/75
3. Clerk Steno II	Helen Schwegman	13-F	9,490	9,490	
4. Lib Clk II	Margie Wheeler	11-F	8,608	8,608	
5. Staff Artist	William Larrick	12-F	9,038	9,038	
6. Lib Asst I	Harriet Berbaum	18-F	12,111	12,111	
7. Lib Asst I	Carol Owrey	18-C	10,462	10,643	Step increase 12/27/75
8. Lib Asst I	Mary Harper	18-F	12,111	12,111	
9. Lib Asst I	Phyllis Johnson	18-F	12,111	12,111	
10. Lib Asst I	Judy Smith	18-E	11,535	11,845	Step increase 10/15/75
			TOTAL	119,781	

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	Position Title Official job Classification	Name-Write vacant if applicable	Pay Range & Step	Annual Salary Rate as of May 1, 1975	Total Salary 1975-1976	If total salary is different than salary on May 1, 1975 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Lib Asst I	Vacant	18-A	9,964	10,089	Step increase 11/1/75
2.	Supv. Adult Services	Margaret Meyer	27-F	18,789	18,789	
3.	Head, Home Reading	Wayne Puricelli	22-E	14,021	14,263	Step increase 1/6/76
4.	Head, Reference Dept.	Edward Uhles	22-B	12,414	12,658	Step increase 7/1/75
5.	Page	Barbara Bumgardner	3-F	5,825	5,825	
6.	Page	Donna Collins	3-F	5,825	5,825	
7.	Tech Serv Clk I	Vacant	9-A	6,422	6,502	Step increase 11/1/75
8.	Lib Clk II	Elizabeth Crawford	11-F	8,608	8,608	
9.	Lib Clk I	Roberta Brooks	9-B	6,582	6,693	Step increase 8/28/75
10.	Lib Clk I	Sharon Tempel	9-F	7,807	7,807	
				TOTAL	98,059	

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

Submitted by: Library Board of Directors

Department:

Activity: Decatur Public Library

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, 1975	Total Salary 1975-1976	If total salary is different than salary on May 1, 1975 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Lib Clk I	Pauline O'Dell	9-B	6,582	6,681	Step increase 9/19/75
2.	Lib Clk I	Karen Anderson	9-D	7,081	7,367	Step increase 7/7/75
3.	Lib Clk I	Vacant	9-A	6,422	6,502	Step increase 11/1/75
4.	Lib Clk III	Ruth Rusk	13-F	9,490	9,490	
5.	Bookmobile Clk Driver I	Mary Fetrow	11-C	7,435	7,463	Step increase 4/4/76
6.	Bookmobile Clk Driver I	David Johnson	11-A	7,081	7,305	Step increases 6/12/75 & 12/12/75
7.	Lib Asst I	Dixie McGregor	18-D	10,986	11,514	Step increase 5/9/75
8.	Lib Asst I	George Roberts	18-C	10,462	10,824	Step increase 8/14/75
9.	Lib Clk II	Ida Redden	11-F	8,608	8,608	
10.	Extension Librarian	Kenneth Yamashita	22-C	12,717	13,108	Step increase 9/10/75
				TOTAL	88,862	

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

Submitted by: Library Board of Directors

Department:

Activity: Decatur Public Library

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, 1975	Total Salary 1975-1976	If total salary is different than salary on May 1, 1975 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Children's Librarian	Craighton Hippenhammer	22-B	12,414	12,612	Step increase 9/3/75
2.	Lib Asst I	Barbara Franklin	18-A	9,964	10,328	Step increases 5/2/75 & 11/2/75
3.	Page	Lisabeth Paskiewicz	3-D	5,283	5,425	Step increase 10/9/75
4.	Tech Serv Clk I	Vacant	9-A	6,422	6,502	Step increase 11/1/75
5.	Tech Serv Clk I	Kathy Colebar	9-F	7,807	7,807	
6.	Page	Ellen Cox	3-F	5,825	5,825	
7.	Tech Serv Clk I	Linda Humphreys	9-C	6,743	6,964	Step increase 8/31/75
8.	Tech Serv Clk III	Dorthia Turnbo	13-F	9,490	9,490	
9.	Tech Serv Clk III	Ozella Vogler	13-F	9,490	9,490	
10.	Tech Serv Clk II	Eunice Ensign	11-F	8,608	8,608	
				TOTAL	83,051	

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

Department:

Submitted by: Library Board of Directors

Activity: Decatur Public Library

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, 1975	Total Salary 1975-1976	If total salary is different than salary on May 1, 1975 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Page	Barbara Wilderman	3-F	5,825	5,825	
2.	Tech Serv Clk II	Nancy Williams	11-F	8,608	8,608	
3.	Tech Serv Clk I	Judith Larson	9-D	7,081	7,367	Step increase 7/13/75
4.	Librarian I Cataloger	Joan Zydek	22-C	12,717	13,304	Step increase 5/20/75
5.	Supervisor, Tech Serv	Joseph Babicki	27-F	18,789	18,789	
6.						
7.						
8.						
9.						
10.						
				TOTAL	53,893	

Grand Total 443,646

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

Submitted by: Library Board of Directors

Department:

Activity: Decatur Public Library

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, 1975	Total Salary 1975-1976	If total salary is different than salary on May 1, 1975 explain why. DO NOT EXPLAIN ACROSS THE BOARD % INCREASES.
1.	Lib Asst I (pt. time)	Vacant	18-A	4.79 hr	4,992	
2.	Tech Serv Clk I (pt. time)	Mary Lou Penne	9-A	3.09 hr	3,211	
3.	Lib Clk I (pt. time)	Betty Trebacz	9-A	3.09 hr	3,211	
4.	Bookmobile Clk Drv (pt. time)	Patrick Kearney	11-A	3.40 hr	3,541	
5.	Page (pt. time)	Mary McFarland	3-A	2.30 hr	2,396	
6.	Page (pt. time)	Frank Lambrick, Jr.	3-A	2.30 hr	2,396	
7.	Lib Clk I (pt. time)	Leta Irons	9-A	3.09 hr	3,211	
8.	Lib Clk I (pt. time)	Vacant	9-A	3.09 hr	1,605	
9.	Librarian (pt. time)	Lloyd Bingham	22-A	5.82 hr	2,795	
0.						
				TOTAL	27,358	

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR
PROFESSIONAL ASSOCIATION MEMBERSHIP FEES

Department:

Activity: Decatur Public Library

Account 284 Submitted by: Library Board Date: Jan. 10, 1975 Activity No.: 940

Organization	Name of Member or Members	Cost of Membership 1975-1976	Explanation
American Library Assoc	Library	601	
	City Librarian	50	
Illinois Library Assoc	Library	100	
	City Librarian	30	
	Directors (9)	90	
	TOTAL	871	

Budget Form 5

SUPPLEMENTARY DETAIL ON BUDGET REQUEST FOR TRAVEL EXPENSES

Department:

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

Activity: Decatur Public Library

Activity No.: 940

Submitted by: Library Board of Directors

Date: January 10, 1975

Conference Name, Location and Dates - Name of Person Attending Conference	Travel	Hotel & Meals	Registration	Other	Total
American Library Association Annual Conference					
San Francisco, Calif. - June 29-July 5, 1975					
City Librarian	390	240	15	15	660
President, Board of Directors	390	240	25	15	670
Staff Member	390	240	15	15	660
American Library Association, Midwinter Conference					
Chicago, Ill., Jan. 18 - 24, 1976					
City Librarian	50	92	10	10	162
Illinois Library Association					
Chicago, Ill.					
City Librarian	50	92	10	10	162
President, Board of Directors	50	92	10	10	162
Staff Member	50	92	10	10	162
					$2,628

CAPITAL BUDGET ITEM REQUEST

Department:

Activity: Decatur Public Library

Submitted by: Library Board of Directors

Activity No.: 940

Date: January 10, 1975

Use this form to request CAPITAL BUDGET ITEMS, such as land, buildings (including remodeling but not routine repair), construction of facilities major fixed equipment (such as water plant equipment). Such expenditures may be non-recurring or recurring at long infrequent intervals(generally 10 years or more) and usually would be $10,000 or more. Use actual cost figures where possible. Use a separate form for each item or group of identical items.

Item Requested	Object Code	Gross Cost	Less Trade-In	Net Request
2 - Phonodisc Tub	515	256		256
1 - Dry Mount Press	515	441		441
2 - Typewriters, manual	515	700	30	670
1 - Visible file system	515	192		192

Justification of Request

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 BUDGET	1974-1975 RECEIPT-TO-DATE	1974-1975 ESTIMATED	1975-1976 ESTIMATED
	FUND BALANCE MAY 1	279,941.65	193,025.49	113,704.00	142,421.31	142,421	141,457
1	TAX LEVY RECEIPTS-CURRENT	427,669.70	454,465.50	545,000.00	506,201.02	545,000	667,300
2	TAX LEVY RECEIPTS-PRIOR	2,705.51	2,646.78	5,000.00	.00	5,000	5,000
3	FINES & FEES	13,561.94	17,555.93	16,000.00	11,644.51	18,000	18,000
4	NON-RESIDENT FEES	204.00	374.00	300.00	289.00	465	300
5	INTEREST ON INVESTMENTS	13,673.25	19,899.85	17,500.00	11,103.96	19,000	19,000
7	LOST & DAMAGED BOOKS	1,203.75	667.24	700.00	689.96	1,100	1,100
8	PRINTS MADE ON COPY MACHINE	299.82	308.58	360.00	137.22	210	250
10	MISCELLANEOUS	46,728.01	4,561.92	4,285.00	6,835.68	10,253	10,253
***	ACTIVITY TOTALS ***	785,987.63	693,505.29	702,849.00	679,322.66 *	741,449	862,660

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 APPROPRIATED	1974-1975 ACTUAL-TO-DATE		ESTIMATED ENTIRE YR	REQUEST 1975-1976	STAFF NOTES
* TOTAL	CONTRACT SERVICES *	96,200.20	90,838.90	103,099.00	64,544.49	*	92,606	112,668	
	COMMODITIES								
310	GAS OIL & ANTIFREEZE	263.34	102.46	378.00	21.69		646	700	
312	JANITORIAL SUPPLIES	390.60	407.27	438.00	121.72		291	350	
320	MATERIALS TO MAINTAIN BLDNGS & I	4,174.49	4,217.25	6,280.00	3,705.19		7,431	12,781	
324	MATERIALS TO MAINTAIN AUTOMOTIVE	733.80	428.33	398.00	704.58		941	900	
330	MEDICAL & LABORATORY SUPPLIES	5.00	3.26	5.00	3.30		5	5	
345	OFFICE SUPPLIES	10,023.26	7,684.12	10,825.00	4,615.06		6,852	9,420	
* TOTAL	COMMODITIES *	15,590.49	12,842.69	18,818.00	9,171.54	*	16,166	24,156	
	OTHER CHARGES								
402	CONTINGENCIES	4,686.12	.00	58,645.00	.00		0	147,847	
415	SERVICE RECOGNITION PAYROLL	770.00	745.00	855.00	625.00		855	975	
423	INSURANCE	5,963.60	5,331.00	5,500.00	4,413.56		5,413	5,413	
* TOTAL	OTHER CHARGES *	11,419.72	6,076.00	65,000.00	5,038.56	*	6,268	154,235	
	CAPITAL OUTLAY								
502	BUILDINGS	2,718.85	.00	.00	.00		0	0	
510	AUTOMOTIVE EQUIPMENT	8,362.98	.00	.00	.00		0	0	
515	OFFICE MACHINERY & EQUIPMENT	1,671.82	344.69	1,140.00	19.73		1,669	1,559	
525	LIBRARY BOOKS RECORDS & EXHIBITS	103,125.07	63,988.84	84,000.00	34,563.48		63,200	84,000	
* TOTAL	CAPITAL OUTLAY *	115,878.72	64,333.53	85,140.00	34,583.21	*	67,869	85,559	
***	ACTIVITY TOTALS ***	634,517.02	595,192.10	759,530.00	434,005.70	*	600,431	857,312	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 APPROPRIATED	1974-1975 ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1975-1976	STAFF NOTES
	PERSONAL SERVICES							
101	REGULAR SALARIES	327,638.34	346,517.39	397,264.00	267,522.74	391,181	443,646	
102A	STRAIGHT OVERTIME	38.04	.00	150.00	.00	0	150	
103	RETIREMENT FUND	41,708.00	44,065.52	56,681.00	34,322.19			
107	HOSPITALIZATION MEDICAL & LIFE I	7,260.00	7,155.03	8,748.00	5,142.52	7,644	9,540	
109	TEMPORARY SALARIES	18,783.51	23,363.04	24,630.00	13,680.45	18,697	27,358	
* TOTAL	PERSONAL SERVICES *	395,427.89	421,100.98	487,473.00	320,667.90 *	417,522	480,694	
	CONTRACT SERVICES							
201	ADVERTISING	225.60	64.63	200.00	75.19	129	200	
202	PRINTING & BINDING	5,263.22	2,128.15	3,240.00	964.57	509	3,000	
211	SERVICE TO MAINTAIN BUILDINGS	23,407.46	21,080.53	26,200.00	18,391.08	23,683	38,044	
212	SERVICE MAINTAIN IMPROV OTHR THA	400.54	321.74	648.00	149.55	228	350	
214	SERVICE TO MAINTAIN OFFICE EQUIP	932.05	1,381.74	1,703.00	637.40	1,066	1,175	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	1,069.93	810.43	1,080.00	377.89	483	600	
221	AUDITING SERVICES	600.00	600.00	600.00	600.00	600	600	
229	OTHER PROFESSIONAL SERVICES	799.60	732.37	1,467.00	1,205.99	1,809	1,500	
230	DATA SERVICES	35,000.00	35,000.00	35,000.00	23,333.28	35,000	35,000	
231	ELECTRICITY	15,587.32	15,752.49	17,820.00	9,094.67	15,811	16,000	
233	TELEPHONE	5,316.41	5,297.71	6,000.00	3,616.10	5,427	6,000	
234	WATER	270.61	135.99	300.00	114.39	195	200	
241	CONFERENCE ATTENDANCE EXPENSE	1,084.41	1,162.31	1,535.00	422.63	544	2,628	
245	POSTAGE	2,596.47	2,560.29	3,000.00	1,915.05	2,870	3,000	
284	PROFESSIONAL ASSOCIATION MEMBERS	752.00	804.00	873.00	810.50	880	871	
288	RENTALS	2,894.58	3,006.52	3,433.00	2,836.20	3,372	3,500	

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 BUDGET	1974-1975 RECEIPT-TO-DATE	1974-1975 ESTIMATED	1975-1976 ESTIMATED
	FUND BALANCE MAY 1	.00	.00	3,059.00	3,058.29	3,058	4,600
1	TAX LEVY RECEIPTS-CURRENT	101,045.11	84,114.54	106,070.00	100,369.69	100,370	102,695
2	TAX LEVY - PRIOR YEARS	.00	489.88	.00	.00	0	0
10	MISCELLANEOUS	4,686.12	.00	.00	.00	0	
56A	INTEREST ON INVESTMENTS	588.10	1,830.57	1,000.00	3,076.31	4,600	2,300
***	ACTIVITY TOTALS ***	106,319.33	86,434.99	110,129.00	106,504.29	* 108,028	109,595

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 APPROPRIATED	1974-1975 ACTUAL-TO-DATE		ESTIMATED ENTIRE YR	REQUEST 1975-1976	STAFF NOTES
	PERSONAL SERVICES								
58	EXPENDITURES	.00	56.70	90.00	24.90		90	90	
* TOTAL	PERSONAL SERVICES *	.00	56.70	90.00	24.90	*	90	90	
	OTHER CHARGES								
410	PRINCIPAL & INTEREST	106,319.33	83,320.00	106,070.00	106,070.00		106,070	102,695	
* TOTAL	OTHER CHARGES *	106,319.33	83,320.00	106,070.00	106,070.00	*	106,070	102,695	
***	ACTIVITY TOTALS ***	106,319.33	83,376.70	106,160.00	106,094.90	*	106,160	102,790	

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 BUDGET	1974-1975 RECEIPT-TO-DATE	1974-1975 ESTIMATED	1975-1976 ESTIMATED
	FUND BALANCE MAY 1	.00	35,000.00	36,732.00	36,734.27	36,734	43,321
1	GIFTS	35,000.00	.00	.00	.00		0
56	REVENUE	.00	.00	.00	1,550.00	1,550	0
56A	INVESTMENT INTEREST	.00	1,734.27	2,000.00	3,358.48	5,037	5,200
***	ACTIVITY TOTALS ***	35,000.00	36,734.27	38,732.00	41,642.75 *	43,321	48,521

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1972-1973 ACTUAL	1973-1974 ACTUAL	1974-1975 APPROPRIATED	1974-1975 ACTUAL-TO-DATE		ESTIMATED ENTIRE YR	REQUEST 1975-1976	STAFF NOTES
***	ACTIVITY TOTALS ***	.00	.00	.00	.00	*	-0-	-0-	