ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street Decatur, Illinois 62522

December 22, 1982

Robert Dumas, Director
Decatur Public Library
247 E. North Street
Decatur, IL 62522

Dear Bob:

This is to inform you that on December 14, 1982, the Rolling Prairie Library System Finance Committee approved a projected budget for 1983-84 and 1984-85. Based on our projections during 1983-84, RPLS will experience a $49,602 budget deficit. Salaries will be increased at 2% cost of living and 5% merit. Films will be decreased $2,000. One support staff will be eliminated. Money to be used for materials in your library and Lincoln Library will have to be discontinued. RPLS will still pay the salary of a Decatur Public Library cataloger.

Based on our projections during 1984-85, RPLS will experience a $52,906 budget deficit. Salaries will be increased at 0% cost of living and 5% merit. Films will be decreased by 50%. One professional position will be eliminated, and continuing education will be decreased 66%. Due to these budget constraints, RPLS will only be able to contribute $10,000 toward the salary of a Decatur Public Library cataloger.

I will keep you informed of any future developments in our budgeting process. If you have any questions, please call me.

Sincerely,

Bob

Robert F. Plotzke
Executive Director

RFP:pd

cc: Shirley Moore, DPL Board President
Harold Halfyard, RPLS Finance Committee Chairman

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

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 16, 1982

I. CALL TO ORDER
SHIRLEY MOORE, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING NOVEMBER 18, 1982

III. CITY LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES:

A. FINANCE AND PROPERTIES
1. Approval of Bills

B. PERSONNEL AND PUBLIC RELATIONS
1. Amendment to Policy Code re Free Floating Holiday

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 16, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held December 16, 1982 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mr. Grieve	None	Ms. Burch
Mrs. Jackson		Mr. Dumas
Mr. Marshall		Miss Schwegman
Mrs. Moore		
Mr. Mueller		
Mrs. Rossiter		
Mr. Seidman		
Mr. Susler		
Ms. Taylor		

The meeting was called to order at 4:35 p.m. by the President, Shirley Moore.

The minutes of the regular board meeting of November 18, 1982 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas announced we have had acceptances for the positions of Home Reading Department Head and the Head of the Children's Department; both are to begin work the middle of January.

Continuing, Mr. Dumas stated we expect to have the video cassettes out for circulation some time next week and Mr. Seidl has been asked to make announcements to the newspapers and radio stations when there is a firm date.

Mr. Dumas informed he had just received a call from Dale Miller, accountant at the City, and he tells me that last year the Library did not pay for its share of the comprehensive liability insurance. That creates two problems - one is that we have to pay it this year and the other is that this year's insurance budget was based upon last year's expenditures, and we are not only short for this year but we have to pay out of that account $7,000 for the liability insurance for last year. Mr. Susler remarked he would like to go back and see what we did pay for last year before we answer that charge. I sit here month after month approving expenditures of bills already paid, Mr. Susler stated, and now they come along and even though they are responsible for paying the bills, and say we haven't paid a bill. I would like further inquiries made. I don't see why the Library has to suffer for their error. We are going to have to pay double premiums this year and I don't understand it, Mr. Susler concluded. Mr. Grieve stated he agreed with Mr. Susler and felt someone from the City should come over and talk to us about it. Mrs. Moore asked that Mr. Marshall discuss the matter with the City's Finance Director, Mr. DeMichiel.

Mrs. Moore, noting Mr. Dumas has had some agonizing computer problems the last several days, asked for a full report. Mr. Dumas explained the computer went down on December 4 as a result of a head crash and the previous day's transactions were lost. It was repaired and came up again on December 8. On Saturday, December 11, terminals began freezing in the Library at about 4:00 o'clock. The computer clerk at RPL had gone off duty at 3:00 and Mr. Johnson could not be reached. Miss Anderson called Mr. Plotzke who located Paul Johnson. By 5:30 when the Library closed, the computer had shut down. When Mr. Johnson arrived at RPL, he called the trouble desk and after about an hour and a half of diagnostic efforts the trouble desk concluded that there had been another head crash on disk drive #2. When the field engineer arrived on Monday he could find after visual inspection no evidence of a head crash and assumed an electrical failure. However, in the course of his diagnostic work a head crash did occur in disc drive #2 and later there was another head crash involving a diagnostic pack. By this time the engineer suspected a bad pack was causing the problem. A disk-cleaning company was called in to clean the packs and on Wednesday the disk cleaners called the engineers' attention to a pack from disc drive #1 that had had a crash. Hitherto attention had been directed to the second drive and there had been no indication of a problem with the first drive.

Continuing, Mr. Dumas stated that in an earlier conversation with Tony Gorgone, CLSI regional manager, Paul Johnson and I had inquired into the causes of head crash and during that conversation Gorgone had said that a head crash always caused the computer to go down. In asking again after discovery of the crash in drive #1, Gorgone said he meant that statistically it was so remote as to be impossible. At any rate the head in drive #1 had crashed, the computer continued to operate, debris from the crash was dispersed and when that pack later was used in drive #2, it caused other crashes. These successive crashes had reduced the number of disc pack sets from an original run pack plus two back-up packs to one back-up pack which contained the library's entire data base and transactions (less the two lost days' transactions).

Mr. Dumas informed the question was raised whether the least risky way to reproduce this last pack, lest the entire data base be lost, was to copy on the repaired CPU or to send the pack to CLSI in Massachusetts. Mr. Plotzke felt since Decatur Public Library had the most to lose from a crash with the last disc pack that this decision should be made by DPL. Mr. Dumas, after giving the matter thought, declined to make this decision because he lacked the technical expertise for such judgement and because there was a possibility of a lawsuit with CLSI in the event the data base were lost and he felt his involvement in the decision might be prejudicial if a suit were instituted. Consequently the decision was left to CLSI and at the time of this meeting the engineers are running their last checks on the CPU and are proceeding to set copy.

Concluding his remarks, Mr. Dumas indicated that while the problems have been severe and frustrating he did not feel after his investigations into the matter that CLSI or anyone else could be held at fault for this particular failure. The engineers seem knowledgeable and have been cooperative. Their diagnosis was hampered somewhat by the loss of the print-out that accompanied the last set-copy which apparently had been discarded by mistake. Mr. Dumas cautioned that even after repairs had been effected on the CPU software problems which have been plaguing the Library since the introduction of the "Release 26" program (for expanded bibliographic records) would in all likelihood continue for an extended period of time. According to Mr. Gorgone, Release 26 has a great many bugs which were discovered after its release. Patches to the program are prepared when problems are reported and are used when similar problems are reported by other systems. If a patch is not available for a given problem, then the error must be analyzed and a perfecting program patch devised - which may take considerable time.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of bills through November 12, 1982, Mr. Mueller seconded the motion, and it was unanimously approved by a roll-call vote.

Mrs. Jackson, Chairman of the Personnel and Public Relations Committee, moved that effective January 1, 1983, the free-floating holiday be changed from a calendar year basis to a fiscal year basis by amending Article III, Personnel, of the Code of Library Policy in Paragraph F, Section 2(b)ii by striking "calendar year" and inserting in its stead "fiscal year". Mr. Seidman seconded the motion and it was approved.

The second item the Board wanted us to discuss, Mrs. Jackson continued, was to consider the partial defrayment of moving expenses to professional staff recruited to work in the Library. At this time we feel no recommendation should be made. The young lady candidate who requested payment of moving expenses had already decided she could accommodate her moving arrangements and we were meeting after the fact, Mrs. Jackson explained. Because of economic conditions, we felt it was not wise to make any kind of recommendation at this time; perhaps in the future the issue if it arises may be brought back to the Committee.

There being no New or Old Business to come before the Board, Mrs. Moore reminded members present of the staff's Christmas luncheon on Monday, and adjourned the meeting at 6:00 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For the Secretary of the Board

STATISTICAL REPORT

November, 1982

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1982 -	29,637	2,407	17,342	49,386	350,281
1981 -	26,804	2,145	17,226	46,175	348,691
A-V Materials, 1982 -	2,505	--	274	2,779	16,787
1981 -	2,397	--	223	2,620	17,804
Total Circulation, 1982 -	32,142	2,407	17,616	52,165	367,068
1981 -	29,201	2,145	17,449	48,795	366,495

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	1,254	Books checked in	1,197
New titles added	527	Telephone Directories	2
Books withdrawn	596	Pamphlets	149
Books mended	822	Gifts	82

Materials in the State of Processing

Materials (physical items) - 733
Titles - 616

FINANCIAL REPORT

	Budgeted	YTD Expended 1981/82	YTD Expended 1982/83	P.O.s Out	Unencumbered
Personal Services	1,037,535	518,413	517,246	--	520,289
Operating	196,737	88,228	95,667	--	101,070
Capital and Books	225,965	111,594	92,323	--	133,642

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	5	1	--	4
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 16 (924 hrs)	--	--	21 + 15 (916 hrs)
Maintenance	$3\frac{1}{2}$	--	--	$3\frac{1}{2}$

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services, 1 Head, Home Reading, 1 Head, Children's Department

Computer Downtime for Month: $1\frac{1}{2}$ hours

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/16/82 THRU 11/12/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
99795	J D JOHNSON & SON INC	WORKERS' COMP	1,289.00
99799	TREAS PAYROLL FUND	PD ENDING 11-3-82	29,090.13
99812	ADT	SERVICE CHARGE	1,557.00
99813	BOLAND ELECT SUPPLY CO	LAMP	18.50
99814	DASH DISPOSAL	DISPOSAL SERVICE	16.50
99815	DAY'S PAINT	PAINT	35.67
99816	HAINES & ESSICK CO	OFFICE SUPPLIES	25.44
99817	BETTY LOU HICKS	TRAVEL REIMBURSEME	26.20
99818	CREIGHTON HIPPINHAMMER	TRAVEL REIMB	73.85
99819	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	253.61
99820	INSTRUCTOR	BOOKS	12.49
99821	OTIS ELEVATOR CO	MAINTENANCE	286.02
99822	POSTMASTER	POSTAGE	300.00
99823	SUPT OF DOCUMENTS	BOOKS	6.50
99824	U S GEOLOGICAL SURVEY	BOOKS	15.00
99873	ILL POWER CO	POWER FOR MONTH	3,440.57
99900	TREAS PETTY CASH FUND	REIMBURSEMENT	78.77
99910	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	207.44
99936	AMERICA	BOOKS	42.00
99937	AMERICAN LIBRARY ASSN	DUES	850.00
99938	BERGDORF GOODMAN	BOOKS	3.00
99940	MANCHESTER GUARDIAN	BOOKS	52.00
99941	NEIMAN-MARCUS	BOOKS	2.00
99943	WOMAN'S DAY	BOOKS	186.30

TOTAL OF ALL VOUCHER CHECKS = 37,867.99

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

10/16/82 THRU 11/12/82

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
2	BRUCE DWIGGINS	REFUND FEE	91.50
3	FORTUNE	BOOKS	68.00
4	GET READY SHEET	BOOKS	17.00
5	HAINES & ESSICK CO	OFFICE SUPPLIES	147.28
6	HERALD & REVIEW	BOOKS	55.60
7	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	261.33
8	JORDAN'S NURSERY	CLAY POTS	18.00
9	GEORGE W MAY	BOOKS	16.00
10	MISSOURI BASKETBALL	BOOKS	19.45
11	NAT'L PARKS&CONSERVATION	BOOKS	45.00
12	NATIONAL RECORDING CO	AUDIO VISUAL	102.30
13	OPUS ASSOCIATES	BOOKS	6.79
14	PRESIDENTIAL PRESENTATION	BOOKS	6.00
15	RAINTREE GARDENS	POTTING SOIL	14.98
16	REGENT BOOK CO INC	BOOKS	182.54
17	SCIENCE NEWS	BOOKS	134.00
18	STRYKER POST PUBLICATIONS	BOOKS	19.20
19	WEST PUBL CO	BOOKS	147.50
20	H W WILSON CO	BOOKS	1,044.00
214	POSTMASTER	POSTAGE	10.30
259	AMERICAN BINDERY	BOOK BINDING	295.95
260	BAKER & TAYLOR CO	BOOKS	305.96
261	BAKER & TAYLOR CO	BOOKS	4,483.45
262	BLACK & CO	HARDWARE	47.10
263	DOUBLEDAY & CO INC	BOOKS	123.37
264	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	88.06
265	LIBRARY CARDS LTD	CATALOG CARDS	120.38
266	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	68.11
267	NADA	BOOKS	35.00
268	NATL GEOGRAPHIC SOCIETY	BOOKS	32.85
280	3 M CO	MICRO SUPPLIES	1[illegible]6.87
281	NORTHTOWN FORD INC	CARGO VAN	7,9[illegible]6.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
99984	AUDIO BUFF CO INC	AUDIO VISUAL	258.55
99985	R R BOWKER CO	BOOKS	2.06
99986	R R BOWKER CO	BOOKS	275.00
99987	GARY DE NEAL	BOOKS	13.95
99988	DECATUR PAPER HOUSE	PAPER SUPPLIES	212.09
99991	TREAS PAYROLL FUND	PD ENDING 11-10-82	2,692.57

TOTAL OF ALL VOUCHER CHECKS = 19,574.09

MAY 1, 1982 THRU NOV 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1982	383,118.00	0.00	520,174.94	137,056.94-	
101	CURRENT YEAR TAXES	1,310,300.00	26,827.61	1,190,856.52	119,443.48	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	40,000.00	1,008.27	30,504.60	9,495.40	
728	LIBRARY FINES & FEES	25,500.00	1,816.60	14,393.38	11,106.62	
728A	NON-RESIDENT FEES	2,500.00	646.00	3,458.00	958.00-	
729	LOST & DAMAGED BOOKS	2,400.00	249.16	1,924.76	475.24	
730	PRINTS MADE ON COPY MACHINE	800.00	75.47	306.57	493.43	
733	ILL ST PER CAPITA GRANT	45,000.00	0.00	0.00	45,000.00	
799	MISCELLANEOUS INCOME	4,000.00	64.63	1,870.70	2,129.30	
	TOTAL REVENUE	1,813,618.00	30,687.74	1,763,489.47	50,128.53	97.24

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	31,119.73	441,625.12	446,312.88	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	123,920.00	0.00	0.00	57,368.47	66,551.53	
105	WORKMEN'S COMPENSATION	3,201.00	0.00	0.00	0.00	3,201.00	
106	ENEMPLOYMENT COMPENSATION	3,806.00	0.00	0.00	1,882.42	1,923.58	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	18,520.00	0.00	0.00	9,935.44	8,584.56	
109	TEMPORARY SALARIES	16,421.00	0.00	582.97	6,434.66	9,986.34	
201	ADVERTISING	500.00	0.00	0.00	138.10	361.90	
202	PRINTING & BINDING	5,500.00	0.00	418.08	2,753.62	2,746.38	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	1,843.02	4,761.11	5,238.89	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	750.00	0.00	21.50	140.05	609.95	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	16,345.00	0.00	0.00	5,978.21	10,366.79	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	2,500.00	0.00	0.00	532.10	1,967.90	
221	AUDITING SERVICES	650.00	0.00	0.00	650.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	0.00	187.56	812.44	
231	ELECTRICITY	53,000.00	0.00	3,440.57	33,075.24	19,924.76	
233	TELEPHONE	10,000.00	0.00	574.28	4,492.98	5,507.02	
234	WATER	500.00	0.00	0.00	173.17	326.83	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	4,896.00	0.00	100.05	2,296.63	2,599.37	
245	POSTAGE	5,400.00	0.00	336.33	2,674.31	2,725.69	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	850.00	870.00	510.00	
288	RENTALS	5,705.00	0.00	0.00	2,633.90	3,071.10	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	0.00	1,062.45	1,437.55	
312	JANITORIAL SUPPLIES	3,000.00	0.00	0.00	549.99	2,450.01	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	11,000.00	0.00	130.77	6,393.67	4,606.33	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	10.28	716.88	783.12	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	16,000.00	0.00	834.17	9,143.64	6,856.36	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	0.00	8,166.00	8,169.00	
415	SERVICE RECOGNITION PAYROLL	1,550.00	0.00	80.00	825.00	725.00	
423	INSURANCE	10,300.00	0.00	1,289.00	6,365.00	3,935.00	

MAY 1, 1982 THRU NOV 30, 1982

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	1,087.47	1,087.47-	
	TOTAL OPERATING EXPENDITURES	1,234,272.00	0.00	41,630.75	612,913.19	621,358.81	49.66
510	AUTOMOTIVE EQUIPMENT	9,350.00	0.00	7,976.00	7,976.00	1,374.00	
515	OFFICE MACHINERY & EQUIPMENT	24,715.00	0.00	0.00	4,989.37	19,725.63	
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	7,277.58	72,607.28	87,392.72	
525 A	AUDIO VISUAL MATERIALS	30,400.00	0.00	360.85	5,939.22	24,460.78	
	TOTAL CAPITAL OUTLAY	225,965.00	0.00	15,614.43	92,323.27	133,641.73	40.86
	TOTAL EXPENDITURES	1,460,237.00	0.00	57,245.18	705,236.46	755,000.54	48.30

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1982 THRU NOV 30, 1982

	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-	
56	INCOME	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	7,655.00	3,653.42	7,837.20	182.20-	
799	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	84,208.00	3,653.42	85,991.81	1,783.81-	102.12

MAY 1, 1982 THRU NOV 30, 1982

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-	
518	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
524	INTEREST SAVINGS	1,000.00	0.00	784.03	215.97	
731	TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	21,000.00	0.00	20,864.90	135.10	99.36

MAY 1, 1982 THRU NOV 30, 1982

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1982	2,950.00	0.00	3,472.55	522.55-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	300.00	67.41	258.47	41.53	
799	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,150.00	67.41	3,731.02	418.98	89.90

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