



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 16, 1982

- I. CALL TO ORDER
DAVID MARSHALL, VICE PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 19, 1982
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Discussion and Action on Per Capita Grant application
 - B. PERSONNEL AND PUBLIC RELATIONS
 - 1. Amendment to Policy Code - Maternity Leave
 - 2. Amendment to Policy Code - Bereavement Leave
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 16, 1982

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

Members Present:

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

Members Absent:

Mrs. Moore
Mr. Mueller

Others Present:

Ms. Burch
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:30 p.m. by the Vice President, David Marshall.

The minutes of the regular board meeting of August 19, 1982, were approved as mailed.

Mr. Marshall inserted an item in the agenda under communications by reading a note received from Nancy Williams who celebrated her 25th anniversary at the Library and thanked the Board for the silver tray presented to her in honor of the occasion.

In his monthly report to the Board, Mr. Dumas stated the circulation shows a modest increase this month. But the circulation is actually down a little; as a result of a curious malfunction of the computer, they had to run the circulation statistics the second time this month, so the August figures include 1½ days of September circulation as well.

Further reporting, Mr. Dumas stated Shirley Moore and he had attended a meeting over at Rolling Prairie a couple of weeks ago. The Illinois Library Association has a committee which is busy revising the measures of quality or standards for public libraries in the State of Illinois. They called the meeting in order to explain the new bases. The Illinois Library Association and the State Library felt the present method of establishment was not adequate inasmuch as they would like to connect the standards with the distribution of Illinois Per Capita Grants. For this reason the Illinois Library Association is drawing up new standards that differ from the old measures of quality in a number of ways, Mr. Dumas explained. First of all instead of having one numerical standard - so many books per thousand of population - they have divided the communities in Illinois into population categories. For each of these libraries they have three sets of standards, one which is minimum standards, then another one for improved standards, and

then maximum standards. By and large I think this is going to work much better. However, there was considerable dissent from the small libraries because of the minimum amount of money which must be spent by even the smallest libraries which means they will have to increase their levies. I was not in sympathy with some items covered, Mr. Dumas stated. They didn't uniformly use derived statistics for their all standards and some minimum standards are not realistic. Another item I disagreed with - I do not feel that the Library Association should interfere in the prerogatives of Boards and local government generally and there was a standard which says that library boards shall be drawn in a representative way from the population. I think it would be wrong to do this on the basis of socioeconomic characteristics. Mr. Marshall asked what effect these standards would have on us, and Mr. Dumas answered that is the great unknown. It does give us some standards to work toward, and that is all to the good to the extent they are derived from some sort of statistics that are rooted in the real world. The great problem is what use the standards will be made of. If they are for the individual guidance of each library, this is well and good, but if they are to be utilized by the State Library to say you must show progress each time by meeting these standards, then I think this could be undesirable by coercing the Board to follow policy it may not desire to follow, Mr. Dumas concluded.

We received a news letter from CLSI several days ago, Mr. Dumas stated, and there was a write-up in this issue about the Decatur Public Library as being the only library that has experimented with the installation of computerized circulation on bookmobiles. Already as a result of this article we have had phone calls of inquiry. Mrs. Hicks and Mr. Seidl submitted the material for publication, Mr. Dumas commented.

As a member of the Finance and Properties Committee, Mrs. Rossiter moved the approval of bills through August 31, 1982, Mr. Grieve seconded the motion, and it was unanimously approved by a roll-call vote.

Mrs. Rossiter further moved that the application for the Illinois State Per Capita Grant be approved and that the President and Secretary of the Board be authorized to sign the application. Ms. Taylor seconded the motion, and the motion carried. Mr. Marshall explained that our grant application this year provides that most of our money will be spent for audio-visual materials. Mr. Dumas noted that there is a stipulation the levy cannot be cut as a result of receiving grant money, but he does not believe the cut received this year by the Library will affect the grant. Mr. Susler noted the recommended staff from the Measures of Quality for a library our size is 62, and that our present staff is just 43 FTE. Mrs. Rossiter asked how we compare with other libraries of our size - staff wise, and Mr. Dumas answered we have far fewer personnel. Mr. Marshall noted in the annual edition of library statistics of comparison of our library with other libraries for 1980/1981 our staff was 42.2 and other libraries in cities of comparable size ranged up to 77 FTE.

A new contract with RPL with respect to the computer is coming up, Mr. Marshall informed. As I understand it the essential issue there is how the maintenance cost is going to be shared. One of our concerns also is the access to ports in the computer as we go forward. Mr. Dumas stated he is awaiting a letter from Paul Johnson of RPL setting forth their recommendations for the contract. When this letter has been received from Mr. Johnson, the Finance and Properties Committee will be called together to look at the issue from our side, Mr. Dumas advised.

As Chairman of the Personnel and Public Relations Committee, Mrs. Jackson moved that Article III, "Personnel", of the Code of Library Policy be amended with respect to maternity leave in Section 2(f)iv of Paragraph F by striking the word "full-time" and substituting "is allowed" for the phrase "may be allowed" so that the policy reads "Maternity leave is allowed a pregnant employee." Mr. Seidman seconded the motion and it was approved.

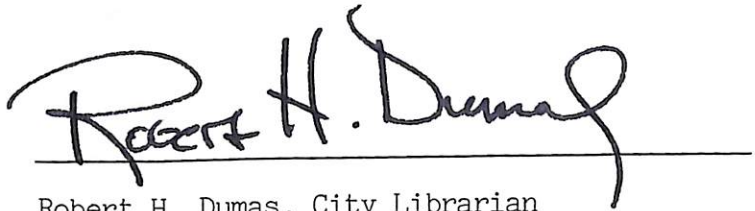
Mrs. Jackson further moved that a new section 2(a) xiii in Article III, "Personnel", Paragraph F, be adopted, to wit, "If an employee on vacation should suffer the death of a member of his immediate family as defined below in this section in the provision for bereavement leave of absence, then this employee shall have the appropriate portion of this vacation period changed to bereavement leave", and that the present clauses xiii and xiv of Section 2(a), Article III, Paragraph F, be renumbered xiv and xv, respectively. Mr. Susler seconded the motion and it was adopted.

Continuing, Mrs. Jackson stated a request has been received from Robert Plotzke that Rolling Prairie employees who do not qualify for residential or reciprocal borrowers privileges in this library be granted a courtesy registration in the Decatur Public Library. At the Committee's meeting, Mr. Dumas had noted that non-resident employees of DPL do not have this privilege at the present time and suggested this policy might be changed at the same time. After Committee discussion we could not come to any conclusion; it was agreed to bring the matter to the entire Board without recommendation, Mrs. Jackson stated. Much discussion followed with members offering individual viewpoints. It was suggested that exceptions to our policy at a time when we had stopped courtesy cards to students raised problems, but on the other hand it would be a friendly gesture toward Rolling Prairie. Mr. Susler stated he felt personally that the policy should extend borrowing privileges to all DPL employees as a part of their employment, but I am not willing to extend that to the Rolling Prairie Library System. If RPL wants their employees to have the privilege, they can pay for it. Ms. Taylor stated it would be very difficult to give reciprocity to RPL without taking a look at our policy on employees from DPL, and that she favored granting those privileges to DPL employees, but felt RPL should pick up the fee for their employees. Mr. Marshall stated he would ask the Committee to consider the politic involved, as he felt we should work very closely with RPL and not create artificial barriers. Is there not something of professional reciprocity here? Is this not a basic courtesy? Mr. Grieve asked. I think politic - as Dave phrased it - is very applicable here.

Mr. Seidman moved that all employees of DPL be given borrowing privileges to this Library regardless of residence. Mr. Susler seconded the motion. Mr. Marshall suggested the motion be tabled and brought back next month after the Committee has had a chance to think things over and can come up with a drafted motion. Ms. Taylor moved the motion be tabled, Mrs. Rossiter seconded, and the motion to table was approved. Mr. Susler stated he did not think we should leave this up in the air and after listening to comments and arguments of the Board, he would move we extend borrowing privileges to our Library to Rolling Prairie employees even though they are non-residents. Mr. Grieve seconded the motion, but requested it be amended to state that borrowing privileges also be extended to all employees of DPL regardless of residence. Mr. Susler accepted the amendment. Mr. Marshall stated he would like to interject that he is leery of adopting a policy that has not been put down in black and white for us to look at and that he would suggest the motion be tabled. Ms. Taylor moved the motion as amended be tabled until the next meeting, Mrs. Rossiter seconded, and the motion carried, with Mr. Susler and Mr. Seidman voting no.

Under New Business, Mr. Seidman announced the next Friends of the Library book sale is on October 2 and we welcome all volunteers and purchasers.

There being no further business to come before the Board, the meeting was adjourned at 5:35 p.m.

A handwritten signature in dark ink, reading "Robert H. Dumas". The signature is written in a cursive style with a large, looping "R" and "D". It is positioned above a horizontal line.

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

STATISTICAL REPORT

August, 1982

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books, 1982 -	28,958	2,802	19,628	51,388	206,780
1981 -	26,725	2,792	18,486	48,005	201,853
A-V Materials, 1982 -	2,172	--	275	2,447	9,375
1981 -	2,266	--	322	2,588	9,886
Total Circulation, 1982 -	31,130	2,802	19,903	53,835	216,155
1981 -	28,991	2,794	18,808	50,593	211,739

TECHNICAL PROCESSING

Cataloging

New books added	1,016
New titles added	399
Books withdrawn	1,301
Books mended	1,234

Acquisitions

Books checked in	1,267
Telephone Directories	63
Pamphlets	483
Gifts	1,276

Materials in the State of Processing

Materials (physical items) -	1,017
Titles -	858

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	310,656	334,679	--	702,856
Operating	196,737	49,953	53,447	--	143,290
Capital and Books	225,965	63,738	53,676	--	172,289

STAFF STRENGTH

	<u>Strength</u> <u>Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present</u> <u>Strength</u>
Professional	5	--	--	5
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (884 hrs)	--	--	21 + 15 (992 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

Computer Downtime for Month: None

STATISTICAL REPORT

August, 1982



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



September 30, 1982

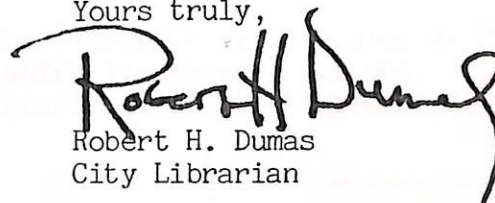
Illinois State Library
Library Development Group
Centennial Building
Springfield, Illinois 62756

Gentlemen:

Enclosed herewith is the Application for Grants Available to Illinois Public Libraries in which we are making application for the Per Capita Grant. In addition to the application, please find the following submissions:

- (1) A letter from the Library requesting federal revenue sharing funds from the City of Decatur;
- (2) A copy of the reply to this request from the City Manager of Decatur;
- (3) Certification of the Library's current tax rate from the Macon County Clerk.

Yours truly,


Robert H. Dumas
City Librarian

RHD/hs

JIM EDGAR
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

Application for Grants Available to Illinois Public Libraries

Pursuant to the provisions of the Illinois Revised Statutes, Chapter 81:118 and 118.1, as amended, the undersigned Public Library hereby applies for an Equalization Aid Grant and/or a Per Capita Grant to be used for library purposes.

1. Name of applying library Decatur Public Library
Address 247 East North Street Decatur Macon 62523
 Street City or Village County Zip Code

2. Name of corporate authority that levies the tax supporting the applying library:
Council of the City of Decatur

3. Type of library applying (check one):
City x County Town District Village Township
Park Other If other, specify type
Date established 1876 Population served 94,081

(If population served is other than that established by the Official United States Census: 1980 attached copies of certification of current population by the Index Division of the Secretary of State or by the U. S. Bureau of the Census).

Member of Rolling Prairie Library System.

4. Calculation of Equalization Aid Grant. (If your library is not applying for equalization aid, leave this section blank).
- a. Value of all taxable property within the library's service area as of January 1, 1981, (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Local Government Affairs
- \$.00
- b. Said valuation multiplied by 0.0013 yields.....\$.
- c. Levy at 0.13% divided by population served yields per capita of\$.
- d. Population served multiplied by \$4.25 equals.....\$.
- e. Enter valuation multiplied by 0.0013 obtained in step (b)\$.
- f. Subtract (e) from (d) equals amount of equalization aid\$.

with a notarized statement from your county clerk certifying the equalized assessed valuation for your library service area as of January 1, 1981, (the assessed valuation against which tax revenue was most recently levied) and the library tax levied on this valuation.

(NOTE: Section 1, 2, and 3 must be completed in order to apply for a per capita grant even if you are not applying for an equalization aid grant).

5. Calculation of Per Capita Grant.

Population served 94,081 Multiplied by \$1.00 yields \$ 94,081

If you are not applying for equalization aid under Section 4 above, attach a notarized statement from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1981 (the assessed valuation against which tax revenue was most recently levied).

Attach copy of letter signed by the library board president requesting federal revenue sharing funds from an appropriate unit of local government which received such funds.

Attach copy of official reply to your library's request for revenue sharing funds.

Attach the completed questionnaire prepared by your librarian and officially approved by the library board indicating how your library is either meeting or showing progress toward meeting the Illinois library standards, "Measures of Quality", established by the Illinois Library Association.

6. In order to be eligible for either an Equalization Aid Grant or a Per Capita Grant, the corporate authorities, in lieu of a tax levy at a particular rate, may provide from a source other than federal revenue sharing an amount equivalent to the amount to be produced by that levy. If your library is applying for a grant on this basis, attach appropriate official documentation and check this box. ☐

7. Statement of applicant: "In making application for a grant or grants, the Library Board agrees to expend the funds received for the purpose of providing public library service to our community by supplementing our library's regular budget and not to reduce the library's levy in the current year or in the next year. The board understands that the State Librarian is empowered to make these grants, under the law, from funds appropriated by the General Assembly and that if the monies appropriated for these grants are not sufficient, the State Librarian shall reduce the amount of each grant so that each qualified applicant shall receive a proportionate share. The board further affirms that in making application for a grant or grants, it is acting at its sole discretion and is not applying as a result of pressure or duress from any outside agency."

Date September 16, 1982

Signature Art. Marshall
Vice President, Board of Directors/Trustees

Attest William G. Green
Secretary, Board of Directors/Trustees

8. Prepare three (3) copies of application and all supporting documents. Retain one (1) copy for your files, send one (1) copy for information purposes to the library system of which you are a member, and submit one (1) copy postmarked no later than October 15, 1982, to :

Illinois State Library
Grants Administration
Centennial Building
Springfield, Illinois 62756

PER CAPITA GRANT QUESTIONNAIRE

Please complete the following information to show how your library is either meeting or showing progress toward meeting the Illinois public library standards, "Measure of Quality" established by the Illinois Library Association.* Use the formula provided in the "Standards" and the population served by your library to complete each category listed below. The designation "recommended" refers to recommendations made in the ILA standards; "actual" refers to the current actual status of your public library; and "added FY 82" refers to the amount by which the "actual" figure is greater than the same figure for immediate previous year. The number in brackets refers to the items as listed in "Measures of Quality."

1. Hours Open (II-9)

a. Recommended	68
b. Actual	68½
c. Added FY 82	0

2. Books (III-24)

a. Recommended	329,284
b. Actual	197,955
c. Added FY 82	14,193

3. Periodicals (III-24)

a. Recommended	250+
b. Actual	825
c. Added FY 82	13

4. Recordings and Tapes (III-24)

a. Recommended	3000+
b. Actual	5259
c. Added FY 82	1793

5. Films (III-24)

a. Recommended	Access to 3,000
b. Actual	Access to 3,500
c. Added FY 82	50

6. Staff FTE (Personnel) (IV-33)

a. Recommended	62
b. Actual	43
c. Added FY 82	

7. Seating (V-39)

a. Recommended	188
b. Actual	345
c. Added FY 82	

8. Other (specify)

a. Recommended	
b. Actual	
c. Added FY 82	

Include a statement, in the space below or on a separate sheet, on how the grant being applied for will be used to advance your library in meeting the Illinois public library standards, "Measures of Quality." If the grant being applied for will be applied toward meeting some standard other than the above, please indicate the standard and explain how the standard will be achieved.

Audio-visual materials and equipment.

Date September 16, 1982

Signature

Rea H. Denny
Librarian

Signature

Dr. Marshall
Vice President, Board of Directors/Trustees

Attest

William G. Grieve
Secretary, Board of Directors/Trustees

* Please refer to Illinois Library Association, Measure of Quality: Standards for Public Library Service in Illinois, 1971. Also located in Illinois Libraries, Vol. 54, No. 2, pgs. 131-146. (February, 1972).

REPORT ON THE USE OF LAST YEAR'S EQUALIZATION AID AND/OR PER CAPITA GRANT

Page One of Two

NAME OF LIBRARY Decatur Public Library

Amount of Last Year's Grant: Equalization Aid \$ _____

Per Capita Grant \$ 44,972.36

Use of Grant Funds by Category:

Please place a letter "E" on the line following each category for which any of last year's Equalization Aid money was used and place a letter "P" on the line following each category for which any of last year's Per Capita money was used. If money from both grants was used for a category, place both letters there.

- | | |
|--|---|
| 1. Extension of Hours Open _____ | 5. Additional Films _____ |
| 2. Additional Books _____ | 6. Additional Staff _____ |
| 3. Additional Periodicals _____ | 7. Additional Seating _____ |
| 4. Additional Recordings & Tapes _____ | 8. Other (specify on line below) <u>P</u> |
| | <u>Videofoms and AV equipment</u> |

Expenditure Report: (Attach additional sheets following format below, if necessary).

EQUALIZATION AID

<u>Item(s) Purchased</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<u>Other Expenditures</u>	<u>Amount</u>
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

(Sum of listed items and other expenditures must equal the total amount of the grant.)

PER CAPITA GRANT

<u>Item(s) Purchased</u>	<u>Amount</u>
Microcomputer	\$ 4,800
Microfilm reader printers	\$ 8,151
(2) Record players & headsets	\$ 660
Pegboard racks for framed prints	\$ 463
(2) video cassette players & TV sets	1,735.90
<u>Other Expenditures</u>	<u>Amount</u>
Video storage cabinets (est)	\$ 400
Film strip projector	\$ 500
Video form materials	28,263+
TOTAL	\$ <u>44,972</u>

(Sum of listed items and other expenditures must equal the total amount of the grant.)

REPORT ON THE USE OF LAST YEAR'S
EQUALIZATION AID AND/OR PER CAPITA GRANT

Page Two of Two

NARRATIVE REPORT: (Attach additional sheets, if necessary)

If an Equalization Aid Grant was received, describe briefly the use that was made of the grant and its impact on public library services in your community.

If a Per Capita Grant was received, describe briefly the way in which the grant was used to meet or make progress toward meeting the Illinois Public Library Standards "Measures of Quality" established by the Illinois Library Association.

Grants received in one year are budgeted for expenditure in the following year. Consequently not all items listed have been purchased or received. The microcomputer for circulation backup is awaiting availability of software but will affect Standard (10). Microfilm reader printers replace old equipment and allow better hard copy of microfilmed holdings (24). Record players with headsets permit preview and in-house enjoyment of sound recordings (24). Pegboard racks for storage and display of framed prints allow the Library to expand its holdings of art reproductions (24). Film strip projector permits in-house utilization of film strips and an added dimension to story hours (12, 24). Video forms, cassette players and storage cabinets permit the Library to expand the scope of its collections with a significant new format.

Signatures

In making this report on the use of last year's Equalization Aid and/or Per Capita Grant, the library board affirms that all funds received were used for the purpose of providing public library service to our community by supplementing our library's regular budget and not to reduce the library's levy in the year in which the funds were received or in the following year.

Date September 16, 1982

Signature

Robert H. Davis
Librarian

Signature

D.H. Marshall
Vice President, Board of Directors/Trustees

Attest

William S. Grieve
Secretary, Board of Directors/Trustees



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



August 27, 1982

Mr. Leslie Allen, City Manager
City of Decatur
#1 Civic Center Plaza
Decatur, Illinois 62523

Dear Mr. Allen:

As you know, the Library has been trying to upgrade its resources and services to better serve the residents of Decatur. An application for the Illinois State Library Per Capita Grant is being prepared and a condition of this grant is that a request for Federal Revenue Sharing Funds be made to the local authority.

To this end we are requesting consideration of a \$15,000 allotment from Revenue Sharing Funds for the purpose of improving the audio-visual collections and equipment in the Library. If this amount cannot be allowed, the Library will appreciate whatever amount can be allotted.

Thank you for your consideration.

Sincerely,

Shirley Moore

Shirley Moore, President
Board of Library Directors

SM/hs



CITY OF DECATUR · ILLINOIS

#1 CIVIC CENTER PLAZA

DECATUR, ILLINOIS 62523

August 30, 1982

Ms. Shirley Moore, President
Board of Library Directors
Decatur Public Library
247 East North Street
Decatur, IL 62523

Dear Ms. Moore:

The Library Board's request for a \$15,000 allocation from Federal Revenue Sharing Fund was received.

All of the entitlement grant has been allocated for this fiscal year ending April 30, 1983.

Since the City is facing a significant deficit for next fiscal year, I can assure you that all of the Federal Revenue Sharing funds will be needed next year to support the General Fund.

I regret that your request for an allocation cannot be honored.

Very truly yours,

CITY OF DECATUR

Leslie T. Allen;
City Manager

LTA:cmf

FILED
AUG 31 1982
DECATUR, ILLINOIS

I, William Tangney, Clerk of the County of Macon, State
of Illinois, hereby certify that the tax rate levied January 1,
1982 for the operation of the Public Library of the City of
Decatur, Illinois is .2352

William Tangney
Macon County Clerk

9-30-82
date

Jane Lewis
NOTARY PUBLIC

9/30/82
date

My commission expires 10-26-84.