

Personnel and Public Relations Committee

Minutes

September 2, 1982

The Committee was called to order in the City Librarian's Office at 7:25 p.m. Present were Mr. Susler, Mr. Seidman, Mr. Mueller, Mrs. Jackson, Chairman, and President Moore, ex officio. Also present was R. Dumas.

The first item of business related to a question raised by a staff member, to wit, is vacation time extended by the amount of bereavement leave if an employee has a death in the family while on vacation? Consensus was that it should be and that the policy should be changed to reflect the fact. Motion for Board to be prepared.

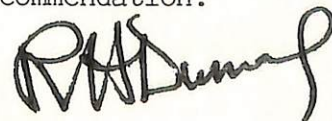
A question of interpretation of the policy regarding use of meeting rooms was raised by the Librarian and the guidance of the Committee sought: A group meeting the requirements for use of the auditorium had requested permission for a number of vendors to display their wares which were related to the club's purpose. Does such use constitute commercial use of the room within the meaning of the policy. After some discussion it was the feeling of the committee that this was a kind of trade fair and could set a precedent for coin dealers, stamp dealers, etc., that would be hard to control and that it was a commercial use of the room. The committee felt that exclusions should be based on both nature of use and user.

Pregnancy leave is currently limited to "full time" staff. This is probably an inadvertant carryover from a time when half-time staff were hourly employees and received no fringe benefits. The Committee directed a motion be drafted to strike "full time" from the policy on pregnancy leave.

Consideration was given to a request from Forsyth Public Library Board that borrowing privileges be extended to residents of the village. The Committee decided, since Forsyth had no library and was contracting with Argenta for library service that service to Forsyth residents should be denied at this time but should be offered on a reciprocal basis when the Forsyth Public Library was operating.

The request of Robert Plotzke that Rolling Prairie Libraries employees who do not qualify for residential or reciprocal borrowers' privileges in this Library be granted a courtesy registration in the Decatur Public Library was discussed. The City Librarian noted that non-resident employees of the DPL do not have this privilege and suggested that this policy be changed at the same time. The Committee expressed surprise that DPL employees who may reside outside the City limits do not have borrowing privileges and directed a motion to be prepared amending the policy and granting this privilege. The question of extending the courtesy was discussed. It was suggested that exceptions to our policy at a time when we had stopped courtesy cards to students raised problems. Others felt that non-resident fees might be paid by RPL for its staff as a fringe benefit or on the basis of an indirect benefit which accrues to the Library in much the same way that Librarys pay other fees for employees such as membership in library associations. After discussion, it was agreed to bring the matter to the entire Board without recommendation.

The meeting dissolved at 8:40 p.m.





DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 15, 1983

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING AUGUST 18, 1983
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 - 1. Approval of Bills
 - 2. Approval of Per Capita Grant Application
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mr. Grieve (little late)
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter (tentative)
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - September 15, 1983

The regular meeting of the Board of Directors of the Decatur Public Library was held September 15, 1983 in the board room of the main library.

Members Present:

Mrs. Alpi
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

Members Absent:

None

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:32 p.m. by the President, Sharon Alpi.

The minutes of the regular board meeting of August 18, 1983 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated August has been a very busy month as shown on the Board's monthly statistical report. Circulation increased overall about 9%, which is the largest increase we have had in quite a while. Further reporting, Mr. Dumas noted Mrs. Hicks, Extension Librarian, has returned to us after being absent approximately two months recovering from major surgery.

Acting upon a suggestion made at a recent committee meeting of the Board that it would be helpful if he would explain briefly catalog procedures currently in effect with respect to the data base, and what potential actions relating to a computerized data base the on-line catalog, to which RPL is committed, might have on us, Mr. Dumas proceeded to summarize in some detail the functions and requirements of the public catalog. He explained how these functions were dependent on control over form of entry and choice of subject term. He explained that computerized changes would have to be either in accordance with the new cataloging conventions or the old rules and that in either case - with perhaps 20% of our collection now changed and 80% in the old form - there would be substantial mismatching between the data base and the actual practice so that the data base would no longer be a reliable guide to form of entry with consequent problems to the Circulation Staff and staff working on book selection. This problem would continue some time until the collections and public catalogs could be brought completely into line with the new cataloging rules. There would also be considerable additional

expense inasmuch as the Library's current plans do not call for conversion of authors who are inactive but updating of such writers will be necessary if the data base is converted to the new form prescribed by Anglo American Cataloging Rules II.

Continuing, Mr. Dumas stated the bibliographical utility that would be doing the expansion of the data base including the provision of subject headings has entered the complete thesaurus of L.C. subject headings and cross references into its data base in accordance with the latest (9th) edition. In order to trap older headings and convert them to current authority, it has also entered the eighth edition and the cross-references in the eighth will provide many clues for the seventh edition. Earlier editions have not been entered. Since the median age of the Library collections is fifteen years, one-half of the Library's collections were published prior to 1969 - that is, before the seventh edition of the L.C. subject list. The Library's concern is that in matching the L.C. card number (i.e., the ordering or parts number for the card) with the utility's data base, (which presumably is made up of the history of L.C. card production plus entries provided to the National Union Catalog) many cards will be produced with pre-8th edition headings which were subsequently changed and for which the sequence of change which would permit updating has been broken and lost: the result would be subjects in the data base not in the card catalog and for which cross-references were not available. These would need over the long haul somehow to be identified and corrected, at great expense, before the Library could provide an on-line catalog.

The purpose being propounded for these changes to the data base is to allow Rolling Prairie and its members with computerized circulation subject access, as well as the author-title access currently provided, to collections by Rolling Prairie and its members with computerized circulation - to provide an on-line catalog as it were.

This matter of on-line catalog is one that is coming under increasingly critical scrutiny. At the last ALA Conference the head of systems analysis at the N.Y. Public Library warned that an on-line catalog was dependent upon development of authority control programs and that while a number of vendors were advertising such programs, not one in reality had such a program: the most that was being offered was a cross-reference structure. He felt that eventually such software would be developed but it was his opinion that because of the contrary requirements of circulation control and collection access when such software becomes available the complications in search strategies and the effort to reduce these complexities were going to result in much different systems than are presently available and would require on site an expert in computers and program to keep the system functional.

Mr. James Thompson, Assistant Director for Technical Services, in Rice University, at a recent meeting reported in the newsletter of the Technical Services Section of ILA that he had concluded the on-line catalog would not be widely adopted because of the costs associated with it.

In the face of such caveats, Mr. Dumas stated in his opinion the prudent course was the course intended for DPL, namely, to begin expansion of the data base on a current basis and continue this for a number of years during which the size of the data base with abbreviated entries would be reduced by the weeding program. At that time if an on-line catalog is deemed feasible, that the remaining retrospective conversion could be expedited by hiring an additional temporary work force or, if the problems of long-term L.C. subject control have been dealt with, by mechanical expansion, Mr. Dumas concluded.

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

Mr. Marshall further moved on behalf of his Committee that the President and Secretary of the Board be authorized to sign the Per Capita Grant application to be forwarded to the Illinois State Library, copies of which were distributed at today's meeting. Mrs. Moore seconded the motion and it was approved.

The jobs stimulus bill construction grant was also considered by his Committee, Mr. Marshall stated. Among the problems discussed were the increased percentage of up-front money the Library would have to supply (60%) and the time frame established by the State which required the pre-application documents be received by the State Library not later than September 6. The hiring and paying for a consultant on the project as required by the State were also discussed. It was the consensus of the Committee they would not recommend submission of the grant application, Mr. Marshall concluded.

As Chairman of the Personnel and Public Relations Committee, Mr. Grieve informed his Committee had not met.

Under New Business, Mrs. Moore referred to a recent memorandum received concerning new requirements of the State Library for the submission of Per Capita Grant applications next year, these requirements being the Board must discuss and the minutes must show that the twelve chapters of the Avenues of Excellence publication have been discussed and studied at Board meetings throughout the coming year. Mrs. Moore commented: "The State Library has been tightening the strings on local control right along, and now they are even setting our agenda for us; I really resent it." Mr. Susler asked why the Board did not have the right to say we approve or disapprove this new State Library requirement and wanted to know who was responsible for the Avenues of Excellence publication. Mr. Dumas answered the booklet was written by a Committee of the Illinois Library Association and adopted by the Illinois State Library. Mr. Susler stated he thought we needed more information and he could not understand why this requirement was mandatory to receive the Per Capita Grant. Mr. Susler further stated "I have been steadfastly objecting to this concentration of control over local

libraries by the State and Federal governments." Mr. Dumas explained he had asked Ed Booth for an opinion on a similar instance on how much control the State Library has over local libraries and Mr. Booth answered since our membership in the Rolling Prairie Library system was not required of us, that in all likelihood the Secretary of State could require anything he wanted to.

Mr. Seidman stated he had received a complaint on the re-arrangement of the new book stacks in the Library - that it is too crowded and too dark. Mr. Dumas replied the space between the stacks is exactly the same as it was before, but the lighting is another matter and is a justifiable complaint. New lights have been ordered for the area.

There being no further business to come before the Board, the meeting was adjourned by Mrs. Alpi at 6:00 p.m.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

August, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Month to Date</u>
Total Books, 1983 -	30,267	2,806	22,097	55,170	626,170
1982 -	28,958	2,802	19,628	51,388	599,388
A-V Materials, 1983 -	2,914	--	394	3,308	36,136
1982 -	2,172	--	275	2,447	30,578
Total Circulation, 1983 -	33,181	2,806	22,491	58,478	662,306
1982 -	31,130	2,802	19,903	53,835	629,966

TECHNICAL PROCESSING

Cataloging

New books added	1,254
New titles added	527
Books withdrawn	596
Books mended	822

Acquisitions

Books checked in	1,197
Telephone Directories	2
Pamphlets	149
Gifts	82

Materials in the State of Processing

Materials (physical items) -	711
Titles -	665

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,081,520	334,679	348,801	732,719
Operating	212,741	53,447	57,825	154,916
Capital and Books	221,400	53,676	47,768	173,632

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	22 + 17 (1220 hrs)	--	--	22 + 17 (1308 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Technical Services Clerk I, 1 Supervisor, Technical Services,
1 A-V Youth Librarian

Computer Downtime for Month: 3-1/4 hours



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



September 19, 1983

Illinois State Library
Library Development Group
Centennial Building - Room 288
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

Enclosures: as stated

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 Illinois Decatur Macon 62523
State 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 ☒ 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 attach 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, 1982, (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Revenue, Property Tax Administration Bureau.

\$.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.....\$.

X

Attach a notarized statement from your county clerk certifying the equalized assessed valuation for your library service area as of January 1, 1982, (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

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, 1982 (the assessed valuation against which tax revenue was most recently levied).

Attach a 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 15, 1983

Signature *Sharon Taylor Axi*
President, Board of Directors/Trustees

Attest *William B. Guere*
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, 1983, to:

Illinois State Library
Library Development Group
Centennial Bldg. - Room 288
Springfield, IL 62756

/sg
6/6/83

Indicate on this page the area or areas, based upon the "Measures of Quality," in which your library indicates it will use grant monies in FY 1984. You need to only use those lists applicable to better meet your library's needs in FY 1984.

MEASURES OF QUALITY SUMMARY

Structure and Governance	
Finances	
Administration	
Public Relations	
Accessibility	
Users and Usage	
Services	
Personnel	
Materials	X
Physical Facilities	
System and ILLINET Membership Responsibilities	

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 meet some other standards than those indicated on the check sheets, please indicate the standards and explain how the standard will be achieved.

Date September 15 (1983)

Signature

Sharon Taylor Alpi
President, Board of Directors/
Trustees

Signature

Robert H. Long
Librarian

Signature

William S. Dineen
Secretary, Board of Directors/
Trustees

The grant will be used for acquisition of print material in order that the book collection may be maintained at 2.1 books per capita or slightly increased despite substantial anticipated withdrawals of books in the Extension Department.

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 \$ 47,485.38

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 _____
2. Additional Books _____
3. Additional Periodicals _____
4. Additional Recordings
& Tapes _____

- Video cassettes
5. Additional Films P
 6. Additional Staff _____
 7. Additional Seating _____
 8. Other (specify on line below)
A/V equipment; computer terminals;
circulation control back-up; P

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 total amount of the grant.)

PER CAPITA GRANT

<u>Item(s) Purchased</u>	<u>Amount</u>
Display case for sculpture	\$ 1,031.00*
Cassette strg panels	\$ 1,118.20
(2) Video cassette listening stations	\$ 1,779.70
CRT Terminals & modems	\$ 1,535.34
Film splicer	200.00
<u>Other Expenditures</u>	<u>Amount</u>
A/V materials	\$ 39,621.14
back-up software for circulation system	\$ 2,200.00 est **
TOTAL	\$ 47,485.38

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

* Received but not yet invoiced.

** Not yet ordered pending availability of CLSI system.

X

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.

Permitted substantial improvement in audio/visual collection growth and services by providing for acquisitions in recently established video-form collection and for previewing capabilities for video forms; by doubling the amount of housing for sculptural reproductions and by substantially increasing the housing for audio cassettes. These collections are now capable of expanding. Film splicer will extend life of the 8mm film collection; the CRT terminals will allow greater control over selection and collection development in the Children's Department and Extension Department.

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 15 1983

Signature Sharon Taylor Cey
President, Board of Directors/Trustees

Signature Rex M. Dunning
Librarian

Signature William S. Guehl
Secretary, Board of Directors/Trustees

/sg
6/6/83

X



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



August 29, 1983

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

Dear Mr. Allen:

A condition in applying for the Illinois Per Capita grants is that a response must be enclosed from the City government to the Library's request for federal revenue sharing funds.

Such funds if available will be used for improvements in our circulation system, for purchase of computer software and for further acquisition in audio-visual material. For these purposes this Library will appreciate receiving revenue sharing funds in the amount of \$100,000. If any lesser amount can be budgeted from the City's revenue sharing allotment, the money would be used toward these ends.

Thank you for your consideration.

Sincerely,


Sharon T. Alpi, President
Library Board of Directors

STA/hs



CITY OF DECATUR · ILLINOIS

#1 CIVIC CENTER PLAZA

DECATUR, ILLINOIS 62523

August 31, 1983

Ms. Sharon T. Alpi
President
Library Board of Directors
Decatur Public Library
247 East North Street
Decatur, IL 62523

Dear Ms. Alpi:

The Library Boards request for \$100,000 allocation from the Federal Revenue Sharing Fund to purchase computer software, to make improvements to the circulation system and for further acquisition in audio-visual material was received.

The City anticipates receiving only about \$500,000 in Federal Revenue Sharing Funds this fiscal year. These funds have already been appropriated for police protection by the City Council.

I regret that we cannot assist the Library Board but due to declining revenues and increasing expenses the City cannot support even a reasonable level of services.

Very truly yours,

CITY OF DECATUR

Leslie T. Allen,
City Manager

LTA:cfh

cc: Bob Dumas

I, William Tangney, Clerk of the County of Macon, State of Illinois, hereby certify that the tax rate levied January 1, 1983 for the operation of the Public Library of the City of Decatur, Illinois is .205 .

William Tangney 9/13/83
Macon County Clerk *W.M.B.* date

Jane Lewis 9/13/83
NOTARY PUBLIC date

My commission expires 10-26-84 .

MAY 1, 1983 THRU AUG 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1	FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-	
2	101 CURRENT YEAR TAXES	1,147,825.00	20,996.68	585,400.71	562,424.29	
3	101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
4	524 INTEREST ON INVESTMENTS	45,000.00	1,239.12	24,686.57	20,313.43	
5	728 LIBRARY FINES & FEES	25,000.00	2,536.04	9,683.19	15,316.81	
6	728A NON-RESIDENT FEES	5,000.00	608.00	1,938.00	3,062.00	
7	729 LOST & DAMAGED BOOKS	3,100.00	292.61	946.83	2,153.17	
8	730 PRINTS MADE ON COPY MACHINE	700.00	80.46	317.23	382.77	
9	733 ILL ST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
10	799 MISCELLANEOUS INCOME	3,200.00	265.78	883.85	2,316.15	
11	TOTAL REVENUE	1,821,417.00	26,018.69	1,258,047.24	563,369.76	69.07

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	904,640.00	0.00	63,487.73	290,286.74	614,353.26	
102 A	STRAIGHT OVERTIME	150.00	0.00	85.28	1,022.44	872.44-	
103	RETIREMENT FUND	126,855.00	0.00	8,947.73	41,057.66	85,797.34	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	0.00	1,128.00	3,394.00	
106	EMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	1,525.71	2,683.29	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	0.00	6,144.00	18,436.00	
109	TEMPORARY SALARIES	16,564.00	0.00	1,697.35	7,636.54	8,927.46	
201	ADVERTISING	500.00	0.00	0.00	68.09	431.91	
202	PRINTING & BINDING	6,500.00	0.00	1,244.97	1,973.71	4,526.29	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	795.78	2,330.62	7,669.38	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	600.00	0.00	26.50	96.00	504.00	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	2,831.63	6,646.69	12,953.31	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	106.68	242.18	1,257.82	
221	AUDITING SERVICES	650.00	0.00	0.00	500.00	150.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	390.00	470.00	530.00	
231	ELECTRICITY	74,000.00	0.00	5,513.08	19,447.95	54,552.05	
233	TELEPHONE	10,000.00	0.00	697.90	2,876.28	7,123.72	
234	WATER	500.00	0.00	0.00	123.32	376.68	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	55.03	2,516.58	2,571.42	
245	POSTAGE	5,800.00	0.00	332.03	1,449.82	4,350.18	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	0.00	15.00	1,365.00	
288	RENTALS	5,665.00	0.00	400.00	1,779.72	3,885.28	
310	GAS OIL & ANTIFREEZE	2,500.00	0.00	28.40	547.81	1,952.19	
312	JANITORIAL SUPPLIES	2,200.00	0.00	123.86	209.15	1,990.85	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	10,000.00	0.00	1,840.21	3,614.98	6,385.02	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	107.78	155.02	1,344.98	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	18,000.00	0.00	1,176.99	6,105.25	11,894.75	
402	CONTINGENCIES	7,500.00	0.00	0.00	0.00	7,500.00	
403	TRANS TO G F (ADMIN SERV)	16,335.00	0.00	0.00	4,083.00	12,252.00	
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	125.00	385.00	1,290.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

E 70

MAY 1, 1983 THRU AUG 31, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
423	INSURANCE	8,303.00	0.00	0.00	2,073.00	6,230.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	117.90	1,822.10	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	90,013.93	406,626.16	887,634.84	31.42
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	0.00	0.00	16,270.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	7,925.84	42,981.25	117,018.75	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	1,374.52	4,786.35	40,343.65	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	9,300.36	47,767.60	173,632.40	21.58
	TOTAL EXPENDITURES	1,515,661.00	0.00	99,314.29	454,393.76	1,061,267.24	29.98

MAY 1, 1983 THRU AUG 31, 1983

REVENUE ITEMS

		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56	REVENUE	0.00	82,969.25	82,969.25	82,969.25-	
524	INTEREST INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	0.00	82,969.25	82,969.25	82,969.25-	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

E 72

MAY 1, 1983 THRU AUG 31, 1983

REVENUE ITEMS

ESTIMATED REVENUE CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

FUND BALANCE MAY 1, 1983

89,855.00

0.00

89,882.06

27.06-

INCOME

0.00

0.00

0.00

0.00

INTEREST ON INVESTMENTS

7,500.00

1,086.20

1,710.97

5,789.03

MISC INCOME

0.00

0.00

0.00

0.00

TOTAL REVENUE

97,355.00

1,086.20

91,593.03

5,761.97

94.08

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

E 73

MAY 1, 1983 THRU AUG 31, 1983

REVENUE ITEMS

ESTIMATED REVENUE CURRENT MONTH RECEIPTS YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

518	FUND BALANCE MAY 1, 1983	21,080.00	0.00	22,169.43	1,089.43-	
524	SALE OF CITY PROPERTY	0.00	0.00	0.00	0.00	
731	INTEREST SAVINGS	1,000.00	857.07	867.10	132.90	
	TRANS FROM CITY OF DECATUR	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	22,080.00	857.07	23,036.53	956.53-	104.33

14112 G.B.

ACTIVITY 944 DECATUR PUBLIC TR FUND (BRIDGES)

E 74

MAY 1, 1983 THRU AUG 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 FUND BALANCE MAY 1, 1983	3,273.00	0.00	3,988.68	715.68-	
524 REVENUE	0.00	0.00	0.00	0.00	
799 INTEREST ON INVESTMENTS	400.00	74.13	80.13	319.87	
MISC INCOME	900.00	0.00	0.00	900.00	
TOTAL REVENUE	4,573.00	74.13	4,068.81	504.19	88.97

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	3,000.00	0.00	0.00	934.09	2,065.91	31.14
	TOTAL EXPENDITURES	3,000.00	0.00	0.00	934.09	2,065.91	31.14

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/83 THRU 08/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
6630	ILL POWER CO	POWER FOR MONTH	5,513.08

TOTAL OF ALL VOUCHER CHECKS			=	5,513.08
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CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/83 THRU 08/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
6675	TREAS PAYROLL FUND	PD ENDING 8-10-83	32,874.64
6690	POSTMASTER	POSTAGE	300.00
6691	AMERICAN HISTORY ILLUS	BOOKS	46.95
6692	COLUMBIA JOURNALISM	BOOKS	39.00
6693	DASH DISPOSAL	SERVICE FOR MONTH	16.50
6694	FORDHAM EQUIPMENT	OFFICE SUPPLIES	395.67
6695	FANFARE	BOOKS	21.00
6696	GESTETNER CORP	OFFICE SUPPLIES	229.51
6697	H M GOUSHA CO	BOOKS	94.90
6698	G K HALL & CO	BOOKS	12.22
6699	HERALD & REVIEW	ADVERTISING	82.52
6700	IN BRITAIN	BOOKS	49.90
6701	LOUISVILLE AREA CHAMBER	BOOKS	65.00
6702	MILLER-O'NEILL	CARPETING	1,095.90
6703	OTIS ELEVATOR CO	MONTHLY SERVICE	293.28
6704	PENTON/IPC	BOOKS	45.00
6705	ROLLING PRAIRIE LIBRARIES	COMPUTER MAINT	1,108.97
6706	SCRIBNER BOOK CO INC	BOOKS	173.11
6707	SEAT COVER CENTER	UPHOLSTERING	49.95
6708	SOUND/VIDEO UNLTD	AUDIO VISUAL	115.80
6709	SPORTS ILLUSTRATED	BOOKS	225.00
6710	THE VOICE	BOOKS	40.00
6711	WOOD PRINTING SERVICE	PRINTED FORMS	892.00
6767	TREAS PETTY CASH FUND	REIMBURSEMENTQ	85.38
6780	HALL SCHWARTZ & ASSOC	ENGINEERING SERV	450.00
6781	JAN SAN SUPPLY CO	JANITORIAL	65.34
6782	LUGARI'S	REPAIR SERVICE	168.17
6783	NATIONAL ELECTRIC SUPPLY	BULBS	338.04
6784	RAINTREE GARDENS	POTTING SOIL	14.98

TOTAL OF ALL VOUCHER CHECKS = 39,388.73

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/83 THRU 08/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
6925	TREAS PAYROLL FUND	PD ENDING 8-24-83	32,520.72
6940	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	502.19
6941	AMERICAN BINDERY	BOOK BINDING	187.05
6942	CHEMICAL PUBLISHING CO	BOOKS	33.25
6943	DEMCO EDUCATIONAL CORP	OFFICE SUPPLIES	138.08
6944	DOWNTOWN DECATUR COUNCIL	PARKING	400.00
6945	FORTUNE	BOOKS	64.00
6946	MEANS SERVICE CENTER	JANITORIAL	6.35
6947	MILLER PRODUCTS CO	TOOLS	10.00
6948	OFFICL AIRLINE GUIDES INC	BOOKS	116.80
6949	PREVENTION	BOOKS	23.97
6950	REGENT BOOK CO INC	BOOKS	146.27
6951	STANDARD & POOR CORP	BOOKS	72.00
6952	TEEN	BOOKS	79.80
6953	YORK RADIO & TV	SMALL PARTS	13.75
6954	AMER ASSOC ADV OF SCIENCE	BOOKS	90.00
6955	AUDIO BUFF CO INC	AUDIO VISUAL	173.70
6956	BRICK HOUSE PUBLISHERS	BOOKS	3.70
6957	CAT FANCY	BOOKS	29.00
6958	GREANIAS AND BOOTH	PROF SERVICES	390.00
6959	HOUGHTON MIFFLIN CO	AUDIO VISUAL	42.02
6960	JAN SAN SUPPLY CO	JANITORIAL	44.05
6961	LUGARI'S	TIRE REPAIR	21.63
6962	MCGRAW HILL BOOK CO	BOOKS	189.90
6963	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	3.11
6964	MOTHER EARTH NEWS	BOOKS	54.00
6965	NATL GEOGRAPHIC SOCIETY	AUDIO VISUAL	360.00
6966	N Y GRAPHIC SOCIETY LTD	AUDIO VISUAL	683.00
6967	OMNI	BOOKS	44.00
6968	PRESERVATION SOCIETY	BOOKS	8.40
6969	ROAD & TRACK	BOOKS	44.00
6970	SALES & MARKETING MGMT	BOOKS	42.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
6971	SCRIBNER BOOK CO INC	BOOKS	73.23
6972	WEST PUBL CO	BOOKS	231.50
7123	TREAS ILL MUNI RETIREMENT	RETIREMENT	8,947.73
7159	POSTMASTER	POSTAGE	18.50

TOTAL OF ALL VOUCHER CHECKS = 45,807.70

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

08/01/83 THRU 08/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
7166	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	1.69
7167	BAKER & TAYLOR CO	BOOKS	463.98
7168	BAKER & TAYLOR CO	BOOKS	4,840.96
7169	BLACK & CO	HARDWARE	204.83
7170	DOUBLEDAY & CQQQQQ	BOOKS	380.48
7171	HAINES & ESSICK CO	OFFICE SUPPLIES	351.29
7172	LIBRARY CARDS LTD	CATALOG CARDS	132.23
7173	MIDWEST USERS GROUP	REGISTRATION	29.00
7206	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	194.02
7207	LIBRARY CARDS LTD	CATALOG CARDS	33.69
7208	SATTLEY'S OFFICE SUPPLIES	OFFICE SUPPLIES	3.53
7209	YORK RADIO & TV	RECORD NEEDLES	27.60
7364	BLACK & CO	HARDWARE	8.28
7365	C L SYSTEMS INC	MAINTENANCE	1,722.66
7366	DAY'S PAINT	PAINT	106.72
7367	HAINES & ESSICK CO	OFFICE SUPPLIES	12.38
7368	J & L DRYWALL	CEILING TILES	91.44

TOTAL OF ALL VOUCHER CHECKS = 8,604.78

Finance and Properties Committee Meeting

Minutes

September 1, 1983

The Committee was called to order at 4:00 p.m. by Chairman David Marshall in the Board Room of the Library. Present were members Shirley Moore, Marshall Susler, and Mr. Marshall. Also present were Sharon Alpi, ex officio, and Robert Dumas, City Librarian.

Mr. Marshall explained that the meeting had been called to consider whether the Committee should pursue the jobs stimulus bill construction grant. Word was received last Thursday from Rolling Prairie Library consultant Miss Hames that the conditions for the grant had been set and she had read over the phone to Mr. Dumas the nine conditions, one of which was the unemployment rate which Decatur met, and others of which were that the Library contribute 75% of the total project cost and that the Library engage a consultant for the project.

Mr. Dumas reported that he had received the memorandum detailing the conditions from RPLS on the next day and had discussed the matter with Mr. Marshall. Among the problems Mr. Dumas saw were the increased percentage of upfront money the Library would have to supply and the time frame established by State which required that the preapplication documents be received by the State Library not later than September 6. Completion of the documents required reading of a 250 page library building handbook and an accessibility standards manual of nearly 150 pages so that the applications could refer to and meet standards ordained in these publications. Also needed by that date was the selection of the consultant and preliminary plans and layout from the architect. Mr. Marshall expressed skepticism with respect to the conditions. Mr. Dumas did not believe that the work necessary could be accomplished in the time available.

Mr. Dumas reported that he was notified by Miss Hames on Tuesday, August 30 that word had been received from the State that the Library contribution to project cost had been dropped from 75% to 60%. Mr. Dumas asked at this time what the function of the consultant would be in a project such as DPL was considering: she said it was to work with the architect. She was unable to specify what the specific function of the consultant would be in working with the architect.

Several members of the Committee indicated agreement that the necessary work could not be done within the time frame. It was noted that applying for the grant was no assurance that a grant would be received. Questions were raised with respect to payment of a consultant and the architect for the preliminary work if a grant were not received.

It was the consensus of the Committee that it would not recommend submission of the grant application.

Mr. Dumas raised the question of the Per Capita Grant which should be approved at the next Board Meeting. In the past we have listed extraordinary items that could not be accommodated within the budget and which would help the Library improve its services. It was his intention this year provisionally to plan for per capita funds to improve the computerization of circulation against the eventuality of an on-line catalog with provision also for improving the audio-visual collections and perhaps initiating a software collection so that programs could be available for patrons to borrow. But because of the tentativeness of these plans he suggested that the grant be used to amplify collections only and that any extraordinary projects be funded this year from the budget. This would have the advantage of simplifying the application, of using the grant in clear-cut areas relating to Measures of Quality and eliminating gray areas in the purchase of materials for which there is no explicit mention in Measures of Quality. The Committee agreed to this proposal.

The Committee meeting adjourned at 5:15 p.m.

Robert H. Dumas