

Minutes

Personnel and Public Relations Committee

December 2, 1982

The meeting was brought to order at 7:20 p.m. in the Administrative Office of the Library. Present were Reba Jackson, Chair, John Mueller, Marshall Susler, and Shirley Moore, ex officio and Robert Dumas, City Librarian.

The first item of business was discussion of the question referred to the Committee by the Board at its November meeting, namely whether a policy should be recommended providing for defrayment in whole or in part of moving expenses of professional staff recruited to the Library and whether in particular the Library should assume any of the cost for the relocation of the new Head of Home Reading.

After considerable discussion regarding city practice, the practice of libraries generally with respect to defrayment of these costs, and whether the Library had been unable to recruit desirable staff because defrayment was not available, the Committee unanimously reached the conclusion that it was not necessary at this time to recommend such a provision in policy, especially since the Decatur economy was currently depressed, and that the City Librarian should bring individual cases to the Board where outstanding candidates may be lost to the Library for this reason. It was then decided that in the case of Miss Jacobs no defrayment would be made since this was not a condition of her acceptance.

The second item of business related to changing the free floating holiday for staff from a calendar year basis to a fiscal year basis. It was felt that a marginal record-keeping advantage accrued from having both the personal leave day and the free floating holiday on the same basis and that there would be less likelihood of accumulation of this holiday by staff to the end of the authorized period if it did not end within a holiday season. The City Librarian was directed to prepare the motion for the change.

Meeting adjourned at 8:35 p.m.

Robert H. Dumas

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Special Board of Directors Meeting

December 19, 1983

Present were David Marshall, Shirley Moore, John Mueller, Marshall Susler, Edith Rossiter, and Sharon Alpi, President.

Mrs. Alpi called the meeting to order at 11:22 a.m. The only item on the agenda was discussion and action on the CLSI Computer Maintenance Contract between the Rolling Prairie Library System and the Decatur Public Library.

David Marshall, as Chairman of the Finance and Properties Committee, introduced the subject summarizing the deliberations of his Committee and recapitulating the changes his Committee had desired in the contract as proposed by RPL.

The changes were three: reduction of the term of the agreement from five years to one year; the right to abrogate the agreement on 30 days written notice if DPL chose to acquire its own computer; and the right to reduce the port allocation of DPL if circumstances indicated that we would not need the current allocation.

The first two conditions were agreed to by RPL, but the third was dropped by the Committee when Mr. Plotzke, Executive Director of RPLS, protested that this would require either a separate agreement with DPL (which he was opposed to) or would require similar reallocation requests by other libraries.

Mrs. Moore raised the question as to what would be the status of the maintenance question if DPL chose not to extend it past one year. It was noted that the contract would then remain in effect until a new contract was negotiated. Mr. Dumas noted that the Library lost some bargaining leverage since it could then negotiate only a contract less favorable than the current proposal. It was the consensus of the Board that the proposed contract fairly protected and preserved the interests of the Library. Upon motion by Mr. Marshall, seconded by Mr. Susler, the contract was approved and the President was authorized to sign the Agreement.

The meeting adjourned at 11:55 a.m.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

December, 1983

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1983 -	21,430	1,721	12,613	35,764	639,306
1982 -	22,041	1,759	12,060	35,860	591,397
A-V Materials, 1983 -	3,228	--	198	3,426	40,426
1982 -	2,153	--	121	2,274	30,137
Total Circulation, 1983 -	24,658	1,721	12,811	39,190	679,732
1982 -	24,194	1,759	12,181	38,134	621,534

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,095	Books checked in	1,169
New titles added	380	Telephone Directories	106
Books withdrawn	210	Pamphlets	132
Books mended	1,167	Gifts	26

Materials in the State of Processing

Materials (physical items) - 963
Titles - 832

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	671,523	696,366	385,154
Operating	212,741	125,171	121,165	91,576
Capital and Books	221,400	123,103	139,617	81,783

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	6	--	--	6
Library Assistants	7 + 5 (400 hrs)	--	1½	7 + 6 (480 hrs)
Clerical	21 + 17 (1230 hrs)	--	1½	21 + 18 (1390 hrs)
Maintenance	3½	--	--	3½

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

Computer Downtime for Month: 45½ hours

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9866	AMERICAN CAMPING	BOOKS	6.95
9867	AMERICAN LIBRARY ASSN	ADVERTISING	90.00
9868	AMERICAN OPINION	BOOKS	15.00
9869	AMERICAS	BOOKS	15.00
9870	BARR FILMS	AUDIO VISUAL	221.00
9871	ASTRO MEDIA CORP	BOOKS	48.00
9872	CFJ	BOOKS	56.57
9873	C L SYSTEMS INC	MAINTENANCE	1,894.86
9874	DORIS CHASE	AUDIO VISUAL	275.00
9875	CANDLELIGHT STUDIOS	AUDIO VISUAL	708.00
9876	CLEARY INTL	AUTO PARTS	14.44
9877	COMPUTYPE INC	LABELS	1,596.10
9878	CONGRESSIONAL DIGEST	BOOKS	20.00
9879	CORONET FILMS & VIDEO	AUDIO VISUAL	377.74
9880	DUN'S BUSINESS MONTH	BOOKS	49.00
9881	DYNAMITE MAGAZINE	BOOKS	15.00
9882	ENVIRONMENT	BOOKS	30.00
9883	FIELD & SHORB CO	SMALL PARTS	20.20
9884	RAY FRANKS PUBL	BOOKS	34.95
9885	GALE RESEARCH	BOOKS	47.85
9886	GATES & JOHNSON LUMBER CO	CAULKING	28.26
9887	GOOD HOUSEKEEPING	BOOKS	311.82
9888	GOODYEAR TIRE & RUBBER	TIRES	405.36
9889	GREANIAS AND BOOTH	LEGAL SERVICES	300.00
9890	HAYWORTH PRESS INC	BOOKS	50.00
9891	HERALD & REVIEW	BOOKS	69.40
9892	BETTY LOU HICKS	REIMB FOR EXPENSE	38.41
9893	THE HORN BOOK	BOOKS	92.00
9894	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	689.15
9895	ILL LIBRARY ASSN	DUES	50.00
9896	ILL LIBRARY ASSN	DUES	230.00
9897	IKONOGRAPHICS	AUDIO VISUAL	453.00

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9898	JAN SAN SUPPLY CO	JANITORIAL	28.96
9899	JOHNSON PUBL CO	BOOKS	88.00
9900	MTI TELEPROGRAMS INC	AUDIO VISUAL	823.00
9901	MALJACK PRODUCTIONS INC	AUDIO VISUAL	168.83
9902	MEANS SERVICE CENTER	RAGS	27.35
9903	MERRY RANDOLPH MOTOR SUPP	AUTO PARTS	45.69
9904	MODEL AIRPLANE NEWS	BOOKS	44.00
9905	AMER CITY & COUNTY	BOOKS	37.00
9906	NATL GEOGRAPHIC SOCIETY	BOOKS	82.75
9907	PARIS MATCH	BOOKS	80.00
9908	PENNY POWER	BOOKS	9.95
9909	PORTFOLIO	BOOKS	48.00
9910	REGENT BOOK CO INC	BOOKS	132.09
9911	SCHUERMAN KEY SHOP	LOCKS & KEYS	32.86
9912	SCRIBNER BOOK CO INC	BOOKS	111.06
9913	SEARS ROEBUCK & CO	AUTO PARTS	71.86
9914	STANDARD & POOR CORP	BOOKS	152.84
9915	TREAS WATER FUNDS	WATER BILL	130.76
9916	STONE SOUP	BOOKS	28.00
9917	MARTY STOUFFER PROD	AUDIO VISUAL	250.00
9918	MARTHA STUART	AUDIO VISUAL	195.00
9919	SUPT OF DOCUMENTS	BOOKS	11.50
9920	TRANSACTION BOOKS	BOOKS	4.52
9921	THEATRE CRAFTS	BOOKS	19.95
9922	U S A TODAY	BOOKS	72.00
9923	UNIPUS	BOOKS	17.00
9924	UNIVERSE BOOKS	BOOKS	20.29
9925	URBANA FREE LIBRARY PUBL	BOOKS	20.50
9926	VARIETY	BOOKS	65.00
9927	WARBURTON PROD	AUDIO VISUAL	83.90
9928	WOMBAT PRODUCTIONS	AUDIO VISUAL	562.00
9948	CHICAGO	BOOKS	36.00
9949	LDS ANGELES TIMES	BOOKS	104.00
9950	POSTMASTER	POSTAGE	300.00
9951	PRACTICAL PERSPECTIVES	BOOKS	30.00
10020	POSTMASTER	POSTAGE	26.50

VOUCHER #

PAYMENTS MADE TO:

FOR:

AMOUNT

10027

RICHLAND COM COLLEGE

SEMINAR EXPENSE

20.65

10043

TREAS PETTY CASH FUND

REIMBURSEMENT

78.90

10047

TREAS PAYROLL FUND

PAYROLL

32,223.96

TOTAL OF ALL VOUCHER CHECKS = 44,537.73

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9710	TREAS PAYROLL FUND	PAYROLL	32,065.52
9733	DOUBLEDAY & CO INC	BOOKS	400.10
9735	GAYLORD BROS	OFFICE SUPPLIES	9.00
9739	GAYLORD BROS	OFFICE SUPPLIES	50.09
9778	ILL POWER CO	POWER FOR MONTH	4,479.07

TOTAL OF ALL VOUCHER CHECKS = 37,003.78

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
10269	TREAS PAYROLL FUND	PAYROLL	32,245.39
10411	AGENCY FOR INSTRUCT TELE	AUDIO VISUAL	125.00
10412	AMER INST BIOL SCIENCE	BOOKS	43.00
10413	AUDIO BUFF CO INC	AUDIO VISUAL	600.68
10414	BAKER & TAYLOR CO	BOOKS	1,215.80
10415	BAKER & TAYLOR CO	BOOKS	8,330.56
10416	BARRON'S EDUCATIONAL	BOOKS	5.20
10417	BENJAMIN ELECTROPRODUCTS	OFFICE SUPPLIES	33.50
10418	BLACK & CO	HARDWARE	101.43
10419	BUSINESS HORIZONS	BOOKS	40.00
10420	CONGRESSIONAL QUARTERLY	BOOKS	11.45
10421	DECATUR PAPER HOUSE	PAPER SUPPLIES	231.09
10422	DAEDALUS	BOOKS	32.00
10423	DIRECT CINEMA	AUDIO VISUAL	256.00
10424	DOUBLEDAY & CO INC	BOOKS	854.12
10425	DUKE'S OFFICE SUPPLIES	OFFICE SUPPLIES	99.35
10426	ENCYCLOPEDIA BRITANNICA	AUDIO VISUAL	491.90
10427	SAMUEL FRENCH INC	BOOKS	7.63
10428	HAINES & ESSICK CO	OFFICE SUPPLIES	176.39
10429	ILL BELL TELEPHONE CO	TELEPHONE SERVICE	60.66
10430	3 M CO	READER PRINTER	1,461.24
10431	MODERN BUSINESS SYSTEMS	OFFICE SUPPLIES	198.72
10432	NEWSWEEK	BOOKS	364.00
10433	PEOPLE WEEKLY	BOOKS	180.00
10434	ROSSITER'S OFFICE MACHINE	OFFICE SUPPLIES	21.60
10435	SCRIBNER BOOK CO INC	BOOKS	29.27
10436	TIME-LIFE VIDEO	AUDIO VISUAL	201.59
10437	TREAS GNL OPERATING FUND	ADM CHARGES	1,361.00
10438	TREAS %MED INS ESCROW	INSURANCE	2,431.00
10439	TREAS %NON MED INS ES	INSURANCE	692.00
10440	WORLD PRESS REVIEW	BOOKS	17.95
10457	TREAS ILL MUNI RETIREMENT	RETIREMENT	12,841.88

VOUCHER #

PAYMENTS MADE TO:

FOR:

PAGE 2
AMOUNT

TOTAL OF ALL VOUCHER CHECKS = 64,761.40

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FORM 141-2G-0

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

12/01/83 THRU 12/31/83

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
9844	TREAS PAYROLL FUND	PAYROLL	32,223.96
10099	APPLEBY MYER & CLARK	BOOKS	89.06
10100	BFA FILMS	AUDIO VISUAL	152.60
10101	BOYS' LIFE	BOOKS	86.40
10102	CHURCHILL FILMS	AUDIO VISUAL	708.00
10103	CURRENT HISTORY	BOOKS	62.00
10104	FILMS INC	AUDIO VISUAL	548.00
10105	GAYLORD BROS	OFFICE SUPPLIES	127.56
10106	K'S MERCHANDISE MART	FIRE EXTINGUISHER	19.94
10107	LIBRARIANS VIDEO SERVICE	AUDIO VISUAL	7,661.00
10108	MALJACK PRODUCTIONS INC	REPAIR SERVICE	11.62
10109	MILLER-O'NEILL	VINYL CORE BASE	60.00
10110	NATL GEOGRAPHIC SOCIETY	AUDIO VISUAL	360.00
10111	ODYSSEY	BOOKS	15.00
10112	PHOENIX ELECTRONICS	BOOKS	14.95
10113	PITNEY BOWES	POSTAGE METER RENT	59.25
10114	PUNCH	BOOKS	112.00
10115	ROSSITER'S OFFICE MACHINE	OFFICE SUPPLIES	64.00
10116	SCRIBNER BOOK CO INC	BOOKS	126.71
10117	STOUGH INST	BOOKS	16.50
10118	SUPERIOR JANITORIAL SERV	JANITORIAL	82.25
10119	TREAS CENTRAL SERVICE FND	GASOLINE	196.63
10120	WEST PUBL CO	BOOKS	226.50

TOTAL OF ALL VOUCHER CHECKS = 43,023.93

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

PA 169

MAY 1, 1983 THRU DEC 31, 1983

REVENUE ITEMS

	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
FUND BALANCE MAY 1, 1983	544,592.00	0.00	634,190.86	89,598.86-	
101 CURRENT YEAR TAXES	1,147,825.00	41,026.43	1,096,014.78	51,810.22	
101A PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
106 REPLACEMENT TAX	0.00	0.00	16,276.38	16,276.38-	
524 INTEREST ON INVESTMENTS	45,000.00	789.72	28,646.49	16,353.51	
728 LIBRARY FINES & FEES	25,000.00	2,818.74	19,293.89	5,706.11	
728A NON-RESIDENT FEES	5,000.00	418.00	3,914.00	1,086.00	
729 LOST & DAMAGED BOOKS	3,100.00	256.96	1,974.71	1,125.29	
730 PRINTS MADE ON COPY MACHINE	700.00	85.44	653.72	46.28	
733 ILL ST PER CAPITA GRANT	47,000.00	0.00	0.00	47,000.00	
799 MISCELLANEOUS INCOME	3,200.00	254.46	1,640.59	1,559.41	
TOTAL REVENUE	1,821,417.00	45,649.75	1,802,605.42	18,811.58	98.97

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	93,304.39	575,027.21	329,612.79	
102 A	STRAIGHT OVERTIME	150.00	0.00	95.12	1,342.20	1,192.20-	
103	RETIREMENT FUND	126,855.00	0.00	12,841.88	80,892.19	45,962.81	
105	WORKMEN'S COMPENSATION	4,522.00	0.00	0.00	2,632.00	1,890.00	
106	UNEMPLOYMENT COMPENSATION	4,209.00	0.00	0.00	2,287.59	1,921.41	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	24,580.00	0.00	2,431.00	17,150.00	7,430.00	
109	TEMPORARY SALARIES	16,564.00	0.00	3,135.36	17,034.77	470.77-	
201	ADVERTISING	500.00	0.00	90.00	378.33	121.67	
202	PRINTING & BINDING	6,500.00	0.00	11.62	2,511.02	3,988.98	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	0.00	5,225.57	4,774.43	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	600.00	0.00	2.00	211.45	388.55	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	19,600.00	0.00	1,894.86	9,105.17	10,494.83	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	64.00	473.73	1,026.27	
221	AUDITING SERVICES	650.00	0.00	0.00	500.00	150.00	
229	OTHER PROFESSIONAL SERVICES	1,000.00	0.00	300.00	2,935.75	1,935.75-	
231	ELECTRICITY	74,000.00	0.00	4,479.07	44,073.59	29,926.41	
233	TELEPHONE	10,000.00	0.00	749.81	5,493.87	4,506.13	
234	WATER	500.00	0.00	130.76	383.36	116.64	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,088.00	0.00	59.06	3,311.52	1,776.48	
245	POSTAGE	5,800.00	0.00	353.04	3,563.22	2,236.78	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,380.00	0.00	280.00	1,285.00	95.00	
288	RENTALS	5,665.00	0.00	59.25	3,427.16	2,237.84	
310	GAS OIL & ANTI-FREEZE	2,500.00	0.00	196.63	1,250.65	1,249.35	
312	JANITORIAL SUPPLIES	2,200.00	0.00	140.64	1,270.26	929.74	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	10,000.00	0.00	242.52	4,859.99	5,140.01	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	513.68	913.05	586.95	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	18,000.00	0.00	2,581.93	11,352.45	6,647.55	
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	1,361.00	10,888.00	5,447.00	

ACTIVITY 940 DECATUR PUBLIC LIBRARY AND

PAGE 70

MAY 1, 1983 THRU DEC 31, 1983

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,675.00	0.00	0.00	890.00	785.00	
423	INSURANCE	8,303.00	0.00	692.00	5,535.00	2,768.00	
499	SMALL CAPITAL ITEMS	1,940.00	0.00	0.00	1,326.86	613.14	
	TOTAL OPERATING EXPENDITURES	1,294,261.00	0.00	126,009.62	817,530.96	476,730.04	63.17
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	16,270.00	0.00	1,461.24	10,032.00	6,238.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
525	LIBRARY BOOKS RECORDS & EXHIBITS	160,000.00	0.00	13,571.21	104,451.81	55,548.19	
525 A	AUDIO VISUAL MATERIALS	45,130.00	0.00	14,514.24	25,133.66	19,996.34	
	TOTAL CAPITAL OUTLAY	221,400.00	0.00	29,546.69	139,617.47	81,782.53	63.06
	TOTAL EXPENDITURES	1,515,661.00	0.00	155,556.31	957,148.43	558,512.57	63.15

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTON1)

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MAY 1, 1983 THRU DEC 31, 1983

REVENUE ITEMS

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

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ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

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MAY 1, 1983 THRU DEC 31, 1983

REVENUE ITEMS

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

56	FUND BALANCE MAY 1, 1983	89,855.00	0.00	89,882.06	27.06-	
524	INCOME	0.00	0.00	0.00	0.00	
799	INTEREST ON INVESTMENTS	7,500.00	0.00	2,226.99	5,273.01	
	MISC INCOME	0.00	0.00	0.00	0.00	
	TOTAL REVENUE	97,355.00	0.00	92,109.05	5,245.95	94.61

PRINTED IN U.S.A.

FORM 1117-100

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ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

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MAY 1, 1983 THRU DEC 31, 1983

REVENUE ITEMS

ESTIMATED
REVENUECURRENT MONTH
RECEIPTSYEAR TO DATE
RECEIPTSUNCOLLECTED
REVENUE% OF
EST.

FUND BALANCE MAY 1, 1983

21,080.00

0.00

22,169.43

1,089.43-

SALE OF CITY PROPERTY

0.00

0.00

0.00

0.00

INTEREST SAVINGS

1,000.00

0.00

921.64

78.36

TRANS FROM CITY OF DECATUR

0.00

0.00

0.00

0.00

TOTAL REVENUE

22,080.00

0.00

23,091.07

1,011.07-

104.58

ACTIVITY 944 DECATUR PUBLIC TRUNK AND (BRIDGES)

E 74

MAY 1, 1983 THRU DEC 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	0.00	176.62	223.38	
	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	4,573.00	0.00	4,165.30	407.70	91.08

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	946.38	2,053.62	31.55
	TOTAL EXPENDITURES	3,000.00	0.00	0.00	946.38	2,053.62	31.55

PRINTED IN U.S.A.

Decatur Public LibraryComparison with National Public Library Indexes ¹

		Circulation Index (1980 = 100)										
		73	74	75	76	77	78	79	80	81	82	
U.S. Libraries		88	89	98	99	99	99	97	100	104	107	Ten year change = +22%
Decatur P.L.		82	81	83	87	87	91	94	100	104	108	Ten year change = +32%

		Expenditures Index (1980 = 100)										
		73	74	75	76	77	78	79	80	81	82	
U.S. Libraries		54	57	63	71	78	85	89	100	110	121	Ten year change = 124%
Decatur P.L.		58	54	58	72	82	88	98	100	114	120	Ten year change = 107%

		Expenditures Index (1980 dollars)									
		73	74	75	76	77	78	79	80	81	82
U.S. Libraries		100	95	96	103	106	107	101	100	100	104
Decatur P.L.		106	89	88	99	110	109	104	100	103	103

		Circulation Percentages			
		U.S. 1980	Decatur, 1980	U.S. 1982	Decatur, 1982
Adult		69	62	69	63
Juvenile		31	38	31	37

	Total Circulation	Juvenile Circulation	Adult Circulation
1962/63	521,551	319,495 (61%)	202,056 (39%)
1966/67	445,153	183,789 (41%)	261,364 (59%)
1972/73	470,313	147,331 (31%)	322,982 (69%)
1982/83	653,927	244,259 (37%)	409,668 (63%)

¹ The Public Library Circulation Index was prepared at the Library Research Center of the University of Illinois and published in American Libraries, Vol. 14, No. 8 (Sept. '83)

LIBRARY STATISTICS¹

FY 1982/83

Illinois Cities, Population 70,000 - 125,000

<u>Library</u>	<u>Population Served</u>	<u>Staff FTE</u>	<u>Transactions*</u>		<u>% Change</u>	<u>Total Expenditures</u>	<u>Material Expenditures</u>	<u>Resources (classified items)</u>
			<u>1982/83</u>	<u>1981/82</u>				
Aurora	81,293	39.3	631,883	713,146	-11.4	892,402	132,027	230,632
<u>Decatur</u>	<u>94,081</u>	<u>40.5</u>	<u>653,927</u>	<u>616,327</u>	<u>+ 6.1</u>	<u>1,243,853²</u>	<u>180,571</u>	<u>205,614</u>
Evanston	73,706	51.0	800,392	769,665	+ 4.	1,694,350	193,606	332,140
Gail Borden PLD	75,136	36.3	447,477	427,712	+ 5.	1,195,745	173,016	212,490
Joliet	77,956	21.7	243,743	245,685	- 0.8	626,177	73,997	126,598
Peoria	124,160	86.2	850,118	817,476	+ 4.	1,863,528	467,563	578,876
Schaumburg	103,920	53.4	959,935	789,250	+21.6	1,847,712	364,352	261,549
Springfield	100,054	74.1	837,784	791,715	+ 5.8	1,698,778	194,643	341,623
Total	730,306	402.5	5,425,259	5,170,976	+ 4.9	11,062,545	1,779,775	2,289,522

1 These data were taken from Illinois Libraries, Vol. 65, No. 9 (November, 1983)

2 \$114,653 has been deducted from Decatur Public Library expenditures, the better to compare with figures from other libraries for whom contributions to the Retirement Fund are paid by special levy by the City.

* The number of transactions or circulations reported by various libraries may include bulk loan to other institutions for recirculation and also renewal of materials already in circulation as well as other anomalies. The number of renewals will also depend upon the length of the loan period: libraries with a two-week loan period are of course more likely to have a higher renewal rate than libraries with a three or four-week loan period.

Ranked by Circulation
Per Capita

Evanston	10.86
Schaumburg	9.24
Springfield	8.37
Aurora	7.77
Decatur	6.95
Peoria	6.84
Gail Borden PLD	5.95
Joliet	3.13

Avg. 7.4

Ranked by Total
Expend. Per Capita

Evanston	\$22.99
Schaumburg	17.78
Springfield	16.98
Gail Borden	15.91
Peoria	15.01
Decatur	13.22
Aurora	10.98
Joliet	8.03

Avg. 15.14

Ranked by Materials
Expend. Per Capita

Peoria	\$3.77
Schaumburg	3.50
Evanston	2.63
Gail Borden	2.30
Springfield	1.95
Decatur	1.92
Aurora	1.62
Joliet	.95

Avg. 2.44

Ranked by
Unit Service Cost*

Gail Borden	\$2.67
Joliet	2.56
Peoria	2.19
Evanston	2.12
Springfield	2.03
Schaumburg	1.92
Decatur	1.90
Aurora	1.41

Avg. 2.04

Ranked by Materials
Cost per Circulation

Peoria	\$0.55
Gail Borden	.39
Schaumburg	.38
Joliet	.30
Decatur	.28
Evanston	.24
Springfield	.23
Aurora	.21

Avg. .33

Ranked by
Collection Turnover

Schaumburg	3.7
Decatur	3.1
Aurora	2.7
Springfield	2.5
Evanston	2.4
Gail Borden	2.1
Joliet	1.9
Peoria	1.5

Avg. 2.4

Ranked by Transactions
Per Staff Member

Schaumburg	17,976
Decatur	16,146
Aurora	16,078
Evanston	15,694
Gail Borden	12,327
Springfield	11,306
Joliet	11,232
Peoria	9,862

Avg. 13,479

Resources (Classed)
Per Capita

Peoria	4.7
Evanston	4.5
Springfield	3.4
Aurora	2.8
Gail Borden	2.8
Schaumburg	2.5
Decatur	2.2
Joliet	1.6

Avg. 3.1

* Total expenditures divided by total circulations.

Illinois Libraries, 1982/83

Operating Expenditures of \$1,000,000 - \$1,600,000¹

<u>Library</u>	<u>Population Served</u>	<u>Staff (FTE)</u>	<u>Transactions</u>		<u>% Change</u>	<u>Total Expenditures</u>	<u>Materials Expenditures</u>	<u>Resources (classified items)</u>
			<u>1982/83</u>	<u>1981/82</u>				
Champaign	58,267	49.9	934,486	930,872	+ 0.4	1,302,715	184,191	198,743
Cook Memorial PLD	42,618	31.3	450,599	430,346	+ 4.7	1,276,552	162,672	112,649
Decatur	94,081	40.5	653,927	616,327	+ 6.1	1,243,853 ²	180,571	205,614
Des Plaines	53,568	35.0	537,005	528,297	+ 1.6	1,251,462	170,138	142,805
Downers Grove	42,891	34.2	549,657	525,419	+ 4.6	1,017,939	119,344	128,646
Elk Grove	28,907	34.6	287,902	281,705	+ 2.2	1,081,932	124,465	104,735
Elmhurst	44,276	37.2	409,435	415,025	- 1.3	1,053,905	169,621	145,924
Evanston	73,706	51.0	800,392	769,665	+ 4.	1,694,350	193,606	332,140
Gail Borden PLD	75,136	36.3	447,477	427,712	+ 5.	1,195,745	173,016	212,490
Indian Trails PLD	49,304	29.8	400,876	383,280	+ 4.6	1,310,115	139,443	126,195
Mt. Prospect	52,634	31.3	470,254	441,776	+ 6.4	1,211,500	160,729	153,705
Northbrook	30,778	35.7	429,655	408,602	+ 5.	1,059,378	142,282	160,928
Oak Lawn	60,590	40.3	459,883	495,695	- 7.2	1,352,881	160,286	125,573
Oak Park	54,887	47.6	614,783	610,357	+ 0.7	1,152,294	177,201	245,596
Palatine PLD	61,014	30.3	550,686	539,126	+ 2.1	1,033,952	172,864	151,242
Park Ridge	38,704	38.2	468,426	369,519	+26.8	1,053,712	209,799	148,730
Waukegan	67,653	26.7	431,354	382,845	+12.7	1,000,999	175,862	269,208

1. Many librarians feel that comparison by population size does not provide the best indication of relative performance. A comparison by budget size, according to this view, reflects by implication social, education, and economic features that permit more meaningful relations.
2. \$114,653 has been deducted from DPL expenditures, the better to compare with figures from other libraries for whom contributions to the Retirement Fund are paid by special levy by the City.

Ranked by Circulation
Per Capita

Champaign	16.03
Northbrook	13.95
Downers Grove	12.8
Park Ridge	12.1
Oak Park	11.2
Evanston	10.86
Cook	10.57
Des Plaines	10.02
Elk Grove	9.96
Elmhurst	9.25
Palatine	9.02
Mt. Prospect	8.93
Indian Trails	8.13
Oak Lawn	7.59
Decatur	6.95
Waukegan	6.38
Gail Borden	5.95

Ranked by Total Expend-
ature Per Capita

Elk Grove	\$37.43
Northbrook	34.42
Cook	29.95
Park Ridge	27.22
Indian Trails	26.57
Elmhurst	23.80
Downers Grove	23.73
Des Plaines	23.36
Mt. Prospect	23.02
Evanston	22.99
Champaign	22.36
Oak Lawn	22.33
Oak Park	20.99
Palatine	16.95
Gail Borden	15.91
Waukegan	14.80
Decatur	13.22

Ranked by Materials
Expenditure Per Capita

Park Ridge	\$5.42
Northbrook	4.62
Elk Grove	4.30
Elmhurst	3.83
Cook	3.80
Oak Park	3.23
Des Plaines	3.18
Champaign	3.16
Mt. Prospect	3.05
Palatine)	2.83)
Indian Trails)	2.83)
Downers Grove	2.78
Oak Lawn	2.65
Evanston	2.63
Waukegan	2.59
Gail Borden	2.30
Decatur	1.92

Ranked by Unit
Service Cost

Elk Grove	\$3.75
Indian Trails	3.27
Oak Lawn	2.94
Cook	2.83
Gail Borden	2.67
Mt. Prospect	2.58
Elmhurst	2.57
Northbrook	2.47
Des Plaines	2.33
Waukegan	2.32
Park Ridge	2.24
Evanston	2.12
Decatur	1.90
Palatine	1.88
Oak Park	1.87
Downers Grove	1.85
Champaign	1.39

Ranked by Materials
Cost Per Circulation

Park Ridge	\$.45
Elk Grove	.43
Elmhurst	.41
Waukegan	.41
Gail Borden	.39
Cook	.36
Oak Lawn	.35
Indian Trails	.35
Mt. Prospect	.34
Northbrook	.33
Des Plaines	.32
Palatine	.31
Oak Park	.29
Decatur	.28
Evanston	.24
Downers Grove	.22
Champaign	.20

Ranked by Collection
Turnover

Champaign	4.7
Downers Grove	4.3
Cook	4.0
Des Plaines	3.8
Oak Lawn	3.7
Palatine	3.6
Decatur	3.2
Indian Trails	3.2
Park Ridge	3.1
Mt. Prospect	3.0
Elmhurst	2.8
Northbrook	2.7
Elk Grove	2.7
Oak Park	2.5
Evanston	2.4
Gail Borden	2.1
Waukegan	1.6

Ranked by Transactions
Per Staff Member

Champaign	18,727
Palatine	18,174
Waukegan	16,156
Decatur	16,146
Downers Grove	16,072
Evanston	15,694
Des Plaines	15,343
Mt. Prospect	15,024
Cook	14,396
Indian Trails	13,452
Oak Park	12,916
Gail Borden	12,327
Park Ridge	12,262
Northbrook	12,035
Oak Lawn	11,411
Elmhurst	11,006
Elk Grove	8,321

Resources Per Capita

Northbrook	5.2 items
Oak Park	4.5
Evanston	4.5
Waukegan	4.
Park Ridge	3.8
Elk Grove	3.6
Champaign	3.4
Elmhurst	3.3
Downers Grove	3.0
Mt. Prospect	2.9
Gail Borden	2.8
Des Plaines	2.7
Cook	2.6
Indian Trails	2.6
Palatine	2.4
Decatur	2.2
Oak Lawn	2.0

Average, All
Illinois Libraries

Decatur
Public Library

Total Expenditures Per Capita	\$13.87	\$13.22
Materials Expenditure Per Capita	\$ 1.99	\$ 1.92
Circulations Per Capita	6.0	6.95
Unit Service Cost	\$ 2.39	\$ 1.90
Materials Cost Per Circulation	\$.30	\$.28
Collection Turnover	2.2	3.1
Transactions Per Staff Member	12,503	16,146
Resources Per Capita	2.7 items	2.2 items

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1984-1985	STAFF NOTES
PERSONAL SERVICES								
101	REGULAR SALARIES	753,438.39	817,460.71	904,640.00	575,027.21	830,900	934,541	
102A	STRAIGHT OVERTIME	.00	.00	150.00	1,342.20	1,930	2,000	
103	RETIREMENT FUND	103,141.91	114,652.68	126,855.00	80,892.19	116,340	134,420	
105	WORKMEN'S COMPENSATION	.00	1,535.00	4,522.00	2,632.00	3,780	5,112	
106	EMPLOYMENT COMPENSATION	3,391.95	4,087.62	4,209.00	2,287.59	3,290	10,382	
107	HOSPITALIZATION MEDICAL & LIFE I	18,095.50	18,520.00	24,580.00	17,150.00	25,700	31,963	
109	TEMPORARY SALARIES	14,216.52	14,806.78	16,564.00	17,034.77	24,500	24,460	
* TOTAL PERSONAL SERVICES *		892,284.27	971,052.79	1,081,520.00	696,365.96	* 1,006,440	1,142,878	
CONTRACT SERVICES								
201	ADVERTISING	419.54	540.30	500.00	378.33	500	500	
202	PRINTING & BINDING	6,142.03	6,527.80	6,500.00	2,511.02	3,700	6,500	
211	SERVICE TO MAINTAIN BUILDINGS	9,001.50	7,238.40	10,000.00	5,225.57	10,000	10,000	
212	SERVICE MAINTAIN IMPROV OTHR THA	417.32	257.55	600.00	211.45	500	500	
214	SERVICE TO MAINTAIN OFFICE EQUIP	12,372.80	13,308.19	19,600.00	9,105.17	17,700	20,400	
215	SERVICE TO MAINTAIN AUTOMOTIVE E	950.24	1,322.05	1,500.00	473.73	1,500	1,500	
221	AUDITING SERVICES	900.00	650.00	650.00	500.00	500	500	
229	OTHER PROFESSIONAL SERVICES	1,249.10	557.56	1,000.00	2,935.70	4,400	1,000	
231	ELECTRICITY	48,203.19	58,091.16	74,000.00	44,073.59	72,000	75,600	
233	TELEPHONE	5,528.63	8,355.34	10,000.00	5,493.87	10,000	10,000	
234	WATER	410.80	381.24	500.00	383.36	500	500	
241	CONFERENCE AND OTHER TRAVEL EXPE	3,220.49	3,364.98	5,088.00	3,311.52	4,700	4,781	
245	POSTAGE	4,960.89	5,271.21	5,800.00	3,563.22	5,300	5,600	
284	PROFESSIONAL ASSOCIATION MEMBERS	1,400.00	1,270.00	1,380.00	1,285.00	1,380	1,415	
288	RENTALS	5,199.00	5,653.59	5,665.00	3,427.16	5,700	5,700	
* TOTAL CONTRACT SERVICES *		103,376.43	112,729.37	142,783.00	82,878.74	* 138,380	144,496	
COMMODITIES								
310	GAS OIL & ANTIFREEZE	2,189.89	1,965.65	2,500.00	1,200.65	2,100	2,500	
312	JANITORIAL SUPPLIES	2,317.06	2,418.12	2,200.00	1,270.26	2,100	2,200	
320	MATERIALS TO MAINTAIN BLDNGS & I	9,014.60	13,475.32	10,000.00	4,859.99	10,000	10,000	
324	MATERIALS TO MAINTAIN AUTOMOTIVE	1,406.99	1,488.36	1,500.00	900.05	1,500	1,500	
330	MEDICAL & LABORATORY SUPPLIES	4.70	5.00	5.00	.00	5	5	
345	OFFICE SUPPLIES	15,601.94	16,663.20	18,000.00	11,352.45	18,000	18,000	
* TOTAL COMMODITIES *		30,459.26	36,015.65	34,205.00	19,646.40	* 33,805	34,205	
OTHER CHARGES								
402	CONTINGENCIES	.00	.00	7,500.00	.00		28,590	
403	TRANS TO G F (ADMIN SERV)	16,104.00	16,335.00	16,335.00	10,888.00	16,335	16,335	

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 BUDGET	1983-1984 RECEIPT-TO-DATE	1983-1984 ESTIMATED	1984-1985 ESTIMATED
	FUND BALANCE MAY 1	3,777.82	3,472.55	3,273.00	3,988.68	3,989	3,289
56	REVENUE	.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	452.65	411.32	400.00	176.62	400	300
799	MISC INCOME	930.22	922.87	900.00	.00	900	900
***	ACTIVITY TOTALS ***	=====	=====	=====	=====	=====	=====
		5,160.69	4,806.74	4,573.00	4,165.30	5,289	4,489

ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 BUDGET	1983-1984 RECEIPT-TO-DATE	1983-1984 ESTIMATED	1984-1985 ESTIMATED
	FUND BALANCE MAY 1	.00	20,080.87	21,080.00	22,169.43	22,169	24,169
518	SALE OF CITY PROPERTY	.00	.00	.00	.00		
524	INTEREST SAVINGS	80.87	2,088.56	1,000.00	921.64	2,000	500
731	TRANS FROM CITY OF DECATUR	.00	.00	.00	.00		
799	DPL CAPITAL	20,000.00	.00	.00	.00		
***	ACTIVITY TOTALS ***	20,080.87	22,169.43	22,080.00	23,091.07 *	24,169	24,669

ACTIVITY 942

DECATUR PUBLIC LIBRARY TRUST FUND

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 BUDGET	1983-1984 RECEIPT-TO-DATE	1983-1984 ESTIMATED	1984-1985 ESTIMATED
524	INTEREST ON INVESTMENTS	11,162.78	.00	.00	.00		
	FUND BALANCE MAY 1	68,809.35	78,154.61	89,855.00	89,882.00	89,882	97,382
56	INCOME	200.00	.00	.00	.00		
524	INTEREST ON INVESTMENTS	9,145.26	11,727.45	7,500.00	2,226.90	7,500	8,700
799	MISC INCOME	.00	.00	.00	.00		
***	ACTIVITY TOTALS ***	89,317.39	89,882.06	97,355.00	92,109.00	97,382	106,082

CITY OF DECATUR

1984-1985

EST-REVENUE WORKSHEET

12/31/83

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ACTIVITY 941

DECATUR PUBLIC LIBRARY TRUST FUND(CANTONI)

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 BUDGET	1983-1984 RECEIPT-TO-DATE	1983-1984 ESTIMATED	1984-1985 ESTIMATED
56	REVENUE	.00	.00	.00	82,969.25		
524	INTEREST INCOME	.00	.00	.00	.00	6,000	7,500
***	ACTIVITY TOTALS ***	.00	.00	.00	82,969.25	6,000	7,500

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 BUDGET	1983-1984 RECEIPT-TO-DATE	1983-1984 ESTIMATED	1984-1985 ESTIMATED
799	MISC INCOME	3,446.52	.00	.00	.00		
	FUND BALANCE MAY 1	322,839.17	520,174.94	544,592.00	634,190.86	634,191	493,586
101	CURRENT YEAR TAXES	1,212,663.86	1,299,764.06	1,147,825.00	1,096,014.78	1,147,000	1,347,800
101A	PRIOR YEARS TAXES	.00	.00	.00	.00		
106	REPLACEMENT TAX	.00	.00	.00	16,276.38	16,276	20,000
524	INTEREST ON INVESTMENTS	77,334.31	86,241.21	45,000.00	28,646.49	38,200	35,000
728	LIBRARY FINES & FEES	27,572.59	25,653.50	25,000.00	19,293.89	25,725	25,000
728A	NON-RESIDENT FEES	2,787.20	5,371.50	5,000.00	3,914.00	5,200	5,000
729	LOST & DAMAGED BOOKS	2,785.77	2,748.93	3,100.00	1,974.71	2,600	2,500
730	PRINTS MADE ON COPY MACHINE	805.75	837.16	700.00	653.72	875	900
733	ILL ST PER CAPITA GRANT	45,260.76	47,485.38	47,000.00	.00	49,477	49,400
799	MISCELLANEOUS INCOME	73,987.50	3,602.78	3,200.00	1,640.59	2,100	22,000
***	ACTIVITY TOTALS ***	1,769,483.43	1,991,879.46	1,821,417.00	1,802,605.42	1,921,644	2,001,186

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1984-1985	STAFF NOTES
	PERSONAL SERVICES							
58	EXPENDITURES	1,688.14	818.06	3,000.00	946.38	2,000	3,000	
*	TOTAL PERSONAL SERVICES *	1,688.14	818.06	3,000.00	946.38	*		
***	ACTIVITY TOTALS ***	1,688.14	818.06	3,000.00	946.38	*	2,000	3,000

OBJECT DESCRIPTION
CODE1981-1982
ACTUAL1982-1983
ACTUAL1983-1984
APPROPRIATED ACTUAL-TO-DATEESTIMATED
ENTIRE YRREQUEST
1984-1985STAFF
NOTES

*** ACTIVITY TOTALS ***

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

24,000

OBJECT DESCRIPTION
CODE1981-1982
ACTUAL1982-1983
ACTUAL1983-1984
APPROPRIATED ACTUAL-TO-DATEESTIMATED
ENTIRE YRREQUEST
1984-1985STAFF
NOTES

*** ACTIVITY TOTALS ***

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

40,000

OBJECT DESCRIPTION
CODE1981-1982
ACTUAL1982-1983
ACTUAL1983-1984
APPROPRIATED ACTUAL-TO-DATEESTIMATED
ENTIRE YRREQUEST
1984-1985STAFF
NOTES

50 EXPENDITURES	.00	.00	.00	.00	.00	6,000	
* TOTAL *	.00	.00	.00	.00	.00	6,000	
*** ACTIVITY TOTALS ***	.00	.00	.00	.00	.00	6,000	
OTHER CHARGES							
410 PRINCIPAL & INTEREST	97,370.00	.00	.00	.00			
* TOTAL OTHER CHARGES *	99,370.00	.00	.00	.00			
*** ACTIVITY TOTALS ***	99,370.00	.00	.00	.00			

OBJECT CODE	DESCRIPTION	1981-1982 ACTUAL	1982-1983 ACTUAL	1983-1984 APPROPRIATED	ACTUAL-TO-DATE	ESTIMATED ENTIRE YR	REQUEST 1984-1985	STAFF NOTES
415	SERVICE RECOGNITION PAYROLL	1,385.00	1,480.00	1,675.00	890.00	1,675	1,713	
423	INSURANCE	12,220.08	15,898.97	8,303.00	5,535.00	8,303	10,147	
499	SMALL CAPITAL ITEMS	.00	3,004.75	1,940.00	1,326.86	1,850	2,375	
* TOTAL OTHER CHARGES *		29,709.08	35,718.72	35,753.00	18,639.86	28,163	59,160	
CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	.00	7,976.00	.00	.00			
515	OFFICE MACHINERY & EQUIPMENT	38,270.33	12,620.40	16,270.00	10,032.00	16,270	49,816	
520	OTHER MACHINERY & EQUIPMENT	476.70	811.40	.00	.00			
525	LIBRARY BOOKS RECORDS & EXHIBITS	141,557.76	154,683.68	160,000.00	104,451.81	160,000	180,000	
525A	AUDIO VISUAL MATERIALS	9,729.14	25,070.59	45,130.00	25,133.66	45,000	45,000	
* TOTAL CAPITAL OUTLAY *		190,032.73	201,162.07	221,400.00	139,617.47	221,270	274,816	
*** ACTIVITY TOTALS ***		1,245,861.97	1,357,683.60	1,515,661.00	957,148.43	1,428,058	1,655,555	
LESS RETIREMENT FUND		123,141.91	114,652.68	126,855.00	80,397.10			
*** NET ACTIVITY TOTALS ***		1,142,720.06	1,243,035.92	1,388,806.00	876,256.24	1,428,058	1,655,555	

Finance and Properties Committee Meeting

Minutes

December 1, 1983

Present were Shirley Moore, Marshall Susler, David Marshall, Chair, and Sharon Alpi, ex officio. Also present was Robert Dumas, City Librarian.

Mr. Marshall called the meeting to order at 4:10 p.m. in the Board Room.

Mr. Marshall raised as the first item of business the maintenance contract for the computer with Rolling Prairie Library System. RPLS had forwarded a contract which furnished the basis of discussion.

Mrs. Moore had previously noted that the contract provided for RPLS to abrogate but there was no provision for other parties to leave during the five year term of the contract.

Mr. Susler objected to a five year term feeling that such an extended contract was unnecessarily long.

Mr. Marshall suggested that the restriction on port reduction during the term of the contract was undesirable inasmuch as developments may render obsolete the anticipation for port need.

After much discussion of these points, it was agreed that the term of the contract should be reduced to one year, that an additional article should be incorporated providing for Decatur Public Library to terminate the agreement on 30 days written notice in the event that DPL makes other arrangements for computer processing, and that the clause in article 5 prohibiting port reduction during the term of the agreement be deleted.

Mr. Marshall then asked Mr. Dumas to outline the capital needs of the Library as he perceived them.

Mr. Dumas asserted that these needs fall under three headings: the remodeling needs of the Central Library, Branch service, and bookmobile parking needs.

Mr. Dumas remarked that the Central Library was designed to serve the needs of Decatur for 25 - 30 years, but practically considered there was every reason to believe-based on general experience of library needs and the specific experience in Decatur which began to experience growing pains in the middle thirties, had a small area expansion in the fifties but did not achieve a new central library until the seventies - that the building would have to do for perhaps fifty years. Consequently, we have been observing a very conservative approach with respect to the collections. The one area, however, that is outside these efforts is the audio-visual collection and

services which were reinstituted when we moved into this building. It was planned at that time that these collections would eventually create a space problem. The availability of the unassigned area for future expansion provided a solution to this problem and it was planned that eventual public service would expand to the present Technical Services area and that that function would move to a remodeled unassigned area.

While the entire audio-visual collection is growing, the most rapid expansion with respect to space need is and will continue to be in regard to the phonodisc collection which is growing at a rate of about 1200 albums a year. The storage bins for these albums each have 20 compartments capable of holding 35 - 40 albums so that a double bin range has a capacity of not more than 1600 albums. There is sufficient space currently to last probably until next summer at which time another range will be added. This can be accommodated by elimination of furniture or less preferably by elimination of YA shelving. A year and a half later it will be necessary to add another range of record bins. If no other provisions have been made, this will have to be at the expense of Young Adult shelving.

A case might be made for the elimination of Young Adult Services on the basis of circulation alone. It does not furnish a high percentage of our service. But in terms of the goal of the Library, it has importance inasmuch as it is the adolescent years in which the Library loses much patronage. Once lost only a small portion of these patrons return as adult patrons.

With respect to Branch Service, Mr. Dumas admitted his inability to prove such a need. If Chicago had no branches it would be impossible even there to assert the need other than by pointing to the branch experience of New York City. There is no answer, in the last analysis, to the person who insists that there is a central library available to anyone who really needs to use the library. There are 13,000 people living north of Pershing Road and more than 8,000 in South Shores. If either of the communities were independent communities, no one would argue that they were too small to support their own libraries. This argument should not be made because the communities are not independent. And by providing branch service where there is a population base to support it, the bookmobiles would be freed from trying to serve as substitute branches and could then be used to bring library service to marginal neighborhoods that cannot support branch service. It was Mr. Dumas' fear that on the one hand growth in Central Library use would be used as an excuse for ignoring branch need, using the argument that central resources have not been fully exploited; and, on the other hand, when central use began declining that the decline would be used to justify not building - a Catch 22 for library service.

The third need is for proper parking for the Library's bookmobiles. We are currently begging parking space from shopping centers. This has

created problems from time to time because of the parking area being congested at the time that bookmobiles need to be parked or moved. Beyond^{that} the Library is at hazard. The parking lots in shopping centers are intended for the businesses located in them. If the bookmobiles are perceived to be a problem, shopping centers can without notice cancel parking privileges and the bookmobiles have no place to go.

Mr. Marshall noted that in addition to the three areas of concern Mr. Dumas had discussed there was a fourth he had remarked, to wit, the need for financial provision to acquire a computer in the event that such should be likely.

There was a general discussion of the various matters mentioned. In connection with the needs of the Central Library, Mr. Marshall mentioned the possibility of remodelling the auditorium for A/V services and creating a combination auditorium/Board Room out of the present Board Room and unassigned area. He also suggested that the growth of the audio-visual collections might be accomplished by building higher bins with the compartments not at two heights, as the current bins have but with storage compartments three or four high, perhaps with short ladders to permit patrons access to them. Mrs. Moore felt that this would be undesirable from a safety standpoint. Mr. Dumas felt that such a solution would tend to depress use. Mr. Marshall suggested the possibility of rotary files that would allow the various compartment levels to be brought to a height convenient for each patron but which would allow more compacted use of the A/V area's volume. Mr. Dumas was skeptical that the floors would bear such weight or that files capable of bearing the weight of the records could be found. Mr. Susler said his firm had such files and felt that they would sustain the load but mentioned their noisiness is a drawback. Mrs. Alpi expressed opposition to development of third floor storage space and felt accessibility was a prime problem and that provision should also be made for parking.

In connection with the general discussion, it was noted that our capital needs related to problems that could be designated short term, intermediate term and long term. Mr. Susler felt that the computer was one facing the library in the short term, that a branch building program was in the longer term and that the space needs of the Central Library fell in between the two and would be confronting the library in perhaps four years.

The bookmobile parking problem was discussed briefly and it was agreed that something needed to be done. It was suggested that the parking for bookmobiles could be solved in conjunction with acquiring space for a branch.

Mr. Susler suggested that a branch program in the long term should be preceded in the near future by a testing of the need and he proposed that the Library rent suitable quarters in order to test over a period of several

years whether a location could support branch service. Mr. Dumas pointed out that the former A & P Store in South Shores was currently vacant and that if half of it could be refurbished and rented it might provide a suitable test. Several of the Committee agreed and felt that overtures to City Council should be made as quickly as possible since Mr. Dumas reported a considerable lead time would be necessary for staff to develop collections, make provisions for furnishings, etc.

Finally with respect to remodeling or expansion of the Central Library it was agreed that the Committee would recommend that no grant be applied for at this time and that the Board be requested to authorize engaging a consultant to survey the Library's building problems and present possible solutions.

Robert H. Dumas

Personnel and Public Relations Committee Meeting

Minutes

December 1, 1983

Present were Reba Jackson, John Mueller, Edith Rossiter, William Grieve, Chairman, and Sharon Alpi, ex officio. Also present was Robert Dumas, City Librarian.

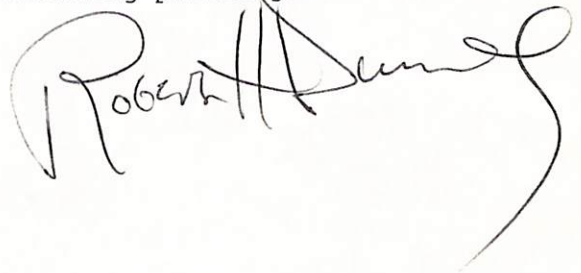
The first matter for discussion related to what had been thought a routine personnel change. As a result of the retirement of Mrs. Harper, there was created an opening for a full-time Library Assistant in Reference. Mrs. Roelleke, half-time assistant, expressed an interest in having her hours expanded. At approximately the same time other full-time vacancies occurred with a similar expression from half-time staff. In all there were three instances of half-time being advanced to full-time status. The proratings of vacation posed no problems, but there was a problem in proration of step increases which are normally figured from anniversary date of appointment to a position. The City indicated that there were problems in incorporating another date in personnel records and that the pay increments for these three staff would have to be based either on original appointment date or appointment date of full-time status: in the former case the calculation would work to the employee's advantage and result in a pay increment occurring sooner in terms of hours of experience for these staff than for other full-time staff. In the latter instance, these staff would be penalized. It was the consensus of the Committee that these staff should not be penalized because of certain "Bureaucratic" requirements. At a future meeting a policy could be considered for presentation to the Board that would deal with this situation, the point being that if policy were to have an adverse effect, the employee should have prior knowledge of it before making a change. A policy that made the relative closeness of the two dates a determining factor was suggested.

The next item in the discussion related to whether a change in policy were called for with respect to damage of audio-visual materials. Mr. Dumas reported the concern of Mr. Seidl, Supervisor of Adult Services, with respect to video cassettes because of the high price of some items. Current policy provides that when material is damaged beyond repair the patron who had checked the item out must pay for the item. This is well understood and there is no problem with print material where the cost is seldom over \$20, but there may be a problem with video cassettes where the cost may range upward from \$60 to more than \$400. There is little possibility of damage through carelessness. Damage would generally be a result of machine malfunction and the first indication of machine malfunction would be a damaged item. A patron may therefore feel aggrieved at being charged a substantial amount for something which he feels was not in his ability to prevent. After discussion, the Committee concluded that no change in policy was dictated, but did suggest that patrons should be made aware of the extent of their potential liability, recommending that a price label be attached to each cassette.

The next problem related to charging for damages to phonodiscs. Although records are inspected and cleaned after each circulation, it is possible that a scratched record may escape the notice of the inspector. Mr. Seidl noted also that records are used in-house and that they may be scratched at this time and escape the notice of staff. Mr. Dumas recommended and the Committee agreed to present a motion at next Board meeting that would provide accepting the patron's word for a maximum of three items that he was not responsible for a damaged phonodisc.

Mr. Dumas requested guidance with respect to the policy on damaged materials. From time to time books or other printed material are returned from circulation and cannot be recirculated for several weeks because they smell bad. There is currently, for example, a patron who returns material with a strong odor of cat urine associated with it. It was the Committee's advice to treat such material as utterly damaged and to require payment for it, and at the same time to admonish the patron that continuation of the problem will result in the cancellation of borrowing privileges.

The Committee adjourned at 8:15 p.m.

A handwritten signature in dark ink, appearing to read "Robert H. Dumas". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.