

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
AGENDA  
December 17, 1992 4:30 P.M.

- I. Call to Order - Dick Lockmiller, President
- II. Approval of Minutes
  - A. Meeting of November 19, 1992
  - B. Meeting of November 27, 1992
- III. Communication from the Public
- IV. City Librarian's Report
  - A. Report from Leta Burch, Staff Artist
- V. Reports of Committees
  - A. Personnel, Policy, and Public Relations Committee
    - 1. Meeting of December 7, 1992
  - B. Finance and Properties Committee
    - 1. Approval of Bills for November 1992
    - 2. Meeting of December 8, 1992
  - C. Rolling Prairie Library System
    - 1. Report on December RPLS Board Meeting
  - D. Foundation
    - 1. Meeting of December 14, 1992
  - E. Friends of the Library
    - 1. No Meeting
- VI. Avenues to Excellence II
  - A. Chapter VII, Personnel
- VII. Old Business
- VIII. New Business
  - A. Statewide Library Borrower's Card
- IX. Adjournment

DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
November 19, 1992

I. CALL TO ORDER

The meeting was called to order at 4:30 p.m. by Stanley Sitton, Vice President. Members present: Mr. Sitton, Daniel Gaumer, Denise Lambert, Edmund McClure, Barbara Ohlsen, Robert Smith, John Stroup, and Patricia Williams. Absent: Richard Lockmiller. Staff present: John Moorman and Linda Humphreys. Others present: Owen Bolding, Chuck Phillips, and Jack Taylor.

II. APPROVAL OF MINUTES

The minutes of the meeting of October 15, 1992 were approved as written.

III. COMMUNICATIONS FROM THE PUBLIC

Owen Bolding addressed the Board on a variety of his concerns.

Mrs. Williams made a motion to adjourn to closed executive session to discuss labor negotiations. The motion was seconded by Mr. Stroup and unanimously carried on roll call vote. The Board went into closed session at 4:38 p.m. The meeting was re-convened at 4:50 p.m.

IV. CITY LIBRARIAN'S REPORT

The City Librarian's report was previously mailed.

There were 17 calls from library patrons to Night Owl in October. This service will be further publicized on bulletin boards and through public service announcements. Publicity will be sent to the schools.

The new library delivery van is expected November 28.

Refinancing the CLSI loan from Bank One to First National Bank in Decatur will save \$347.42 per month. This will be offset by higher maintenance costs from CLSI on the upgraded system. The library has not been billed for these costs during the past year due to a clerical error at CLSI.

A 30% decline in circulation on bookmobile 548 was discussed. Mr. Moorman noted changing school use patterns and restriction on use by school principals as possible reasons. Mr. Moorman or Mr. Stroup will work with the schools and talk to principals about bookmobile use.

V. **REPORTS OF COMMITTEES**

**Personnel, Policy, and Public Relations Committee:** Mrs. Williams reported on the meeting of November 2, 1992.

**Finance and Properties Committee:** Mr. McClure made a motion to approve the October bills. The motion was seconded by Mrs. Lambert and unanimously carried on roll call vote.

The Committee met November 3. The current millage rate of .4174 plus a 2.5% projected increase in the equalized assessed valuation would equal \$2,096,391. Therefore, a request of \$2,087,512 would not result in a millage increase. This is more than the amount received last year. These additional funds are being sought for a pay increase for the staff, Sunday hours, and an increase in the materials budget. Mr. McClure made a motion to request \$2,087,512 from the City Council. The motion was seconded by Mrs. Ohlsen and unanimously carried on roll call vote.

**Shilling Prairie:** Mr. Moorman attended the November meeting in Corn Belt. The system is considering a merger with Corn Belt Library System in Bloomington.

**Foundation:** The Foundation Board met on November 9 and 12, 1992. Mr. Moorman reported that plans are progressing for the Shilling Local History Room open house on January 12. Mr. Moorman will be preparing a mission statement and developing a five year plan for the Foundation.

**Friends of the Library:** The Friends met November 12 and agreed to lease four new copiers for the public--two for the main floor and two to replace the ones in the basement. In addition, there will be a new copier for business use by the staff to be located on the main floor. The Friends agreed to sponsor the Fine Arts Film Series again this year. The gift shop will be open on Saturdays from noon until 3:00 p.m. in December.

VI. **AVENUES TO EXCELLENCE II**

Chapter VI, Reference Service, was reviewed.

VII. **OLD BUSINESS**

**Long Range Plan 1991 Review, Goal V:** Mr. Sitton reported on the progress made toward this goal.

Mr. Moorman prepared data for the City Council in response to the questions raised on October 26.



### VIII. NEW BUSINESS

A proclamation will be issued by the City Council for Family Reading Night.

Mr. Moorman received an agreement from ICMA to update the existing contract. Ed Booth analyzed the new proposal and recommended its approval. Mrs. Ohlsen made a motion to authorize Mr. Moorman to approve the agreement. The motion was seconded by Mr. Stengel and unanimously approved.

The contents of the library's safety deposit box were examined by Mr. Smith and Mr. Moorman. They found a lot of historical materials as well as a glass positive of Abraham Lincoln. Mrs. Ohlsen made a motion to approve a resolution authorizing access to the safety deposit box by any officer of the Board or the City Librarian. The motion was seconded by Mrs. Lambert and unanimously carried.

### IX. ADJOURNMENT

Mr. Sitton adjourned the meeting at 6:00 p.m.

Respectfully submitted,



Patricia Williams, Secretary  
Decatur Public Library Board of Trustees



DECATUR PUBLIC LIBRARY BOARD OF TRUSTEES  
SPECIAL MEETING  
November 27, 1992

I. CALL TO ORDER

The meeting was called to order at 2:30 p.m. by Stanley Sitton, Vice President. Members present: Mr. Sitton, Daniel Gaumer, William Wilson, Robert Smith, John Stengel, and Patricia Williams. Members absent: Janice Lambert, Richard Lockmiller, and Edmund Williams. Staff present: John Moorman and Joann Stanbery. Others present: Reid Wagney, Decatur Herald & Review.

II. 1993/94 LEVY REQUEST

At the November 19, 1992 meeting, the levy request of \$2,087,512 was presented to the Board as a request that could be met without increasing the library millage rate. This had been figured using the new gross equalized assessed valuation obtained from the county clerk's office. The percentage figure which had been used the last four years was then applied to obtain the adjusted equalized assessed valuation used in levy determination. However, this percentage was wrong because several Tax Incremental Funding (TIF) districts were added this year. Thus, it was felt that the levy determination needed to be revised by the Board.

It was noted that the levy request included an increase to provide a pay raise for the staff, Sunday hours, and an increase in the operating budget. The library's dependence on property tax was discussed.

Mr. Moorman read a letter he had drafted to be presented to the City Council at their meeting on December 21.

A motion was made to approve presenting a levy request of \$2,087,512 to the City Council. The motion was approved with four yes votes and two no votes (Mr. Stengel and Mr. Smith).

III. ADJOURNMENT

There was no further business. Mr. Sitton adjourned the meeting at 3:00 p.m.

Respectfully submitted,

Patricia Williams, Secretary  
Decatur Public Library Board of Trustees

## City Librarian's Report

For the December 17, 1992 Meeting

of the

Decatur Public Library Board of Trustees

The public access copy machine service provided by the Friends of the Library was expanded and upgraded this month. There are now two public access coin-operated units on each service floor of the library. The new machines allow for reduction and enlargement of copies, as well as the regular features contained in the previous copy machine units. As a part of this expanded service project the administrative office copy machine was upgraded to include two-sided copying and sorting capabilities. The Friends of the Library are to be commended on their continuing support of library operations and services.

The Library Christmas Gift Tree is up across from the circulation desk and response has been positive. Thanks go to the many library departments which have made this project possible.

Progress continues on long-term projects. The first of the new terminals have arrived for the on-line catalog. Once installed these terminals will enable staff to practice using the on-line catalog prior to its public unveiling late next spring. The grantmanship center concept being discussed with Communities In Partnership now has an advisory committee to assist with its development. Jearld Merrick, reference librarian is working with Communities In Partnership on this project. A visit scheduled to Iowa City, Iowa to view their on-line catalog operation had to be postponed due to bad weather. It is hoped that the visit may be made in January. I am working with the DPL Foundation on the Shilling Room ceremonies scheduled for January 12, 1993 and on defining the efforts of the Foundation through the development of a long-range plan.

During the past month I have been active in planning the 1993 Illinois Library Association Annual Conference to be held in Springfield, in April of 1993. A preliminary conference program has been sent out and I hope that all Library Board members will be able to attend some of the conference. On Friday December 4th, I attended a meeting of the ILA Public Policy Committee where several proposed programs of interest to DPL, such as the statewide borrower's card program, were discussed. The legislative agenda for ILA for the upcoming session was given preliminary discussion. On Wednesday December 2nd I appeared on radio station WSOY's morning call-in program to discuss the library's levy request.



I am reviewing with all library departments the statistics that are collected on a monthly basis to determine why and what we should collect, how we should count, and in what format it should be reported. As a part of this process, I would like to know what statistics board members are interest in receiving. The goal is to collect only those statistics which are useful to library evaluation and to present them in an understood format that takes the minimum amount of staff time to prepare.

The annual Friends of the Library Volunteer Tea was held on Wednesday December 9th to honor the many volunteers who regularly assist the library in a wide variety of areas from the Local History Room, to catalog card filing, to operating hospital book carts, to delivering books to homebound individuals. Their services are greatly appreciated. This past month 72 volunteers contributed 157 hours of service to the library. Other statistics show that circulation is down for the month, personal assists are up, and library visits are down slightly from a year ago. The Children's Department had 25 programs with an attendance of 416. Thirteen classes visited the department for tours and story-times.

As of December 10, 1992 60.82% of the fiscal year had passed and 57.5% of the budget had been expended or encumbered.



**STATISTICAL REPORT  
November 1992**

Volumes purchased this 12 months to date: 13,374  
Volumes purchased last 12 months to date: 15,929

TECHNICAL SERVICES

New book volumes added	1,367
New book titles added	554
AV titles added	140
Books withdrawn	1,498
Books mended	625
Gift books	574

FINANCIAL REPORT

	<u>Budgeted</u>	YTD Expended <u>1992/93</u>	YTD Expended <u>1991/92</u>	<u>Unexpended</u>
<u>Professional Services</u>	1,606,970	866,109	906,689	740,861
<u>Operating</u>	453,268	209,533	212,716	243,735
<u>Capital Expenditures</u>	284,537	180,956	195,603	103,581

STAFF STRENGTH

	<u>Previous month</u>	<u>Terminations</u>	<u>New staff</u>	<u>Present Strength</u>
<u>Professional</u>	9	0	0	9
<u>Library Assistants</u>	7 + 6	0	0	7 + 6
<u>Clerical</u>	16 + 9	0	0	16 + 9
<u>Pages</u>	4 + 6	0	0	4 + 6
<u>Administrative</u>	2 + 1	0	0	2 + 1

CURRENT VACANCIES: 1/2 time T.S. Clerk I; Audiovisual Librarian; Building Custodian, Circulating Clerk I, Library Administrative Clerk

COMPUTER DOWNTIME FOR MONTH: 0

PERSONS SERVED: 156 adult + 26 youth + 36 juvenile = 218 total

PERSON CONTACTS: this 12 months to date: 49,185  
 last 12 months to date: 47,186

WILLIAMS: 72 volunteers worked 197 hours

DECATUR PUBLIC LIBRARY

Circulation Statistics

November 1992

Location	November 1992	November 1991	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	204	149	36.91
Adult	24,825	26,223	-5.33
Young Adult	1,100	1,609	-31.63
Children's	15,436	14,593	5.77
TOTAL	41,565	42,574	-2.36
<b>BRANCHES</b>			
Southside 547	4,634	5,319	-12.87
Southside 548	4,701	7,136	-34.12
Branch	1,313	993	32.22
TOTAL	10,648	13,448	-20.82
<b>TOTAL PRINT</b>	<b>52,213</b>	<b>56,022</b>	<b>-6.79</b>
<b>NON-PRINT</b>			
Files	2	50	-96.00
Videocassettes	7,191	7,606	-5.45
Audiocassettes	2,755	2,023	36.18
Recordings	593	1,213	-51.11
Other	110	54	103.70
TOTAL	10,651	10,946	-2.69
Extension Non-print	24	70	-65.71
<b>TOTAL NON-PRINT</b>	<b>10,675</b>	<b>11,016</b>	<b>-3.09</b>
Reserv's	441	530	-16.79
<b>TOTAL CIRCULATION</b>	<b>63,329</b>	<b>67,568</b>	<b>-6.27</b>

DECATUR PUBLIC LIBRARY

Circulation Statistics

November 1992

Location	Current Year	Last Year	% Change
<b>CENTRAL LIBRARY, PRINT</b>			
Reference	1,766	2,615	-32.46
Adult	325,842	317,685	2.56
Young Adult	22,159	23,284	-4.83
Children's	199,731	196,084	1.85
<b>TOTAL</b>	<b>549,498</b>	<b>539,668</b>	<b>1.82</b>
<b>BRANCHES</b>			
Southside 547	67,036	66,355	1.02
Southside 548	61,645	68,882	-10.50
Northside	14,926	14,198	5.12
<b>TOTAL</b>	<b>143,607</b>	<b>149,435</b>	<b>-3.90</b>
<b>TOTAL PRINT</b>	<b>693,105</b>	<b>689,103</b>	<b>.58</b>
<b>NON-PRINT</b>			
Files	370	508	-27.16
Videocassettes	92,526	95,501	-3.11
Microcassettes	25,937	26,357	-1.59
Recordings	15,976	16,903	-5.48
Other	801	769	4.16
<b>TOTAL</b>	<b>135,610</b>	<b>140,038</b>	<b>-3.16</b>
Extension Non-print	545	449	21.38
<b>TOTAL NON-PRINT</b>	<b>136,155</b>	<b>140,487</b>	<b>-3.08</b>
Periodicals	5,923	5,329	11.14
<b>TOTAL CIRCULATION</b>	<b>835,183</b>	<b>834,919</b>	<b>.03</b>



Personnel, Policy, and Public Relations Committee  
December 7, 1992

Mr. Sitton called the meeting to order at 5:05 p.m. Members present: Mr. Sitton, Dan Gaumer, Janice Lambert, Dick Lockmiller, and Mrs. Ohlsen. Absent: Patricia Williams. Staff present: John Moorman and Linda Humphreys. Others present: Chuck Phillips.


Proposed personnel changes: Mr. Moorman reported that he needed two office staff members (one in addition to his secretary) for his management team who are not part of the union. He proposed eliminating one Library Administrative Clerk position that is now vacant and creating the position of Library Administrative Aide. Mr. Lockmiller made a motion to recommend approval of the Library Administrative Aide position to the full Board. The motion was seconded by Mr. Gaumer and unanimously carried.

Mr. Moorman also proposed a change in the vacant full-time Building Maintenance position. For the past month, the position has been filled by two Manpower people--one working 20 hours per week and one working 24 hours. This arrangement has worked out much better for the library, and Mr. Moorman would like to make the arrangement permanent. There is now a maintenance department person in the building nearly all of the hours the library is open. The responsibilities would be the same as before. There will be a savings for the library--even at 44 hours per week--because the new people will be on the lower pay scale with no health insurance. Mrs. Ohlsen made a motion to recommend approval of Mr. Moorman's proposal to the full Board. The motion was seconded by Mrs. Lambert and unanimously carried.

Management pay plan: Mr. Moorman presented proposals for a management pay plan for both the current year and next fiscal year. Mr. Lockmiller made a motion to recommend Mr. Moorman's proposal for the current year to the full Board. The motion was seconded by Mrs. Lambert and unanimously carried. Mr. Lockmiller made a motion to recommend Mr. Moorman's proposal for 1993/94 to the full Board. The motion was seconded by Mrs. Ohlsen and unanimously carried. The consensus was that the management pay plan should take effect at the same time as the agreement with the union.

There was no further business. The meeting was adjourned at 5:50 p.m.

Respectfully submitted,

  
John A. Moorman  
City Librarian







FOR PERIOD ENDING 11/30/92

LINE	DATE	NUMBER	AMOUNT	DESCRIPTION
1	11/30/92	58541	1,156.28	BOOKS-MAIN ADULT
2	11/30/92	58542	1,528.28	BOOKS-MAIN YOUTH
3	11/30/92	58543	472.59	BOOKS-MAIN JUVENILE
4	11/30/92	58544	4.14	BOOKS-MAIN REFERENCE
5	11/30/92	58545	485.82	BOOKS-MAIN REFERENCE
6	11/30/92	58546	9.11	BOOKS-MAIN REFERENCE
7	11/30/92	58547	1,737.88	BOOKS-EXTENSION YOUTH
8	11/30/92	58548	87.75	BOOKS-EXTENSION YOUTH
9	11/30/92	58549	2,465.70	BOOKS-EXTENSION JUVENILE
10	11/30/92	58550	1,186.78	BOOKS-EXTENSION JUVENILE
11	11/30/92	58551	1,377.70	BOOKS-EXTENSION JUVENILE
12	11/30/92	58552	1,158.01	BOOKS-EXTENSION JUVENILE
13	11/30/92	58553	53.98	BOOKS-EXTENSION JUVENILE
14	11/30/92	58554	399.75	BOOKS-EXTENSION JUVENILE
15	11/30/92	58555	374.95	BOOKS-EXTENSION JUVENILE
16	11/30/92	58556	314.97	BOOKS-EXTENSION JUVENILE
17	11/30/92	58557	104.15	BOOKS-EXTENSION JUVENILE
18	11/30/92	58558	86.22	BOOKS-EXTENSION JUVENILE
19	11/30/92	58559	219.69	BOOKS-EXTENSION JUVENILE
20	11/30/92	58560	990.26	BOOKS-EXTENSION JUVENILE
21	11/30/92	58561	21.33	BOOKS-EXTENSION JUVENILE
22	11/30/92	58562	83.27	BOOKS-EXTENSION JUVENILE
23	11/30/92	58563	66.03	BOOKS-EXTENSION JUVENILE
24	11/30/92	58564	249.61	BOOKS-EXTENSION JUVENILE
25	11/30/92	58565	17.06	BOOKS-EXTENSION JUVENILE
26	11/30/92	58566	27.12	BOOKS-EXTENSION JUVENILE
27	11/30/92	58567	208.80	BOOKS-EXTENSION JUVENILE
28	11/30/92	58568	321.45	BOOKS-EXTENSION JUVENILE
29	11/30/92	58569	778.60	BOOKS-EXTENSION JUVENILE
30	11/30/92	58570	765.57	BOOKS-EXTENSION JUVENILE
31	11/30/92	58571	46.12	BOOKS-EXTENSION JUVENILE
32	11/30/92	58572	301.14	BOOKS-EXTENSION JUVENILE
33	11/30/92	58573	171.87	BOOKS-EXTENSION JUVENILE
34	11/30/92	58574	121.99	BOOKS-EXTENSION JUVENILE
35	11/30/92	58575	17.04	BOOKS-EXTENSION JUVENILE
36	11/30/92	58576	11.39	BOOKS-EXTENSION JUVENILE
37	11/30/92	58577	1.91	BOOKS-EXTENSION JUVENILE
38	11/30/92	58578	40.57	BOOKS-EXTENSION JUVENILE
39	11/30/92	58579	20.66	BOOKS-EXTENSION JUVENILE
40	11/30/92	58580	18.18	BOOKS-EXTENSION JUVENILE
41	11/30/92	58581	173.96	BOOKS-EXTENSION JUVENILE
42	11/30/92	58582	8.00	BOOKS-EXTENSION JUVENILE
43	11/30/92	58583	175.00	BOOKS-EXTENSION JUVENILE
44	11/30/92	58584	150.50	BOOKS-EXTENSION JUVENILE
45	11/30/92	58585	110.46	BOOKS-EXTENSION JUVENILE
46	11/30/92	58586	29.95	BOOKS-EXTENSION JUVENILE
47	11/30/92	58587		BOOKS-EXTENSION JUVENILE
48	11/30/92	58588		BOOKS-EXTENSION JUVENILE
49	11/30/92	58589		BOOKS-EXTENSION JUVENILE
50	11/30/92	58590		BOOKS-EXTENSION JUVENILE
51	11/30/92	58591		BOOKS-EXTENSION JUVENILE
52	11/30/92	58592		BOOKS-EXTENSION JUVENILE
53	11/30/92	58593		BOOKS-EXTENSION JUVENILE
54	11/30/92	58594		BOOKS-EXTENSION JUVENILE
55	11/30/92	58595		BOOKS-EXTENSION JUVENILE
56	11/30/92	58596		BOOKS-EXTENSION JUVENILE
57	11/30/92	58597		BOOKS-EXTENSION JUVENILE
58	11/30/92	58598		BOOKS-EXTENSION JUVENILE
59	11/30/92	58599		BOOKS-EXTENSION JUVENILE
60	11/30/92	58600		BOOKS-EXTENSION JUVENILE
61	11/30/92	58601		BOOKS-EXTENSION JUVENILE
62	11/30/92	58602		BOOKS-EXTENSION JUVENILE
63	11/30/92	58603		BOOKS-EXTENSION JUVENILE
64	11/30/92	58604		BOOKS-EXTENSION JUVENILE
65	11/30/92	58605		BOOKS-EXTENSION JUVENILE
66	11/30/92	58606		BOOKS-EXTENSION JUVENILE
67	11/30/92	58607		BOOKS-EXTENSION JUVENILE
68	11/30/92	58608		BOOKS-EXTENSION JUVENILE
69	11/30/92	58609		BOOKS-EXTENSION JUVENILE
70	11/30/92	58610		BOOKS-EXTENSION JUVENILE
71	11/30/92	58611		BOOKS-EXTENSION JUVENILE
72	11/30/92	58612		BOOKS-EXTENSION JUVENILE
73	11/30/92	58613		BOOKS-EXTENSION JUVENILE
74	11/30/92	58614		BOOKS-EXTENSION JUVENILE
75	11/30/92	58615		BOOKS-EXTENSION JUVENILE
76	11/30/92	58616		BOOKS-EXTENSION JUVENILE
77	11/30/92	58617		BOOKS-EXTENSION JUVENILE
78	11/30/92	58618		BOOKS-EXTENSION JUVENILE
79	11/30/92	58619		BOOKS-EXTENSION JUVENILE
80	11/30/92	58620		BOOKS-EXTENSION JUVENILE

ROLAND ELECTRIC SUPPLY, INC.

BABY TALK INC.

BOOTH & LITTLE

CSC CREDIT SERVICES, INC.

CAPITAL CITY PAPER CO

CIT AMPOINT PRODUCTIONS



CITY OF DECATUR, ILL. BILLS AND PAYROLLS  
FOR PERIOD ENDING 11/30/92

DATE	FUND	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
11/17/92	LIBRARY CAPITAL	LIBRARY CAPITAL				
11/30/92		WCH/EM INC	13.00			WATER
11/30/92		JEAS-WATER FUNDS	227.78			SERV TO MAINT AUTO EQUIPMENT
11/30/92		TREAS-PETTY CASH	75.07			MATERIALS TO MAINT BLDGS
11/30/92		TREAS-PETTY CASH	7.38			MATERIAL TO MAINT AUTO EQUIP
11/30/92		TREAS-PETTY CASH	192.39			BOOKS-MAIN ADULT
11/30/92		THORNDIKE PRESS	81.00			TELEPHONE
11/30/92		TELECOM U-S-A	401.65			MATERIALS TO MAINT BLDGS
11/12/92		M W GRAINGER, INC.				
		<b>TOTAL</b>	<b>84,786.57</b>			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS  
FOR PERIOD ENDING 11/30/92

DATE	FUND	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
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11/30/92		TELECOM U-S-A	401.65			MATERIALS TO MAINT BLDGS
11/12/92		M W GRAINGER, INC.				
		<b>TOTAL</b>	<b>13,972.00</b>			

CITY OF DECATUR, ILL. BILLS AND PAYROLLS  
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11/12/92		M W GRAINGER, INC.				
		<b>TOTAL</b>	<b>13,972.00</b>			











GLA 3010	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCMH
42000	DPL-BRECKENRIDGE TRUST	10,000	167.87	875.00	875	10,000.00	0.00	10,000.00	11/30/92
900	EXPENDITURES	10,000	167.87	875.00	875	10,000.00	0.00	10,000.00	
**	DIVISION TOTAL **	10,000	167.87	875.00	875	10,000.00	0.00	10,000.00	

GLA 3010	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCMH
42000	DPL-BRECKENRIDGE TRUST	10,000	0.00	0.00	5,833	10,000.00	0.00	10,000.00	11/30/92
900	EXPENDITURES	10,000	0.00	0.00	5,833	10,000.00	0.00	10,000.00	
**	DIVISION TOTAL **	10,000	0.00	0.00	5,833	10,000.00	0.00	10,000.00	

GLA 3010	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANCE	UNENCUMBERED BALANCE	PRCT CCMH
43000	DPL-BRIDGES TRUST	1,500	0.00	363.99	875	1,136.01	0.00	1,136.01	24.3
900	EXPENDITURES	1,500	0.00	363.99	875	1,136.01	0.00	1,136.01	24.3
**	DIVISION TOTAL **	1,500	0.00	363.99	875	1,136.01	0.00	1,136.01	24.3



REVENUE REGULATOR, FY 1992-93

PERIOD ENDING 11/30/92

UNRECALLED REAL

ADVERSE

NET OF

REVENUE	98,000.00	179,881.19	168,000.00	5,881.19	103
ADVERSE	98,000.00	179,881.19	168,000.00	5,881.19	103
ADVERSE	483.68	3,905.40	7,600.00	3,694.60	51
ADVERSE	483.68	3,905.40	7,600.00	3,694.60	51
FUND TOTAL	483.68	177,786.59	175,600.00	2,186.59	101

CITY OF DECATUR

REPORT OF EXPENDITURES TO BUDGET FY 1991-92

FUND 21 LIBRARY CAPITAL

11/30/92

LIBRARY CAPITAL EXPENDITURES	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRCNT CUMM
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GENERAL SERVICES	20,000	.00	.00	11,666	20,000.00	14,450.00	5,550.00	72.3
CONTRACTUAL SERVICES	35,000	.00	.00	20,416	35,000.00	14,450.00	35,000.00	
TOTAL	55,000	.00	.00	32,082	55,000.00	14,450.00	40,550.00	26.3

CAPITAL OUTLAY	15,000	13,972.00	13,972.00	8,750	1,028.00	.00	1,028.00	93.1
ADVERSE	13,000	.00	2,773.00	7,583	10,227.00	.00	10,227.00	21.3
TOTAL	28,000	13,972.00	16,745.00	16,333	11,255.00	.00	11,255.00	59.8

CAPITAL OUTLAY	83,000	13,972.00	16,745.00	48,415	66,255.00	14,450.00	51,805.00	37.6
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\*\* DIVISION TOTAL \*\*

**Finance and Properties Committee**  
**December 8, 1992**

Mr. Lockniller called the meeting to order at 4:30 p.m. Members present: Mr. Lockniller, Barb Ohlsen, Ed McClure, and John [unclear]. Absent: Stan Sitton and Bob Smith. Staff present: John [unclear] and Linda Humphreys.

Proposal from Prairie Archives for sale of special collection: Mr. [unclear] reported that the library owns a collection of old books. This collection was examined by John Paul, owner of Prairie Archives, who offered \$3,030 for the entire collection. The committee suggested that Mr. Moorman try to obtain another quote.

Management pay plan: Mr. Moorman's plan was discussed at length and will be reviewed at the Board meeting.

Library pay request and budget: The committee recommended that Mr. Moorman meet with Jim Bacon to discuss the amount of money the library pays to the city general fund. The possibility of more [unclear] for the library from the income tax surcharge was also discussed. It was also noted that the Board could reduce the [unclear] fund balance. Mr. Moorman will also talk to Mr. Bacon about the library using the money in the library capital fund for the first two months of the fiscal year. Mr. Moorman mentioned the possibility of establishing a working cash fund.

Other business: Mr. Moorman reported that 48 people used the [unclear] of free parking in November at a cost of \$9.60 to the library. Night Owl was used 17 times by Decatur library patrons in [unclear]. This will be publicized more. Mr. Moorman is working with the city to find a way to continue using police officers for library security.

There was no further business. The meeting was adjourned at 5:55 p.m.

Respectfully submitted,

  
John A. Moorman  
City Librarian



VII. PERSONNEL

Staffing Levels

Personnel is the library's most valuable resource and usually accounts for the largest portion of the budget. A library must be adequately staffed by competent, well-trained personnel in order to guarantee timely, efficient, and high quality library service to the community.

Planning and providing quality library service is a demanding task. The library profession has recognized that one means of maintaining quality is through approved educational programs. The American Library Association (ALA) has done this through the accreditation of graduate programs in library and information science. While acknowledging that each library employee must be evaluated on his or her specific talents, the commitment of the profession to quality education for its members is supported in this document by recommending the employment of graduates of ALA accredited programs for professional library positions.

1. Every library, no matter how small, shall have a permanent, paid staff member scheduled to work a minimum of 25 hours per week who is responsible for the administration of library services.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

2. (Either a or b applies.)

a. Libraries serving populations of 5,000 and over shall have on the staff at least one full-time employee with a graduate degree from an ALA accredited library school. Libraries serving over 5,000 people should employ degreed librarians in reasonable proportion to their population and their locally chosen roles.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

b. Libraries serving fewer than 5,000 people shall have on their staff a person with any one of the following educational descriptions: a graduate ALA accredited Masters degree in Library Science, a Bachelor's degree, a Library Technical Assistant Certificate (L-TA) or two years of college

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

NOTE: For every vacant position under a job, a grade/step class, will be applied to this standard in recognition of the fact that there is often little consistency in salary assignments at most institutions, due to the limited size of the staff. As staff vacancies occur, the above standard should apply.)

Each library shall establish library user patterns, and shall be determined after an annual analysis has been made of the extent of library usage on various days of the week and hours of the day.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Policies**

Clearly defined written personnel policies and procedures shall be established. While the administrative librarian shall serve as the principal channel of communication between staff and the library board, formal channels of communication within the library should be specified.

4. The written personnel policies and practices shall be made available to all staff members.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

5. Job descriptions shall be written and made available to all staff members.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

6. Each library shall adopt and follow a system of position classification and develop an organization chart. Hourly salary rates in the position classification shall be comparable in all grades and at all levels with positions requiring similar educational preparation and performing similar job assignments.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Salaries**

7. The library complies with the current federal minimum wage.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

8. For entry level professional positions requiring an ALA-accredited graduate library degree, the minimum salary meets or exceeds either a or b below.

- a. The most recent salary for starting library positions as listed in the table entitled "Average Salary Index: Starting Library Positions 1987- " in the Bowker Annual of Library and Book Trade Information. This salary table first appears in the October 15th issue of Library Journal each year. (Note that the annual salary listed in the Bowker Annual is two years prior to the current year.)



b. The board shall for a public school district with a full year budget in any year of the territory of secondary school districts within the library's service territories.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

9. The salaries for clerical and support positions in the library meet or exceed those salaries paid to equivalent positions of any other public agency that encompasses all or part of the library's service area. (School, municipal, township, etc.)

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Staff Development**

Staff shall participate in library organizations at the local, state, and national level. Opportunities for formal education shall be encouraged and supported.

10. There shall be a planned orientation program for all new employees.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

11. Employees at all levels shall be encouraged to attend workshops and other continuing education activities which will help them grow and develop in their jobs. Suitable compensation shall be provided.

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Community Awareness**

Library staff shall have a clear understanding of the informational, educational, and recreational needs of the community and the role of the library in meeting these needs. It is the responsibility of staff as well as trustees to encourage library use by adopting a helpful, interested, and enthusiastic attitude towards meeting the needs of all library patrons. Library staff shall provide high quality library service to all patrons without regard to patrons' age, race, sex, marital status, national origin, political opinion, or religious belief.

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ILLINOIS STATE LIBRARY  
300 South Second Street  
Springfield, Illinois 62701-1796

MEMORANDUM

TO: Members of the Illinois State Library Advisory Committee

FROM: Bridget L. Lamont, Director

DATE: December 3, 1992

SUBJECT: Draft Proposal for a Statewide Borrower's Card Program

I have enclosed the latest draft of a proposed Statewide Borrower's Card program for consideration by ISLAC at the December 8 meeting. The concept of a statewide card has been discussed in Illinois for several years. One of the problems has always been the effect that such a program would have on the expansion library service into unserved areas.

We write this proposal to provide the kind of statewide access that has been discussed for so many years and, at the same time, do it in a way that would benefit the rural unserved areas of the state. The concept is a response to a number of concerns including the slowing pace of Project PLUS (some statistics are included) and the recommendations of the Rural Library Panel. The success rate of Project PLUS has fallen somewhat in recent years and the size of the individual projects has diminished. Both of these factors make it unlikely that we will see universal library service in the state in any reasonable amount of time. We have also included the text of the first recommendation of the Rural Library Panel and its associated sub-recommendations which deal with this subject.

The result of this proposal would be to postpone awarding any Project PLUS grants for the duration of the two year trial program. The program, described in the accompanying proposal would function similar to a statewide Project PLUS, two years in duration, with referenda planned in all unserved areas for the spring of 1995. Local referenda would be based on planning done at the system and local library level and could use any of several models including school district boundaries, contractual services, county wide districts, etc.

The referenda could be promoted on the state, system, and local levels and would benefit from upcoming public relations programs by the Illinois



Library Association and the Illinois State Library. In fact, referenda campaigns would benefit from any library promotion--a two year program to make everyone in the state aware of libraries!

There are, of course, many details to be worked out. Do we issue a card? A sticker? What kind of access to materials are we actually taking about in participating academic libraries? In schools? In corporate libraries? Is Statewide Borrower's Card an appropriate name for the program? We feel that these topics can all be addressed by the Title I and Title III subcommittees. Ongoing assessments of the program's benefits and flaws can be discussed by both subcommittees and by ISLAC to guide the program through the two year trial period.

A number of elements have converged to make this a promising time to try this new direction. We have clear direction from the Rural Library Panel and the Illinois White House Conference on Libraries and Information Science to find new ways to address the unserved issue. The statewide access issue has been discussed ad infinitum and needs a trial to prove or disprove its value to the citizens of Illinois. The rate at which we are adding areas taxed for library service via Project PLUS is not enough to seriously diminish the number of unserved citizens in the state before the year 2000. We have a Secretary of State with a publicly expressed concern for the children in unserved areas. Perhaps the most compelling reason is also the most emotional one. Nearly all rural librarians and trustees express discomfort at the current situation which requires them to deny library services to students who may be attending school in the same town as their library. To our knowledge, this is the first proposal to deal with all of these issues on a statewide basis.



# Illinois rates a C- and worse

**Study Shows a Deep Slice of Our State's Children Living in Poverty**

A new study, funded by the Department of Children and Family Services and conducted by the University of Chicago, detailed a disturbing picture of poverty in Illinois. The study, titled "Voices for Illinois Children: A Report Card on the State's Economic Conditions for Children," found that the average number of children living in poverty in Sangamon County during the decade, 54 percent statewide.

"There is something seriously wrong with how we raise our children," Stermer said. "It's time we sit down and figure out what to do."

He said the study underscores the fact that poverty is not just an inner-city problem. Nearly half a million Illinois children live below the federal poverty standard, according to the report. In twenty-seven counties, most of them clustered in deep southern Illinois or west-central Illinois, at least one child in five lives in poverty. Stermer noted that half of all children eligible for the Head Start preschool program are not served.

Illinois ranks thirtieth among the states in number of low birth-weight babies, a significant factor contributing to delays in the physical or mental development of children. Only 14 percent of youngsters who need services to overcome such developmental delays get such help.

Edgar staffer Norwood says the study's statistics were not surprising, nor even alarming. Evidence of growing poverty among children is a trend seen nationally, she says, as is the rise in reports of child abuse and neglect. "These are things we're seeing nationally; it doesn't surprise me that it's happening in Illinois," she says, adding that "we don't take comfort that the trends are the same across the country." She says the rise in numbers of children placed in foster care is a national phenomenon.

1980. Between 1980 and 1990 the number of children living in poverty throughout the state increased by 12 percent; one in six Illinois children lives in poverty.

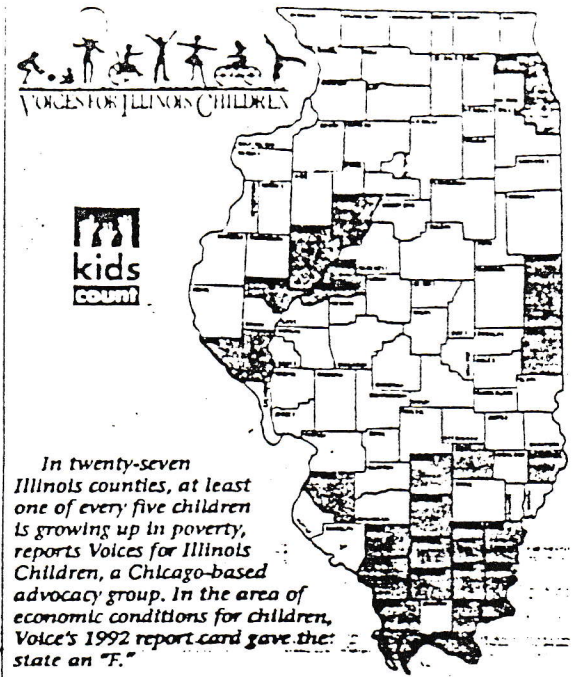
□ Cases of child abuse or neglect rose 142 percent in Sangamon County during the eighties, 104 percent statewide. The number of children placed in substitute care rose 86 percent in Sangamon County during the decade, 54 percent statewide.

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**In twenty-seven Illinois counties, at least one of every five children is growing up in poverty, reports Voices for Illinois Children, a Chicago-based advocacy group. In the area of economic conditions for children, Voice's 1992 report card gave the state an "F."**

apparently unrelated to matters of resources. She says funding for the Department of Children and Family Services has increased \$133 million under Edgar, a sizable boost made more striking by the deep cuts many other state agencies have endured.

Even so, Stermer said the state must do better.

At his press conference, Stermer dramatized a theme of the Kids Count report: small investments in prevention programs reap large payoffs. He held up a dollar bill. "For every dollar you spend on WIC [a nutrition program for women and children] you save three dollars in needed health care," Stermer said. "For every dollar spent on prenatal care you save four dollars in medical costs." A dollar invested in preschool, he said, pays off six-fold in avoided welfare and unemployment costs.

That is a sermon that the governor has been preaching as well, says Felicia Norwood. The administration has this year initiated a \$19 million program, called Healthy Moms, Healthy Kids, to

provide access to health care to 375,000 women and children. Funding of another program, Families with a Future, had helped reduce the state's infant mortality rate, she says. Edgar also has stressed funding of preschool programs in his education budget.

Nonetheless, Norwood says, legislators are often skeptical of financing prevention programs because they see no immediate, visible payoff. "Prevention pays off in five or six years," she explains, "so it is a hard sell. But the fact is, you spend a dollar, you save five or six dollars."

Yet even Norwood concedes that Illinois' budget crisis has hamstringed the administration's commitment to programs like those on Voices agenda. Central to that crisis is Edgar's campaign vow not to raise taxes.

But Stermer insisted the public would be forgiving if the governor broke his pledge to help children. "Polls show that people are willing to pay higher taxes," he said, "if the taxes are fair and if the money is used to invest in the lives of children."





## IMPACT OF THE STATEWIDE BORROWER'S CARD ON UNSERVED AREAS

Rural areas tend to vote for library referenda for their convenience. This fact and the relative insignificance of library tax rates compared to other items on the tax bill have made it possible for Project PLUS to continue to be successful in spite of the general dissatisfaction with property taxes. If everyone under the age of 18 is given access to library service through the Statewide Borrower's Card program it would be very difficult to pass a library referenda in an unserved rural area. For this reason we need to look at incorporating the Statewide Borrower's Card into a small initiative that would temporarily replace Project PLUS.

There are approximately 1.4 million people unserved in Illinois. Using the statistics from the Illinois Institute for Rural Affairs we can roughly estimate that 392,000 (28%) of these are children under 18. If there is an even distribution of ages then approximately 304,888 would be between the ages of 0-18. A participation rate of 45% would give us about 137,200 student cards to children in unserved areas of the state. (It should be noted that if the program is actively promoted in the schools the participation level could be much greater.)

The average local tax receipts per capita for small libraries is around \$10. However, it is doubtful that we could afford to reimburse libraries that much for issuing these cards to unserved children. \$10 would probably be an acceptable maximum amount since most librarians and library boards are concerned about serving all the children in their community's school. Since this program would supplant Project PLUS we would recommend using Title I LSCA money to pay for this reimbursement. Using the estimates of participation from the preceding paragraph, total reimbursements for student cards could exceed one million dollars. There is about \$750,000 possible for Year II Project PLUS in FY94 and using LSCA money for the unserved reimbursement would keep the money generated by the Statewide Borrower's Card program free for ILLINET Collection Access Grants as described in the proposal.

At the program's introduction we would announce tentative plans for a statewide library referenda day in the spring of 1995. (The cards issued in the initial trial program would expire at the end of FY95.) This would give us a goal to work toward with statewide public relations and would give systems and local libraries incentive to participate and publicize the program. Both ISL and the systems would probably have to get involved in the planning efforts. For the sake of continuity we should announce that these referenda will be structured on school district boundaries unless local planning efforts suggest otherwise.

We should keep in mind that other options could present themselves in the future. For example, if it were possible to shift a portion of public library funding to the income tax via a direct payment from the state and a property tax abatement we might be able to fund this program along with it. This would make the library referenda somewhat of a moot point. We should also be ready with some proposals regarding establishment of joint school/public facilities in areas where no public library exists.



## DRAFT PROPOSAL

- 8) Since all children in unserved areas will be eligible for library service under this program we would recommend not offering Project PLUS Year I grants for the two years of this trial program. The statewide referenda on library service proposed by the rural task force could be held toward the end of this trial program using the model that has been successful throughout Project PLUS.
- 9) Use \$35,000 in L.S.C.A. money as the initial fund to reimburse for lost materials.
- 10) There will be a \$10 fee for the Statewide Borrower's Card. This money would be used to administer the program and to provide funding for ILLINET Collection Access Grants.
- 11) To enhance the appeal of the Statewide Borrower's Card, the Illinois State Library could offer some ILLINET Collection Access Grants from Title III or state funds. This would ensure acceptance of the card at selected non-public libraries.
- 12) Any library accepting an ILLINET Collection Access Grant will have to agree to honor the Statewide Borrower's Card and to provide no charge ILL to ILLINET.
- 13) The Office of the Secretary of State/Illinois State Library will administer the program with advice and input from the Illinois State Library Advisory Committee.

DRAFT PROPOSAL

STATEWIDE BORROWER'S CARD

- 1) The trial program will be 2 years long: from July 1993 - June 1995.
- 2) The program will not provide "free" library service to adult citizens currently served by public library service.
- 3) The card will be available free of charge to all children under the age of 18.
- 4) Since the program is strictly voluntary there will need to be some special consideration to the impact this will have on special / academic / school libraries which may not be able to accommodate 'walk-in' public patrons.
- 5) This project is intended to serve essentially as a statewide "Project PLUS" initiative, and will culminate with a statewide referenda on library service as recommended by the Rural Library Task Force. While the benefits of Project PLUS must be weighed against the benefits of this program, the November referenda results clearly indicate a change in recommending and passing library referenda is in order.
- 6) The adult Statewide Borrower's Card may be honored by any ILLINET library on a voluntary basis.
- 7) Cards issued to unserved persons under age 18 will be honored by all Illinois public libraries and by any non-public library that has agreed to honor the adult Statewide Borrower's Card.
- 8) All public libraries may issue the Statewide Borrower's Card.
- 9) Participation by public libraries wishing to issue cards for adults will be voluntary in the trial program; however, those who wish to issue the card will have to agree to honor it.
- 10) All public libraries will be required to issue a card free of charge to anyone under the age of 18, regardless of whether or not they hold a current library card. Public libraries will be reimbursed for cards issued to non-resident children (see item 7).
- 11) Anyone who is currently in an area served by public library service or who holds a system-wide non-resident card may apply for the Statewide Borrower's Card.
- 12) Libraries will be able to apply for reimbursement for every Statewide Borrower's Card that they issue to a person under 18 years of age who currently resides in an unserved area. Reimbursement would be based on the local library's per capita tax revenue up to a maximum of \$30 per card issued.



Exerpt from "Strengthening Library Services in Rural Illinois", the report of the Illinois State Library Rural Library Panel--October 1992.

1. **As an educational imperative, establish as a goal that all Illinois citizens have public library service, and that students should have access to library services.**

To implement this recommendation, the Illinois State Library will take the following actions:

- Direct the library systems to develop and implement regional plans to provide comprehensive local library services. A variety of options can be utilized, such as a major push to hold library establishment or expansion referenda throughout the system area on a single day; organizing county-wide library service areas, including contractual arrangements; and developing joint school - public library service entities.
- Implement and promote a statewide borrowers card program throughout the State of Illinois. All types of libraries are encouraged to participate in this voluntary program.
- The strategies under this recommendation and other recommendations in this report negate the need for non-resident cards beyond 1997. People in the unserved areas of the state will be given opportunities prior to the next century to assure the provision of public library service in the areas where they reside. If they elect not to take advantage of the opportunity, then library service providers are to concentrate on the needs of the citizens providing tax support for libraries.

#### SUMMARY OF PROJECT PLUS RESULTS FY 89-FY93

<u>YEAR</u>	<u>NO. OF PROJECTS</u>	<u>SUCCESSFUL PROJECTS</u>	<u>POPULATION ADDED</u>	<u>AVE SIZE PROJECT</u>
FY 89	14	10	44,015	4402
FY90	20	11	41,308	3755
FY91	16	11	28,625	2602
FY92	21	12	44,352	3696
FY93	5	?	13,805	2761

FY92--two projects accounted for 19,946 of the population added. Removing those two projects makes the average project size 2440.

FY93--population added and average size are based on all 5 referenda being successful this spring.