

DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF TRUSTEES MEETING

AGENDA

AUGUST 21, 1986

- I. CALL TO ORDER
MARSHALL SUSLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JULY 24, 1986
 - B. SPECIAL BOARD MEETING AUGUST 7, 1986
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
- VI. NEW BUSINESS
 - A. APPROVAL OF PER CAPITA GRANT APPLICATION
 - B. APPROVAL OF LITERACY GRANT COORDINATOR
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

SHARON ALPI
REBA JACKSON
JANNA LUTOVSKY
JOHN MUELLER

LUCY MURPHY
EDITH ROSSITER
MARTIN SEIDMAN
MARK SORENSEN
MARSHALL SUSLER

DECATUR PUBLIC LIBRARY

DECATUR, ILLINOIS

MINUTES OF BOARD OF TRUSTEES MEETING
August 21, 1986

The regular meeting of the Board of Trustees of the Decatur Public Library was held August 21, 1986, in the Boardroom of the main library.

Members Present

Mrs. Alpi
Mrs. Jackson
Mrs. Lutovsky
Mr. Mueller
Mrs. Murphy
Mrs. Rossiter
Mr. Seidman
Mr. Sorensen
Mr. Susler

Members Absent

Others Present

Ms. Apley
Mrs. Cook
Mr. Seidl
Mr. Zaker

The meeting was called to order at 4:37 p.m. by Mr. Susler, President of the Board.

The minutes of the regular meeting of July 24, 1986, were approved as submitted. The minutes of the special Board meeting of August 7, 1986, were also approved as submitted.

In his monthly report to the Board, Mr. Seidl stated that July was a busy month for the Library. Circulation was up 2% with an increase of 1,460 items. The Children's Department and AV Department showed a good increase. Mr. Seidl thanked the staff for their work during this busy period.

In regard to personnel, Miss Schwegman retired August 12, Shirley Edwards was transferred to the Extension Department, Rita Willis was promoted in Circulation Department. One favorable application for Mr. Inman's Technical Services position has been received, and Mr. Seidl expects to have some applications for Miss Hadley's position soon.

Five staff members attended Decatur Today and Tomorrow. Ms. Apley went to A.E. Staley Company three times. She talked to 90 people, who were laid off about how to use the library to find new jobs. Twenty items recommended by Ms. Apley were checked out.

In July the bathroom doors were unlocked downstairs. There have been no problems to date. Two new IBM typewriters were installed replacing 15 year-old ones.

Following the Librarian's report, Mrs. Alpi, from the Finance and Properties Committee, asked questions concerning the payment of several bills. Mr. Seidl explained that \$1,800 was spent to replace valves on the air conditioner compressor. A bill from Decatur Trailer was for a new bumper that was installed on bookmobile 548. The Library's OCLC terminal is here and the telephone lines are hooked up. However, it cannot be used until the symbols are entered in the OCLC system. Supplies were bought from Western Waterproofing Co. to coat the capstone, which is being done by Mr. Richardson. Bills from Baker & Taylor indicate that we were behind in book buying. However this was mostly due to the shortage in staff. Mrs. Alpi moved that the Library bills be approved for the month of July. Mr. Mueller seconded the motion, and it was unanimously approved by a roll-call vote.

Mr. Seidman then reported on the Personnel and Public Relations Committee meeting held August 14, 1986.

The first matter discussed was the cancellation of overdue fines by the City Librarian. Mr. Seidman made a motion to add to the Library Policy Code: Article II, Circulation, Section 5 (F) In special circumstances, the City Librarian, at his discretion, may cancel fines and charges for materials returned late in an amount not to exceed \$15.00. Mrs. Lutovsky seconded the motion, and the motion carried by voice vote.

The second matter discussed was the usage of patron cards by spouse or children. It was decided that our present policy of allowing patrons to use other people's cards is adequate. However, a patron using his/her card plus someone else's card to check out special materials would not be allowed. Signs are to be made informing the public of this policy.

Next, Mrs. Alpi made a motion to reclassify the Assistant Librarian position to paygrade 27 and the Adult Services and Technical Services Supervisor positions to paygrade 25. Mrs. Rossiter seconded the motion, and the motion carried by voice vote. This decision was reached after a survey of these positions at other Illinois libraries of similar size was taken. These new paygrades will now be recommended to the Civil Service Commission.

A discussion followed concerning the meeting room policy. There were questions and criticisms of the Library's policy of scheduling the meeting room not less than three weeks in advance nor more than six weeks in advance. Mr. Susler stated his disagreement with how the policy is interpreted and suggested a revision of the policy language. It was agreed that further study was needed, and the matter was left with the Personnel and Public Relations Committee to hopefully make a recommendation for the next Board meeting.

Mr. Seidman explained how the use of the Decatur Credit Bureau to collect delinquent accounts can result in an out-of-pocket expenditure to the Library. This happens when books are returned rather than cash payment for the books. The credit bureau still charges the Library a percentage of the cost of the books even though the books are returned. Mr. Seidman made a motion that the circulation policy Article II Circulation Section 6 (b) be amended from:

After an account has been turned over to the Credit Bureau, materials charged to that account may not normally be returned for credit, but the City Librarian is authorized at his discretion to negotiate the return for partial credit providing such credit does not result in the Library incurring a net out-of-pocket expenditure as a result of its contract with the Credit Bureau.

to:

After an account has been turned over to the Credit Bureau, materials charged to that account may be returned for a credit providing such a credit does not result in the Library incurring a net out-of-pocket expenditure as a result of its contract with the Credit Bureau.

Mr. Sorensen seconded the motion, and the motion carried by voice vote. Now the patron, rather than the Library, will stand the cost of the Credit Bureau's work. Mr. Susler asked Mr. Seidl to consult the Library's attorney to advise the Library on ways of notifying patrons of this decision to recover the Credit Bureau's fees.

Under Old Business, Mr. Mueller stated that a meeting of the Evaluation Committee would be held in September, setting evaluation criteria and specific goals for the Librarian, as well as considering salary. Mr. Mueller asked for input from the Library Board members as to their ideas about specific goals and objective methods of evaluation before September 5. Mr. Susler stated the importance of setting goals for this year and deciding where the Board wants to be next July.

Next, Mr. Sorensen reported that the records inventory of the Library has been completed. He commended Mr. Seidl for his cooperation and knowledge of the Library. The application should be back in two weeks.


Mr. Seidl stated that the Library cannot use State Grant Funds to replace the roof and carpeting since regular maintenance items are not allowed. However, grant money could be used to change the doors for easier accessibility. The architect who designed the building recommends different closures on the doors. There could be problems in that the wind may blow the doors in or out. However, the old closures are wearing out. The tentative proposal for the door closures is due September 15, in which the state will pay half the cost.

Mr. Susler urged everyone to attend the City Council meeting August 25, 1986 at 7:30 p.m. The Library Board is asking for a \$1.8 million tax levy, but City Manager Allen is recommending only a \$1.5 million tax levy. In the past the Library has only spent 95% of its budget. However, the Library may be in financial trouble in the future if it is to fill all staff positions and have money for capital expenditures to maintain the Library. However, City Manager Allen has said that the City is at its tax level maximum and in order to increase the tax rate, a referendum would have to be held. Mr. Susler suggested exploring avenues of donation to enhance income funds.

Under New Business, Mr. Sorensen made a motion that the per capita grant application be approved. Mrs. Alpi seconded the motion, and the motion carried by voice vote.

A motion was made to approve the appointment of the literacy grant coordinator. The motion carried by voice vote. Mr. Susler stated his opposition to the Board being involved in approving the coordinator.

The President of the Board, Mr. Susler, adjourned the meeting at 6:23 p.m.



Mrs. Janna Lutovsky
Secretary of the Board

STATISTICAL REPORT

July, 1986

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1986 -	30,630	2,936	33,603	67,169	653,064
1985 -	30,346	2,805	33,445	66,596	633,782
A-V Materials, 1986 -	6,450	--	497	6,947	76,236
1985 -	5,569	--	491	6,060	59,274
Total Circulation, 1986 -	37,080	2,936	34,100	74,116	729,300
1985 -	35,915	2,805	33,936	72,656	693,056

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	755	Books checked in	874
New titles added	325	Telephone Directories	127
Books withdrawn	439	Pamphlets	57
Books mended	1,567	Gifts	206

Materials in the State of Processing

Materials (physical items) - 910
Titles - 665

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1985/86</u>	<u>YTD Expended 1986/87</u>	<u>Unencumbered</u>
Personal Services	1,460,970	318,846	374,473	1,086,497
Operating	248,764	44,400	61,112	187,652
Capital and Books	286,287	46,587	60,664	225,623

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	9	2	--	7
Library Assistants	8 + 5 (400 hrs)	--	--	8 + 5 (400 hrs)
Clerical	23 + 22 (1640 hrs)	--	--	23 + 22 (1720 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: Library Clerk I, Head Cataloger, Cataloger

Computer Down-time for Month: 1 hr 50 min (preventive maint.)

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRGM
	PERSONAL SERVICES								
100	REGULAR SALARIES	1,178,517	84,606.97	300,357.90	294,629	878,159.10	00	878,159.10	25.5
101	TEMPORARY SALARIES	1,099	00	9,460.00	6,838	1,480.00	00	1,480.00	0
102	RETIREMENT - IMRF	27,318	2,255.65	9,599.59	5,579	13,819.33	00	13,819.33	0
104	GROUP LIFE INSURANCE	162,326	13,146.65	46,593.59	45,503	13,090.25	00	13,090.25	0
111	HOSPITAL AND MEDICAL INSURANCE	4,142	345.17	1,427.26	1,697	35,011.76	00	35,011.76	0
112	WORKMENS COMPENSATION	2,572	218.50	5,428.00	5,448	16,254.50	00	16,254.50	0
115	SERVICE RECOGNITION	2,013	167.00	631.50	462	1,375.50	00	1,375.50	0
		1,460,970	106,134.99	374,473.55	365,198	1,086,496.55	00	1,086,496.55	25.6

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRGM
	CONTRACTUAL SERVICES								
201	PRINTING AND BINDING	800	74.86	208.86	199	591.16	00	591.16	26.1
210	SERV TO MAINT BUILDINGS	7,000	583.32	9,357.66	3,155	7,000.00	00	7,000.00	62.0
211	SERV TO MAINT AUTO EQUIPM	900	82.50	500.00	229	671.00	00	671.00	26.0
212	SERV TO MAINT OFFICE EQUIP	20,800	1,733.33	5,581.30	2,000	4,581.30	00	4,581.30	21.0
213	ELECTRICITY	65,000	5,417.17	12,524.82	21,000	44,024.82	00	44,024.82	10.0
214	TELEPHONE	12,000	1,000.00	3,317.00	3,000	9,000.00	00	9,000.00	23.0
223	TRAINING SERVICES AND OTHER TRAVE	500	41.67	167.00	104	493.00	00	493.00	10.0
224	CONFERENCE REIMBURSEMENT	4,962	413.50	2,002.20	1,950	2,952.00	00	2,952.00	23.0
225	POSTAGE	1,800	150.00	518.00	1,800	2,971.00	00	2,971.00	23.0
227	PROFESSIONAL SERVICE FEES	1,000	83.33	415.00	200	795.00	00	795.00	23.0
280	OTHER PROFESSIONAL MEMBERSHIP FEES	1,580	131.67	532.10	3,912	1,580.00	00	1,580.00	23.0
289	RENTAL-EQUIPMENT	16,170	1,347.50	5,321.10	3,912	12,248.90	00	12,248.90	23.0
		162,437	20,775.52	37,843.64	46,312	124,593.36	500.00	124,093.36	23.6

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRGM
	COMMODITIES								
310	GASOLINE	2,100	94.87	324.49	525	1,775.51	00	1,775.51	45.5
311	LUBRICANTS	2,500	147.66	702.28	623	1,877.72	00	1,877.72	28.1
312	ANTIFREEZE	100	8.33	33.00	0	67.00	00	67.00	0
313	MATERIAL SUPPLIES	15,100	2,598.35	3,763.27	3,150	11,335.93	00	11,335.93	24.9
320	MATERIAL TO MAINT BLDGS	5	.42	267.00	1	266.58	00	266.58	10.3
331	MATERIAL TO MAINT AUTO EQUI	2,600	190.08	878.75	649	2,332.30	00	2,332.30	34.7
345	OFFICE SUPPLIES	25,000	1,999.75	14,117.5	7,700	16,417.5	00	16,417.5	34.7
357	EMPLOYEE RECOGNITION SUPPL	0	141.75	141.75	0	141.75	00	141.75	0
		47,695	5,172.66	13,883.84	12,700	33,721.16	00	33,721.16	29.2

OB CD	DESCRIPTION	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBERANC	UNENCUMBERED BALANCE	PRGM
	OTHER CHARGES								
400	CONTINGENCIES	3,000	00	00	750	3,000.00	00	3,000.00	0
415	TRANSFERS TO GENERAL FUND	21,892	1,824.33	5,472.99	5,472	16,419.01	00	16,419.01	0
418	MOTOR VEHICLE INSURANCE	3,728	310.30	931.50	0	2,796.50	00	2,796.50	0
420	BOILER INSURANCE	1,426	118.83	362.50	0	1,063.50	00	1,063.50	0
421	PROPERTY INSURANCE	1,479	123.25	362.50	0	1,116.50	00	1,116.50	0
423	GENERAL LIABILITY INSURANCE	1,224	602.45	1,806.50	0	427.50	00	427.50	0
499	SMALL CAPITAL ITEMS	1,275	388.50	1,806.50	1,275	501.50	00	501.50	0
		38,722	3,259.08	9,385.24	7,497	29,336.76	00	29,336.76	24.2
	CAPITAL OUTLAY								
510	AUTOMOTIVE EQUIPMENT	12,000	00	7,848.00	0	4,152.00	00	4,152.00	45.9
515	OFFICE MACHINERY AND EQUIPM	29,287	00	1,230.00	15,000	14,287.00	00	14,287.00	19.2
525	BOOKS RECORDS AND EXHIBITS	200,000	9,948.89	38,429.39	13,000	187,570.61	00	187,570.61	29.2
526	AUDIO-VISUAL MATERIALS	45,000	4,747.57	13,137.03	13,000	31,862.97	00	31,862.97	29.2
		286,287	14,696.46	60,644.42	93,400	229,642.58	00	229,642.58	21.2
**	DIVISION TOTAL **	1,996,021	150,038.71	496,230.59	525,107	1,499,790.41	500.00	1,499,290.41	24.9

GL3010 PUBLIC LIBRARY-CAPITAL
40000
REPORT OF CITY OF EXPENDITURES FOR BUDGET FY 1986-87 FUND 21 DPL-CAPITAL PROJECTS

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EXPENDITURES	ANNUAL BUDGET	MONTHLY EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED	ENCUMBERANC	UNENCUMBERED BALANCE	PCN1
900 EXPENDITURES	2,570	.00	.00	642	2,570.00	.00	2,570.00	
** DIVISION TOTAL **	2,570	.00	.00	642	2,570.00	.00	2,570.00	

** FUND TOTAL **

2,570

.00

.00

642

2,570.00

.00

2,570.00

FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 7/30/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/10/86	TREAS-PAYROLL CLEARING	41,660.99	199	7/10/86	REGULAR SALARIES
7/10/86	TREAS-PAYROLL CLEARING	1,506.00	2098	7/10/86	TRAVEL AND OTHER TRAVEL
7/09/86	MERITAK, JERALD	509.00	2144	7/09/86	CONFERENCE AND OTHER TRAVEL
7/14/86	POSTMASTER, DECATUR, ILL	24.95	2145	7/14/86	POSTAGE
7/15/86	TREAS-GENERAL FUND CO	548.45	2151	7/15/86	OFFICE SUPPLIES
7/15/86	TREAS-GENERAL FUND CO	3,899.08	2152	7/15/86	TELEPHONE AND MEDICAL INSURANCE
7/10/86	TREAS-MEDICAL INSURANCE	1,806.00	2153	7/10/86	HOSPITAL AND COMPENSATION
7/10/86	TREAS-MEDICAL INSURANCE	310.50	2154	7/10/86	WORKMEN'S COMPENSATION
7/10/86	TREAS-MEDICAL INSURANCE	123.25	2155	7/10/86	MOBILE INSURANCE
7/10/86	TREAS-MEDICAL INSURANCE	602.00	2156	7/10/86	GENERAL LIABILITY INSURANCE
7/10/86	TREAS-MEDICAL INSURANCE	101.25	2157	7/10/86	GROUP LIFE INSURANCE
7/10/86	TREAS-MEDICAL INSURANCE	824.33	2158	7/10/86	TRANSFERS TO GENERAL FUND
7/10/86	TREAS-GENERAL FUND	94.30	2201	7/10/86	GASOLINE
7/17/86	TREAS-CENTRAL GARAGE FD	215.30	2202	7/17/86	TELEPHONE
7/22/86	ILL BELL TELEPHONE CO	265.98	2203	7/22/86	REGULAR SALARIES
7/23/86	TREAS-PAYROLL CLEARING	1,140.65	2204	7/23/86	TEMPORARY SALARIES
7/23/86	TREAS-PAYROLL CLEARING	140.00	2205	7/23/86	RETIRED EMPLOYEES
7/23/86	TREAS-IMRF	190.00	2206	7/23/86	IMPROVEMENTS
7/24/86	TREAS-PETTY CASH	14.20	2207	7/24/86	CONFERENCE AND OTHER TRAVEL
7/24/86	TREAS-PETTY CASH	17.97	2208	7/24/86	POSTAGE
7/24/86	TREAS-PETTY CASH	11.10	2209	7/24/86	MATERIALS TO MAINT BLDGS
7/24/86	TREAS-PETTY CASH	12.74	2210	7/24/86	MATERIALS TO MAINT AUTO EQUIP
7/24/86	TREAS-PETTY CASH	50.26	2211	7/24/86	TELEPHONE
7/24/86	TREAS-PETTY CASH	8.77	2212	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	267.66	2213	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	5.30	2214	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	21.00	2215	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	92.92	2216	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	38.00	2217	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	15.00	2218	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	143.21	2219	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	202.84	2220	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	3.64	2221	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	4.06	2222	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	137.80	2223	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	34.95	2224	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	130.00	2225	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	7.50	2226	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	31.94	2227	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	220.58	2228	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	99.76	2229	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	17.00	2230	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	4.25	2231	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	4.95	2232	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	13.75	2233	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	529.89	2234	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	618.68	2235	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	140.00	2236	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	74.86	2237	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	10.50	2238	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	294.00	2239	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	150.28	2240	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	64.10	2241	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	90.69	2242	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	62.84	2243	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	52.95	2244	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	98.50	2245	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	205.00	2246	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	395.00	2247	7/24/86	BOOKS RECORDS AND EXHIBITS
7/24/86	TREAS-PETTY CASH	57.00	2248	7/24/86	BOOKS RECORDS AND EXHIBITS

DATE OF RECEIPT	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
7/29/86	GAYLOR BOOKS	48.00	2474	7/30/86	OFFICE SUPPLIES
7/23/86	GREENAS BOOKS	60.00	2475	7/30/86	OTHER PROFESSIONAL SERVICES
7/23/86	HILDEF PUBLICATIONS	133.48	2487	7/30/86	AUDIO-VISUAL MATERIALS
7/23/86	HOME MAGAZINE PUBL CO	60.00	2492	7/30/86	BOOKS RECORDS AND EXHIBITS
7/10/86	ALL POWER CO	417.27	2503	7/30/86	BOOKS RECORDS AND EXHIBITS
7/29/86	INACOMP COMPUTER CENTER	840.27	2509	7/30/86	ELECTRICITY
7/28/86	INACOMP BOOK CO	37.50	2511	7/30/86	SMALL CAPITAL ITEMS
7/23/86	IL STATE LIBRARY ASSN	960.13	2518	7/30/86	AUDIO-VISUAL MATERIALS
7/15/86	INGRAMS VIDEO	334.48	2518	7/30/86	RENTAL TO MAINT OFFICE EQUIP
7/15/86	INGRAMS VIDEO	128.05	2520	7/30/86	OFFICE SUPPLIES
7/23/86	INTERCULTURAL PRESS, INC.	189.00	2520	7/30/86	BOOKS RECORDS AND EXHIBITS
7/16/86	IL STATE HISTORICAL SOCIETY	210.59	2521	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	JAN SAN SUPPLY CO	20.70	2521	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	JAN KOSK SAGNS	142.36	2525	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	KALBACH VIDEO	142.36	2525	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	LIBRARY'S VIDEO SERVICE	201.84	2529	7/30/86	SERV TO MAINT AUTO EQUIPMENT
7/28/86	LAWYERS CO-OPERATIVE PUBL	142.36	2537	7/30/86	AUDIO-VISUAL MATERIALS
7/30/86	MEDICINE FIRE	201.84	2546	7/30/86	AUDIO-VISUAL MATERIALS
7/16/86	MEGORD FIRE	161.84	2546	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	MOVIES UNLIMITED	27.50	2559	7/30/86	OTHER PROFESSIONAL SERVICES
7/15/86	MACON ST MICROFILM CO	15.00	2581	7/30/86	SERV TO MAINT AUTO EQUIPMENT
7/15/86	MACON ST MICROFILM CO	60.83	2582	7/30/86	AUDIO-VISUAL MATERIALS
7/29/86	MARSCOT FREE FROM SALES	60.83	2583	7/30/86	OFFICE SUPPLIES
7/29/86	MARSCOT FREE FROM SALES	111.50	2584	7/30/86	AUDIO-VISUAL MATERIALS
7/15/86	NATL GEOGRAPHIC SOCIETY	31.00	2587	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	NATL GEOGRAPHIC SOCIETY	22.00	2588	7/30/86	BOOKS RECORDS AND EXHIBITS
7/28/86	UTIS ELEVATOR COMPANY	26.30	2597	7/30/86	BOOKS RECORDS AND EXHIBITS
7/28/86	UTIS ELEVATOR COMPANY	10.95	2598	7/30/86	BOOKS RECORDS AND EXHIBITS
7/29/86	UDYSLER	25.00	2599	7/30/86	BOOKS RECORDS AND EXHIBITS
7/30/86	POSTMASTER	780.43	2602	7/30/86	SERV TO MAINT BLDGS AND EXHIBITS
7/15/86	PRINTING EQUIPMENT & PRODUCTS	36.40	2602	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	PBS VIDEO	11.15	2615	7/30/86	POSTAGE SUPPLIES
7/15/86	RADIO SHACK	256.50	2615	7/30/86	AUDIO-VISUAL MATERIALS
7/16/86	ROBERT BARCLAY, INC.	41.50	2627	7/30/86	AUDIO-VISUAL MATERIALS
7/16/86	ROBERT BARCLAY, INC.	63.20	2633	7/30/86	MATERIALS TO MAINT BLDGS
7/15/86	REGENT BOOK CO	27.06	2633	7/30/86	MATERIALS TO MAINT AUTO EQUIP
7/23/86	KAINTEE PUBLISHERS	59.82	2638	7/30/86	BOOKS RECORDS AND EXHIBITS
7/23/86	ROLLING PRAIRIE LIBRARIES	756.02	2640	7/30/86	BOOKS RECORDS AND EXHIBITS
7/16/86	SATILEY, S, INC.	8.00	2641	7/30/86	AUDIO-VISUAL MATERIALS
7/29/86	SEARS, ROEBUCK AND COMPANY	422.06	2641	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	SUPPL. OF DOCUMENTS	171.73	2648	7/30/86	OFFICE SUPPLIES
7/15/86	SANGAMON STATE UNIVERSITY	18.94	2650	7/30/86	EMPLOYEE RECOGNITION SUPPLIES
7/17/86	SCHERTEL COMMUNICATIONS	33.00	2655	7/30/86	MATERIALS TO MAINT BLDGS
7/17/86	SCHERTEL COMMUNICATIONS	40.00	2672	7/30/86	BOOKS RECORDS AND EXHIBITS
7/16/86	SATURDAY REVIEW	45.00	2674	7/30/86	AUDIO-VISUAL MATERIALS
7/16/86	SAURDAY REVIEW	14.97	2678	7/30/86	SMALL CAPITAL ITEMS
7/16/86	SLAYER READING MIX	50.00	2678	7/30/86	BOOKS RECORDS AND EXHIBITS
7/15/86	LEADIMIR KABLAN	16.00	2708	7/30/86	BOOKS RECORDS AND EXHIBITS
7/29/86	MATTIS	17.80	2709	7/30/86	BOOKS RECORDS AND EXHIBITS
7/16/86	WASTE HAULING	157.80	2711	7/30/86	AUDIO-VISUAL MATERIALS
7/23/86	WEST PUBLISHING COMPANY	20.00	2712	7/30/86	OFFICE SUPPLIES
7/29/86	MEL RABBIT	16.50	2720	7/30/86	SERV TO MAINT IMPROVEMENTS
7/16/86	MEL RABBIT	15.00	2721	7/30/86	AUDIO-VISUAL MATERIALS
7/16/86	WESTERN WATERPROOFING CO., INC	6,100.00	2721	7/30/86	SERV TO MAINT BLDGS
7/16/86	WESTERN WATERPROOFING CO., INC	1,1763.00	2721	7/30/86	MATERIALS TO MAINT BLDGS
7/16/86	WORLD DISNEY MEDIA CD	24.95	2723	7/30/86	AUDIO-VISUAL MATERIALS
7/16/86	WORLD PRESS REVIEW	24.95	2723	7/30/86	BOOKS RECORDS AND EXHIBITS
7/16/86	XEROX	4.41	2726	7/30/86	RENTAL-EQUIPMENT

TOTAL 150,064.71

LINE	DATE OF REQUEST	VENDOR	FOR PERIOD ENDING	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
1	7/29/86	BAKER & TAYLOR CO	7/30/86	143.77	2358	7/30/86	EXPENDITURES
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TOTAL 143.77

paid for, providing he claims such rights at time of payment if payment is made within thirty days.

Section 5. Cancellation of fines and charges

- (a) The City Librarian may, at his discretion, cancel fines and other delinquent charges for minors who are resident in Cantrell Hall, Webster Hall or other similar institution or foster home, providing the delinquency occurred prior to the establishment of residence of said minor in such institution or foster home.
- (b) Fines and charges for materials lost or damaged as a result of floods or tornadoes shall be cancelled.
- (c) The City Librarian may, at his discretion, cancel fines and charges for materials declared delinquent by the Library but which are claimed by the borrower to have been returned, providing such claims are not made on more than three occasions and are not made for more than a total of six items.
- (d) The City Librarian may, at his discretion, cancel charges for materials charged to a patron but which the patron claims never to have borrowed and where data is not available to substantiate or deny the claim.
- (e) The City Librarian may, at his discretion, cancel charges for phonodiscs returned damaged but which the patron claims were damaged prior to his borrowing them, provided such claims are not made more than three times and are not made for more than a total of three items.
- (f) In special circumstances, the City Librarian at his discretion, may cancel fines and charges for materials returned late in an amount not to exceed \$15.00.

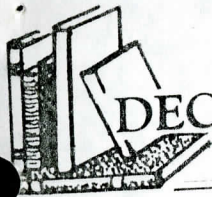
Section 6. Collection of delinquent accounts

- (a) The City Librarian is authorized to institute civil court proceedings against patrons with delinquent accounts.
- (b) The City Librarian may contract with the Credit Bureau of Decatur for the collection of delinquent fees and other charges.
 - (i) After an account has been turned over to the Credit Bureau, materials charged to that account may be returned for a credit providing such a credit does not result in the Library incurring a net out-of-pocket expenditure as a result of its contract with the Credit Bureau.

E. Restrictions on delinquent patrons

Section 1. Patrons who have accumulated outstanding fines or other charges in excess of \$1.00 may not borrow more materials until the outstanding charges have been cleared.

Section 2. Patrons who have overdue more than one (1) item may not borrow more material from the Library until the overdue items have been returned or paid for.



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



August 22, 1986

Illinois State Library
Library Development Group
Centennial Building - Room 288
Springfield, Illinois 62756

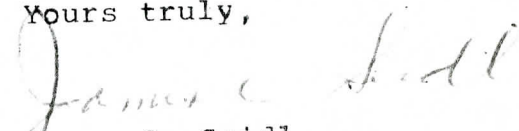
RE: STATE GRANTS

Gentlemen:

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

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

Yours truly,


James C. Seidl
Assistant City Librarian

JCS/hs

Enclosures: as stated

JIM EDGAR
SECRETARY OF STATE AND STATE LIBRARIAN
ILLINOIS STATE LIBRARY

APPLICATION FOR GRANTS AVAILABLE TO ILLINOIS PUBLIC LIBRARIES

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

1. Name of applying library Decatur Public Library
2. Address 247 East North Street Decatur Macon 62523
Street or Box # City County Zip
3. Name of corporate authority that levies the tax supporting the applying library _____
City of Decatur
4. Type of library applying (check one): City County _____ Town _____ District _____
Village _____ Township _____ Park _____ Other _____
(specify)
5. Date established 1876
6. *Latest U.S. Census Figure 93,939
for Population Served
7. Library System name Rolling Prairie Libraries
8. Dates for Library's Fiscal Year May 1 to April 30
9. Federal Employer's Identification Number (FEIN #) 37-6001308
10. Illinois Legislative District/s (state senator) 51
11. Illinois Representative District/s 101
12. United States Congressional District/s 20
13. Name of person preparing this report James C. Seidl
(217) 428-6617
(telephone number)

*SEE LAST PARAGRAPH OF APPENDIX-I.

14. Calculation of Equalization Aid Grant.

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

- a. Value of all taxable property within the library's service area as of January 1, 1985. (the assessed valuation against which tax revenue was most recently levied) and as equalized and assessed by the Department of Revenue, Property Tax Administration Bureau. \$ 448,591,312
- b. Said valuation multiplied by 0.0013 yields. \$ 583,169
- c. Levy at 0.13% divided by population served yields per capita of. \$ 6.21
- d. Population served multiplied by \$4.25 equals \$ _____
- e. Enter valuation multiplied by 0.0013 obtained in step (b). \$ _____
- f. Subtract (e) from (d) equals amount of equalization aid. \$ _____

15. Calculation of Per Capita Grant.

Population served 93,939

Attach the enclosed statement for notarization from your county clerk certifying the tax rate levied for library purposes on the equalized assessed valuation of all taxable property within your library service area as of January 1, 1985 (the assessed valuation against which tax revenue was most recently levied).

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

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

Attach the completed summary prepared by your librarian and officially approved by the library board indicating how your library is either meeting or showing progress toward meeting the Illinois library standard, "Avenues to Excellence," established by the Illinois Library Association.

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

17. LIBRARY NAME Decatur Public Library

Complete the following SUMMARY based upon the Library Board's annual review (October 1985 - September 1986) of the standards document, AVENUES TO EXCELLENCE.

AVENUES TO EXCELLENCE SUMMARY

	A	B	C	Do not meet minimum standards
I. Structure and Governance	x	/////	/////	
II. Finances	x	/////	/////	
III. Administration				x
IV. Community & Interagency Cooperation	x	/////	/////	
V. Public Relations				x
VI. Accessibility		x		
VII. Users & Usage			x	
VIII. Services				x
IX. Personnel	x	/////	/////	
X. Materials		x		
XI. Physical Facilities	x			
XII. System and ILLINET Membership Responsibilities	x	/////	/////	

18. The results of completing the six (6) output measures required for FY-87 funding are:

MEASURE	PERCENTAGE RESULT	DATE COMPLETED
1. Circulation Per Capita	7.73	5/1/86
2. In-Library Materials Use Per Capita	2.98	4/19/86
3. Library Visits Per Capita	4.24	5/1/86
4. Program Attendance Per Capita	.11	5/1/86
5. Reference Transactions Per Capita	.16	4/19/86
6. Turnover Rate	3.31	5/1/86

19a. The Decatur Public Library Library Board and Staff used **AVENUES TO EXCELLENCE** in the following way/s this last year. Please describe:

1. To promote and expand continuing educational opportunities and staff in-service training.
2. To develop public awareness of the importance of reading.
3. To increase staff training.
4. To increase Decatur government's awareness of library programs, materials, and services.

19b. In order to meet standards in **AVENUES TO EXCELLENCE**, we plan to use FY-87 grant monies in the following way/s:

To employ two professional staff members: (1) Person responsible for coordinating library public relations programs *Public relations standard. (2) Assistant Home Reading department head to work on collection development *Materials and personnel standards.

To acquire books with the goal of advancing toward minimum standards.
*Materials standard requiring a minimum of 295,000 volumes.

To conduct a citizens' survey determining how the community perceives the library and its services *User and usage standard.

To provide programming for patrons of all ages on topics of local, civic, cultural and educational importance*.

*As prescribed in Avenues to Excellence.

If more space is needed, _____ check here and continue the information on an attached sheet.

REPORT OF THE USE OF LAST YEAR'S PER CAPITA GRANT

20. If a Per Capita Grant was received last year, describe the use of the grant monies and the progress that was made toward meeting the Illinois Public Library Standards adopted by the Illinois Library Association, **AVENUES TO EXCELLENCE.**

Per Capita Grant monies were spent on:

1. Purchase of books resulting in a 3.4% collection growth (6,740 items)
Titles increased 3% (3,100 items). Materials purchased by patron category:

<u>Titles</u>	<u>N.F.</u>	<u>Fic</u>	<u>Total</u>
Adult	1,413	137	1,550
YA	68	47	115
Juvenile	228	204	432
Reference	134	0	134
Total	<u>1,943</u>	<u>388</u>	<u>2,231</u>
<u>Volumes</u>			
Adult	2,416	505	2,921
YA	126	153	279
Juvenile	685	1,081	1,766
Reference	134	0	134
Total	<u>3,361</u>	<u>1,739</u>	<u>5,100</u>

(Continued next page.)

21. Expenditure of FY-86 Per Capita Grant monies:

<u>Item or Service</u>	<u>Amount/Cost</u>	<u>Date of Expenditure</u>
<u>Books</u>	<u>\$ 52,534.70</u>	<u>9/85 - 1/86</u>
<u>IBM-AT Personal Computer</u>	<u>\$ 6,800.00</u>	<u>4/86</u>
<u>VCR Camera and recorder</u>	<u>\$ 1,825.00</u>	<u>4/86</u>
<u>Importance of Reading PR program</u>	<u>\$ 1,700.00</u>	<u>3 & 4/86</u>
<u>VCR Cassettes</u>	<u>\$ 31,232.06</u>	<u>5/85 - 4/86</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>_____</u>	<u>\$ _____</u>	<u>_____</u>
<u>* TOTAL</u>	<u>\$ 94,091.76</u>	<u>_____</u>

If more space is needed, _____ check here and continue the information on an attached sheet.

* Total must equal FY-86 per capita grant.

20. (Continued)

2. A microcomputer, peripherals, and software were acquired to maintain collection strengths and circulation records. Circulation records for the past three years have been entered. Circulation trends will be compared with collection strengths and acquisitions to aid in collection development.
3. A videocassette camera and recorder were purchased to record Decatur events, buildings, neighborhoods, and people. This visual and audio system will provide future generations with an expanded view of local history.
4. A two-month public relations campaign was run during March and April, 1986, promoting the importance of reading. Mr. Jim Trelease spoke to 250 people about the need for parents to read to their children. Richard Peck spoke about his Decatur roots and the importance of reading. Local schools, media, libraries, and businesses participated in the programs.
5. The per capita grant made possible the purchase of 644 videocassette tapes (623 titles). Emphasis has been on adding non-fiction tapes to provide a source of continuing education for Decatur citizens to use in their own homes.

REPORT OF THE USE OF LAST YEAR'S EQUALIZATION AID

22. If an Equalization Grant was received last year, describe the use of the grant monies and the impact of the grant on public library services in your community.

23. Expenditure of FY-86 Equalization Grant monies:

Item or Service	Amount/Cost	Date of Expenditures
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
	* TOTAL	
	\$ _____	

If more space is needed, _____ check here and continue the information on an attached sheet.

* Total must equal FY-86 equalization grant.

APPLICANT STATEMENT

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

Date August 21, 1986

Signature Marshall A. Ansel
President, Board of Directors/Trustees

Attest Janna L. Gorsky
Secretary, Board of Directors/Trustees
James E. Seidl
Librarian

* Prepare four (4) copies of application and all supporting documents. Retain one (1) copy for your files, send one (1) copy to the library system of which you are a member, and submit two (2) copies postmarked no later than October 1, 1986 to:

Illinois State Library
Library Development Group
Centennial Building - Room 288
Springfield, Illinois 62756
RE: STATE GRANTS

You are encouraged to send your application to the system to be checked for information and documentation.

* Extra application forms and information about the grant program have been distributed to all library systems.

ILLINOIS STATE LIBRARY

SUBMIT WITH APPLICATION FOR EQUALIZATION AID AND/OR PER CAPITA GRANT

I, William M. Tangney, County Clerk of the County of Macon in the State of Illinois, and keeper of the records and files of said county, do hereby certify that the assessed value of all property as equalized by the Department of Revenue, Property Tax Administration Bureau for the Year 1985 in _____ is _____ (library corporate entity)

Real Estate	\$ <u>445,667,161</u>
Pollution Control	\$ <u>-0-</u>
Railroad Property	\$ <u>2,924,151</u>
TOTAL	\$ <u>448,591,312</u>

All of which appears from the records and files in my office.

The Decatur Public library tax rate is .3121.

IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND FIXED THE SEAL OF THE COUNTY OF Macon, AT MY OFFICE, IN THE CITY OF Decatur, IN SAID COUNTY, THIS 25th DAY OF July, A.D. 1986

(County Seal)

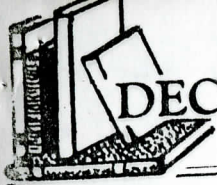
William M. Tangney
County Clerk

Subscribed and sworn before me this 25th day of July, 1986

Jane Lewis
Notary Public

(Notary Seal)

My Commission Expires 10-26-88



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



July 28, 1986

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

Dear Mr. Allen:

The Library is preparing its application for the Illinois Public Library Per Capita Grant. As a condition for eligibility for the grant, it is required that a public library apply to the municipal authority for participation in federal revenue sharing funds.

The Library's per capita grant is expected during this year to be approximately \$93,939. These funds will be used for material acquisition and staffing two professional positions. It is our request that a similar amount, if possible, or any amount that can be allowed be allotted to the Public Library, also to be used for acquisition as the Library seeks to improve its collections and work toward meeting the standards established by the State Library and the Illinois Library Association for collections size.

Sincerely,

Marshall Susler, President
Library Board of Directors

MS/hs



CITY OF DECATUR · ILLINOIS

#1 CIVIC CENTER PLAZA

DECATUR, ILLINOIS 62523

July 29, 1986

Mr. Marshall Susler, President
Library Board of Directors
Decatur Public Library
247 East North Street
Decatur, IL 62523

Dear Mr. Susler:

I received your letter regarding the availability of Federal Revenue Sharing for the Decatur Public Library.

For fiscal year 1986/87, the City Council has allocated to the Police Department the sum that the City expects to receive from Federal Revenue Sharing.

I wish you much success with your application to the State for a per capita grant.

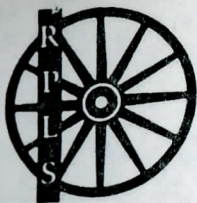
Very truly yours,

CITY OF DECATUR

Leslie T. Allen,
City Manager

LTA:cfh

DECATUR
PUBLIC LIBRARY
JUL 30 1986
DECATUR, IL



ROLLING PRAIRIE LIBRARY SYSTEM

345 West Eldorado Street Decatur, Illinois 62522

Memorandum 86 - 33

TO: Public Librarians
FROM: Sandy Hames *SH*
DATE: August 4, 1986
RE: Literacy Grant Update

Rolling Prairie Library System (RPLS) has been the recipient and coordinator of the Adult New Readers and the Library literacy grant. The first year grant funding of \$50,000 was for January 1, 1986, through June 30, 1986.

RPLS has also been awarded a second literacy grant of \$75,000 for July 1, 1986, through June 30, 1987. The current literacy project will begin operation August 1, 1986. Attached you will find an abstract of the grant proposal. The final report from the previous 6 months literacy grant will be sent to you at a later date.

Included in this packet is a copy of the proposed literacy materials to be purchased. Please complete the literacy material approval form and return to me.

You will also find a listing of all the Local Literacy Coordinators included in the grant. Please send me as soon as possible a Board Resolution authorizing the hiring of the appropriate Local Literacy Coordinator for your library.

If you have further questions or comments, please contact me at RPLS. The phone number is 1-800-252-1570.

Project ABSTRACT: Provide a brief, clear and concise description of the overall purpose and goal of the project. Target numbers of volunteers and students to be involved must be included.

This project will provide for the continued funding of the Rolling Prairie Library System Literacy Coordinator and 10 Local Literacy Coordinators hired in the previous grant. The System Literacy Coordinator will continue to direct the Local Literacy Coordinators in the development of literacy programs in their respective areas.

The major emphasis of the grant will be the recruitment and training of 100 additional volunteers and students. Thus the total number served by this grant would be 250 students and 300 volunteers. The additional recruitment of volunteers and students will be accomplished through the efforts of the public relations campaign.

In the previous grant, a major new adult reading collection was acquired and distributed to participating public libraries in Richland Community College District and in Lincoln, Illinois. This grant project will expand and enhance these already existing New Adult Reading collections.

I approve of the purchase of the enclosed list of "New Adult Reading Materials", as part of the "New Adult Readers and Library" Literacy Grant. And upon receipt of such materials will add them to the Library's collection.

James C. Seidl
Librarian

Deatur Public Library
Library

Literacy Material List:

<u>Level</u>	<u>Title</u>	<u>Amount</u>	<u>Cost</u>	<u>Total</u>
Globe				
3	Stories of Surprise and Wonder 1-5	(4)	\$4.47	\$ 17.88
4	Beyond Time and Space 1-5	(4)	\$4.47	17.88
3	Weird and Mysterious 1-5	(4)	\$5.19	20.76
5	Something True-Something, Else 1-5	(4)	\$5.31	21.24
4	Real Stories A 1-5	(4)	\$4.77	19.08
4	Real Stories B 1-5	(4)	\$4.77	19.08
5	Real Stories Book 1 1-5	(4)	\$4.26	17.04
			TOTAL	\$132.96
Steck Vaughn				
2	Reading 1200	(20)	\$2.79	\$ 55.80
3	Reading 1300	(20)	\$2.79	55.80
4	Reading 1700	(20)	\$2.79	55.80
2-3	Wonders of Science - Human Body	(10)	\$3.78	37.80
2-3	- Water Life	(10)	\$3.78	37.80
2-3	- Earth & Beyond	(10)	\$3.78	37.80
2-3	- Land Animals	(10)	\$3.78	37.80
2-3	- Matter, Motion & Machine	(10)	\$3.78	37.80
2-3	- Plant Life	(10)	\$3.78	37.80
			TOTAL	\$394.20
Richard Publishing Company				
2	Reading Power 1	(20)	\$5.95	\$ 119.00
3	Reading Power 2	(20)	\$5.95	\$ 119.00
4	Reading Power 3	(20)	\$5.95	\$ 119.00
			TOTAL	\$ 357.00
Project Read				
	Videos	(2)	\$250.00	\$ 500.00
			TOTAL	\$ 500.00
New Readers Press				
	Laubach Way to Reading			
1	Skill Book 1	(65)	\$2.75	\$178.75
1	Teacher's Manual 1	(10)	\$3.00	30.00
2	Skill Book 2	(65)	\$2.75	178.75
2	Teacher's manual 2	(10)	\$3.00	30.00
3	Skill Book 3	(65)	\$4.00	260.00
3	Teacher's Manual 3	(10)	\$4.65	46.50
3.3	Take care of Millie	(3)	\$2.25	6.75
2.9	Ben's Gift	(3)	\$2.00	6.00
3.1	A dream with storms	(3)	\$2.00	6.00
3.1	The other side of yellow	(3)	\$2.00	6.00
3.1	Just once	(3)	\$2.00	6.00
3.1	Lady in pink	(3)	\$2.25	6.75
3.0	Along the Gold Rush Trail	(3)	\$2.75	8.25

3.5	The Freedom Side	(3)	\$2.25	6.75
3.2	Last chance for freedom	(3)	\$2.75	8.25
	News for you - SUBSCRIPTION	(3)	\$7.50	22.50
4.2	Caring for a child	(3)	\$4.45	13.35
2.7	As a child grows	(3)	\$1.00	3.00
2.6	When a baby is new	(3)	\$1.25	3.75
1-2	The story of Jesus Part 1	(3)	\$2.25	6.75
1-2	The story of Jesus Part 2	(3)	\$2.25	6.75
1-2	The story of Jesus Part 3	(3)	\$2.25	6.75
2.5	Ten Psalms	(3)	\$1.25	3.75
			TOTAL	\$ 851.35

Jonestown Publishers

2	Murder by radio	(1)	\$4.80	\$ 4.80
2	The man who stopped time	(1)	\$4.80	4.80
2	The man with the scar	(1)	\$4.80	4.80
2	Dr. Valdez	(1)	\$4.80	4.80
2	The secret of Room 401	(1)	\$4.80	4.80
2	A city for ransom	(1)	\$4.80	4.80
3	Nightmare Snow	(1)	\$4.80	4.80
3	Peril on the road	(1)	\$4.80	4.80
3	Killer in a trance	(1)	\$4.80	4.80
5	Classics - Classroom Modules	(25)	\$65.00	1,625.00
4	Book 1 - Timed Readings	(10)	\$4.00	40.00
5	Book 2 - Timed Readings	(10)	\$4.00	40.00
			TOTAL	\$1,748.20

Scott Foresman

2	Peoples A	(2)	\$2.39	\$ 4.78
3	Peoples B	(2)	\$2.39	4.78
4	Peoples C	(2)	\$2.39	4.78
5	Peoples D	(2)	\$2.39	4.78
5	Peoples E	(2)	\$2.39	4.78
6	Peoples F	(2)	\$2.39	4.78
2	Messages A	(2)	\$2.39	4.78
3	Messages B	(2)	\$2.39	4.78
4	Messages C	(2)	\$2.39	4.78
5	Messages D	(2)	\$2.39	4.78
5	Messages E	(2)	\$2.39	4.78
6	Messages F	(2)	\$2.39	4.78
2	Culture A	(2)	\$2.39	4.78
3	Culture B	(2)	\$2.39	4.78
4	Culture C	(2)	\$2.39	4.78
5	Culture D	(2)	\$2.39	4.78
5	Culture E	(2)	\$2.39	4.78
6	Culture F	(2)	\$2.39	4.78
2	Coping A	(2)	\$2.39	4.78
3	Coping B	(2)	\$2.39	4.78
4	Coping C	(2)	\$2.39	4.78
5	Coping D	(2)	\$2.39	4.78
5	Coping E	(2)	\$2.39	4.78
6	Coping F	(2)	\$2.39	4.78
	Teacher Guide (Correctional)	(2)	\$2.39	4.78
			TOTAL	\$119.50

Fearon Education

0-4	The Lifeschool Program	(5 sets)	\$288.00	\$1,440.00
3	All in the Family Drama Scripts			
	Set of 40 books (5 each of 8 titles)	(2 sets)	\$ 69.00	\$ 138.00
1-3	Jim Hunter Books Class Set of			
	48 books (3 copies each of 16 titles)	(3 sets)	\$123.00	\$ 369.00
2-2.9	Laura Brewster Books Class set of			
	18 books (3 copies each of 6 titles)	(3 sets)	\$ 79.50	\$ 238.50
4.5-5	Fastback Secial Offer 192 books			
	(3 each of all 64 titles)	(3 sets)	\$198.00	\$ 594.00
3.5-4.5	Super Spector	(3 sets)	\$ 57.00	171.00
1.9-2.8	Spector	(3 sets)	\$ 72.00	216.00
2.0-2.9	Pacemaker Classics	(3 sets)	\$135.00	405.00
3.5-4	South City Cops	(3 sets)	\$ 79.50	238.50
2.0-3.6	Sportellers	(3 sets)	\$ 72.00	216.00
	IL Pocket American History	(3 sets)	\$ 60.00	180.00
	IL Pocket American Biography	(3 sets)	\$120.00	360.00
2.7	Job Tips	(2 sets)	\$ 33.00	66.00
2.5-3.0	Job Box	(2 sets)	\$ 82.50	165.00
3.5-5.0	Career Box	(2 sets)	\$ 82.50	165.00
			TOTAL	\$4,962.00

Contemporary

New Beginnings in Reading				
	Book 1	(65)	\$ 3.50	\$227.50
	Book 2	(65)	\$ 3.50	227.50
	Book 3	(65)	\$ 3.50	227.50
	Book 4	(65)	\$ 3.50	227.50
	Book 5	(65)	\$ 3.50	227.50
	Book 6	(65)	\$ 3.50	227.50
			TOTAL	\$1,365.00

Cambridge

2-3	Life of Lucy Fern, Part 1	(2)	\$ 1.95	\$ 3.90
2-3	Life of Lucy Fern, Part 2	(2)	\$ 1.95	3.90
2-3	Time for a Change	(2)	\$ 1.95	3.90
2-3	The Maine Forest	(2)	\$ 1.95	3.90
2-3	Art in Your Home Town	(2)	\$ 1.95	3.90
2-3	Trust	(2)	\$ 1.95	3.90
2-3	Decisions in Your Life	(2)	\$ 1.95	3.90
3-4	A Long Road	(2)	\$ 1.95	3.90
3-4	Memories of East Utica, Part 1	(2)	\$ 1.95	3.90
3-4	Memories of East Utica, Part 2	(2)	\$ 1.95	3.90
3-4	These Are Your Neighbors	(2)	\$ 1.95	3.90
3-4	One Summer	(2)	\$ 1.95	3.90
3-4	Choices in Your Life	(2)	\$ 1.95	3.90
3-4	What is a Crime?	(2)	\$ 1.95	3.90
3-4	Stories from the Old Testament	(2)	\$ 1.95	3.90
3-4	Jesus of Nazareth	(2)	\$ 1.95	3.90
3-4	A Light in the Dark	(2)	\$ 1.95	3.90
3-4	Sayings and Stories	(2)	\$ 1.95	3.90

3-4	Anthropology: the story of people	(2)	\$ 1.95	3.90
3-4	A trip through time	(2)	\$ 1.95	3.90
3-4	Some Artists: their Lives, Loves and Luch	(2)	\$ 1.95	3.90
3-4	People and their Religions, Part 1	(2)	\$ 1.95	3.90
3-4	People and their Religions, Part 2	(2)	\$ 1.95	3.90
3-4	User's Guide (for all books)	(2)	\$ 9.50	19.00
			TOTAL	\$108.70

Janus

2.5	Electing a President	(10)	\$ 3.50	\$ 35.00
2.5	It's our government	(10)	\$ 4.85	48.50
2.5	Government at Work	(10)	\$ 4.35	43.50
	Teachers guide for all	(30)	\$ 3.50	105.00
2.5	Caring for your car	(10)	\$ 3.30	33.00
2.5	Getting help	(10)	\$ 3.30	33.00
2.5	Need a doctor	(10)	\$ 3.30	33.00
2.5	Sharing an apartment	(10)	\$ 3.30	33.00
2.6	Reading and following directions	(10)	\$ 3.30	33.00
2.6	Reading a newspaper	(10)	\$ 3.30	33.00
2.6	Reading a schedule	(10)	\$ 3.30	33.00
2.6	Using the phone book	(10)	\$ 3.30	33.00
2.5	Using a want add	(10)	\$ 3.30	33.00
2.5	Help	(10)	\$ 3.30	33.00
2.5	Getting around town	(10)	\$ 3.30	33.00
2.5	Becoming a driver	(10)	\$ 3.30	33.00
2.5	Finding a good used car	(10)	\$ 3.30	33.00
4	Banking Language	(10)	\$ 2.95	29.50
4	Clothing Language	(10)	\$ 2.95	29.50
4	Credit Language	(10)	\$ 2.95	29.50
4	Driver Licence Language	(10)	\$ 2.95	29.50
4	Drugstore Language	(10)	\$ 2.95	29.50
4	Job Application Language	(10)	\$ 2.95	29.50
4	Medical Language	(10)	\$ 2.95	29.50
4	Restaurant Language	(10)	\$ 2.95	29.50
4	Supermarket Language	(10)	\$ 2.95	29.50
2	Store Classpak	(1)	\$62.75	62.75
2	Restaurant Classpak	(1)	\$62.75	62.75
2	Hospital Classpak	(1)	\$62.75	62.75
2.5	Job Interview Guide	(10)	\$ 3.40	34.00
2.5	Get Hired	(10)	\$ 3.40	34.00
2.5	Don't Get Fired	(10)	\$ 3.40	34.00
	Science Classet	(1)	\$135.00	135.00

TOTAL \$1,351.75

11,890.66

1,664.70

is GRAND TOTAL will be reduced
\$12,602.75 as of 6/18/86.

TOTAL MATERIAL ORDER

Plus 14% to allow for shipping and price increase

Coordinators and Libraries Involved in the Literacy Grant

Coordinator

Libraries

Ramona Henricks

*Hope Welty Township Library

Meda Dixon

*Assumption Public Library
Moweaqua Public Library

Mary Lou Lively

*Mt. Zion Public Library

Cerardo Valdes

*Lincoln Public Library

Joyce Griffith

*Forsyth Public Library
Maroa Township Library
Barclay Public Library of
Illini Township, Warrensburg

Kathy Witz

*Illioopolis Public Library

Jean Pistorius

*Blue Mound Memorial Library
South Macon Township Library
Stonington Township Library

Cookie Dierker

*Friends Creek Public Library
Village of Oreana Library

Ellen Spycher

*Decatur Public Library

Susan Cooper

*Vespasian Warner Public Library

*Board Resolution authorizing hiring or rehiring of the appropriate local Literacy Coordinator needed from those libraries so indicated.

Date August 21, 1986

Be it resolved that the Board of Trustees of the Decatur Public Library approve the appointment of Ellen Spycher as the Local Literacy Coordinator of the Decatur Public Library area and the New Adult Readers and the Library-Literacy Grant.

Janna Lutovsky
Secretary

Board Members

Vote

Sharon Alpi

yes

Reba Jackson

yes

Janna Lutovsky

yes JL

John Mueller

yes JM

Lucy Murphy

yes LM

Edith Rossiter

yes ER

Martin Seidman

yes MS

Mark Sorensen

yes MS

Marshall Susler

abstain