DECATUR PUBLIC LIBRARY
247 EAST NORTH STREET DECATUR, ILLINOIS 62523
ROBERT H. DUMAS, City Librarian

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 14, 1973

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING OCTOBER 12, 1973

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. PRINCE
MR. ROBINSON
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 14, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held December 14, 1973 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	None	William Ward (Decatur Herald)
Mr. Butler		Mr. Dumas
Mr. Farrell		Miss Schwegman
Mrs. Hedrick		
Mr. Holcomb		
Mr. Lindsay		
Mr. Prince		
Mr. Robinson		
Mr. Whitacre		

The meeting was called to order at 4:30 P.M. by Mr. Farrell.

The minutes of the regular board meeting of October 12, 1973 were approved.

In his statistical report to the Board, Mr. Dumas stated that generally circulation has been up for the last two months. October was up in all departments and in November it was down generally at main; however, the minimal loss at main was more than compensated by the growth in the Extension circulation. The service picture in the library, that is the amount of readers advisory work and reference questions, was generally up - in October up over 1800 and in November up almost 800 over those months of last year.

Adult Services is continuing with its film program, Mr. Dumas reported, and attendance is gradually increasing. This past week approximately 50 to 60 people were present at the showing, and seems to be catching on. During the first part of October we had an arts and crafts exhibit in the library. Miss Meyer did not consider the exhibit tremendously successful, but for the first time, it was worth doing and we had a lot of favorable comments. Miss Meyer thinks she will try such an exhibit again during National Library Week next year. The Children's Room held three open houses during October for librarians and teachers in the area in order for Mrs. Preslan to get acquainted with them, and to know their needs, wants, and desires. Mrs. Preslan has also initiated a Toddler's Film Festival during the last part of October and the first part of November. There were 118 children in attendance. We have also had a "Saturday Afternoon at the Movies" which is for elementary age children, and in addition a whopping Halloween party and magic show which broke all attendance records, with 250 little ones attending. During Children's Book Week a Brownie troop presented a play called "The Bookworm" in the auditorium, which was well received.

The Extension Division has been showing marked increases in circulation since Mr. Yamashita came. He has arranged for the bookmobile schedule to be announced daily over local radio and television stations in order to help people know where the bookmobiles are located. Mr. Yamashita has also set up a deposit station in the Concord Apartments for the elderly and is also considering such a station at the Hartford Apartments. If it can be managed economically, a station at the county jail is also being considered. Some equipment has been donated to the library by local industry such as film strips, projectors, and some amplifiers and speakers for outside the bookmobiles in order to play music to announce our arrival and location. Mr. Dumas further reported that Technical Services is keeping up its record production rates. In October 1450 new books were added and in November 1396. Therefore, we are continuing to make inroads in our arrearages in this department.

As Chairman of the Properties and Finance Committee, Mr. Whitacre moved that, in order to ameliorate financial problems in fiscal 1974-1975, the central library be closed on Wednesday and Friday evenings beginning in January, 1974. Mrs. Brandt seconded the motion. A discussion followed as some members suggested closing mornings instead of evenings, or perhaps closing an hour early each night, and some members being averse to closing at all if it is not absolutely necessary. It was Mr. Dumas' contention that the library must cut back on spending a little now so we won't have to cut back a lot later as the library could be in serious financial straits next year caused by the lowered tax levy figure passed by the City Council in August of this year. Mr. Farrell interposed that the tax levy figure passed by the Council was based on the budget amount submitted by the board last year, which was too low. Mr. Dumas stated that cutting library hours six hours a week would produce a saving of $10,000 to $12,000 this year in payroll and overhead expenses. He further stated that he has been cutting back staff by not rehiring when vacancies occur. However, it was felt by the board generally that more hard facts regarding actual savings would be helpful. Therefore, Mr. Farrell asked Mr. Dumas to present these facts at the next meeting of the board. Pending this, Mr. Whitacre withdrew his motion regarding the evening closings of the library.

Mr. Whitacre gave an information report on the summary of income and expenditures through October 31, 1973 and bills approved through October 31, 1973. The motion for approval of the report by Mr. Whitacre was seconded by Mr. Prince and was unanimously approved by a roll-call vote. Mr. Whitacre further moved that the bills and financial report for the month ending November 30, 1973, be approved. Mrs. Brandt seconded the motion and it was unanimously approved by a roll-call vote.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt moved that the library be closed on Monday, December 24, 1973, and that, in the spirit of the season, the Librarian extend to the staff the very best wishes of the Library Board of Directors. Mr. Lindsay seconded the motion and it was approved.

Mr. Farrell asked Mr. Prince what he had found regarding the insurance coverage of the library. Mr. Prince stated that he had talked to Irish-Behnke at length and believed the library to be adequately covered. Mr. Prince further stated that he had reported his findings to the City Librarian for the record.

Mr. Holcomb reported on his trip to the Niles, Illinois Public Library where a demonstration of a computerized circulation system was given. Mr. Holcomb stated that he was tremendously impressed by the new system, and added that conversion to the system would involve minimal costs. It was suggested by Mr. Farrell that it would be a good idea to see a system actually installed and used for a couple of years in a library before proceeding further.

It was remarked by Mr. Whitacre that he objected to some of the propaganda-type literature being forwarded by the Illinois Library Association regarding the "Freedom to Read" program.

Mr. Farrell suggested that work be begun on the library budget as soon as possible, so that there would be no last minute problems.

The meeting was adjourned at 5:45 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

December, 1973

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1973 -	17,296	1,844	7,231	26,371	300,619
1972 -	18,626	2,118	6,723	27,468	297,015

REGISTRATION

Resident	29,253	Non-Resident	943	
Added	335	Added	37	
	29,588		980	
Withdrawn	234	Withdrawn	1	
	29,354		979	30,333

TECHNICAL PROCESSING

Cataloging

New books added	936
New titles added	561
Books withdrawn	296
Books mended	582

Acquisitions

Books checked in	648
Pamphlets checked in	230
Microfilm reels	7
Microfiche sheets	231
Filmstrips	52
Gifts	63

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Aporoved for the Period Ending December 31, 1973

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
35478	Chan Glosser, Postmaster	November Postage - Meter	$ 12.40
35479	Treasurer, City of Decatur % Payroll Fund	November Service Recognition	35.00
35480	Chan Glosser, Postmaster	Bulk Mailing Permit	30.00
35481	International Harvester	Bookmobile Parts & Repair	58.13
35482	Educational Services	Books	12.95
35483	Insurance License Bureau	Books	12.00
35484	Library Bureau	Office Supplies	26.20
35485	Stavron Educational Press	Books	7.95
35486	Twin Oaks Community	Books	2.95
35487	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/5/73	543.15
35488	Education Service	Books	15.84
35489	National Fire Protection Assoc.	Books	15.80
35490	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	578.37
35491	Murphey, Jenne & Jones	Auditing Expense	600.00
35492	Illinois Power Co.	Gas & Electrical Service	714.82
35493	Treasurer, City of Decatur % Payroll Fund	Period End ng 12/12/73	13,438.93
35494	Charles Bates	Travel Reimbursement	34.10
35495	Apple Tree Press	Books	5.00
35496	Secretary of State	License Plate Renewals	25.00
35497	Longman Inc.	Books	3.00
35498	Treasurer, City of Decatur % General Operating Fund	December Data Services	2,916.66
35499	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/19/73	526.42
35500	Stavron Educational Press	Postage on Books	.32
35501	Illinois Library Association	Membership Fee	116.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35502	Treasurer, City of Decatur % DPL Bond & Interest Fund	Due Other Funds	$ 7,341.85
35503	Millikin National Bank	Bond & Interest Expense DPL BOND & INTEREST FUND	66,660.00
35504	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books) 8.33	124.24
35505	Treasurer, City of Decatur % 1969 Street Improvement Bond Fund	Sale of Investment	2,485.22
35506	Millikin National Bank	Investment Purchase DPL BOND & INTEREST FUND	858.09
35507	Millikin National Bank	Investment Purchase DECATUR PUBLIC LIBRARY TRUST FUND	886.23
35508	VOID		
35509	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/26/73	12,905.46
35510	Decatur Window Cleaning Co.	November Janitorial Service	1,488.38
35511	National Fire Sprinkler Corp.	Sprinkler Equipment Inspection	31.81
35512	Otis Elevator Co.	Elevator Maintenance	133.56
35513	Dash Disposal	December Service	10.00
35514	Eichenauer Electric Service	Electrical Service (Bookmobiles)	64.10
35515	Illini Office Equipment Co.	Typewriter Repair	21.75
35516	Weidenbacher Olds, Inc.	Automotive Parts & Service	54.75
35517	Industrial Appraisal Co.	Revaluation Service Fee	62.37
35518	Illinois Bell Telephone Co.	Long Distance Calls & Service	418.75
35519	Downtown Decatur Council, Inc.	December Parking	180.00
35520	Black & Company	Paint Supplies, Tools etc.	61.14
35521	VOID		
35522	Day's Paint Store	Paint & Supplies	124.44
35523	The Englewood Companies	Ballasts	127.38
35524	General Electric Supply Co.	Ballasts	222.84
35525	Reading Door Closer Corp.	Door Closure	25.22
35526	Dick Blick	Office Supplies	68.94
35527	Bro-Dart, Inc.	Office Supplies	112.26
35528	Gaylord Bros., Inc.	Office Supplies	15.75

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35529	Paxton's Service Press	Rubber Stamps	$ 7.50
35530	Rebco Audio Visual Co.	Office Supplies	3.55
35531	Striglos Office Equipment	Typewriter Ribbons	6.50
35532	Widmer, Inc.	Office Supplies	10.00
35533	Allied Office Service	Office Supplies & Equipment	114.90
35534	American Book Prices Current	Books	40.98
35535	The Baker & Taylor Co.	Books	3,393.07
35536	Black Orpheus Press, Inc.	Books	36.35
35537	R. R. Bowker Co.	Books	225.05
35538	Bro-Dart, Inc.	Books	66.73
35539	Chicago Tribune	Subscription Renewal	46.00
35540	Denver Post	Subscription Renewal	51.00
35541	Documents Index	Subscription Renewal	75.00
35542	Dodd, Mead & Co.	Books	36.82
35543	Doubleday & Company	Books	303.87
35544	Ford's International Cruise Guide	Books	7.11
35545	George Peabody College	Books	3.00
35546	Harper & Row Publishers, Inc.	Books	11.90
35547	Hearst Books	Books	25.93
35548	Hippocrene Books, Inc.	Books	11.36
35549	Legislative Reference Bureau	Subscription	20.00
35550	Library of Congress	Subscriptions	925.00
35551	MAD	New Subscription	14.00
35552	Midwest Library Service	Books	381.44
35553	Minkus Publications, Inc.	Books	11.64
35554	Mitchell Manuals, Inc.	Books	18.72
35555	Modern Handcraft, Inc.	Subscriptions	4.25
35556	National Directory Service, Inc.	Books	5.41
35557	National Journal	Subscription Renewal	200.00
35558	The News Gazette	Subscription Renewal	24.00
35559	J. Philip O'Hara	Books	12.28

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35560	Our Sunday Visitor, Inc.	Books	$ 4.30
35561	Peoria Journal Star	Subscription Renewal	46.80
35562	Regent Book Company, Inc.	Books	25.78
35563	State Capital Information Service	Subscription Renewal	250.00
35564	Vintage	Subscription Renewal	12.00
35565	West Publishing Co.	Books	38.00
35566	James T. White & Co.	Books	59.90
35567	Xerox University Microfilms	Books	13.02
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 120,757.88

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	192,900.00	0.00	193,025.49	125.49-	
1	TAX LEVY RECEIPTS-CURRENT	445,000.00	20,292.23	405,844.64	39,155.36	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	790.83	9,665.08	6,334.92	
4	NON-RESIDENT FEES	170.00	34.00	221.00	51.00-	
5	INTEREST ON INVESTMENTS	15,000.00	639.76	10,573.98	4,426.02	
7	LOST & DAMAGED BOOKS	900.00	32.50	486.91	413.09	
8	PRINTS MADE ON COPY MACHINE	360.00	34.45	214.22	145.78	
10	MISCELLANEOUS	312.00	546.65	1,657.43	1,345.43-	
	TOTAL REVENUE	675,642.00	22,370.42	621,688.75	53,953.25	92.01

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	390,671.00	0.00	25,675.64	241,097.50	149,573.50	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,266.67	30,743.52	18,608.48	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	578.37	4,811.89	3,288.11	
109	TEMPORARY SALARIES	24,630.00	0.00	1,738.32	17,492.89	7,137.11	
201	ADVERTISING	200.00	0.00	0.00	64.63	135.37	
202	PRINTING & BINDING	2,000.00	0.00	0.00	1,137.40	862.60	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	1,653.75	13,739.05	10,760.95	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	34.00	269.93	230.07	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	21.75	747.44	422.56	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	142.19	680.22	19.78	
221	AUDITING SERVICES	600.00	0.00	600.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	570.00	0.00	62.37	539.87	30.13	
230	DATA SERVICES	45,000.00	0.00	2,916.66	23,333.32	21,666.68	
231	ELECTRICITY	15,500.00	0.00	714.82	9,340.15	6,159.85	
233	TELEPHONE	5,500.00	0.00	418.75	3,460.96	2,039.04	
234	WATER	300.00	0.00	0.00	90.42	209.58	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	51.85	930.20	558.80	
245	POSTAGE	2,600.00	0.00	49.80	1,343.98	1,256.02	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	116.00	211.00	597.00	
288	RENTALS	3,531.00	0.00	180.00	2,081.97	1,449.03	
310	GAS OIL & ANTIFREEZE	350.00	0.00	18.30	95.46	254.54	
312	JANITORIAL SUPPLIES	400.00	0.00	0.00	255.05	144.95	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	5,000.00	0.00	586.30	2,099.51	2,900.49	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	41.61	318.58	68.58-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	2.08	2.92	
345	OFFICE SUPPLIES	10,603.00	0.00	228.76	3,408.76	7,194.24	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	35.00	540.00	215.00	
423	INSURANCE	5,743.00	0.00	0.00	4,462.00	1,281.00	
	TOTAL OPERATING EXPENDITURES	600,977.00	0.00	39,130.91	363,897.78	237,079.22	60.55
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	85.00	85.00	9,115.00	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525	LIBRARY BOOKS RECORDS & EXHIBITS	75,000.00	0.00	6,560.75	47,163.16	27,836.84	
	TOTAL CAPITAL OUTLAY	84,200.00	0.00	6,645.75	47,248.16	36,951.84	56.11
	TOTAL EXPENDITURES	685,177.00	0.00	45,776.66	411,145.94	274,031.06	60.01
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,266.67	30,743.52	18,608.48	62.29
	GRAND TOTAL	635,825.00	0.00	42,509.99	380,402.42	255,422.58	59.83

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	600.00	0.00	0.00	600.00	
1	TAX LEVY RECEIPTS-CURRENT	83,320.00	3,755.78	75,115.57	8,204.43	
56A	INTEREST ON INVESTMENTS	600.00	1,777.37	1,777.37	1,177.37-	
	TOTAL REVENUE	84,520.00	5,533.15	76,892.94	7,627.06	90.98

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	0.00	0.00		56.70	56.70-	
410	PRINCIPAL & INTEREST	83,320.00	0.00	66,660.00	83,320.00	0	100%
	TOTAL EXPENDITURES	83,320.00	0.00	66,660.00	83,376.70	56.70-	100.06%

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	23,000.00	0.00	35,000.00	12,000.00-	
1	GIFTS	12,000.00	0.00	0.00	12,000.00	
56A	INVESTMENT INTEREST	0.00	886.23	1,708.47	1,708.47-	
	TOTAL REVENUE	35,000.00	886.23	36,708.47	1,708.47-	104.88