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

BOARD OF DIRECTORS MEETING

AGENDA

JUNE 14, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING MAY 17, 1974

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:

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 - June 14, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held June 14, 1974 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mr. Farrell	Mrs. Brandt	Cheryl Peck (Herald & Review)
Mrs. Hedrick	Mr. Butler	Mr. Dumas
Mr. Holcomb		Miss Schwegman
Mr. Lindsay		
Mr. Prince		
Mr. Robinson		
Mr. Whitacre		

The meeting was called to order at 4:35 P.M. by Mr. Farrell.

The minutes of the regular board meeting for May and the annual meeting for fiscal 1973/1974 held on May 17, 1974, were approved.

In his monthly statistical report to the board, Mr. Dumas stated that circulation-wise May is one of the lighter months together with December. A marginal increase this month over the previous May's figures is primarily due to a slight increase in the Children's Department circulation. Cataloging and acquisitions are going ahead pretty much as in previous months Mr. Dumas reported. Children's programs in the central library have been planned for the summer. Story hours, films, and the traditional Summer Reading Program have been begun by Mrs. Kotal and Mrs. Whobrey, two library assistants here just for the summer. Mrs. Kotal is associated with a nursery school program in Decatur, and Mrs. Whobrey is a teacher in the primary grades of the public schools. The Extension Division is also for the first time undertaking a public program for children aboard the bookmobiles this summer, along with participation in the Summer Reading Program. Adult Services has initiated another series of film programs. The current series of movies is based on successful Broadway plays. This department is also sponsoring four programs through June to acquaint lay investors with the fundamentals of investment. This program was arranged in cooperation with the New York Stock Exchange and is being conducted by local brokers.

Mr. Dumas announced two additions to the library staff - Mrs. Zydek and Mr. Uhles. Mrs. Zydek is now head cataloger and replaces Miss Anna Sue Brown who resigned because of illness. Mrs. Zydek had previously been a cataloger in the Detroit Public Library and holds a Masters Degree in Library Science from Wayne State University. Mr. Uhles, who has been assigned as Reference Librarian, previously worked in the Rockford Public Library and the State Library in the field of documents. He has a Masters Degree in Library Science from Rosary College.

In a report on periodical holdings of the library, Mr. Dumas stated that the library subscribes for 815 periodicals and 589 titles. Of these, 630 subscriptions are for 407 titles which were entered by the library itself. Ninety-eight subscriptions on business and industry are entered on our behalf by the Rolling Prairie Library, at no cost to us, and the remaining 87 are received as gifts or are government publications. Mr. Dumas reported that 2,107 magazines were circulated this month.

Some good news and some bad news was then related by Mr. Dumas. The library is now being charged shipping costs on book delivery, which adds about 2% to the library's expenses. The library's air conditioner has blown up due to a lightning strike, the second time this has happened. We have had to replace two compressors, which will hopefully be covered by insurance which is $1,000 deductible. Mr. Dumas further stated that the recurring problem of water leakage in the library's basement has been solved. The library maintenance man discovered all that was needed was waterproofing around the parapet which cost the library only $15.00.

At the end of this report, Mr. Farrell stated that the standardized monthly statistical report as printed could be revised or added to at any time at the board's discretion. Mr. Holcomb suggested that a lightning rod could possibly be installed to protect the air conditioning system of the library. Mr. Lindsay queried Mr. Dumas regarding a backlog in the Technical Services Division of the library. Mr. Dumas answered that no backlog exists as such, but the workload consists primarily of "books in process". Mr. Whitacre suggested, due to the rising costs of books and now the added shipping charges on book delivery, that it would be wise to consider letting out for bids the library's book purchases from jobbers. Mr. Dumas stated that in letting such a bid, good service by the jobber is of primary importance, and that the library is currently receiving excellent service from the Baker and Taylor Company located in Momence, Illinois. Mr. Robinson requested from Mr. Dumas the preparation of a report on rental costs of books.

Chairman of the Properties and Finance Committee, Mr. Whitacre, gave an informational report on the summary of income and expenditures through May 31, 1974 and bills approved through May 31, 1974. The motion for approval of the report by Mr. Whitacre was seconded by Mr. Holcomb and was unanimously approved by a roll-call vote. Mr. Holcomb stated it would be very helpful to him if copies of the monthly financial report and bill list were forwarded to board members before the monthly meeting. Mr. Dumas explained that this was almost impossible, as the reports are not received from the City until after the 10th of each month. It was felt by board members that some kind of a simple cost analysis or breakdown of expenditures and cash on hand would be beneficial to their needs.

The meeting was adjourned at 5:25 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

June, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	20,553	2,512	13,396	36,461	74,577
1973 -	21,860	2,915	14,270	39,049	76,809

REGISTRATION

Resident	28,544	Non-Resident	868	
Added	494	Added	30	
	29,038		898	
Withdrawn	780	Withdrawn	35	
	28,258		863	29,121

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	877	Books checked in	821
New titles added	382	Pamphlets checked in	476
Books withdrawn	638	Telephone Directories	5
Books mended	566	Gifts	92

Materials in the State of Processing

Books (physical volumes)	- 847
Phonorecords	- 47
Microfilm (reels)	- 213
Cassettes	- 19

FINANCIAL REPORT

	Budgeted	Year to Date Expended	Unencumbered
Personal Services	487,473	80,532	406,941
Operating	186,927	15,415	171,512
Capital and Books	85,140	5,214	79,925

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	7	--	--	7
Clerical	24	--	--	24
Maintenance	1	--	--	1

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending June 30, 1974

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35923	Chan Glosser, Postmaster	May Postage - Meter	$ 3.50
35924	Treasurer City of Decatur % Payroll Fund	Period Ending 6/12/74	14,356.35
35925	Illinois Power Co.	Gas & Electrical Service	1,039.71
35926	Used by Other Fund		
35927	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - $18.00)	63.79
35928	Sertoma Club of Decatur	Advertising Space	10.00
35929	The Millikin National Bank	Fiscal Fees on Library Bonds DPL BOND & INTEREST FUND	24.90
35930	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/5/74	460.73
35931	Multigraphics	Addressograph Plates	8.60
35932	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	563.54
35933	McBrides Express, Inc.	Freight Bill	36.96
35934	Citizens National Bank	Investment Purchase	80,000.00
35935	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/19/74	676.28
35936	American Instructional Materials, Inc.	Office Supplies	74.92
35937	Black & Company	Materials to Maintain Building	66.14
35938	Bro-Dart, Inc.	Book Dummies	60.00
35939	3M B.P.S.I.	Office Supplies	26.87
35940	Dash Disposal	May Service	10.00
35941	Decatur Paper House	Paper & Supplies	53.44
35942	Decatur Window Cleaning	May Janitorial Service	1,488.38
35943	Demco Educational Corp.	Office Supplies	13.20
35944	Downtown Decatur Council, Inc.	June Parking	270.00
35945	Gaylord Bros.	Office Supplies	188.60
35946	General Tire Service	Service Call	7.50

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
35947	IBM Corporation	Typewriter Maintenance Agreement	$ 198.00
35948	Illinois Bell Telephone Co.	Long Distance Calls & Service	447.66
35949	Otis Elevator Co.	Elevator Maintenance	144.96
35950	Paxton's Service Press	Rubber Stamps	4.30
35951	Perry's Welding & Truck Equipment	Cable Box Removal	45.00
35952	Striglos Office Equipment	Office Supplies	43.55
35953	Widmer, Inc.	Office Supplies	144.77
35954	Alfax Mfg. Co.	Freight on Previous Invoice	11.93
35955	AAJC Subscription Account	Subscription Renewal	7.00
35956	The Baker & Taylor Co.	Books	1,664.61
35957	R. R. Bowker Co.	Books	71.47
35958	Card Reproduction Revolving Fund	Book Master Cards	42.06
35959	Doubleday & Co.	Books	113.33
35960	Editor & Publisher	Books	22.50
35961	Samuel French, Inc.	Books	10.70
35962	Gale Research Co.	Books	45.98
35963	VOID		
35964	Harper & Row, Publishers	Books	11.90
35965	The Indian Historian Press, Inc.	Books	9.35
35966	The Indianapolis News	Subscription Renewal	33.00
35967	MAD	Subscription Renewal	7.00
35968	Peter Eaton	Books	3.84
35969	R. L. Polk & Co.	Books	137.70
35970	Rand McNally & Co.	Books	16.46
35971	Regent Book Company, Inc.	Books	172.21
35972	Two Continents Publ. Group	Books	36.80
35973	Xerox University Microfilms	Books	27.36
35974	Treasurer, City of Decatur % General Operating Fund	June Data Processing Charges	2,916.66
35975	Treasurer, City of Decatur % Payroll Fund	Period Ending 6/26/74	13,360.54

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
00072	J. D. Johnson & Son	Liability Insurance	$ 476.00
00181	Millikin National Bank	Bond Interest DPL BOND & INTEREST FUND	15,535.00
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 135,080.05

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	113,704.00	0.00	142,421.31	28,717.31-	
1	TAX LEVY RECEIPTS-CURRENT	545,000.00	110,043.70	110,043.70	434,956.30	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	1,737.39	3,573.60	12,426.40	
4	NON-RESIDENT FEES	300.00	85.00	85.00	215.00	
5	INTEREST ON INVESTMENTS	17,500.00	0.00	946.94	16,553.06	
7	LOST & DAMAGED BOOKS	700.00	112.40	156.95	543.05	
8	PRINTS MADE ON COPY MACHINE	360.00	0.20	39.92	320.08	
10	MISCELLANEOUS	4,285.00	571.73	1,055.70	3,229.30	
	TOTAL REVENUE	702,849.00	112,550.42	258,323.12	444,525.88	36.75

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	397,264.00	0.00	26,533.04	66,765.34	330,498.66	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	56,681.00	0.00	3,462.68	8,604.04	48,076.96	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,748.00	0.00	563.54	1,156.74	7,591.26	
109	TEMPORARY SALARIES	24,630.00	0.00	2,320.86	4,005.72	20,624.28	
201	ADVERTISING	200.00	0.00	10.00	10.00	190.00	
202	PRINTING & BINDING	3,240.00	0.00	0.00	22.55	3,217.45	
211	SERVICE TO MAINTAIN BUILDINGS	26,200.00	0.00	1,670.20	3,318.84	22,881.16	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	648.00	0.00	11.95	21.95	626.05	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,703.00	0.00	198.00	228.00	1,475.00	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,080.00	0.00	54.50	102.50	977.50	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	867.00	0.00	0.00	151.75	715.25	
230	DATA SERVICES	35,000.00	0.00	2,916.66	5,833.32	29,166.68	
231	ELECTRICITY	17,820.00	0.00	1,039.71	2,213.32	15,606.68	
233	TELEPHONE	6,000.00	0.00	447.66	917.14	5,082.86	
234	WATER	300.00	0.00	0.00	42.33	257.67	
241	CONFERENCE ATTENDANCE EXPENSE	1,535.00	0.00	4.50	29.50	1,505.50	
245	POSTAGE	3,000.00	0.00	4.24	404.24	2,595.76	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	783.00	0.00	0.00	0.00	783.00	
288	RENTALS	3,433.00	0.00	274.00	585.50	2,847.50	
310	GAS OIL & ANTIFREEZE	378.00	0.00	0.00	0.00	378.00	
312	JANITORIAL SUPPLIES	432.00	0.00	10.32	10.32	421.68	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	3,480.00	0.00	71.21	347.91	3,132.09	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	648.00	0.00	5.95	48.78	599.22	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	10,825.00	0.00	629.51	651.67	10,173.33	
402	CONTINGENCIES	62,385.00	0.00	0.00	0.00	62,385.00	
415	SERVICE RECOGNITION PAYROLL	855.00	0.00	0.00	0.00	855.00	
423	INSURANCE	5,500.00	0.00	476.00	476.00	5,024.00	
	TOTAL OPERATING EXPENDITURES	674,390.00	0.00	40,704.63	95,947.46	578,442.54	14.23

MAY 1, 1974 THRU JUN 30, 1974

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	1,140.00	0.00	11.93	19.73	1,120.27	
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	2,451.27	5,194.40	78,805.60	
	TOTAL CAPITAL OUTLAY	85,140.00	0.00	2,463.20	5,214.13	79,925.87	6.12
	TOTAL EXPENDITURES	759,530.00	0.00	43,167.83	101,161.59	658,368.41	13.32
	LESS RETIREMENT FUND CONTRIBUTION	56,681.00	0.00	3,462.68	8,604.04	48,076.96	15.18
	GRAND TOTAL	702,849.00	0.00	39,705.15	92,557.55	610,291.45	13.17

MAY 1, 1974 THRU JUN 30, 1974

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	3,059.00	0.00	3,058.29	0.71	
1	TAX LEVY RECEIPTS-CURRENT	106,070.00	21,220.81	21,220.81	84,849.19	
56A	INTEREST ON INVESTMENTS	1,000.00	0.00	0.00	1,000.00	
	TOTAL REVENUE	110,129.00	21,220.81	24,279.10	85,849.90	22.05

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	90.00	0.00	24.90	24.90	65.10	27.67
410	PRINCIPAL & INTEREST	106,070.00	0.00	15,535.00	15,535.00	90,535.00	14.65
	TOTAL EXPENDITURES	106,160.00	0.00	15,559.90	15,559.90	90,600.10	14.66

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND PAGE

MAY 1, 1974 THRU JUN 30, 1974

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	36,732.00	0.00	36,734.27	2.27-	
56A	INVESTMENT INTEREST	2,000.00	886.23	886.23	1,113.77	
	TOTAL REVENUE	38,732.00	886.23	37,620.50	1,111.50	97.13