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

SPECIAL BOARD OF DIRECTORS MEETING

AGENDA

MARCH 1, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. ANNOUNCEMENT OF NOTIFICATION AND POSTING OF SPECIAL MEETING

III. PRESENTATION OF PROPOSED BUDGET AND APPROPRIATION FOR FISCAL 1974/1975 BY FINANCE COMMITTEE

IV. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Special Board of Directors Meeting - March 1, 1974

A special meeting of the Board of Directors of the Decatur Public Library was held March 1, 1974 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Butler	Mr. Dumas
Mr. Farrell	Mrs. Hedrick	Miss Schwegman
Mr. Holcomb	Mr. Lindsay	
Mr. Prince	Mr. Whitacre	
Mr. Robinson		

The meeting was called to order at 4:50 P.M. by Mr. Farrell.

It was noted by Mr. Farrell and Mr. Dumas that notice of this special meeting was duly posted and written notice given to all board members and to the news media.

As a member of the Properties and Finance Committee, Mr. Prince stated that all board members had been mailed a copy of the proposed budget and appropriation for fiscal 1974/1975 which had been approved by the Finance Committee. Mr. Prince moved that this proposed budget for fiscal 1974/1975 in the total amount of $837,538 be adopted by the board. Mr. Robinson seconded the motion and it was unanimously approved. A copy of this budget proposal becomes a part of these minutes.

The meeting was adjourned at 5:15 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian
For Secretary of the Board

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

BOARD OF DIRECTORS MEETING

AGENDA

MARCH 15, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING FEBRUARY 15, 1974

B. SPECIAL BOARD MEETING MARCH 1, 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:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - March 15, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held March 15, 1974 in the board room of the main library.

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

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

The minutes of the regular meeting of February 15, 1974 and of the special meeting of March 1, 1974 were approved.

It was reported by Mr. Dumas that circulation was down by approximately 1500 this month, primarily attributable to the Monday closing of the library and the closing of the Evans Branch Library. After looking over the statistical report, Mr. Lindsay stated he would like to know the current backlog in the Technical Services Division of the library. Mr. Dumas stated this figure would be easily obtained and that he would report upon this later. Mr. Dumas further explained most of the material in the current backlog requires original cataloging and will go very slowly from hereon.

Mrs. Hedrick stated she thought it would be appropriate for the board to acknowledge in writing the receipt of letters from the Staley Company, ADM, and the American Association of University Women regarding the Monday closing of the library. It was decided that Mr. Dumas should write such letters, briefly explaining the position in which the board presently finds itself. It was explained by Mr. Farrell that the Monday closing would probably continue until May or June of 1975 unless additional funds somehow become available. Mr. Butler suggested the possibility of receiving additional funds from the Township Auditor's federal revenue sharing funds, which are currently being distributed. Mr. Farrell appointed Mr. Butler and Mr. Robinson to look into this possibility and stated that a special meeting would be called to prepare a formal request for such funds if necessary.

It was reported by Mr. Farrell that he had contacted Mr. Jack Loftus, City Finance Director, regarding the library budget appropriation approved by the board on March 1. Mr. Farrell explained to Mr. Loftus that the board requested that the budget submitted not be changed before going to formal printing since a levy of the full $700,000 was needed by the library. Mr. Farrell reported that Mr. Loftus seemed to concur with this position.

As a member of the Properties and Finance Committee, Mr. Robinson gave an informational report on the summary of income and expenditures through February 28, 1974 and bills approved through February 28, 1974. The motion for approval of the report by Mr. Robinson was seconded by Mr. Lindsay and was unanimously approved by a roll-call vote.

Mrs. Brandt queried as to what had been done about securing name tags for library staff. Mr. Holcomb stated he would have the man who makes such tags contact Mr. Dumas.

It was reported by Mr. Dumas that the library is still maintaining service to Decatur Memorial Hospital for the time being at the hospital's request. The hospital had earlier requested that the service be discontinued because of a lack of volunteer workers to distribute books.

The meeting was adjourned at 5:15 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

March, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	26,203	2,674	14,985	43,862	425,349
1973 -	28,149	3,144	14,644	45,940	429,786

REGISTRATION

Resident	28,416	Non-Resident	980	
Added	839	Added	37	
	29,255		1,017	
Withdrawn	1,037	Withdrawn	29	
	28,218		988	29,206

TECHNICAL PROCESSING

Cataloging

New books added	851
New titles added	388
Books withdrawn	1,047
Books mended	828

Acquisitions

Books checked in	678
Pamphlets checked in	235
Telephone directories	123
Gifts	40

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

ills to be Approved for the Period Ending March 31, 1974

[redacted]IO:	PAYMENTS MADE TO:	FOR:	AMOUNT
5714	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/27/74	$ 360.13
5715.	Treasurer, City of Decatur % Payroll Fund	February Service Recognition	80.00
5716	Treasurer, City of Decatur % Water Revenue Fund	Water Service	45.57
5717	Chan Glosser, Postmaster	February Postage - Meter	6.00
5718	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - 16.20)	72.11
5719	Pinnacle House	Books	4.45
5720	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/6/74	13,384.93
5721	Chan Glosser, Postmaster	Postage for Postage Machine	200.00
5722	VOID		
[redacted]3	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	578.37
5724	Illinois Power Co.	Gas & Electrical Service	1,273.94
5725	VOID		
5726	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/13/74 .	345.53
5727	Roerick Music Co.	Books	15.95
5728	First National Bank of Decatur	Investment Purchase	60,000.00
5729	Treasurer, City of Decatur % General Operating Fund	March Data Processing Charges	2,916.67
5730	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/20/74	13,416.83
5731	Industrial Printing, Inc.	Printing Expense	128.50
5732	Archery World Magazine	Subscription Renewal	3.00
5733	Superintendent of Documents	Books	2.65
5734	Card Reproduction Revolving Fund	Books Cards	20.64
5735	Wood Printing Service	Printing Expense	80.50
5736	T. A. Brinkoetter & Sons, Inc.	Heating Repair	309.00

OU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
5737	Decatur Window Cleaning Co.	February Janitorial Service	$ 1,488.38
5738	Otis Elevator Co.	Feb & March Service	275.82
5[illegible]	Dash Disposal	February Service	10.00
5740	Illini Office Equipment Co.	Typewriter Repair	29.00
5741	Pitney Bowes	Postage Machine Inspect on	51.00
5742	Greanias, Booth & Greanias	January & February Service	100.00
5743	Illinois Bell Telephone Co.	Long Distance Calls & Service	444.38
5744	Downtown Decatur Council, Inc.	March Parking	180.00
5745	Allied Office Service	Office Supplies	208.60
5746	Bro-Dart, Inc.	Office Supplies	320.00
5747	Decatur Paper House	Office Supplies	393.03
5748	Decatur Tent & Awning Co.	Office Supplies	54.00
5749	Demco Educational Corp.	Office Supplies	20.21
5750	Gaylord Bros., Inc.	Office Supplies	26.60
5751	The Hollinger Corp.	Office Supplies	66.82
5[illegible]2	Hooker Glass & Paint Co.	Plexaglass	30.00
5753	Adler's Foreign Books, Inc.	Books	13.20
5754	Amphoto	Books	16.74
5755	Ayer Press	Books	91.64
5756	The Baker & Taylor Co.	Books	2,018.01
5757	Bro-Dart, Inc.	Books	51.13
5758	Decatur Herald & Review, Inc.	Books	350.96
5759	Doubleday & Co.	Books	154.20
5760	Harper & Row, Publishers, Inc.	Books	14.85
5761	VOID		
5762	Illinois Manufacturer's Directory	Annual Subscription	51.83
5763	The Kopy Shoppe	Catalogue Cards - Books	148.51
5[illegible]	Marquis Who's Who Inc.	Books	50.00
5765	Mitchell Manuals, Inc.	Books	60.00
5766	National Geographic Society	Books	10.50

DU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
5767	National Publishing Corp.	Books	$ 51.50
5768	National Record Plan	Cassettes	28.52
5[illegible]	Rand McNally & Company	Books	77.00
5770	Charles Scribner's Sons	Books	6.96
5771	Simon & Schuster, Inc.	Books	19.36
5772	Thomas Publishing Co.	Books	44.75
5773	TV Guide	Subscription Renewal	5.50
5774	West Publishing Co.	Books	13.00
5775	J. Whitaker & Sons, Ltd.	Subscription Renewal	16.25
5776	James T. White & Company	Books	41.00
5777	Weisenberger Services Inc.	Books	48.00
5778	Xerox University Microfilms	Book Microfilming	59.58
5779	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - 20.78)	148.39
5780	Downtown Decatur Council, Inc.	Additional: March Parking	54.00
3[illegible]1	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/27/74	336.26
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 100,924.25

MAY 1, 1973 THRU MAR 31, 1974

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	0.00	454,465.50	9,465.50-	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	2,646.78	2,353.22	
3	FINES & FEES	16,000.00	1,471.66	15,888.59	111.41	
4	NON-RESIDENT FEES	170.00	51.00	340.00	170.00-	
5	INTEREST ON INVESTMENTS	15,000.00	2,492.99	13,658.75	1,341.25	
7	LOST & DAMAGED BOOKS	900.00	9.00	608.11	291.89	
8	PRINTS MADE ON COPY MACHINE	360.00	34.51	282.64	77.36	
10	MISCELLANEOUS	312.00	1,251.48	3,926.32	3,614.32-	
	TOTAL REVENUE	675,642.00	5,310.64	684,842.18	9,200.18-	101.36

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	26,421.57	319,930.38	70,740.62	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,339.76	40,692.68	8,659.32	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	578.37	6,591.49	1,508.51	
109	TEMPORARY SALARIES	24,630.00	0.00	1,422.11	21,475.11	3,154.89	
201	ADVERTISING	200.00	0.00	0.00	64.63	135.37	
202	PRINTING & BINDING	2,000.00	0.00	209.00	1,706.35	293.65	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	2,073.20	19,230.86	5,269.14	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	13.78	309.85	190.15	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	80.00	910.94	259.06	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	0.00	708.78	8.78-	
221	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	570.00	0.00	100.00	704.87	134.87-	
230	DATA SERVICES	45,000.00	0.00	2,916.67	32,083.32	12,916.68	
231	ELECTRICITY	15,500.00	0.00	1,273.94	14,282.50	1,217.50	
233	TELEPHONE	5,500.00	0.00	444.38	4,814.02	685.98	
234	WATER	300.00	0.00	45.57	135.99	164.01	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	29.70	1,121.92	367.08	
245	POSTAGE	2,600.00	0.00	217.91	2,547.07	52.93	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	0.00	804.00	4.00	
288	RENTALS	3,531.00	0.00	243.65	2,735.52	795.48	
310	GAS OIL & ANTIFREEZE	350.00	0.00	7.00	102.46	247.54	
312	JANITORIAL SUPPLIES	400.00	0.00	2.19	274.76	125.24	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	5,000.00	0.00	17.01	2,744.08	2,255.92	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	22.12	352.93	102.93-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	1.18	3.26	1.74	
345	OFFICE SUPPLIES	10,603.00	0.00	1,198.24	6,455.96	4,147.04	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	80.00	745.00	10.00	
423	INSURANCE	5,743.00	0.00	0.00	5,327.00	416.00	
	TOTAL OPERATING EXPENDITURES	600,977.00	0.00	40,737.35	487,455.73	113,521.27	81.11
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	0.00	134.99	9,065.01	

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	3,516.71	60,145.83	14,854.17	
	TOTAL CAPITAL OUTLAY	84,200.00	0.00	3,516.71	60,280.82	23,919.18	71.59
	TOTAL EXPENDITURES	685,177.00	0.00	44,254.06	547,736.55	137,440.45	79.94
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,339.76	40,692.68	8,659.32	82.45
	GRAND TOTAL	635,825.00	0.00	40,914.30	507,043.87	128,781.13	79.75

MAY 1, 1973 THRU MAR 31, 1974

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	0.00	84,114.54	794.54-	
2	TAX LEVY - PRIOR YEARS	0.00	0.00	489.88	489.88-	
56A	INTEREST ON INVESTMENTS	600.00	0.00	1,790.89	1,190.89-	
	TOTAL REVENUE	84,520.00	0.00	86,395.31	1,875.31-	102.22

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	0.00	0.00	0.00	56.70	56.70-	102.22
410	PRINCIPAL & INTEREST	83,320.00	0.00	0.00	83,320.00	0.00	100.00
	TOTAL EXPENDITURES	83,320.00	0.00	0.00	83,376.70	56.70-	100.07

MAY 1, 1973 TH[illegible]MAR 31, 1974

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	0.00	1,722.44	1,722.44-	
	TOTAL REVENUE	35,000.00	0.00	36,722.44	1,722.44-	104.92