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

COMBINED ANNUAL MEETING FOR 1981/1982
AND MONTHLY MEETING FOR MAY, 1982

AGENDA

May 27, 1982

I. CALL TO ORDER
DAVID MARSHALL, VICE PRESIDENT

II. APPROVAL OF MINUTES:
A. REGULAR BOARD MEETING APRIL 15, 1982

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

VII. ADJOURNMENT

ANNUAL MEETING

I. CALL TO ORDER

II. ANNUAL REPORT OF CITY LIBRARIAN

III. ANNUAL REPORT OF THE BOARD OF DIRECTORS

IV. ANNUAL REPORT TO ILLINOIS STATE LIBRARY

V. ELECTION OF OFFICERS

VI. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler
Ms. Taylor

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Regular and Annual Board of Directors Meeting

May 27, 1982

The regular meeting of the Board of Directors of the Decatur Public Library was held May 27, 1982 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mr. Grieve	Mrs. Jackson	Mr. Dumas
Mr. Marshall	Mrs. Moore	Miss Schwegman
Mr. Mueller		Ms. Voorhees
Mrs. Rossiter		
Mr. Seidman		
Mr. Susler		
Ms. Taylor		

The meeting was called to order at 4:30 p.m. by the Vice President, David Marshall.

The minutes of the regular meeting of April 15, 1982 were approved as mailed.

Presenting his monthly report, Mr. Dumas stated circulation is up, but it is an estimated figure as there was a proven error in the circulation print-out this month. Records and logs kept by the Extension and Circulation Departments pointed to the error and substantiated it to be approximately 3,000 circulations. Therefore, I arbitrarily added 3,000 circulations to the total to make some kind of correction, Mr. Dumas explained.

Continuing, Mr. Dumas stated he had met with Robert Plotzke, Executive Director of the Rolling Prairie Library System, to confirm the arrangements for issuing reciprocal borrowing cards in the system since RPL is going out of the business.

Further reporting, Mr. Dumas informed that we have permission to park one bookmobile at the Spring Creek Shopping Center, but no place for the second as yet. Brettwood Shopping Center refused parking, and we have been unable to get a reply from the owners of the Fairview Plaza lot. RPL is getting desperate as they want to paint out the places on their lot. We may just have to find some land somewhere, Mr. Dumas concluded. Mr. Marshall suggested Mr. Dumas contact Bill Eddy, Director of the Physical Plant at Millikin, regarding a vacant lot owned by the University. Mr. Marshall also mentioned that a new Reference Librarian, Jerald Merrick, has been appointed and began his duties in May.

As a representative of the Finance and Properties Committee, Mrs. Rossiter moved that library bills be approved through April 30, 1982. Mr. Mueller seconded the motion and it was unanimously approved by a roll-call vote.

Looking at the monthly financial report through April 30, Mr. Marshall noted at the end of the fiscal year our fund balance carry-over is $520,000, and this figure will show up as our fund balance as of May 1, 1982. City Accounting did a bit of housekeeping on the line items of the financial statement by the reallocation of some of the contingency funds to those items that were under budgeted. Approximately $15,000 of the contingency funds were used in this process, Mr. Marshall explained.

Mr. Grieve stated the Personnel and Public Relations Committee had not met and had nothing to report at this time.

Under Old Business, Mr. Grieve and Ms. Taylor voiced their concern about continuing computer problems. Mr. Dumas stated that Rolling Prairie Library has been in touch with CLSI and they have advanced the proposition that the garbage on our machines is the result of extremely brief interruptions in electricity, dust on records, etc., which fragment the records and then the fragmented records cause the problem. On the basis of this theory, RPL is undertaking the job at the present time of doing a "patron fix" to remove the garbage in the patron records. This is a very time consuming process. After this is completed, they will tackle the other aspect of the garbage, namely, the fragmented title records and this once again is time consuming. We can only hope the CLSI theory is correct and will solve our problems, Mr. Dumas concluded. Mr. Grieve wondered if Paul Johnson of the RPL staff could appear before the Board to answer pertinent questions. Mr. Dumas replied that Mr. Johnson does not operate the machines, but probably is more knowledgeable about the machines than others at RPL. Mr. Susler suggested that perhaps a different computer is needed or a different hardware package. Mr. Marshall stated that at the last meeting of his Committee one of the items proposed was a significant expenditure to get our own CPU. At this point the Committee is not willing to include that in our plans, but will conduct a feasibility study and attempt to evaluate what the alternatives are. Mr. Grieve asked the estimated cost of going on our own and Mr. Marshall responded approximately $112,000 for the hardware and software.

The regular meeting of the Board was adjourned at 5:15 p.m.

ANNUAL MEETING

Mr. Marshall called the Annual Meeting of the Library Board to order at 5:17 p.m.

The "Annual Report of the City Librarian", copies of which were mailed to all Board members, was summarized briefly by Mr. Dumas. Stating it "has been a good year", Mr. Dumas praised the productivity of the staff as a whole and particularly noted the additional workloads in the Circulation Department and Technical Services which had been handled without additional personnel. Mr. Dumas thanked the Board for their help and advice during the year, and also thanked his colleagues at RPL and the City for helping to get the job done. Mr. Grieve asked that the Staff be commended for their high level of service during the past year. Ms. Taylor moved that the Board accept and file the report, and commend the Staff for a job well done; Mr. Seidman seconded the motion and it was approved. A copy of this report becomes a part of these minutes.

The "Annual Report of the Board of Directors" also previously mailed was discussed at this time. Of special significance is the paragraph on page 6 of this report, Mr. Marshall noted, the statement of moneys required for library operation in fiscal 1983/84. This serves as a bench line for our levy. We are asking for $1,350,000. In late August at a Council workshop where they approve the levy, we will have an opportunity to speak to them. Based upon the budgetary meeting with the Council, we can expect to have to justify our budget for the coming year. The $1,350,000 is a 3% increase in the levy from last year. It anticipates the use during the coming year of the $66,000 bonded interest fund and also anticipates a reduction in our carry-over fund balance. The forecast for expenditure increases of about 7% and the 3% increase in the levy are in my opinion consistent with what we heard at the budgetary meeting, Mr. Marshall concluded. Mrs. Rossiter moved that the Board approve and file this report with the City of Decatur, Mr. Susler seconded the motion, and it was approved. A copy of this report becomes a part of these minutes.

The "Annual Report to the Illinois State Library", previously mailed, was presented to the Board. Mr. Grieve moved that the Board approve and file this report with the Illinois State Library, Mr. Seidman seconded the motion, and it was approved. A copy of this report becomes a part of these minutes.

As Chairman of the Nominating Committee, Ms. Taylor presented the following slate of officers for the coming year: Shirley Moore, President; David Marshall, Vice President; and Bill Grieve, Secretary. Mrs. Rossiter moved that a unanimous ballot for this slate of officers be cast; Mr. Susler seconded the motion, and it was approved.

The Annual Meeting was adjourned at 5:45 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1982

CIRCULATION

		Adult	Youth	Juvenile	Total	Y-Date
Total Books,	1982 -	31,555	2,502	19,655	53,712	585,498
	1981 -	29,764	2,537	20,706	53,007	569,572
A-V Materials,	1982 -	2,513	--	316	2,829	30,829
	1981 -	2,331	--	254	2,585	21,817
Total Circulation -	1982	34,068	2,502	19,971	56,541	616,327
	1981	32,095	2,537	20,960	55,592	591,389

TECHNICAL PROCESSING

Cataloging

New books added	1,107
New titles added	480
Books withdrawn	1,006
Books mended	1,420

Acquisitions

Books checked in	1,380
Telephone Directories	51
Pamphlets	376
Gifts	149

Materials in the State of Processing

Materials (physical items) - 716
Titles - 593

FINANCIAL REPORT

	Budgeted	YTD Expended 1980/81	YTD Expended 1981/82	P.O.'s Out	Unencumbered
Personal Services	890,099	819,937	892,283	00	-2,184
Operating	245,940	155,104	163,546	00	82,394
Capital and Books	191,428	188,800	190,033	00	1,395

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	5	--	--	5
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 15 (982 hrs)	--	--	21 + 15 (952 hrs)
Maintenance	3	--	--	3

Current Vacancies: 2 Technical Services Clerks I, 1 Supervisor, Technical Services, 1 Reference Librarian

Computer Downtime for Month: 30 Hours, 10 Minutes