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

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 12, 1973

I. CALL TO ORDER
HUGH BUTLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING DECEMBER 15, 1972

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. LINDSAY
MR. PRINCE
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - JANUARY 12, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held January 12, 1973 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	None	Sylvia Thompson (Herald & Review)
Mr. Butler		Jean P. Tertocha (WDZ)
Mr. Farrell		Mr. Dumas
Mrs. Hedrick		Miss Schwegman
Mr. Lindsay		
Mr. Prince		
Mr. Whitacre		

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

The minutes of the regular board meeting of December 15, 1972 were approved.

Mr. Butler called on several guests attending the meeting who expressed both support and opposition to the book "Go Ask Alice" and the library's book selection policies. The guests were invited to stay for the remainder of the meeting if they desired.

Mr. Dumas reported that the statistics for the library are pretty much in the same pattern of the last few months. The report from Technical Processes shows a slight drop. This is primarily the result of a considerable backlog of books requiring original cataloging, which Mr. Babicki has been trying very valiantly to cope with. In connection with the circulation figure, one bookmobile has been out of operation for the last 3 or 4 months. Both of the new book trailers have now been received and most of the mechanical problems have been solved. We have them both in operation on the new schedule and should have a better service picture now than we have had in recent months. Mr. Dumas commented on a number of personnel changes in the library. Mr. Atchison, a bookmobile clerk driver, retired after 17 years service and we have replaced him with Mr. Robert Brown, who was the part-time bookmobile driver. Mrs. Schultz, who is an assistant in charge of one of the bookmobiles, has announced her intention to resign due to pregnancy. We have requisitioned a replacement for her. A very bad piece of news is the resignation of Mrs. Anderson, Children's Librarian, effective at the end of this month. We began extensive recruitment procedures 3 or 4 weeks ago, but children's librarians are very hard to come by. Every effort, however, will be made to maintain the present service hours in the children's room. It was further reported by Mr. Dumas that the compact shelving installed by the Estey Corporation two years ago, which has been plagued by a series of malfunctions, has now been mastered. Our own maintenance man accepted a contract from the Estey Corporation to do the work for them and since that time we have had no problems. Therefore, we have instructed the library counsel to release final payment to Estey.

As a matter of record, Mr. Dumas reported that the notice of the regular meetings of the board for 1973 has been placed in the newspapers and posted in the library in accordance with statuatory requirements.

As Chairman of the Properties and Finance Committee, Mr. Whitacre gave an informational report on the summary of income and expenditures through December 31, 1972 and bills approved through December 31, 1972. The motion for approval of the report by Mr. Whitacre was seconded by Mrs. Hedrick and was unanimously approved by a roll-call vote. Mr. Whitacre reported that Mr. Loftus will O.K. all library bills in the future.

Mr. Whitacre further moved that $350 be transferred to Code 229, Other Professional Services, from Code 402, Contingencies. The motion was seconded by Mr. Lindsay and was approved.

Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt, moved that a library patron be issued an adult borrowers card at the age of 14, or upon reaching the 9th grade, providing his parent or guardian signs his registration application signifying assent. Otherwise the adult borrowers card will be issued at age 16. Mr. Whitacre seconded the motion and it was unanimously approved. Mr. Whitacre stated he wished to correct a misconception held by some in that it was never the intent of any board member to remove the questionable book from the library, but only to question at what age a child could read the book without parental consent. Mr. Dumas questioned whether this newly adopted policy should be construed as an instruction to the staff to modify the scope of the children's collection and the board agreed that no such alteration was implicit in the newly adopted policy.

Mr. Butler expressed his appreciation for a beautiful plant presented him by Mrs. Protzman and Mr. Dumas stated that he also had been duly honored.

The meeting was adjourned at 5:05 P.M.

Robert H Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

C&W Enterprise
P.O. Box 896
Mokena, Ill.60448

Jan. 29,1973

Mr. Robert Dumas
Director of Decatur Public Library
247 East North
Decatur, Ill. 62523

Dear Sir:

I wish to bid on the bookmobiles you have for sale.
Following are my bids:

#1-Bookmobile. #1-1958 with automatic transmission:	$775.00
#2-Bookmobile #2-1956 with std. transmission:	$ 50.00
#3-Both Bookmobiles #1&#2:	$900.00

The above bids will be paid in cash or you may make selections from our present mobile unit and receive a 50% discount, providing you take at least 1/2 of the total amount in L P's. This of course would be on a one time purchase plan and anytime thereafter you should desire to purchase our products you will receive our regular 40% discount.

It is my desire to purchase both of the units, however if I am unable to do so I prefer unit #1.

I am looking forward to doing business with you, Sir.

But in any case, "Have a nice day."

Respectfully,

Willis C. Caulk

Willis C. Caulk
C&W Enterprise
P.O.Box 896
Mokena, Ill. 60448
(815)485-2041

STATISTICAL REPORT

January, 1973

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1973 -	28,054	3,283	13,753	45,090	342,104
1972 -	25,425	3,089	11,893	40,413	325,478

REGISTRATION

Resident	28,216	Non-Resident	1,145	
Added	1,099	Added	45	
	29,315		1,190	
Withdrawn	823	Withdrawn	35	
	28,492		1,155	29,647

TECHNICAL PROCESSING

Cataloging

New books added	1,789
New titles added	699
Books withdrawn	216
Books mended	4,097

Acquisitions

Books checked in	1,178
Pamphlets checked in	264
Telephone directories	25
Microfilm reels	110
Gifts	5

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1972 THRU January 31, 1973

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1972	299,392	0	279,941.65	19,450.35	
Tax Levy Receipts-Current	338,681	0	368,742.38	(30,061.38)	
Tax Levy Receipts-Prior	5,000	0	0	5,000.00	
Fines & Fees	16,000	1,887.43	10,704.69	5,295.31	
Non-Resident Fees	170	17.00	119.00	51.00	
Interest on Investments	15,000	2,035.09	10,676.17	4,323.83	
Lost & Damaged Books	900	216.29	999.85	(99.85)	
Prints Made on Copy Machine	550	2.00	196.87	353.13	
Miscellaneous	43,570	318.86	41,744.53	1,825.47	
TOTAL REVENUE	719,263	4,476.67	713,125.14	6,137.86	99.15

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	352,857	0	26,712.10	252,213.61	100,643.39
102	Overtime	150	0	0	11.94	138.06
107	Hospitalization, Medical and Life Insurance	7,822	0	630.00	5,445.00	2,377.00
109	Temporary Salaries	23,994	0	1,301.90	14,187.30	9,806.70
201	Advertising	300	0	0	108.00	192.00
202	Printint & Binding	6,000	0	921.85	3,821.99	2,178.01
211	Service to Maintain Buildings	26,000	0	1,785.90	17,833.30	8,166.70
212	Service to Maintain Improvements Other Than Buildings	900	0	5.69	296.13	603.87
214	Service to Maintain Office Equipment	1,300	0	46.79	710.90	589.10
215	Service to Maintain Automotive Equipment	900	0	152.00	873.19	26.81
221	Auditing	600	0	0	600.00	0

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1972 THRU January 31, 1973

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBER BALANCES
229	Other Professional Services	920	0	0	573.00	347.00
230	Payment to City for Data Processing	35,000	0	2,916.66	26,249.94	8,750.06
231	Electricity	24,000	0	1,587.43	10,805.44	13,194.56
233	Telephone & Telegraph	5,500	0	489.87	3,926.60	1,573.40
234	Water	420	0	0	174.26	245.74
241	Travel, Training and Conferences	1,214	0	3.07	777.78	436.22
245	Postage	2,300	0	213.19	1,845.11	454.89
284	Professional Association Membership Fees	808	0	104.00	752.00	56.00
288	Rentals	3,122	0	185.25	2,265.33	856.67
310	Gas, Oil & Anti-Freeze	350	0	0	194.72	155.28
312	Janitorial Supplies	400	0	0	295.18	104.82
320	Materials to Maintain Buildings & Improvements	3,800	0	110.31	3,547.31	252.69
324	Materials to Maintain Automotive Equipment	550	0	240.97	666.49	(116.49)
330	Medical & Laboratory Supplies	5	0	0	1.22	3.78
345	Office Supplies	8,323	0	1,539.14	6,660.65	1,662.35
402	Contingencies	1,950.	0	0	0	1,950.00
415	Service Recognition Payroll	885	0	0	625.00	260.00
423	Insurance	7,258	0	35.00	5,210.00	2,048.00
	TOTAL OPERATING EXPENDITURES	517,628	0	38,981.12	360,671.39	156,956.61
	CAPITAL OUTLAY					
502	Buildings	14,500	0	0	1,150.63	13,349.37
510	Automotive Equipment	14,600	0	281.40	5,292.22	9,307.78
515	Office Machinery & Equipment	1,685	0	286.70	492.45	1,192.55
525	Books	125,000	0	7,147.98	72,510.54	52,489.46
	TOTAL CAPITAL OUTLAY	155,785	0	7,716.08	79,445.84	76,339.16
	GRAND TOTAL	673,413	0	46,697.20	440,117.23	233,295.77

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD MAY 1, 1972 THRU January 31, 1973

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance	20,740	0	17,428.29	3,311.76	
Miscellaneous	250	0	0	250.00	
Interest on Investments	0	0	148.31	(148.31)	
TOTAL REVENUE	20,990	0	17,576.60	3,413.40	83.74

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Loan					
58A	Other Expenses	20,990	0	0	15,038.67	5,951.33
	GRAND TOTAL	20,990	0	0	15,038.67	5,951.33

ACTIVITY: 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

PERIOD MAY 1, 1972 THRU January 31, 1973

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1972	---	0	0	0	
Tax Levy Receipts-Current	106,319	0	87,122.41	19,196.59	
Interest on investments	0	0	588.10	(588.10)	
TOTAL REVENUE	106,319	0	87,710.51	18,608.49	82.50

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
	DEBT SERVICE:					
410	Principal & Interest	106,319	0	0	106,319.33	(.33)
	GRAND TOTAL	106,319	0	0	106,319.33	(.33)

ACTIVITY: 942 DECATUR PUBLIC LIBRARY TRUST FUND

PERIOD MAY 1, 1972 THRU January 31, 1973

EVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMAT
Gifts	0	0	23,000.00	(23,000.00)	
Total	0	0	23,000.00	(23,000.00)	

BJECT ODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBER BALANCES

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending January 31, 1973

VOUCHER NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29002	Chan Glosser, Postmaster	December Postage: Meter	$ 5.90
29003	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/3/73	277.76
29004	Reading Door Closure Hardware Products	Door Closures	104.00
29005	Public Documents Distribution Center	Books	6.75
29006	Illinois Library Association	Membership Fees	104.00
29007	The Architectural Forum	Subscription Renewal	12.00
29008	Nitty Gritty Products	Books	7.90
29009	Citizens Information Service of Illinois	Books	11.25
29010	Lancer Books	Books	3.90
29011	National Civil Service League	Books	15.50
29012	Marvin L. Saltzman	Books	3.95
29013	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	630.00
29014	Illinois Power Co.	Gas & Electricity	1,587.43
29015	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/10/73	13,598.34
29016	Be-Mac Transport Co., Inc.	Freight Bill	12.51
29017	Consolidated Freightways	Freight Bill	9.90
29018	American College of Heraldry	Books	3.96
29019	Craft Course Publishers, Inc.	Books	4.00
29020	Folk Art Publishers	Books	5.95
29021	H. Frenkel	Books	10.00
29022	Native American Publishing Co.	Books	3.95
29023	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement ($25.33 - Books)	178.91
29024	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/17/73	325.03

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29025	Treasurer, City of Decatur % General Operating Fund	January Data Processing Charges	$ 2,916.66
29026	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/24/73	13,812.87
29027	Stappenbeck Bookbindery Inc.	Book Binding	841.35
29028	Wood Printing Service	Printing of Book Order Cards	80.50
29029	National Fire Sprinkler Corp.	Service to Sprinkler System	48.30
29030	Decatur Window Cleaning Co.	December Janitorial Service	1,503.38
29031	Orkin Exterminating Co.	Yearly Exterminating	102.60
29032	Otis Elevator Co.	Elevator Maintenance	131.62
29033	R. E. Gadberry Disposal	December Service: Evans	4.00
29034	Allied Office Service	Office Equipment Repair	18.50
29035	Illini Office Equipment Co.	Office Equipment Repair	26.00
29036	General Tire Service	Bookmobile Tires & Service	135.03
29037	Thornton Welding Service	Cable Drum Installation on Bookmobile Trailers	188.71
29038	Illinois Bell Telephone Co.	Phone Service	489.87
39039	Downtown Decatur Council, Inc.	January Parking	180.00
29040	Robert Barclay, Inc.	Air Filters	71.28
29041	Acme Lane Co.	Office Supplies	8.65
29042	Fordham Equipment Co., Inc.	Book Jackets	1,276.92
29043	Haines & Essick Co.	Office Supplies	118.13
29044	Pitney-Bowes	Office Supplies	45.75
29045	Bennett & Shade Co.	Insurance Audit	35.00
29046	Decatur Power Transmission Supply Co.	Step Legs for Trailer	12.50
29047	International Harvester Co.	Hook Hudraulic Brake Lines to Trailers	70.54
29048	K & R Trailer Sales	Supplies for Bookmobile	10.05
29049	Mobile International	Supplies for Bookmobiles	115.26
29050	Transport Motor Express, Inc.	Freight Bill	10.60
29051	3M B.P.S.I.	Microfiche Kit	286.70
29052	Antiques Journal	New Subscriptions	12.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29053	VOID		
29054	The Babka Publishing Co.	New Subscription	$ 4.00
29055	The Baker & Taylor Co.	Books	4,363.91
29056	Boise State College	Books	5.00
29057	Bro-Dart, Inc.	Books	100.90
29058	California Political Items Co.	Books	8.95
29059	Cambridge University Press	Books	68.16
29060	CCM Professional Magazines, Inc.	New Subscription	12.00
29061	Congressional Quarterly, Inc.	Books	6.95
29062	Credit Bureau of Decatur, Inc.	Subscription Renewal	72.00
29063	Decorating Craft Ideas	New Subscription	6.00
29064	Dodd, Mead & Co.	Books	30.72
29065	Doubleday & Co.	Books	644.19
29066	J. W. Edwards Publisher, Inc.	Handling Charge on Previous Book Order	13.23
29067	Elizabeth Press	Books	7.90
29068	Golf Digest, Inc.	New & Renewal Subscriptions	22.50
29069	Hearst Books	Books	48.72
29070	Hippocrene Books	Books	5.95
29071	Human Events	Subscription Renewal	15.00
29072	I Dare You Committee	Books	1.04
29073	Independent Publishers Group	Books	4.16
29074	Lancer Books	Books	11.80
29075	The Lawyers Co-operative Publishing	Books	7.85
29076	Log City Books	Books	21.00
29077	MacFadden-Bartell Corp.	New Subscriptions	12.00
29078	McGraw Hill Book Co.	Books	21.78
29079	David McKay Co.	Books	8.50
29080	Martindale-Hubbel, Inc.	Books	88.40
29081	G & C Merriam Co.	Books	61.66

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29082	Mid-West Library Service	Microfilming of Books	181.54
29083	National Record Plan	Records	49.25
29084	National Rifle Assoc. of America	New Subscription	11.00
29085	The New Yorker	New Subscription	12.00
29086	The New York Times	Subscription Renewal	35.00
29087	North River Press	Books	6.27
29088	J. Philip O'Hara, Inc.	Books	6.64
29089	Ohio State University Libraries	Books	4.00
29080	Ohio State University Press	Books	66.55
29091	O.K.-O.P. Book Service	Books	19.00
29092	Peter Eaton(Library Supply)Ltd.	Books	16.32
29093	Photoduplication Service	Books	39.00
29094	Public Documents Distribution	Books	5.50
29095	Publishers Paperback Center	Books	37.48
29096	Reader's Digest	New Subscription	4.97
29097	Regent Book Co., Inc.	Books	61.36
29098	Charles Scribner's Sons	Books	28.35
29099	Standard & Poor's Corp.	Subscription Renewal	478.58
29100	State Capital Information Service	Subscription Renewal	137.50
29101	Superintendent of Documents	Books	14.00
29102	Twin Circle Publishing Co.	Books	5.20
29103	University Microfilms	Books	38.25
29104	University of South Carolina Press	Books	11.96
29105	West Publishing Co.	Books	13.00
29106	The Western Horseman	New Subscription	5.00
29107	H. W. Wilson Co.	Books	56.00
29108	Woodall's	Books	6.50
29109	Chan Glosser, Postmaster	Postage for Meter	200.00
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 46,700.15

DECATUR PUBLIC LIBRARY EEA FUND

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
30998	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	$ 60.00
31078	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/10/73	874.78
31092	Treasurer, City of Decatur %Illinois Municipal Retirement Fund	December Charges	323.18
31257	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/24/73	881.18
		TOTAL DECATUR PUBLIC LIBRARY EEA FUND VOUCHERS	$ 2,139.14