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

BOARD OF DIRECTORS MEETING

AGENDA

APRIL 12, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES

A. REGULAR BOARD MEETING MARCH 15, 1974

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

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

V. OLD BUSINESS

VI. NEW BUSINESS

A. APPOINTMENT OF NOMINATING COMMITTEE

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - APRIL, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held April 12, 1974 in the board room of the main library.

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

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

The minutes of the regular board meeting of March 15, 1974 were approved.

In his statistical report to the board, Mr. Dumas stated that circulation is down again this month, but even though it is down, we are doing a larger circulation per day open than we have in our history. The losses are just the losses due to the extra day of being closed. Circulation in the Children's Department shows an increase for the first time in a number of months. Mr. Dumas further reported that the backlog in Technical Services has all but disappeared; therefore, we are now getting ready to undertake a more extensive classification project than we have developed in the last few years and get our collections in better order. We will try to bring all titles of the same book in the same number, tackling the literature section first. Mr. Babicki, head of Technical Services, is working with the public service division of the library in the preparation of scope notes for classification in order to bring about a codification of decisions, thus decreasing inconsistencies in the classification of materials. This will be a long-term project, but the 800 class (Literature) should be completed within two or three years.

Mr. Dumas reported the library's calendar of events in observance of National Library week which begins April 22. Local organizations which will take part in the observance by having displays or other activities in the library are the Decatur Stamp Club, Decatur Garden Club, Genealogy Society, Soy City Coin Club, Decatur Chess Club, Decatur Camera Club, and the Land of Lincoln Bottle Club. A model railroad display owned by John Sanner will be on display all week. Also to be shown all week is an exhibit of Decatur artists including 35 pictures which are the work of eight artists, and a collection of early books and periodicals owned by the library. Jacqueline Jackson, a noted children's author, will present a talk to parents and teachers in the library auditorium on April 25th on how to stimulate creativity in children. An owl collection and a visit from Gladys the parrot will be featured in the Children's Room. All events will be well publicized.

As Chairman of the Properties and Finance Committee, Mr. Whitacre gave an informational report on the summary of income and expenditures through March 31, 1974 and bills approved through March 31, 1974. The motion for approval of the report by Mr. Whitacre was seconded by Mr. Lindsay and was unanimously approved by a roll-call vote.

Mr. Whitacre further moved that the following amounts be transferred from Code 230, Data Services:

$200 to Code 202, Printing and Binding
$150 to Code 215, Services to Maintain Automotive Equipment
$300 to Code 229, Other Professional Services
$ 25 to Code 312, Janitorial Supplies
$250 to Code 324, Materials to Maintain Automotive Equipment

Mr. Holcomb seconded the motion and it was approved.

It was reported by Mrs. Brandt that the Freedom to Read program is sponsored by a foundation which is separate from the American Library Association, and is not funded by ALA dues. Mr. Whitacre stated that the newspaper clipping which he had read on this subject was misleading.

With the annual meeting of the library board being scheduled for May, Mr. Farrell appointed the following nominating committee to prepare a slate of officers for the May meeting:

Mr. Lindsay, Chairman
Mr. Holcomb
Mr. Whitacre

Mrs. Brandt called to the attention of the board the parking problem in front of the library. Mr. Dumas explained that signs have been posted to limit parking, but the signs are removed from time to time by vandals. Mrs. Brandt suggested that when the parking privilege is abused, the police might be called.

Having made a visit to the Topeka, Kansas library recently, Mrs. Brandt reported on their extensive programs in the community. She mentioned a "book buggy" used by their library which carries paperbacks around the city and does a thriving business. Mr. Dumas commented that he originated a similar idea of using one of our old bookmobiles for such a project, but funds were not available to carry through on it. Mrs. Brandt further reported that the Topeka library has recently purchased a new bookmobile at a cost of $36,000.

Mr. Whitacre mentioned that Mt. Zion is currently planning to have a new library and wondered if there were some way our library could incorporate service to this community. Various possibilities were discussed and the matter left open.

The meeting was adjourned at 5:20 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

April, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	23,828	2,356	12,315	38,499	463,848
1973 -	25,406	2,430	12,689	40,528	470,314

REGISTRATION

Resident	28,184	Non-Resident	988	
Added	1,239	Added	47	
	29,423		1,035	
Withdrawn	792	Withdrawn	28	
	28,631		1,007	29,638

TECHNICAL PROCESSING

Cataloging

New books added	926
New Titles Added	397
Books withdrawn	712
Books mended	626

Acquisitions

Books checked in	729
Pamphlets checked in	347
Telephone directories	34
Gifts	156

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35782	Allied Office Service	Office Supplies & Equipment	$ 224.40
35783	Stone Wall Press	Books	3.95
35784	Superintendent of Documents	Books	8.50
35785	Chan Glosser, Postmaster	March Postage - Meter	6.30
35786	Widmer, Inc.	Office Supplies	483.54
35787	Treasurer, City of Decatur % Payroll Fund	Period End ng 4/3/74	13,670.34
35788	American Home	Subscription Renewal	4.00
35789	R. R. Bowker Co.	Subscription Renewal	64.80
35790	Gale Research Co.	Books	55.74
35791	Illinois Power Co.	Gas & Electrical Service	1,469.99
35792	Treasurer, City of Decatur % General Operating Fund	April Data Processing Charges	2,916.68
[illegible]93	Division of Boiler Inspection	Boiler Inspection Certificates	4.00
35794	Treasurer, City of Decatur	Period Ending 4/10/74	422.96
35795	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	563.54
35796	Millikin National Bank	Investment Purchase	50,000.00
35797	H. A. Kuhle Co.	State Inspections	14.50
35798	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - $13.65)	68.12
35799	Treasurer, City of Decatur % Payroll Fund	Period End ng 4/17/74	13,561.49
35800	C. C. Fire Equipment Co.	Fire Extinguisher Service	69.00
35801	Alfax Mfg. Corp.	Office Equipment	59.70
35802	William Morrow & Co., Inc.	Books	48.70
35803	First National Bank of Decatur	Investment Purchase DPL BOND & INTEREST FUND	3,058.29
35804	First National Bank of Decatur	Investment Purchase DPL TRUST FUND	912.03

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
35805	Chan Glosser, Postmaster	April Postage - Meter	$ 1.60
35806	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - $2.70)	40.80
35807	Treasurer, City of Decatur % Payroll Fund	Period Ending 4/24/74	559.25
35808	Community College of Decatur	College Work Study	260.90
35809	Stappenbeck Bookbindery, Inc.	Book Binding	421.80
35810	Bodine Electric Co.	Circuit Fan Repair	34.38
35811	Decatur Window Cleaning Co.	March Janitorial Service	1,488.38
35812	Otis Elevator Co.	Elevator Maintenance	137.91
35813	T. A. Brinkoetter & Sons, Inc.	Heating Repairs	198.51
35814	Dash Disposal	March Service	10.00
35815	Illini Office Equipment Co.	Adding Machine Ribbon & Repairs	22.50
35816	3M B. P. S. I.	Service Contracts & Parts	391.68
35817	Rebco Audio Visual Inc.	Graflex Repair	46.40
35818	General Tire Service	Tire Repair & Parts	63.54
35819	Harold S. Friedman, M. D.	Pre-employment Physical	12.50
35820	The Decatur Clinic	Pre-employment Physical	15.00
35821	Illinois Bell Telephone Co.	Long Distance Calls & Service	483.69
35822	Downtown Decatur Council, Inc.	April Parking	270.00
35823	Smith-Scharff Paper Co.	Paper Towels	132.51
35824	Robert Barclay, Inc.	Air Filters	102.06
35825	C. Bendsen Company	Lamps	37.50
35826	Black & Company	Building Maintenance Supplies	17.50
35827	VOID		
35828	The Englewood Companies	Electrical Supplies	1,094.45
35829	Jan-San Supply Co.	Case of Soap	113.85
35830	Bro-Dart, Inc.	Office Supplies	206.25
35831	Gaylord Bros., Inc.	Office Supplies	38.25
35832	Huff Lumber Co.	Display Materials	173.05
35833	Paxton Service Press	Rubber Stamps	16.95

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT
35834	Widmer, Inc.	Office Supplies	$ 102.98
35835	American Hotel Register Co.	Books	10.54
35836	The American Humane Assoc.	Books	4.30
35837	Amphoto	Books	17.13
35838	The Baker & Taylor Co.	Books	2,433.76
35839	R. R. Bowker Co.	Subscription Renewals	73.20
35840	Bro-Dart, Inc.	Books	20.17
35841	Card Reproduction RevolvingFund	Catalog Card Reproductions	58.83
35842	Doubleday & Company	Books	537.83
35843	Fawcett Publications, Inc.	Subscription Renewal	3.60
35844	Ford's Freighter Travel Guide	Subscription Renewal	7.00
35845	Goodheart-Willcox, Inc.	Books	13.86
35846	The Indian Historian Press, Inc.	Subscription Renewal	6.50
35847	International City Management Assoc.	Books	19.00
35848	The Kopy Shoppe	Catalog Cards	43.47
35849	McGraw-Hill Book Co.	Books	19.42
35850	Microfilming Corp. of America	Subscription Renewal	172.00
35851	Pendragon House, Inc.	Books	7.07
35852	Rand McNally & Co.	Books	51.32
35853	The Viking Press, Inc.	Books	18.75
35854	West Publishing Co.	Books	99.50
35855	Xerox University Microfilms	Book Microfilming	23.72
35856	Bob's Repair Service	Automotive Parts & Service	88.71
35857	General Tire Service	Tire Repair	9.25
35858	Multigraphics Division	Equipment Repair & Office Supplies	52.75
35859	Black & Company	Maintenance Supplies	21.19
35860	Rebco Audio Visual Co.	Projection Lamps & Supplies	55.40
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 98,053.03

ACTIVITY 940 DECATUR PUBL[illegible]BRARY FUND PA[illegible]0

MAY 1, 1973 THRU APR 30, 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	1,667.34	17,555.93	1,555.93-	
4	NON-RESIDENT FEES	170.00	34.00	374.00	204.00-	
5	INTEREST ON INVESTMENTS	15,000.00	6,241.10	19,899.85	4,899.85-	
7	LOST & DAMAGED BOOKS	900.00	59.13	667.24	232.76	
8	PRINTS MADE ON COPY MACHINE	360.00	25.94	308.58	51.42	
10	MISCELLANEOUS	312.00	635.60	4,561.92	4,249.92-	
	TOTAL REVENUE	675,842.00	8,663.11	693,505.29	17,863.29-	102.64

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	26,587.01	346,517.39	44,153.61	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,372.84	44,065.52	5,286.48	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	563.54	7,155.03	944.97	
109	TEMPORARY SALARIES	24,630.00	0.00	1,887.93	23,363.04	1,266.96	
201	ADVERTISING	200.00	0.00	0.00	64.63	135.37	
202	PRINTING & BINDING	2,128.15	0.00	421.80	2,128.15	0.00	
211	SERVICE TO MAINTAIN BUILDINGS	24,900.00	0.00	1,849.67	21,080.53	3,419.47	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	11.89	321.74	178.26	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,381.74	0.00	470.80	1,381.74	0.00	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	810.43	0.00	101.65	810.43	0.00	
221	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	732.37	0.00	27.50	732.37	0.00	
230	DATA SERVICES	43,946.49	0.00	2,916.68	35,000.00	8,946.49	
231	ELECTRICITY	15,752.49	0.00	1,469.99	15,752.49	0.00	
233	TELEPHONE	5,500.00	0.00	483.69	5,297.71	202.29	
234	WATER	300.00	0.00	0.00	135.99	164.01	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	40.39	1,162.31	326.69	
245	POSTAGE	2,600.00	0.00	13.22	2,560.29	39.71	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	0.00	804.00	4.00	
288	RENTALS	3,531.00	0.00	271.00	3,006.52	524.48	
310	GAS OIL & ANTIFREEZE	350.00	0.00	0.00	102.46	247.54	
312	JANITORIAL SUPPLIES	410.00	0.00	132.51	407.27	2.73	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	5,000.00	0.00	1,473.17	4,217.25	782.75	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	428.33	0.00	75.40	428.33	0.00	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	3.26	1.74	
345	OFFICE SUPPLIES	10,603.00	0.00	1,228.16	7,684.12	2,918.88	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	0.00	745.00	10.00	
423	INSURANCE	5,743.00	0.00	4.00	5,331.00	412.00	
	TOTAL OPERATING EXPENDITURES	600,977.00	0.00	43,402.84	530,858.57	70,118.43	88.33
515	OFFICE MACHINERY & EQUIPMENT	9,209.00	0.00	209.70	344.69	8,855.31	

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	3,843.01	63,986.84	11,011.16	
	TOTAL CAPITAL OUTLAY	84,200.00	0.00	4,052.71	64,333.53	19,866.47	76.41
	TOTAL EXPENDITURES	685,177.00	0.00	47,455.55	595,192.10	89,984.90	86.87
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,372.84	44,065.52	5,286.48	89.29
	GRAND TOTAL	635,825.00	0.00	44,082.71	551,126.58	84,698.42	86.68

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1973 THRU APR 30, 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	39.68	1,830.57	1,230.57-	
	TOTAL REVENUE	84,520.00	39.68	86,434.99	1,914.99-	102.27

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-	102.27
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 THRU APR 30, 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	
564	INVESTMENT INTEREST	0.00	11.83	1,734.27	1,734.27-	
	TOTAL REVENUE	35,000.00	11.83	36,734.27	1,734.27-	104.96