



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 15, 1974

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JANUARY 11, 1974
- III. STATISTICAL REPORT
- IV. COMMUNICATIONS
- V. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- VI. OLD BUSINESS
- VII. NEW BUSINESS
- VIII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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 - February 15, 1974

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

Members Present:

Mr. Butler
Mr. Farrell
Mr. Holcomb
Mr. Lindsay
Mr. Robinson
Mr. Prince
Mr. Whitacre

Members Absent:

Mrs. Brandt
Mrs. Hedrick

Others Present:

William Ward
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of January 11, 1974, were approved.

At this time, Mr. Farrell called upon Mrs. Ann Seidman, head of the Research Library of the A. E. Staley Manufacturing Company, to make her presentation to the board. Mrs. Seidman stated that the closing of the library on Mondays had caused considerable inconvenience to the company, and she hoped the move would be only temporary. She explained that the Staley Company library does not duplicate materials which are available from the public library, and that the Staley Company is very dependent on the public library's special materials. Mr. Farrell mentioned that letters expressing concern over the closing had also been received from the Archer Daniels Midland Company and the American Association of University Women. Mr. Farrell stated that the Monday closing is not a permanent move, and that as soon as more funds are available, the library will return to its regular six-day schedule.

In his statistical report to the board, Mr. Dumas stated that there were no surprises in the statistics this month as circulation figures of the library are down some due to the Monday closing and bad weather the earlier part of the month. Mr. Dumas stated that many people are still apparently unaware of the library's new hours. Everything in Technical Services is about the same this month. Books checked in have dropped as there is a decline in the number of books we are ordering. Adult Services statistics are also down this month in almost the exact percentage to the number of hours we have been closed. One of the positive effects of the closing is that the Children's Department hours have been rescheduled to open three nights a week instead of two. During January the Children's Department had a very successful "Family Night" with approximately 250 children attending. Mrs. Preslan has also scheduled a program of "Saturday Afternoon at the Movies" and story hours on Tuesday and Thursday. This broadening of library services to the public is done with the idea that there is more to library service than merely the circulation of books - getting people into the library habit as a good place to

be, and not just for the drudgery of school work. Mr. Dumas stated he was sorry to report to the board that library service to the Decatur Memorial Hospital will be abrogated soon at their request in that they simply do not have enough volunteers to distribute the books, and also there is a problem of storage space for books. Mr. Butler and Mr. Prince suggested that perhaps members of the "Friends of the Library" organization might be available for such volunteer work. Mr. Dumas stated he would pass along this suggestion to Mr. Yamashita, Head of Extension Services.

Members of the board stated they would like copies of the pamphlet Illinois Library Laws. Mr. Dumas explained that some copies of the pamphlet had been distributed to members of the board, but that he would order more.

In a brief discussion some dissatisfaction was voiced and questions raised by members of the board regarding the propriety of some of the activities of the American Library Association. Mr. Prince stated that if dissatisfaction exists with some of the policies of the Association that a letter should be written to so state. Mr. Farrell referred the matter to the Policies, Public Relations and Personnel Committee for further discussion.

As Chairman of the Properties and Finance Committee, Mr. Whitacre gave an informational report on the summary of income and expenditures through January 31, 1974 and bills approved through January 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, as a member of the Policies, Public Relations, and Personnel Committee, moved that the registration requirement for the borrower's signature be waived for the handicapped and functionally illiterate at the discretion of the City Librarian. Mr. Prince seconded the motion and it was approved.

Mr. Prince announced his resignation as the Board's representative to the Rolling Prairie Libraries System and requested that Mr. Butler be appointed to replace him. Mr. Farrell made the appointment of Mr. Butler as representative and requested that Rolling Prairie be so notified.

The meeting was adjourned at 5:30 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

February, 1974

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1974 -	23,816	2,533	13,841	40,190	381,487
1973 -	25,776	2,791	13,172	41,741	383,846

REGISTRATION

Resident	28,982	Non-Resident	989	
Added	<u>726</u>	Added	<u>31</u>	
	29,708		1,020	
Withdrawn	<u>1,253</u>	Withdrawn	<u>40</u>	
	28,455		980	<u>29,435</u>

TECHNICAL PROCESSING

Cataloging

New books added	717
New titles added	399
Books withdrawn	764
Books mended	803

Acquisitions

Books checked in	619
Pamphlets checked in	0
Telephone Directories	60
Gifts	63

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending February 28, 1974

<u>NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35645	Treasurer, City of Decatur % Payroll Fund	Jan Service Recognition and Period Ending 1/30/74	\$ 488.22
35646	Institute of Labor & Industrial Relations	Books	7.00
35647	William Morrow & Co.	Books	9.95
35648	Saturday Review World	Subscription Renewal	12.00
35649	Chan Glosser, Postmaster	January Postage - Meter	11.10
35650	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	608.03
35651	French & Europena Publications, Inc.	Books	20.90
35652	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/6/74	13,360.48
35653	Illinois Power Co.	Gas & Electrical Service	1,929.76
35654	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/16/74	235.02
35655	Treasurer, City of Decatur % General Operating Fund	Feb Data Processing Charges	2,916.67
35656	First National Bank of Decatur	Investment Purchase	30,000.00
35657	First National Bank of Decatur	Investment Purchase DPL BOND & INTEREST FUND	2,147.00
35658	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - 33.13)	146.66
35659	J. D. Johnson & Son, Inc.	Automotive Liability Insurance	746.00
35660	Chan Glosser, Postmaster	Postage for Machine	200.00
35661	Keen Books	Books	7.00
35662	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/20/74	13,428.50
35663	Stappenbeck Bookbindery	Book Binding	352.45
35664	Decatur Window Cleaning Co.	January Janitorial Service	1,488.38
35665	Estey Corporation	Heating Repair	276.84
35666	King-Lar Company	Fan Belt for Furnace	18.96

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35667	Schuerman Key Shop	Lock Repair	\$ 19.00
35668	Illini Office Equipment Co.	Typewriter Repair	35.00
35669	Greanias, Booth & Greanias	Nov & Dec Service	50.00
35670	Illinois Bell Telephone Co.	Long Distance Calls & Service	483.63
35671	United Travel Service	Airline Ticket	53.27
35672	Downtown Decatur Council, Inc.	February Parking	180.00
35673	Pitney Bowes	Postage Machine Rental	31.50
35674	The Englewood Companies	Voltage Test Meter	63.39
35675	Sears, Roebuck & Co.	Ladder	44.51
35676	Allied Office Service	Office Supplies	72.20
35677	3M B.P.S.I.	Microfilm Lamps	47.21
35678	Demco Education Corp.	Office Supplies	43.65
35679	Gaylord Bros., Inc.	Office Supplies	486.80
35680	Black & Company	Vacuum Cleaner	49.99
35681	The Baker & Taylor Co.	Books	1,674.23
35682	Bro-Dart, Inc.	Books	124.40
35683	Columbia Journalism Review	Subscription	9.00
35684	Credit Bureau of Decatur, Inc.	Subscription Renewal	90.00
35685	Decatur Tribune	Subscription Renewal	5.00
35686	Doubleday & Co., Inc.	Books	78.34
35687	Grolier Educational Corp.	Books	289.30
35688	Harper & Row, Publishers	Books	9.12
35689	Hearst Books	Books	42.19
35690	The Indian Historian Press	Subscription - New	10.00
35691	The Kopy Shoppe	Catalog Cards - Books	75.96
35692	MacMillan Publishing Co.	Books	16.65
35693	Martindale-Hubbell, Inc.	Books	93.60
35694	David McKay Co.	Books	11.95
35695	Midwest Library Service	Catalog Cards - Books	95.99

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35696	National Fire Protection Assoc.	Books	\$ 17.81
35697	National Wildlife Federation	Books	2.00
35698	New Statesman	Subscription Renewal	28.00
35699	Pacific Books, Publishers	Books	13.68
35700	Sumberg Enterprises	Books	7.50
35701	University of Chicago Press	Books	39.56
35702	The Voice	Subscription Renewal	15.00
35703	West Publishing Co.	Books	31.50
35704	Xerox University Microfilms	Book Microfilming	34.33
35705	British Tourist Authority	New Subscription	8.65
35706	The British Book Centre	Books	10.80
35707	Millikin National Bank	Investment Purchase DPL TRUST FUND	900.20
35708	Millikin National Bank	Investment Purchase DPL BOND & INTEREST FUND	871.61
35709	Facts on File, Inc.	Subscription Renewal	187.00
35710	VOID		
35711	Chan Glosser, Postmaster	Postage for Postage Machine	200.00
35712	Chan Glosser, Postmaster	Post Cards	160.00
35713	Jason Aronson, Inc.	Books	<u>7.74</u>
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			<u>\$ 75,232.18</u>

MAY 1, 1973 THRU FEB 28, 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	442,300.00	48,620.80	454,465.50	9,465.50-	
2 TAX LEVY RECEIPTS-PROR	5,000.00	2,646.78	2,646.78	2,353.22	
3 FINES & FEES	16,000.00	1,602.30	14,416.93	1,583.07	
4 NON-RESIDENT FEES	170.00	17.00	289.00	119.00-	
5 INTEREST ON INVESTMENTS	15,000.00	0.00	11,165.76	3,834.24	
7 LOST & DAMAGED BOOKS	900.00	50.70	599.11	300.89	
8 PRINTS MADE ON COPY MACHINE	380.00	0.00	248.13	111.87	
10 MISCELLANEOUS	312.00	140.44	2,674.84	2,362.84-	
TOTAL REVENUE	675,642.00	53,138.08	679,531.54	3,839.54-	100.58

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	26,167.33	293,508.81	97,162.19	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,296.40	37,352.92	11,999.08	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	608.03	6,013.12	2,086.88	
109	TEMPORARY SALARIES	24,800.00	0.00	1,219.89	20,053.00	4,577.00	
201	ADVERTISING	200.00	0.00	0.00	64.63	135.37	
202	PRINTING & BINDING	2,500.00	0.00	352.45	1,497.35	502.65	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	1,689.72	17,157.66	7,342.34	
212	SERVICE MAINTAIN IMPROV OTHER THAN BLDGS	500.00	0.00	0.00	296.37	203.63	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	35.00	830.94	339.06	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	6.31	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	50.00	604.87	34.87-	
230	DATA SERVICES	45,000.00	0.00	2,916.67	29,166.65	15,833.35	
231	ELECTRICITY	15,500.00	0.00	1,929.76	13,000.55	2,491.44	
233	TELEPHONE	5,500.00	0.00	463.63	4,369.64	1,130.36	
234	WATER	300.00	0.00	0.00	90.42	209.58	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	57.47	1,092.22	396.78	
245	POSTAGE	2,800.00	0.00	575.69	2,329.16	270.84	
264	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	600.00	0.00	0.00	804.00	4.00	
268	RENTALS	3,551.00	0.00	222.00	2,491.87	1,039.13	
310	GAS OIL & ANTIFREEZE	500.00	0.00	0.00	95.46	254.54	
312	JANITORIAL SUPPLIES	400.00	0.00	0.00	272.57	127.43	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	5,000.00	0.00	236.86	2,727.07	2,272.93	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	3.29	330.81	80.81-	
330	MEDICAL & LABORATORY SUPPLIES	2.00	0.00	0.00	2.03	2.92	
345	OFFICE SUPPLIES	10,800.00	0.00	719.00	5,257.72	5,345.28	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	125.00	665.00	50.00	
423	INSURANCE	5,743.00	0.00	746.00	5,327.00	416.00	
TOTAL OPERATING EXPENDITURES		600,977.00	0.00	41,440.50	446,718.38	154,258.62	74.33
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	49.99	134.99	9,065.01	

MAY 1, 1973 TO FEB 28, 1974

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	3,116.33	56,629.12	18,370.88	
	TOTAL CAPITAL OUTLAY	84,200.00	0.00	3,166.32	56,764.11	27,435.89	67.42
	TOTAL EXPENDITURES	685,177.00	0.00	44,606.82	503,482.49	181,694.51	73.48
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,296.40	37,352.92	11,999.08	75.69
	GRAND TOTAL	635,825.00	0.00	41,310.42	466,129.57	169,695.43	73.31

MAY 1, 1973 THRU FEB 23, 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	63,320.00	8,998.97	84,114.54	794.54-	
2 TAX LEVY - PRIOR YEARS	0.00	489.88	489.88	489.88-	
56A INTEREST ON INVESTMENTS	600.00	13.52	1,790.89	1,190.89-	
TOTAL REVENUE	64,520.00	9,502.37	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	63,320.00	0.00	0.00	83,320.00	0.00	100.00
	TOTAL EXPENDITURES	63,320.00	0.00	0.00	83,376.70	56.70-100.07	

MAY 1, 1973 FEB 28, 1974

REVENUE ITEMS

ESTIMATED
REVENUECURRENT MONTH
RECEIPTSYEAR TO DATE
RECEIPTSUNCOLLECTED
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

13.97

1,722.44

1,722.44-

TOTAL REVENUE

35,000.00

13.97

36,722.44

1,722.44-

104.92