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

BOARD OF DIRECTORS MEETING

AGENDA

JANUARY 17, 1980

I. CALL TO ORDER
DEAN HOLCOMB, PRESIDENT

II. APPROVAL OF MINUTES:

A. SPECIAL BOARD MEETING DECEMBER 13, 1979

B. REGULAR BOARD MEETING DECEMBER 20, 1979

III. LIBRARIAN'S REPORT

IV. REPORTS OF COMMITTEES

A. PROPERTIES AND FINANCE

1. Approval of Bills

B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Batterham
Mr. Borchers
Mr. Grieve
Mr. Holcomb
Mrs. Jackson
Mrs. Moore
Mr. Stewart

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - January 17, 1980

The regular meeting of the Board of Directors of the Decatur Public Library was held January 17, 1980 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Batterham	Mr. Marshall	Mr. Dumas
Mr. Borchers	Mrs. Rueter	Mr. Poertner
Mr. Grieve		Miss Schwegman
Mr. Holcomb		
Mrs. Jackson		
Mrs. Moore		
Mr. Stewart		

The meeting was called to order at 4:30 p.m. by Mr. Holcomb.

The minutes of the special board meeting of December 13, 1979, and the regular board meeting of December 20, 1979 were approved.

Mrs. Batterham questioned the effect the proposed legislation to limit property taxes in Illinois would have on libraries. Mr. Dumas stated that institutions like the Decatur Public Library will particularly be affected adversely in that they have no inflation-relation sources of revenue and depend entirely on property taxes. Such legislation could have a swift and deleterious effect on libraries. Mr. Dumas further explained that the state law contains no provision for distribution to libraries portions of the corporate personal property tax replacement revenue. Mrs. Batterham moved that a letter be prepared for all board members to sign on Friday to our state representatives expressing the Board's concern over this pending legislation. Mr. Grieve seconded the motion and it was approved.

In his monthly statistical report to the Board, Mr. Dumas stated that circulation is up 17% in December, but this does include the first two days of January. We are now showing a 5% increase in the year-to-date circulation. The Children's Department had a "whopping" 48% increase in circulation partly due to the intensive programming by Mr. Hippenhammer during the Christmas holiday season and partly due to improved weather conditions over last year.

Answering Mr. Borcher's query at the December meeting, Mr. Dumas reported that Springfield property is valued at 510 million for tax purposes, whereas Decatur has a valuation of only 383 million, giving Springfield approximately a 1/3 advantage over Decatur.

As a member of the Properties and Finance Committee, Mr. Borchers moved that the approval of bills for December be tabled until the next meeting due to Mr. Marshall's absence. Mr. Grieve seconded the motion and the motion carried.

Mrs. Moore stated that the Policies, Public Relations and Personnel Committee had nothing to report today.

Under Old Business, Mr. Grieve noted that there is computer malfunctioning again. Mr. Dumas explained that one of the terminals is out of service and it will take two or three months to replace it. Mr. Holcomb requested Mr. Dumas to send a follow-up letter to CLSI regarding this deplorable new problem, and also requested that a representative of CLSI be brought to Decatur to meet with the Board so that members could voice their concern and displeasure directly and try to get some answers. Mr. Grieve suggested charging CLSI for our lost computer time by diminishing our payments to them on the maintenance contract according to the percentage of downtime.

Mr. Holcomb asked if there were anything new to report on alternative elevator maintenance, and Mr. Dumas stated that Otis Elevator has not as yet responded to his letter.

The meeting was adjourned at 5:10 p.m.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

December, 1979

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books, 1979 -	23,564	1,737	13,135	38,436	360,802
1978 -	19,495	1,714	10,299	31,508	342,623
A-V Materials, 1979 -	1,637	--	72	1,709	12,184
1978 -	1,175	--	41	1,216	9,775
Total Circulation, 1979 -	25,201	1,737	13,207	40,145	372,986
1978 -	20,670	1,714	10,340	32,724	352,398

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	940	Books checked in	1,160
New titles added	353	Telephone Directories	26
Books withdrawn	2,106	Pamphlets	288
Books mended	997	Gifts	7

Materials in the State of Processing

Materials (physical items) - 582
Titles - 382

FINANCIAL REPORT

	Budgeted	YTD Expended 1978/79	YTD Expended 1979/80	P.O.'s Out	Unencumbered
Personal Services	700,436	467,806	487,807		292,629
Operating	175,886	77,201	91,350	17,361	67,175
Capital and Books	155,756	77,218	100,835	2,915	52,006

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	8 + 2 (160 hours)	--	--	8 + 2 (160 hrs)
Clerical	21 + 12 (1004 hrs)	--	--	21 + 12 (868 hrs)
CETA	2	--	--	2
Maintenance	3	--	--	3

Current Vacancies:
3 Technical Services Clerks I
1 Half-time Library Assistant
1 Supervisor, Adult Services

PUBLIC NOTICE OF SCHEDULE OF REGULAR MEETINGS OF THE BOARD OF LIBRARY DIRECTORS OF THE CITY OF DECATUR, ILLINOIS

The regular meetings of the Board of Library Directors of the City of Decatur, Illinois for the year 1980 will be held in the Main Library Building, 247 East North Street, Decatur, Illinois. The meetings will be held on the third Thursday of every month, except for the month of May, at 4:30 p.m. The May meeting will be on the fourth Thursday of the month.

The schedule of the regular meetings is as follows:

January	17, 1980	4:30 P.M.	July	17, 1980	4:30 P.M.
February	21, 1980	4:30 P.M.	August	21, 1980	4:30 P.M.
March	20, 1980	4:30 P.M.	September	18, 1980	4:30 P.M.
April	17, 1980	4:30 P.M.	October	16, 1980	4:30 P.M.
May	22, 1980	4:30 P.M.	November	20, 1980	4:30 P.M.
June	19, 1980	4:30 P.M.	December	18, 1980	4:30 P.M.

In the event that the regular meeting date falls on a holiday, the regular meeting will be held on the next Thursday.

The schedule of regular meetings is available upon request at the Decatur Public Library, 247 East North Street, Decatur, Illinois.

/s/ Norman Stewart
Secretary, Board of Library Directors

CITY OF DECATUR, ILLINOIS

Decatur Public Library

December, 1979

VOU.NO.	PAYMENTS MADE TO:	FOR	AMOUNT
62247	Trea-% Central Service Fund	Gasoline for Sept & Oct	288.07
62274	Postmaster	Postage	40.00
62288	Treas-% Petty Cash Fund	Reimbursement	56.56
62294	Ill Power Co.	Power for month	2,419.20
62304	Bob's Repair Service	Tractor repair	223.67
62305	CLSI Systems, Inc.	Maintenance contract	1,188.90
62306	Decatur Paper House	Binding tape	94.45
62307	Secretary of State of Ill.	License plates	8.00
62308	Downtown Decatur Council	Parking for Dec.	300.00
62309	Englewood Electrical Supply	Lamps	32.93
62310	Gaylord Brothers, Inc.	Machine rental	345.00
62311	Ill Library Assn.	Dues	50.00
62312	3 M Business Products Sales	Office supplies	68.19
62313	Otis Elevator Co.	Service for month	246.02
62314	Rolling Prairie Libraries	Circulation control system	875.00
62315	Rossiter's Office Machines	Repair service	60.30
62316	Supt of Documents	Books	31.00
62317	Thornton Welding	Towing service	42.00
62376	Treas-% Payroll Fund	Pd ending 12-5-79	22,619.03
62528	Decatur Herald & Review	Advertising expense	82.36
62645	" Clinic	Professional services	32.00
62666	Treas-% Payroll Fund	Pd ending 12-12-79	1,240.95
62677	Robert Bentley, Inc.	Books	10.49
62678	Chicago Tribune	"	114.00
62679	Credit Bureau of Decatur	"	90.00
62680	Dash Disposal	Service for month	15.00
62681	Dawn Leight Publ Co.	Books	11.35

VOU.NO	PAYMENTS MADE TO	FOR:	AMOUNT
62683	Decatur Paper House	Paper supplies	114.60
62684	Denver Post	Books	96.00
62685	Englewood Electric Co.	Heater plug	8.63
62686	Forest Press	Books	30.47
62687	Gaylord Brothers, Inc.	Record cases	1,249.29
62688	Hwong Publ Co.	Books	28.33
62689	Ill Bell Telephone Co.	Telephone charges	501.08
62690	Legislative Reference Bureau	Books	55.00
62691	Millikin University	Books	14.00
62692	Minn Findings	"	10.00
62693	3 M Business Products Sales, Inc.	Office supplies	31.07
62694	Modern Business Systems, Inc.	Office supplies	336.13
62695	New York Times	Books	48.97
62696	Norman's Cleaners	Service for month	2.99
62697	Rolling Prairie Libraries	Maintenance on control system	1,216.05
62698	Soccer for Americans	Books	18.45
62699	Spectator Cole Books	Books	6.25
62700	Telkee, Inc.	Office supplies	13.23
62701	Travis Reading Agency	Books	11.00
62702	Variety, Inc.	"	40.00
62703	Weston Woods	"	121.70
62704	Postmaster	Postage	311.25
62734	Mary Fetrow	Reimb for expenses	12.89
62750	Treas-% Employee's Ins Fund	Life & hosp ins	1,244.76
62758	Postmaster	Postage	8.40
62772	Treas-% General Operating Fund	Dec adm expense	1,034.58
62786	Longbons Roofing & Sheet Metal Co.	Repair parapet wall & curbs	4,848.06
62789	American Library Assn.	Dues	850.00
62790	Badorek's Garage	Repair & parts	54.50
62791	Bilyeu's Paint	Material for storm windows	22.85

VOU.NO.	PAYMENTS MADE TO:	FOR:	AMOUNT
62792	Black & Co.	Hardware supplies	19.23
62793	Dro Dart, Inc.	Office supplies	43.31
62794	Field & Shorb	Humidifier parts	9.02
62795	Goodyear Service Stores	Battery	65.90
62796	Jan San Supply Co.	Janitorial supplies	104.05
62797	3 M Business Products Sales, Inc.	Repair service	88.00
62798	Standard Farms, Inc.	Fertilizer for plants	13.38
62803	Treas-% Payroll Fund	Service recog pay for Dec.	30.00
62816	"	Pd ending 12-19-79	47,869.20
63037	Millikin National Bank	Investment	106,735.00
63057	Treas-% Petty Cash Fund	Reimbursement	59.48
63063	Citizens National Bank	Investment	4,000.00
63075	Treas-% Payroll Fund	Pd ending 12-26-79	1,306.41
63079	Audio Buff Co.	Audio visual supplies	202.68
63080	Baker & Taylor - New York	Books	1,219.10
63081	" Chicago	"	3,120.13
63082	Center for Applied Research	"	26.12
63083	Decatur Blue Print	Office supplies	5.00
63084	DemcoEducational Corp.	Office supplies	28.71
63085	Doubleday & Co.	Books	542.60
63086	Englewood Electrical Corp.	Electrical supplies	471.57
63087	Firestone Stores	Parts for station wagon	12.95
63088	Green Tiger Press	Books	6.95
63089	Haines & Essick Co.	Office supplies	10.76
63090	Horn Book Magazine	Books	30.00
63091	Library Cards Ltd.	Catalog cards	177.20
63092	Los Angeles Times	Books	132.08
63093	Rolling Prairie Libraries	Maint on control system	875.00
63094	Treas-% I M R Fund	December retirement	10,735.27
		TOTAL DPL VOUCHERS	$220,864.10

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1979 THRU DEC 31, 1979

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	117,205.00	0.00	186,623.67	69,418.67-	
101	CURRENT YEAR TAXES	991,230.00	0.00	851,876.46	139,353.54	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	10,000.00	786.86	5,043.06	4,956.94	
728	LIBRARY FINES & FEES	16,000.00	1,496.00	14,502.30	1,497.70	
728A	NON-RESIDENT FEES	700.00	54.00	540.00	160.00	
729	LOST & DAMAGED BOOKS	2,300.00	149.41	1,377.20	922.80	
730	PRINTS MADE ON COPY MACHINE	700.00	56.05	539.91	160.09	
733	ILL ST PER CAPITA GRANT	0.00	0.00	24,422.34	24,422.34-	
799	MISCELLANEOUS INCOME	5,700.00	467.57	7,521.88	1,821.88-	
	TOTAL REVENUE	1,143,835.00	3,009.89	1,092,446.82	51,388.18	95.51

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	643,804.00	0.00	70,445.82	405,419.85	238,384.15	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	97,826.00	0.00	10,659.02	61,454.34	36,371.66	
106	ENEMPLOYMENT COMPENSATION	3,180.00	0.00	0.00	1,323.36	1,856.64	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	16,357.00	0.00	1,244.76	9,966.38	6,390.62	
109	TEMPORARY SALARIES	19,119.00	0.00	1,365.93	9,644.16	9,474.84	
201	ADVERTISING	250.00	60.00	82.36	446.56	256.56-	
202	PRINTING & BINDING	5,000.00	2,387.75	177.20	2,787.70	175.45-	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	916.26	5,102.08	8,271.30	812.44	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	650.00	127.01	17.99	163.73	359.26	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	11,715.00	688.05	2,553.25	8,298.30	2,728.65	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	4,150.00	861.92	184.00	1,434.13	1,853.95	
221	AUDITING SERVICES	600.00	0.00	0.00	650.00	50.00-	
229	OTHER PROFESSIONAL SERVICES	1,000.00	300.00	32.00	541.05	158.95	
231	ELECTRICITY	33,000.00	4,216.12	2,419.20	19,402.12	9,381.76	
233	TELEPHONE	7,000.00	2,724.07	501.08	4,405.85	129.92-	
234	WATER	400.00	169.54	0.00	227.17	3.29	
241	CONFERENCE ATTENDANCE EXPENSE	3,151.00	0.00	0.00	1,790.04	1,360.96	
245	POSTAGE	4,000.00	1,230.00	366.54	2,669.56	100.44	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	1,185.00	0.00	900.00	900.00	285.00	
288	RENTALS	5,275.00	1,240.50	645.00	2,834.00	1,200.50	
310	GAS OIL & ANTIFREEZE	150.00	0.00	295.32	738.78	588.78-	
312	JANITORIAL SUPPLIES	1,500.00	0.00	124.37	1,282.79	217.21	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	4,000.00	0.00	521.88	3,562.63	437.37	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	2,500.00	877.92	312.40	1,483.94	138.14	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	1.42	3.58	
345	OFFICE SUPPLIES	15,600.00	1,162.05	2,026.96	11,832.50	2,605.45	
402	CONTINGENCIES	41,200.00	0.00	0.00	25.00	41,175.00	
403	TRANS TO G F (ADMIN SERV)	12,415.00	0.00	1,034.58	8,276.66	4,138.34	
415	SERVICE RECOGNITION PAYROLL	1,140.00	0.00	30.00	715.00	425.00	
423	INSURANCE	10,000.00	400.00	0.00	8,609.37	990.63	
	TOTAL OPERATING EXPENDITURES	956,322.00	17,361.19	101,041.74	579,157.69	359,803.12	60.56
515	OFFICE MACHINERY & EQUIPMENT	24,500.00	2,625.00	1,750.00	8,455.38	13,419.62	
520	OTHER MACHINERY & EQUIPMENT	24,256.00	0.00	0.00	23,682.65	573.35	
525	LIBRARY BOOKS RECORDS & EXHIBITS	100,000.00	289.52	5,834.59	63,495.50	36,214.98	

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
525 A	AUDIO VISUAL MATERIALS	7,000.00	0.00	194.78	5,201.54	1,798.46	
	TOTAL CAPITAL OUTLAY	155,756.00	2,914.52	7,779.37	100,835.07	52,006.41	64.74
	TOTAL EXPENDITURES	1,112,078.00	20,275.71	108,821.11	679,992.76	411,809.53	61.15

ACTIVITY 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

MAY 1, 1979 THRU DEC 31, 1979

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	36,863.00	0.00	40,419.94	3,556.94-	
101	CURRENT YEAR TAXES	113,470.00	0.00	98,456.31	15,013.69	
101A	PRIOR YEARS TAXES	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	2,000.00	2,322.42	3,890.36	1,890.36-	
	TOTAL REVENUE	152,333.00	2,322.42	142,766.61	9,566.39	93.72

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	UNALLOCATED EXPENSES	100.00	0.00	0.00	41.70	58.30	41.70
410	PRINCIPAL & INTEREST	113,470.00	0.00	106,735.00	113,470.00	0.00	100.00
	TOTAL EXPENDITURES	113,570.00	0.00	106,735.00	113,511.70	58.30	99.95

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND

MAY 1, 1979 THRU DEC 31, 1979

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	55,743.00	0.00	56,271.99	528.99-	
56	INCOME	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	3,500.00	0.00	2,660.44	839.56	
	TOTAL REVENUE	59,243.00	0.00	58,932.43	310.57	99.48

ACTIVITY 943 DECATUR PUBLIC LIBRARY - C E T A

MAY 1, 1979 THRU DEC 31, 1979

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	0.00	0.00	0.00	0.00	
731	TRANS FROM CITY OF DECATUR	24,963.00	0.00	12,223.09	12,739.91	
	TOTAL REVENUE	24,963.00	0.00	12,223.09	12,739.91	48.96

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	21,086.00	0.00	482.40	10,871.05	10,214.95	
103	RETIREMENT FUND	3,170.00	0.00	76.25	1,602.88	1,567.12	
105	WORKMENS COMPENSATION	0.00	0.00	0.00	0.00	0.00	
107	HOSPITALIZATION & MEDICAL INSURANCE	700.00	0.00	0.00	310.94	389.06	
107 A	GROUP LIFE INSURANCE	7.00	0.00	0.00	36.12	29.12-	
109	TEMP SALARIES	0.00	0.00	741.44	1,790.48	1,790.48-	
	TOTAL OPERATING EXPENDITURES	24,963.00	0.00	1,300.09	14,611.47	10,351.53	58.53
	TOTAL EXPENDITURES	24,963.00	0.00	1,300.09	14,611.47	10,351.53	58.53

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

MAY 1, 1979 THRU DEC 31, 1979

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1979	1,255.00	0.00	2,001.36	746.36-	
56	REVENUE	0.00	0.00	0.00	0.00	
524	INTEREST ON INVESTMENTS	60.00	0.00	137.91	77.91-	
799	MISC INCOME	900.00	0.00	0.00	900.00	
	TOTAL REVENUE	2,215.00	0.00	2,139.27	75.73	96.58

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00
	TOTAL EXPENDITURES	800.00	0.00	0.00	0.00	800.00	0.00