



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 15, 1972

- I. CALL TO ORDER
HUGH BUTLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING NOVEMBER 17, 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 - DECEMBER 15, 1972

The regular meeting of the Board of Directors of the Decatur Public Library was held December 15, 1972 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Butler
Mr. Farrell
Mrs. Hedrick
Mr. Lindsay
Mr. Prince
Mr. Whitacre

Members Absent:

None

Others Present:

Sylvia Thompson
(Herald & Review)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of November 17, 1972 were approved.

Mr. Dumas reported that there were no surprises in this month's statistical report. Total circulation for the month was 35,637 which is not a bad figure. This was a little below last year, but it occurred when we had one bookmobile completely out of service and three holidays during the month. Mr. Dumas further reported that registration for the last few months has been going up steadily. For the last three or four months registration has been the highest in the history of the library, and it is quite gratifying. Mr. Dumas announced that the library's new bookmobiles will go into service with a new schedule January 3. The bookmobiles will be phased into service during the week between Christmas and New Years. Mr. Dumas stated that the bookmobiles will be stopping at some private schools, which is a service that has not been provided by the library in the past.

Mr. Butler announced that new board members may tour the library to see the mechanics of the operation of the library if they wish. Mr. Dumas stated that those interested could come at 4:00 P.M. preceding the next board meeting, and he would be happy to show them the operation. Mr. Butler stated that the press could be included in the tour if desired.

As Chairman of the Properties and Finance Committee, Mr. Farrell gave an informational report on the summary of income and expenditures through November 30, 1972 and bills approved through November 30, 1972. The motion for approval of the report by Mr. Farrell was seconded by Mr. Whitacre and was unanimously approved by a roll-call vote. Mr. Farrell commented that copies of the yearly audit report of the library had not as yet been received. Mr. Dumas will check with the City to determine the delay.

It was further moved by Mr. Farrell that \$1,000 be transferred to Materials to Maintain Buildings and Improvements, Code 320, from Contingencies, Code 402, and that \$400 be transferred to Service to Maintain Automotive Equipment, Code 215, from Contingencies, Code 402. Mr. Whitacre seconded the motion and it was approved.

Mr. Farrell reported that the Properties and Finance Committee had met to discuss the Breckenridge Estate money which has been given to the library. Ways to spend the money were considered and it was decided that since the amount is rather sizeable that a fitting memorial to Mr. Breckenridge should be found. Mr. Whitacre suggested that a plaque might be in order. The committee further discussed putting the money into a separate account with the City Treasurer's Office without delay. The committee felt that this money should not be used as a part of the library's operating costs. Mr. Farrell moved that the Breckenridge Estate money should be turned over to the City Treasurer to establish and maintain a segregated account separate from the Library Fund for the library and that any interest earned to be added to this separate account. Mr. Whitacre seconded the motion and it was approved.

The Policies, Public Relations and Personnel Committee was asked by Mr. Butler to report to the board on their findings regarding the book buying policies of the library. Mrs. Brandt stated that her committee had studied the book selection policies of the library carefully, and had decided to reaffirm the library book buying policies as adequate and reasonable. The placement of the controversial book "Go Ask Alice" was discussed by the board at length and there were varying ideas by members as to what action, if any, should be taken. Mr. Dumas stated that after having read the book, he found it to be depressing and thought that it was a very pathetic and a very human document of considerable human social value. "It is a tremendous moving book and an important one", he stated. Mr. Whitacre moved that the book be placed in the adult section of the library, but later withdrew his motion due to a request by other members of the board to defer action for 30 days so that all members could read the book and review the situation.

Mr. Butler announced the standing board committees as follows:

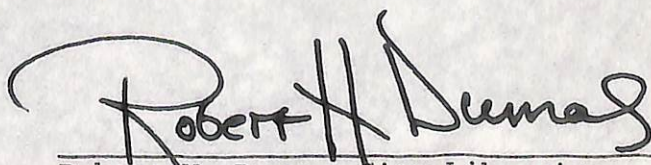
Policies, Public Relations and Personnel:

Mrs. Brandt, Chairman
Mrs. Hedrick
Mr. Farrell

Properties and Finance:

Mr. Whitacre, Chairman
Mr. Lindsay
Mr. Prince

The meeting was adjourned at 6:00 P.M.


Robert H. Dumas, City Librarian

For Secretary of the Board

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Books to be Approved for the Period Ending December 31, 1972

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28902	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/29/72	\$ 13,245.24
28903	Chan Glosser, Postmaster	1973 Bulk Mailing Permit	30.00
28904	American Library Association	1973 Membership Fee	90.00
28905	National School Public Relations Association	Books	4.00
28906	Orientalia, Inc.	Books	2.95
28907	Volkwein Bros.	Books	10.00
28908	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	600.00
28909	Chan Glosser, Postmaster	November Postage - Meter	4.80
28910	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - \$70.70)	244.54
28911	Standard Oil Div of American Oil Co.	Gasoline for Bookmobiles	53.44
28912	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/6/72	353.05
28913	Treasurer, City of Decatur % Payroll Fund	Nov Service Recognition	30.00
28914	Decatur Area Arts Council	1973 Membership Fee	15.00
28915	Hippocrene Books	Books	7.95
28916	Modco, Inc.	Books	19.75
28917	Superintendent of Documents	Books	6.00
28918	TV Guide	Subscription Renewal	7.00
28919	Weatherwise Inc.	Books	3.25
28920	Illinois Power Co.	Gas & Electric Service	1,281.11
28921	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/13/72	13,278.91
28922	Advants Publishing, Inc.	Books	1.95
28923	Chelsea-Lee Books	Books	22.50

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28924	J. W. Edwards, Inc.	Books	\$ 445.00
28925	Open Court Publishing Co.	Books	7.95
28926	Pavilion Publishing Co.	Books	12.00
28927	York Press	Books	15.00
28928	Treasurer, City of Decatur % Motor Fuel Tax Debt Service Fund	Investment Purchase	80,898.33
28929	Decatur School District #61	Mimeograph Paper	15.40
28930	Treasurer, City of Decatur % General Operating Fund	Dec Data Processing Charges	2,916.66
28931	Millikin National Bank	Bond & Interest Expense DPL BOND & INTEREST FUND	67,785.00
28932	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/20/72	408.73
28933	John W. Lewis, Sec of State	Automotive Licenses	25.00
28934	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
28935	Mr. Clyde Browning	Books	2.50
28936	California Academy of Sciences	Books	3.95
28937	Monogram Industries, Inc.	Automotive Part	31.95
28938	Treasurer, City of Decatur DPL Bond & Interest Fund	Due Other Funds	18,608.82
28939	Citizens National Bank	Investment Purchase	30,000.00
28940	Millikin Nat onal Bank	Investment Purchase DECATUR PUBLIC LIBRARY TRUST FUND	23,000.00
28941	Industrial Printing Inc.,	Printing Expense	410.48
28942	Stappenbeck Bookbindery Inc.	Book Binding	439.51
28943	Decatur Window Cleaning Co.	Nov Janitorial Service	1,503.38
28944	T. A. Brinkoetter & Sons, Inc.	Htg & Air Conditioning Repairs	336.10
28945	Otis Elevator Co.	Elevator Maintenance	130.15
28946	R. E. Gadberry Disposal	Oct & Nov Service: Evans	8.00
28947	Longbons Roofing & Sheet Metal	Bookmobile Trailer Repair	30.00
28948	Greanias, Booth & Lieberman	Oct & Nov Services	145.00
28949	Illinois Bell Telephone Co.	Telephone Service	423.12

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28950	Downtown Decatur Council, Inc.	December Parking	\$ 180.00
28951	Treasurer, City of Decatur % Water Revenue Fund	Water Service: Evans	3.13
28952	Decatur Blue Print Co.	Blue Prints	25.20
28953	The Englewood Companies	Ballasts	37.16
28954	Industrial Chemical Laboratories	Mobile Unit Canvas Bag	7.95
28955	Allied Office Service	Mimeograph Ink & Stencils	39.66
28956	Bro-Dart, Inc.	Office Supplies	117.66
28957	3M B.P.S.I.	Paper & Ink - Reader Printer	184.20
28958	Datebue Products Corp.	Office Supplies	33.75
28959	Garrison Wagner Co.	Office Supplies	22.80
28960	Gaylord Bros., Inc.	Office Supplies	148.80
28961	Illini Office Equipment Co.	Typewriter Ribbons	30.00
28962	IBM Corporation	Typewriter Ribbons	14.98
28963	Christy-Foltz, Inc.	Fountain Removal: Old Library	500.38
28964	Decatur Power Transmission	Additions & Repairs to Book- mobile & Trailers	350.00
28965	H. A. Kuhle Co.	Trailer Brake Kits	69.87
28966	A & A Distributors, Inc.	Books	18.77
28967	Adirondack Trail Improvement Society	Books	11.25
28968	Apple Tree Press	Books	6.35
28969	Astor-Honor, Inc.	Books	62.00
28970	The Baker & Taylor Co.	Books	5,427.62
28971	R. R. Bowker Co.	Books & Subscription Renewals	614.00
28972	Brides	Subscription Renewal	7.00
28973	VOID		
28974	Butterick Fashion Marketing Co.	Books	11.38
28975	Chicago Tribune	Subscription Renewal	46.00
28976	Citizens Information Service of Ill.	Books	4.88
28977	Congress Votes	Subscription Renewal	35.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
28978	Doubleday & Co., Inc.	Books	\$ 487.00
28979	Albert F. Feldstein Publisher	New Subscription	7.00
28980	Avon Collector Guides, Inc.	Books	32.00
28981	David McKay Co.	Books	15.28
28982	Mid-West Library Service	Books	108.54
28983	National Directory Service, Inc.	Books	5.41
28984	National Fire Protection Assoc.	Books	23.70
28985	National Journal	Subscription Renewal	200.00
28986	National Record Plan	Books	123.05
28987	The New York Times	Subscription Renewal	150.00
28988	Oxford Univerity Press, Inc.	Books	8.34
28989	Peoria Journal Star	Subscription Renewal	46.80
28990	Peter Eaton	Books	54.05
28991	Regent Book Co., Inc.	Books	42.13
28992	E. A. Seeman Publishing, Inc.	Books	16.25
28993	The Stock Market Magazine	New Subscription	7.00
28994	Story House Corp.	Books	5.20
28995	Twentieth Century Magazine Ltd.	Subscription Renewal	10.00
28996	United Chapters of Phi Beta Kappa	New Subscription	5.00
28997	University of California Press	Books	22.92
28998	Sociology & Social Research	Subscription Renewal	6.00
28999	University Microfilms	Books	18.25
29000	H. W. Wilson Co.	Books	465.00
29001	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/27/72	13,383.99
		TOTAL LIBRARY FUND VOUCHERS	<u>\$ 280,366.17</u>

DECATUR PUBLIC LIBRARY EEA FUND

30451	Treasurer, City of Decatur % Payroll Fund	Period Ending 11/29/72	\$ 871.57
30477	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	60.00

VOU NO: PAYMENTS MADE TO:

FOR:

AMOUNT:

30592 Treasurer, City of Decatur
 % Illinois Municipal Retirement Fund

Nov Retirement Charges

\$ 212.63

305 Treasurer, City of Decatur
 % Payroll Fund

Period Ending 12/13/72

871.57

30863 Treasurer, City of Decatur
 % Payroll Fund

Period Ending 12/27/72

871.57

TOTAL DPL EEA FUND
VOUCHERS

\$ 2,887.34

STATISTICAL REPORT

December, 1972

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1972 -	18,627	2,118	6,723	27,468	297,014
1971 -	19,615	2,455	8,212	30,282	285,065

REGISTRATION

Resident	28,141	Non-Resident	1,133	
Added	698	Added	34	
	28,839		1,167	
Withdrawn	561	Withdrawn	22	
	28,278		1,145	<u>29,423</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,012
New titles added	442
Books withdrawn	283
Books mended	1,816

Acquisitions

Books checked in	1,422
Pamphlets checked in	534
Telephone directories	102
Microfilm reels	7
Records	30

PERIOD MAY 1, 1972 THRU December 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
End Balance, May 1, 1972	299,392	0	279,941.65	19,450.35	
Tex Levy Receipts-Current	338,681	0	368,742.38	(30,061.38)	
Tex Levy Receipts-Prior	5,000	0	0	5,000.00	
Fines & Fees	16,000	1,036.72	8,817.26	7,182.74	
Non-Resident Fees	170	17.00	102.00	68.00	
Interest on Investments	15,000	1,982.88	8,641.08	6,358.92	
Lost & Damaged Books	900	80.88	793.56	116.44	
Prints Made on Copy Machine	550	0	194.87	355.13	
Miscellaneous	43,570	44.50	41,425.67	2,144.33	
TOTAL REVENUE	<u>719,263</u>	<u>3,161.98</u>	<u>708,648.47</u>	<u>10,614.53</u>	98.52

OBJECT C.D. NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCE
101	Regular Salaries	352,857		38,935.53	225,501.51	127,355.49
102	Overtime	150		0	11.94	138.06
107	Hospitalization, Medical and Life Insurance	7,822		600.00	4,815.00	3,007.00
109	Temporary Salaries	23,994		1,734.39	12,885.40	11,108.60
201	Advertising	300		0	108.00	192.00
202	Printint & Binding	6,000	301.59	849.99	2,900.14	2,798.27
211	Service to Maintain Buildings	26,000		1,890.58	16,047.40	9,952.60
212	Service to Maintain Improvements Other Than Buildings	900		32.68	290.44	609.56
214	Service to Maintain Office Equipment	1,300		0	664.11	635.89
215	Service to Maintain Automotive Equipment	900		220.19	721.19	178.81
221	Auditing	600		0	600.00	0

PERIOD MAY 1, 1972 THRU December 31, 1972

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
229	Other Professional Services	570		145.00	573.00	(3.00)
230	Payment to City for Data Processing	35,000				
231	Electricity	24,000		2,916.66	23,333.28	11,666.72
233	Telephone & Telegraph	5,500		1,281.11	9,218.01	14,781.99
234	Water	420		423.12	3,436.73	2,063.27
241	Travel, Training and Conferences			3.13	174.26	245.74
245	Postage	1,214		8.85	774.71	439.29
204	Professional Association Membership Fees	2,300		238.80	1,631.92	668.08
288	Rentals	800		105.00	648.00	160.00
		3,122		191.00	2,080.08	1,041.92
310	Gas, Oil & Anti-Freeze	350		60.78	194.72	155.28
312	Janitorial Supplies	400		76	295.18	104.82
320	Materials to Maintain Buildings & Improvements	3,800		155.73	3,437.00	363.00
324	Materials to Maintain Automotive Equipment	550		15.26	425.52	124.48
330	Medical & Laboratory Supplies	5		0	1.22	3.78
345	Office Supplies	8,323		687.64	5,121.51	3,201.49
402	Contingencies	2,300		0	0	2,300.00
415	Service Recognition Payroll	885		30.00	625.00	260.00
423	Insurance	7,258		0	5,175.00	2,083.00
	TOTAL OPERATING EXPENDITURES	<u>517,628</u>	<u>301.59</u>	<u>50,526.20</u>	<u>321,690.27</u>	<u>195,636.14</u>
	<u>CAPITAL OUTLAY</u>					
502	Buildings	14,500		500.38	1,150.63	13,349.37
510	Automotive Equipment	14,600		301.82	5,010.82	9,589.18
515	Office Machinery & Equipment	1,685		0	205.75	1,479.25
525	Books	125,000		8,745.62	65,362.56	59,637.44
	TOTAL CAPITAL OUTLAY	<u>155,785</u>		<u>9,547.82</u>	<u>71,729.76</u>	<u>84,055.24</u>
	GRAND TOTAL	<u><u>673,413</u></u>	<u><u>301.59</u></u>	<u><u>60,074.02</u></u>	<u><u>393,420.03</u></u>	<u><u>279,691.38</u></u>

PERIOD MAY 1, 1972 THRU December 31, 1972

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	<u>20,990</u>	<u>0</u>	<u>17,576.60</u>	<u>3,413.40</u>	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	15,038.67	5,951.33
	GRAND TOTAL	<u>20,990</u>		<u>0</u>	<u>15,038.67</u>	<u>5,951.33</u>

ACTIVITY: 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

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PERIOD MAY 1, 1972 THRU December 31, 1972

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

OBJECT NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
	<u>DEBT SERVICE:</u>					
410	Principal & Interest	106,319		67,785.00	106,319.33	(.33)
	GRAND TOTAL	<u>106,319</u>		<u>67,785.00</u>	<u>106,319.33</u>	<u>(.33)</u>

PERIOD MAY 1, 1972 THRU DECEMBER 31, 1972

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Gifts	0	23,000.00	23,000.00	(23,000.00)	
Total	<u>0</u>	<u>23,000.00</u>	<u>23,000.00</u>	<u>(23,000.00)</u>	

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