



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

OCTOBER 12, 1973

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING SEPTEMBER 14, 1973
- III. STATISTICAL REPORT
- IV. REPORTS OF COMMITTEES:
 - A. PROPERTIES AND FINANCE
 - 1. Monthly approval of bills
 - 2. Consideration of periodical bids and the awarding of the contract
 - 3. Evans Branch Rental
 - B. POLICIES, PUBLIC RELATIONS AND PERSONNEL
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT (Tentative)
MR. BUTLER
MR. FARRELL
MR. HOLCOMB (Tentative)
MR. LINDSAY
MR. PRINCE
MR. ROBINSON
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - OCTOBER 12, 1973

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

Members Present:

Mr. Farrell
Mr. Lindsay
Mr. Prince
Mr. Robinson
Mr. Whitacre

Members Absent:

Mrs. Brandt
Mr. Butler
Mrs. Hedrick
Mr. Holcomb

Others Present:

Bruce Paulsen
(Herald & Review)
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:50 P.M. by Mr. Farrell.

The minutes of the regular board meeting of September 14, 1973 were approved.

Mr. Dumas reported that circulation is up slightly this month over last year in spite of the fact that we have closed the Evans Branch and are operating with a greatly reduced book budget. Both bookmobiles had a good month and cancelled out a small loss in the central library. Mr. Dumas stated that generally we can expect a decline in circulation because of the shortage in the book budget. We are downgrading the acquisitions program in our core collection and cutting back in current non-fiction that is subject oriented. We will try to aim at the main demand in these areas rather than to try to keep current. We will just make do with the books we have in the fields that are not undergoing a radical change.

It was further reported by Mr. Dumas that the Technical Services Department catalogued almost 2,000 new books, of which 1,400 were new titles, even though they lost 242 manhours in vacation and illness. Therefore, they had the biggest month in memory in the catalog production. We are making inroads in the backlog and Mr. Babicki reports that he hopes that the backlog will be entirely taken care of in six months, which will be a very welcome thing. Mr. Babicki remarks that this is a pyrrhic victory because we are falling behind in our subject control of our collections, primarily because of the loss of EEA personnel. In the Order Department this month, the number of books checked in was down somewhat from the previous month because of our lower book budget. Vertical file acquisitions handled by the Order Department have nearly tripled since the addition of Mr. Bates, Reference Librarian, and Mrs. Preslan, Children's Librarian, to our staff.

The Adult Services Department is currently showing a movie each week at Wednesday noon and Wednesday evening. Attendance started slowly, but has gradually increased until last month there were 73 people at the last showing. It was announced by Mr. Dumas that modest additions are being made to the map collection of the library. Prior to establishment of the collection, there had been no indication of need, but experience in other libraries suggested

the likely desirability of such a collection, and use of the small collection we have added has substantiated this assumption. Mr. Bates and Miss Meyer attended a map workshop this last month which proved to be very helpful. The Young Adult Department has been experimenting from time to time with 8mm films, just showing them informally in the department after school. Response has been varied. A brochure of the fall and winter program of the Children's Department has been distributed widely. Mrs. Preslan has a very good program lined up. On Wednesday morning, a pre-school story hour has been scheduled and the registration is now filled, and registration is also filled for the afternoon story-hour time. Mrs. Preslan is conducting a film program for 3-5 year olds every Friday afternoon through October. The first "Saturday Afternoon at the Movies" began September 29 for school-age children, and she also has plans for a Hallowe'en costume party and magic show.

As Chairman of the Properties and Finance Committee, Mr. Whitacre gave an informational report on the summary of income and expenditures through September 30, 1973 and bills approved through September 30, 1973. The motion for the 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 City Librarian be authorized to execute a lease of the Evans Branch Library for \$400.00 per month for the period October 15, 1973 through June 30, 1974. The branch is to be leased to the Macon County Office of Economic Opportunity. Mr. Robinson seconded the motion and it was approved. Mr. Prince suggested that the library should be named as additional insurer as part of the lease agreement. Mr. Dumas is to check with the library attorney on this point.

It was moved by Mr. Whitacre that the periodical contract be awarded to Universal Periodical Services, Inc. of Ann Arbor, Michigan for the bid amount of \$3,619.72. Mr. Prince seconded the motion and it was approved. Mr. Dumas explained that the Popular Subscription Service of Terre Haute, Indiana, was the low bidder, but that their service had been unsatisfactory this last year. Universal's bid was next in line and was acceptable to the library.

Mr. Whitacre moved that \$4,000 be transferred to the Insurance Account, Object Code No. 423, from Salaries, Object Code No. 101, to cover a shortage which exists in the insurance account. Mr. Lindsay seconded the motion and it was approved. The insurance coverage of the library building and its contents was discussed by the board and Mr. Prince stated that he would check into the matter further.

The meeting was adjourned at 5:55 P.M.



Robert H. Dumas, City Librarian

For Secretary of the Board

October 25, 1973

TO: Properties and Finance Committee

FROM: Roswell Prince

SUBJECT: Library Insurance Coverage

This is a report of the substance of my conversation with Lloyd Irish with regard to the library's coverage on its fire insurance.

The central library is insured for \$2,067,000. The contents of the library are insured for \$1,600,000. The blanket policy for the city is in the amount of 8.8 millions of dollars.

According to Irish-Behnke, the library in the event of a substantial loss would not be strictly held to its share of the blanket policy. The provisions of the policy are somewhat vague according to Mr. Irish, but apparently the library would not be held strictly within the limits of its insured amount, but would participate in the total coverage to the extent of 8.8 million dollars. Moreover, it does not appear that the library's insured coverage is limited in any way, in the case of partial losses, to that amount represented by the ratio of the library's insured limits to the total insured limits of the blanket policy.

STATISTICAL REPORT

October, 1973

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1973 -	23,919	2,882	13,265	40,066	237,366
1972 -	23,267	2,604	10,731	36,605	233,910

REGISTRATION

Resident	28,999	Non-Resident	962	
Added	998	Added	41	
	29,997		1,003	
Withdrawn	760	Withdrawn	38	
	29,237		965	<u>30,202</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,457
New titles added	951
Books withdrawn	51
Books mended	992

Acquisitions

Books checked in	869
Pamphlets checked in	64
Microfilm reels	11
Gifts	10

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
35258	American Hospital Association	Books	\$ 3.50
35259	Consumer Product Information	Books	4.94
35260	Eisenhower High School	Books	19.50
35261	MacArthur High School	Books	19.50
35262	Millikin University	Books	8.50
35263	Public Documents Distribution Center	Books	17.75
35264	Stephen Decatur High School	Books	19.50
35265	St. Teresa High School	Books	19.50
35266	Television Factbook	Books	49.50
35267	Chan Glosser, Postmaster	September Postage - Meter	5.30
35268	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - \$26.42)	120.65
35269	American Medical Association	Books	18.65
35270	Fehrenbach Chevrolet	Bookmobile Repair	100.00
35271	Public Documents Distribution Center	Books	9.45
35273	Treasurer, City of Decatur % Payroll Fund	Sept Service Recognition	80.00
35274	Treasurer, City of Decatur % Payroll Fund	Period Ending 10/3/73	15,014.81
35275	Universal Periodical Services, Inc.	Periodical Subscriptions	3,545.83
35276	The Decatur Clinic	Pre-employment Physicals	15.00
35277	Illinois Power Co.	Gas & Electrical Service	1,862.01
35278	William Gannon	Books	3.50
35279	Library of Congress	Books	3.50
35280	Living Foods Dehydrators	Books	7.90
35281	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/10/73	595.55
35282	American Medical Association	Books	7.40

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
35283	American Welding Society, Inc.	Subscription Renewal	\$ 12.00
35284	Library School: Florida State Univ	Subscription Renewal	12.50
35285	Standard Rate & Data Service, Inc.	Subscription Renewals	149.00
35286	Treasurer, City of Decatur	Oct Data Processing Charges	2,500.00
35287	Bud Hastin's Avon Collector Guides	Books	29.85
35288	National Assoc. of Investment Clubs	Subscription Renewal	4.00
35289	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	578.37
35290	Chan Glosser, Postmaster	Postage for Machine	200.00
35291	Apple Tree Press	Books	9.00
35292	Treasurer, City of Decatur % Payroll Fund	Period Ending 10/17/73	13,827.76
35293	Alfred Publishing Co., Inc.	Books	6.95
35294	Jason Aronson, Inc.	Books	12.50
35295	VOID		
35296	Institute for Studies in American Music	Books	4.00
35297	Thomas More, Assoc. Books	Books	7.95
35298	Watergate Documents	Books	7.50
35299	Nicholson, Clark & Co.	Boiler Insurance	200.00
35300	Treasurer, City of Decatur % Payroll Fund	Period Ending 10/24/73	528.78
35301	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - \$52.75)	193.52
35302	Industrial Printing, Inc.	Printing Booklists	396.25
35303	Stappenbeck Bookbindery Inc.	Book Binding	345.95
35304	Bob's Lock Shop	Lock Repair	10.00
35305	Decatur Window Cleaning Co.	September Janitorial Service	1,375.38
35306	Otis Elevator Co.	Elevator Maintenance	133.56
35307	Schuerman Key Shop	Lock Repair	11.50
35308	Dash Disposal	October Service	10.00
35309	Rossiter's Office Machine Service	Adding Machine Repair	11.25

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35310	Fehrenbach Chevrolet	Bookmobile Repair	\$ 25.25
35311	Harold S. Friedman, M. D.	Pre-employment Physicals	25.00
35312	Greanias, Booth & Greanias	August Service	50.00
35313	Illinois Bell Telephone Co.	Long Distance Calls & Service	431.27
35314	Treasurer, City of Decatur % Water Revenue Fund	Water Service	41.25
35315	Downtown Decatur Council, Inc.	October Parking	180.00
35316	Kilborn Leasing Co.	Automotive Rental	68.22
35317	Jan-San Supply Co.	Plastic Bags	9.90
35318	Bro-Dart, Inc.	Office Supplies	30.68
35319	3M B.P.S.I.	Reader Printer Supplies	339.95
35320	Demco Educational Corp.	Office Supplies	11.25
35321	Gaylord Bros.	Office Supplies	433.83
35322	Haines & Essick Co.	Office Supplies	8.84
35323	Paxton's Service Press	Rubber Stamps	11.42
35324	Rebco Audio Visual Co.	16 mm Reels	10.85
35325	Widmer, Inc.	Office Supplies	76.01
35326	J. D. Johnson & Son, Inc.	Liability Endorsement	525.00
35327	Allied Office Service	Office Supplies	20.00
35328	American Library Association	Books	105.00
35329	Atlanta Newspapers	Subscription Renewal	41.63
35330	The Baker & Taylor Co.	Books	3,732.39
35331	R. R. Bowler Co.	Subscription	40.00
35332	Bro-Dart, Inc.	Books	49.20
35333	Central Book Co., Inc.	Books	29.30
35334	The Children's Book Council, Inc.	Books	25.20
35335	The Christian Science Monitor	Subscription Renewal	33.00
35336	College Placement Council, Inc.	Books	5.00
35337	Congressional Quarterly Service	Subscription Renewal	151.00
35338	Cricket	Books	30.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
35339	The Daily Pantagraph	Subscription Renewal	\$ 22.50
35340	The Dallas Times Herald	Subscription Renewal	31.20
35341	Decorating & Craft Ideas	Subscription Renewal	5.97
35342	Doubleday & Co.	Books	367.19
35343	Educator Publications	Subscription Renewal	6.00
35344	VOID		
35345	The Globe Newspaper Co.	Subscription Renewal	72.00
35346	Harper & Row, Publishers, Inc.	Books	7.00
35347	Human Events	Subscription Renewal	15.00
35348	Illinois Audubon Society	Subscription Renewal	3.00
35349	Intellect	Subscription Renewal	15.00
35350	International Personnel Management Association	Subscription Renewal	12.00
35351	The Journal of Commerce	Subscription Renewal	42.00
35352	Los Angeles Times	Subscription Renewal	54.00
35353	Mansell Information/Publishing Ltd.	Books	1,746.96
35354	Midwest Library Service	Book Microfilming	524.73
35355	Modern Language Assoc. of America	Books	2.50
35356	National Geographic Society	Books	7.00
35357	Nursing Outlook	Subscription Renewal	8.00
35358	J. Philip O'Hara, Inc.	Books	14.80
35359	Peter Eaton(Library Supply)Ltd.	Books	37.12
35360	Rockford Map Publishers, Inc.	Books	41.20
35361	San Francisco Newspaper Printing Co.	Subscription Renewal	29.50
35362	SVE-Society for Visual Education	Books- Filmstrips & Records'	98.98
35363	Sporting News	Subscription Renewal	12.75
35364	The Spotlight	Subscription Renewal	8.00
35365	United Nations Publications	Subscription Renewal	9.50
35366	University Microfilms	Books	99.35
35367	University Press of Virginia	Books	31.98
35368	Wall Street Journal	Subscription Renewal	35.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT</u>
35369	The Washington Post	Subscription Renewal	68.00
35370	West Publishing Co.	Books	38.00
35371	The H. W. Wilson Co.	Books	6.00
35372	Treasurer, City of Decatur % Mass Transit Bond Fund	Sale of Investment	40,575.83
35373	Gale Research Co.	Books	45.00
35374	Wilmor Warehouse & Shipping Co.	Books	3.20
35375	Illinois Library Association	Advance Registration Fee	35.00
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	<u>\$91,801.02</u>

MAY 1, 1973 THRU OCT 31, 1973

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	20,292.23	385,552.41	59,447.59	
2 TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3 FINES & FEES	16,000.00	1,040.59	7,163.79	8,836.21	
4 NON-RESIDENT FEES	170.00	34.00	136.00	34.00	
5 INTEREST ON INVESTMENTS	15,000.00	1,312.50	6,375.17	8,624.83	
7 LOST & DAMAGED BOOKS	900.00	54.00	369.41	530.59	
8 PRINTS MADE ON COPY MACHINE	360.00	28.29	163.57	196.43	
10 MISCELLANEOUS	312.00	43.39	755.72	443.72-	
TOTAL REVENUE	675,642.00	22,805.00	593,561.56	82,080.44	87.85

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	25,748.02	175,733.16	214,937.84	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,363.68	22,434.25	26,917.75	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	578.37	3,640.32	4,459.68	
109	TEMPORARY SALARIES	24,630.00	0.00	3,218.88	13,184.01	11,445.99	
201	ADVERTISING	200.00	0.00	14.07	64.63	135.37	
202	PRINTING & BINDING	2,000.00	0.00	742.20	1,077.40	922.60	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	1,530.44	9,855.56	14,644.44	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	13.68	182.04	317.96	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	12.25	711.19	458.81	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	47.75	448.43	251.57	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	570.00	0.00	90.00	357.50	212.50	
230	DATA SERVICES	45,000.00	0.00	2,500.00	17,500.00	27,500.00	
231	ELECTRICITY	15,500.00	0.00	1,862.01	7,723.41	7,776.59	
233	TELEPHONE	5,500.00	0.00	431.27	2,630.82	2,869.18	
234	WATER	300.00	0.00	41.25	87.29	212.71	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	71.55	749.81	739.19	
245	POSTAGE	2,600.00	0.00	208.63	1,069.51	1,530.49	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	1.52	96.52	711.48	
288	RENTALS	3,531.00	0.00	267.97	1,239.72	2,291.28	
310	GAS OIL & ANTIFREEZE	350.00	0.00	3.95	40.23	309.72	
312	JANITORIAL SUPPLIES	400.00	0.00	12.19	253.28	146.72	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMT	5,000.00	0.00	45.70	990.19	4,009.81	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	84.85	265.61	15.61-	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	10,603.00	0.00	1,038.64	2,672.09	7,930.91	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	80.00	390.00	365.00	
423	INSURANCE	5,743.00	0.00	725.00	4,462.00	1,281.00	
TOTAL OPERATING EXPENDITURES		600,977.00	0.00	42,733.87	267,859.02	333,117.98	44.57
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	0.00	0.00	9,200.00	

MAY 1, 1973 THRU OCT 31, 1973

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MAY 1, 1973 THRU OCT 31, 1973

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1 FUND BALANCE MAY 1, 1973	600.00	0.00	0.00	600.00	
56A TAX LEVY RECEIPTS-CURRENT	83,320.00	3,755.78	71,359.79	11,960.21	
INTEREST ON INVESTMENTS	600.00	0.00	0.00	600.00	
TOTAL REVENUE	84,520.00	3,755.78	71,359.79	13,160.21	84.43

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	84.43
410	PRINCIPAL & INTEREST	83,320.00	0.00	0.00	16,660.00	66,660.00	20.00
	TOTAL EXPENDITURES	83,320.00	0.00	0.00	16,716.70	66,603.30	20.06

MAY 1, 1973 THRU OCT 31, 1973

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