



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

MARCH 16, 1973

- I. CALL TO ORDER
HUGH BUTLER, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING FEBRUARY 16, 1973
- 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

FILM SHOWING FOR LIBRARY TRUSTEES

MEMBERS EXPECTED TO BE PRESENT:

MR. BUTLER
MRS. BRANDT
MR. FARRELL
MRS. HEDRICK
MR. LINDSAY
MR. PRINCE
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - MARCH 16, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held March 16, 1973 in the board room of the main library.

Members Present:

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

Members Absent:

Mrs. Hedrick
Mr. Prince

Others Present:

Cheryl Peck
(Herald & Review)
Jean P. Tertocha (WDZ)
Mr. Dumas
Miss Schwegman

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

The minutes of the regular board meeting of February 16, 1973 were approved.

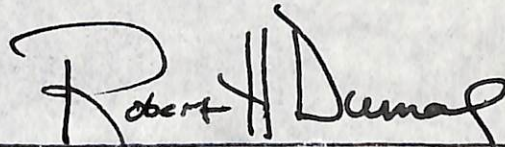
In his statistical report to the board, Mr. Dumas stated that general circulation showed almost a 10% increase over the same period of last year, in spite of the fact that there were two holidays in February on which the library closed early, which we did not do last year. Mr. Dumas called the board's attention to the display work in the library being prepared by Mr. Larrick, Staff Artist. The displays on the whole have been very effective and are "selling" a considerable number of books. Mr. Larrick's display on diet and exercise books had to be taken down in two weeks, as we were out of books. A valentine display was circulating approximately 10 books per day, and the corner book store now seems to have caught on. Other display statistics were equally as impressive and speak well for Mr. Larrick. The Children's Room circulation is down slightly over the preceding February, which is to be expected with the absence of a children's librarian. However, the year-to-date statistics still exceed last year of February. Circulation in the Extension Division is up this month mainly as a result of one of the bookmobiles going from 2,600 to 4,100 in this February, a very substantial increase. Mr. Babicki of Technical Services reports that the over-all cataloging is down from January slightly, but he notes that there were five fewer working days in February than there were in January. Mr. Dumas mentioned the children's art work being shown in the library, which is very colorful and a wonderful display of young talent.

Chairman of the Properties and Finance Committee, Mr. Whitacre, gave an informational report on the summary of income and expenditures through February 28, 1973 and bills approved through February 28, 1973. 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 \$2,736.12 be transferred from Code 101, Regular Salaries, to Code 402, Contingencies, and that \$4,686.12 be transferred from Code 402, Contingencies, to Activity 941A, Public Library Bond and Interest Fund, Object Code 410; and that \$250.00 be transferred from Code 101, Regular Salaries, to Code 215, Service for Automotive Equipment, and that \$250.00 be transferred from Code 101, Regular Salaries, to Code 324, Materials to Maintain Automotive Equipment. Mrs. Brandt seconded the motion and it was approved.

Mrs. Brandt reported on a visit she had made to the Topeka, Kansas library. Mrs. Brandt stated that the library is smaller than ours, but that they are expanding. She asked about the circulation of the book Go Ask Alice and was told that they have the book and that anyone in the city can check the book out, and that it is the policy of the library that they have no age limit on checkouts. The book was well received and very well read in the community and was highly recommended. Mrs. Brandt further reported that the Topeka library has 1,500 prints in their fine art collection, and that each print may be taken out for a period of four months. Mrs. Brandt stated that the Friends of the Library in Topeka are quite active, and have a book sale each year of books donated to the library, from which the gross is considerable.

The meeting was adjourned at 4:55 P.M., after which a film on library trusteeship was shown to members of the board by Mr. Dumas.



Robert H. Dumas, City Librarian

For Secretary of the Board

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS

Gentlemen:

Consent of the Council is hereby requested for the appointments of DEAN HOLCOMB and JON D. ROBINSON as members of the Decatur Public Library Board of Directors to fill the unexpired terms of Carl Dick, Jr. and Eric Brechnitz, resigned, which terms expire July 1, 1974.

Dated this 26th day of March, 1973.


MAYOR

RESOLUTION NO. R 2800

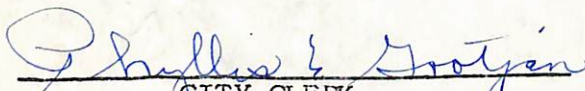
RESOLUTION APPROVING APPOINTMENTS

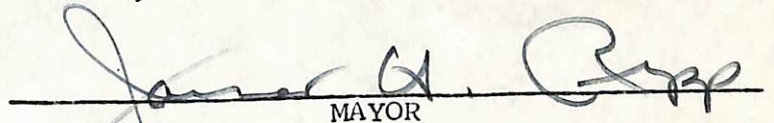
BE IT RESOLVED BY THE COUNCIL OF THE CITY OF DECATUR, ILLINOIS:

Section 1. That consent of the Council be, and it is hereby, given to the appointments by the Mayor of DEAN HOLCOMB and JON D. ROBINSON as members of the Decatur Public Library Board of Directors to fill the unexpired terms of Carl Dick, Jr. and Eric Brechnitz, resigned, which terms expire July 1, 1974.

PASSED and APPROVED this 26th day of March, 1973.

ATTEST:


CITY CLERK

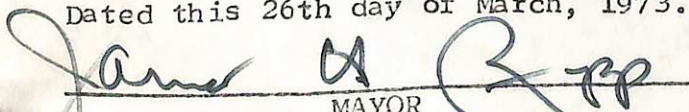

MAYOR

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS

Gentlemen:

Having received your consent, I hereby appoint DEAN HOLCOMB AND JON D. ROBINSON as members of the Decatur Public Library Board of Directors to fill the unexpired terms of Carl Dick, Jr. and Eric Brechnitz, resigned, which terms expire July 1, 1974.

Dated this 26th day of March, 1973.


MAYOR

STATISTICAL REPORT

March, 1973

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1973 -	28,150	3,145	14,645	45,940	429,785
1972 -	27,355	3,056	14,068	44,479	411,492

REGISTRATION

Resident	28,572	Non-Resident	1,129	
Added	<u>1,051</u>	Added	<u>38</u>	
	29,623		1,167	
Withdrawn	<u>853</u>	Withdrawn	<u>47</u>	
	28,770		1,120	<u>29,890</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,571
New titles added	709
Books withdrawn	1,152
Books mended	2,035

Acquisitions

Books checked in	1,198
Pamphlets checked in	274
Telephone Directories	28
Microfilm reels	59
Gifts	120

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
29208	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	\$ 615.00
29209	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - \$49.75)	125.11
29210	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/28/73	352.38
29211	Treasurer, City of Decatur % Payroll Fund	February Service Recognition	50.00
29212	VOID		
29213	Know, Inc.	Books	12.00
29214	League of Women Voters	Books	10.85
29215	Little, Brown & Company	Books	3.99
29216	Richards Rosen Press, Inc.	Books	3.99
29217	Chan Glosser, Postmaster	February Postage - Meter	15.80
29218	Illinois Power Co.	Gas & Electrical Service	1,644.63
29219	National Directory of College Athletics	Books	7.00
29220	Our Sunday Visitor	Books	15.00
29221	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/14/73	409.58
29222	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - \$17.75)	66.08
29223	Treasurer, City of Decatur % General Operating Fund	March Data Processing Charges	2,916.66
29224	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/21/73	12,583.35
29225	R. R. Bowker Co.	Advertising	57.60
29226	VOID		
29227	Otis Elevator Co.	Elevator Maintenance	187.12
29228	T. A. Brinkoetter & Sons, Inc.	Downspout & Boiler Repair	275.61
29229	Striglos Office Equipment	Typewriter Repair	14.90
29230	Illini Office Equipment Co.	Typewriter Repair & Ribbons	80.05

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
29231	Bob's Repair Service	Bookmobile Repair	\$ 15.10
29232	Eichenauer Electric Service	Service: Bookmobile Heat Pump	18.80
29233	Greanias & Booth	February Service	31.60
29234	Illinois Bell Telephone Co.	Long Distance Calls & Service	477.24
29935	Treasurer, City of Decatur % Water Revenue Fund	Water Service: Evans	2.69
29236	Downtown Decatur Council, Inc.	March Parking	180.00
29237	Pitney Bowes	Machine Inspection	46.00
29238	Black & Company	Hand Truck	25.14
29239	Field & Shorb Co.	Plumbing Supplies	22.57
29240	C. E. "Ted" Poland & Sons	Window Glass	7.06
29241	Ar-Bee Transparent Products, Inc.	Office Supplies: Plastic Bags	122.83
29242	Decatur Paper House, Inc.	Office Supplies: Adding Machine Tape	4.95
29243	Envelope Sales Co.	Office Supplies: Envelopes	147.23
29244	Fordham Equipment Co.	Book Jackets	599.41
29245	Fox Photo-Decatur	Prints & Negatives	15.00
29246	Gaylord Bros., Inc.	Office Supplies	640.45
29247	Haines & Essick Co.	Office Supplies	212.80
29248	Multigraphics Division	Machine Service & Ribbons	45.40
29249	Paxton's Service Press	Rubber Stamps	50.20
29250	A & A Distributors, Inc.	Books	11.63
29251	American Hotel Register Co.	Books	10.50
29252	The Baker & Taylor Co.	Books	5,053.16
29253	Better Homes & Gardens	New Subscription	7.00
29254	R. R. Bowker Co.	Books	16.50
29255	Bro-Dart, Inc.	Books	116.68
29256	Chilton Book Company	Books	41.06
29257	Commerce Clearing House, Inc.	Books	45.60
29258	Crane, Russak & Company, Inc.	Books	8.33
29259	Doubleday & Company, Inc.	Books	613.58
29260	Dramatic Publishing Co.	Books	10.71

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
29261	Gale Research	Books	\$ 45.00
29262	Hearst Books	Books	39.94
29263	Know, Inc.	Books	3.00
29264	Los Angeles County Museum of Art Bookshop	Books	3.95
29265	Mid-West Library Service	Microfilming	124.93
29266	Mitchell Manuals, Inc.	Books	60.00
29267	National Geographic Society	Books	7.00
29268	National Record Plan	Records	71.80
29269	New York Public Library	Books	15.00
29270	J. Philip O'Hara, Inc.	Books	6.85
29271	Regent House	Books	17.35
29272	Routledge & Keagan Paul, Ltd.	Books	6.97
29273	Thomas Publishing Co.	Books	44.75
29274	Travis Reading Agency	Subscription Renewal	9.00
29275	University Microfilms	Microfilming	56.50
29276	West Publishing Co.	Books	13.00
29277	James T. White & Co.	Books	35.75
29278	Wiesenberger Services, Inc.	Books	44.00
29279	H. W. Wilson Co.	Books	6.00
29280	Wisconsin House Ltd.	Books	10.70
29281	Ziff-Davis Publishing Co.	Subscription Renewal	7.00
29282	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
29283	Chan Glosser, Postmaster	Post Cards	120.00
29284	Brookstone Co.	Vinyl Repair Kit & Brad Driver	9.90
29285	Dog World	Books	5.00
29286	The H. W. Wilson Co.	Advertising	6.00
29287	The Englewood Companies	Flourescent Lamps	150.81
29288	Vulcan Laboratories, Inc.	Adhesive	24.11
29289	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	585.00

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
29290	R. R. Bowker Co.	Advertising	\$ 9.60
29291	Stappenbeck Bookbindery Inc.	Book Binding	327.40
29292	R. E. Gadberry Disposal	Three Month's Service: Evans	12.00
29293	Decatur Window Cleaning Co.	February Janitorial Service	1,503.38
29294	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/28/73	343.51
29300	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/7/73	13,662.56
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>45,633.68</u>

DECATUR PUBLIC LIBRARY EEA FUND

29508	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	\$ 45.00
29718	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/7/73	663.04
29798	Treasurer, City of Decatur % Illinois Municipal Retirement Fund	February Charges	176.88
29926	Treasurer, City of Decatur % Payroll Fund	Period Ending 3/21/73	663.04
29941	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	45.00
TOTAL DECATUR PUBLIC LIBRARY EEA FUND VOUCHERS			\$ <u>1,592.96</u>

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1972	299,392	0	279,941.65	19,450.35	
Tax Levy Receipts-Current	338,681	0	427,669.70	(88,988.70)	
Tax Levy Receipts-Prior	5,000	0	2,705.51	2,294.49	
Fines & Fees	16,000	909.89	12,579.18	3,420.82	
Non-Resident Fees	170	0	170.00	0	
Interest on Investments	15,000	111.11	13,107.28	1,892.72	
Lost & Damaged Books	900	60.60	1,123.25	(223.25)	
Prints Made on Copy Machine	550	31.28	258.63	291.37	
Miscellaneous	43,570	3,406.40	46,677.40	(3,107.40)	
TOTAL REVENUE	<u>719,263</u>	<u>4,519.28</u>	<u>784,232.60</u>	<u>(64,969.60)</u>	109.03

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
101	Regular Salaries	349,620	0	25,521.09	303,286.50	46,333.50
102	Overtime	150	0	26.10	38.04	111.96
107	Hospitalization, Medical and Life Insurance	7,822	0	1,200.00	7,260.00	562.00
109	Temporary Salaries	23,994	0	1,804.19	17,341.00	6,653.00
201	Advertising	300	0	67.20	175.20	124.80
202	Printing & Binding	6,000	0	333.40	4,155.39	1,844.61
211	Service to Maintain Buildings	26,000	0	1,865.96	21,709.46	4,290.54
212	Service to Maintain Improvements Other Than Buildings	900	0	17.78	328.91	571.09
214	Service to Maintain Office Equipment	1,300	0	67.90	905.55	394.45
215	Service to Maintain Automotive Equipment	1,150	0	35.50	1,063.57	86.43
221	Auditing	600	0	0	600	0

PERIOD MAY 1, 1972 TH March 31, 1973

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBER BALANCES
229	Other Professional Services	920	0	31.60	774.60	145.40
230	Payment to City for Data Processing	35,000	0	2,916.66	32,083.26	2,916.74
231	Electricity	24,000	0	1,644.63	14,165.49	9,834.51
233	Telephone & Telegraph	5,500	0	477.24	4,871.72	628.28
234	Water	420	0	2.69	228.28	191.72
241	Travel, Training and Conferences	1,214	0	0	1,028.16	185.84
245	Postage	2,300	0	345.97	2,586.15	(286.15)
284	Professional Association Membership Fees	808	0	0	752.00	56.00
288	Rentals	3,122	0	227.50	2,707.08	414.92
310	Gas, Oil & Anti-Freeze	350	0	0	246.34	103.66
312	Janitorial Supplies	400	0	.73	295.91	104.09
320	Materials to Maintain Buildings & Improvements	3,800	0	331.20	3,963.49	(163.49)
324	Materials to Maintain Automotive Equipment	800	0	10.34	732.69	67.31
330	Medical & Laboratory Supplies	5	0	0	1.22	3.78
345	Office Supplies	8,323	0	1,881.93	9,099.60	(776.60)
402	Contingencies	4,687	0	4,686.12	4,686.12	.88
415	Service Recognition Payroll	885	0	50.00	770.00	115.00
423	Insurance	7,258	0	0	5,963.60	1,294.40
TOTAL OPERATING EXPENDITURES		<u>517,628</u>	<u>0</u>	<u>43,545.73</u>	<u>441,819.33</u>	<u>75,808.67</u>
CAPITAL OUTLAY						
502	Buildings	14,500	0	0	2,718.85	11,781.15
510	Automotive Equipment	14,600	0	0	8,265.28	6,334.72
515	Office Machinery & Equipment	1,685	0	0	546.82	1,138.18
525	Books	125,000	0	6,688.57	86,908.17	38,091.83
TOTAL CAPITAL OUTLAY		<u>155,785</u>	<u>0</u>	<u>6,688.57</u>	<u>98,439.12</u>	<u>57,345.88</u>
GRAND TOTAL		<u><u>673,413</u></u>	<u><u>0</u></u>	<u><u>50,234.30</u></u>	<u><u>540,258.45</u></u>	<u><u>133,154.55</u></u>

PERIOD MAY 1, 1972 THRU March 31, 1973

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance	20,740	0	17,428.29	3,311.71	
Miscellaneous	250	0	0	250.00	
Interest on Investments	0	0	213.16	(213.16)	
TOTAL REVENUE	<u>20,990</u>	<u>0</u>	<u>17,641.45</u>	<u>3,348.55</u>	84.05

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	0	17,641.45	3,348.55
	GRAND TOTAL	<u>20,990</u>	<u>0</u>	<u>0</u>	<u>17,641.45</u>	<u>3,348.55</u>

PERIOD MAY 1, 1972 THRU MARCH 31, 1973

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Transfer from Library Fund	.0	4,686.12	4,686.12	(4,686.12)	
Tax Levy Receipts-Current	106,319	0	101,045.11	5,273.89	
Interest on Investments	0	0	588.10	(588.10)	
TOTAL REVENUE	<u>106,319</u>	<u>4,686.12</u>	<u>106,319.33</u>	<u>(.33)</u>	100.

OBJECT CODE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBER BALANCES
<u>DEBT SERVICE:</u>						
410	Principal & Interest	106,319		0	106,319.33	(.33)
GRAND TOTAL		<u>106,319</u>		<u>0</u>	<u>106,319.33</u>	<u>(.33)</u>

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

OBJECT DE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
58	Expenditures	0		0	0	0