



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

AUGUST 17, 1973

- I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 15, 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

MEMBERS EXPECTED TO BE PRESENT:

MRS. BRANDT
MR. FARRELL
MR. HOLCOMB
MR. LINDSAY
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - AUGUST 17, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held August 17, 1973 in the board room of the main library.

Members Present:

Mrs. Brandt
Mr. Farrell
Mrs. Hedrick
Mr. Holcomb
Mr. Lindsay
Mr. Robinson

Members Absent:

Mr. Prince
Mr. Whitacre

Others Present:

Cheryl Peck
(Herald & Review)
Jean Tertocha (WDZ)
Miss Meyer
Miss Schwegman

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

There being no July meeting because of lack of a quorum, the minutes of the regular board meeting of June 15, 1973, were approved.

As Acting City Librarian, Miss Margaret Meyer gave a brief statistical report to the board. She stated that registrations were up in June and down slightly in July. Circulation of materials was rather uneven due to the closing of the Evans Branch Library. During July, circulation at main was up by 3300, but we lost 2015 circulations from Evans; therefore, circulation is just about balanced out.

Mr. Robinson gave an informational report on the summary of income and expenditures through June 30, 1973 and July 31, 1973, and bills approved for those months. Mrs. Brandt moved that the bills be approved through June 30, 1973, Mr. Holcomb seconded the motion, and it was unanimously approved by a roll-call vote. Mr. Robinson moved that bills be approved through July 31, 1973, Mrs. Hedrick seconded the motion, and it was approved unanimously by a roll-call vote.

As Chairman of the Policies, Public Relations, and Personnel Committee, Mrs. Brandt moved that the salary of the City Librarian be increased to \$21,000 annually effective May 1, 1973. Mr. Holcomb seconded the motion and it was approved. Mr. Farrell instructed Miss Schwegman to so notify the City pay-roll department.

Mr. Farrell announced that since there has been quite a bit of turn-over among members of the board, he is asking that members continue to serve on the same committees as last year. These committees are:

Policies, Public Relations, and Personnel Committee
Mrs. Brandt, Chairman
Mrs. Hedrick
Mr. Holcomb

Finance and Properties Committee:

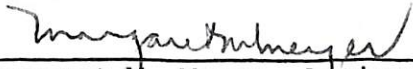
Mr. Whitacre, Chairman
Mr. Lindsay
Mr. Prince
Mr. Robinson

Mr. Farrell asked Mrs. Brandt to continue as the board's representative to the Friends of the Library, and appointed Mr. Prince as the DPL representative to the Rolling Prairie Libraries system. Mr. Farrell asked Miss Schwegman to so notify Mr. Ewick, Director of Rolling Prairie Libraries.

Mr. Lindsay discussed the possibility of obtaining a computer for the library in the future. The computer, which costs about \$50,000, is designed for a library system. Functions of the computer would include identifying books for charge-out and computing library fines, among other things. Mr. Farrell stated that he understands the Rockford, Illinois library is installing such a system, and that perhaps at a future date board members could visit the computer operation there.

It was suggested by Mr. Holcomb that name tags for permanent library staff would be helpful to patrons in identifying staff. Mr. Farrell requested the Policies, Public Relations and Personnel Committee to look into the matter.

The meeting was adjourned at 5:10 P.M.


Margaret M. Meyer, Acting City Librarian

For Secretary of the Board

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS

AUGUST, 1973

NAME	TERM OF OFFICE	TELEPHONE	ADDRESS	ZIP CODE #
MR. EDWARD J. FARRELL PRESIDENT	1973-1976	422-3296 (H)	305 BAY SHORE	62521
MRS. JAMES A. BRANDT VICE PRESIDENT	1972-1975	877-2007 (H)	345 OAK LANE	62526
MR. WILLIAM D. WHITACRE SECRETARY	1971-1974	428-7237 (H) 429-5432 (B)	1854 W. RIVERVIEW AVE 132 SOUTH WATER	62522 62523
MR. HORACE H. BUTLER	1973-1976	428-5753 (H) 428-2138 (B)	2025 RAMSEY DRIVE 900 E. DIVISION ST	62526 62526
MRS. GALE C. HEDRICK	1973-1976	422-4372 (H) 429-4216 (B)	136 POINT BLUFF 363 SOUTH MAIN	62521 62521
MR. DEAN HOLCOMB	1973-1974	428-2798 (H) 424-4155 (B)	55 SOUTHWOOD DRIVE N. 22ND STREET	62521 62526
MR. WILBUR B. LINDSAY	1972-1975	428-8383 (H) 877-9510 (B)	1527 W. MACON 2001 E. MOUND	62522 62526
MR. ROSWELL C. PRINCE	1972-1975	422-1515 (H) 429-4453 (B)	2096 W. WILLIAM 250 N. WATER	62522 62523
MR. JON ROBINSON	1973-1974	428-6923 (H) 429-4296 (B)	2060 BROWNLOW COURT 500 MILLIKIN COURT	62521 62523

POLICIES, PUBLIC RELATIONS, AND PERSONNEL COMMITTEE:

Mrs. Brandt, Chairman
Mr. Butler
Mrs. Hedrick
Mr. Holcomb

FINANCE AND PROPERTIES COMMITTEE:

Mr. Whitacre, Chairman
Mr. Lindsay
Mr. Prince
Mr. Robinson

STATISTICAL REPORT

August, 1973

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>Y-Date</u>
Total Books 1973 -	24,066	3,221	13,891	41,178	160,013
1972 -	23,733	3,426	13,280	40,444	161,035

REGISTRATION

Resident	28,658	Non-Resident	909	
Added	<u>1,050</u>	Added	<u>49</u>	
	29,708		958	
Withdrawn	<u>917</u>	Withdrawn	<u>41</u>	
	29,871		917	<u>29,871</u>

TECHNICAL PROCESSING

Cataloging

New books added	1,867
New titles added	1,273
Books withdrawn	419
Books mended	1,019

Acquisitions

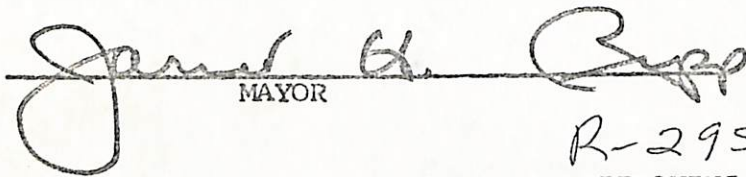
Books checked in	848
Pamphlets checked in	512
Telephone Directories	0
Microfilm reels	10
Gifts	25

CITY OF DECATUR, ILLINOIS

Gentlemen:

Consent of the Council is hereby requested for the reappointment by the Mayor of HUGH BUTLER to the Board of Library Directors to serve for a term expiring July 1, 1976.

Dated this 20th day of August, 1973.

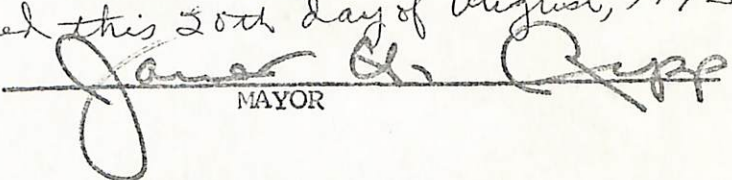

MAYOR

R-2956

RESOLUTION APPROVING REAPPOINTMENT

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

Section 1. That consent be, and it is hereby, given to the reappointment by the Mayor of HUGH BUTLER to the Board of Library Directors to serve for a term expiring July 1, 1976.

Passed and Approved this 20th day of August, 1973.

MAYOR

ATTEST:


CITY CLERK

TO THE COUNCIL OF THE
CITY OF DECATUR, ILLINOIS

Gentlemen:

Having received your consent, I hereby reappoint HUGH BUTLER to the Board of Library Directors to serve for a term expiring July 1, 1976.

Dated this 20th day of August, 1973.


MAYOR

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

<u>VC</u>	<u>IO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35125		Chan Glosser, Postmaster	July Postage - Meter	\$ 4.30
35126		Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (\$19.05 - Books)	112.80
35127		R. R. Bowker Co.	Subscriptions	75.00
35128		Trail-R-Club of America	Book	3.95
35129		Treasurer, City of Decatur % Payroll Fund	Period Ending 8/1/73	436.50
35130		Treasurer, City of Decatur % Payroll Fund	July Service Recognition	100.00
35131		Treasurer, City of Decatur % Payroll Fund	Period Ending 8/8/73	14,153.35
35132		Treasurer, City of Decatur % Payroll Fund	Period Ending 8/15/73	497.48
35133		Millikin National Bank	Investment Purchase DECATUR PUBLIC LIBRARY BOND & INTEREST FUND	18,786.67
35134		Illinois Power Co.	Gas & Electric Service	1,883.48
35135		Alpha Iota of Pi Lambda Theta	Book	3.75
35136		Hammond Centennial Committee	Book	10.00
35137		Kittredge Bow Hut	Books	3.70
35138		Regmar Publishing Co.	Books	9.95
35139		Torkel Korling	Books	3.50
35140		Millikin National Bank	Investment Purchase	75,000.00
35141		Treasurer, City of Decatur % Payroll Fund	Period Ending 8/22/73	14,228.87
35142		Bodine Electric Co.	Air Conditioner Repair	38.25
35143		Decatur Window Cleaning Co.	July Janitorial Service	1,375.38
35144		C.E."Ted" Poland & Sons	Glass Installation	24.00
35145		Dash Disposal	Service: 3/21 to 8/1	45.00
35146		Cripe Electric Service	Electric Hook-up-Bookmobile Stop	24.73
35147		Illini Office Equipment Co.	Cash Register Repair	14.50

<u>VOU NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35148	General Tire Service	Service Call & Flat Repair	\$ 7.00
35149	Children's Book Council	Subscription	3.00
35150	Nat onal Association of the Deaf	Book	5.00
35151	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (\$19.25 - Books)	64.54
35152	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	637.69
35153	Holland House Press	Book	6.00
35154	National Wildlife Federation	Book	2.00
35155	Superintendent of Documents	Books	52.25
35156	World Magazine	Subscription Renewal	12.00
35157	Chan Glosser, Postmaster	Postage for Postage Machine	200.00
35158	Horn Book	Subscription	7.50
35159	Indianapolis Newspaper, Inc.	Subscription Renewal	33.00
35160	Illinois Bell Telephone Co.	Service & Long Distance Calls	416.78
35161	Downtown Decatur Council	August Parking - Garage B	180.00
35162	Pitney Bowes	Postage Machine Rental	31.50
35163	Anroco Lumber Co., Inc.	Lumber Supplies	24.16
35164	Black & Company	Various Supplies	29.17
35165	Multigraphics	Office Supplies	32.95
35166	3M B.P.S.I.	Microfilm Parts	19.44
35167	Gaylord Bros., Inc.	Office Supplies	54.90
35168	Haines & Essick Co.	Office Supplies	200.88
35169	Paxton Service Press	Rubber Stamps	4.95
35170	Irish-Behnke & Co.	Floater Installment	33.00
35171	The Baker & Taylor Co.	Books	2,162.60
35172	A. M. Best Co.	Books	78.50
35173	R. R. Bowker Co.	Subscriptions	211.45
35174	Doubleday, Inc.	Books	301.88
35175	The Evening & Sunday Bulletin	Subscription	29.00
35176	Grolier Educational Corp.	Books	339.12

<u>VOUCHER NO:</u>	<u>PAYMENTS MADE TO:</u>	<u>FOR:</u>	<u>AMOUNT:</u>
35177	Harper & Sons of Derby	Books	\$ 22.01
35178	McGraw Hill Book Co.	Books	20.09
35179	Mid-West Library Service	Books	385.44
35180	National Safety Council	Books	4.66
35181	Physician's Desk Reference	Books	9.00
35182	Porter Sargent, Publisher	Books	16.87
35183	Regent Book Company, Inc.	Books	105.50
35184	West Publishing Co.	Books	54.13
35185	The H. W. Wilson Co.	Books	4.50
35186	Rebco Audio Visual Co.	Projection Lamps	30.97
35187	Widmer, Inc.	Office Supplies	32.86
35188	Treasurer, City of Decatur % General Operating Fund	August Data Processing Charges	3,750.00
35189	Otis Elevator Co.	Elevator Maintenance	133.56
35190	Smith-Scharff Paper Co.	Paper Towels & Tissue	181.17
35191	Treasurer, City of Decatur % Payroll Fund	Period Ending 8/29/73	579.50
TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS			\$ <u>137,345.68</u>

DECATUR PUBLIC LIBRARY EEA FUND

33885	Treasurer, City of Decatur % Illinois Municipal Retirement Fund	July Retirement Charges	\$ 29.05
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ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

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MAY 1, 1973 THRU AUG 31, 1973

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	2.40	4,011.25	21,296.95	53,700.65	
	TOTAL CAPITAL OUTLAY	84,200.00	2.40	4,011.25	21,296.95	62,900.65	25.29
	TOTAL EXPENDITURES	685,177.00	2.40	47,047.36	206,782.56	478,392.04	30.18
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,522.25	15,706.26	33,645.74	31.82
	GRAND TOTAL	635,825.00	2.40	43,525.11	191,076.30	444,746.30	30.05

MAY 1, 1973 THRU AUG 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	101,461.16	304,383.48	140,616.52	
2 TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3 FINES & FEES	16,000.00	1,348.28	4,973.40	11,026.60	
4 NON-RESIDENT FEES	170.00	0.00	34.00	136.00	
5 INTEREST ON INVESTMENTS	15,000.00	0.00	5,062.67	9,937.33	
7 LOST & DAMAGED BOOKS	900.00	58.05	260.56	639.44	
8 PRINTS MADE ON COPY MACHINE	360.00	26.40	110.20	249.80	
10 MISCELLANEOUS	312.00	126.20	652.58	340.58-	
TOTAL REVENUE	675,642.00	103,020.09	508,502.38	167,139.62	75.26

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	394,671.00	0.00	27,369.72	123,925.41	270,745.59	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,522.25	15,706.26	33,645.74	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	637.69	2,498.41	5,601.59	
109	TEMPORARY SALARIES	24,630.00	0.00	2,525.98	7,381.08	17,248.92	
201	ADVERTISING	200.00	0.00	0.00	26.80	173.20	
202	PRINTING & BINDING	2,000.00	0.00	0.00	88.24	1,911.76	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	1,571.19	6,816.18	17,683.82	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	66.77	136.36	363.64	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	14.50	698.94	471.06	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	13.00	342.86	357.14	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	570.00	0.00	7.50	202.50	367.50	
230	DATA SERVICES	45,000.00	0.00	3,750.00	15,000.00	30,000.00	
231	ELECTRICITY	15,500.00	0.00	1,883.48	5,829.38	9,670.62	
233	TELEPHONE	5,500.00	0.00	416.78	1,783.20	3,716.80	
234	WATER	300.00	0.00	0.00	43.22	256.78	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	21.00	653.26	835.74	
245	POSTAGE	2,600.00	0.00	206.76	849.68	1,750.32	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	0.00	95.00	713.00	
288	RENTALS	3,531.00	0.00	212.25	791.75	2,739.25	
310	GAS OIL & ANTIFREEZE	350.00	0.00	2.83	36.33	313.67	
312	JANITORIAL SUPPLIES	400.00	0.00	181.17	237.22	162.78	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	5,000.00	0.00	75.23	735.74	4,264.26	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	26.42	166.66	83.34	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	10,603.00	0.00	398.59	1,188.13	9,414.87	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	100.00	140.00	615.00	
423	INSURANCE	1,743.00	0.00	33.00	113.00	1,630.00	
TOTAL OPERATING EXPENDITURES		600,977.00	0.00	43,036.11	185,485.61	415,491.39	30.86
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	0.00	0.00	9,200.00	

MAY 1, 1973 THRU AUG 31, 1973

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	83,320.00	18,778.89	56,336.67	26,983.33	
56A INTEREST ON INVESTMENTS	600.00	0.00	0.00	600.00	
TOTAL REVENUE	84,520.00	18,778.89	56,336.67	28,183.33	56.65

OBJECT
CODE

OBJECT OF EXPENDITURE

	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
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	16,660.00	66,660.00	20.00

MAY 1, 1973 THRU AUG 31, 1973

REVENUE ITEMS

ESTIMATED
REVENUECURRENT MONTH
RECEIPTSYEAR TO DATE
RECEIPTSUNCOLLECTED
REVENUE% OF
EST.

1 FUND BALANCE MAY 1, 1973

23,000.00

0.00

35,000.00

12,000.00-

56A GIFTS

12,000.00

0.00

0.00

12,000.00

INVESTMENT INTEREST

0.00

0.00

822.24

822.24-

TOTAL REVENUE

35,000.00

0.00

35,822.24

822.24-

102.35