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

BOARD OF DIRECTORS MEETING

AGENDA

FEBRUARY 16, 1973

I. CALL TO ORDER
HUGH BUTLER, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JANUARY 12, 1973

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. Opening of bids
2. Presentation of bills paid
3. Presentation of financial statement
4. Presentation of annual audit report

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 - FEBRUARY 16, 1973

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

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	None	Sylvia Thompson (Herald & Review)
Mr. Butler		Jean P. Tertocha (WDZ)
Mr. Farrell		Mr. Dumas
Mrs. Hedrick		Miss Schwegman
Mr. Lindsay		
Mr. Prince		
Mr. Whitacre		

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

The minutes of the regular board meeting of January 12, 1973 were approved.

In his statistical report to the board, Mr. Dumas stated that there were no surprises in the report this month. He commented that circulation nationally seems to go in waves. There was a tremendous improvement in libraries nationally, but public libraries generally began to experience a circulation decline about ten years ago. The Decatur Public Library participated in this decline for two or three years, but in 1967 this library reversed its trend and started making substantial circulation gains until last year, when it appeared that a plateau had been reached. So far this year, however, we are showing a modest increase over last year and for this month it shows something like a 10% increase over the same month last year. This is especially encouraging since we were just operating one bookmobile for a number of months.

Mr. Dumas further reported that in Technical Services we have been adding books at a considerable rate. We have a considerable number of books backlogged, but we keep picking away at it and the backlog is somewhat smaller now. The big problem that we are going to have in the immediate future is in buying books. We have augmented our book budget so that it now approaches the national standards for cities of this size, but we have come into this new building with more service points to staff and a far greater area to cover. There is some indication that we are not going to be able to spend our book budget if our staff continues at the present level. We may be forced to add some people to the staff in public service to see if we can bring some kind of relationship between the staff and the amount of book selection that needs to be done. Since we have had our larger book budget, our service to the public is suffering somewhat, and there has been a decline in reference assistance recently of approximately 30%. What we probably need is a couple of people - one on a professional level and another in a pre-professional position as there is also a need for a municipal or governmental collection in the library in the Reference Department.

It was further explained by Mr. Dumas that the idea of the Decatur library providing a basic collection of legal reference materials to area correctional institutions is being explored. The state Department of Corrections is looking forward to establishing a legal reference library in area institutions for inmate use, and we are trying to find out if there is a way this library could provide the service. Mr. Dumas further reported that we have recently added a library assistant to take charge of the bookmobile to replace Mrs. Schultz, who is expecting a baby. Mr. George Roberts, a graduate of Eastern University, will take over this position. We have also engaged Mr. Richard Sherman of Oak Park, Michigan as Assistant Cataloger in a position which has been funded by the Rolling Prairie Library system. Rolling Prairie has agreed to pay Mr. Sherman's salary.

As Chairman of the Properties and Finance Committee, Mr. Whitacre, with the aid of Mr. Prince, conducted a formal bid opening for the sale of the two library bookmobiles which are no longer in service. Bids were received from Robert L. Williams, Joseph R. Pinkleton, C & W Enterprises, and Lloyd Templeton, copies of which are attached to these minutes. The high bid was made by C & W Enterprises in the amount of $900.00 for the two bookmobiles. Therefore, Mr. Whitacre moved that the board accept the bid of C & W Enterprises for the purchase of the two bookmobiles for the total cost of $900.00, and see that they be notified by registered mail that they were the successful bidder and arrange a convenient time for them to pick up the titles and the bookmobiles, and at the same time producing a certified check for the total amount of the bid, and that the equipment should be removed from the premises not later than 30 days from date. Mrs. Hedrick seconded the motion and it was approved.

Mr. Whitacre gave an informational report on the summary of income and expenditures through January 31, 1973 and bills approved through January 31, 1973. The motion for approval of the report by Mr. Whitacre was seconded by Mr. Prince and was unanimously approved by a roll-call vote.

The yearly audit report of the library prepared by Murphey, Jenne & Jones, copies of which were given to each board member at the last regular meeting, was discussed by the board and no criticisms were offered.

As Chairman of the Policies, Public Relations, and Personnel Committee, Mrs. Brandt moved that fines for library materials be forgiven providing the materials are returned within seven days of the due date; if materials are kept past seven days overdue, fines will accrue and be payable from the due date of the material. Mr. Prince seconded the motion and it was approved. Mr. Butler requested that the Personnel Committee further explore the fine structure of the library to see if further changes are in order.

The meeting was adjourned at 5:45 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

Decatur dell.

2-14-23

Sec of board of Library

Id submit a bid of

455.00 for 2 trucks located

at Eldorado & Edwards St

Joseph R Pinkleton

444 No Broadway

Phone # 4231731

This bid expires in 3 weeks

EVERYTHING IN TRANSPORTATION

TEMPLETON TRANSPORTATION
4022 BELLE PLAINE
CHICAGO, ILLINOIS 60641
PHONE: 685-3047

February 16, 1973

Mr. Robert Dumas
247 East North
Decatur, Illinois 62523

Dear Mr. Dumas:

Re: Decatur Public Library bookmobiles

We submit a bid of $ 777.77 for Both the bookmobiles built in 1958. & 1956

~~We submit a bid of $_____ for the bookmobile built in 1956.~~

Lloyd Templeton
Templeton Transportation

I hereby submit a bid of $603.00 six hundred and three dollars cash for a combined total for the two boats+motors being sold.

This bid is one amount for both units

Robert L Williams
1536 W
Wagoner
PH 422-3200

If decided today please call me at 4242811

Thanks Lou

Bookmobile
Bid.

STATISTICAL REPORT

February, 1973

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1973 -	25,777	2,791	13,173	41,741	383,845
1972 -	25.564	3,002	12,965	41,535	367,013

REGISTRATION

Resident	28,443	Non-Resident	1,155	
Added	865	Added	27	
	29,308		1,182	
Withdrawn	674	Withdrawn	53	
	28,634		1,129	29,763

TECHNICAL PROCESSING

Cataloging

New books added	1,322
New titles added	546
Books withdrawn	590
Books mended	1,705

Acquisitions

Books checked in	1,109
Pamphlets checked in	266
Telephone directories	34
Microfilm reels	3
Gifts	31

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending February 28, 1973

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29110	Standard Oil Div of American Oil	Gasoline for Bookmobiles	$ 51.62
29111	Treasurer, City of Decatur % Payroll Fund	Period Ending 1/31/73	459.56
29112	Sentinel Books Publishers, Inc.	Books	3.00
29113	University of Illinois Press	Books	3.45
29114	Estey Corporation	New Library Building Expenses	1,568.22
29115	Estey Corporation	New Library Building Expense DECATUR PUBLIC LIBRARY BOND FUND	2,602.78
29116	Chan Glosser, Postmaster	January Postage - Meter	6.00
29117	Illinois Power Co.	Gas & Electrical Service	1,715.42
29118	J. D. Johnson & Son, Inc.	Fleet Insurance	753.60
29119	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/7/73	12,931.95
29120	Millikin National Bank	Investment Purchase	40,000.00
29121	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	615.00
29122	Treasurer, City of Decatur % Water Revenue Fund	Water Service: Main	51.33
29123	Chan Glosser, Postmaster	Post Cards	180.00
29124	American Radio Relay League, Inc.	Books	4.50
29125	Ebsco Industries, Inc.	Books	4.70
29126	Lancer Books, Inc.	Books	3.90
29127	New York Public Library	Books	6.50
29128	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/14/73	347.32
29129	Millikin National Bank	Investment Purchase	20,000.00
29130	Millikin National Bank	Investment Purchase	20,000.00
29131	Treasurer, City of Decatur % General Operating Fund	Feb Data Processing Service	2,916.66
29132	K & R Delivery	Freight Bill on Office Supplies	8.80
39133	R. R. Bowker Co.	Subscription Renewal	32.50

VOU.NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29134	Brooks House Publishers	Books	$ 11.80
29135	Mr. Walter Emmons	Books	5.00
29136	Human Service Press	Books	5.95
29137	Lancer Books	Books	4.75
29138	Richards Rosen Press, Inc.	Books	7.98
29139	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/21/73	13,257.48
29140	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - 48.43)	116.67
29141	Christy-Foltz, Inc.	Refasten Brookline Pulls	346.32
29142	Decatur Window Cleaning Co.	January Janitorial Service	1,503.38
29143	Otis Elevator Co.	Elevator Maintenance	131.62
29144	Eichenauer Electric Service	Outlet Installation for Telephone Equipment	61.36
29145	Rebco Audio Visual Inc.	Movie Projector Repair & Service	37.60
29146	Illini Office Equipment Co.	Typewriter Repair & Ribbons	85.00
29147	Bob's Repair Service	Service Call	7.50
29148	Bodine Electric Co.	Bookmobile Service Call	70.13
29149	General Tire Service	Service Call	7.00
29150	Weidenbacher Olds, Inc.	Automotive Parts & Service	62.40
29151	Greanias & Booth	January Service	170.00
29152	Illinois Bell Telephone Co.	Telephone Service	467.88
29153	Robert H. Dumas	Travel Reimbursement	131.67
29154	United Travel Service	Airline Ticket	114.00
29155	Chan Glosser, Postmaster	Postage for Postage Meter	200.00
29156	Downtown Decatur Council, Inc.	February Parking: Garage B	180.00
29157	Pitney Bowes	Postage Meter Rental	31.50
29158	The Englewood Companies	GE Light Bulbs	57.82
29159	American Instructional Materials	Office Supplies	243.55
29160	3M B.P.S.I.	Paper for Reader Printer	155.95
29161	Gaylord Bros., Inc.	Office Supplies	106.90

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29162	Haines & Essick Co.	Office Supplies	$ 8.00
29163	Striglos Office Equipment	Typewriter Ribbons	59.65
29164	T. A. Brinkoetter & Sons, Inc.	Drainage Fittings & Hose Bibb for Bookmobiles	989.00
29165	Decatur Power Transmission Supply	Service to Trailer Steps	20.00
29166	Frank Hubbard Electric Co.	Power Cord Installation on Bookmobile Trailers	1,557.75
29167	K's Merchandise Mart	Vacumn Cleaner	54.37
29168	Mobile International	Trailer Steps	77.30
29169	Spangler, Beall, Salogga & Bradley	Architectural Fees:	112.50
29170	Thornton Welding Service	Trailer Hitch Repair	216.51
29171	American Enterprise Institute	Books	2.25
29172	American Institute of Real Estate Appraisers	Books	9.00
29173	American Map Co., Inc.	Maps	16.54
29174	Archery World	Subscription Renewal	3.00
29175	The Baker & Taylor Co.	Books	4,591.70
29176	British Book Centre, Inc.	Books	8.61
29177	Cambridge University Press	Books	7.84
29178	Chilton Book Co.	Books	10.95
29179	Columbia University Press	Books	11.31
29180	Commerce Clearing House, Inc.	Books	6.52
29181	CRC Press	Books	112.03
29182	Crane, Russak & Co.	Books	10.58
29183	Decatur Herald & Review	Microfilm	339.15
29184	Decatur Tribune	Subscription Renewal	5.00
29185	Doubleday & Co.	Books	451.71
29186	Family Handyman	New Subscription	9.00
29187	Ford's International Cruise Guide	Books	7.11
29188	Forest Press, Inc.	Books	45.91
29189	Harper & Row, Publishers, Inc.	Books	4.31

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
29190	Indian Historian Press, Inc.	Books	$ 16.20
29191	Card Div, Library of Congress	Books	925.00
29192	Light Impressions	Books	9.42
29193	Marquis Who's Who, Inc.	Books	121.88
29194	Microfilming Corp. of America	New York Times Microfilm	365.00
29195	Microform Review	New Subscription	20.00
29196	Mid-West Library Service	Microfilm	131.36
29197	Ms. Magazine	New Subscription	18.00
29198	Music Information Service, Inc.	Books	40.45
29199	National Audubon Society	New Subscription	9.00
29200	National Railway Publication Co.	Subscription Renewal	48.00
29201	New Statesman	Subscription Renewal	28.00
29202	Peter Eaton(Library Supply)Ltd.	Books	115.16
29203	Potomac Aviation Publications	Subscription Renewal	9.00
29204	Sentinel Books Publishers, Inc.	Books	1.11
29205	Sports Illustrated	New Subscription	12.00
29206	West Publishing Co.	Books	26.00
29207	J. Whitaker & Sons, Ltd.	Subscription Renewal	18.50
31597	Treasurer, City of Decatur % Decatur Public Library Fund	Due Other Funds DECATUR PUBLIC LIBRARY BOND & INTEREST FUND	13,922.70
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 146,432.40

DECATUR PUBLIC LIBRARY EEA FUND

31528	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	$ 45.00
31576	Treasurer, City of Decatur %Illinois Municipal Retirement Fund	January Charges	216.33
31494	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/7/73	772.64
31667	Treasurer, City of Decatur % Payroll Fund	Period Ending 2/21/73	663.04
		TOTAL DECATUR PUBLIC LIBRARY EEA FUND VOUCHERS	$ 1,697.01

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1972 THRU February 28, 1973

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	58,927.32	427,669.70	(88,988.70)	
Tax Levy Receipts-Prior	5,000	2,705.51	2,705.51	2,294.49	
Fines & Fees	16,000	964.60	11,669.29	4,330.71	
Non-Resident Fees	170	51.00	170.00	0	
Interest on Investments	15,000	2,320.00	12,996.17	2,003.83	
Lost & Damaged Books	900	62.80	1,062.65	(162.65)	
Prints Made on Copy Machine	550	30.48	227.35	322.65	
Miscellaneous	43,570	1,526.47	43,271.00	299.00	
TOTAL REVENUE	719,263	66,588.18	779,713.32	(60,450.32)	108.40

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	352,857	0	25,551.80	277,765.41	75,091.59
102	Overtime	150	0	0	11.94	138.06
107	Hospitalization, Medical and Life Insurance	7,822	0	615.00	6,060.00	1,762.00
109	Temporary Salaries	23,994	0	1,349.51	15,536.81	8,457.19
201	Advertising	300	0	0	108.00	192.00
202	Printint & Binding	6,000	0	0	3,821.99	2,178.01
211	Service to Maintain Buildings	26,000	0	2,010.20	19,843.50	6,156.50
212	Service to Maintain Improvements Other Than Buildings	900	0	15.00	311.13	588.87
214	Service to Maintain Office Equipment	1,300	0	126.75	837.65	462.35
215	Service to Maintain Automotive Equipment	900	0	154.80	1,028.07	(128.07)
221	Auditing	600	0	0	600.00	0

ACTIVITY: 940 DECATUR PUBLIC LIBRARY FUND

PERIOD MAY 1, 1972 THRU February 28, 1973

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	0	170.00	743.00	177.00
230	Payment to City for Data Processing	35,000	0	2,916.66	29,166.60	5,833.40
231	Electricity	24,000	0	1,715.42	12,520.86	11,479.14
233	Telephone & Telegraph	5,500	0	467.88	4,394.48	1,105.52
234	Water	420	0	51.33	225.59	194.41
241	Travel, Training and Conferences	1,214	0	250.38	1,028.16	185.84
245	Postage	2,300	0	215.07	2,060.18	239.82
284	Professional Association Membership Fees	808	0	0	752.00	56.00
288	Rentals	3,122	0	214.25	2,479.58	742.42
310	Gas, Oil & Anti-Freeze	350	0	51.62	246.34	103.66
312	Janitorial Supplies	400	0	0	295.18	104.82
320	Materials to Maintain Buildings & Improvements	3,800	0	84.98	3,632.29	167.71
324	Materials to Maintain Automotive Equipment	550	0	10.15	722.35	(172.35)
330	Medical & Laboratory Supplies	5	0	0	1.22	3.78
345	Office Supplies	8,323	0	782.73	7,397.67	925.33
402	Contingencies	1,950	0	0	0	1,950.00
415	Service Recognition Payroll	885	0	95.00	720.00	165.00
423	Insurance	7,258	0	753.60	5,963.60	1,294.40
	TOTAL OPERATING EXPENDITURES	517,628	0	37,602.21	398,273.60	119,354.40
	CAPITAL OUTLAY					
502	Buildings	14,500	0	1,458.22	2,718.85	11,781.15
510	Automotive Equipment	14,600	0	2,973.06	8,265.28	6,334.72
515	Office Machinery & Equipment	1,685	0	54.37	546.82	1,138.18
525	Books	125,000	0	7,709.06	80,219.60	44,780.40
	TOTAL CAPITAL OUTLAY	155,785	0	12,304.71	91,750.55	64,034.45
	GRAND TOTAL	673,413	0	49,906.92	490,024.15	183,388.85

ACTIVITY: 941 DECATUR PUBLIC LIBRARY BOND FUND

PERIOD MAY 1, 1972 THRU February 28, 1973

EVENUE 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	64.85	213.16	(213.16)	
TOTAL REVENUE	20,990	64.85	17,641.45	3,348.55	84.05

JECT DE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERE BALANCES
58	Loan					
58A	Other Expenses	20,990	0	2,602.78	17,641.45	3,348.55
	GRAND TOTAL	20,990	0	2,602.78	17,641.45	3,348.55

ACTIVITY: 941A DECATUR PUBLIC LIBRARY BOND & INTEREST FUND

PERIOD MAY 1, 1972 THRU February 28, 1973

REVENUE ITEMS:	ESTIMATED REVENUE	CURRENT MONTH	TOTAL RECEIPTS	UNCOLLECTED ESTIMATED REVENUE	% OF ESTIMATE
Fund Balance, May 1, 1972	---	0	0	0	
Tax Levy Receipts-Current	106,319	13,922.70	101,045.11	5,273.89	
Interest on Investments	0	0	588.10	(588.10)	
TOTAL REVENUE	106,319	13,922.70	101,633.21	4,685.79	95.04

JECT DE NO.	OBJECT OF EXPENDITURES	1972-1973 BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	EXPENDITURES CURRENT MONTH	EXPENDITURES YEAR TO DATE	UNENCUMBERED BALANCES
	DEBT SERVICE:					
10	Principal & Interest	106,319	0	0	106,319.33	(.33)
	GRAND TOTAL	106,319	0	0	106,319.33	(.33)

ACTIVITY: THE DANVILLE PUBLIC LIBRARY TRUST FUND

PERIOD MAY 1, 1972 THRU February 28, 1973

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

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