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

BOARD OF DIRECTORS MEETING

AGENDA

SEPTEMBER 14, 1973

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING AUGUST 17, 1973

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
1. Presentation of Monthly Bills
2. 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. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. LINDSAY
MR. ROBINSON
MR. WHITACRE

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

MINUTES OF BOARD OF DIRECTORS MEETING - SEPTEMBER 14, 1973

The regular meeting of the Board of Directors of the Decatur Public Library was held September 14, 1973 in the board room of the main library.

Members Present:	Members Absent:	Others Present:
Mrs. Brandt	Mr. Butler	Cheryl Peck (Herald & Review)
Mr. Farrell	Mr. Prince	Mr. Dumas
Mrs. Hedrick	Mr. Robinson	Miss Schwegman
Mr. Holcomb		
Mr. Lindsay		
Mr. Whitacre		

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

The minutes of the regular board meeting of August 17, 1973 were approved.

Mr. Dumas reported that there was little to tell about statistics for this month. We circulated a little over 41,000 books and added a little over 1,800 books to the collection, with 1,200 new titles being added. Books checked in dropped to a low of 848. Mr. Dumas stated that we have had a couple of resignations recently, our Maintenance Man and a Bookmobile Clerk Driver. These two positions will be filled as soon as the Civil Service test is given and a list established. In the meantime, we are operating with temporary help. We have now filled the position of Extension Librarian. Mr. Kenneth Yamashita began September 10. He is a native of Utah, has a Bachelor's and Masters in Library Science from Rutgers University. He has spent the last three years at the Mont Clair, N.J. Public Library. Mr. Yamashita will be the professional librarian in charge of the bookmobiles.

As Chairman of the Properties and Finance Committee, Mr. Whitacre reported that his committee had been given copies of the yearly audit report on the library prepared by Murphey, Jenne & Jones, Certified Public Accountants. Mr. Whitacre stated that the report seemed to give the library a clean bill of health and he moved that the report be accepted by the board. Mrs. Hedrick seconded the motion and it was approved.

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

It was reported by Mr. Whitacre that the levy of $700,000 requested by the board in its annual report was reduced by City Council to $550,000. In explanation, Mr. Dumas remarked that he had met with Mr. Allen, the City Manager, on the morning preceding the City Council meeting at which the levy

was passed. Mr. Allen at this time notified the library of the reduced levy which was, in fact, approximately $85,000 less than his own recommendation for the library levy, and invited board members to attend Council meeting that evening to make their representations in objection if they so desired. Mr. Dumas discussed the matter with Mr. Farrell and Mr. Whitacre. Mr. Whitacre investigated and found the levy for the library was unanimously agreed to by the Council and hence doubted the efficacy of the board making an appearance at the Council meeting that evening. According to Mr. Farrell's advice, the action of the Council was entirely legal inasmuch as the levy was adequate in terms of the 1973/74 appropriation inasmuch as legally the levy ordinance is designed to pay expenses incurred by the public library during this fiscal year. There was further discussion by the Board of the financial predicament in which the library will find itself in budgetary 1974/75 as a result of the current tax levy which will leave the Library Fund from which the operating revenues are drawn in a short position. In effect, the monies generated by tax revenue plus other funds including funds left unappropriated this year will provide approximately $600,000 with which to operate the library next fiscal year as compared with $635,000 for this fiscal. It was pointed out by Mr. Farrell that the curtailment of services in order to provide for greater carryover into next year should begin as soon as possible and that next year the board must make provisions in its budgetary appropriation with an eye to the levy so that there will be ample funds for operational purposes in the following year. Mr. Farrell further stated that in order to provide for a proper cash flow, this experience points out the necessity of budgeting for the library two years in advance.

There being no further business to come before the Board, the meeting was adjourned at 5:25 P.M. Mr. Farrell asked that the Board reconvene in Executive Session at that time.

Robert H. Dumas

Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

September, 1973

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1973 -	23,021	2,712	11,554	37,287	197,300
1972 -	23,373	2,721	10,172	36,270	197,305

REGISTRATION

Resident	28,907	Non-Resident	917	
Added	966	Added	64	
	29,873		981	
Withdrawn	804	Withdrawn	19	
	29,069		962	30,031

TECHNICAL PROCESSING

Cataloging

New Books added	1,952
New titles added	1,400
Books withdrawn	189
Books mended	95

Acquisitions

Books checked in	724
Pamphlets checked in	408
Microfilm reels	10
Gifts	31

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending September 30, 1973

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35192	Western Illinois University	Workshop Registration	$ 25.00
35193	Chan Glosser, Postmaster	August Postage - Meter	11.20
35194	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/5/73	13,714.18
35195	Treasurer, City of Decatur % General Operating Fund	Pre-employment Physical Paid by General Fund	12.50
35196	Association of American Medical Colleges	Books	4.00
35197	Oreana Centennial Committee	Books	10.50
35198	S.O.S. Publications	Books	4.95
35199	Edmunds Publications	Books	1.50
35200	San Francisco Newspaper Printing Co.	Books	2.95
35201	Ten Speed Press	Books	3.00
352[illegible]	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	563.54
35203	Illinois Power Co.	Gas & Electricity	32.02
35204	Irish-Behnke & Co.	Fire Insurance	3,624.00
35205	VOID		
35206	The Centennial Fund-Argenta	Books	10.50
35207	Readex Books	Books	15.00
35208	Superintendent of Documents	Books	13.80
35209	Treasurer, City of Decatur % Payroll Fund	August Service Recognition	170.00
35210	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/12/73	438.98
35211	Decatur Herald & Review	Classified Personnel Ad	23.76
35212	Millikin University	Books	20.50
352[illegible]	Superintendent of Documents	Books	16.90
35214	The Millikin National Bank	Fiscal Fees on Library Bonds DECATUR PUBLIC LIBRARY BOND & INTEREST FUND	56.70

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35215	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/19/73	$ 13,897.16
35216	Superintendent of Documents	Books	10.00
35217	Decatur Window Cleaning Co.	August Janitorial Service	1,375.38
35218	Otis Elevator Co.	Elevator Maintenance	133.56
35219	Dash Disposal Service	Aug & Sept Service	20.00
35220	Eichenauer Electric Service	Power Outlet Repair	12.00
35221	General Tire Service	Flat Repair	5.00
35222	International Harvester Co.	Bookmobile Repair	66.92
35223	Harold S. Friedman, M. D.	Pre-employment Physical	12.50
35224	Greanias, Booth & Greanias	July Service	40.00
35225	Illinois Bell Telephone Co.	Long Distance Calls & Service	416.35
35226	Treasurer, City of Decatur % Water Revenue Fund	Water Service - Evans	2.82
35227	Downtown Decatur Council, Inc.	September Parking	180.00
35228	Jan-San Supply Co.	Janitorial Supplies	3.87
35229	The Englewood Companies	Electrical Supplies	208.75
35230	Dick Blick	Office Supplies	101.07
35231	Bro-Dart, Inc.	Office Supplies	175.50
35232	Gaylord Bros., Inc.	Office Supplies	159.75
35233	Paxton's Service Press	Office Supplies	4.55
35234	Pitney Bowes	Office Supplies	4.45
35235	American Institute of Real Estate Appraisers	Subscription Renewal	10.00
35236	The Baker & Taylor Co.	Books	1,780.19
35237	R. R. Bowker Co.	Books	38.62
35238	Bro Dart Inc.	Books	6.00
35239	Creative Book Company	Books	3.85
35240	Doubleday, Inc.	Books	223.73
35241	Encyclopedia Britannica Educational Corp.	Books	15.45
35242	Field Enterprises Educational Corp.	Books	7.50

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
35243	Midwest Library Service	Books	$ 316.97
35244	North American Congress on Latin America	Books	2.75
35245	Old Car Value Guide	Subscription	9.00
35246	Regent Book Company	Books	18.24
35247	State Capital Information Service, Inc.	Subscription Renewal	39.00
35248	University of Toronto Press	Books	18.30
35249	West Publishing Co.	Books	30.00
35250	Xerox University Microfilms	Books	40.10
35251	Millikin National Bank	Investment Purchase	5,000.00
35252	Millikin National Bank	Investment Purchase	11,200.00
		DECATUR PUBLIC LIBRARY BOND & INTEREST FUND	
35253	Committee for Economic Development	Books	3.50
35254	Consumer Age Press	Books	3.95
35255	Industrial Printing, Inc.	Printing Expense	246.96
35	Treasurer, City of Decatur % Federal Revenue Sharing Fund	Investment Purchase	25,298.60
35257	Treasurer, City of Decatur % Payroll Fund	Period Ending 9/26/73	593.46
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 80,511.28

MAY 1, 1973 THRU SEP 30, 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	60,876.70	365,260.18	79,739.82	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	1,169.80	6,143.20	9,856.80	
4	NON-RESIDENT FEES	170.00	68.00	102.00	68.00	
5	INTEREST ON INVESTMENTS	15,000.00	0.00	5,062.67	9,937.33	
7	LOST & DAMAGED BOOKS	900.00	54.85	315.41	584.59	
8	PRINTS MADE ON COPY MACHINE	360.00	25.08	135.28	224.72	
10	MISCELLANEOUS	312.00	59.75	712.33	400.33-	
	TOTAL REVENUE	675,642.00	62,254.18	570,756.56	104,885.44	84.48

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	26,059.73	149,985.14	244,685.86	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	49,352.00	0.00	3,364.31	19,070.57	30,281.43	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,100.00	0.00	563.54	3,061.95	5,038.05	
109	TEMPORARY SALARIES	24,630.00	0.00	2,584.05	9,965.13	14,664.87	
201	ADVERTISING	200.00	0.00	23.76	50.56	149.44	
202	PRINTING & BINDING	2,000.00	0.00	246.96	335.20	1,664.80	
211	SERVICE TO MAINTAIN BUILDINGS	24,500.00	0.00	1,508.94	8,325.12	16,174.88	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	500.00	0.00	32.00	168.36	331.64	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,170.00	0.00	0.00	698.94	471.06	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	700.00	0.00	57.82	400.68	299.32	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	570.00	0.00	65.00	267.50	302.50	
230	DATA SERVICES	45,000.00	0.00	0.00	15,000.00	30,000.00	
231	ELECTRICITY	15,500.00	0.00	32.02	5,861.40	9,638.60	
233	TELEPHONE	5,500.00	0.00	416.35	2,199.55	3,300.45	
234	WATER	300.00	0.00	2.82	46.04	253.96	
241	CONFERENCE ATTENDANCE EXPENSE	1,489.00	0.00	25.00	678.26	810.74	
245	POSTAGE	2,600.00	0.00	11.20	860.88	1,739.12	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	808.00	0.00	0.00	95.00	713.00	
288	RENTALS	3,531.00	0.00	180.00	971.75	2,559.25	
310	GAS OIL & ANTIFREEZE	350.00	0.00	0.00	36.33	313.67	
312	JANITORIAL SUPPLIES	400.00	0.00	3.87	241.09	158.91	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	5,000.00	0.00	208.75	944.49	4,055.51	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	250.00	0.00	14.10	180.76	69.24	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	10,603.00	0.00	445.32	1,633.45	8,969.55	
415	SERVICE RECOGNITION PAYROLL	755.00	0.00	170.00	310.00	445.00	
423	INSURANCE	1,743.00	0.00	3,624.00	3,737.00	1,994.00-	
	TOTAL OPERATING EXPENDITURES	600,977.00	0.00	39,639.54	225,125.15	375,851.85	37.46
515	OFFICE MACHINERY & EQUIPMENT	9,200.00	0.00	0.00	0.00	9,200.00	

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	0.00	2,680.75	23,977.70	51,022.30	
	TOTAL CAPITAL OUTLAY	84,200.00	0.00	2,680.75	23,977.70	60,222.30	28.48
	TOTAL EXPENDITURES	685,177.00	0.00	42,320.29	249,102.85	436,074.15	36.36
	LESS RETIREMENT FUND CONTRIBUTION	49,352.00	0.00	3,364.31	19,070.57	30,281.43	38.64
	GRAND TOTAL	635,825.00	0.00	38,955.98	230,032.28	405,792.72	36.18

MAY 1, 1973 THRU SEP 30, 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	11,267.34	67,604.01	15,715.99	
56A	INTEREST ON INVESTMENTS	600.00	0.00	0.00	600.00	
	TOTAL REVENUE	84,520.00	11,267.34	67,604.01	16,915.99	79.99

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	56.70	56.70	56.70-	79.99
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	56.70	16,716.70	66,603.30	20.06

ACTIVITY 942 DECATUR PUBLIC [illegible]ARY TRUST FUND PAGE

MAY 1, 1973 THRU SEP 30, 1973

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1973	23,000.00	0.00	35,000.00	12,000.00-	
1	GIFTS	12,000.00	0.00	0.00	12,000.00	
56A	INVESTMENT INTEREST	0.00	0.00	822.24	822.24-	
	TOTAL REVENUE	35,000.00	0.00	35,822.24	822.24-	102.35