DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

COMMITTEES OF THE BOARD OF DIRECTORS

JULY, 1974

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. ROSWELL C. PRINCE SECRETARY	1972-1975	422-1515 (H) 429-4453 (B)	2096 W. WILLIAM 250 N. 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	1974-1977	428-2798 (H) 424-4755 (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. JON ROBINSON	1974-1977	428-6923 (H) 429-4296 (B)	2060 BROWNLOW COURT 500 MILLIKIN COURT	62521 62523

POLICIES, PUBLIC RELATIONS, AND PERSONNEL COMMITTEE:

Mrs. Hedrick, Chairman
Mr. Holcomb
Mrs. Brandt

FINANCE AND PROPERTIES COMMITTEE:

Mr. Lindsay, Chairman
Mr. Butler
Mr. Prince
Mr. Robinson

ROLLING PRAIRIE LIBRARIES REPRESENTATIVE
Mr. Butler

FRIENDS OF THE LIBRARY REPRESENTATIVE
Mr. Holcomb

LIBRARY COUNSEL - Edward Booth - 423-6076

LIBRARY - 428-6617 CITY LIBRARIAN - 428-0529 (H)

Robt. Dumas

To the Council of the
City of Decatur, Illinois

Gentlemen:

Consent of the Council is hereby requested for the re-appointment by the Mayor of DEAN HOLCOMB and JON D. ROBINSON as members of the Board of Directors of the Decatur Public Library for terms expiring July 1, 1977, or until the successor of said appointees are appointed and qualified.

Dated this 29th day of July, 1974.

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MAYOR

RESOLUTION NO. R 3232

RESOLUTION APPROVING RE-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 re-appointment by the Mayor of DEAN HOLCOMB and JON D. ROBINSON as members of the Board of Directors of the Decatur Public Library to serve for terms expiring July 1, 1977, or until the successor of said appointees are appointed and qualified.

PASSED and APPROVED this 29th day of July, 1974.

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MAYOR

ATTEST:

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CITY CLERK

To the Council of the
City of Decatur, Illinois

Gentlemen:

Having received your consent, I hereby re-appoint DEAN HOLCOMB and JON D. ROBINSON as members of the Board of Directors of the Decatur Public Library to serve for terms expiring July 1, 1977, or until the successor of said appointees are appointed and qualified.

Dated this 29th day of July, 1974.

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MAYOR

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

BOARD OF DIRECTORS MEETING

AGENDA

JULY 12, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING JUNE 14, 1974

III. STATISTICAL REPORT

IV. REPORTS OF COMMITTEES:

A. PROPERTIES AND FINANCE
B. POLICIES, PUBLIC RELATIONS AND PERSONNEL

V. OLD BUSINESS

VI. NEW BUSINESS

A. APPOINTMENT OF COMMITTEES

VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

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

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Director's Meeting - July 12, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held July 12, 1974 in the board room of the main library.

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

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

The minutes of the regular board meeting of June 14, 1974 were approved.

Mr. Dumas commented on the new format of the monthly statistical report and requested of board members their ideas as to how it could be further modified to make it more useful. Several suggestions were made. It was reported by Mr. Dumas that circulation is down a little this month with a marginal increase in the Extension Division and a drop in the central library. However, from an optimistic viewpoint, counting days open in June of 1973 as 26, and days open in June of 1974 as 20, the daily circulation was up approximately 17%.

It was further reported by Mr. Dumas that during the month there were a number of programs in the library. Feature films for adults were presented with an attendance of 52 for the showing of Raisin in the Sun and 94 people in attendance for Bell, Book and Candle. The rental on these films is paid for by the Rolling Prairie Library system. A couple of films were shown in the children's room to approximately 90 youngsters and 73 children attended story hours. Mr. Dumas stated that the two air conditioning compressors have been repaired and are working, but last Monday another compressor was down and frozen up. We have written to get a replacement, which will be covered by insurance; however, installation costs will be paid by the library. We have had some problems from water seepage on the walls of the State Street side of the building. The maintenance man feared that this might weaken the foundation; he called the City Water Department to test the water to determine its origin. Their findings thus far have been inconclusive.

As Chairman of the Properties and Finance Committee, Mr. Lindsay gave an informational report on the summary of income and expenditures through June 30, 1974 and bills approved through June 30, 1974. The motion for approval of the report by Mr. Lindsay was seconded by Mrs. Brandt and was unanimously approved by a roll-call vote.

Mr. Prince stated that he and Mr. Lindsay had met with the City Council regarding the library's appropriation for the next year, and had a very good discussion with the Council. It looks as if the library's appropriation will be $702,849. Mr. Farrell stated he thought the two members of the Finance Committee had done a good job in their presentation and were to be commended for their efforts. Mr. Prince further remarked that members of the Council would like a comparison year by year of library staff strength since 1966, and requested that Mr. Dumas prepare such a report.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Brandt stated that in accordance with library board policy established in 1968 to the effect that the library will follow the pay scale of the City, she moved as follows:

> That the schedule entitled "City of Decatur Pay Grades" adopted by reference in the Wages and Salaries Policy of the Decatur Public Library, July 12, 1968 and as subsequently amended, be replaced by the current schedule entitled "City of Decatur Pay Plan, effective May 1, 1974" and that this change in the Wages and Salary Policy of the Library be made effective May 1, 1974.

Mr. Butler seconded the motion and it was unanimously approved.

Mrs. Brandt further moved that Article 13 of the Wages and Salary Policy, as adopted May 15, 1970 be amended by striking the phrase "$2,000 life insurance" and inserting the phrase "$5,000 life insurance". Mr. Lindsay seconded the motion and it was approved.

Appointment of committees for the coming year was made by Mr. Farrell as follows:

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

Finance and Properties Committee:
- Mr. Lindsay, Chairman
- Mr. Butler
- Mr. Prince
- Mr. Robinson

Rolling Prairie Libraries Representative - Mr. Butler
Friends of the Library Representative - Mr. Holcomb

The meeting was recessed at 5:55 P.M. with Mr. Farrell requesting that the Board go into Executive Session at that time, to be reconvened shortly thereafter.

The meeting of the Board was reconvened at 6:03 P.M. Mr. Prince moved that the salary of the City Librarian, which now stands at $21,000, be increased by 10% effective May 1, 1974. Mr. Lindsay seconded the motion and it was approved.

The meeting was adjourned at 6:05 P.M.

Roswell C. Prince

Roswell C. Prince
Secretary of the Board

STATISTICAL REPORT

July, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	23,315	2,557	14,162	40,034	114,611
1973 -	23,731	3,095	15,190	42,021	118,823

REGISTRATION

Resident	28,187	Non-Resident	863	
Added	1,141	Added	33	
	29,328		896	
Withdrawn	827	Withdrawn	33	
	28,501		863	29,364

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	828	Books checked in	674
New titles added	444	Pamphlets checked in	285
Books withdrawn	261	Telephone directories	0
Books mended	585	Gifts	126

Materials in the State of Processing

Books (physical volumes)	- 613
Phonorecords	- 51
Microfilm (reels)	- 148
Cassettes	- 19

FINANCIAL REPORT

	Budgeted	YTD Expended 1973/74	YTD Expended 1974/75	Unencumbered
Personal Services	487,473	115,456	122,919	364,554
Operating	186,927	26,995	27,853	159,074
Capital and Books	85,140	17,286	9,803	75,337

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	6	--	--	6
Library Assistants	7	--	--	7
Clerical	24 + 8 (853 hrs)	--	--	24 + 8
Maintenance	1	--	--	1

MAY 1, 1974 THRU JUL 31, 1974

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	113,704.00	0.00	142,421.31	28,717.31-	
1	TAX LEVY RECEIPTS-CURRENT	545,000.00	110,043.70	220,087.40	324,912.60	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	1,376.36	4,949.96	11,050.04	
4	NON-RESIDENT FEES	300.00	51.00	136.00	164.00	
5	INTEREST ON INVESTMENTS	17,500.00	1,217.46	2,164.40	15,335.60	
7	LOST & DAMAGED BOOKS	700.00	133.59	290.54	409.46	
8	PRINTS MADE ON COPY MACHINE	360.00	21.77	61.69	298.31	
10	MISCELLANEOUS	4,285.00	36.46	1,092.16	3,192.84	
	TOTAL REVENUE	702,849.00	112,880.34	371,203.46	331,645.54	52.81

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	397,264.00	0.00	34,105.37	100,870.71	296,393.29	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	56,681.00	0.00	4,454.44	13,058.48	43,622.52	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,748.00	0.00	578.37	1,735.11	7,012.89	
109	TEMPORARY SALARIES	24,630.00	0.00	3,249.44	7,255.16	17,374.84	
201	ADVERTISING	200.00	0.00	0.00	10.00	190.00	
202	PRINTING & BINDING	3,240.00	0.00	185.35	207.90	3,032.10	
211	SERVICE TO MAINTAIN BUILDINGS	26,200.00	0.00	1,695.20	5,014.04	21,185.96	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	648.00	0.00	66.95	88.90	559.10	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,703.00	0.00	79.40	307.40	1,395.60	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,080.00	0.00	22.25	124.75	955.25	
221	AUDITING SERVICES	600.00	0.00	0.00	0.00	600.00	
229	OTHER PROFESSIONAL SERVICES	867.00	0.00	812.50	964.25	97.25-	
230	DATA SERVICES	35,000.00	0.00	2,916.66	8,749.98	26,250.02	
231	ELECTRICITY	17,820.00	0.00	919.04	3,132.36	14,687.64	
233	TELEPHONE	6,000.00	0.00	453.11	1,370.25	4,629.75	
234	WATER	300.00	0.00	0.00	42.33	257.67	
241	CONFERENCE ATTENDANCE EXPENSE	1,535.00	0.00	204.07	233.57	1,301.43	
245	POSTAGE	3,000.00	0.00	226.83	631.07	2,368.93	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	783.00	0.00	0.00	0.00	783.00	
288	RENTALS	3,433.00	0.00	270.00	855.50	2,577.50	
310	GAS OIL & ANTIFREEZE	378.00	0.00	4.35	4.35	373.65	
312	JANITORIAL SUPPLIES	432.00	0.00	5.56	15.88	416.12	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	3,480.00	0.00	278.91	626.82	2,853.18	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	648.00	0.00	87.41	136.19	511.81	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	0.00	5.00	
345	OFFICE SUPPLIES	10,825.00	0.00	263.73	915.40	9,909.60	
402	CONTINGENCIES	62,385.00	0.00	0.00	0.00	62,385.00	
415	SERVICE RECOGNITION PAYROLL	855.00	0.00	45.00	45.00	810.00	
423	INSURANCE	5,500.00	0.00	3,471.00	3,947.00	1,553.00	
	TOTAL OPERATING EXPENDITURES	674,390.00	0.00	54,394.94	150,342.40	524,047.60	22.29

MAY 1, 1974 THRU JUL 31, 1974

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
515	OFFICE MACHINERY & EQUIPMENT	1,140.00	0.00	0.00	19.73	1,120.27	
525	LIBRARY BOOKS RECORDS & EXHIBITS	84,000.00	0.00	4,586.24	9,782.64	74,217.36	
	TOTAL CAPITAL OUTLAY	85,140.00	0.00	4,588.24	9,802.37	75,337.63	11.51
	TOTAL EXPENDITURES	759,530.00	0.00	58,983.18	160,144.77	599,385.23	21.08
	LESS RETIREMENT FUND CONTRIBUTION	56,681.00	0.00	4,454.44	13,058.48	43,622.52	23.04
	GRAND TOTAL	702,849.00	0.00	54,528.74	147,086.29	555,762.71	20.93

MAY 1, 1974 THRU JUL 31, 1974

	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	3,059.00	0.00	3,058.29	0.71	
1	TAX LEVY RECEIPTS-CURRENT	106,070.00	21,220.81	42,441.62	63,628.38	
56A	INTEREST ON INVESTMENTS	1,000.00	76.35	76.35	923.65	
	TOTAL REVENUE	110,129.00	21,297.16	45,576.26	64,552.74	41.38

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	90.00	0.00	0.00	24.90	65.10	27.67
410	PRINCIPAL & INTEREST	106,070.00	0.00	0.00	15,535.00	90,535.00	14.65
	TOTAL EXPENDITURES	106,160.00	0.00	0.00	15,559.90	90,600.10	14.66

MAY 1, 1974 THRU JUL 31, 1974

REVENUE ITEMS		ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
	FUND BALANCE MAY 1, 1974	36,732.00	0.00	36,734.27	2.27-	
56A	INVESTMENT INTEREST	2,000.00	934.49	1,820.72	179.28	
	TOTAL REVENUE	38,732.00	934.49	38,554.99	177.01	99.54

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

Bills to be Approved for the Period Ending July 31, 1974

VOU NO:	PAYMENTS MADE TO:	FOR	AMOUNT:
00292	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books - 41.30)	$ 187.36
00307	Chan Glosser, Postmaster	June Postage - Meter	2.00
00469	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/3/74	720.55
00470	Irish-Behnke & Co.	Fire Insurance	3,471.00
00506	First National Bank of Decatur	Investment Purchase DPL BOND & INTEREST FUND	26,881.72
00507	First National Bank of Decatur	Investment Purchase	75,000.00
00512	First National Bank of Decatur	Investment Purchase DPL TRUST FUND	13,987.69
00519	Chan Glosser, Postmaster	Postage for Pitney Bowes Machine	200.00
00634	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/10/74	13,593.16
00748	Illinois Power Co.	Gas & Electrical Service	919.04
00772	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	578.37
00858	Basic Books, Inc.	Books	65.50
00859	Institute for Studies in American Music	Books	4.00
00860	Superintendent of Documents	Books	61.65
00872	Treasurer City of Decatur % Payroll Fund	Period Ending 7/17/74	668.59
01053	Treasurer, City of Decatur % Payroll Fund	Period Ending 7/24/74	22,210.71
01067	American Book Prices Current	Books	41.03
01068	Antiques Journal	Subscription Renewal	7.95
01069	The Baker & Taylor Co.	Books	2,351.32
01070	A. M. Best Co.	Books	80.00
01071	Bodine Electric of Decatur, Inc.	Bookmobile Receptacle Installation	65.14
01072	R. R. Bowker Co.	Subscription Renewal	120.00
01073	3M B. P. S. I.	Service to Microfilm Equipment	24.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
01074	Community College of Decatur	College Work Study Progr m	$ 206.80
01075	Card Reproduction Revolving Fund	Book Cards	204.39
01076	Dash Disposal	June Service	10.00
01077	Decatur Window Cleaning Co.	June Janitorial Service	1,488.38
01078	Doubleday & Company	Books	132.76
01079	Downtown Decatur Council, Inc.	July Parking	270.00
01080	Robert H. Dumas	Travel Reimbursement	189.13
01081	The Englewood Companies	Lamps & Ballasts	180.90
01082	Envelope Sales Co.	Envelopes	109.25
01083	Fordham Equipment Co.	Book Jackets	54.95
01084	Harold S. Friedman, M. D.	Pre-employment Physical	12.50
01085	Gale Research Co.	Books	88.10
01086	Greanias, Booth & Greanias	May Service	800.00
01087	Illinois Bell Telephone Co.	Long Distance Calls & Service	453.11
01088	Industrial Printing, Inc.	Printing of Book Plates	13.50
01089	International Publications Service	Books	32.60
01090	The Manchester Guardian Weekly	Subscription Renewal	22.00
01091	Marco Sales, Inc.	Freight Charges	36.96
01092	McBride's Express, Inc.	Freight Charges	24.90
01093	McGraw Hill Book Co.	Books	131.70
01094	David McKay Co., Inc.	Books	59.16
01095	Midden Supply Co.	Calci-Solvent	22.95
01096	Midwest Mifrofilm Co.	City Directories and Books (Ill Newspapers) 134.25	306.10
01097	National Record Plan	Records	43.01
01098	Otis Elevator Co.	Elevator Maintenance	144.96
01099	Pelican Publishing Co.	Books	6.32
01100	Rebco Audio Visual Inc.	Equipment Repair	17.90
01101	Striglos Office Equipment	Typewriter Repair & Parts	43.25
01102	The Weekly Underwriter	Books	27.00

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
01103	Weidenbacher Olds, Inc.	Automotive Repair & Oil Change	21.10
01104	West Publishing Co.	Books	181.00
01105	Widmer, Inc.	Office Supplies	12.15
01106	H. W. Wilson Co.	Books	357.50
01107	Xerox University Microfilms	Books	76.23
01115	Treasurer, City of Decatur	Petty Cash Reimbursement (Books 19.38)	172.21
01123	Treasurer, City of Decatur % General Operating Fund	July Data Charges	2,916.66
01097	National Record Plan	Shortage on Voucher 01097	.09
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 170,410.30