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

BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 19, 1974

I. CALL TO ORDER
EDWARD FARRELL, PRESIDENT

II. APPROVAL OF MINUTES:

A. REGULAR BOARD MEETING NOVEMBER 15, 1974

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. BUTLER
MR. FARRELL
MRS. HEDRICK
MR. HOLCOMB
MR. PRINCE
MR. ROBINSON

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 19, 1974

The regular meeting of the Board of Directors of the Decatur Public Library was held December 19, 1974 in the board room of the main library.

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

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

The minutes of the regular board meeting of November 15, 1974, were approved.

Mr. Dumas reported for the record that a Certificate of Publication had been issued regarding the publication in the newspaper of the change in the regular board meeting dates. This Certificate becomes a part of these minutes.

In his statistical report to the Board, Mr. Dumas stated that things are coming along surprisingly well. A downward trend in circulation, as shown in the magazine Illinois Libraries, is going on all over the country and has been going on for the past six or eight years. If our present trend here continues, we are going to end up with less of a decline for the year than the national average. Our hours were decreased 17%, but circulation in the Home Reading Department is only down 3-1/3%, the Children's Department is down only 3.2%, and the Extension Division shows a 12-1/2% gain. Therefore, overall we are doing far better than we have any right to expect. Service statistics are generally down even less. They are down 1-1/2% in the Home Reading Department. The Reference Department shows a decline of 4% and Young Adult is up 30%. Mr. Dumas further reported that the new bookmobile schedule went into effect in December. In order to publicize the changes in the schedule, we enlisted the help of the Boy Scouts of America to distribute flyers in the neighborhoods urging people to use their services. We had our final film in the fall series and during Children's Book Week our second annual arts and crafts fair was held. Also, a series of films based on famous children's books was shown in the Children's Department with 176 attending. In addition, four story hours were given and eight classes visited the library.

Mr. Dumas stated that Mr. Lindsay had asked him to report to the Board that a check in the amount of $1,400 was received from the Breckenridge Estate this last month. Also a check from Mr. Merrill Lindsay for

$150 was received and added to this account. At present we have received $36,550 in the account, with the last financial statement showing the amount had grown to $41,000.

Finally, Mr. Dumas reported water leakage problems on walls of the Reference Department in the basement. We have been in touch with Christy-Foltz, the original contractor for the building, to try to determine the cause and the extent of the leakage. They can't give us a price until they find the trouble. Mr. Kratzner, our Maintenance Man, suggested that if we can't do anything from the outside, that the carpet in the last 3 or 4 feet around the north wall where one of the leaks is be taken up and replaced with tile. But, Mr. Dumas stated, no matter what we do, it is going to cost some money. Mr. Farrell requested that the Properties and Finance Committee take the matter under advisement.

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

Mr. Robinson further moved that the following amounts be transferred from Code 402, Contingencies:

> $600 to Code 229, Other Professional Services; $90 to Code 284, Professional Association Fees; $2,800 to Code 320, Material to Maintain Buildings; and $250 to Code 324, Materials to Maintain Automotive Equipment.

Mr. Holcomb seconded the motion, and it was approved.

Mrs. Hedrick reported that her committee is still working on the complete policy manual and will come back to the Board when there is something definite to report.

As Chairman of the Policies, Public Relations and Personnel Committee, Mrs. Hedrick moved that the City Librarian be directed to request the Civil Service Commission of the City of Decatur to modify its residency requirement rule to require that classified employees in the Decatur Public Library be required to take up residence in Macon County within six months of appointment to a position in the library. Mrs. Brandt seconded the motion and it was approved.

Mrs. Hedrick further moved that the Library be closed this year at 12:00 noon on Christmas Eve and that the City Librarian convey to the Library Staff the best wishes of the Board for a happy Christmas and New Year.

Mr. Holcomb asked if anything had been done about securing name plates for public service staff. Mr. Dumas stated that the plates were on order.

The meeting was adjourned at 5:05 P.M.

Robert H. Dumas

Robert H. Dumas, City Librarian
For Secretary of the Board

STATISTICAL REPORT

December, 1974

CIRCULATION

	Adult	Youth	Juvenile	Total	Y-Date
Total Books 1974 -	19,984	1,981	9,180	31,145	292,333
1973 -	17,292	1,843	7,230	26,371	300,599

REGISTRATION

Resident	27,690	Non-Resident	882	
Added	680	Added	21	
	28,370		903	
Withdrawn	588	Withdrawn	20	
	27,782		883	28,665

TECHNICAL PROCESSING

Cataloging		Acquisitions	
New books added	586	Books checked in	668
New titles added	304	Pamphlets checked in	265
Books withdrawn	308	Telephone directories	36
Books mended	573	Gifts	42

Materials in the State of Processing

Books (physical volumes) -	582
Phonorecords -	33
Microfilm (reels) -	7

FINANCIAL REPORT

	Budgeted	YTD Expended 1973/74	YTD Expended 1974/75	Unencumbered
Personal Services	430,792	263,402	286,345	144,447
Operating	186,927	69,751	78,755	108,172
Capital and Books	85,140	47,248	34,583	50,557

STAFF STRENGTH

	Strength Previous Month	Terminations	New Staff	Present Strength
Professional	7	1	--	6
Library Assistants	8	--	--	8
Clerical	23 + 5 (352 hrs)	--	1	24 + 5
Maintenance	1	--	--	1

City of Decatur, Illinois

DECATUR PUBLIC LIBRARY

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

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
04444	Millikin National Bank	Investment Purchase DPL TRUST FUND	$ 16,054.71
04464	Chan Glosser, Postmaster	November Postage - Meter	1.50
04605	Industrial Appraisal Co.	Revaluation Service Fee	61.74
04606	H. W. Wilson Co.	Subscription Renewal	465.00
04621	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/4/74 & Nov Service Recognition	292.36
04631	Chan Glosser, Postmaster	Bulk Mailing Permit	30.00
04630	Archery World	Subscription Renewal	5.00
04632	Chan Glosser, Postmaster	Advance Machine Postage	200.00
04633	VOID		
04634	National Geographic	Subscription Renewal	10.00
04635	Superintendent of Documents	Subsciption	14.50
04636	Thresh Publications	Books	2.95
04673	Illinois Power Co.	Gas & Electrical Service	1,178.04
04761	American Library Association	Subscription Renewal	6.00
04762	Secretary of State	License Plates	25.00
04775	Treasurer, City of Decatur % Payroll Fund	Period Ending 12/11/74	15,499.41
04795	Bodine Electric	Air Conditioner Repairs	641.64
04796	T. A. Brinkoetter & Sons	Air Conditioner & Compressor Repairs	3,174.43
04797	Fireman's Fund Insurance Co.	Overpayment on Claim	333.10
04798	Illinois Issues	Subscription	15.00
04799	Illinois Library Association	Membership Fee	209.50
04800	K & G Trailer Mart	Trailer Parts	5.50
04801	Library of Congress	Subscriptions	1,060.00
04802	Barnell Loft Ltd.	Books	17.86

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
04858	Millikin National Bank	Bond & Interest Expense DPL BOND & INTEREST FUND	$ 90,535.00
04[redacted]8	Treasurer, City of Decatur % Petty Cash Fund	Petty Cash Reimbursement (Books $47.05)	209.37
04952	Treasurer, City of Decatur	Period Ending 12/18/74	275.12
05058	Treasurer, City of Decatur % Employees Insurance Fund	City's Share Hosp & Life Ins	683.06
05108	American Heritage	Subscription	8.00
05109	York Radio & Television Corp.	Speakers	31.00
05125	Treasurer, City of Decatur	Period Ending 12/25/74	15,742.59
05126	American Civil Liberties Union	Subscription Renewal	15.00
05127	The Baker & Taylor Co.	Books	1,992.06
05128	Black & Company	Tools & Hardware	17.17
05129	Dick Blick	Office Supplies	259.23
05130	Boland Electric Supply Co.	Exit Lamps	31.92
05131	R. R. Bowker Co.	Books	621.09
05[redacted]2	British Tourist Authority	Subscription Renewal	9.20
05133	Bro-Dart, Inc.	Books	109.32
05134	VOID		
05135	Chilton Book Co.	Books	84.70
05136	Commerce Clearing House, Inc.	Books	7.58
05137	Congressional Quarterly, Inc.	Books	9.45
05138	Congress Votes	Subscription	45.00
05139	Dash Disposal	November Service	10.00
05140	Decatur Window Cleaning Co.	November Janitorial Service	1,488.38
05141	Doubleday & Company	Books	186.13
05142	Downtown Decatur Council, Inc.	December Parking	300.00
05143	Duke University Press	Subscription	10.00
05[redacted]	Eichenauer Electric Service	Bookmobile Service	15.08
05145	Eldorado Gardens Flower Shop	Funeral Arrangement	12.00
05146	The Englewood Companies	Ballasts	358.35
05147	Ford's International Cruise Guide	Books	8.10

VOU NO:	PAYMENTS MADE TO:	FOR:	AMOUNT:
05148	Harold S. Friedman, M. D.	Pre-employment Physical	$ 12.50
05149	Gale Research Co.	Books	105.20
05150	Greanias, Booth & Greanias	November Service	25.00
05151	Green Note Music Publications	Books	16.70
05152	Hearst Books	Books	50.98
05153	Human Events	Subscription Renewal	17.50
05154	Illinois Audubon Society	Subscription Renewal	3.00
05155	Illinois Bell Telephone Co.	Long Distance Calls & Service	450.10
05156	The Kopy Shoppe	Catalog Cards - Books	151.25
05157	David McKay Co., Inc.	Books	7.61
05158	National Directory Service, Inc.	Books	18.89
05159	National Geographic Society	Books	10.50
05160	The Official Railway Guide	Subscription Renewal	28.00
05161	Otis Elevator Co.	Elevator Maintenance	144.96
05162	Pendragon House, Inc.	Books	8.70
05163	Regent Book Company, Inc.	Books	64.81
05164	T. K. Sanderson Organization	Books	31.00
05165	Smith Tire Co.	Tire Repairs	36.00
05166	Stappenbeck Bookbindery, Inc.	Book Binding	667.75
05167	Striglos Office Equipment	Office Equipment Repairs	18.70
05168	Sullivan's Texaco Service	Gasoline & Service Call	16.60
05169	West Publishing Co.	Books	88.00
05170	Widmer, Inc.	Office Supplies	233.48
05171	Wilder Mobile Homes, Inc.	Trailer Tires & Parts	127.00
05172	Xerox University Microfilms	Books	19.99
05173	Treasurer, City of Decatur %	December Data Charges	2,916.66
		TOTAL DECATUR PUBLIC LIBRARY FUND VOUCHERS	$ 157,648.02

MAY 1, 1974 THRO[illegible]EC 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	55,021.85	506,201.02	38,798.98	
2	TAX LEVY RECEIPTS-PRIOR	5,000.00	0.00	0.00	5,000.00	
3	FINES & FEES	16,000.00	1,272.46	11,644.51	4,355.49	
4	NON-RESIDENT FEES	300.00	17.00	289.00	11.00	
5	INTEREST ON INVESTMENTS	17,500.00	0.00	11,103.96	6,396.04	
7	LOST & DAMAGED BOOKS	700.00	48.60	689.96	10.04	
8	PRINTS MADE ON COPY MACHINE	360.00	15.66	137.22	222.78	
10	MISCELLANEOUS	4,285.00	3,855.52	6,835.68	2,550.68-	
	TOTAL REVENUE	702,849.00	60,231.09	679,322.66	23,526.34	96.65

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	31,011.70	267,522.74	129,741.26	
102 A	STRAIGHT OVERTIME	150.00	0.00	0.00	0.00	150.00	
103	RETIREMENT FUND	56,681.00	0.00	3,930.86	34,322.19	22,358.81	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	8,748.00	0.00	683.06	5,142.52	3,605.48	
109	TEMPORARY SALARIES	24,630.00	0.00	757.78	13,680.45	10,949.55	
201	ADVERTISING	200.00	0.00	0.00	75.19	124.81	
202	PRINTING & BINDING	3,240.00	0.00	667.75	964.57	2,275.43	
211	SERVICE TO MAINTAIN BUILDINGS	26,200.00	0.00	4,989.95	18,391.08	7,808.92	
212	SERVICE MAINTAIN IMPROV OTHR THAN BLDGS	648.00	0.00	16.45	149.55	498.45	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	1,703.00	0.00	15.00	637.40	1,065.60	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,080.00	0.00	95.83	377.89	702.11	
221	AUDITING SERVICES	600.00	0.00	0.00	600.00	0.00	
229	OTHER PROFESSIONAL SERVICES	1,467.00	0.00	99.24	1,205.99	261.01	
230	DATA SERVICES	35,000.00	0.00	2,916.66	23,333.28	11,666.72	
231	ELECTRICITY	17,820.00	0.00	1,178.04	9,094.67	8,725.33	
233	TELEPHONE	6,000.00	0.00	450.10	3,616.10	2,383.90	
234	WATER	300.00	0.00	0.00	114.39	185.61	
241	CONFERENCE ATTENDANCE EXPENSE	1,535.00	0.00	28.60	422.63	1,112.37	
245	POSTAGE	3,000.00	0.00	240.79	1,915.05	1,084.95	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	873.00	0.00	209.50	810.50	62.50	
288	RENTALS	3,433.00	0.00	300.50	2,836.20	596.80	
310	GAS OIL & ANTIFREEZE	378.00	0.00	5.10	21.69	356.31	
312	JANITORIAL SUPPLIES	432.00	0.00	2.00	121.72	310.28	
320	MATERIALS TO MAINTAIN BLDNGS & IMPROVMNT	6,280.00	0.00	1,206.57	3,705.19	2,574.81	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	898.00	0.00	154.91	704.58	193.42	
330	MEDICAL & LABORATORY SUPPLIES	5.00	0.00	0.00	3.30	1.70	
345	OFFICE SUPPLIES	10,825.00	0.00	617.66	4,615.06	6,209.94	
402	CONTINGENCIES	58,645.00	0.00	0.00	0.00	58,645.00	
415	SERVICE RECOGNITION PAYROLL	855.00	0.00	40.00	625.00	230.00	
423	INSURANCE	5,500.00	0.00	0.00	4,413.56	1,086.44	
	TOTAL OPERATING EXPENDITURES	674,390.00	0.00	49,618.05	399,422.49	274,967.51	59.23
515	OFFICE MACHINERY & EQUIPMENT	1,140.00	0.00	0.00	19.73	1,120.27	

MAY 1, 1974 THRU DEC 31, 1974

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	84,000.00	0.00	5,371.12	34,563.48	49,436.52	
	TOTAL CAPITAL OUTLAY	85,140.00	0.00	5,371.12	34,583.21	50,556.79	40.62
	TOTAL EXPENDITURES	759,530.00	0.00	54,989.17	434,005.70	325,524.30	57.14
	LESS RETIREMENT FUND CONTRIBUTION	56,681.00	0.00	3,930.86	34,322.19	22,358.81	60.55
	GRAND TOTAL	702,849.00	0.00	51,058.31	399,683.51	303,165.49	56.87

MAY 1, 1974 THRU DEC 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	13,364.37	100,369.69	5,700.31	
56A	INTEREST ON INVESTMENTS	1,000.00	1,880.58	3,076.31	2,076.31-	
	TOTAL REVENUE	110,129.00	15,244.95	106,504.29	3,624.71	96.71

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PUPCHASE 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	90,535.00	106,070.00	0.00	100.00
	TOTAL EXPENDITURES	106,160.00	0.00	90,535.00	106,094.90	65.10	99.94

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-	
56	REVENUE	0.00	0.00	1,550.00	1,550.00-	
56A	INVESTMENT INTEREST	2,000.00	540.68	3,358.48	1,358.48-	
	TOTAL REVENUE	38,732.00	540.68	41,642.75	2,910.75-	107.52