



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

JULY 19, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING JUNE 21, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
- V. OLD BUSINESS
 - A. REPORT ON THE REGIONAL MEETING RE MULTITYPE LIBRARIES
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - July 19, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held July 19, 1984 in the board room of the main library.

Members Present:

Mrs. Alpi
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Mueller
Mrs. Rossiter
Mr. Seidman
Mr. Susler

Members Absent:

Mr. Grieve

Others Present:

Mrs. Brooks
Mr. Dumas
Miss Schwegman

The meeting was called to order at 4:35 p.m. by the President, Sharon Alpi.

The minutes of the regular meeting of June 21, 1984 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated that June 4 broke previous central library records for daily circulation - 3,187 checkouts. Not coincidentally, this was the first day of the Summer Reading Program. Mrs. Nichols reports 840 registrants for the Summer Reading Club; Mrs. Hicks about 200. This is the first month in my time, possibly in the history of the Library, Mr. Dumas continued, when the Children's Department circulated more materials than any other department. Children's circulation was 22,203, a 47% increase over last June. The "Ride and Read" program in cooperation with School District 61 has begun. There has been a smaller turnout this year, but a higher percentage returning each week than last year.

Continuing, Mr. Dumas reported that the Government Document Depository in the Library was recently visited by a federal inspector and an evaluation received. In "staffing" we meet requirements; in "Collections", "maintenance", and "space standards", the Library exceeded standards; in "organization of the collection", "service to public" and "depository cooperation", the Library received a rating of "Excellent".

Further reporting, Mr. Dumas informed a contract with CLSI for the acquisition of a System 23 computer has been signed, as have the maintenance agreements. The total amount of the contract is \$104,000, less \$300 credit on each pair of modems amounting to around \$1,500, and

the right to acquire an acquisition module within 12 months for \$7,500, or within 24 months for \$10,000. Ed Booth, the Library attorney, worked with the CLSI attorney to improve upon the language and terms of the contracts, and felt that the final results were satisfactory. The new system will probably be installed in the Library during December of this year, Mr. Dumas concluded.

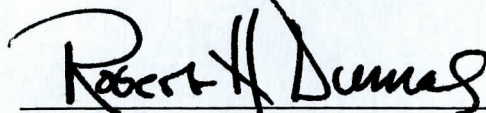
As Chairman of the Finance and Properties Committee, Mr. Marshall moved on behalf of his Committee the approval of library bills through June 30, 1984, Mrs. Moore seconded the motion, and it was approved by a roll-call vote. Regarding the two vouchers on the May bill list which were not approved by the Board, Mr. Marshall stated Donna Junge of City Accounting, who had been on vacation, explained the costs satisfactorily; therefore, Mr. Marshall moved that Voucher Numbers 13803 and 14260 on the May, 1984 bill list be approved, Mrs. Rossiter seconded the motion, and it was approved by a roll-call vote.

The Personnel and Public Relations Committee did not meet during June and had no report at this time.

Under Old Business, Mrs. Alpi reported that the meeting on July 12 hosted by DPL to discuss the impact of the laws and rules governing multitype libraries on local libraries was most worthwhile. Over 25 public library trustees attended, and Mrs. Alpi noted that four of the larger libraries in the area were represented which was encouraging. Mrs. Lamont, Director of the State Library, and her chief assistant were also present, but had no comments to offer. Henry Phillips, an attorney from Fairbury and President of the Corn Belt Library System, gave an effective presentation on his personal concerns regarding the Rules governing multitype libraries; Margareth Gibbs, Assistant Director of the Peoria Public Library, also appeared and voiced her concerns, and Marshall Susler of our Board gave an excellent presentation answering the response he had received from the State Library on his testimony regarding the Rules. All in all I felt it was a good meeting, Mrs. Alpi concluded. Mrs. Moore noted that a vote on the multitype conversion will not take place until October, which gives us a little more time. She suggested we advise the library representatives we will come to them with our views if they are unable to come here. Mr. Dumas advised that a follow-up letter will be sent to all trustees in the region, and this suggestion can be incorporated in that letter.

Under New Business, Mrs. Alpi appointed the following committees for the coming year: Finance and Properties, Mr. Marshall, Chairman, Mr. Grieve, Mrs. Moore and Mr. Susler; Personnel and Public Relations, Mrs. Jackson, Chairman, Mr. Mueller, Mrs. Rossiter, and Mr. Seidman; Mrs. Moore the Board's representative to RPL and Mr. Seidman our representative to the Friends.

The meeting was adjourned at 5:25 p.m. by the President.



Robert H. Dumas, City Librarian

For Secretary of the Board

STATISTICAL REPORT

June, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	26,849	2,667	31,934	61,450	637,487
1983 -	23,711	2,390	23,500	49,601	610,333
A-V Materials, 1984 -	3,193	--	276	3,469	45,656
1983 -	2,224	--	247	2,471	34,055
Total Circulation, 1984 -	30,042	2,667	32,210	64,919	683,143
1983 -	25,935	2,390	23,747	52,072	644,388

TECHNICAL PROCESSING

Cataloging

New books added	1,024
New titles added	358
Books withdrawn	1,248
Books mended	1,026

Acquisitions

Books checked in	813
Telephone Directories	41
Pamphlets	371
Gifts	180

Materials in the State of Processing

Materials (physical items) -	779
Titles -	680

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,142,878	193,276	199,647	943,231
Operating	280,852	28,656	33,434	247,418
Capital and Books	274,816	24,639	21,538	253,278

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	--	--	7
Library Assistants	7 + 6 (480 hrs)	--	--	7 + 6 (480 hrs)
Clerical	21 + 17 (1340 hrs)	½	2	22 + 19 (1382 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services, half-time Catalog Clerk I

Computer Downtime for Month: 17 hours, 10 minutes

CITY OF DECATUR, ILLINOIS

DECATUR PUBLIC LIBRARY

06/01/84 THRU 06/30/84

VOUCHER #	PAYMENTS MADE TO:	FOR:	AMOUNT
14784	TREAS PAYROLL FUND	PAYROLL	33,679.48
14968	POSTMASTER	POSTAGE	23.60
15014	XEROX CORP	MACHINE RENTAL	57.26
15071	AUDIO BUFF CO INC	AUDIO VISUAL	792.82
15072	BAKER & TAYLOR CO	BOOKS	921.02
15073	BAKER & TAYLOR CO	BOOKS	6,677.82
15074	BALLYMOTE TAPE LIBRARY	AUDIO VISUAL	29.70
15075	BLACK & CO	HARDWARE	58.97
15076	BOLAND ELECTRIC SUPPLY	TIME CLOCKS	61.00
15077	BUTTERICK SEWING WORLD	BOOKS	24.60
15078	CC FIRE EQUIP CO	SERVICED EXTING	120.00
15079	CAR CRAFT	BOOKS	47.76
15080	CARAVAN HOUSE	BOOKS	3.00
15081	CREATIVE COMPUTING	BOOKS	24.97
15082	DECAPO PRESS, INC	BOOKS	20.36
15083	DOUBLEDAY & CO INC	BOOKS	639.87
15084	DOWNTOWN DECATUR COUNCIL	JUNE PARKING	320.00
15085	DUKE'S OFFICE SUPPLIES	MAINT CONTRACTS	901.75
15086	FILM COMMENT	BOOKS	12.00
15087	FOREIGN POLICY ASSN	BOOKS	20.00
15088	GAYLORD BROS	OFFICE SUPPLIES	520.17
15089	H & W MOTOR EXPRESS	FREIGHT CHARGE	40.00
15090	HAINES & ESSICK CO	OFFICE SUPPLIES	135.16
15091	IBM CORP	MAINT AGREEMENTS	194.00
15092	ILL BELL TELEPHONE CO	TELEPHONE CHARGES	764.99
15093	LUGARI'S	REPAIR SERVICE	165.40
15094	MALJACK PRODUCTIONS INC	AUDIO VISUAL	61.65
15095	MEANS SERVICE CENTER	LAUNDRY SERVICE	6.59
15096	MEDCENTER OF DECATUR INC	PROF SERVICES	35.00
15097	MILLER-O'NEILL	MATS	131.10
15098	MODERN BUSINESS SYSTEMS	SERVICE AGREEMENT	522.91
15099	MONTGOMERY WARDS	ROUTER	18.99

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND
MAY 1, 1984 THRU JUN 30, 1984

REVENUE ITEMS

ESTIMATED REVENUE

CURRENT MONTH RECEIPTS

YEAR TO DATE RECEIPTS

UNCOLLECTED REVENUE

% OF EST.

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.		
FUND BALANCE MAY 1, 1984	513,409.00	0.00	602,101.87	88,692.87			
CURRENT YEARS TAXES	1,197,500.00	0.00	0.00	1,197,500.00			
PRIOR YEARS TAXES	0.00	0.00	0.00	0.00			
REPLACEMENT TAX	50,000.00	258.34	11,570.45	78,429.55			
INVESTMENT ON INVESTMENTS	35,441.35	2,643.97	7,492.38	27,948.97			
LIBRARY FINES & FEES	25,000.00	1,984.85	5,400.64	19,599.36			
NON-RESIDENT FEES	5,000.00	1,484.00	3,924.00	2,924.00			
LOST & DAMAGED BOOKS	2,500.00	221.65	459.18	2,040.82			
PRINTS MADE ON COPY MACHINE	900.00	86.58	212.38	687.62			
ILL. ST. PER CAPITA GRANT	49,400.00	0.00	457.64	49,400.00			
MISCELLANEOUS INCOME	22,000.00	291.90	457.64	21,542.36			
TOTAL REVENUE	1,941,150.35	5,971.29	6,8770.54	1,312,379.31	32.30		
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	934,541.00	0.00	98,163.00	164,875.59	755,665.41	
102 A	STRAIGHT OVERTIME	2,000.00	0.00	92.88	189.20	1,810.80	
103	RETIREMENT FUND	135,420.00	0.00	14,053.35	23,521.36	110,898.64	
105	WORKMEN'S COMPENSATION	5,112.00	0.00	0.00	95.00	4,260.00	
106	EMPLOYMENT COMPENSATION	10,383.00	0.00	0.00	1,120.32	8,651.68	
107	HOSPITALIZATION MEDICAL & LIFE INSURANCE	31,963.00	0.00	0.00	3,327.16	26,635.84	
109	TEMPORARY SALARIES	24,460.00	0.00	1,581.02	3,151.33	21,308.67	
201	ADVERTISING	500.00	0.00	20.46	1,488.11	21,411.89	
202	PRINTING & BINDING	6,500.00	0.00	0.00	0.00	6,500.00	
211	SERVICE TO MAINTAIN BUILDINGS	10,000.00	0.00	120.00	654.32	9,345.68	
212	SERVICE TO MAINTAIN IMPROV. OTHER THAN BLDGS	10,500.00	0.00	20.00	441.05	9,558.95	
214	SERVICE TO MAINTAIN OFFICE EQUIPMENT	20,400.00	0.00	1,572.75	3,785.61	16,614.39	
215	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	500.00	0.00	0.00	904.18	595.82	
229	AUDITING SERVICES	1,000.00	0.00	98.00	233.00	500.00	
231	OTHER PROFESSIONAL SERVICES	77,000.00	0.00	3,888.92	9,429.16	66,170.24	
232	UTILITY	17,500.00	0.00	1,388.92	3,174.82	13,875.18	
233	TELEPHONE	500.00	0.00	157.36	342.64	157.36	
234	WATER	4,781.00	0.00	116.40	229.28	4,551.72	
241	CONFERENCE AND OTHER TRAVEL EXPENSE	5,600.00	0.00	654.97	1,353.67	4,246.33	
245	POSTAGE	1,415.00	0.00	0.00	0.00	1,415.00	
284	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	5,700.00	0.00	436.51	797.31	4,902.69	
288	RENTALS	2,500.00	0.00	0.00	150.80	2,349.20	
312	GAS OIL & ANTI-FREEZE	2,200.00	0.00	20.69	179.59	2,020.41	
310	JAVIERIAL SUPPLIES	10,000.00	0.00	501.61	1,155.16	8,844.84	
320	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	1,500.00	0.00	254.87	349.31	1,150.69	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	5.00	0.00	0.00	0.00	5.00	
330	MEDICAL & LABORATORY SUPPLIES	18,000.00	0.00	884.08	5,207.09	12,792.91	
345	DELICIOUS SUPPLIES	60,700.00	0.00	0.00	0.00	60,700.00	
402	CONTINGENCIES	20,216.00	0.00	0.00	3,369.32	16,846.68	
403	TRANS TO G F (ADMIN SERV)						

ACTIVITY 940 DECATUR PUBLIC LIBRARY FUND

MAY 1, 1984 THRU JUN 30, 1984

UNENCUMBERED % OF EST.

YEAR TO DATE EXPENDITURES

CURRENT MONTH EXPENDITURES

PURCHASE ORDERS OUTSTANDING

BUDGET AND APPROPRIATION

OBJECT OF EXPENDITURE

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
415	SERVICE RECOGNITION PAYROLL	1,713.00	0.00	40.00	230.00	1,483.00	
423	INSURANCE	10,147.00	0.00	0.00	1,691.16	8,455.84	
499	SMALL CAPITAL ITEMS	2,375.00	0.00	0.00	323.00	2,046.00	
	TOTAL OPERATING EXPENDITURES	1,423,730.00	0.00	125,424.19	233,080.76	1,190,649.24	16.37
510	AUTOMOTIVE EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
515	OFFICE MACHINERY & EQUIPMENT	49,816.00	0.00	0.00	0.00	49,816.00	
520	OTHER MACHINERY & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	
523	LIBRARY BOOKS RECORDS & EXHIBITS	180,000.00	0.00	9,054.62	20,282.10	159,717.90	
525 A	AUDIO VISUAL MATERIALS	45,000.00	0.00	896.57	1,256.09	43,743.91	
	TOTAL CAPITAL OUTLAY	274,816.00	0.00	9,951.19	21,538.19	253,277.81	7.84
	TOTAL EXPENDITURES	1,698,546.00	0.00	135,375.38	254,618.95	1,443,927.05	14.99

ACTIVITY 941 DECATUR PUBLIC LIBRARY TRUST FUND(CANTONII)

MAY 1, 1984 THRU JUN 30, 1984

REVENUE ITEMS

ESTIMATED CURRENT MONTH REVENUE

YEAR TO DATE RECEIPTS

UNCOLLECTED REVENUE % OF EST.

FUND BALANCE MAY 1, 1984

REVENUE

INTEREST INCOME

TOTAL REVENUE

0.00 0.00 0.00

88,969.00 0.00 88,969.00

7,500.00 538.60 5,653.58

96,469.00 538.60 94,622.58

56

524

1.91

OBJECT OF EXPENDITURE

CODE

58

EXPENDITURES

TOTAL EXPENDITURES

BUDGET AND PURCHASE ORDERS CURRENT MONTH EXPENDITURES

APPROPRIATION OUTSTANDING

YEAR TO DATE EXPENDITURES

UNENCUMBERED BALANCE

% OF EST.

101.91

101.91

1.70

1.70

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND
MAY 1, 1984 THRU JUN 30, 1984

REVENUE ITEMS

LINE NO.	REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
1	FUND BALANCE MAY 1, 1984	97,382.00	0.00	97,620.11	238.11-	
2	INCOME	0.00	0.00	0.00	0.00	
3	INTEREST ON INVESTMENTS	8,700.00	598.97	1,694.80	7,005.20	
4	ALSO INCOME	0.00	0.00	0.00	0.00	
5	TOTAL REVENUE	106,082.00	598.97	99,314.91	6,767.09	93.62
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OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	40,000.00	0.00	0.00	0.00	40,000.00	0.00
	TOTAL EXPENDITURES	40,000.00	0.00	0.00	0.00	40,000.00	0.00

ACTIVITY 943 DECATUR PUBLIC LIFE CAPITAL FUND

MAY 1, 1984 THRU JUN 30, 1984

REVENUE ITEMS

ESTIMATED REVENUE CURRENT MONTH YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

FUND BALANCE MAY 1, 1984
SALE OF CITY PROPERTY
INTEREST SAVINGS
TRANS FROM CITY OF DECATUR

1	24,169.00	0.00	24,372.80	203.80-	
2	0.00	0.00	0.00	0.00	
3	500.00	150.90	647.62	147.62-	
4	0.00	0.00	0.00	0.00	
5	24,669.00	150.90	25,020.42	351.42-	101.42

OBJECT OF EXPENDITURE

OBJECT CODE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	24,000.00	0.00	0.00	0.00	24,000.00	0.00
TOTAL EXPENDITURES	24,000.00	0.00	0.00	0.00	24,000.00	0.00

ACTIVITY 944 DECATUR PUBLIC T FUND (BRIDGES)

MAY 1, 1984 THRU JUN 30, 1984

REVENUE ITEMS

ESTIMATED REVENUE

CURRENT MONTH RECEIPTS

YEAR TO DATE RECEIPTS

UNCOLLECTED REVENUE

% OF EST.

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
56	FUND BALANCE MAY 1, 1984	3,289.00	0.00	3,667.31	378.31		
524	REVENUE	0.00	0.00	0.00	0.00		
799	INTEREST ON INVESTMENTS	300.00	18.34	73.08	226.92		
	MISC INCOME	900.00	0.00	0.00	900.00		
	TOTAL REVENUE	4,489.00	18.34	3,740.39	748.61		83.32
58	EXPENDITURES	3,000.00	0.00	122.54	780.21	2,219.79	26.01
	TOTAL EXPENDITURES	3,000.00	0.00	122.54	780.21	2,219.79	26.01