



DECATUR PUBLIC LIBRARY

247 EAST NORTH STREET DECATUR, ILLINOIS 62523

ROBERT H. DUMAS, City Librarian



BOARD OF DIRECTORS MEETING

AGENDA

DECEMBER 20, 1984

- I. CALL TO ORDER
SHARON ALPI, PRESIDENT
- II. APPROVAL OF MINUTES:
 - A. REGULAR BOARD MEETING NOVEMBER 15, 1984
- III. CITY LIBRARIAN'S REPORT
- IV. REPORTS OF COMMITTEES:
 - A. FINANCE AND PROPERTIES
 1. Approval of Bills
 - B. PERSONNEL AND PUBLIC RELATIONS
 1. Amendment to Policy Code
- V. OLD BUSINESS
- VI. NEW BUSINESS
- VII. ADJOURNMENT

MEMBERS EXPECTED TO BE PRESENT:

Mrs. Alpi
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mrs. Rossiter (tentative)
Mr. Seidman
Mr. Susler

DECATUR PUBLIC LIBRARY
DECATUR, ILLINOIS

Minutes of Board of Directors Meeting - December 20, 1984

The regular meeting of the Board of Directors of the Decatur Public Library was held December 20, 1984 in the board room of the main library.

Members Present:

Mrs. Alpi
Mr. Grieve
Mrs. Jackson
Mr. Marshall
Mrs. Moore
Mr. Seidman
Mr. Susler

Members Absent:

Mr. Mueller
Mrs. Rossiter

Others Present:

Mr. Dumas
Mr. Scholtz
Miss Schwegman
Scott Simons
(Herald & Review)

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

The minutes of the regular meeting of November 15, 1984 were approved as printed and mailed.

In his monthly report to the Board, Mr. Dumas stated circulation was down in November in all areas of the Library except Extension and Audio-Visual. A-V was saved by the continued good response to the video collection. We are working hard to turn the decrease in circulation around, Mr. Dumas informed.

Further reporting, Mr. Dumas announced, as we all know, that the new computer system has been installed, and the installation went better than we had any expectations it would. Some minor problems were encountered by the service personnel, but they feel that these for the most part have been corrected. We have already begun the program called "item purge" which will rid the record of those volumes held by libraries other than the Decatur Library. This program was expected to take 75 to 76 hours and we are well on the way of having completed it at this time. I would expect it to be completed by this Saturday, Mr. Dumas informed. After that they will proceed with another program called "title purge" which will be to eliminate the bibliographic information on those items held by other libraries from our data base. We have to be off-line for the item purge, but we can do the title purge on-line, without any great effect on the response time. We expect to be up and running and on-line probably in another week or ten days, as things have been going rather well, Mr. Dumas concluded.

Mr. Marshall asked if there had been any test to see that the program is functioning properly, and Mr. Dumas answered when the machine was first installed they ran diagnostics on it and the item purge seems to be going all right, but the real test will be when we go on line and start going through all of the circulation functions. Mr. Marshall asked about the staffing of the computer, how our staff will be involved, and what assignments have been made. Mr. Dumas replied the machine is under the general jurisdiction of the Circulation Department and Miss Anderson is responsible for it. She and two others of her staff, including the assistant department head, have been trained by Diane Ingersoll of CLSI in the operation of the machine and most of the rest of the staff have been brought in for a briefing. Continuing, Mr. Dumas stated we are not going to make any changes in the way we are doing things immediately until the staff becomes more comfortable with the operation, and then we will have those three people train other people on the staff to make them feel more secure with the machine.

Mr. Marshall stated he felt it appropriate during the transition period to be sensitive to what the feelings of the Staff are in terms of how it is going and whether or not they are getting the support they need from CLSI, because that can be intimidating for sure. Continuing, Mr. Marshall noted he felt there is some concern among Staff as to the nature of their jobs and the scope of their responsibilities, and that he felt this should be watched very closely. I also think, Mr. Marshall stated, when things settle down it would be appropriate to take another look at some of the job descriptions and classifications of circulation staff, especially of the department head, to see if changes in responsibility have occurred which warrant revision. Mr. Marshall noted that RPL had used a Millikin student periodically to run reports in the evening, and that such an option might be considered by DPL as a back-up of the circulation staff. Mr. Marshall suggested also that the arrival of the new computer be reported to the insurance person at the City. Mrs. Alpi commented she shared some of Mr. Marshall's concerns about the staffing of the new program.

As Chairman of the Finance and Properties Committee, Mr. Marshall moved the approval of library bills through November 30, 1984, Mrs. Moore seconded the motion, and after brief discussion, the motion was approved by a roll-call vote.

As Chairman of the Personnel and Public Relations Committee, Mrs. Jackson moved that the Code of Library Policy be modified in Article V, "Materials Selection and Collection Development" by the addition of the following subsection (f) to Paragraph D, Section 11 (page 60), to wit:

- (f) Acquisition of children's audio materials presents a special problem because of the lack of review sources examining such material; therefore, such materials that are deemed useful or desirable may be acquired providing the artists have an established reputation in the area of children's recordings and providing the producer's expertise in the field is attested to by his backlist and historical performance.

Mr. Grieve seconded the motion. Mr. Susler asked if the change in policy is adequate guidance for the selection committee. Mr. Dumas answered that Mr. Scholtz and Mr. Seidl had recommended the change and that he felt it is as good as we can do. Our children's audio circulation has gone down about 50% the last year because we have been unable to keep the collection fresh. We have just been duplicating what we already have in the collection, Mr. Dumas advised, but this change in policy will give us greater selection leeway. Mr. Susler requested the "and providing the producer's expertise in the field is attested to by his backlist and historical performance." be changed to or providing... The motion as amended was approved.

Under Old Business, Mrs. Moore reported a meeting to discuss DPL's concerns on reciprocal borrowing had been held at the Rolling Prairie Library. The President of their Board and Mr. Plotzke listened to our concerns and took them back to the Committee. At the last RPL board meeting, the Chairman of this Committee talked to me and said they did appreciate our input, Mrs. Moore continued. They will finish meeting with other libraries involved, and try to come up with some ideas and recommendations. But before these are finalized by the RPL Board, Mrs. Moore stated, they will ask to meet with us again to see what our reactions will be to their recommendations, and they may revise them at that point. He assured me they will listen to what we have to say. I think they now realize what a complex problem exists, Mrs. Moore concluded.

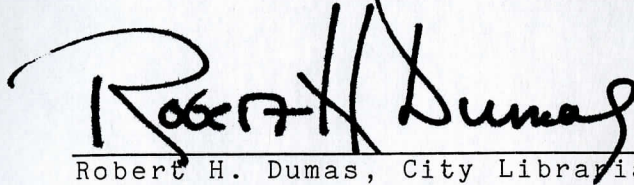
At this point Mrs. Alpi asked the Board's representative to the "Friends", Mr. Seidman, if he had anything to report and he remarked he had "finally made it on their mailing list."

Under New Business, Mr. Marshall requested the Personnel and Public Relations Committee to review the present policy with respect to donated items to the Library to see whether or not there are possibilities or exceptions which need to be made. Mr. Marshall stated there are all sorts of potential problems on this issue and he would appreciate it if the Committee would discuss the existing policy. Along this same line, Mr. Marshall continued, an appreciative patron of the Library did contact him recently, and stated she wanted to make a small gift to the Library with which to

buy books. She did send a check to the Library, and Mr. Dumas has acknowledged it. I would like the Board to know that this does happen occasionally, Mr. Marshall concluded.

Mr. Grieve and Mr. Marshall requested the Minutes to show how much the Staff's Christmas luncheon was enjoyed by the Board.

The meeting was adjourned at 5:20 p.m. by the President.



Robert H. Dumas, City Librarian

For Secretary of the Board

Assurance
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Archiment
PAG CONTENT
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STATISTICAL REPORT

November, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	22,687	2,106	20,247	50,223	634,584
1983 -	29,826	2,210	21,289	53,295	638,998
A-V Materials, 1984 -	4,263	--	256	4,519	48,341
1983 -	3,394	--	345	3,739	39,274
Total Circulation, 1984 -	26,950	2,106	20,503	54,742	682,925
1983 -	33,220	2,210	21,634	57,034	678,272

TECHNICAL PROCESSING

Cataloging

New books added	1,353
New titles added	456
Books withdrawn	1,924
Books mended	911

Acquisitions

Books checked in	1,407
Telephone Directories	0
Pemphlets	0
Gifts	29

Materials in the State of Processing

Materials (physical items) -	515
Titles -	372

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,217,726	584,559	689,636	528,090
Operating	230,152	106,962	114,481	115,671
Capital and Books	279,816	110,071	130,176	149,640

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	8	1	--	7
Library Assistants	8 + 5 (400 hrs)	--	--	8 + 5 (400 hrs)
Clerical	22 + 20 (1260 hrs)	--	--	22 + 20 (1288 hrs)
Maintenance	3½	--	--	2½

Current Vacancies: 1 Supervisor, Technical Services; Head, Extension Department

Computer Downtime for Month: 0

STATISTICAL REPORT

December, 1984

CIRCULATION

	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1984 -	23,379	1,874	14,252	39,505	623,891
1983 -	21,430	1,721	12,613	35,764	638,902
A-V Materials, 1984 -	3,719	--	129	3,848	48,753
1983 -	3,228		198	3,426	40,426
Total Circulation, 1984 -	27,098	1,874	14,381	43,353	672,644
1983 -	24,658	1,721	12,811	39,190	679,328

TECHNICAL PROCESSING

Cataloging

New books added
New titles added
Books withdrawn
Books mended

1,5
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5

Acquisitions

Books checked in 1,728
Telephone Directories 124
Pamphlets 118
Gifts 122

Materials in the State of Processing
Materials (physical items) - 534
Titles - 385

FINANCIAL REPORT

	<u>Budget</u>	<u>YTD Expended 1982/83</u>	<u>YTD Expended 1983/84</u>	<u>Unencumbered</u>
Personal Services	1,217	696,366	778,351	439,375
Operating	230	121,165	133,800	96,352
Capital and Books	279	139,617	188,857	90,959

STAFF STRENGTH

	<u>Strength Previous</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7 (hrs)	--	--	7
Library Assistants	8 + 5 (8 hrs)	--	--	8 + 5 (400 hrs)
Clerical	22 +	--	--	22 + 2- (1292 hrs)
Maintenance	3½	--	--	3½

Current Vacancies: 1 Supervisor, Technical Services; Head, Extension Department

Computer Down-time: Of December 15, 1984; on-line January 5, 1985.

REVENUE ITEMS

REVENUE	ESTIMATED REVENUE	CURRENT RECEIPTS	MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
101A	513,409.00	44,405.84	0.00	692,101.97	88,692.87	
101	1,197,500.00	0.00	0.00	1,122,102.70	75,397.30	
106	90,000.00	232.26	0.00	55,519.60	34,480.40	
524	35,000.00	7,658.14	0.00	25,144.75	9,855.25	
728	25,000.00	3,560.08	0.00	18,638.65	6,361.35	
728A	5,000.00	396.00	0.00	3,056.00	1,944.00	
729	2,500.00	257.37	0.00	1,813.39	686.61	
730	2,500.00	33.15	0.00	626.79	273.21	
733	49,400.00	508.48	0.00	9,725.27	49,400.00	
799	22,000.00	0.00	0.00	0.00	22,274.73	
TOTAL REVENUE	1,940,709.00	57,071.26	1,839,729.02	101,979.98		94.75

OBJECT	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
101	REGULAR SALARIES	1,000,099.00	0.00	112,472.54	568,473.14	431,625.86	
102	STRAIGHT OVERTIME	2,000.00	0.00	263.73	773.97	1,226.03	
103	RETIREMENT FUND	143,710.00	0.00	15,893.88	81,010.04	62,699.96	
105	EMPLOYMENT COMPENSATION	10,302.00	0.00	422.00	2,082.00	8,220.00	
106	HOSPITALIZATION MEDICAL & LIFE INSURANCE	31,963.00	0.00	865.16	6,056.12	25,906.88	
109	TEMPERARY SALARIES	24,460.00	0.00	2,153.84	18,851.32	13,608.68	
201	ADVERTISING	500.00	0.00	0.00	11,398.26	13,061.74	
202	PRINTING & BINDING	500.00	0.00	0.00	176.55	323.45	
211	SERVICE TO MAINTAIN BUILDINGS THAN BLDGS	6,500.00	0.00	142.95	2,033.66	4,466.34	
212	SERVICE TO MAINTAIN IMPROV OTHER	10,500.00	0.00	270.52	3,871.48	6,628.52	
215	SERVICE TO MAINTAIN OFFICE EQUIPMENT	20,400.00	0.00	41.50	1,186.45	19,213.55	
221	SERVICE TO MAINTAIN AUTOMOTIVE EQUIPMENT	1,500.00	0.00	1,559.92	9,841.95	10,358.05	
222	AUDIT PROFESSIONAL SERVICES	500.00	0.00	83.50	1,298.74	201.26	
223	TELEPHONE	1,000.00	0.00	0.00	1,298.74	508.00	
231	WATER	17,000.00	0.00	120.00	1,608.00	39,760.90	
233	CONFERENCE AND OTHER TRAVEL EXPENSE	500.00	0.00	3,553.04	10,419.95	6,580.05	
241	POSTAGE	4,781.00	0.00	0.00	2,941.24	2,054.76	
245	PROFESSIONAL ASSOCIATION MEMBERSHIP FEES	5,600.00	0.00	43.00	1,916.67	2,864.33	
284	RENTALS	1,741.00	0.00	585.65	1,865.23	1,773.77	
288	GAS UTIL & ANTIFREEZE	2,700.00	0.00	1,395.07	2,000.89	1,999.11	
311	JANITORIAL SUPPLIES	2,200.00	0.00	139.32	1,141.45	3,659.55	
312	MATERIALS TO MAINTAIN BLDGS & IMPROVMT	10,000.00	0.00	835.41	5,271.29	5,728.71	
324	MATERIALS TO MAINTAIN AUTOMOTIVE EQUIP	1,500.00	0.00	150.98	823.05	676.95	
330	MEDICAL SUPPLIES	5.00	0.00	0.00	6.43	1.43	
345	OFFICE SUPPLIES	18,000.00	0.00	1,291.10	12,668.34	5,331.66	
402	CONTINGENCIES (ADMIN SERV)	10,000.00	0.00	0.00	0.00	10,000.00	
403	TRANS TO G F (ADMIN SERV)	20,216.00	0.00	1,684.66	11,792.62	8,423.38	

OBJECT OF EXPENDITURE PURCHASE ORDERS CURRENT MONTH YEAR TO DATE UNENCUMBERED % OF EST.

Activity 940 DECATUR PUBLIC LIBRARY FUND NOV 1, 1984 THRU NOV 30, 1984 BUDGET AND APPROPRIATION DUTYSTANDING EXPENDITURES EXPENDITURES BALANCE

415 SERVICE RECOGNITION PAYROLL 1,113.00 0.00 145.00 1,015.00 698.00
423 INSURANCE 10,451.00 0.00 845.58 5,919.06 4,227.94
499 SMALL CAPITAL ITEMS 2,375.00 0.00 76.75 1,029.66 745.34

TOTAL OPERATING EXPENDITURES 1,447,878.00 0.00 149,354.91 804,117.38 643,760.62 55.54

510 AUTOMOTIVE EQUIPMENT 0.00 0.00 0.00 0.00 0.00
515 OFFICE MACHINERY & EQUIPMENT 54,816.00 0.00 0.00 12,285.00 42,531.00
520 OTHER MAJOR EQUIPMENT 0.00 0.00 0.00 0.00 0.00
525 LIBRARY BOOKS, RECORDS & EXHIBITS 180,000.00 0.00 13,752.81 97,751.65 82,248.35
525 A AUDIO VISUAL MATERIALS 45,000.00 0.00 6,038.80 20,138.99 24,861.01

TOTAL CAPITAL OUTLAY 279,816.00 0.00 19,791.61 130,175.64 149,640.36 46.52
TOTAL EXPENDITURES 1,727,694.00 0.00 169,146.52 934,293.02 793,400.98 54.08

Table with columns for object code, description, and financial data. Rows 1-100 are mostly blank.

FORM 1411-2G-0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76

REVENUE ITEMS

ACTIVITY 942 DECATUR PUBLIC LIBRARY TRUST FUND
 NOV 1, 1984 THRU NOV 30, 1984
 ESTIMATED REVENUE 779.19
 CURRENT RECEIPTS 102,696.34
 YEAR TO DATE RECEIPTS 3,385.66
 UNCOLLECTED REVENUE 238.11
 % OF EST. 96.81

FUND BALANCE MAY 1, 1984	ESTIMATED REVENUE	CURRENT RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
56 INCOME	97,382.00	0.00	97,620.11	238.11	
524 INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00	
799 MISC INCOME	8,700.00	779.19	5,076.23	3,623.77	
TOTAL REVENUE	106,082.00	779.19	102,696.34	3,385.66	96.81

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	40,000.00	0.00
TOTAL EXPENDITURES	40,000.00	0.00	0.00	40,000.00	0.00

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ACTIVITY 943 DECATUR PUBLIC LIBRARY CAPITAL FUND

NOV 1, 1984 THRU NOV 30, 1984

REVENUE ITEMS	ESTIMATED REVENUE	CURRENT MONTH RECEIPTS	YEAR TO DATE RECEIPTS	UNCOLLECTED REVENUE	% OF EST.
518 FUND BALANCE MAY 1, 1984	24,169.00	0.00	24,372.80	203.80-	
524 SALE OF CITY PROPERTY	0.00	196.31	1,499.51	0.00	
731 INTEREST SAVINGS FROM CITY OF DECATUR	500.00	0.00	0.00	999.51-	
TOTAL REVENUE	24,669.00	196.31	25,872.31	1,203.31-	104.88

OBJECT CODE	OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
58	EXPENDITURES	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

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REVENUE ITEMS

ACTIVITY 944 DECATUR PUBLIC TRUST FUND (BRIDGES)

NOV 1, 1984 THRU NOV 30, 1984

ESTIMATED REVENUE RECEIPTS

YEAR TO DATE RECEIPTS UNCOLLECTED REVENUE % OF EST.

1	56	FUND BALANCE MAY 1, 1984	3,289.00	0.00	3,667.31	378.31-		
2	524	REVENUE INTEREST ON INVESTMENTS	0.00	0.00	0.00	0.00		
3	799	MISC INCOME	300.00	21.11	167.67	132.33		
4		TOTAL REVENUE	900.00	0.00	0.00	900.00		
5			4,489.00	21.11	3,834.98	654.02		85.43

6		OBJECT OF EXPENDITURE	BUDGET AND APPROPRIATION	PURCHASE ORDERS OUTSTANDING	CURRENT MONTH EXPENDITURES	YEAR TO DATE EXPENDITURES	UNENCUMBERED BALANCE	% OF EST.
7	58	EXPENDITURES	3,000.00	0.00	0.00	1,052.23	1,947.77	35.07
8		TOTAL EXPENDITURES	3,000.00	0.00	0.00	1,052.23	1,947.77	35.07

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