

DECATUR PUBLIC LIBRARY  
DECATUR, ILLINOIS

Minutes of Board of Trustees Meeting - September 18, 1986

The regular meeting of the Board of Trustees of the Decatur Public Library was held September 18, 1986, in the board room of the main library.

<u>Members Present:</u>	<u>Members Absent:</u>	<u>Others Present:</u>
Mrs. Lutovsky	Mrs. Alpi	Mrs. Cook
Mr. Mueller	Mrs. Jackson	Mr. Seidl
Mrs. Rossiter	Mrs. Murphy	
Mr. Sorensen	Mr. Seidman	
Mr. Susler		

The meeting was called to order by the President, Marshall Susler, at 4:55 p.m.

The minutes of the regular Board meeting of August 21, 1986, were approved as submitted.

In his City Librarian's Report, Mr. Seidl stated that the Library's circulation for August was down 4 percent from August of last year. Possible reasons could be the beautiful weather we had and the fact that August 1986 had 26 days, compared to August 1985's 27 days. The major drop was in printed materials. Adult, youth and juvenile collections all dropped. Home reading and Extension Departments declined; while Juvenile, Reference and Audio-Visual/Young Adult Departments gained.

Mr. Seidl reported that Mrs. Shroyer from the Extension Department displayed library books, tapes and videos at the Health Fair and also at the Phoenix Park Festival which helps the Library's image in the community.

Continuing, Mr. Seidl informed the Board that 29 percent of the book budget has now been spent; although the figure should be at 33 1/3 percent.

The Children's Department program, "Readers on the Move" was very successful with 1,750 children participating. This year the summer reading program stressed all types of material, which caused an increase in non-fiction reading as well as fiction. Three hundred one pre-schoolers participated in pre-school reading programs where parents read to their children.

Decatur Public Library received a donation of 2,100 books and 2,700 records. Mr. Seidl said this donation was shared with the Millikin University Library.

Board members were informed of a meeting on Wednesday afternoon, September 24, at Rolling Prairie Library, to talk about \$20,000 LSCA grants. The Decatur Public Library could possibly secure one of these grants in a specific area for financial help. Also, Mr. Seidl said that Mr. Plotzke from Rolling Prairie Library is looking into a block grant for which Decatur Public Library could apply.

Regarding the Library's building needs for a new roof and carpeting, Mr. Mueller stated that Ron Lappi, City Finance Director, told him that when the Library needs these major repairs, the money would be there for them. It was decided that long-range plans and goals must be formulated in order to get grant money for the Library's needs.

Mrs. Rossiter made a motion that a special committee be set up for the purpose of devising ways of getting additional financing for the Library. Mrs. Lutovsky seconded the motion, and the motion carried by voice vote. Mr. Sorensen suggested that the Friends of the Library could be involved in this endeavor of publicizing the Library's needs, so that people will think of the Library when they make donations to charitable organizations. Mr. Susler will make appointments to this new committee at the next regular Board meeting.

Next there was discussion concerning the Personnel Policy and Public Relations Committee business. The Library's attorney, Mr. Booth, said the policy of having patrons pay the cost of our using the Credit Bureau is acceptable. A registration card will state that the patron will have to pay any charges that the Library incurs when using the Credit Bureau's services to collect delinquency payments owed the Library by that patron. Patrons already registered will have to be advised of this also.

In the report of the Evaluation Committee, Mr. Mueller called a meeting for Tuesday, September 23.

Under old business, Mr. Seidl said that a citizen's survey needs to be done for the Secretary of State by October 1 of next year. Mr. Mueller made a motion that the Library Board of Directors authorize the Decatur Public Library to have a citizen's survey made by the University of Illinois. Mrs. Rossiter seconded the motion, and it carried by voice vote. The survey will cost \$2,500 and will be a valuable tool for the Library in setting goals. By getting its request in early, Decatur Public Library will have an input into the questions asked and whether it will be a mail or telephone survey.

Also, under old business, Mr. Susler directed the Evaluation Committee to take up the salary for the new City Librarian at its September 23 meeting.

DATE OF REQUEST	VENDOR	FOR PERIOD ENDING	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/11/86	BAKER & TAYLOR CO		2989	8/27/86	EXPENDITURES
			AMOUNT		
			78.39		
			TOTAL		
			78.39		

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FUND DECATUR PUBLIC LIBRARY

FOR PERIOD ENDING 8/27/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/25/86	ENGLEWOOD ELECTRIC CO	9.70	3064	8/27/86	MATERIALS TO MAINT BLDGS
8/26/86	C GRACE & ASSOC	28.90	3078	8/27/86	AUDIO-VISUAL MATERIALS
8/21/86	FORDHAM EQUIPMENT	1,078.29	3085	8/27/86	OFFICE SUPPLIES
8/26/86	FILM ARCHIVES	84.00	3086	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	FORTUNE	53.90	3087	8/27/86	AUDIO-VISUAL MATERIALS
8/26/86	FANFARE	58.00	3088	8/27/86	BOOKS RECORDS AND EXHIBITS
8/07/86	GAYLORD BROS	24.00	3091	8/27/86	OFFICE SUPPLIES
8/25/86	GRENIA'S BOOTH	770.98	3096	8/27/86	OTHER PROFESSIONAL SERVICES
8/25/86	HOME MECHANIX	41.88	3112	8/27/86	BOOKS RECORDS AND EXHIBITS
8/25/86	HIGHSMITH CO., INC.	23.84	3113	8/27/86	BOOKS RECORDS AND EXHIBITS
8/07/86	HEALTH POWER CO	44.94	3114	8/27/86	OFFICE SUPPLIES
8/18/86	ILL INGRAM BOOK CO	5,952.27	3120	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	JAN SAN SUPPLIES, INC	1,444.38	3121	8/27/86	ELECTRICITY
8/13/86	LACO ELECTRONICS, INC	45.94	3126	8/27/86	AUDIO-VISUAL SUPPLIES
8/22/86	LOUISVILLE AREA CHAMBER OF	75.00	3139	8/27/86	JANITORIAL SUPPLIES
8/25/86	LUFTIG GALLERIES, INC.	412.50	3141	8/27/86	OFFICE SUPPLIES
8/26/86	MULTIGRAPHICS	60.00	3144	8/27/86	AUDIO-VISUAL MATERIALS
8/26/86	MASS MEDIA VM AMS, INC	101.50	3168	8/27/86	OFFICE SUPPLIES
8/26/86	MTI TELEPROGRAMS, INC	246.00	3170	8/27/86	AUDIO-VISUAL MATERIALS
8/07/86	MOTHER EARTH NEWS	66.00	3171	8/27/86	AUDIO-VISUAL MATERIALS
8/26/86	MAR-BELL AUTO BEAUTY, INC	199.95	3173	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	MORSTAR VIDEO CORP	61.52	3185	8/27/86	SERV TO MAINT AUTO EQUIPMENT
8/21/86	NATIONAL AUDUBON SOCIETY	30.00	3186	8/27/86	AUDIO-VISUAL MATERIALS
8/21/86	NATIONAL WILDLIFE FEDERATION	48.00	3187	8/27/86	BOOKS RECORDS AND EXHIBITS
8/07/86	OFFICIAL VIDEO COMPANY	278.43	3188	8/27/86	BOOKS RECORDS AND EXHIBITS
8/16/86	PBS VIDEO	148.64	3189	8/27/86	SERV TO MAINT BUILDINGS
8/26/86	PUBLISHERS CENTRAL BUREAU	200.00	3202	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	PRINT IN COPY STOP, INC.	592.00	3203	8/27/86	AUDIO-VISUAL MATERIALS
8/26/86	PROF MEDIA SERVICE CORP	36.25	3210	8/27/86	AUDIO-VISUAL MATERIALS
8/20/86	PILOT BOOKS	5.45	3211	8/27/86	BOOKS RECORDS AND EXHIBITS
8/21/86	PENTON, INC	45.00	3212	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	R.L. PULK BOOK CO	340.00	3219	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	REGENT BOOKER	100.82	3224	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	R R BOKER	90.20	3226	8/27/86	BOOKS RECORDS AND EXHIBITS
8/26/86	ROLLING PRAIRIE LIBRARIES	229.37	3227	8/27/86	BOOKS RECORDS AND EXHIBITS
8/25/86	ROLLING PRAIRIE LIBRARIES	2.00	3228	8/27/86	BOOKS RECORDS AND EXHIBITS
8/07/86	RODALLE PRESS, INC	100.00	3228	8/27/86	SMALL CAPITAL ITEMS
8/27/86	R.R. BOKER	41.91	3230	8/27/86	BOOKS RECORDS AND EXHIBITS
8/11/86	SATILEY'S, INC.	90.20	3230	8/27/86	ADVERTISING
8/07/86	SATILEY'S, INC.	114.00	3232	8/27/86	SERV TO MAINT OFFICE EQUIP
8/07/86	SATILEY'S, INC.	42.52	3232	8/27/86	OFFICE SUPPLIES
8/25/86	SATILEY'S, INC.	9.00	3235	8/27/86	EMPLOYEE RECOGNITION SUPPLIES
8/25/86	SECRETARY-STATE OF ILL	200.79	3236	8/27/86	OFFICE SUPPLIES
8/25/86	SECRETARY-STATE OF ILL	600.00	3255	8/27/86	SERV TO MAINT OFFICE EQUIP
8/25/86	SECRETARY-STATE OF ILL	2,312.52	3255	8/27/86	TELEPHONE
8/26/86	SECRETARY-STATE OF ILL	2,600.00	3255	8/27/86	SERV TO MAINT OFFICE EQUIP
8/26/86	SECRETARY-STATE OF ILL	62.65	3255	8/27/86	RENTAL EQUIPMENT
8/26/86	STEFAN JANSEN STUDIO, INC	78.35	3257	8/27/86	AUDIO-VISUAL MATERIALS
8/22/86	SPORTS ILLUSTRATED	218.50	3259	8/27/86	AUDIO-VISUAL MATERIALS
8/22/86	STICKERS MAGAZINE	10.00	3260	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	TOTAL PLASTICS	223.00	3268	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	TRISTON VIDEO	249.75	3279	8/27/86	OFFICE SUPPLIES
8/17/86	VEDIO GEMS	119.80	3289	8/27/86	AUDIO-VISUAL MATERIALS
8/17/86	VOGUE	47.92	3290	8/27/86	AUDIO-VISUAL MATERIALS
8/17/86	WATTS	49.00	3291	8/27/86	BOOKS RECORDS AND EXHIBITS
8/25/86	WATTS	1,404.49	3293	8/27/86	OFFICE SUPPLIES
8/08/86	WASTE HAULING	146.00	3296	8/27/86	AUDIO-VISUAL MATERIALS
8/26/86	WASTE PUBLISHING COMPANY	16.50	3296	8/27/86	SERV TO MAINT IMPROVEMENTS
8/14/86	XEROX	81.50	3297	8/27/86	BOOKS RECORDS AND EXHIBITS
		6.62	3304	8/27/86	RENTAL-EQUIPMENT
	TOTAL	142,261.91			

FOR PERIOD ENDING 8/27/86

DATE OF REQUEST	VENDOR	AMOUNT	CHECK NUMBER	CHECK DATE	DESCRIPTION
8/06/86	TREAS-PAYROLL CLEARING	41,372.80	2761	8/06/86	REGULAR SALARIES
8/07/86	TREAS-PAYROLL CLEARING	1,622.71	2762	8/07/86	TELEPHONE SALARIES
8/07/86	BELL TELEPHONE CO	629.05	2763	8/07/86	TELEPHONE
8/07/86	PEARL HARMICK, MITCHELL & CO.	500.00	2773	8/07/86	AUDITING SERVICES
8/07/86	SEABURY, LOU ANN	150.00	2776	8/07/86	EMPLOYEE RECOGNITION SUPPLIES
8/07/86	SCHWEGMAG, HELEN	350.00	2779	8/07/86	HOSPITAL AND MEDICAL INSURANCE
8/08/86	TREAS-NON MEDICAL INS	1,806.00	2791	8/08/86	WORKMEN'S COMPENSATION
8/08/86	TREAS-NON MEDICAL INS	310.50	2791	8/08/86	MOTOR VEHICLE INSURANCE
8/08/86	TREAS-NON MEDICAL INS	109.25	2791	8/08/86	BOLLER INSURANCE
8/08/86	TREAS-NON MEDICAL INS	129.25	2791	8/08/86	PROPERTY LIABILITY INSURANCE
8/08/86	TREAS-NON MEDICAL INS	603.25	2792	8/08/86	GENERAL LIABILITY INSURANCE
8/08/86	TREAS-NON MEDICAL GARAGE FD	108.67	2794	8/08/86	GASOLINE
8/08/86	TREAS-GENERAL FUND	1.87	2795	8/08/86	OFFICE SUPPLIES
8/12/86	POSTMASTER, DECATUR, ILL	1,824.33	2814	8/12/86	TRANSFER TO GENERAL FUND
8/14/86	TREAS-PAYROLL CLEARING	500.00	2822	8/14/86	POSTAGE
8/14/86	TREAS-PETTY CASH	183.31	2852	8/14/86	TELEPHONE
8/14/86	TREAS-PETTY CASH	13.80	2852	8/14/86	SERV TO MNGES AND OTHER TRAVEL
8/14/86	TREAS-PETTY CASH	12.31	2852	8/14/86	CONFERENCE
8/14/86	TREAS-PETTY CASH	8.33	2852	8/14/86	MATERIALS TO MAINT BLDGS
8/14/86	TREAS-PETTY CASH	2.70	2852	8/14/86	MATERIALS TO MAINT AUTO EQUIP
8/14/86	TREAS-PETTY CASH	7.41	2852	8/14/86	OFFICE SUPPLIES
8/20/86	TREAS-PAYROLL CLEARING	4.00	2912	8/20/86	EMPLOYEE RECOGNITION SUPPLIES
8/20/86	TREAS-PAYROLL CLEARING	39,867.91	2912	8/20/86	REGULAR SALARIES
8/21/86	HALCON CITY HISTORICAL SOCIETY	1,888.08	2912	8/21/86	TEMPORARY SALARIES
8/21/86	BELL	122.00	2946	8/21/86	BOOKS RECORDS AND EXHIBITS
8/21/86	TREAS-IMRF	183.80	2951	8/21/86	TELEPHONE
8/25/86	TREAS-PETTY CASH	12,690.96	2952	8/25/86	RETIREMENT-IMRF
8/25/86	TREAS-PETTY CASH	10.78	2952	8/25/86	POSTAGE
8/25/86	TREAS-PETTY CASH	1.98	2952	8/25/86	MATERIALS TO MAINT BLDGS
8/25/86	TREAS-PETTY CASH	7.32	2952	8/25/86	MATERIALS TO MAINT AUTO EQUIP
8/25/86	TREAS-PETTY CASH	11.83	2952	8/25/86	OFFICE SUPPLIES
8/26/86	POSTMASTER	24.86	2952	8/26/86	EMPLOYEE RECOGNITION SUPPLIES
8/26/86	T.S. COMMUNICATIONS	103.01	2959	8/26/86	POSTAGE
8/27/86	AMER LIBRARY ASSN	6.95	2963	8/26/86	TELEPHONE
8/27/86	ASSOCIATED OFFICE FURNISHINGS	5.35	2972	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	AUDIT BUREAU OF INC	110.00	2976	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	APPLEBY, INC	370.15	2977	8/27/86	MATERIALS TO MAINT BLDGS
8/27/86	ALCAZAN, INC	5.30	2978	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	AMERICAN CITY SOURCES OF ENERGY	194.38	2980	8/27/86	JANITORIAL SUPPLIES
8/27/86	AMERICAN ARTIST	21.96	2981	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	AMERICAN LEGION STATE HDQTRS	68.00	2982	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	BAKER & TAYLOR CO	48.00	2983	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	BAKER & TAYLOR CO	57.00	2984	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	BAKER & TAYLOR CO	2.00	2985	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	BLACK & NOBLE	712.35	2988	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	BOOKS ON TAPE	10,772.11	2989	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	BILLBOARD	4.25	2992	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	BLOCK & CO, INC	5.49	3003	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	CITY LIGHTING PRODUCTS CO	24.40	3006	8/27/86	AUDIO-VISUAL MATERIALS
8/27/86	CLAMPSON PRESS LTD	14.00	3007	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	CHARLUS MUSIC, INC	20.16	3008	8/27/86	OFFICE SUPPLIES
8/27/86	CHICAGO MAGAZINE	1,019.53	3015	8/27/86	MATERIALS TO MAINT BLDGS
8/27/86	DECATUR BLUE PRINT	13.42	3025	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	DECATUR PAINT & VARNISH	22.99	3026	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	DECATUR HERALD & REVIEW	51.75	3029	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	DOUBLE DAY & CO., INC.	170.00	3037	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86	DATAEC INC	12.50	3042	8/27/86	OFFICE SUPPLIES
8/27/86		779.31	3043	8/27/86	MATERIALS TO MAINT BLDGS
8/27/86		117.05	3043	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86		489.77	3051	8/27/86	BOOKS RECORDS AND EXHIBITS
8/27/86		37.52	3060	8/27/86	OFFICE SUPPLIES

\*\* FUND TOTAL \*\*

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GLA3010 PUBLIC LIBRARY-CAPITAL  
REPORT OF EXPENDITURES TO BUDGET FY 1986-87 FUND 21 DPL-CAPITAL PROJECTS

8/31/86

UNENCUMBERED PRCNT BALANCE COMM

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UNEXPENDED BALANCE

Y-T-D BUDGET

YEAR-TO-DATE EXPENDITURES

MONTHLY EXPENDITURES

ANNUAL BUDGET

EXPENDITURES

900 EXPENDITURES

\*\* DIVISION TOTAL \*\*

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REPORT OF EXPENDITURES TO BUDGET FY 1986-87  
 FUND 20 DECATUR PUBLIC LIBRARY

8/31/86

GLA3010 DECATUR PUBLIC LIBRARY

DB CD	DESCRIPTION	ANNUAL BUDGET EXPENDITURES	YEAR-TO-DATE EXPENDITURES	Y-T-D BUDGET	UNEXPENDED BALANCE	ENCUMBRANC	UNENCUMBERED BALANCE	PRCNT COMM
<b>PERSONAL SERVICES</b>								
100	REGULAR SALARIES	1,178,547	81,252.73	392,833	796,906.37	.00	796,906.37	32.4
101	REGULAR SALARIES	1,000	.00	363	1,000.00	.00	1,000.00	47.4
102	TEMPORARY SALARIES	27,356	3,497.79	9,118	14,371.74	.00	14,371.74	32.5
104	RETIEMENT - IMRF	182,318	12,690.55	60,772	123,028.45	.00	123,028.45	33.3
105	GROUP LIFE AND MEDICAL INSURANCE	1,215	101.25	15,596	31,192.68	.00	31,192.68	33.3
111	HOSPITAL AND MEDICAL INSURANCE	46,789	3,809.08	7,224	14,448.00	.00	14,448.00	33.3
112	WORKMEN'S COMPENSATION	21,673	1,808.00	7,630	1,380.50	.00	1,380.50	31.4
115	SERVICE RECOGNITION	2,013	5.00			.00		
TOTAL PERSONAL SERVICES		1,460,970	103,242.81	486,947	983,253.74	.00	983,253.74	32.7
<b>CONTRACTUAL SERVICES</b>								
201	ADVERTISING	800	90.20	266	500.96	.00	500.96	37.5
202	PRINTING AND BINDING	7,005	36.25	4,200	6,988.75	.00	6,988.75	64.2
203	REPAIR TO MAINT BUILDINGS	15,000	278.43	2,700	5,363.91	.00	5,363.91	9.8
204	SERV TO MAINT IMPROVEMENTS	2,000	18.50	866	3,288.43	.00	3,288.43	35.8
211	SERV TO MAINT AUTO EQUIPMEN	20,800	210.93	5,200	14,778.23	.00	14,778.23	29.0
212	SERV TO MAINT OFFICE EQUIP	65,000	440.15	29,000	18,190.23	.00	18,190.23	25.0
213	SELECTRICITY	5,000	5,952.00	1,000	4,475.18	.00	4,475.18	50.5
221	TELEPHONE	12,000	7,007.98	4,000	2,992.02	.00	2,992.02	58.4
233	WATER	1,000	167.00	233	4,533.00	.00	4,533.00	23.9
234	WATER	500	500.00	500	533.00	.00	533.00	100.0
238	AUDITING SERVICES AND OTHER TRAVE	4,962	13.80	3,054	2,946.00	.00	2,946.00	40.6
241	CONFERENCE	7,800	359.05	2,600	3,412.53	.00	3,412.53	30.9
245	POSTAGE	7,200	2,387.15	3,333	721.30	.00	721.30	39.9
272	REIMBURSEMENT	1,200	495.00	333	505.00	.00	505.00	49.5
273	TUTORIAL PROFESSIONAL SERVICES	1,580	80.00			.00		
284	OTHER PROFESSIONAL MEMBERSHIP FEE	1,580	606.62	5,184	15,031.28	.00	15,031.28	7.0
289	RENTAL-EQUIPMENT	16,170				.00		
TOTAL CONTRACTUAL SERVICES		162,437	12,474.78	59,786	112,118.58	.00	112,118.58	31.0
<b>COMMODITIES</b>								
310	GASOLINE	2,100	108.67	700	1,666.84	.00	1,666.84	20.6
311	CARBON COPY SUPPLIES	2,500	51.24	50	200.00	.00	200.00	30.1
312	JANITORY SUPPLIES	2,100	753.52	687	1,746.48	.00	1,746.48	32.7
313	ANTI-FREEZE TO MAINT BLDGS	15,100	1,177.88	4,200	10,158.85	.00	10,158.85	10.2
314	MATERIAL SUPPLIES	5	.00	866	2,327.92	.00	2,327.92	47.2
331	MATERIAL SUPPLIES	2,600	4.68	866	13,199.25	.00	13,199.25	38.6
335	MATERIAL SUPPLIES	25,000	3,116.40	8,600	13,185.58	.00	13,185.58	
357	EMPLOYEE RECOGNITION SUPPLI	0	43.83	0		.00		
TOTAL COMMODITIES		47,605	4,502.70	15,104	29,218.46	.00	29,218.46	
<b>OTHER CHARGES</b>								
405	CONTINGENCIES	3,000	.00	1,000	3,000.00	.00	3,000.00	33.3
418	TRANSFER TO GENERAL FUND	21,892	1,824.33	7,297	14,594.68	.00	14,594.68	33.3
420	PROPERTY INSURANCE	1,726	42.00	0	2,484.00	.00	2,484.00	33.3
421	BOILER INSURANCE	1,726	10.25	0	986.00	.00	986.00	33.3
423	PROPERTY INSURANCE	1,724	602.00	0	4,816.00	.00	4,816.00	33.3
429	GENERAL LIABILITY INSURANCE	1,275	450.00	1,275	51.50	.00	51.50	96.0
499	SMALL CAPITAL ITEMS	38,722	3,320.58	9,572	26,016.18	.00	26,016.18	32.8
TOTAL OTHER CHARGES		80,000	5,600.16	19,044	50,954.26	.00	50,954.26	
<b>CAPITAL OUTLAY</b>								
510	AUTOMOTIVE EQUIPMENT AND EQUIPM	12,000	.00	12,000	4,152.00	.00	4,152.00	65.4
515	OFFICE MACHINERY AND EQUIPM	20,287	1,230.00	26,000	28,057.00	.00	28,057.00	4.2
523	BOOKS RECORDS AND EXHIBITS	200,000	14,107.53	98,000	147,463.08	.00	147,463.08	26.3
526	AUDIO-VISUAL MATERIALS	45,000	4,273.94	2,110	27,589.03	.00	27,589.03	38.7
TOTAL CAPITAL OUTLAY		286,287	18,381.47	147,100	207,261.11	.00	207,261.11	27.6
TOTAL DIVISION TOTAL **		1,996,021	141,922.34	718,509	1,357,868.07	.00	1,357,868.07	32.0

STATISTICAL REPORT

August, 1986

<u>CIRCULATION</u>	Adult	Youth	Juvenile	Total	12 Months
	<u>Adult</u>	<u>Youth</u>	<u>Juvenile</u>	<u>Total</u>	<u>12 Months to Date</u>
Total Books, 1986	26,668	2,289	21,485	50,442	649,629
1985	29,582	2,328	21,601	53,511	639,369
A-V Materials, 1986	6,296		544	6,840	76,762
1985	5,872		485	6,357	61,782
Total Circulation, 1986	32,964	2,289	22,029	57,282	726,391
1985	35,454	2,328	22,086	59,868	701,151

TECHNICAL PROCESSING

<u>Cataloging</u>		<u>Acquisitions</u>	
New books added	1,515	Books checked in	1,763
New titles added	580	Telephone directories	-0-
Books withdrawn	439	Pamphlets	51
Books mended	733	Gifts, books	1,014
		Gifts, record	1,685

Materials in the State of Processing

Materials (physical items) - 647  
Titles - 520

FINANCIAL REPORT

	<u>Budgeted</u>	<u>YTD Expended 1985/86</u>	<u>YTD Expended 1986/87</u>	<u>Unencumbered</u>
Personal Services	1,460,970	413,689	477,716	983,253
Operating	248,764	59,823	80,410	66,446
Capital and Books	286,287	63,915	79,025	207,261

STAFF STRENGTH

	<u>Strength Previous Month</u>	<u>Terminations</u>	<u>New Staff</u>	<u>Present Strength</u>
Professional	7	----	--	7
Library Assistants	8+5 (400 hrs)	----	--	8+5 (400 hrs)
Clerical	23+22 (1720)	1	--	22 + 22
Maintenance	3½	----	--	3½

Current Vacancies: TS Clerk, half-time, Assistant City Librarian, Cataloger, Head Cataloger

Computer Down-time for Month: 1 hr 15 min

Under new business, Mr. Susler made an announcement that Rolling Prairie Library is having a systems plan of corporation meeting on October 14 at 7 p.m. They will be drafting policies saying how the system will work with different libraries and what their criteria is for membership in Rolling Prairie Library System. The first meeting will be setting goals for the System. Mr. Susler went on to say that the multi-type really means that non-public libraries will have a say in the expenditure of public monies. The State should not be able to dictate state-wide regulations for all libraries, as each System has different needs to fill in its community. Mrs. Lutovsky did point out, however, that the System has benefited Decatur Public Library by taking over services, such as "Talking Books" and inter-library loans. Mr. Susler urged the Board members to attend the October 14 meeting to stand up for local control rather than state control of libraries.

The meeting was adjourned at 6:14 p.m. by Mr. Susler, President of the Board.

*Janna Lutovsky*  
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Janna Lutovsky  
Secretary of the Board

Regarding personnel matters, Mr. Seidl informed the Board that Sharon Bakula from Greenville, North Carolina will start November 3 in Harvey Inman's cataloging position. She has had experience working with the OCLC computer as well as an excellent background in cataloging. Mr. Seidl will be interviewing on Friday, September 26, for the Cataloging Librarian position. Also, interviews for Miss Schwegman's position are being held, and it will be filled within a week.

Mr. Scholtz has had articles published in two magazines, Greenleaf and Consumer Digest, and has started work on a book.

Mr. Seidl has offered IBM computer training to the staff. In three days, 32 staff members signed up.

In response to Mr. Sorensen's question about the Assistant Librarian position, Mr. Seidl explained that the loss of total funding for the Library budget forces him to leave that position open. In order to receive assistance in his position as City Librarian, Mr. Seidl is delegating more authority to his professional staff.

As Chairman of the Finance and Properties Committee, Mrs. Rossiter led the discussion of the bills for August. The new station wagon was rustproofed and undercoated. Payment was made to the Secretary of State's office for OCLC telecommunication charges rather than paying monthly (to save money). Mrs. Rossiter made a motion that the bills paid in August be approved. It was seconded by Mrs. Lutovsky and passed by roll call vote.

Further reporting, Mrs. Rossiter said that money should be put in the budget next year to improve the front doors. New closures would cost \$1,200 to \$1,500 and enable the doors to open easier. Other alternatives are the pneumatic power assisters (\$3,500-\$4,000), the electric door openers (\$4,500), and the "push and go" operation using a button. It was recommended that only one set of doors--either east or west set, not the center doors--be made to have easier access. These are wide enough for the handicapped to use. Further study will have to be done before next year, and architects will need to get their specifications and working drawings developed around the first of May, 1987.

Considerable discussion followed concerning the Library's financial problems. The City does not want to increase its tax levy by more than five percent in order to avoid a public hearing and tax referendum. In order to meet the proposed budget, the library must save 5 percent (\$100,000) of its 1986/87 budget. The only line item presently overspent is temporary salary line due to a budgeting error.